

# Agenda

## Woodend-Sefton Community Board

Monday 12 June 2023

5.30pm

Woodend Community Centre  
School Road  
Woodend

**Members:**

Shona Powell (Chairperson)

Mark Paterson (Deputy Chairperson)

Brent Cairns

Ian Fong

Rhonda Mather

Philip Redmond

Andrew Thompson

## **AGENDA CONTENTS – WOODEND-SEFTON COMMUNITY BOARD MEETING**

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**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 12 JUNE 2023 AT 5.30PM.**

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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>   | PAGES   |
|----------|--|---------|
| <b>1</b> | <b><u>APOLOGIES</u></b>  |         |
| <b>2</b> | <b><u>CONFLICTS OF INTEREST</u></b>  |         |
| <b>3</b> | <b><u>CONFIRMATION MINUTES</u></b>   |         |
| 3.1      | <b><u>Minutes of the Woodend-Sefton Community Board – 8 May 2023</u></b>   |         |
|          | <i>RECOMMENDATION</i>  | 22 - 28 |
|          | <b>THAT</b> the Woodend-Sefton Community Board:  |         |
|          | (a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 8 May 2023. |         |
| 3.2      | <b><u>Matters Arising</u></b>  |         |
| 3.3      | <b><u>Notes of the Woodend-Sefton Community Board Workshop – 8 May 2023</u></b>  |         |
|          | <i>RECOMMENDATION</i>  | 29      |
|          | <b>THAT</b> the Woodend-Sefton Community Board:  |         |
|          | (a) <b>Receives</b> the notes of the Woodend-Sefton Community Board Workshops, held on 8 May 2023.   |         |
| <b>4</b> | <b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>   |         |
|          | Nil.   |         |
| <b>5</b> | <b><u>ADJOURNED BUSINESS</u></b>   |         |
|          | Nil.   |         |

## 6 REPORTS

### 6.1 Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Woodend-Sefton Ward Area) – Shane Binder (Senior Transportation Engineer) and Allie Mace-Cochrane (Transportation Engineer)

RECOMMENDATION

30 - 143

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230530079076.

AND

**THAT** the Woodend-Sefton Community Board recommends:

**THAT** the Council:

- (b) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i), which outlines proposed speed limit changes for implementation between 2023 and June 2027.
- (c) **Approves** the inclusion of the school speed limits, within the Board's ward area (listed in Table 1) being included within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).

**Table 1.** Extents of school speed limits within the Board's ward area.

| School name               | Cat. | Proposed Speed Limit | Road Extents  | Speed Limit Type |
|---------------------------|------|----------------------|---|------------------|
| <b>Pegasus Bay School</b> | 1    | 30 km/h              | Whakatipu Street (Pegasus Boulevard to Solander Road)                   | Permanent        |
|                           |      |                      | Solander Road (Pegasus Boulevard to Whakatipu Street)                   |                  |
| <b>Woodend School</b>     | 1    | 30 km/h              | School Road (Main North Road – SH1 to Rangiora Woodend Road)            | Permanent        |
| <b>Sefton School</b>      | 1    | 30 km/h              | Upper Sefton Road (20 m west of Buller Street to 611 Upper Sefton Road) | Variable         |

- (d) **Notes** that Council, as a Road Controlling Authority, must set safe speed limits outside of all schools by June 2027, with 40% of these needing to occur by June 2024, as required by the *Land Transport Rule: Setting of Speed Limits 2022*.
- (e) **Notes** that the proposed school zone extents are subject to change after consultation progresses with each school.
- (f) **Approves** the inclusion of the following speed limits, within the Board's ward area listed in Table 2 – Table 8, within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i).

- a. Sefton Township roads listed in Table 2,

**Table 2.** Proposed speed limits for the Sefton Township.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| <b>Carr Street – Railway Street to end of formed road</b>    | 50                          | 40                          |
| <b>Railway Street – Upper Sefton Road to Pembertons Road</b> | 50                          | 40                          |
| <b>Booth Street – Railway Street to Pembertons Road</b>      | 50                          | 40                          |
| <b>Vaughan Street – Pembertons Road to Cross Street</b>      | 50                          | 40                          |
| <b>High Street – Pembertons Road to Upper Sefton Road</b>    | 50                          | 40                          |
| <b>Cross Street – Pembertons Road to Upper Sefton Road</b>   | 50                          | 40                          |
| <b>Buller Street – Upper Sefton Road to Cross Street</b>     | 50                          | 40                          |

- b. Pegasus urban area roads listed in Table 3,

**Table 3.** Proposed speed limits for the Pegasus urban area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| <b>Infinity Drive – Lakeside Drive to end of formed road</b>     | 50                          | 40                          |
| <b>Kessen Street – Pegasus Boulevard to Forbes Street</b>        | 50                          | 40                          |
| <b>Blackadder Road – Kessen Street to Hakatere Road</b>          | 50                          | 40                          |
| <b>Coulter Street – Blackadder Road to Taniwha Street</b>        | 50                          | 40                          |
| <b>Kumara Street – Blackadder Road to Tutaipatu Avenue</b>       | 50                          | 40                          |
| <b>Tutaipatu Avenue – Blackadder Road to Pegasus Main Street</b> | 50                          | 40                          |
| <b>Taniwha Street – Coulter Street to Hakatere Road</b>          | 50                          | 40                          |
| <b>Manuka Street – Blackadder Road to Taniwha Street</b>         | 50                          | 40                          |
| <b>Forbes Street – Kessen Street to Hakatere Road</b>            | 50                          | 40                          |
| <b>Hakatere Road – Blackadder Road to Pegasus Main Street</b>    | 50                          | 40                          |
| <b>Eyrewell Road – Kessen Street to Seaward Street</b>           | 50                          | 40                          |

| <b>Road Name and Extents</b>   | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Horomaka Street – Eyrewell Road to Puriri Street</b>                | 50                                 | 40                                 |
| <b>Puriri Street – Horomaka Street to Hakatere Road</b>                | 50                                 | 40                                 |
| <b>Puaka Street – Puriri Street to Seaward Street</b>                  | 50                                 | 40                                 |
| <b>Waireka Street – Pegasus Boulevard to Tutaiapatu Avenue</b>         | 50                                 | 40                                 |
| <b>Seaward Street – Eyrewell Road to Hakatere Road</b>                 | 50                                 | 40                                 |
| <b>Murfitt Street – Pegasus Boulevard to Waipara Road</b>              | 50                                 | 40                                 |
| <b>Waipara Road – Murfitt Street to Hakatere Road</b>                  | 50                                 | 40                                 |
| <b>Tahuna Street – Eyrewell Road to Te Kohanga Drive</b>               | 50                                 | 40                                 |
| <b>Tommy Street – Tahuna Street to Moa Street</b>                      | 50                                 | 40                                 |
| <b>Moa Street – Tommy Street to Hakatere Road</b>                      | 50                                 | 40                                 |
| <b>Turvey Street – Pegasus Boulevard to Pipiri Street</b>              | 50                                 | 40                                 |
| <b>Pipiri Street – Hakatere Road to Turvey Street</b>                  | 50                                 | 40                                 |
| <b>Waimarie Street – Pipiri Street to Pegasus Main Street</b>          | 50                                 | 40                                 |
| <b>Pipi Wai Street – Turvey Street to Pegasus Main Street</b>          | 50                                 | 40                                 |
| <b>Kuta Street – Turvey Street to Pegasus Main Street</b>              | 50                                 | 40                                 |
| <b>Pegasus Main Street – Hakatere Road to Lakeside Drive</b>           | 50                                 | 40                                 |
| <b>Te Kohanga Drive – Pegasus Boulevard to Tiritiri Moana Drive</b>    | 50                                 | 40                                 |
| <b>The Esplanade – Te Kohanga Drive to Te Kohanga Drive</b>            | 50                                 | 40                                 |
| <b>Whangaroa Street – The Esplanade to Te Wairewa Street</b>           | 50                                 | 40                                 |
| <b>Te Waihora Street – Te Kohanga Drive to The Esplanade</b>           | 50                                 | 40                                 |
| <b>Rapaki Street – Te Waihora Street to The Esplanade</b>              | 50                                 | 40                                 |
| <b>Tiritiri Moana Drive – Pahua Street to end Council’s legal road</b> | 50                                 | 40                                 |
| <b>Marangai Drive – Te Hurunui Drive to Tuaki Street</b>               | 50                                 | 40                                 |
| <b>Miskell Street – Marangai Drive to Awatere Street</b>               | 50                                 | 40                                 |

| <b>Road Name and Extents</b>   | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive</b> | 50                                 | 40                                 |
| <b>Katipo Way – Miskell Street to Tuaki Street</b>                     | 50                                 | 40                                 |
| <b>Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive</b>       | 50                                 | 40                                 |
| <b>Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive</b>           | 50                                 | 40                                 |
| <b>Helicon Street – Jove Drive to Tiritiri Moana Drive</b>             | 50                                 | 40                                 |
| <b>Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive</b>      | 50                                 | 40                                 |
| <b>Lakeside Drive – Tiritiri Moana Drive to Infinity Drive</b>         | 50                                 | 40                                 |
| <b>Kawari Drive – Tiritiri Moana Drive to Infinity Drive</b>           | 50                                 | 40                                 |
| <b>Aroha Street – Tiritiri Moana Drive to Tangiwai Street</b>          | 50                                 | 40                                 |
| <b>Pahua Street – Chimera Street to Tiritiri Moana Drive</b>           | 50                                 | 40                                 |
| <b>Arahura Road – Lakeside Drive to Kawari Drive</b>                   | 50                                 | 40                                 |
| <b>Chimera Street – Lakeside Drive to Nga Tupuna Street</b>            | 50                                 | 40                                 |
| <b>Nga Tupuna Street – Arapura Road to Lakeside Drive</b>              | 50                                 | 40                                 |
| <b>Kahu Street – Arapura Road to Kahuraki Drive</b>                    | 50                                 | 40                                 |
| <b>Kawakawa Street – Arapura Drive to Kahuraki Drive</b>               | 50                                 | 40                                 |
| <b>Kokopu Street – Kahuraki Drive to Arapura Road</b>                  | 50                                 | 40                                 |
| <b>Tangiwai Street – Arapura Road to Infinity Drive</b>                | 50                                 | 40                                 |
| <b>Kahuraki Drive – Arapura Road to Nga Tupuna Street</b>              | 50                                 | 40                                 |
| <b>Hodgkinson Road – Infinity Drive to Pegasus Boulevard</b>           | 50                                 | 40                                 |
| <b>Winsloe Street – Hodgkinson Road to Pegasus Main Street</b>         | 50                                 | 40                                 |
| <b>Motu Quay – Pegasus Main Street to end of formed road</b>           | 50                                 | 40                                 |
| <b>Waituna Street – Winsloe Street to Barnes Street</b>                | 50                                 | 40                                 |
| <b>Pukohe Street – Winsloe Street to Barnes Street</b>                 | 50                                 | 40                                 |
| <b>Barnes Street – Hodgkinson Road to Matamata Quay</b>                | 50                                 | 40                                 |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Matamata Quay – Barnes Street to Te Kohanga Drive                    | 50                          | 40                          |
| Mary Ellen Street – Matamata Quay to Solander Street                 | 50                          | 40                          |
| Whakatipu Street – Solander Road to Waituna Street                   | 50                          | 40                          |
| Pounamu Place – Whakatipu Street to Mary Ellen Street                | 50                          | 40                          |
| Solander Road – Infinity Drive to Whakatipu Street                   | 50                          | 40                          |
| Tuka Road – Infinity Drive to Solander Road                          | 50                          | 40                          |
| Awaroa Road – Solander Road Whakatipu Street                         | 50                          | 40                          |
| Hikuraki Street – Infinity Drive to Whakatipu Street                 | 50                          | 40                          |
| Pegasus Boulevard – 50 m east of Infinity Drive to Te Kohanga Drive  | 50                          | 40                          |
| Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive | 70                          | 60                          |
| Mara Kai Place – Pegasus Boulevard to end of formed road             | 50                          | 40                          |
| Atkinsons Lane – Mara Kai Place to end of formed road                | 50                          | 40                          |
| Te Haunui Lane – Pegasus Boulevard to end of formed road             | 50                          | 40                          |
| Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard              | 50                          | 40                          |
| Taerutu Lane – Mapleham Drive to end of formed road                  | 50                          | 40                          |
| Burntwood Lane – Mapleham Drive to end of formed road                | 50                          | 40                          |

c. Woodend/Ravenswood urban area roads listed in Table 4,

**Table 4.** Proposed speed limits for Woodend/Ravenswood area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Judsons Road – Woodend Beach Road to end of formed road      | 50                          | 40                          |
| Copper Beech Road – Woodend Beach Road to end of formed road | 50                          | 40                          |

| <b>Road Name and Extents</b>                                     | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Evergreen Road – Copper Beech Road to Copper Beech Road</b>   | 50                                 | 40                                 |
| <b>Panckhurst Drive- Petries Road to end of formed road</b>      | 50                                 | 40                                 |
| <b>McLean Place – Panckhurst Road to end of formed road</b>      | 50                                 | 40                                 |
| <b>Parkinson Place – Panckhurst Road to end of formed road</b>   | 50                                 | 40                                 |
| <b>Simon Place – Panckhurst Road to end of formed road</b>       | 50                                 | 40                                 |
| <b>Petries Road – State Highway One to Gladstone Road</b>        | 50                                 | 40                                 |
| <b>James Drive – Petries Road to Gladstone Road</b>              | 50                                 | 40                                 |
| <b>Pascoe Drive – Petries Road to end of formed road</b>         | 50                                 | 40                                 |
| <b>Hamlett Drive – Petries Road to Gladstone Road</b>            | 50                                 | 40                                 |
| <b>Benjes Place – Hamlett Drive to end of formed road</b>        | 50                                 | 40                                 |
| <b>Fearne Drive – Hamlett Drive to Petries Road</b>              | 50                                 | 40                                 |
| <b>Keeper Close – Fearne Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>Ranby Place – Fearne Drive to end of formed road</b>          | 50                                 | 40                                 |
| <b>Catchpole Place – Petries Road to end of formed road</b>      | 50                                 | 40                                 |
| <b>Gladstone Road – State Highway One to Gladstone Park</b>      | 50                                 | 40                                 |
| <b>Eders Road – Gladstone Road to State Highway One</b>          | 50                                 | 40                                 |
| <b>Stopforth Street – Gladstone Road to Parsonage Road</b>       | 50                                 | 40                                 |
| <b>Parsonage Road – State Highway One to end of formed road</b>  | 50                                 | 40                                 |
| <b>Littles Lane – Parsonage Road to end of formed road</b>       | 50                                 | 40                                 |
| <b>McQuillan Avenue – Parsonage Road to State Highway One</b>    | 50                                 | 40                                 |
| <b>Thirlwall Street – McQuillan Avenue to end of formed road</b> | 50                                 | 40                                 |
| <b>Salkeld Place – McQuillan Avenue to end of formed road</b>    | 50                                 | 40                                 |

| <b>Road Name and Extents</b>                                     | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Cutler Street – McQuillan Avenue to end of formed road</b>    | 50                                 | 40                                 |
| <b>Cleaver Street – Salkeld Place to end of formed road</b>      | 50                                 | 40                                 |
| <b>Gibbs Drive – School Road to Woodend Road</b>                 | 50                                 | 40                                 |
| <b>Stanton Place – Gibbs Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>Lacy Gate Place – Gibbs Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Somerset Place – Gibbs Drive to end of formed road</b>        | 50                                 | 40                                 |
| <b>Woodend Road – Rangiora Woodend Road to State Highway One</b> | 50                                 | 40                                 |
| <b>Bowie Drive – Woodend Road to Woodglen Drive</b>              | 50                                 | 40                                 |
| <b>Cassidy Place – Bowie Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>The Stables – Bowie Drive to end of formed road</b>           | 50                                 | 40                                 |
| <b>Woodglen Drive – Bowie Drive to Chinnerys Drive</b>           | 50                                 | 40                                 |
| <b>Manahi Place – Woodglen Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Norton Place – Woodglen Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Hewitts Road – State Highway One to Welsford Street</b>       | 50                                 | 40                                 |
| <b>Woodfield Place – Woodglen Drive to end of formed road</b>    | 50                                 | 40                                 |
| <b>Taranaki Drive – Woodglen Drive to end of formed road</b>     | 50                                 | 40                                 |
| <b>Thornley Place – Woodglen Drive to end of formed road</b>     | 50                                 | 40                                 |
| <b>Welsford Street – Bowie Drive to Minerva Crescent</b>         | 50                                 | 40                                 |
| <b>Appleton Place – Hewitts Road to end of formed road</b>       | 50                                 | 40                                 |
| <b>Cobden Place – Hewitts Road to end of formed road</b>         | 50                                 | 40                                 |
| <b>Bunting Place – Hewitts Road to end of formed road</b>        | 50                                 | 40                                 |
| <b>Paget Drive – Welsford Street to Welsford Street</b>          | 50                                 | 40                                 |

| <b>Road Name and Extents</b>  | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|---|------------------------------------|------------------------------------|
| <b>Chinnerys Road – Rangiora Woodend Road to State Highway One</b>      | 50                                 | 40                                 |
| <b>Grange View – Chinnerys Road to end of formed road</b>               | 50                                 | 40                                 |
| <b>Minerva Crescent – Welsford Street to Welsford Street</b>            | 50                                 | 40                                 |
| <b>Shrimpton Avenue – Welsford Street to end of formed road</b>         | 50                                 | 40                                 |
| <b>Clegg Street – Shrimpton Avenue to Bob Robertson Drive</b>           | 50                                 | 40                                 |
| <b>John Raven Lane – Clegg Street to end of formed road</b>             | 50                                 | 40                                 |
| <b>Godley Place – Clegg Street to end of formed road</b>                | 50                                 | 40                                 |
| <b>Tara Crescent – Bob Robertson Drive to Bob Robertson Drive</b>       | 50                                 | 40                                 |
| <b>Stonyer Street – Bob Robertson Drive to Quinn Crescent</b>           | 50                                 | 40                                 |
| <b>Quinn Crescent – Croydon Street to Crossley Avenue</b>               | 50                                 | 40                                 |
| <b>Crossley Avenue – Stonyer Street to end of formed road</b>           | 50                                 | 40                                 |
| <b>Croydon Street – Stonyer Street to Oakleigh Street</b>               | 50                                 | 40                                 |
| <b>Oakleigh Street – Bob Robertson Drive to end of formed road</b>      | 50                                 | 40                                 |
| <b>Woodford Avenue – Bob Robertson Drive to end of formed road</b>      | 50                                 | 40                                 |
| <b>Jury Lane – Bob Robertson Drive to Woodford Avenue</b>               | 50                                 | 40                                 |
| <b>Jasmine Street – Bob Robertson Drive to Woodford Avenue</b>          | 50                                 | 40                                 |
| <b>Clare Street – Bob Robertson Drive to Woodford Avenue</b>            | 50                                 | 40                                 |
| <b>Sills Street – Clare Street to Grimwood Street</b>                   | 50                                 | 40                                 |
| <b>Kotua Street – Sills Street to Woodford Avenue</b>                   | 50                                 | 40                                 |
| <b>Eldridge Street – Sills Street to Woodfor Street</b>                 | 50                                 | 40                                 |
| <b>Grimwood Street – Bob Robertson Drive to Woodford Avenue</b>         | 50                                 | 40                                 |
| <b>Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue</b> | 50                                 | 40                                 |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| White Street – Nathaniel Archer Street to Barnett Street     | 50                          | 40                          |
| Curtis Street – White Street to Woodford Avenue              | 50                          | 40                          |
| Barnett Street – Woodford Avenue to Bob Robertson Drive      | 50                          | 40                          |
| Stackwood Avenue – Bob Robertson Drive to end of formed road | 50                          | 40                          |
| Antil Street – Stackwood Avenue to Chambers Avenue           | 50                          | 40                          |
| Borland Street – Antil Street to Crossley Street             | 50                          | 40                          |
| Chambers Avenue – Bob Robertson Drive to end of formed road  | 50                          | 40                          |
| Higgins Street – Chambers Avenue to end of formed road       | 50                          | 40                          |
| Elmers Street – Higgins Street to end of formed road         | 50                          | 40                          |
| Henshaw Street – Elmers Street to end of formed road         | 50                          | 40                          |
| Clayton Place – Bob Robertson Drive to end of formed road    | 50                          | 40                          |
| Lilburne Street – Clayton Place to end of formed road        | 50                          | 40                          |
| Bowmaker Crescent – Lilburne Street to Lilburne Street       | 50                          | 40                          |
| Kesteven Place – Bob Robertson Drive to end of formed road   | 50                          | 40                          |
| Garlick Street – Bob Robertson Drive to end of formed road   | 50                          | 40                          |

d. Waikuku Beach peri-urban area roads listed in Table 5,

**Table 5.** Proposed speed limits for Waikuku Beach peri-urban areas.

| Road Name and Extents                                      | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Northside Drive – Waikuku Beach Road to Waikuku Beach Road | 50                          | 40                          |
| Kings Avenue – Waikuku Beach Road to end of formed road    | 50                          | 40                          |
| Allin Drive – Kings Avenue to Queens Avenue                | 50                          | 40                          |
| Queens Avenue – Kings Avenue to end of formed road         | 50                          | 40                          |

| Road Name and Extents                                | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Ensors Place – Queens Avenue to end of formed road   | 50                          | 40                          |
| Collins Drive – Queens Avenue to end of formed road  | 50                          | 40                          |
| McKenzie Place – Collins Drive to end of formed road | 50                          | 40                          |

e. Waikuku peri-urban area roads listed in Table 6,

**Table 6.** Proposed speed limits for the Waikuku peri-urban area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|---|-----------------------------|-----------------------------|
| Macdonalds Lane – State Highway One to end of formed road           | 50                          | 40                          |
| Geisha Road – State Highway One to end of formed road               | 70                          | 40                          |
| Leggitts Road – Waikuku Beach Road to end of formed road (unsealed) | 80                          | 60                          |

f. North of Upper Sefton Road area roads listed in Table 7,

**Table 7.** Proposed speed limits for the north of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Upper Sefton Road – 130 m west of Marshmans Road to 240 m east of Railway Street<br><b>*RACB Boundary (partial extent)</b>       | 100                         | 80                          |
| Bairds Road – Upper Sefton Road to Rangiora Leithfield Road (unsealed)<br><b>*RACB Boundary</b>                                  | 100                         | 60                          |
| Rangiora Leithfield Road – Marshmans Road to Hurunui District Boundary (part unsealed)<br><b>*RACB Boundary (partial extent)</b> | 100                         | 60                          |
| Amors Road – Rangiora Leithfield Road to Upper Sefton Road (unsealed)  | 100                         | 60                          |
| Criglingtons Road – Rangiora Leithfield Road to Pembertons Road (unsealed)   | 100                         | 60                          |
| Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street   | 100                         | 80                          |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|---|-----------------------------|-----------------------------|
| Broad Road – Hurunui District Boundary to Upper Sefton Road (unsealed)<br><b>*RACB Boundary (partial extent)</b>      | 100                         | 60                          |
| Hanna Place – Upper Sefton Road to end of formed road   | 100                         | 80                          |
| Upper Sefton Road – 120 m west of Cross Street to Hurunui District boundary<br><b>*RACB Boundary (partial extent)</b> | 100                         | 80                          |

g. South of Upper Sefton Road area roads listed in Table 8,

**Table 8.** Proposed speed limits for the south of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Beatties Road – Upper Sefton Road to Lower Sefton Road (unsealed)<br><b>*RACB Boundary</b>                       | 100                         | 60                          |
| Lower Sefton Road – Auckland Street to Saltwater Creek Road (unsealed)<br><b>*RACB Boundary (partial extent)</b> | 100                         | 60                          |
| Lower Sefton Road – Saltwater Creek Road to Wyllies Road   | 100                         | 80                          |
| Lower Sefton Road – Wyllies Road to Factory Road (unsealed)  | 100                         | 60                          |
| Saltwater Creek Road – Lower Sefton Road to Toppings Road (unsealed)   | 100                         | 60                          |
| Toppings Road – Lower Sefton Road to end of formed road (unsealed)   | 100                         | 60                          |
| Wyllies Road – Lower Sefton Road to State Highway One  | 100                         | 80                          |
| Mcgifferts Road – Lower Sefton Road to Upper Sefton Road (unsealed)  | 100                         | 60                          |
| Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road  | 100                         | 60                          |
| Maguires Road – Toppings Road to end of formed road (unsealed)   | 100                         | 60                          |
| Stringers Road – Toppings Road to end of formed road (unsealed)  | 100                         | 60                          |
| Pears Road – Stringers Road to Upper Sefton Road   | 100                         | 60                          |
| Factory Road – Lower Sefton Road to Toppings Road (unsealed)   | 100                         | 60                          |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|---|-----------------------------|-----------------------------|
| Boyces Road – Factory Road to Upper Sefton Road (unsealed)      | 100                         | 60                          |
| Amesbury Road – Factory Road to State Highway One (unsealed)    | 100                         | 60                          |
| Dicks Road – Factory Road to Broad Road (unsealed)              | 100                         | 60                          |
| Broad Road – Upper Sefton Road to State Highway One             | 100                         | 80                          |
| Harleston Road – Upper Sefton Road to Hurunui District Boundary | 100                         | 80                          |
| Burkes Road – Harleston Road to State Highway One (unsealed)    | 100                         | 60                          |

- (g) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (h) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across the Canterbury RCAs and listed below, which has alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines.
- 80 km/h on rural sealed roads,
  - 60 km/h on rural unsealed roads,
  - 40 km/h in urban and settlement areas,
  - 30 km/h around schools, where not deemed Category Two school.
- (i) **Notes** that while this approach is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (j) **Notes** that Draft Waimakariri Speed Management Plan 2023-2027 also proposes changes to speed limits in the following areas:
- i. North-eastern rural portion of the district (i.e., Sefton/Ashley),
  - ii. south-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside),
  - iii. Rangiora town centre,
  - iv. Kaiapoi town centre,
  - v. Oxford town centre,
  - vi. Sefton urban area
  - vii. Ashley urban area
  - viii. urban roads in Woodend, Pegasus, and Ravenswood,
  - ix. peri-urban roads in Waikuku and Waikuku Beach,
  - x. all school zones,
  - xi. roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.

- (k) **Notes** that following Consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard.
- (l) **Notes** that the regional speed management principles included within Attachment i have been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

6.2 **Proposed Roothing Capital Works Programme for 2023/24 – Joanne McBride (Roothing and Transport Manager)**

*RECOMMENDATION*

144 - 155

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230601081344.

*AND*

**THAT** the Woodend-Sefton Community Board recommends:

**THAT** the Utilities & Roothing Committee:

- (b) **Approves** the attached 2023/24 Proposed Roothing Capital Works Programme (TRIM No. 230306030136).
- (c) **Authorises** the Roothing & Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service are met, and the changes included in Quarterly Financial reporting.
- (d) **Endorses** the indicative Roothing Programme for the 2024/25, 2025/26 and 2026/27 years.

6.3 **Waikuku Beach Drainage Investigations Update – Jason Recker (Stormwater and Waterways Manager)**

*RECOMMENDATION*

156 - 165

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230531080636
- (b) **Notes** the following progress on several areas identified for further investigation in Waikuku Beach:
  - Waikuku Beach Campground – Flood strategy report complete.
  - Swindells Road – Options report complete.
  - Collins Drive – Wastop installation complete.
  - Kiwi Avenue Reserve / Broadway Avenue – Construction of the Broadway Avenue stormwater improvements has been completed in May 2023.
  - Waikuku Beach Domain – Flood investigation in progress.
  - Reserve Road / Broadway Avenue/Kiwi Avenue – Six soakpits refurbished at 29 Kiwi Avenue, 14 Kiwi Avenue, 6 Macdonalds Lane and at the intersection of Cross Street and Reserve Road. Additional soakpit installed at 16 Broadway Avenue.

- Kings Avenue – Allocated \$50,000 of budget in 2023/24 for design and construction.
  - Northside Drive - Allocated \$50,000 of budget in 2023/24 for design and construction.
- (c) **Notes** that a report will be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrading works in the Swindells Road.
- (d) **Circulates** this report to the Utilities and Roading Committee for their information.

6.4 **Park Terrace Berm Replacement Planting Plan – Waikuku Beach – Grant Stephens (Greenspace Design and Planning Team Leader)**

*RECOMMENDATION*

166 - 183

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM number. 230601081392
- (b) **Notes** the attached results of the community consultation (Trim: 230601081387) which concluded 24 May 2023 regarding the proposed native planting along Park Terrace.
- (c) **Notes** that seven responses were received, and all were in general support of native planting plan with minor changes as discussed and included where appropriate in the attached plan (Trim 230607083811)
- (d) **Approves** the implementation of the Waikuku Beach Park Terrace Berm Replacement Planting Plan (Trim 230607083811).
- (e) **Notes** that this report does not seek budget allocation towards this planting however approval of the plan allows future allocation of budget such as potentially from the Boards' General Landscaping Budget.

6.5 **Woodend-Sefton General Landscaping Budget – Hannah-Rose Belworthy (Landscape Architect)**

*RECOMMENDATION*

184 - 190

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230530079669.
- (b) **Notes** the Board currently has \$9,090 available to allocate towards general landscaping projects within the Woodend Sefton ward.
- (c) **Notes** the previous report (Trim: 230601081392) updating the Board regarding the results of community consultation and seeking approval for the implementation of the proposed native planting plan for the area to the west of Park Terrace, Waikuku Beach.
- (d) **Approves** the allocation of \$9,090 towards the native revegetation in area of previous hedge alongside Park Terrace, Waikuku Beach.

6.6 **Road Naming – New Style Homes Limited – Scott Morrow (Rates Officer – Property Specialist)**

RECOMMENDATION

191 - 199

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230531080311.
- (b) **Approves** one of the following proposed road names for the new private Right of Way on Lot 4 DP 42925 as shown on the attached plan:  
Jecasta Lane (Pvt) or  
Larkin Lane (Pvt) or  
Onika Lane (Pvt)
- (c) **Notes** that the Community Board may replace any proposed name with a name of its choice.

6.7 **Application to the Woodend-Sefton Community Board’s 2022/23 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

RECOMMENDATION

200 - 213

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230525076348.
  - (b) **Approves** a grant of \$..... to Sefton Netball Club for the purchase of new equipment.
- OR**
- (c) **Declines** the application from the Sefton Netball Club.

6.8 **Member for Representation Review Working Party – Sarah Nichols (Governance Manager)**

RECOMMENDATION

214 - 232

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230516070971.
- (b) **Appoints** Board member ....., (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwī, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond have been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group is to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local

Body elections, and report back to the Council prior to December 2023.

- (f) **Notes** the working party meetings will most likely be held on Thursday mornings, on a regular basis once membership is fully established.

6.9 **Amendments to Standing Orders for the Woodend-Sefton Community Board – Thea Kunkel (Governance Team Leader)**

*RECOMMENDATION*

233 - 318

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230322039615.  
(b) **Adopts** the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 13 June 2023.

7 **CORRESPONDENCE**

7.1 **Proposed Waikuku Residents / Community Association**

Trim Ref: 230531079880.

7.2 **Letter of Support – Application to Tourism Infrastructure Fund**

Trim Ref: 23050564419.

7.3 **Memo – Poisoned Tree Removal – Mike Kwant (Community Projects Officer)**

Trim Ref: 230531080542.

*RECOMMENDATION*

319 - 323

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence from N Sutherland (Trim Ref: 230531079880).  
(b) **Receives** the letter of support for Application to Tourism Infrastructure Fund for Woodend Town Centre toilets (Trim Ref: 23050564419).  
(c) **Receives** the memorandum from M Kwant (Community Projects Officer) on Poisoned Tree Removal (Trim Ref: 230531080542).

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for May 2023**

*RECOMMENDATION*

324

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230606082558).

9 **MATTERS FOR INFORMATION**

9.1. **Oxford-Ohoka Community Board Meeting Minutes 3 May 2023.**

9.2. **Rangiora-Ashley Community Board Meeting Minutes 8 May 2023.**

9.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 April 2023.**

- 9.4. Spraying and Chemical Usage - Waterways and Rooding Spraying Information – Report to Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.5. Waimakariri District Council Bylaw and Policy Review Programme– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.6. Three Waters Transition: Scope of Property Transfer– Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.7. Voting Method and Representation Review for 2025 Election – Report to Council meeting 2 May 2023 – Circulates to all Boards.
- 9.8. Health, Safety and Wellbeing Report April 2023 – Report to Council meeting 2 May 2023 Circulates to all Boards.
- 9.9. Update of Standing Orders for Council, Cttees, Sub-Cttees Joint Cttees and Hearings– Report to Council Extraordinary meeting 16 May 2023 – Circulates to all Boards.
- 9.10. Aquatics May Update – Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.11. Libraries update to May 11, 2023– Report to Community and Recreation Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.12. Water Quality and Compliance Annual Report 2021-22 – Report to Utilities and Rooding Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.13. On-Demand UV Disinfection headworks site configurations – Report to Utilities and Rooding Committee meeting 23 May 2023 – Circulates to all Boards.
- 9.14. Health, Safety and Wellbeing Report – May 2023 – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.15. Submission: Electric Vehicle Charging Infrastructure Strategy– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.16. Customer Satisfaction Survey 2022– Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.17. Establishment of a Promotions Associations Review Working Group – Report to Council meeting 6 June 2023 – Circulates to all Boards.
- 9.18. Draft Road Reserve Management Policy – Report to Council meeting 6 June 2023 – Circulates to all Boards.

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.18.

**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**

325 - 329

10.1 Ian Fong

10.2 Rhonda Mather

### 10.3 **Philip Redmond**

*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.*

*Any written information submitted by members will be circulated via email prior to the meeting.*

## 11 **CONSULTATION PROJECTS**

Nil.

## 12 **BOARD FUNDING UPDATE**

### 12.1 **Board Discretionary Grant**

Balance as at 31 May 2023: \$3,210.

### 12.2 **General Landscaping Fund**

Balance as at 31 May 2023: \$13,090.

## 13 **MEDIA ITEMS**

## 14 **QUESTIONS UNDER STANDING ORDERS**

## 15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

### **NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 8 May 2023 at the Woodend Community Centre, School Road, Woodend.

#### **Workshop**

- *Grants – Kay Rabe (Governance Advisor)*
- *Members Forum*

#### **Briefing**

- *Pegasus Community Centre – Chris Brown (General Manager Community and Recreation)*

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 MAY 2023 AT 5.30PM.**

**PRESENT**

S Powell (Chairperson), B Cairns, I Fong, R Mather, P Redmond, M Paterson, and A Thompson (Arrived 5.43pm).

**IN ATTENDANCE**

K LaValley (General Manager Planning, Regulation and Environment) K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were four members of the public present.

**1 APOLOGIES**

Moved: S Powell

Seconded: R Mather

**THAT** an apology for lateness be received and sustained from A Thompson (who arrived 5.43pm).

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 11 April 2023**

Moved: M Paterson

Seconded: I Fong

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 11 April 2023.

**CARRIED**

**3.2 Matters Arising**

Nil.

**3.3 Notes of the Woodend-Sefton Community Board Workshop – 11 April 2023**

Moved: B Cairns

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshops, held on 11 April 2023.

**CARRIED**

#### 4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

##### 4.1 Ashley/Rakahuri Estuary – Grant Davey

G Davey from the Ashley/Rakahuri River Care Group spoke to the Board regarding major challenges facing the banded dotterel in the estuary. The main issue was the infestation of black-backed gulls as well as human disturbance from pedestrians, vehicles, planes and dogs. There were signs prohibiting dogs from the estuary however they were routinely ignored. Black-backed gulls were a well-documented and long-established predator of the eggs and chicks of native birds. They were the third most abundant bird species found in the estuary. During the last season over 250 nests were found and noted that a predator species should never occur in such large numbers near a breeding colony. Due to these high numbers of black-backed gulls there were no banded dotterel nesting long the spit. There was a colony of approximately 1,000 white-front turns nesting at the southern end of the spit. The entire colony had been devastated by the black-backed gulls.

The Ashley/Rakahuri River Care Group had been given \$5,000 from the Waimakariri Water Zone Committee to fund a scholarship for a student to complete a thesis regarding the issues being faced.

G Davey felt this was a jewel of biodiversity for the Waimakariri and it was not being nurtured and protected. A precious part of the environment was being lost and attention needed to be drawn to it. The issues were not the Ashley/Rakahuri River Care Group's core business and they could not afford to spend a lot of time on them. They were planning a public meeting with the participation of the Waimakariri District Council, Environment Canterbury and the Department of Conservation. It would include education, the need for better signage, managing black-backed gull numbers, stronger bylaws and the enforcement of them. He suggested the area could be included in the Te Kohaka o Tuhaitara Coastal Park.

S Powell questioned if the group knew where vehicles were entering the area from. G Davey noted they were unable to cut off access due to white baiters needing access during the season.

S Powell then asked if there could be any improvement to the signage. G Davey felt they were ignored more than read. I Fong stated the signs were vague and could be improved and could be extended down the track through the dunes towards the estuary.

A Thompson suggested the best way to eliminate the threat of dogs was to have areas north of the car park be dog free. S Powell questioned if that was mentioned in the lead up to the previous Pegasus Bay Bylaw review. A Thompson noted it had been raised a number of times.

B Cairns sought clarity on if the River Care Group had drafted their recommended bylaws for the review or if they required assistance. G Davey noted they were unsure of the timing of the review so were yet to write anything up.

S Powell questioned if they had talked to the Te Kohaka Tuhaitara Trust regarding the possibility of them taking over the estuary care. G Davey had spoken to the previous general manager who thought it was a good idea.

S Powell felt the strongest avenue for change was the Northern Pegasus Bay Bylaw review and would help to keep the Ashley/Rakahuri River Care Group up to date with all the information regarding it. She noted the Board would most likely be submitting on the review as well. The Board was supportive of

the River Care Group hosting a public meeting and felt there was no harm in exploring every avenue of education.

## 5 ADJOURNED BUSINESS

Nil.

## 6 REPORTS

### 6.1 Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

K Rabe took the report as read. She noted the North Canterbury Adventure Club had applied to all four Community Boards and to date the Kaiapoi-Tuahiwi and Oxford-Ohoka Community Boards had declined the applications for various reasons.

R Mather questioned why the other Boards declined the applications. K Rabe replied that Kaiapoi-Tuahiwi Community Board declined the application due to there being insufficient numbers benefiting in its Board area. They also felt if parents chose to remove their children from mainstream education they should not expect ratepayers to fund social activities they would otherwise be receiving in a school environment. The Oxford-Ohoka Community Board declined the application due to several more viable applications and insufficient funds as well as the lack of benefit for its community.

Moved: I Fong

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230418053488.
- (b) **Declines** the application from the North Canterbury Adventure Club.

**CARRIED**

I Fong believed the application was poorly prepared and agreed that if parents chose to remove their children from mainstream schooling it was not the Boards role to fund outdoor activities for them.

B Cairns noted home schooling in the district was increasing however agreed that they choose to step away from normal schooling and should have to pay for it.

P Redmond supported this motion as this type of educational funding was for taxpayers not ratepayers.

K Rabe noted the Woodend Netball Club had a large increase of members since going unisex with an increase of interest from boys in the area.

Moved: R Mather

Seconded: A Thompson

- (c) **Approves** a grant of \$500 to the Woodend Netball Club towards the purchase of additional uniforms.

**CARRIED**

R Mather felt the application was worthwhile and the uniforms needed.

K Rabe stated the Menzshed were looking for new equipment to produce top quality workmanship.

Moved: B Cairns

Seconded: A Thompson

- (d) **Approves** a grant of \$500 to the Menzshed Pegasus Woodend Community Trust towards the purchase of additional workshop tools and equipment.

**CARRIED**

B Cairns noted the Menzshed brought great value to the community with the work they had done and would continue to do. A Thompson concurred.

R Mather felt the Menzshed had undersold themselves in their application by saying only 30 people would benefit from this grant. She stated it would have a benefit to the whole community.

K Rabe noted that the Pegasus Residents' Group was looking for funding toward hosting a community event for Matariki.

Moved: A Thompson

Seconded: P Redmond

- (e) **Approves** a grant of \$500 to the Pegasus Residents' Group Incorporated towards hosting a community Matariki event.

**CARRIED**

A Thompson noted this was a good local group doing good local things.

P Redmond supported a local group organising a local event for the community.

B Cairns highlighted the fact the Woodend-Sefton area had no promotions group organising events which resulted in the area missing out on Council funding.

6.2 **Ratification of the Woodend-Sefton Community Board's Submission to the Waimakariri District Council and Environment Canterbury's Draft 2023/24 Annual Plans – Kay Rabe (Governance Advisor)**

S Powell noted she was unable to present at the Environment Canterbury Annual Plan hearing due to ill health. She presented at the Waimakariri District Council Annual Plan hearing with I Fong and R Mather also present.

Moved: I Fong

Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230418053820.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230316036696).
- (c) **Retrospectively ratifies** its submission to Environment Canterbury's 2023/24 Draft Annual Plan (Trim Ref: 230322039565).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

**CARRIED**

**7 CORRESPONDENCE**

Nil.

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairperson's Report for April 2023**

Moved: S Powell

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230501060399).

**CARRIED**

## 9 **MATTERS FOR INFORMATION**

9.1 Oxford-Ohoka Community Board Meeting Minutes 6 April 2023. Rangiora-Ashley Community Board Meeting Minutes 12 April 2023. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 April 2023.

9.2 Private Plan Change 30 Ravenswood Development Ltd Resolution of Appeal and Approval of Plan Change – Report to Council meeting 4 April 2023 – Circulates to the Woodend-Sefton Community Board.

9.3 Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

9.4 ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

9.5 Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

Moved: I Fong

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.5.

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

### **B Cairns**

- Met with Pegasus Residents Group and Council staff regarding setting up the youth division of their group to hold events targeted at the youth of Pegasus. The school principals had been approached and some had provided names for a youth committee to be formed. The first event was most likely going to be a movie night and they were trying to secure a screening licence from the library team which would save funds.
- Was working with Greenspace to have their templates altered to have event planners consider allocating space for disabled parking.
- Also working with Greenspace to agree on borders to be installed at the Pegasus/Woodend Food Forest. Additional planting was ongoing and seating from the Menzshed had been installed making it a welcoming area for people.
- Attended Arts Strategy event. The group was developing a district wide strategy which would encompass the arts and creativity would be championed.
- There was a two day event being held in June at Kaiapoi high School called the Ngā Manu Kōrero speech competition. This was the first time this event was to be held at Kaiapoi High School since 1995.
- There were nine students selected from schools in the district to attend a Youth Leaders Conference with Sir Ian Taylor.

**A Thompson**

- Had received positive feedback regarding the removal of the hedge in Waikuku Beach.
- The Board would potentially receive an application for security cameras in Waikuku Beach.
- There was still local interest in the bypass.

**I Fong**

- Attended Pegasus Residents Association meeting.
- The Sefton Hall sewage overflowed and had to be pumped out.
- Attended Anzac Services.
- Attended Waimakariri Annual Plan hearing.

**M Paterson**

- Attended Woodend and Cust ANZAC services.
- Had been working with the Stalker family regarding signage for Stalker Park.
- Attended Community Association meeting. The shelter by the tennis courts at Woodend Primary School had to be cleaned out. Were going to paint the shelter to give it a refresh. Had received \$2,500 for the Community Garden from a charity.

**R Mather**

- Attended GreyPower Annual General Meeting.
- Attended Ronel's Community Cuppa. Had 54 people in attendance (Waimakariri District Council staff and elected members were present) to discuss the Draft Annual Plan.
- Attended Waimakariri District Council Community Networking Forum. The three Board members that attended had involvement with community organisations and were not just there as Board representatives.
- Attended public meeting regarding vape stores. Vapes were touted as a tool to assist smokers giving up however, they were not available by prescription only.
- Visited the Pegasus/Woodend Menzshed.
- Attended Waiora Links Community Trust meeting.
- Attended Sefton and Pegasus ANZAC services. There was a lack of suitable parking available at the Sefton service.

**Philip Redmond**

- Attended meeting regarding concerns with Waka Kotahi's planned safety improvements alongside residents and James Caygill. Planned to send a letter from the Mayor also signed by the Board Chair outlining the issues raised.
- Appointed Chair of the Road Safety Committee.
- Attended public meeting regarding vaping.
- Attended Zone 5 and 6 meeting in Queenstown. Minister of Local Government presented.
- Had been busy with Annual Plan submissions and had over 30 people present.

**11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 31 March 2023: \$4,710.

**12.2 General Landscaping Fund**

Balance as at 31 March 2023: \$13,090.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 12 June 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.31PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

-----  
Date

**NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WAIKUKU BEACH HALL, WAIKUKU BACH ON TUESDAY 8 MAY 2023 AT 6.31PM.**

**PRESENT**

S Powell (Chairperson), B Cairns, I Fong, R Mather, M Paterson, P Redmond, and A Thompson.

**IN ATTENDANCE**

K LaValley (General Manager Planning, Regulation and Environment) K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

**APPOLOGIES**

There were no apologies.

**1. Members Forum**

James Caygill from Waka Kotahi had offered to attend one of the Boards meetings to discuss their concerns with the planned safety improvements. The Board was supportive of this however also wanted to write to Waka Kotahi regarding their concerns so there was a paper trail.

Council had submitted to a tourist fund for upgrades to the Woodend public toilets.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 6.40PM.

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

**FILE NO and TRIM NO:** RDG-31-22 / 230530079076

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12<sup>th</sup> June 2023

**AUTHOR(S):** Shane Binder – Senior Transportation Engineer  
Allie Mace-Cochrane – Transportation Engineer

**SUBJECT:** Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan (Woodend-Sefton Ward Area)

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek a recommendation to Council from the Board, to consult on the 2023-2027 Waimakariri District Speed Management Plan (refer to Attachment i for detail).
- 1.2. In May 2022, *the Land Transport Rule: Setting of Speed Limits 2017* was revoked and replaced with the *Land Transport Rule: Setting of Speed Limits 2022*. This legislation changes the way which a Road Controlling Authority (RCA) sets speed limits on roads under its control and requires each RCA to develop and implement a Speed Management Plan.
- 1.3. The Director of Land Transport has advised that all road controlling authorities must develop, consult upon, and implement the Speed Management Plan for its area before the following dates:

| Deadline        | Date           | Description   |
|-----------------|----------------|---|
| First deadline  | 5 October 2023 | The final date for the publication of any consultation draft speed management plan    |
| Second deadline | 29 March 2024  | The final date for submitting the final draft speed management plan for certification |

- 1.4. Staff are working to ensure that the Waimakariri District Council Speed Management Plan is in place ahead of the timeframes as set out and to help inform the next Regional Land Transport Plan (RLTP) bid and the Long-Term Plan.
- 1.5. Staff have combined proposed interim changes to speed limits and the 2024-2027 Speed Management Plan into one document, forming the 2023-2027 Speed Management Plan. This means that the community will not be asked to provide feedback on two documents, with similar information, within a matter of months.
- 1.6. The recommended option is to approve consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027, and all of the roads included in the plan and within the Board's ward area listed in this report, as the intention is to seek community feedback on the matter.

Attachments:

- i. 2023-2027 Speed Management Plan – Draft version with track changes (TRIM No. 230525076931)
- ii. Communications and Engagement Plan (TRIM No. 230210017625)

**RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230530079076.

*AND*

**THAT** the Woodend-Sefton Community Board recommends:

**THAT** the Council:

- (b) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i), which outlines proposed speed limit changes for implementation between 2023 and June 2027;
- (c) **Approves** the inclusion of the school speed limits, within the Board's ward area (listed in Table 1) being included within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i);

**Table 1.** Extents of school speed limits within the Board's ward area.

| School name        | Cat. | Proposed Speed Limit | Road Extents  | Speed Limit Type |
|--------------------|------|----------------------|---|------------------|
| Pegasus Bay School | 1    | 30 km/h              | Whakatipu Street (Pegasus Boulevard to Solander Road)                   | Permanent        |
|                    |      |                      | Solander Road (Pegasus Boulevard to Whakatipu Street)                   |                  |
| Woodend School     | 1    | 30 km/h              | School Road (Main North Road – SH1 to Rangiora Woodend Road)            | Permanent        |
| Sefton School      | 1    | 30 km/h              | Upper Sefton Road (20 m west of Buller Street to 611 Upper Sefton Road) | Variable         |

- (d) **Notes** that Council, as a Road Controlling Authority, must set safe speed limits outside of all schools by June 2027, with 40% of these needing to occur by June 2024, as required by the *Land Transport Rule: Setting of Speed Limits 2022*;
- (e) **Notes** that the proposed school zone extents are subject to change after consultation progresses with each school;
- (f) **Approves** the inclusion of the following speed limits, within the Board's ward area listed in Table 2 – Table 8, within the Draft Waimakariri Speed Management Plan 2023-2027 (refer to Attachment i);
  - a. Sefton Township roads listed in Table 2,

**Table 2.** Proposed speed limits for the Sefton Township.

| <b>Road Name and Extents</b>                                 | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Carr Street – Railway Street to end of formed road</b>    | 50                                 | 40                                 |
| <b>Railway Street – Upper Sefton Road to Pembertons Road</b> | 50                                 | 40                                 |
| <b>Booth Street – Railway Street to Pembertons Road</b>      | 50                                 | 40                                 |
| <b>Vaughan Street – Pembertons Road to Cross Street</b>      | 50                                 | 40                                 |
| <b>High Street – Pembertons Road to Upper Sefton Road</b>    | 50                                 | 40                                 |
| <b>Cross Street – Pembertons Road to Upper Sefton Road</b>   | 50                                 | 40                                 |
| <b>Buller Street – Upper Sefton Road to Cross Street</b>     | 50                                 | 40                                 |

b. Pegasus urban area roads listed in Table 3,

**Table 3.** Proposed speed limits for the Pegasus urban area.

| <b>Road Name and Extents</b>                                      | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|---|------------------------------------|------------------------------------|
| <b>Infinity Drive – Lakeside Drive to end of formed road</b>      | 50                                 | 40                                 |
| <b>Kessen Street – Pegasus Boulevard to Forbes Street</b>         | 50                                 | 40                                 |
| <b>Blackadder Road – Kessen Street to Hakatere Road</b>           | 50                                 | 40                                 |
| <b>Coulter Street – Blackadder Road to Taniwha Street</b>         | 50                                 | 40                                 |
| <b>Kumara Street – Blackadder Road to Tutaiapatu Avenue</b>       | 50                                 | 40                                 |
| <b>Tutaiapatu Avenue – Blackadder Road to Pegasus Main Street</b> | 50                                 | 40                                 |
| <b>Taniwha Street – Coulter Street to Hakatere Road</b>           | 50                                 | 40                                 |
| <b>Manuka Street – Blackadder Road to Taniwha Street</b>          | 50                                 | 40                                 |
| <b>Forbes Street – Kessen Street to Hakatere Road</b>             | 50                                 | 40                                 |
| <b>Hakatere Road – Blackadder Road to Pegasus Main Street</b>     | 50                                 | 40                                 |
| <b>Eyrewell Road – Kessen Street to Seaward Street</b>            | 50                                 | 40                                 |
| <b>Horomaka Street – Eyrewell Road to Puriri Street</b>           | 50                                 | 40                                 |
| <b>Puriri Street – Horomaka Street to Hakatere Road</b>           | 50                                 | 40                                 |
| <b>Puaka Street – Puriri Street to Seaward Street</b>             | 50                                 | 40                                 |
| <b>Waireka Street – Pegasus Boulevard to Tutaiapatu Avenue</b>    | 50                                 | 40                                 |
| <b>Seaward Street – Eyrewell Road to Hakatere Road</b>            | 50                                 | 40                                 |
| <b>Murfitt Street – Pegasus Boulevard to Waipara Road</b>         | 50                                 | 40                                 |
| <b>Waipara Road – Murfitt Street to Hakatere Road</b>             | 50                                 | 40                                 |
| <b>Tahuna Street – Eyrewell Road to Te Kohanga Drive</b>          | 50                                 | 40                                 |
| <b>Tommy Street – Tahuna Street to Moa Street</b>                 | 50                                 | 40                                 |
| <b>Moa Street – Tommy Street to Hakatere Road</b>                 | 50                                 | 40                                 |

| <b>Road Name and Extents</b>   | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Turvey Street – Pegasus Boulevard to Pipiri Street</b>              | 50                                 | 40                                 |
| <b>Pipiri Street – Hakatere Road to Turvey Street</b>                  | 50                                 | 40                                 |
| <b>Waimarie Street – Pipiri Street to Pegasus Main Street</b>          | 50                                 | 40                                 |
| <b>Pipi Wai Street – Turvey Street to Pegasus Main Street</b>          | 50                                 | 40                                 |
| <b>Kuta Street – Turvey Street to Pegasus Main Street</b>              | 50                                 | 40                                 |
| <b>Pegasus Main Street – Hakatere Road to Lakeside Drive</b>           | 50                                 | 40                                 |
| <b>Te Kohanga Drive – Pegasus Boulevard to Tiritiri Moana Drive</b>    | 50                                 | 40                                 |
| <b>The Esplanade – Te Kohanga Drive to Te Kohanga Drive</b>            | 50                                 | 40                                 |
| <b>Whangaroa Street – The Esplanade to Te Wairewa Street</b>           | 50                                 | 40                                 |
| <b>Te Waihora Street – Te Kohanga Drive to The Esplanade</b>           | 50                                 | 40                                 |
| <b>Rapaki Street – Te Waihora Street to The Esplanade</b>              | 50                                 | 40                                 |
| <b>Tiritiri Moana Drive – Pahua Street to end Council's legal road</b> | 50                                 | 40                                 |
| <b>Marangai Drive – Te Hurunui Drive to Tuaki Street</b>               | 50                                 | 40                                 |
| <b>Miskell Street – Marangai Drive to Awatere Street</b>               | 50                                 | 40                                 |
| <b>Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive</b> | 50                                 | 40                                 |
| <b>Katipo Way – Miskell Street to Tuaki Street</b>                     | 50                                 | 40                                 |
| <b>Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive</b>       | 50                                 | 40                                 |
| <b>Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive</b>           | 50                                 | 40                                 |
| <b>Helicon Street – Jove Drive to Tiritiri Moana Drive</b>             | 50                                 | 40                                 |
| <b>Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive</b>      | 50                                 | 40                                 |
| <b>Lakeside Drive – Tiritiri Moana Drive to Infinity Drive</b>         | 50                                 | 40                                 |
| <b>Kawari Drive – Tiritiri Moana Drive to Infinity Drive</b>           | 50                                 | 40                                 |
| <b>Aroha Street – Tiritiri Moana Drive to Tangiwai Street</b>          | 50                                 | 40                                 |
| <b>Pahua Street – Chimera Street to Tiritiri Moana Drive</b>           | 50                                 | 40                                 |
| <b>Arahura Road – Lakeside Drive to Kawari Drive</b>                   | 50                                 | 40                                 |
| <b>Chimera Street – Lakeside Drive to Nga Tupuna Street</b>            | 50                                 | 40                                 |
| <b>Nga Tupuna Street – Arapura Road to Lakeside Drive</b>              | 50                                 | 40                                 |
| <b>Kahu Street – Arapura Road to Kahuraki Drive</b>                    | 50                                 | 40                                 |
| <b>Kawakawa Street – Arapura Drive to Kahuraki Drive</b>               | 50                                 | 40                                 |
| <b>Kokopu Street – Kahuraki Drive to Arapura Road</b>                  | 50                                 | 40                                 |
| <b>Tangiwai Street – Arapura Road to Infinity Drive</b>                | 50                                 | 40                                 |
| <b>Kahuraki Drive – Arapura Road to Nga Tupuna Street</b>              | 50                                 | 40                                 |
| <b>Hodgkinson Road – Infinity Drive to Pegasus Boulevard</b>           | 50                                 | 40                                 |
| <b>Winsloe Street – Hodgkinson Road to Pegasus Main Street</b>         | 50                                 | 40                                 |
| <b>Motu Quay – Pegasus Main Street to end of formed road</b>           | 50                                 | 40                                 |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Waituna Street – Winsloe Street to Barnes Street                     | 50                          | 40                          |
| Pukohe Street – Winsloe Street to Barnes Street                      | 50                          | 40                          |
| Barnes Street – Hodgkinson Road to Matamata Quay                     | 50                          | 40                          |
| Matamata Quay – Barnes Street to Te Kohanga Drive                    | 50                          | 40                          |
| Mary Ellen Street – Matamata Quay to Solander Street                 | 50                          | 40                          |
| Whakatipu Street – Solander Road to Waituna Street                   | 50                          | 40                          |
| Pounamu Place – Whakatipu Street to Mary Ellen Street                | 50                          | 40                          |
| Solander Road – Infinity Drive to Whakatipu Street                   | 50                          | 40                          |
| Tuka Road – Infinity Drive to Solander Road                          | 50                          | 40                          |
| Awaroa Road – Solander Road Whakatipu Street                         | 50                          | 40                          |
| Hikuraki Street – Infinity Drive to Whakatipu Street                 | 50                          | 40                          |
| Pegasus Boulevard – 50 m east of Infinity Drive to Te Kohanga Drive  | 50                          | 40                          |
| Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive | 70                          | 60                          |
| Mara Kai Place – Pegasus Boulevard to end of formed road             | 50                          | 40                          |
| Atkinsons Lane – Mara Kai Place to end of formed road                | 50                          | 40                          |
| Te Haunui Lane – Pegasus Boulevard to end of formed road             | 50                          | 40                          |
| Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard              | 50                          | 40                          |
| Taerutu Lane – Mapleham Drive to end of formed road                  | 50                          | 40                          |
| Burntwood Lane – Mapleham Drive to end of formed road                | 50                          | 40                          |

c. Woodend/Ravenswood urban area roads listed in Table 4,

**Table 4.** Proposed speed limits for Woodend/Ravenswood area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Judsons Road – Woodend Beach Road to end of formed road      | 50                          | 40                          |
| Copper Beech Road – Woodend Beach Road to end of formed road | 50                          | 40                          |
| Evergreen Road – Copper Beech Road to Copper Beech Road      | 50                          | 40                          |
| Panckhurst Drive- Petries Road to end of formed road         | 50                          | 40                          |
| McLean Place – Panckhurst Road to end of formed road         | 50                          | 40                          |
| Parkinson Place – Panckhurst Road to end of formed road      | 50                          | 40                          |
| Simon Place – Panckhurst Road to end of formed road          | 50                          | 40                          |
| Petries Road – State Highway One to Gladstone Road           | 50                          | 40                          |
| James Drive – Petries Road to Gladstone Road                 | 50                          | 40                          |

| <b>Road Name and Extents</b>                                     | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|--|------------------------------------|------------------------------------|
| <b>Pascoe Drive – Petries Road to end of formed road</b>         | 50                                 | 40                                 |
| <b>Hamlett Drive – Petries Road to Gladstone Road</b>            | 50                                 | 40                                 |
| <b>Benjes Place – Hamlett Drive to end of formed road</b>        | 50                                 | 40                                 |
| <b>Fearne Drive – Hamlett Drive to Petries Road</b>              | 50                                 | 40                                 |
| <b>Keeper Close – Fearne Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>Ranby Place – Fearne Drive to end of formed road</b>          | 50                                 | 40                                 |
| <b>Catchpole Place – Petries Road to end of formed road</b>      | 50                                 | 40                                 |
| <b>Gladstone Road – State Highway One to Gladstone Park</b>      | 50                                 | 40                                 |
| <b>Eders Road – Gladstone Road to State Highway One</b>          | 50                                 | 40                                 |
| <b>Stopforth Street – Gladstone Road to Parsonage Road</b>       | 50                                 | 40                                 |
| <b>Parsonage Road – State Highway One to end of formed road</b>  | 50                                 | 40                                 |
| <b>Littles Lane – Parsonage Road to end of formed road</b>       | 50                                 | 40                                 |
| <b>McQuillan Avenue – Parsonage Road to State Highway One</b>    | 50                                 | 40                                 |
| <b>Thirlwall Street – McQuillan Avenue to end of formed road</b> | 50                                 | 40                                 |
| <b>Salkeld Place – McQuillan Avenue to end of formed road</b>    | 50                                 | 40                                 |
| <b>Cutler Street – McQuillan Avenue to end of formed road</b>    | 50                                 | 40                                 |
| <b>Cleaver Street – Salkeld Place to end of formed road</b>      | 50                                 | 40                                 |
| <b>Gibbs Drive – School Road to Woodend Road</b>                 | 50                                 | 40                                 |
| <b>Stanton Place – Gibbs Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>Lacy Gate Place – Gibbs Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Somerset Place – Gibbs Drive to end of formed road</b>        | 50                                 | 40                                 |
| <b>Woodend Road – Rangiora Woodend Road to State Highway One</b> | 50                                 | 40                                 |
| <b>Bowie Drive – Woodend Road to Woodglen Drive</b>              | 50                                 | 40                                 |
| <b>Cassidy Place – Bowie Drive to end of formed road</b>         | 50                                 | 40                                 |
| <b>The Stables – Bowie Drive to end of formed road</b>           | 50                                 | 40                                 |
| <b>Woodglen Drive – Bowie Drive to Chinnerys Drive</b>           | 50                                 | 40                                 |
| <b>Manahi Place – Woodglen Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Norton Place – Woodglen Drive to end of formed road</b>       | 50                                 | 40                                 |
| <b>Hewitts Road – State Highway One to Welsford Street</b>       | 50                                 | 40                                 |
| <b>Woodfield Place – Woodglen Drive to end of formed road</b>    | 50                                 | 40                                 |
| <b>Taranaki Drive – Woodglen Drive to end of formed road</b>     | 50                                 | 40                                 |
| <b>Thornley Place – Woodglen Drive to end of formed road</b>     | 50                                 | 40                                 |
| <b>Welsford Street – Bowie Drive to Minerva Crescent</b>         | 50                                 | 40                                 |
| <b>Appleton Place – Hewitts Road to end of formed road</b>       | 50                                 | 40                                 |

| <b>Road Name and Extents</b>  | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> |
|---|------------------------------------|------------------------------------|
| <b>Cobden Place – Hewitts Road to end of formed road</b>                | 50                                 | 40                                 |
| <b>Bunting Place – Hewitts Road to end of formed road</b>               | 50                                 | 40                                 |
| <b>Paget Drive – Welsford Street to Welsford Street</b>                 | 50                                 | 40                                 |
| <b>Chinnerys Road – Rangiora Woodend Road to State Highway One</b>      | 50                                 | 40                                 |
| <b>Grange View – Chinnerys Road to end of formed road</b>               | 50                                 | 40                                 |
| <b>Minerva Crescent – Welsford Street to Welsford Street</b>            | 50                                 | 40                                 |
| <b>Shrimpton Avenue – Welsford Street to end of formed road</b>         | 50                                 | 40                                 |
| <b>Clegg Street – Shrimpton Avenue to Bob Robertson Drive</b>           | 50                                 | 40                                 |
| <b>John Raven Lane – Clegg Street to end of formed road</b>             | 50                                 | 40                                 |
| <b>Godley Place – Clegg Street to end of formed road</b>                | 50                                 | 40                                 |
| <b>Tara Crescent – Bob Robertson Drive to Bob Robertson Drive</b>       | 50                                 | 40                                 |
| <b>Stonyer Street – Bob Robertson Drive to Quinn Crescent</b>           | 50                                 | 40                                 |
| <b>Quinn Crescent – Croydon Street to Crossley Avenue</b>               | 50                                 | 40                                 |
| <b>Crossley Avenue – Stonyer Street to end of formed road</b>           | 50                                 | 40                                 |
| <b>Croydon Street – Stonyer Street to Oakleigh Street</b>               | 50                                 | 40                                 |
| <b>Oakleigh Street – Bob Robertson Drive to end of formed road</b>      | 50                                 | 40                                 |
| <b>Woodford Avenue – Bob Robertson Drive to end of formed road</b>      | 50                                 | 40                                 |
| <b>Jury Lane – Bob Robertson Drive to Woodford Avenue</b>               | 50                                 | 40                                 |
| <b>Jasmine Street – Bob Robertson Drive to Woodford Avenue</b>          | 50                                 | 40                                 |
| <b>Clare Street – Bob Robertson Drive to Woodford Avenue</b>            | 50                                 | 40                                 |
| <b>Sills Street – Clare Street to Grimwood Street</b>                   | 50                                 | 40                                 |
| <b>Kotua Street – Sills Street to Woodford Avenue</b>                   | 50                                 | 40                                 |
| <b>Eldridge Street – Sills Street to Woodfor Street</b>                 | 50                                 | 40                                 |
| <b>Grimwood Street – Bob Robertson Drive to Woodford Avenue</b>         | 50                                 | 40                                 |
| <b>Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue</b> | 50                                 | 40                                 |
| <b>White Street – Nathaniel Archer Street to Barnett Street</b>         | 50                                 | 40                                 |
| <b>Curtis Street – White Street to Woodford Avenue</b>                  | 50                                 | 40                                 |
| <b>Barnett Street – Woodford Avenue to Bob Robertson Drive</b>          | 50                                 | 40                                 |
| <b>Stackwood Avenue – Bob Robertson Drive to end of formed road</b>     | 50                                 | 40                                 |
| <b>Antil Street – Stackwood Avenue to Chambers Avenue</b>               | 50                                 | 40                                 |
| <b>Borland Street – Antil Street to Crossley Street</b>                 | 50                                 | 40                                 |
| <b>Chambers Avenue – Bob Robertson Drive to end of formed road</b>      | 50                                 | 40                                 |

| Road Name and Extents                                      | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Higgins Street – Chambers Avenue to end of formed road     | 50                          | 40                          |
| Elmers Street – Higgins Street to end of formed road       | 50                          | 40                          |
| Henshaw Street – Elmers Street to end of formed road       | 50                          | 40                          |
| Clayton Place – Bob Robertson Drive to end of formed road  | 50                          | 40                          |
| Lilburne Street – Clayton Place to end of formed road      | 50                          | 40                          |
| Bowmaker Crescent – Lilburne Street to Lilburne Street     | 50                          | 40                          |
| Kesteven Place – Bob Robertson Drive to end of formed road | 50                          | 40                          |
| Garlick Street – Bob Robertson Drive to end of formed road | 50                          | 40                          |

d. Waikuku Beach peri-urban area roads listed in Table 5,

**Table 5.** Proposed speed limits for Waikuku Beach peri-urban areas.

| Road Name and Extents                                      | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Northside Drive – Waikuku Beach Road to Waikuku Beach Road | 50                          | 40                          |
| Kings Avenue – Waikuku Beach Road to end of formed road    | 50                          | 40                          |
| Allin Drive – Kings Avenue to Queens Avenue                | 50                          | 40                          |
| Queens Avenue – Kings Avenue to end of formed road         | 50                          | 40                          |
| Ensors Place – Queens Avenue to end of formed road         | 50                          | 40                          |
| Collins Drive – Queens Avenue to end of formed road        | 50                          | 40                          |
| McKenzie Place – Collins Drive to end of formed road       | 50                          | 40                          |

e. Waikuku peri-urban area roads listed in Table 6,

**Table 6.** Proposed speed limits for the Waikuku peri-urban area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|---|-----------------------------|-----------------------------|
| Macdonalds Lane – State Highway One to end of formed road           | 50                          | 40                          |
| Geisha Road – State Highway One to end of formed road               | 70                          | 40                          |
| Leggitts Road – Waikuku Beach Road to end of formed road (unsealed) | 80                          | 60                          |

f. North of Upper Sefton Road area roads listed in Table 7,

Table 7. Proposed speed limits for the north of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Upper Sefton Road – 130 m west of Marshmans Road to 240 m east of Railway Street<br><b>*RACB Boundary (partial extent)</b>       | 100                         | 80                          |
| Bairds Road – Upper Sefton Road to Rangiora Leithfield Road (unsealed)<br><b>*RACB Boundary</b>                                  | 100                         | 60                          |
| Rangiora Leithfield Road – Marshmans Road to Hurunui District Boundary (part unsealed)<br><b>*RACB Boundary (partial extent)</b> | 100                         | 60                          |
| Amors Road – Rangiora Leithfield Road to Upper Sefton Road (unsealed)  | 100                         | 60                          |
| Criglingtons Road – Rangiora Leithfield Road to Pembertons Road (unsealed)   | 100                         | 60                          |
| Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street   | 100                         | 80                          |
| Broad Road – Hurunui District Boundary to Upper Sefton Road (unsealed)<br><b>*RACB Boundary (partial extent)</b>                 | 100                         | 60                          |
| Hanna Place – Upper Sefton Road to end of formed road  | 100                         | 80                          |
| Upper Sefton Road – 120 m west of Cross Street to Hurunui District boundary<br><b>*RACB Boundary (partial extent)</b>            | 100                         | 80                          |

g. South of Upper Sefton Road area roads listed in Table 8,

Table 8. Proposed speed limits for the south of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|--|-----------------------------|-----------------------------|
| Beatties Road – Upper Sefton Road to Lower Sefton Road (unsealed)<br><b>*RACB Boundary</b>                       | 100                         | 60                          |
| Lower Sefton Road – Auckland Street to Saltwater Creek Road (unsealed)<br><b>*RACB Boundary (partial extent)</b> | 100                         | 60                          |
| Lower Sefton Road – Saltwater Creek Road to Wyllies Road   | 100                         | 80                          |
| Lower Sefton Road – Wyllies Road to Factory Road (unsealed)  | 100                         | 60                          |
| Saltwater Creek Road – Lower Sefton Road to Toppings Road (unsealed)   | 100                         | 60                          |
| Toppings Road – Lower Sefton Road to end of formed road (unsealed)   | 100                         | 60                          |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) |
|---|-----------------------------|-----------------------------|
| Wyllies Road – Lower Sefton Road to State Highway One                 | 100                         | 80                          |
| Mcgifferts Road – Lower Sefton Road to Upper Sefton Road (unsealed)   | 100                         | 60                          |
| Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road | 100                         | 60                          |
| Maguires Road – Toppings Road to end of formed road (unsealed)        | 100                         | 60                          |
| Stringers Road – Toppings Road to end of formed road (unsealed)       | 100                         | 60                          |
| Pears Road – Stringers Road to Upper Sefton Road                      | 100                         | 60                          |
| Factory Road – Lower Sefton Road to Toppings Road (unsealed)          | 100                         | 60                          |
| Boyces Road – Factory Road to Upper Sefton Road (unsealed)            | 100                         | 60                          |
| Amesbury Road – Factory Road to State Highway One (unsealed)          | 100                         | 60                          |
| Dicks Road – Factory Road to Broad Road (unsealed)                    | 100                         | 60                          |
| Broad Road – Upper Sefton Road to State Highway One                   | 100                         | 80                          |
| Harleston Road – Upper Sefton Road to Hurunui District Boundary       | 100                         | 80                          |
| Burkes Road – Harleston Road to State Highway One (unsealed)          | 100                         | 60                          |

- (g) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council;
- (h) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across the Canterbury RCAs and listed below, which has alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines;
- 80 km/h on rural sealed roads,
  - 60 km/h on rural unsealed roads,
  - 40 km/h in urban and settlement areas,
  - 30 km/h around schools, where not deemed Category Two school;
- (i) **Notes** that while this approach is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads;
- (j) **Notes** that Draft Waimakariri Speed Management Plan 2023-2027 also proposes changes to speed limits in the following areas:
- i. North-eastern rural portion of the district (i.e., Sefton/Ashley),
  - ii. south-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside),

- iii. Rangiora town centre,
  - iv. Kaiapoi town centre,
  - v. Oxford town centre,
  - vi. Sefton urban area
  - vii. Ashley urban area
  - viii. urban roads in Woodend, Pegasus, and Ravenswood,
  - ix. peri-urban roads in Waikuku and Waikuku Beach,
  - x. all school zones,
  - xi. roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board;
- (k) **Notes** that following Consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard;
- (l) **Notes** that the regional speed management principles included within Attachment i have been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

## 2. **BACKGROUND**

- 2.1. Refer to Attachment i for background information on the Safe System Approach, Waka Kotahi's guiding principles for speed management, and the new legislative requirements under the *Land Transport Rule: Setting of Speed Limits 2022*.
- 2.2. Initially, staff drafted an Interim Speed Management Plan to cover years 2023-2024 and a full Speed Management Plan to cover years 2024-2027. However, at the recommendation of the Director of Land Transport, staff have now combined these two plans into one. This will result in a delay of approximately two months for implementing speed limits on roads which were to be included within the interim plan. However, it does provide much better clarity for community engagement, with the community being asked to provide feedback on the plan as a whole rather than two separate engagements which could cause confusion.
- 2.3. The draft version of the Waimakariri District Speed Management Plan 2023-2027 is provided in Attachment i. This document provides a summary of speed management, policies and guidelines that speed management aligns with, a ten-year vision, and the implementation programme for the next four years. The information provided aligns with what is required by the *Land Transport Rule: Setting of Speed Limits 2022*.
- 2.4. Due to the availability of funding for speed signage and the extent of the Waimakariri District roads, staff are a staged approach to review speed limits over a ten-year period, utilising an area-based approach. This will ensure that there are consistent speed limits within an area, rather than being on an ad-hoc basis across the district if being completed using a road category approach.
- 2.5. The focus of 2023-2027 Speed Management Plan is as follows:
- North-eastern rural portion of the district (i.e., Sefton/Ashley),
  - south-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside),
  - Rangiora town centre,
  - Kaiapoi town centre,
  - Oxford town centre,
  - Sefton urban area
  - Ashley urban area
  - urban roads in Woodend, Pegasus, and Ravenswood,
  - peri-urban roads in Waikuku an Waikuku Beach,
  - all school zones,
  - roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.

- 2.6. Subsequent Speed Management Plans will focus on the areas listed below.
- North-western rural portion of the district (i.e., Loburn/Glentui) – 2027-2030.
  - Urban roads in Kaiapoi – 2027-2030.
  - South-western and western rural portion of the district (i.e., West Eyreton/Oxford) – 2030-2033.
  - Urban roads in Oxford – 2030-2033.
  - Urban roads in Rangiora – 2030-2033.
- 2.7. The *Land Transport Rule: Setting of Speed Limits 2022* sets out the process which a RCA must undertake to review a speed limit. This involves having regard to data provided by Waka Kotahi.
- 2.8. Staff have undertaken a calculation process utilising the Waka Kotahi *Infrastructure Risk Rating Manual* and *Speed Management Guide: Road to Zero Edition*, to determine the safe and appropriate speed for each road section. The safe and appropriate speed is determined from the road function under the One Network Framework (ONF) categorisation, which has replaced the One Network Road Classification system used previously. In the *Speed Management Guide*, a range of safe and appropriate speeds and criteria are provided for each ONF category, which staff then assessed against the specific road corridor. The safe and appropriate speed from the *Speed Management Guide* was then compared with the one provided in Waka Kotahi's database.
- 2.9. Regional collaboration has been carried out with other RCAs across Canterbury to understand and agree approaches to speed management, to ensure consistency across the region. The agreed approach, where practicable, for the first iteration of the Speed Management Plan is as follows:
- 80 km/h on rural sealed roads,
  - 60 km/h on rural unsealed roads,
  - 40 km/h in urban and settlement areas,
  - 30 km/h around schools, where not deemed a Category Two school.
- This approach is intended to provide consistency for road users across the Waimakariri District and between adjacent Council jurisdictions. This should also provide consistency for drivers taking journeys across multiple Council jurisdictions within the Canterbury Region. The approach has been influenced by safe and appropriate speed information provided by Waka Kotahi; however, has been adapted to suit local conditions.
- 2.10. Regionally there is support for the principle of 40 km/h urban speed limits and 80 km/h rural speed limits. The 40 km/hr urban speed limit is proposed to be applied across a number of township / settlement local roads. It is noted that most RCAs are still formalising their full Speed Management Plans.
- 2.11. Where there is misalignment between the safe and appropriate speed determined from the *Speed Management Guide*, and the one from Waka Kotahi's database, the RCA (in this case, Waimakariri District Council) needs to provide reasoning as to why that speed limit is being proposed. It is then up to the Director of Land Transport to decide whether the proposal and reasoning is suitable.
- 2.12. A Speed Management Plan can either be approved by the Director or returned to the RCA with comments. The RCA must make changes to the plan in alignment with the comments provided and resubmit to the Director. Once a plan is approved, the RCA can begin implementing the proposed speed limit changes.
- 2.13. Staff have presented this information to the Board previously and have taken the feedback provided in these workshops into consideration.

### 3. **ISSUES AND OPTIONS**

- 3.1. The Director of Land Transport has advised that all road controlling authorities are required to develop, consult upon, and implement a Speed Management Plan for its area of responsibility before the following dates:
- First deadline: 5<sup>th</sup> October 2023 (final date for publication of any consultation draft speed management plan)
  - Second deadline: 29<sup>th</sup> March 2024 (final date for submitting the final speed management plan for certification)
- 3.2. With the area-based approach to speed management noted in Section 2, the Community Board and Council should note that any roads listed within the recommendation that are removed, will likely be brought back for consideration by the Board/Council in three years. At that time, staff will still be proceeding with the review of other areas, and this will result in an increase to the scope of the subsequent Speed Management Plan and the budget required.
- 3.3. Staff have been working alongside Waka Kotahi to determine suitable speed limit types for all the school zones within the district (i.e., permanent or variable). Where these school speed limits are proposed on roads which are not considered high volume/collector roads, a permanent speed limit is considered to be the most appropriate. This is because they align with the safe and appropriate speeds for those roads, and so would likely be reviewed and reduced in the future.
- 3.4. In addition, the cost of installing variable speed limit signs outside of all schools would be substantial and has not been allowed for in Annual Plan or Long-Term Plan funding. It should also be noted that while co-funding is being sought from Waka Kotahi signage and markings associated with the school zone, this would not be sufficient to cover the cost of variable speed limit signage outside of all schools within the district.
- 3.5. Where an RCA is proposing speed limits which do not align with the safe and appropriate speed limit deemed by Waka Kotahi, they must provide a reason behind this. The Director of Land Transport then decides whether this reasoning is suitable. If it is deemed inadequate, then the Speed Management Plan will be returned with comments. The RCA must give effect to these comments and make amendments to the Speed Management Plan, which can then go back to the Director for approval. Failure to give effect to these comments will result in the RCA having an unapproved plan, which cannot be enacted. This is also likely to affect the ability of the RCA to seek co-funding shares for works associated with speed management.
- 3.6. The north-eastern portion of the district acts as the main northern connection to and through Rangiora, other than State Highway One, and also subsequently provides access to State Highway One. This also has seen increasing volumes of traffic in recent years as more development occurs in the Loburn and Sefton areas. Furthermore, a portion of Upper Sefton Road, Lower Sefton Road, and Wyllies Road are also considered within Waka Kotahi's high benefit speed management areas, which they suggest should be addressed as soon as possible.
- 3.7. The substantial residential and commercial development in the Woodend and Pegasus areas has resulted in an increase in both motor vehicle traffic, and walking, cycling and scooting traffic. This subsequently increases the likelihood of conflict between these different modes. To ensure safer interactions between motor vehicles and other modes, speeds need to be survivable for everyone. A speed of 30 km/h is deemed a safe system speed for pedestrians/cyclists to survive a crash, with the proposed 40 km/h speed limits seen as a step towards this.
- 3.8. The following options are available to the Woodend-Sefton Community Board:
- 3.9. Option One: Recommend to the Council that consultation is undertaken on all of the roads listed in this report.

- 3.9.1. This option involves the Woodend-Sefton Community Board recommending to the Council that this report is approved and staff are granted authorisation to undertake consultation on all of the roads listed in the recommendation and the related draft Speed Management Plan (refer to Attachment i).
- 3.9.2. This is the recommended option because it enables the community and key stakeholders to provide feedback on whether a changed speed limit would be suitable for these roads. It also ensures the RCA is fulfilling its duty under the *Land Transport Rule: Setting of Speed Limits 2022* for setting safe and appropriate speeds on local roads and providing this information to the public.
- 3.10. Option Two: Recommend to the Council that consultation is undertaken on an amended scope of the roads listed in this report.
- 3.10.1. This option involves the Woodend-Sefton Community Board recommending to the Council that an amended scope of speed limit changes be approved for public consultation.
- 3.10.2. Any roads which are removed would then need to be reconsidered in a future Speed Management Plan, which will see the scope, and cost for installation of signage and other speed management works increase for that three-year period.
- 3.10.3. The proposed speed limit in the recommendation has been determined following the legislated process. Where the proposal does not align with the safe and appropriate speed contained in the Waka Kotahi database, staff have provided reasoning for this, as is indicated in the appendices of Attachment i. Therefore, where the Board recommends a speed limit change that does not align with the safe and appropriate speed determined for the road, then reasoning will need to be provided. There is however a risk that this will not be approved by the Director of Land Transport when it comes to assessing the Waimakariri Speed Management Plan.
- 3.10.4. The *Land Transport Rule: Setting of Speed Limits 2022* specifically legislates the setting of safe speed limits outside of schools by June 2027. Therefore, the Council, as a RCA, will be required to meet the requirements of this legislation.
- 3.10.5. This is not the recommended option as staff have, where practicable, ensured consistency of speed limits within an area. The removal of any road will also require an assessment to be undertaken by staff to determine whether the minimum length requirements for speed limits are still obtained on the surrounding roads. Overall, this may mean that Council, as a RCA, does not meet the deadlines set by the Director of Land Transport (refer to Section 3.1).
- 3.11. Option Three: Recommend to the Council that consultation is not undertaken on any of the roads listed in this report
- 3.11.1. The Woodend-Sefton Community Board may choose to recommend that the Council does not approve consultation occurring on the speed limits proposed within this report.
- 3.11.2. This is not the recommended option because these roads will need to be reviewed at, so delaying it, will only increase the scope and budget required for future Speed Management Plans.
- 3.11.3. The *Land Transport Rule: Setting of Speed Limits 2022* specifically legislates the setting of safe speed limits outside of schools by June 2027. Therefore, the Council, as a RCA, will be in breach of this legislation if any speed limits relevant to the school zones are removed.
- 3.12. Implications for Community Wellbeing

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

3.12.2. As such, community feedback will be sought on the matters detailed in this report. This will be consolidated and brought to the Hearings Panel deliberations, to be considered alongside other hearing submissions.

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

#### **4. COMMUNITY VIEWS**

##### **4.1. Mana whenua**

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

4.1.2. Engagement with Te Ngāi Tūāhuriri hapū will be progressed following the approval of this report.

##### **4.2. Groups and Organisations**

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

4.2.2. Key stakeholder engagement will be carried out alongside the public engagement. The relevant groups and organisations are listed below.

- Te Whata Ora (formerly the Canterbury District Health Board)
- Environment Canterbury
- Fire and Emergency New Zealand
- The New Zealand Police
- New Zealand Automobile Association
- New Zealand Trucking Association
- Road Transport Association
- Road Transport Forum
- Waka Kotahi
- Waimakariri District schools

4.2.3. The feedback from the engagement with the key stakeholders will be consolidated and brought to the Hearings Panel deliberations. This will be considered alongside the other hearing submissions.

##### **4.3. Wider Community**

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

4.3.2. Once the recommendations in this report have been approved by the Council, public engagement will begin. This will be undertaken in accordance with the Communications and Engagement Plan (refer to Attachment ii for detail).

4.3.3. Due to the scale of the proposals, the public will be asked to provide feedback on speed limits across an area, rather than on individual roads. However, staff will still consider feedback received for specific roads. The public will also be asked to respond to generic questions around the topic of speed, speed limits, and speed management, to allow staff to start formulating data on public perceptions.

4.3.4. The feedback from the engagement with the community will be consolidated and brought to the Hearings Panel deliberations. This will be considered alongside the other hearing submissions.

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

##### **5.1. Financial Implications**

- 5.1.1. There are financial implications of the decisions sought by this report and this budget is included in the Annual Plan/Long Term Plan.
- 5.1.2. There is a cost associated with undertaking consultation; however, there is adequate budget available through existing Rooding budgets.
- 5.1.3. The majority of the cost associated with changing speed limits is in signage. This has been estimated to cost \$150,000 annually (2024-2027), noting that there is separate budget for signage in the Tram Road area. This will be included in the Long-Term Plan and staff will seek co-funding from Waka Kotahi as part of the 2024-2027 NLTP.
- 5.1.4. Budget for the school speed limit changes has been signaled in the 2023/24 Annual Plan. It should be noted that variable speed signage has only been budgeted for outside a small number of schools, where the frontage is on high volume road or traffic count data suggests compliance will be poor. Generally permanent signs have been allowed on quieter side roads. Increasing the number of variable speed limit signs will exceed the budget available, and extra funding would be required to achieve this.
- 5.1.5. There is \$40,000 included in the Annual Plan for speed management in the 2023/2024 financial year.

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

- 5.2.1. The recommendations in this report do have sustainability and/or climate change impacts.
- 5.2.2. Whilst not the reason for reviewing and reducing speed limits, emissions are reduced by travelling consistently at lower speeds, reducing speed changes, which contribute the highest emissions from vehicles.
- 5.2.3. Lower speed limits also lead to individuals feeling safer within the road corridor and hence generates more interest in lower-emissions modes of transport, such as walking, cycling, and horse-riding.

## 5.3 **Risk Management**

- 5.3.1. There are risks arising from the adoption/implementation of the recommendations in this report.
- 5.3.2. Some of the proposed speed limit changes are on ward area boundaries. There is therefore a risk of one board approving community engagement being undertaken on a road and the other board not approving it. As this report is seeking a recommendation from the Community Board for Council, this risk can be mitigated, as Council will have the final decision-making power. Where there is disagreement between boards for roads on the ward boundary, staff will ensure this is highlighted to the Council when it is being considered.
- 5.3.3. Some of the proposed speed limits extend to the Hurunui District Council (HDC) boundary. Staff have been co-ordinating with HDC and will be stopping speed limits at the maintenance boundaries in this iteration of the SMP. Extension of these speed limits into the HDC jurisdiction will be revisited in a future iteration of the SMP.
- 5.3.4. There is a risk that lower speeds will not be supported. Ongoing education about the social cost of crashes and the positive benefits from lower speeds will be required.

## 5.4 **Health and Safety**

- 5.4.1. There are perceived health and safety risks arising from the adoption/implementation of the recommendations in this report, as this will just enable community engagement to occur on the proposed speed limits.

- 5.4.2. Any reduction in speed limit, if ultimately approved, is expected to reduce the risk of death or serious injury as a result of traffic crashes.

## 6. **CONTEXT**

### 6.1. **Consistency with Policy**

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

### 6.2. **Authorising Legislation**

- 6.2.1. The *Local Government Act 2002* and *Land Transport Rule: Setting of Speed Limits 2022* outlines the responsibility of the RCA. Furthermore, it is required that the speed limits associated with the Speed Management Plan and the Speed Management Plan itself, are approved by the Director of Land Transport before any changes to posted speed limits can be made.

### 6.3. **Consistency with Community Outcomes**

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

- 6.3.2. 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.

- 6.3.3. Transport is accessible, convenient, reliable, and sustainable.

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

### 6.4. **Authorising Delegations**

- 6.4.1. The Community Board are responsible for considering any matters of interest or concern within their ward area, as per Part 3 of the Waimakariri District Council *Delegations Manual*.

- 6.4.2. The Council are responsible for approving the Speed Management Plan which is to be sent to Waka Kotahi seeking approval from the Director of Land Transport.



# Speed Management Plan

## 2023-2027

**Roading | May 2023**



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# Introduction

The Waimakariri District has a widespread network of both urban and rural roads. These are utilised by people using many modes of transport, and it is important that these are catered for safely to achieve the Council's Community Outcomes.

Developing a Speed Management Plan is a new requirement, given effect to by the *Land Transport Rule: Setting of Speed Limits 2022*. The intention of the plan is to make every road within the district as safe as possible, considering road function, design, and use, whilst maintaining efficiencies across the network. It also aims to provide consistent speeds across the district's road network and into neighbouring Councils' jurisdictions.

All road controlling authorities are required to have addressed speeds outside of all schools by June 2027, and as such, is one of the main focuses of this iteration of the Waimakariri District Speed Management Plan. There are also proposals in the north-eastern and south-eastern portions of the districts, as we work towards addressing our rural areas.

The *Land Transport Rule: Setting of Speed Limits 2022* requires community consultation to occur on the plan, hence, this Waimakariri District Speed Management Plan for the 2023-2027 years is in draft form.

We look forward to hearing and receiving community responses towards the proposed approach to speed management throughout the district for the next few years.

Insert Signature (To be signed by the Mayor, CE, or GM U&R)

# Background

## Road to Zero Vision

New Zealand has a vision of zero deaths and serious injuries on its roads. A vision where everyone, whether they are walking, cycling, driving, motorcycling, or taking public transport, can get to where they are going safely.

Waimakariri District Council is working together with Waka Kotahi, other local road controlling authorities (RCA), and the community to work towards this vision and to implement New Zealand's Road Safety Strategy.

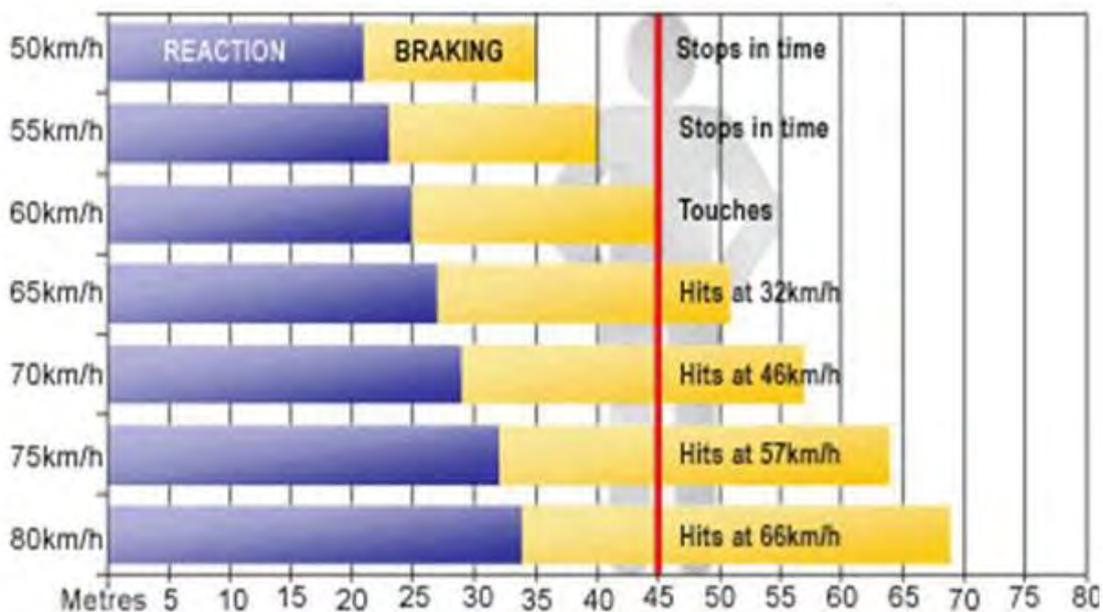
## A Safe System

Road to Zero aims to strengthen our road system and uses the safe system approach which recognises that people make mistakes and are vulnerable to the forces involved in a crash. The intention of creating a safe system is to reduce the consequences faced by individuals for making mistakes. The approach focuses on four key areas; safe roads, safe speeds, safe people, and safe vehicles.

Vehicle speed has a major influence on the impacts of a crash; it limits a driver's ability to perceive or react and worsens the level of trauma to all road users involved.

The intention of the Speed Management Plan (SMP) is to outline how Council will manage speed on the local road network. This is because research has shown that the speed of travel leading up to a crash directly impacts on both the likelihood and severity of a crash (Austroads, 2021). Therefore, by reducing speed on the road network, the likelihood of deaths and serious injuries can be reduced.

At lower speeds, an individual has more time to recognise a hazard and respond to it, either by slowing the vehicle to reduce crash speed or by avoiding the hazard completely (Austroads, 2021). Shown in Figure 1 are the distances it takes for an individual to react and brake at various speeds, during dry conditions.



**Figure 1.** Reaction distance, braking distance, and impact speeds of vehicles travelling at different speeds in dry conditions (Waka Kotahi).

A reduction in crash speed results in a reduction of energy involved in a crash, resulting in a reduced severity of injuries. Figure 2 shows safe system speeds for different crash types, noting that speeds greater than what is indicated drastically increases the risk of death. This point is highlighted in Figure 3 for crashes with pedestrians, where the risk of death for the pedestrian increases by 70% if the crash occurs at 50 km/h, rather than 30 km/h.



Figure 2. Survivable speeds for different crash type (Global Road Safety Facility, 2023).



Figure 3. Likelihood of death for pedestrians hit at different vehicle speeds (Auckland Transport, 2022).

Historically, speed limits in New Zealand were set using default maximum values; 50 km/h for urban areas and 100 km/h for rural areas. These default speed limits originated from vehicle engine performance instead of user safety. This process did not consider the factors which might affect the roads function such as traffic volume, road surface, hazards outside of the live traffic, etc. or acknowledge that each road corridor is unique, and as such, these speed limits are no longer applicable when considering a safe system. It is prudent for Council to consider these factors to ensure a safe and appropriate speed limit can be set on its roading network. Refer to Waka Kotahi's *Speed*

*Management Guide: Road to Zero* (<https://www.nzta.govt.nz/resources/speed-management-guide-road-to-zero-edition/>) for more information on which factors are considered when determining the safe and appropriate speed.

Overall, managing the inter-relationship between speed, road infrastructure design, and vehicle safety is central to the safe system approach. However, it is acknowledged that individuals need to be able to move through the transport system as efficiently as possible. As such, speed management considers both the function of a road within the transport network, and how the road is designed, managed and used. This improves the safety of main transport routes and encourages safer alternative mode use in neighbourhood areas.

### **Waimakariri District Road Network**

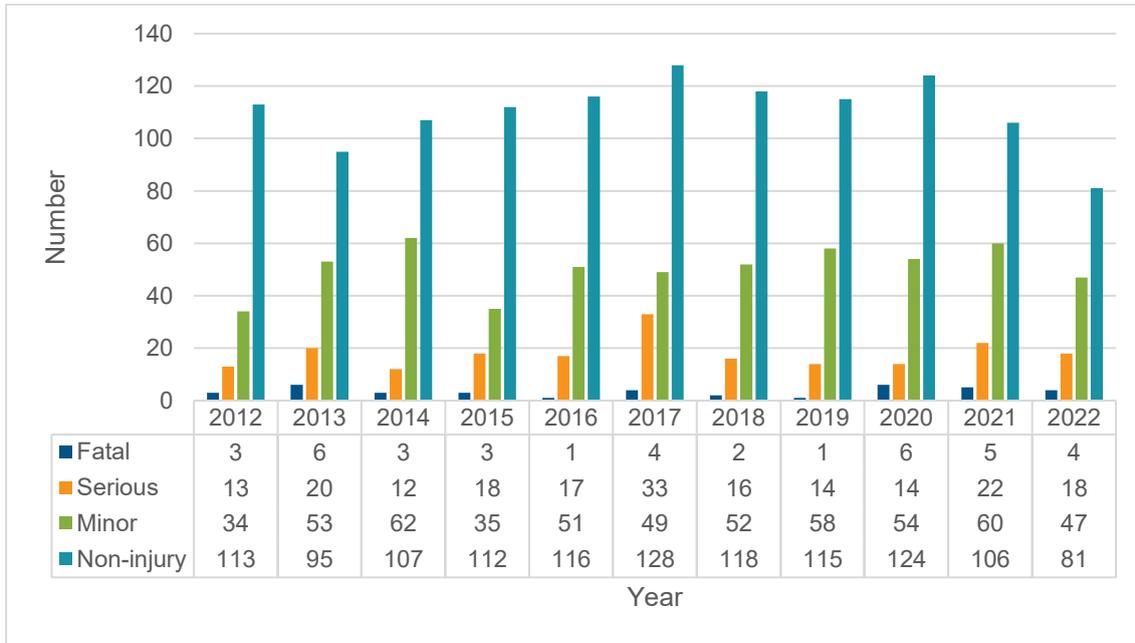
The Waimakariri District's road network contains 1,625 km of sealed roads, with 586 km unsealed. These are utilised by many modes of transport, including agricultural vehicles, heavy vehicles, personal motor vehicles, pedestrians, equestrians, and cyclists.

The large extent of rural roads, across generally flat Canterbury Plains, means that there is an issue with high vehicle speeds within the district. Further to this, with a generally grid-like road network, there are a high number of intersections and adherence to intersection controls can be poor. As such, Waimakariri has a high representation of run-off road midblock and, to a lesser extent, intersection crashes.

There has also been a significant amount of development occurring on the eastern side of the district, since the Canterbury earthquakes, which has brought an increase in population growth and corresponding traffic volumes, resulting in substantially more traffic within the town centres, changing land use with urban development, and roads which were previously rural, becoming part of the urban network. The district is also seeing an increase in the number of non-motorised modes of transport being utilised (e.g., walking, cycling, scootering, etc.) and this is likely to continue as more dedicated facilities are installed

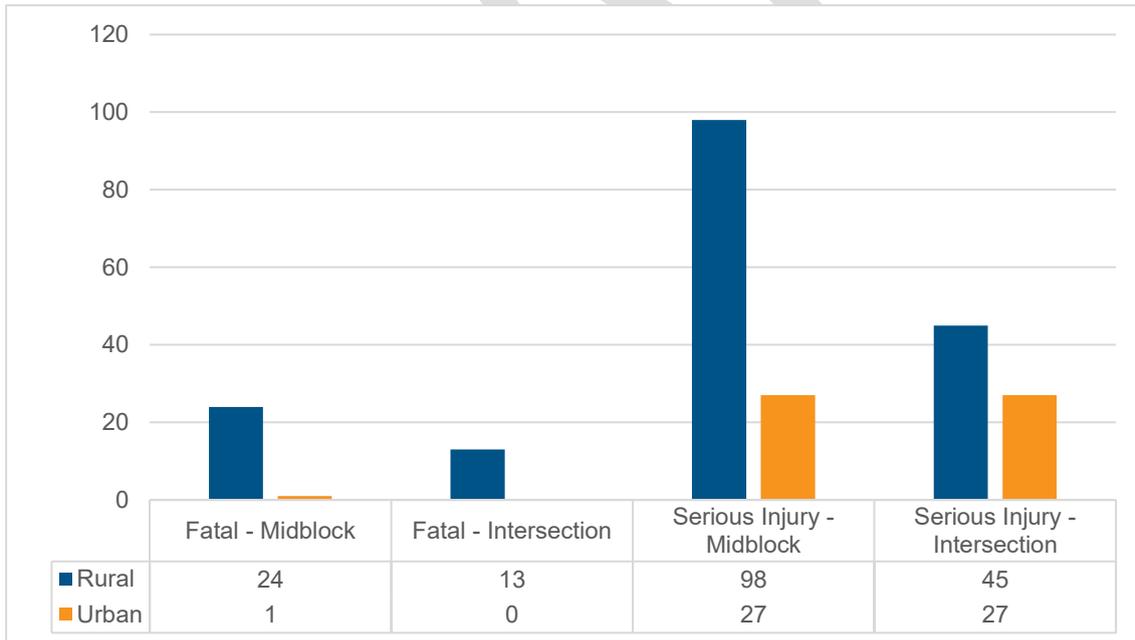
### **Waimakariri District Crash Statistics**

Waka Kotahi's Crash Analysis System (CAS) is used to obtain data relating to crash history throughout the district. A review of CAS for the past ten years (2012-2022) indicates that there have been 2005 crashes on Council's local road network, excluding State Highways. Shown in Figure 4 are the numbers of crashes for each severity type during this ten-year period. It should be noted that the Covid-19 pandemic has likely resulted in the downwards trend of crashes since 2020, due to a reduced number of vehicles on the road through lockdowns and more individuals working from home.



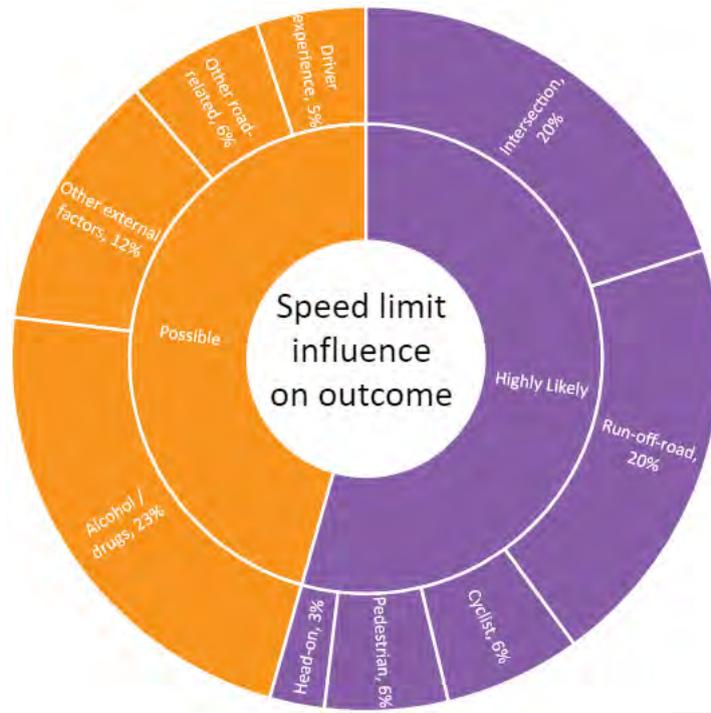
**Figure 4.** Ten-year crash data for the Waimakariri District.

Further analysis of this data indicates that fatal and serious injury crashes are overrepresented on the rural road network, as is shown in Figure 5. This is due to the higher speeds and speed limits on these roads, which signals that a reduction in speed limit is required to reduce these crashes. Furthermore, there is a misconception that poor adherence to intersection controls is a significant contributor to crashes within the district; however, Figure 5 shows a higher proportion of fatal and serious injury crashes have occurred along roads distant from an intersection (the midblock) since 2012.



**Figure 5.** Deaths and serious injuries on rural and urban roads and intersections (2012-2022).

In the CAS database, only speed in excess of the posted speed limit is recorded as a causative factor. This does not consider whether travelling at or below the posted speed limit impacted the outcome of a crash. Therefore, staff have undertaken an analysis of crash data from 2017 to 2022 (5-year period) to assess where speed was a possible factor or highly likely factor in the fatal and serious crashes during that period. This is shown in Figure 6.

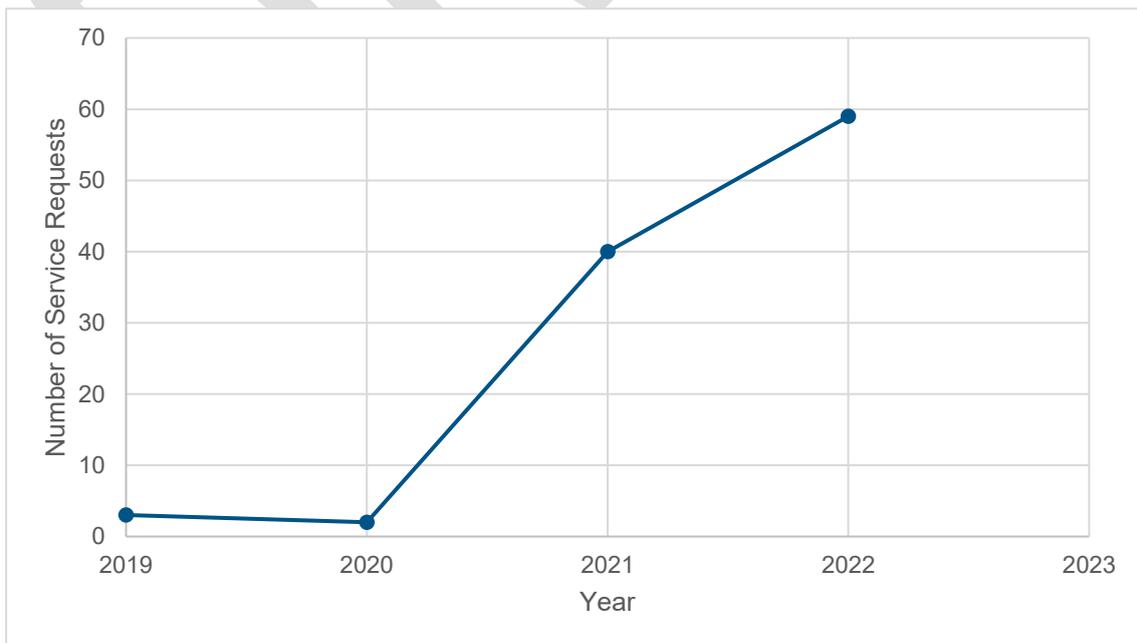


**Figure 6.** Staff assessment of five-year (2017-2022) crash data where the speed limit influenced the outcome.

### Previous Speed Reviews and Service Request History

In recent years, Council have been undertaking more frequent speed limit reviews and as a result implementing lower speed limits. These have generally been in isolated areas throughout the district, with the most recent review in 2021 focusing on town entrances, a small portion of Tram Road and its adjacent roads, Cust, unsealed roads in Oxford, and unsealed roads in Tuahiwi.

Council receives a wide variety of transport-related service requests from residents and other road network users; however, the greatest number received since February 2021 were speed limit related requests. Furthermore, speed limit related service requests, where the community have requested lower speed limits, have significantly increased since 2019. This is shown in Figure 7.



**Figure 7.** Speed limit related service request history (2019-2022).

# Development of the Plan

## Council's Role in Setting Speed Limits

The *Land Transport Act 1998*, *Land Transport Management Act 2003*, and *Land Transport Rule: Setting of Speed Limits 2022* (the *Rule*) set out the obligations and requirements of all Road Controlling Authorities (RCAs), for setting speed limits. There are two methods for setting speed limits, either via a SMP or through the Director of Land Transport's approval.

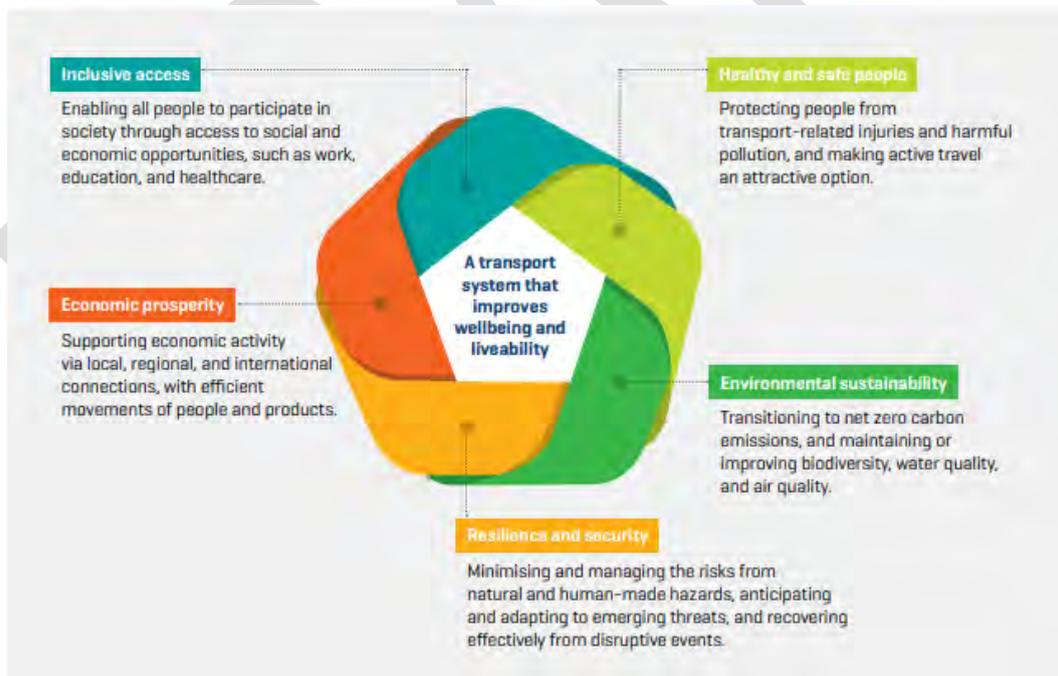
The *Rule* aims to bring a more consistent approach to setting speed limits across an RCA's network and the regional network, and also brings greater focus towards setting safe speed limits outside of schools. In particular, the rule states that 40% of schools must have a safe speed limit on their surrounding roads by June 2024, with all schools completed by June 2027.

## Guiding Values

### National Principles

#### Government Policy Statement on Land Transport

The *Government Policy Statement on Land Transport 2021/22 – 2030/31* identifies five key outcomes to improve people's wellbeing and the liveability of places. These are shown in Figure 8. Considering these outcomes derives four priority areas; safety, better travel options, climate change, and improving freight connections. The identified priority areas are then used to determine the funding direction across the transport network.



**Figure 8.** Transport outcomes framework (Ministry of Transport, 2021).

The strategic priority of safety, where the intention is to develop a transport network where no one is killed or seriously injured, aligns directly with the SMP process, and provides funding through the Road to Zero Programme. Whilst this focuses mainly on the 'healthy and safe people' outcome in the above figure, it also aids inclusive access, economic prosperity, and resilience and security.

The proposed indicators that the New Zealand Government is using for determining the success of the Road to Zero programme are listed below.

- The percentage of local road networks which have been modified to align with the safe and appropriate speed.
- The percentage of the urban network with a speed limit of 40 km/h or less.

### Road to Zero Strategy and Action Plan

Road to Zero is New Zealand’s road safety strategy for 2020 – 2030. The overall vision is ‘a New Zealand where no one is killed or seriously injured in road crashes’, with this being supported by the five key focus areas of system management, infrastructure improvements and speed management, vehicle safety, work-related road safety, and road user choices.

This is based on the Vision Zero approach, which has been adopted by many countries worldwide and acknowledges that people make mistakes, but these mistakes should not result in people being killed. Speed inherently plays a role in the outcome of a crash, and as such, speed management and this Speed Management Plan (SMP) plays a part in achieving the goals set-out in this Road to Zero strategy.

Ultimately, the overarching goal of this strategy is to have a reduction of 40% in deaths and serious injuries resulting from road crashes by 2030.

### Principles for Speed Management

Waka Kotahi’s national principles for speed management are shown in Figure 9. These are drawn from international best practice, and policies and strategies of Waka Kotahi. The principles are intended to be applied together to achieve an integrated safe system approach (Speed Management Guide, 2022). To find out more about each of these speed management principles, refer to Waka Kotahi’s *Speed Management Guide: Road to Zero* (<https://www.nzta.govt.nz/resources/speed-management-guide-road-to-zero-edition>).



**Figure 9.** Waka Kotahi’s speed management principles (Waka Kotahi, 2022a).

## Canterbury Regional Approach

### Regional Land Transport Plan

The *Canterbury Regional Land Transport Plan (RLTP) 2021-2031* highlights addressing the unforgiving network as one of its key problems to address over the next ten years. Funding has therefore been directed towards implementing safer systems (*i.e.*, the Road to Zero Programme).

Canterbury has seen a general increasing trend of road deaths and serious injuries on the region's road network, with this being compounded by an increasing population. The RLTP acknowledges that deaths and serious injuries on the road cause devastation across the board, and that by investing in a safer network, individual mistakes will not lead to death or serious injury.

Overall, the region aims to achieve a 40% reduction in the number of deaths and serious injuries by 2031.

### Regional Objectives

Staff from RCA's across the Canterbury region have coordinating on a regional approach to meet the intent of the national speed management principles. The guiding principles for Canterbury, which will be included within the Regional Speed Management Plan, are shown below in Figure 10. The relationship of the Canterbury principles to Waka Kotahi's national speed management principles are shown by the coloured circles.

The overall vision is that Canterbury has '*An innovative low emissions transport system that helps Canterbury thrive for generations*'. This vision has been taken from the Regional Land Transport Plan (RLTP) to ensure there is cohesion between the Canterbury Regional Council's key strategic documents.



**Figure 10.** Canterbury regional objectives for speed management.

In general, at a regional level, it has been agreed that the approach shown in

Table 1 for initial speed management will be followed to achieve consistency across the region's network.

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**Table 1.** Canterbury regional approach to setting initial speed limits.

| Proposed Speed Limit (km/h) | Implementation Area                                    |
|-----------------------------|--|
| 30                          | School areas (unless designated a category two school) |
| 40                          | Urban and settlement areas                             |
| 60                          | Unsealed and peri-urban roads                          |
| 80                          | Sealed rural roads                                     |

Initially, the speed limits proposed on some roads may be higher than Waka Kotahi’s “safe and appropriate” speed limit. This is because across the region it is acknowledged that in some instances, an incremental change is required to shift the community’s association with a lower speed limit on that section of road network. This will be especially common throughout the urban areas, where generally a 30 km/h speed limit has been defined by Waka Kotahi as “safe and appropriate”; however, this is a large change from the current 50 km/h speed limit, and therefore 40 km/h will be proposed initially as a step towards lower speeds. It can be expected that these roads which have initial proposals which do not align with the Waka Kotahi “safe and appropriate” speed will need further consideration in future iterations of the SMP.

## Waimakariri District Council

### Policies, Strategies, and Guidelines

The Waimakariri District Council have a number of plans, strategies, and guidelines which include statements/actions, either directly or indirectly, relating to speed and speed management. These align with the proposals in this SMP. Refer to Appendix A for these documents and relevant information.

### Community Outcomes

The community outcomes set the direction for the Council’s Long-Term Plan (LTP) and all activities included in the LTP that the Council undertakes. The community outcomes which the contents of this SMP relate to are listed below.

- 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.
- 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.
  - Opportunities to increase the occupancy of commuter vehicles is actively encouraged.
- There are wide ranging opportunities for people to contribute to the decision making that effects our District:
  - The Council makes information about its plans and activities readily available.
  - The Council takes account of the views across the community including mana whenua.
  - The Council makes known its views on significant proposals by others affecting the District’s wellbeing.
  - Opportunities for collaboration and partnerships are actively pursued.

# Ten-Year Vision

## Council Objectives

The speed management objectives of the Waimakariri District Council are as follows:

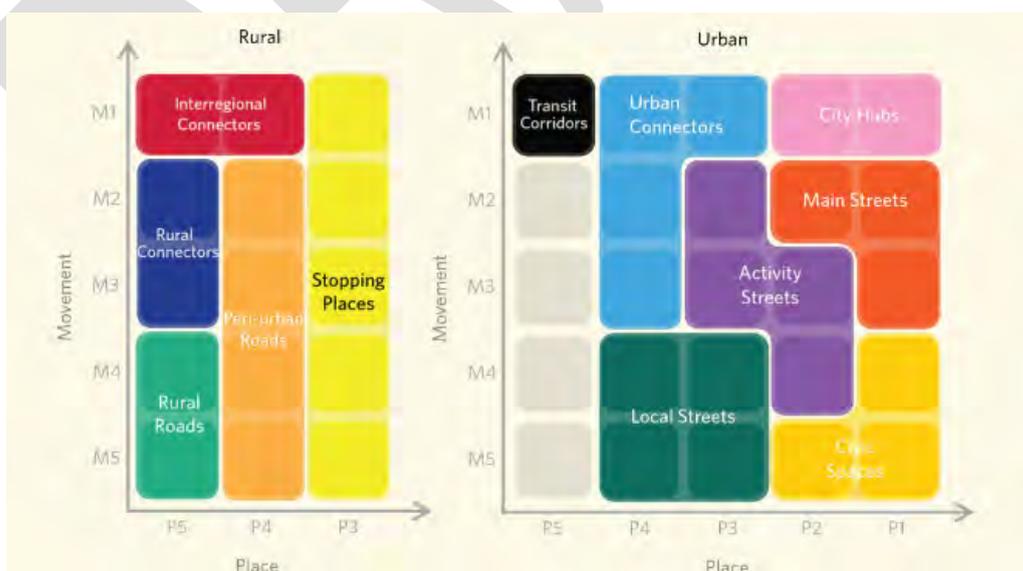
- Speed limits that support the council's community outcomes,
- Speed limits that achieve consistent road and speed environments,
- Speed limits that enable safe journeys for all users,
- Speed limits that prioritise vulnerable users around schools, marae, parks, and town centres.

## One Network Framework

The One Network Road Classification (ONRC) system is currently in the process of being replaced by the One Network Framework (ONF). This new framework for classifying roads gives more weight to the place function (i.e., surrounding land use), as well as considering the movement function (i.e., traffic volume).

The recognition of 'place' as a function of road classification ensures there is consideration towards alternative modes of transport which may use that road corridor, retail activities such as cafes/shops which may have seating or stock within the pedestrian environment, and children who may use parts of the road corridor for street games, etc. With this latter point becoming increasingly more common as residential land sizes reduce.

Shown in Figure 11 are the matrices used to determine the ONF categorisation of a road, noting that they are split by urban and rural land use. To use the matrix, a movement value (MX) and a place value (PX) need to be assigned, and subsequently a road categorisation determined. Further information on the ONF can be found on Waka Kotahi's One Network Framework factsheet (<https://www.nzta.govt.nz/assets/Roads-and-Rail/onf/docs/onf-factsheet-2022.pdf>).



**Figure 11.** Matrices for assessment of urban and rural ONF road category type (Waka Kotahi 2022b).

The ONF assigned to a road can be used to assist with speed limit proposals and speed management planning. Understanding the place function of a road can assist with whether a slower speed limit is

appropriate along a corridor. Similarly, if a road has a high movement function with limited place function, then a higher speed limit may be more appropriate.

As the ONF has been developing alongside this initial SMP process, it was only utilised for guidance. It is expected however, that once the ONF is fully incorporated by Council, it will provide far greater influence on speed limit proposals in the future iterations of the SMP.

## Strategic Alignment

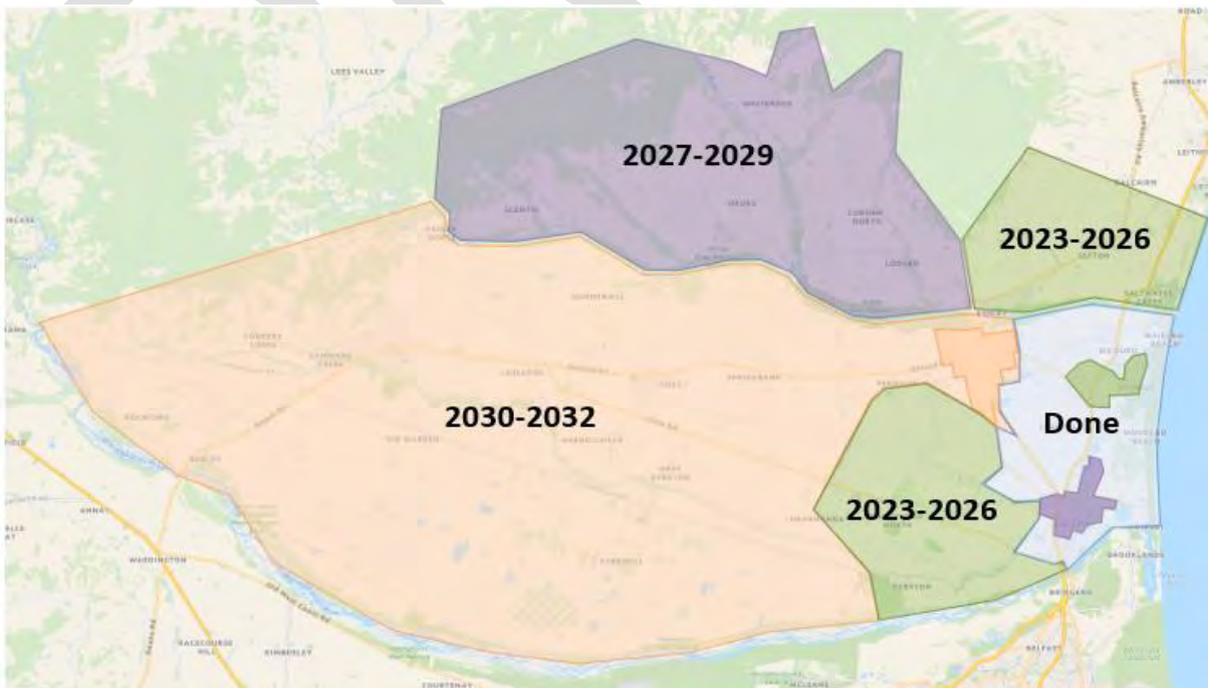
The proposals within this ten-year programme align with the principles and strategies detailed in the prior section, at a national (including the Government Policy Statement on Land Transport and Waka Kotahi's "safe and appropriate" speeds, where practicable), regional, and district level. The SMP is a dynamic document, which will be reviewed and updated on a three-year cycle to ensure that Council's proposals remain aligned with the strategic climate.

## Network Approach to Speed Management

In order to achieve a whole-of-network outcome, the Council are proposing an area-based approach to speed management over the next ten years to ensure consistency across the district's road network. The SMP is proposed to be structured as follows (Figure 12 maps these speed limit reviews across the District):

- This first iteration of the SMP (2023-2027) covers the north-eastern portion of the district (i.e., Ashley/Sefton), south-eastern portion of the district (i.e., Swannanoa / Fernside / Clarkville / Mandeville), Kaiapoi town centre, Rangiora town centre, Woodend / Pegasus / Ravenswood urban areas, Waikuku peri-urban areas, all schools, and 'tidy up' areas following historic speed limit changes.
- A second iteration of the SMP (2027-2030) is proposed to include the Loburn / Waikuku / Glentui rural areas and Kaiapoi urban area,
- A third iteration (2030-2033) is proposed to cover the Rangiora urban area, Oxford urban area, and all remaining rural areas to the west and south of the district.

At this time, Council does not have funding available to upgrade roads to align with higher speeds; therefore, resulting in the approach of reducing speed limits district wide. If it is decided to upgrade corridors, then the funding will need to be allocated to deliver this infrastructure.



**Figure 12.** Proposed network approach for the Waimakariri District over the next ten years.

Taking an area approach means that speed limit changes would be delivered within areas, ensuring consistency for road users. This consistency across the network is more understandable for the road user, rather than speed limit changes being on an ad-hoc road category basis (e.g., rural collectors, etc.), and noting that Council does not wish to change speed limits across the district in one iteration of the SMP.

With these changes occurring over a ten-year period, the Council are also proposing to set speed limits by road type to ensure there is consistency for motorists across the network as these changes are made by area. The relevant road types and proposed speed limits are as shown in Table 2, noting that some roads falling into these categories may have a speed limit proposal which does not align with what is listed. This is due to alignment with the clauses set out in the Rule (e.g., minimum length of road for a speed limit) and Council's proposal for an iterative approach to some speed limits.

**Table 2.** Canterbury regional approach to setting initial speed limits.

| Proposed Speed Limit (km/h) | Typical Locations  |
|-----------------------------|--|
| 30                          | <ul style="list-style-type: none"> <li>Town centres</li> <li>Category One school areas</li> </ul>  |
| 30 (Variable)               | <ul style="list-style-type: none"> <li>Category One school areas which have frontages on high volume roads</li> </ul>  |
| 40                          | <ul style="list-style-type: none"> <li>Urban residential areas (* step change towards a future 30 km/h speed limit)</li> <li>Urban arterial roads</li> </ul>                             |
| 50                          | <ul style="list-style-type: none"> <li>Extension of existing urban transport area, where the rest of the urban area is not being reviewed until a future iteration of the SMP</li> </ul> |
| 60                          | <ul style="list-style-type: none"> <li>Rural unsealed roads</li> <li>Rural cul-de-sacs</li> <li>Peri-urban roads</li> <li>Category Two rural schools</li> </ul>                          |
| 80                          | <ul style="list-style-type: none"> <li>Rural sealed roads</li> </ul>   |

Coordination with other Councils (Hurunui District Council, Selwyn District Council, and Christchurch City Council) is being carried out to ensure that speed limits on roads which cross jurisdictional boundaries have the same speed limit, where practicable (noting that each Council is working to its own timeframe). Co-ordination will also be occurring with the Department of Conservation, Environment Canterbury, and Waka Kotahi's State Highway Team, to ensure that the few boundary roads that Waimakariri shares with those RCAs align with what is proposed on Waimakariri local network.

## Speed Monitoring and Measures

The Council currently able to review speed data when it undertakes routine traffic tube counting at various sites throughout the network. The tube counters are undertaken on a cycle around the network and are undertaken on either an annual, three-yearly, or six yearly bases, dependent on the hierarchy of the road, and noting that most but not all roads in the district are counted Council does not have tube counts for all of its roads, particularly lower volume cul-de-sac roads which generally service a few properties.

In the past, special one-off traffic counts have been undertaken six months after making speed limit changes, in order to fulfil the former legislative requirements under the *Land Transport Rule: Setting of Speed Limits 2017*. This is no longer legislatively required; however, Council will be identifying roads within each iteration of the SMP, which are at high risk for non-compliance, for additional monitoring. Roads which are at high-risk for non-compliance will generally either have mean operating speeds which are already in excess of the posted speed limit, carriageway factors (e.g., wide carriageway) which mean they are likely to have higher mean operating speed, or where Council staff deem additional monitoring is required.

## Speed Management Infrastructure

There has been no additional funding identified or allocated for speed management beyond initial signage and markings at this stage. Roads which continue to have compliance issues (mean operating speeds at least 10% higher than the posted speed limit) will be considered for infrastructure improvements to support lower speeds, in which, Council will seek funding through the NLTP and the Council's Long-Term Plan. Typical treatments could include, but are not limited to, the following:

1. Signs and markings,
2. Lane width reduction/centreline treatment,
3. Speed threshold treatment,
4. Traffic calming devices such as chicanes, raised tables, kerb build outs, or other physical measures.

The Waimakariri District is programmed to receive safety cameras during this SMP period. This will be the first tranche of safety cameras throughout New Zealand and is currently going through a national moderation process to determine how many cameras the district will receive and their location. Staff will update the community once this information has been confirmed at a national level.

## Speed Limits in Future Development

The district has seen significant development occurring in recent times and with this, comes new roading infrastructure which is then generally vested in the Council. In order to ensure these new roads meet the Council's approach to speed management, it is proposed that speed limits be set based on the roads' proposed ONF road classifications. These proposed speed limits are shown in Table 3 and will be implemented at the time the road is vested in Council. Urban subdivisions will generally be located within the infrastructure boundary shown in Appendix B.

**Table 3.** Proposed speed limits for future development roads.

| Posted Speed Limit (km/h) | Urban Subdivisions   | Rural Subdivisions   |
|---------------------------|--|--|
| 10                        | <ul style="list-style-type: none"> <li>• Civic spaces</li> </ul>                                 |  |
| 30                        | <ul style="list-style-type: none"> <li>• Local streets</li> <li>• Main streets</li> </ul>        |  |
| 40 – 50                   | <ul style="list-style-type: none"> <li>• Activity streets</li> <li>• Urban connectors</li> </ul> | <ul style="list-style-type: none"> <li>• Stopping places</li> <li>• Rural townships</li> </ul> |
| 60                        |  | <ul style="list-style-type: none"> <li>• Peri-urban roads</li> </ul>                           |
| 60 – 80                   |  | <ul style="list-style-type: none"> <li>• Rural roads</li> <li>• Rural connectors</li> </ul>    |

# Four-Year Implementation Programme

## Speed Limits

### Urban and Settlement Areas

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District urban and settlement areas. Where the proposed speed limit does not align with Waka Kotahi's "safe and appropriate" speed, refer to Appendix C for further information.

- Rangiora town centre (Table 4)
- Kaiapoi town centre (
- 
- 
  
- **Table 5)**
- Other urban areas in Kaiapoi (Table 6)
- Oxford town centre (
- 
- 
  
- **Table 7)**
- Sefton Township Table 8)
- Ashley Township (
-

- 
- **Table 9)**
- Pegasus urban area (Table 10)
- Woodend/Ravenswood urban area (Table 11)

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

**Table 4.** Proposed speed limits for the Rangiora town centre.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Alfred Street – from Percival Street to Ivory Street</b>                     | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| <b>Ashley Street – from Ivory Street to 50 m north of Blackett Street</b>       | 50                          | 40                          | Permanent        | 2023-2024                | Yes                                  |
| <b>Blackett Street – from Ashley Street to 20 m west of King Street</b>         | 50                          | 40                          | Permanent        | 2023-2024                | Yes                                  |
| <b>King Street – 50 m north of High Street to 50 m north of Blackett Street</b> | 50                          | 40                          | Permanent        | 2023-2024                | Yes                                  |
| <b>Blake Street – from Good Street to Durham Street</b>                         | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| <b>Durham Street – from 20 m south of Blackett Street to High Street</b>        | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Good Street – from 20 m south of Blakett Street to the end of formed road                          | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| Ivory Street – from High Street to 65 m south of Alfred Street                                     | 50                          | 40                          | Permanent        | 2023-2024                | Yes                                  |
| Percival Street – from High Street to 120 Percival Street (to proposed school zone)                | 50                          | 30                          | Permanent        | 2023-2024                | Yes                                  |
| Queen Street – from 20 m west of King Street to 20 m west of Ivory Street                          | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| Victoria Street – from High Street to 47 Victoria Street (to proposed school zone)                 | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| High Street – from 20 m west of Ivory Street to 50 m east of King Street (to proposed school zone) | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |

**Table 5.** Proposed speed limits for the Kaiapoi town centre.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Black Street – from Peraki Street to Raven Quay                               | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| Bowler Street – from Raven Quay to Hilton Street                              | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| Charles Street – from 20 m east of Jones Street to 20 m north of Davie Street | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Hilton Street – from 20 m east of Bowler Street to Peraki Street                  | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |
| Raven Quay – from 50 m east of Rich Street to the end of the road to the east     | 50                          | 30                          | Permanent        | 2023-2024                | Yes                                  |
| Williams Street – from 20 m south of Fuller Street to 20 m south of Sewell Street | 50                          | 30                          | Permanent        | 2023-2024                | No                                   |

**Table 6.** Proposed speed limits for other urban areas in Kaiapoi.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Beach Road – from 80 m east of Tuhoe Avenue to 690 m east of Tuhoe Avenue | 70                          | 50                          | Permanent        | 2023-2024                | Yes                                  |
| Old North Road – 20 m north of Dale Street to Williams Street             | 50                          | 40                          | Permanent        | 2023-2024                | Yes                                  |

**Table 7.** Proposed speed limit for the Oxford town centre.

| Road Name and Extents | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|-----------------------|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
|-----------------------|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|

|  |    |    |           |           |     |
|--|----|----|-----------|-----------|-----|
| <b>Main Street – 93 Main Street to 23 Main Street</b>    | 50 | 40 | Permanent | 2024-2027 | Yes |
| <b>Coney Street – Main Street to end of formed road</b>  | 50 | 40 | Permanent | 2024-2027 | Yes |
| <b>Meyer Street – Main Street to end of formed road</b>  | 50 | 40 | Permanent | 2024-2027 | Yes |
| <b>Redwood Place – Main Street to end of formed road</b> | 50 | 40 | Permanent | 2024-2027 | Yes |

**Table 8.** Proposed speed limits for the Sefton Township.

| <b>Road Name and Extents</b>                                 | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> | <b>Speed limit type</b> | <b>Implementation timeframe</b> | <b>Difference between SAAS and proposal</b> |
|--|------------------------------------|------------------------------------|-------------------------|---------------------------------|---|
| <b>Carr Street – Railway Street to end of formed road</b>    | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Railway Street – Upper Sefton Road to Pembertons Road</b> | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Booth Street – Railway Street to Pembertons Road</b>      | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Vaughan Street – Pembertons Road to Cross Street</b>      | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>High Street – Pembertons Road to Upper Sefton Road</b>    | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Cross Street – Pembertons Road to Upper Sefton Road</b>   | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Buller Street – Upper Sefton Road to Cross Street</b>     | 50                                 | 40                                 | Permanent               | 2024-2027                       | Yes   |

**Table 9.** Proposed speed limits for the Ashley Township.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| High Street – 50 m south of Fawcetts Road to Lower Sefton Road        | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Canterbury Street – Lower Sefton Road to end of formed road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Wellington Street – Lower Sefton Road to Auckland Street              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Auckland Street – Canterbury Street to Lower Sefton Road              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Lower Sefton Road – Canterbury Street to 20 m east of Auckland Street | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

Table 10. Proposed speed limits for the Pegasus urban area.

| Road Name and Extents                                      | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Infinity Drive – Lakeside Drive to end of formed road      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kessen Street – Pegasus Boulevard to Forbes Street         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Blackadder Road – Kessen Street to Hakatere Road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Coulter Street – Blackadder Road to Taniwha Street         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kumara Street – Blackadder Road to Tutaiapatu Avenue       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Tutaiapatu Avenue – Blackadder Road to Pegasus Main Street | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Taniwha Street – Coulter Street to Hakatere Road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Manuka Street – Blackadder Road to Taniwha Street          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Forbes Street – Kessen Street to Hakatere Road             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Hakatere Road – Blackadder Road to Pegasus Main Street     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Eyrewell Road – Kessen Street to Seaward Street            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Horomaka Street – Eyrewell Road to Puriri Street           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Puriri Street – Horomaka Street to Hakatere Road</b>                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Puaka Street – Puriri Street to Seaward Street</b>                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Waireka Street – Pegasus Boulevard to Tutaipatu Avenue</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Seaward Street – Eyrewell Road to Hakatere Road</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Murfitt Street – Pegasus Boulevard to Waipara Road</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Waipara Road – Murfitt Street to Hakatere Road</b>                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Tahuna Street – Eyrewell Road to Te Kohanga Drive</b>               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Tommy Street – Tahuna Street to Moa Street</b>                      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Moa Street – Tommy Street to Hakatere Road</b>                      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Turvey Street – Pegasus Boulevard to Pipiri Street</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pipiri Street – Hakatere Road to Turvey Street</b>                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Waimarie Street – Pipiri Street to Pegasus Main Street</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pipi Wai Street – Turvey Street to Pegasus Main Street</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Kuta Street – Turvey Street to Pegasus Main Street</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pegasus Main Street – Hakatere Road to Lakeside Drive</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Te Kohanga Drive – Pegasus Boulevard to Tiritiri Moana Drive</b>    | 50                          | 40                          | Permanent        | 2024-2027                | No                                   |
| <b>The Esplanade – Te Kohanga Drive to Te Kohanga Drive</b>            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Whangaroa Street – The Esplanade to Te Wairewa Street</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Te Waihora Street – Te Kohanga Drive to The Esplanade</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Rapaki Street – Te Waihora Street to The Esplanade</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Tiritiri Moana Drive – Pahua Street to end Council's legal road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Marangai Drive – Te Hurunui Drive to Tuaki Street               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Miskell Street – Marangai Drive to Awatere Street               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Katipo Way – Miskell Street to Tuaki Street                     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Helicon Street – Jove Drive to Tiritiri Moana Drive             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Lakeside Drive – Tiritiri Moana Drive to Infinity Drive         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kawari Drive – Tiritiri Moana Drive to Infinity Drive           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Aroha Street – Tiritiri Moana Drive to Tangiwai Street          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Pahua Street – Chimera Street to Tiritiri Moana Drive           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Arahura Road – Lakeside Drive to Kawari Drive                   | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Chimera Street – Lakeside Drive to Nga Tupuna Street            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Nga Tupuna Street – Arapura Road to Lakeside Drive              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kahu Street – Arapura Road to Kahuraki Drive                    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kawakawa Street – Arapura Drive to Kahuraki Drive               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kokopu Street – Kahuraki Drive to Arapura Road                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Tangiwai Street – Arapura Road to Infinity Drive                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Kahuraki Drive – Arapura Road to Nga Tupuna Street              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Hodgkinson Road – Infinity Drive to Pegasus Boulevard           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Winsloe Street – Hodgkinson Road to Pegasus Main Street</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Motu Quay – Pegasus Main Street to end of formed road</b>                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Waituna Street – Winsloe Street to Barnes Street</b>                     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pukohe Street – Winsloe Street to Barnes Street</b>                      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Barnes Street – Hodgkinson Road to Matamata Quay</b>                     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Matamata Quay – Barnes Street to Te Kohanga Drive</b>                    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Mary Ellen Street – Matamata Quay to Solander Street</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Whakatipu Street – Solander Road to Waituna Street</b>                   | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pounamu Place – Whakatipu Street to Mary Ellen Street</b>                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Solander Road – Infinity Drive to Whakatipu Street</b>                   | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Tuka Road – Infinity Drive to Solander Road</b>                          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Awaroa Road – Solander Road Whakatipu Street</b>                         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Hikuraki Street – Infinity Drive to Whakatipu Street</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pegasus Boulevard – 50 m east of Infinity Drive to Te Kohanga Drive</b>  | 50                          | 40                          | Permanent        | 2024-2027                | No                                   |
| <b>Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive</b> | 70                          | 60                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Mara Kai Place – Pegasus Boulevard to end of formed road</b>             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Atkinsons Lane – Mara Kai Place to end of formed road</b>                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Te Haunui Lane – Pegasus Boulevard to end of formed road</b>             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard</b>              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Taerutu Lane – Mapleham Drive to end of formed road</b>                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Burntwood Lane – Mapleham Drive to end of formed road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

**Table 11.** Proposed speed limits for the Woodend/Ravenswood urban area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Judsons Road – Woodend Beach Road to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Copper Beech Road – Woodend Beach Road to end of formed road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Evergreen Road – Copper Beech Road to Copper Beech Road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Panckhurst Drive- Petries Road to end of formed road</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>McLean Place – Panckhurst Road to end of formed road</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Parkinson Place – Panckhurst Road to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Simon Place – Panckhurst Road to end of formed road</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Petries Road – State Highway One to Gladstone Road</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>James Drive – Petries Road to Gladstone Road</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Pascoe Drive – Petries Road to end of formed road</b>            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Hamlett Drive – Petries Road to Gladstone Road</b>               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Benjes Place – Hamlett Drive to end of formed road</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Fearne Drive – Hamlett Drive to Petries Road</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Keeper Close – Fearne Drive to end of formed road</b>            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Ranby Place – Fearne Drive to end of formed road</b>             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Catchpole Place – Petries Road to end of formed road</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents                                     | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Gladstone Road – State Highway One to Gladstone Park      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Eders Road – Gladstone Road to State Highway One          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Stopforth Street – Gladstone Road to Parsonage Road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Parsonage Road – State Highway One to end of formed road  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Littles Lane – Parsonage Road to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| McQuillan Avenue – Parsonage Road to State Highway One    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Thirlwall Street – McQuillan Avenue to end of formed road | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Salkeld Place – McQuillan Avenue to end of formed road    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Cutler Street – McQuillan Avenue to end of formed road    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Cleaver Street – Salkeld Place to end of formed road      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Gibbs Drive – School Road to Woodend Road                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Stanton Place – Gibbs Drive to end of formed road         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Lacy Gate Place – Gibbs Drive to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Somerset Place – Gibbs Drive to end of formed road        | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Woodend Road – Rangiora Woodend Road to State Highway One | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Bowie Drive – Woodend Road to Woodglen Drive              | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Cassidy Place – Bowie Drive to end of formed road         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| The Stables – Bowie Drive to end of formed road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Woodglen Drive – Bowie Drive to Chinnerys Drive           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Manahi Place – Woodglen Drive to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Norton Place – Woodglen Drive to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents                                       | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Hewitts Road – State Highway One to Welsford Street         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Woodfield Place – Woodglen Drive to end of formed road      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Taranaki Drive – Woodglen Drive to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Thornley Place – Woodglen Drive to end of formed road       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Welsford Street – Bowie Drive to Minerva Crescent           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Appleton Place – Hewitts Road to end of formed road         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Cobden Place – Hewitts Road to end of formed road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Bunting Place – Hewitts Road to end of formed road          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Paget Drive – Welsford Street to Welsford Street            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Chinnerys Road – Rangiora Woodend Road to State Highway One | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Grange View – Chinnerys Road to end of formed road          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Minerva Crescent – Welsford Street to Welsford Street       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Shrimpton Avenue – Welsford Street to end of formed road    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Clegg Street – Shrimpton Avenue to Bob Robertson Drive      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| John Raven Lane – Clegg Street to end of formed road        | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Godley Place – Clegg Street to end of formed road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Tara Crescent – Bob Robertson Drive to Bob Robertson Drive  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Stonyer Street – Bob Robertson Drive to Quinn Crescent      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Quinn Crescent – Croydon Street to Crossley Avenue          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Crossley Avenue – Stonyer Street to end of formed road      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Croydon Street – Stonyer Street to Oakleigh Street          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Oakleigh Street – Bob Robertson Drive to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Woodford Avenue – Bob Robertson Drive to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Jury Lane – Bob Robertson Drive to Woodford Avenue</b>               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Jasmine Street – Bob Robertson Drive to Woodford Avenue</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Clare Street – Bob Robertson Drive to Woodford Avenue</b>            | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Sills Street – Clare Street to Grimwood Street</b>                   | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Kotua Street – Sills Street to Woodford Avenue</b>                   | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Eldridge Street – Sills Street to Woodfor Street</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Grimwood Street – Bob Robertson Drive to Woodford Avenue</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>White Street – Nathaniel Archer Street to Barnett Street</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Curtis Street – White Street to Woodford Avenue</b>                  | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Barnett Street – Woodford Avenue to Bob Robertson Drive</b>          | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Stackwood Avenue – Bob Robertson Drive to end of formed road</b>     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Antil Street – Stackwood Avenue to Chambers Avenue</b>               | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Borland Street – Antil Street to Crossley Street</b>                 | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Chambers Avenue – Bob Robertson Drive to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Higgins Street – Chambers Avenue to end of formed road</b>           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Elmers Street – Higgins Street to end of formed road</b>             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Henshaw Street – Elmers Street to end of formed road</b>             | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Clayton Place – Bob Robertson Drive to end of formed road</b>        | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Lilburne Street – Clayton Place to end of formed road</b>      | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Bowmaker Crescent – Lilburne Street to Lilburne Street</b>     | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Kesteven Place – Bob Robertson Drive to end of formed road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Garlick Street – Bob Robertson Drive to end of formed road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

### Peri-urban Areas

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District peri-urban areas. Where the proposed speed limit does not align with Waka Kotahi's safe and appropriate speed, refer to Appendix C for further information.

- Waikuku Beach area (Table 12)
- Waikuku area (Table 13)
- Mandeville area (Table 14)

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

**Table 12.** Proposed speed limits for the Waikuku Beach area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Northside Drive – Waikuku Beach Road to Waikuku Beach Road</b> | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Kings Avenue – Waikuku Beach Road to end of formed road</b>    | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Allin Drive – Kings Avenue to Queens Avenue</b>                | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Queens Avenue – Kings Avenue to end of formed road</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Ensors Place – Queens Avenue to end of formed road</b>         | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Collins Drive – Queens Avenue to end of formed road</b>        | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| <b>McKenzie Place – Collins Drive to end of formed road</b>       | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |

**Table 13.** Proposed speed limits for the Waikuku area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Macdonalds Lane – State Highway One to end of formed road           | 50                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Geisha Road – State Highway One to end of formed road               | 70                          | 40                          | Permanent        | 2024-2027                | Yes                                  |
| Leggitts Road – Waikuku Beach Road to end of formed road (unsealed) | 80                          | 60                          | Permanent        | 2024-2027                | No                                   |

**Table 14.** Proposed speed limits for the Mandeville area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| McHughs Road – No. 10 Road to 50 m south of Tram Road                  | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Mandeville Road – McHughs Road to 70 m south of Ohoka Meadows Drive    | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Wards Road – Bradleys Road to 300 m north of Makybe Drive              | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

### Rural Roads

The following tables, as listed below, indicate the proposed speed limits and implementation timeframe for the Waimakariri District rural areas. Where the proposed speed limit does not align with Waka Kotahi's safe and appropriate speed, refer to Appendix C for further information.

- Rangiora/Fernside area (Table 15)
- North of Tram Road/Mandeville area (Table 16)
- North of Tram Road/Ohoka areas (Table 17)
- South of Tram Road/north of South Eyre Road/Mandeville areas (Table 18)

- South of Tram Road/north of South Eyre Road/Ohoka areas (Table 19)
- South of South Eyre Road area (Table 20)
- South Eyre Road and Tram Road (Table 21)
- Oxford rural area (

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- **Table 22)**
- Marshmans Road and northwest/west of Marshmans Road areas (Table 23)
- North of Upper Sefton Road area (Table 24)
- South of Upper Sefton Road area (Table 25)
- Other rural areas (

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- **Table 26)**

Maps are provided in Appendix D for a visual representation of the proposed speed limits.

**Table 15.** Proposed speed limits for the Rangiora/Fernside area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Easterbrook Road – Fernside Road to Hicklands Road               | 100                         | 60                          | Permanent        | 2024-2027                | Yes                                  |
| Mountvista Road – Easterbrook Road to end of formed road         | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Plaskett Road – 75 m south of Fernside Road to Ashworths Road    | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Hicklands Road – Plaskett Road to Threlkelds Road                | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Egans Road – Plaskett Road to O’Roarkes Road                     | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| O’Roarkes Road – Johns Road to Egans Road                        | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Swannanoa Road – 200 m southwest of Johns Road to Two Chain Road | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Bridge Road – Swannanoa Road to end of formed road               | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |

**Table 16.** Proposed speed limits for north of Tram Road/Mandeville area.

| Road Name and Extents                                   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Two Chain Road – Tram Road to Swannanoa Road            | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Pattersons Road – Two Chain Road to McRoberts Road      | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Clear View Lane – Pattersons Road to end of formed road | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Mandalea Road – Pattersons Road to McRoberts Road       | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Cameo Drive – Mandalea Road to end of formed road                | 100                         | 60                          | Permanent        | 2024-2027                | Yes                                  |
| Tupelo Place – Tram Road to end of formed road                   | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| No. 10 Road – Pattersons Road to Tram Road                       | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Wards Road – Pattersons Road to 50 m northwest of Makybe Drive   | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Dawsons Road – Pattersons Road to Wards Road                     | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Ashworths Road – Dawsons Road to Mill Road (unsealed)            | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Aschens Road -Ashworths Road to end of formed road (unsealed)    | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| McRoberts Road – Pattersons Road to Mill Road                    | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| McRoberts Road – Mill Road to Barkers Road (unsealed)            | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Barkers Road – McRoberts Road to Main Drain Road (unsealed)      | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Main Drain Road – Two Chain Road to Threlkelds Road (unsealed)   | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Ashworths Road – Mill Road to Plaskett Road                      | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Bradleys Road – Main Drain Road to 20 m north of Hallfield Drive | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Bradleys Road – Mill Road to 400 m north of Modena Place         | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Mill Road – McRoberts Road to 20 m west of Bradleys Road         | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |

Table 17. Proposed speed limits for the north of Tram Road/Ohoka areas.

| Road Name and Extents | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|-----------------------|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
|-----------------------|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|

|  |     |    |           |           |     |
|--|-----|----|-----------|-----------|-----|
| <b>Whites Road – 210 south of Mill Road to Tram Road</b>           | 100 | 80 | Permanent | 2024-2027 | Yes |
| <b>Jacksons Road – 770 m south of Mill Road to Tram Road</b>       | 100 | 80 | Permanent | 2024-2027 | Yes |
| <b>Raddens Road – Tram Road to Jeffs Drain Road</b>                | 100 | 60 | Permanent | 2024-2027 | N/A |
| <b>Jeffs Drain Road – Tram Road to Butchers Road</b>               | 100 | 60 | Permanent | 2024-2027 | No  |
| <b>Christmas Road – Mill Road to Butchers Road</b>                 | 100 | 60 | Permanent | 2024-2027 | Yes |
| <b>Butchers Road – Christmas Road to Ohoka Road</b>                | 100 | 60 | Permanent | 2024-2027 | No  |
| <b>Gardiners Road – Tram Road to end of formed road (unsealed)</b> | 100 | 60 | Permanent | 2024-2027 | No  |

**Table 18.** Proposed speed limits for the south of Tram Road/north of South Eyre Road/Mandeville areas.

| <b>Road Name and Extents</b>  | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> | <b>Speed limit type</b> | <b>Implementation timeframe</b> | <b>Difference between SAAS and proposal</b> |
|---|------------------------------------|------------------------------------|-------------------------|---------------------------------|---|
| <b>Two Chain Road – Tram Road to North Eyre Road</b>                          | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>North Eyre Road – Two Chain Road to Mandeville Road</b>                    | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>No. 10 Road – Tram Road to South Eyre Road</b>                             | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>West Denbie Lane – North Eyre Road to end of formed road</b>               | 100                                | 80                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Logans Road – North Eyre Road to Mandeville Road</b>                       | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>Mandeville Road – 70 m south of Ohoka Meadows Drive to South Eyre Road</b> | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>Baileys Road – Mandeville Road to Whites Road</b>                          | 100                                | 80                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Whites Road – Baileys Road to Tram Road</b>                                | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>Baileys Road – Whites Road to Edmunds Road (part unsealed)</b>             | 100                                | 60                                 | Permanent               | 2024-2027                       | No  |
| <b>Edmunds Road – Baileys Road to Tram Road</b>                               | 100                                | 60                                 | Permanent               | 2024-2027                       | No  |
| <b>Chiltons Road – Baileys Road to Mandeville Road</b>                        | 100                                | 60                                 | Permanent               | 2024-2027                       | No  |
| <b>Moffatts Road – Mandeville Road to South Eyre Road (unsealed)</b>          | 100                                | 60                                 | Permanent               | 2024-2027                       | No  |

**Table 19.** Proposed speed limits for the south of Tram Road/north of South Eyre Road/Ohoka areas.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Woods Road – Tram Road to end of formed road</b>                  | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Burgesses Road – Tram Road to South Eyre Road (part unsealed)</b> | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Elders Road – Burgesses Road to South Eyre Road</b>               | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

**Table 20.** Proposed speed limits for the south of South Eyre Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Diversion Road – South Eyre Road to Harrs Road (unsealed)</b>                     | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Harrs Road – South Eyre Road to 1340 m south of South Eyre Road</b>               | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| <b>Harrs Road – 1340 m south of South Eyre Road to end of formed road (unsealed)</b> | 100                         | 60                          | Permanent        | 2024-2027                | N/A                                  |
| <b>Clothiers Road – South Eyre Road to end of formed road</b>                        | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Harpers Road – South Eyre Road to end of formed road</b>                          | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Heywards Road – South Eyre Road to Mabers Road</b>                                | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| <b>Heywards Road – Mabers Road to 300 m south of Tram Road</b>                       | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Baynons Road – Heywards Road to end of formed road</b>                            | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Madeleys Road – Heywards Road to end of formed road</b>                           | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| <b>Taylors Road – Heywards Rod to end offormed road (unsealed)</b>                   | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Mabers Road – South Eyre Road to end of formed road</b>                           | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

|  |     |    |           |           |    |
|--|-----|----|-----------|-----------|----|
| <b>Greigs Road – Tram Road to 24 Greigs Road (part unsealed)</b> | 100 | 60 | Permanent | 2024-2027 | No |
| <b>Watts Road – Greigs Road to end of formed road</b>            | 100 | 60 | Permanent | 2024-2027 | No |

**Table 21.** Proposed speed limits for South Eyre Road/Tram Road.

| <b>Road Name and Extents</b>   | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> | <b>Speed limit type</b> | <b>Implementation timeframe</b> | <b>Difference between SAAS and proposal</b> |
|--|------------------------------------|------------------------------------|-------------------------|---------------------------------|---|
| <b>South Eyre Road – Tram Road to 50 m west of Diversion Road</b>  | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |
| <b>Tram Road – 200 m west of South Eyre Road to 20 m west of Two Chain Road (excluding proposed Swannanoa permanent 60 km/h school zone)</b> | 100                                | 80                                 | Permanent               | 2024-2027                       | No  |

**Table 22.** Proposed speed limits for the Oxford rural area.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Weld Street – 400 m east of High Street to Powells Road</b>                | 80                          | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Barracks Road – Powells Road to 120 m east of Powells Road</b>             | 80                          | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Powells Road – Weld Street to Ashley Gorge Road</b>                        | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Sales Road – Ashley Gorge Road to 50 m east of Powells Road (unsealed)</b> | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Victoria Street – 400 m east of High Street to Powells Road</b>            | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Mcjarrows Road – Powells Road to 650 m east of Powells Road</b>            | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Plachatsh Lane – Powells Road to end of formed road</b>                    | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

**Table 23.** Proposed speed limits for the Marshmans Road and northwest/west of Marshmans Road areas.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Fawcetts Road – Cones Road to 160 m west of Boundary Road (to the proposed school zone)</b> | 80                          | 60                          | Permanent        | 2024-2027                | Yes                                  |
| <b>Max Wallace Drive – Fawcetts Road to end of formed road</b>                                 | 80                          | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Boundary Road – 290 m north of Fawcetts Road to Dixons Road</b>                             | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| <b>Dixons Road – Cones Road to Marshmans Road</b>  | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| <b>Boundary Road – Dixons Road to Mowatts Road (unsealed)</b>                                  | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Mowatts Road – Carrs Road to Boundary Road (unsealed)</b>                                   | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Forestry Road – Mowatts Road to Gorries Road (unsealed)</b>                                 | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| <b>Gorries Road – Forestry Road to Boundary Road (unsealed)</b>                                | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Forestry Road – Gorries Road to Marshmans Road   | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Marshmans Road – 630 m north of Fawcetts Road (from the proposed school zone) to the Hurunui District boundary | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Downs Road – Marshmans Road to end of formed road (unsealed)   | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Copples Road – Marshmans Road to end of formed road  | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Douds Road – Marshmans Road to end of formed road  | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Ramsay Road – Marshmans Road to end of formed road (unsealed)  | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| McLeods Road – Marshmans Road to end of formed road  | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |

Table 24. Proposed speed limits for the north of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Beatties Road – Marshmans Road to Upper Sefton Road                                    | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Upper Sefton Road – 130 m west of Marshmans Road to 240 m east of Railway Street       | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Bairds Road – Upper Sefton Road to Rangiora Leithfield Road (unsealed)                 | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Rangiora Leithfield Road – Marshmans Road to Hurunui District Boundary (part unsealed) | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Douds Road – Rangiora Leithfield Road to Marshmans Road (unsealed)                     | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Amors Road – Rangiora Leithfield Road to Upper Sefton Road (unsealed)                              | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Brueres Road – Marshmans Road to Rangiora Leithfield Road (unsealed)                               | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Criglingtons Road – Rangiora Leithfield Road to Pembertons Road (unsealed)                         | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street                         | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Bruces Road – Rangiora Leithfield Road to Marshmans Road   | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Duffs Road – Marshmans Road to Bruces Road and Bruces Road to Hurunui District boundary (unsealed) | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Broad Road – Hurunui District Boundary to Upper Sefton Road (unsealed)                             | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Hanna Place – Upper Sefton Road to end of formed road  | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |
| Upper Sefton Road – 120 m west of Cross Street to Hurunui District boundary                        | 100                         | 80                          | Permanent        | 2024-2027                | No                                   |

Table 25. Proposed speed limits for the south of Upper Sefton Road area.

| Road Name and Extents  | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|--|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Beatties Road – Upper Sefton Road to Lower Sefton Road (unsealed)      | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Lower Sefton Road – Auckland Street to Saltwater Creek Road (unsealed) | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| Lower Sefton Road – Saltwater Creek Road to Wyllies Road              | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Lower Sefton Road – Wyllies Road to Factory Road (unsealed)           | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Saltwater Creek Road – Lower Sefton Road to Toppings Road (unsealed)  | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Toppings Road – Lower Sefton Road to end of formed road (unsealed)    | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Wyllies Road – Lower Sefton Road to State Highway One                 | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Mcgifferts Road – Lower Sefton Road to Upper Sefton Road (unsealed)   | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road | 100                         | 60                          | Permanent        | 2024-2027                | Yes                                  |
| Maguires Road – Toppings Road to end of formed road (unsealed)        | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Stringers Road – Toppings Road to end of formed road (unsealed)       | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Pears Road – Stringers Road to Upper Sefton Road                      | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Factory Road – Lower Sefton Road to Toppings Road (unsealed)          | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Boyces Road – Factory Road to Upper Sefton Road (unsealed)            | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Amesbury Road – Factory Road to State Highway One (unsealed)          | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Dicks Road – Factory Road to Broad Road (unsealed)                    | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |
| Broad Road – Upper Sefton Road to State Highway One                   | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |
| Harleston Road – Upper Sefton Road to Hurunui District Boundary       | 100                         | 80                          | Permanent        | 2024-2027                | Yes                                  |

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe | Difference between SAAS and proposal |
|---|-----------------------------|-----------------------------|------------------|--------------------------|--------------------------------------|
| <b>Burkes Road – Harleston Road to State Highway One (unsealed)</b> | 100                         | 60                          | Permanent        | 2024-2027                | No                                   |

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**Table 26.** Proposed speed limits for other rural areas.

| <b>Road Name and Extents</b>  | <b>Existing speed limit (km/h)</b> | <b>Proposed speed limit (km/h)</b> | <b>Speed limit type</b> | <b>Implementation timeframe</b> | <b>Difference between SAAS and proposal</b> |
|---|------------------------------------|------------------------------------|-------------------------|---------------------------------|---|
| <b>Beach Road – 690 m east of Tuhoe Avenue to 200 m west of Dunns Avenue</b>                    | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Ferry Road (north) – Beach Road to end of formed road (unsealed)</b>                         | 100                                | 60                                 | Permanent               | 2023-2024                       | No  |
| <b>Ferry Road (south) – Beach Road to end of formed road (unsealed)</b>                         | 100                                | 60                                 | Permanent               | 2023-2024                       | No  |
| <b>Lower Camside Road – Cam Road to end of formed road</b>                                      | 100                                | 60                                 | Permanent               | 2023-2024                       | No  |
| <b>Williams Street – 310 m north of Sovereign Boulevard to 140 m south of State Highway One</b> | 80                                 | 60                                 | Permanent               | 2024-2027                       | No  |
| <b>Mulcocks Road – Skewbridge Road to 50 m south of Lineside Road</b>                           | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Paisley Road -Mulcocks Road to end of formed road</b>  | 100                                | 60                                 | Permanent               | 2023-2024                       | No  |
| <b>Bramleys Road – 20 m southwest of Cox Road to Lineside Rod</b>                               | 100                                | 60                                 | Permanent               | 2023-2024                       | Yes   |
| <b>Cones Road – Fawcetts Road to Dixons Road</b>  | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Dixons Road – Cones Road to 70 m south of Barkers Road</b>                                   | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Fletchers Road – Dixons Road to end of formed road</b>                                       | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Rossiters Road – Dixons Road to end of formed road</b>                                       | 100                                | 80                                 | Permanent               | 2023-2024                       | No  |
| <b>Cust Road – 1782 Cust Road to 85 m west of Tippings Road</b>                                 | 80                                 | 60                                 | Permanent               | 2024-2027                       | Yes   |
| <b>Tippings Road – Cust Road to 50 m north of Cust Road</b>                                     | 80                                 | 60                                 | Permanent               | 2024-2027                       | No  |

## Intersections Speed Zones

Table 27 indicate the proposed variable speed limits at sites where Rural Intersection Advanced Warning Signs (RIAWS), which are also known as Intersection Speed Zones (ISZ) are proposed and the implementation timeframe for these. ISZ's temporarily reduce the speed on the priority road (main road) through the intersection when a vehicle is approaching on the side road. Their intention is to make it easier for a vehicle to pull out of the side road, but also reduce the impact of a crash if one were to occur. Maps are provided in Appendix D for a visual representation of the proposed speed limits.

**Table 27.** Proposed Intersection Speed Zones.

| Road Name and Extents   | Existing speed limit (km/h) | Proposed speed limit (km/h) | Speed limit type | Implementation timeframe |
|---|-----------------------------|-----------------------------|------------------|--------------------------|
| <b>Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection</b>  | 100                         | 60                          | Variable         | 2024-2027                |
| <b>Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection</b>              | 100                         | 60                          | Variable         | 2024-2027                |
| <b>Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection</b> | 100                         | 60                          | Variable         | 2024-2027                |
| <b>Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection</b>          | 100                         | 60                          | Variable         | 2023-2024                |

## Speed Limits Around Schools

### Categorisation of Schools

In the Rule, schools are categorised to determine the maximum permitted speed limit on the road(s) outside the school. A category one school must have a speed limit of no more than 30 km/h (either permanent or variable) and a category two school must have a speed limit of no more than 60 km/h set on the road(s) outside of it. The category two schools are located in higher speed limit areas, and generally have pick-up and drop-off areas located on the school site rather than the road frontage.

### Proposed School Speed Limits

The proposed road extents for implementation of school speed limits at category one schools, which are already in a low-speed environment (i.e., 50 km/h or less) are shown in Table 28. Table 29 shows the proposed road extents for the implementation of school speed limits at category one schools, which are currently within a high-speed environment (i.e., 60 km/h or higher) that will be adjusted down. Finally,

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**Table 30** shows the proposals for the district's category two schools which will remain within high-speed environments. The school speed limits will be implemented across the 2023-2027 period as follows:

- 2023-2024:
  - Ashley Rakahuri School,
  - Clarkville School,
  - Kaiapoi High School,
  - Rangiora Borough School,
  - Rangiora High School,
  - Rangiora New Life School,
  - Sefton School,
  - Southbrook School,
  - St Joseph's School (Rangiora),
  - St Patrick's School (Kaiapoi),
  - Swannanoa School,
  - Te Matauru School.
- 2024-2027:
  - Ashgrove School,
  - Cust School,
  - Fernside School,
  - Kaiapoi Borough School,
  - Kaiapoi North School,
  - Loburn School,
  - North Loburn School,
  - Ohoka School,
  - OneSchool Global (Rangiora Campus),
  - Oxford Area School,
  - Pegasus Bay School,
  - Tuahiwi School,
  - View Hill School,
  - West Eyreton School,
  - Woodend School.

**Table 28.** Proposed speed limits outside of category one schools in existing low-speed areas (50 km/h or less).

| School name            | Category | Proposed Speed Limit | Road Extents   | Speed Limit Type |
|------------------------|----------|----------------------|--|------------------|
| Ashgrove School        | 1        | 30 km/h              | Seddon Street (West Belt to White Street)                                    | Permanent        |
|                        |          |                      | Kinley Street (Seddon Street to end of formed road)                          |                  |
|                        |          |                      | McKenzie Place (Seddon Street to end of formed road)                         |                  |
| Cust School            | 1        | 30 km/h              | Cust Road (1640B Cust Road to 1699 Cust Road)                                | Variable         |
|                        |          |                      | Earlys Road (Cust Road to 452 Earlys Road)                                   |                  |
| Kaiapoi High School    | 1        | 30 km/h              | Ohoka Road (20 m east of Robert Coup Road to 123 Ohoka Road)                 | Variable         |
|                        |          |                      | Otaki Street (Ohoka Road to 20 m south of Broom Street)                      |                  |
|                        |          |                      | Glenvale Drive (entire length)   | Permanent        |
|                        |          |                      | McDougal Place (entire length)   |                  |
|                        |          |                      | Robert Coup Road (Ohoka Road to 20 m north of Isaac Wilson Road)             |                  |
| Kaiapoi Borough School | 1        | 30 km/h              | Hilton Street (Blackett Street to end of formed road at the cul-de-sac head) | Permanent        |
|                        |          |                      | Rich Street (Raven Quay to Hilton Street)                                    |                  |
| Kaiapoi North School   | 1        | 30 km/h              | Williams Street (205 Williams Street to 265 Williams Street)                 | Variable         |
|                        |          |                      | Sims Road (Williams Street to end of formed road)                            | Permanent        |
|                        |          |                      | Coups Terrace (Williams Street to end of formed road)                        |                  |
| Oxford Area School     | 1        | 30 km/h              | Bay Road (20 m north of Main Street to 600 m north of Main Street)           | Permanent        |
|                        |          |                      | Showgate Drive (Bay Road to end of formed public road)                       |                  |
|                        |          |                      | Dohrmans Road (Bay Road to end of formed public road)                        |                  |
| Pegasus Bay School     | 1        | 30 km/h              | Whakatipu Street (Pegasus Boulevard to Solander Road)                        | Permanent        |

| School name              | Category | Proposed Speed Limit | Road Extents   | Speed Limit Type |
|--------------------------|----------|----------------------|--|------------------|
|                          |          |                      | Solander Road (Pegasus Boulevard to Whakatipu Street)                |                  |
| Rangiora Borough School  | 1        | 30 km/h              | Church Street (High Street to 39 Church Street)                      | Permanent        |
|                          |          |                      | King Street (High Street to 153 King Street)                         |                  |
|                          |          |                      | Queen Street (Church Street to 20 m east of King Street)             |                  |
|                          |          |                      | High Street (20 m east of King Street to 20 m west of Church Street) |                  |
| Rangiora High School     | 1        | 30 km/h              | East Belt (144 East Belt to 113 East Belt)                           | Permanent        |
|                          |          |                      | Wales Street (East Belt to 20 m east of Edward Street)               |                  |
| Rangiora New Life School | 1        | 30 km/h              | Denchs Road (Southbrook Road to end of road)                         | Permanent        |
|                          |          |                      | Marshall Street (Denchs Road to end of road)                         |                  |
|                          |          |                      | Torlesse Street (Southbrook Road to 20 m west of Railway Road)       |                  |
|                          |          |                      | Railway Road (Gefkins Road to the South Brook)                       |                  |
|                          |          |                      | Gefkins Road (Railway Road to end of formed road)                    |                  |
|                          |          |                      | Dunlops Road (Railway Road to end of formed road)                    |                  |
|                          |          |                      | Coronation Street (Southbrook Road to end of formed road)            |                  |
|                          |          |                      | Buckleys Road (South Belt to end of formed road)                     |                  |
|                          |          |                      | Highfield Lane (Buckleys Road to end of formed road)                 |                  |
|                          |          |                      | Pearson Lane (Buckleys Road to end of formed road)                   |                  |
|                          |          |                      | Brookvale Place (Buckleys Road to end of formed road)                |                  |
|                          |          |                      | Southbrook Road (32 Southbrook Road to 66A Southbrook Road)          | Variable         |
| Southbrook School        | 1        | 30 km/h              | Denchs Road (Southbrook Road to end of road)                         | Permanent        |

| School name                   | Category | Proposed Speed Limit | Road Extents  | Speed Limit Type |
|-------------------------------|----------|----------------------|---|------------------|
|                               |          |                      | Marshall Street (Denchs Road to end of road)                    |                  |
|                               |          |                      | Torlesse Street (Southbrook Road to 20 m west of Railway Road)  |                  |
|                               |          |                      | Railway Road (Gefkins Road to the South Brook)                  |                  |
|                               |          |                      | Gefkins Road (Railway Road to end of formed road)               |                  |
|                               |          |                      | Dunlops Road (Railway Road to end of formed road)               |                  |
|                               |          |                      | Coronation Street (Southbrook Road to end of formed road)       |                  |
|                               |          |                      | Buckleys Road (South Belt to end of formed road)                |                  |
|                               |          |                      | Highfield Lane (Buckleys Road to end of formed road)            |                  |
|                               |          |                      | Pearson Lane (Buckleys Road to end of formed road)              |                  |
|                               |          |                      | Brookvale Place (Buckleys Road to end of formed road)           |                  |
|                               |          |                      | Southbrook Road (32 Southbrook Road to 66A Southbrook Road)     | Variable         |
| St Joseph's School (Rangiora) | 1        | 30 km/h              | George Street (20 m west of Percival Street to Victoria Street) | Permanent        |
|                               |          |                      | Percival Street (120 Percival Street to 99 Percival Street)     |                  |
|                               |          |                      | Buckham Street (Victoria Street to Ivory Street)                |                  |
|                               |          |                      | Victoria Street (47 Victoria Street to 2 Victoria Street)       |                  |
| St Patrick's School (Kaiapoi) | 1        | 30 km/h              | Fuller Street (Williams Street to 20 m west of Peraki Street)   | Permanent        |
|                               |          |                      | Peraki Street (Hilton Street to Ohoka Road)                     |                  |
| Te Matauru Primary            | 1        | 30 km/h              | Johns Road (20 m east of Pentecost Road to Acacia Avenue)       | Variable         |
|                               |          |                      | Townsend Road (20 m north of Johns Road to 163 Townsend Road)   |                  |
|                               |          |                      | Pentecost Road (Johns Road to 20 m north of Charles Street)     | Permanent        |

| School name    | Category | Proposed Speed Limit | Road Extents   | Speed Limit Type |
|----------------|----------|----------------------|--|------------------|
|                |          |                      | Calvandra Grove (Pentecost Road to end of formed road)       |                  |
|                |          |                      | Goldie Drive (20 m east of Townsend Road to Pentecost Road)  |                  |
| Tuahiwi School | 1        | 30 km/h              | Tuahiwi Road (191 Tuahiwi Road to 215 Tuahiwi Road)          | Variable         |
| Woodend School | 1        | 30 km/h              | School Road (Main North Road – SH1 to Rangiora Woodend Road) | Permanent        |

**Table 29.** Proposed speed limits outside of category one schools in existing high-speed areas (60 km/h or higher).

| School name       | Category | Proposed Speed Limit | Road Extents  | Speed Limit Type |
|-------------------|----------|----------------------|---|------------------|
| Clarkville School | 1        | 30 km/h              | Heywards Road (20 m south Tram Road to 300 m south of Tram Road)        | Variable         |
| Ohoka School      | 1        | 30 km/h              | Jacksons Road (Mill Road to 550 m south of Mill Road)                   | Permanent        |
| Sefton School     | 1        | 30 km/h              | Upper Sefton Road (20 m west of Buller Street to 611 Upper Sefton Road) | Variable         |

**Table 30.** Proposed speed limits outside of category two schools in existing high-speed areas (60 km/h or higher).

| School name               | Category | Proposed Speed Limit | Road Extents   | Speed Limit Type |
|---------------------------|----------|----------------------|--|------------------|
| Ashley Rakahuri School    | 2        | 60 km/h              | Fawcetts Road (70 m east of High Street to 160 west of Boundary Road)                      | Permanent        |
|                           |          |                      | Boundary Road (Fawcetts Road to 290 m north of Fawcetts Road)                              |                  |
|                           |          |                      | High Street (Fawcetts Road to 30 m south of Fawcetts Road)                                 |                  |
|                           |          |                      | Marshmans Road (Fawcetts Road to 630 m north of Fawcetts Road)                             |                  |
| Fernside School           | 2        | 60 km/h              | O'Roarkes Road (Swannanoa Road to Johns Road)  | Permanent        |
| Loburn School             | 2        | 60 km/h              | Hodgsons Road (390 m west of Loburn Whiterock Road to 910 m west of Loburn Whiterock Road) | Permanent        |
| North Loburn School       | 2        | 60 km/h              | Loburn Whiterock Road (50 m south of Mount Grey Road to 370 m south of Bradys Road)        | Permanent        |
| OneSchool Global Rangiora | 2        | 60 km/h              | Lehmans Road (20 m south of Johns Road to 300 m south of Johns Road)                       | Permanent        |
| Swannanoa School          | 2        | 60 km/h              | Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)                     | Permanent        |
| View Hill School          | 2        | 60 km/h              | Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)            | Permanent        |
| West Eyreton School       | 2        | 60 km/h              | School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)                | Permanent        |
|                           |          |                      | North Eyre Road (140 m west of School Road to 340 m east of School Road)                   |                  |

## Safety Infrastructure

The proposed infrastructure for the next four years to support the proposed speed limit changes is shown in Table 31. Where there are still issues with compliance and safety, the Council will apply for funding through the next NLTP.

**Table 31.** Proposed infrastructure to be implemented during the four-year period.

| Location  | Proposed change                                    | Year of commencement | Funding certainty (committed or not committed) |
|---|--|----------------------|--|
| Town centres (Kaiapoi, Rangiora)                      | Speed signage                                      | 2023-2024            | Committed                                      |
|   | Channelisation marking                             | TBD                  | Not committed                                  |
| Townships (Ashley, Sefton)                            | Speed signage                                      | 2024-2027            | Not Committed                                  |
|   | Speed threshold treatments                         | 2024-2027            | Not Committed                                  |
| Woodend, Pegasus, Ravenswood                          | Speed signage                                      | 2024-2027            | Not Committed                                  |
|   | Speed threshold treatment                          | 2024-2027            | Not Committed                                  |
|   | Channelisation marking                             | TBD                  | Not committed                                  |
| Mandeville area                                       | Speed signage                                      | 2024-2027            | Not Committed                                  |
| Rural roads   | Speed signage                                      | 2024-2027            | Not Committed                                  |
| Tram Road corridor                                    | Signage, markings, and minor intersection upgrades | 2024-2027            | Not Committed                                  |
| All Schools   | Speed Signage                                      | 2023-2027            | Not Committed                                  |
| Rangiora Woodend Road / Boys Road intersection        | Intersection upgrade (rural roundabout)            | 2024-2027            | Not Committed                                  |
| Tram Road / South Eyre Road / Giles Road intersection | Intersection upgrade (rural roundabout)            | 2024-2027            | Not Committed                                  |
| Ohoka Road / Robert Coup Road intersection            | Intersection upgrade (rural roundabout)            | 2024-2027            | Not Committed                                  |
| Tram Road / Bradleys Road intersection                | Intersection upgrade (rural roundabout)            | 2024-2027            | Not Committed                                  |

| Location                                | Proposed change                         | Year of commencement | Funding certainty (committed or not committed) |
|---|---|----------------------|--|
| Oxford Road / Lehmans Road intersection | Intersection upgrade (urban roundabout) | 2024-2027            | Not Committed                                  |

Note. All projects which are not committed, following the release of the 2024-2027 NLTP, will be applied for through the next Long Term Plan process.

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## Appendix A – Policies, Strategies and Guidelines

The Waimakariri District Council policies, strategies, and guidelines, which align with the purpose of the Speed Management Plan are shown in Table 32.

**Table 32.** Relevant Waimakariri District Council policies, strategies, and guidelines.

| Plan, Guideline, or Strategy     | Statement/Action  |
|----------------------------------|---|
| Annual Plan 2023-2024            | <ul style="list-style-type: none"> <li>• Implementation of lower speed zones around schools (over the next two years).</li> </ul>   |
| Roading Activity Management Plan | <ul style="list-style-type: none"> <li>• Council considers safety to be the most important risk associated with its roading asset. To reduce this, alongside the development of a speed management plan, several interventions are proposed:               <ul style="list-style-type: none"> <li>○ Preparation of a new Road Safety Action Plan, which includes enforcement and education.</li> <li>○ Preparation and regular review of a hazards register.</li> <li>○ Ongoing safety audits of individual projects.</li> <li>○ A number of improvements on key routes through the Road to Zero programme (includes rural intersection activated warning signs).</li> </ul> </li> <li>• Speed management and other ‘soft’ measures (e.g., education) allow for better utilisation of assets.</li> <li>• Increasing traffic volumes on rural roads will have an impact on the safety of motorists using these higher speed roads.</li> <li>• Development of a speed management plan.</li> </ul> |
| Community Development Strategy   | <ul style="list-style-type: none"> <li>• Safe communities.</li> <li>• Support initiatives that facilitate social connection between residents.               <ul style="list-style-type: none"> <li>○ Facilitate increased connection across neighbourhoods.</li> </ul> </li> <li>• Support initiatives that increase accessibility to our spaces, places, and services.               <ul style="list-style-type: none"> <li>○ Support the work of the Waimakariri Access Group.</li> </ul> </li> </ul>  |
| Kaiapoi Town Centre Plan         | <ul style="list-style-type: none"> <li>• Concerns relating to the accessibility of the town centre for pedestrians.</li> <li>• Making it easy to travel to and around a place in a vehicle or on foot increases viability of local services and shops, encourages walking and cycling for non-work trips, and enables better traffic flow and easier parking.</li> <li>• Ensure that the Kaiapoi Town Centre has:               <ul style="list-style-type: none"> <li>○ Accessibility from all directions by various modes of travel</li> <li>○ A pleasant pedestrian environment that encourages people to walk alongside stores and to shop, as well as to linger in cafes.</li> </ul> </li> </ul>   |
| Oxford Town Centre Strategy      | <ul style="list-style-type: none"> <li>• The role of Main Street is one of providing access to the town’s business activity, amenity, and connectivity to other centres, but is also one of providing a thoroughfare for passing vehicles travelling between the eastern part of the Waimakariri District and inland Canterbury, and beyond.</li> <li>• The safety and visibility of the traffic islands that were installed to define the town centre and provide safe pedestrian crossing points and a slow speed environment are a concern to the local community, particularly during low light or fog.</li> <li>• Access to and within.               <ul style="list-style-type: none"> <li>○ Through the length of the town centre from just east of the Police</li> </ul> </li> </ul>   |

| Plan, Guideline, or Strategy       | Statement/Action   |
|------------------------------------|--|
|                                    | Station to Bay Road are roadside planting beds, street narrowing points and central islands that were installed by way of implementing the beautification plans and to improve pedestrian connectivity and create a lower speed environment.   |
| Rangiora Town Centre Strategy      | <ul style="list-style-type: none"> <li>• Access to the Rangiora Town Centre has been a matter of community concern over many years, and it is an issue that is inextricably linked with wider Rangiora Traffic flow patterns. Better traffic and parking management, including lowering speed limits, and providing more restricted and all-day carparks, is near the top of our community's wish list for improving the town centre.</li> <li>• Facilitate and encourage the use of alternative and future modes of transport.</li> <li>• High Street character area – an environment that prioritises pedestrians while allowing for other modes of transport.</li> <li>• Formalise the current slow vehicle speed environment in the town centre 'core' through a speed limit review</li> </ul> |
| Waimakariri Accessibility Strategy | <ul style="list-style-type: none"> <li>• Injuries are avoided and rates of impairment are reduced. <ul style="list-style-type: none"> <li>○ Road safety is promoted.</li> </ul> </li> <li>• Identify and address, in a timely fashion, specific road safety issues that have been raised by people with impairments.</li> <li>• Promote road safety through monitoring, research, physical changes, and educational programmes.</li> </ul>   |
| Road Safety Strategy               | <ul style="list-style-type: none"> <li>• Reduce the occurrence of motor vehicle crashes where drivers were found to be travelling too fast for the conditions.</li> <li>• Determine and maintain appropriate speed limits throughout the district applicable to each speed zone.</li> <li>• Appropriate use of speed management techniques around schools, such as use of active warning lights and traffic calming measures.</li> <li>• Encourage local communities in rural areas to collectively reduce their travelling speeds.</li> </ul>   |
| Economic Development Strategy      | <ul style="list-style-type: none"> <li>• Issues and challenges in the infrastructure area are the speed and connectivity of roads into Christchurch.</li> </ul>  |
| Walking and Cycling Strategy       | <ul style="list-style-type: none"> <li>• Safe walking and cycling networks may include: <ul style="list-style-type: none"> <li>○ Quiet roads and shared streets.</li> </ul> </li> <li>• Support programmes that improve safety for motorists.</li> <li>• Concerns have been expressed with the Rangiora/Woodend path around the speed of traffic along the road, which then impacts the perception of safety for users.</li> </ul>   |
| District Development Strategy      | <ul style="list-style-type: none"> <li>• Provide for continuing improvement in connectivity within our growing district, including enhancing opportunities for walking and cycling.</li> <li>• Consider and implement where appropriate the findings of the district-wide speed management programme, which includes a programme to review speed limits.</li> </ul>  |

## Appendix B – Urban Development Extents

The extents of the urban development area (i.e., infrastructure boundary), provided in the *Waimakariri District Development Strategy 2048*, is shown in Figure 13. This figure only shows the eastern portion of the district and therefore excludes Oxford. Urban development is possible in the Oxford Township area.



**Figure 13.** Extents of the eastern urban development area.

## Appendix C – Safe and Appropriate Speed Alignment

Some of the speed limits proposed within this Speed Management Plan do not align with the “safe and appropriate” speed information provided by Waka Kotahi computer models.

Council is working towards the “safe and appropriate” speed for the road extents listed in Table 33. This initial proposal is an interim step, which may be revisited in future revisions of the Waimakariri SMP. The main reasons for this interim step are listed below, noting that not all are relevant to each road section.

- High existing mean operating speed.
- Wide carriageway and other higher speed environment features.
- Consistency throughout the urban area.
- Community and/or elected member support.

**Table 33.** Roads with an interim step towards the safe and appropriate speed.

| Road and Extents   |
|--|
| Ashley Street – from Ivory Street to 50 m north of Blackett Street       |
| Blackett Street – from Ashley Street to 20 m west of King Street         |
| King Street – 50 m north of High Street to 50 m north of Blackett Street |
| Ivory Street – from High Street to 65 m south of Alfred Street           |
| Main Street – 93 Main Street to 23 Main Street                           |
| Coney Street – Main Street to end of formed road                         |
| Meyer Street – Main Street to end of formed road                         |
| Redwood Place – Main Street to end of formed road                        |
| Infinity Drive – Lakeside Drive to end of formed road                    |
| Kessen Street – Pegasus Boulevard to Forbes Street                       |
| Blackadder Road – Kessen Street to Hakatere Road                         |
| Coulter Street – Blackadder Road to Taniwha Street                       |
| Kumara Street – Blackadder Road to Tutaipatu Avenue                      |
| Tutaipatu Avenue – Blackadder Road to Pegasus Main Street                |
| Taniwha Street – Coulter Street to Hakatere Road                         |
| Manuka Street – Blackadder Road to Taniwha Street                        |
| Forbes Street – Kessen Street to Hakatere Road                           |
| Hakatere Road – Blackadder Road to Pegasus Main Street                   |
| Eyrewell Road – Kessen Street to Seaward Street                          |
| Horomaka Street – Eyrewell Road to Puriri Street                         |
| Puriri Street – Horomaka Street to Hakatere Road                         |
| Puaka Street – Puriri Street to Seaward Street                           |
| Waireka Street – Pegasus Boulevard to Tutaipatu Avenue                   |
| Seaward Street – Eyrewell Road to Hakatere Road                          |
| Murfitt Street – Pegasus Boulevard to Waipara Road                       |
| Waipara Road – Murfitt Street to Hakatere Road                           |
| Tahuna Street – Eyrewell Road to Te Kohanga Drive                        |
| Tommy Street – Tahuna Street to Moa Street                               |
| Moa Street – Tommy Street to Hakatere Road                               |
| Turvey Street – Pegasus Boulevard to Pipiri Street                       |
| Pipiri Street – Hakatere Road to Turvey Street                           |
| Waimarie Street – Pipiri Street to Pegasus Main Street                   |
| Pipi Wai Street – Turvey Street to Pegasus Main Street                   |
| Kuta Street – Turvey Street to Pegasus Main Street                       |

| Road and Extents   |
|--|
| Pegasus Main Street – Hakatere Road to Lakeside Drive                |
| The Esplanade – Te Kohanga Drive to Te Kohanga Drive                 |
| Whangaroa Street – The Esplanade to Te Wairewa Street                |
| Te Waihora Street – Te Kohanga Drive to The Esplanade                |
| Rapaki Street – Te Waihora Street to The Esplanade                   |
| Tiritiri Moana Drive – Pahua Street to end Council's legal road      |
| Marangai Drive – Te Hurunui Drive to Tuaki Street                    |
| Miskell Street – Marangai Drive to Awatere Street                    |
| Te Hurunui Drive – Tiritiri Moana Drive to Tiritiri Moana Drive      |
| Katipo Way – Miskell Street to Tuaki Street                          |
| Awatere Street – Tiritiri Moana Drive to Te Hurunui Drive            |
| Jove Drive – Te Hurunui Drive to Tiritiri Moana Drive                |
| Helicon Street – Jove Drive to Tiritiri Moana Drive                  |
| Medusa Lane – Tiritiri Moana Drive to Tiritiri Moana Drive           |
| Lakeside Drive – Tiritiri Moana Drive to Infinity Drive              |
| Kawari Drive – Tiritiri Moana Drive to Infinity Drive                |
| Aroha Street – Tiritiri Moana Drive to Tangiwai Street               |
| Pahua Street – Chimera Street to Tiritiri Moana Drive                |
| Arahura Road – Lakeside Drive to Kawari Drive                        |
| Chimera Street – Lakeside Drive to Nga Tupuna Street                 |
| Nga Tupuna Street – Arahura Road to Lakeside Drive                   |
| Kahu Street – Arahura Road to Kahuraki Drive                         |
| Kawakawa Street – Arahura Drive to Kahuraki Drive                    |
| Kokopu Street – Kahuraki Drive to Arahura Road                       |
| Tangiwai Street – Arahura Road to Infinity Drive                     |
| Kahuraki Drive – Arahura Road to Nga Tupuna Street                   |
| Hodgkinson Road – Infinity Drive to Pegasus Boulevard                |
| Winsloe Street – Hodgkinson Road to Pegasus Main Street              |
| Motu Quay – Pegasus Main Street to end of formed road                |
| Waituna Street – Winsloe Street to Barnes Street                     |
| Pukohe Street – Winsloe Street to Barnes Street                      |
| Barnes Street – Hodgkinson Road to Matamata Quay                     |
| Matamata Quay – Barnes Street to Te Kohanga Drive                    |
| Mary Ellen Street – Matamata Quay to Solander Street                 |
| Whakatipu Street – Solander Road to Waituna Street                   |
| Pounamu Place – Whakatipu Street to Mary Ellen Street                |
| Solander Road – Infinity Drive to Whakatipu Street                   |
| Tuka Road – Infinity Drive to Solander Road                          |
| Awaroa Road – Solander Road Whakatipu Street                         |
| Hikuraki Street – Infinity Drive to Whakatipu Street                 |
| Pegasus Boulevard – State Highway One to 50 m east of Infinity Drive |
| Panckhurst Drive- Petries Road to end of formed road                 |
| McLean Place – Panckhurst Road to end of formed road                 |
| Parkinson Place – Panckhurst Road to end of formed road              |
| Simon Place – Panckhurst Road to end of formed road                  |
| Petries Road – State Highway One to Gladstone Road                   |
| James Drive – Petries Road to Gladstone Road                         |
| Pascoe Drive – Petries Road to end of formed road                    |
| Hamlett Drive – Petries Road to Gladstone Road                       |
| Benjes Place – Hamlett Drive to end of formed road                   |

| Road and Extents  |
|---|
| Fearne Drive – Hamlett Drive to Petries Road                    |
| Keeper Close – Fearne Drive to end of formed road               |
| Ranby Place – Fearne Drive to end of formed road                |
| Catchpole Place – Petries Road to end of formed road            |
| Gladstone Road – State Highway One to 60 m east of Petries Road |
| Eders Road – Gladstone Road to State Highway One                |
| Stopforth Street – Gladstone Road to Parsonage Road             |
| Parsonage Road – State Highway One to end of formed road        |
| Littles Lane – Parsonage Road to end of formed road             |
| McQuillan Avenue – Parsonage Road to State Highway One          |
| Thirlwall Street – McQuillan Avenue to end of formed road       |
| Salkeld Place – McQuillan Avenue to end of formed road          |
| Cutler Street – McQuillan Avenue to end of formed road          |
| Cleaver Street – Salkeld Place to end of formed road            |
| Woodend Road – Rangiora Woodend Road to State Highway One       |
| Gibbs Drive – School Road to Woodend Road                       |
| Stanton Place – Gibbs Drive to end of formed road               |
| Lacy Gate Place – Gibbs Drive to end of formed road             |
| Somerset Place – Gibbs Drive to end of formed road              |
| Bowie Drive – Woodend Road to Woodglen Drive                    |
| Cassidy Place – Bowie Drive to end of formed road               |
| The Stables – Bowie Drive to end of formed road                 |
| Woodglen Drive – Bowie Drive to Chinnerys Drive                 |
| Manahi Place – Woodglen Drive to end of formed road             |
| Norton Place – Woodglen Drive to end of formed road             |
| Hewitts Road – State Highway One to Welsford Street             |
| Woodfield Place – Woodglen Drive to end of formed road          |
| Taranaki Drive – Woodglen Drive to end of formed road           |
| Thornley Place – Woodglen Drive to end of formed road           |
| Welsford Street – Bowie Drive to Minerva Crescent               |
| Appleton Place – Hewitts Road to end of formed road             |
| Cobden Place – Hewitts Road to end of formed road               |
| Bunting Place – Hewitts Road to end of formed road              |
| Paget Drive – Welsford Street to Welsford Street                |
| Chinnerys Road – Rangiora Woodend Road to State Highway One     |
| Grange View – Chinnerys Road to end of formed road              |
| Minerva Crescent – Welsford Street to Welsford Street           |
| Shrimpton Avenue – Welsford Street to end of formed road        |
| Clegg Street – Shrimpton Avenue to Bob Robertson Drive          |
| John Raven Lane – Clegg Street to end of formed road            |
| Godley Place – Clegg Street to end of formed road               |
| Tara Crescent – Bob Robertson Drive to Bob Robertson Drive      |
| Stonyer Street – Bob Robertson Drive to Quinn Crescent          |
| Quinn Crescent – Croydon Street to Crossley Avenue              |
| Crossley Avenue – Stonyer Street to end of formed road          |
| Croydon Street – Stonyer Street to Oakleigh Street              |
| Oakleigh Street – Bob Robertson Drive to end of formed road     |
| Woodford Avenue – Bob Robertson Drive to end of formed road     |
| Jury Lane – Bob Robertson Drive to Woodford Avenue              |
| Jasmine Street – Bob Robertson Drive to Woodford Avenue         |

| Road and Extents  |
|---|
| Clare Street – Bob Robertson Drive to Woodford Avenue                 |
| Sills Street – Clare Street to Grimwood Street                        |
| Kotua Street – Sills Street to Woodford Avenue                        |
| Eldridge Street – Sills Street to Woodfor Street                      |
| Grimwood Street – Bob Robertson Drive to Woodford Avenue              |
| Nathaniel Archer Street – Bob Robertson Drive to Woodford Avenue      |
| White Street – Nathaniel Archer Street to Barnett Street              |
| Curtis Street – White Street to Woodford Avenue                       |
| Barnett Street – Woodford Avenue to Bob Robertson Drive               |
| Stackwood Avenue – Bob Robertson Drive to end of formed road          |
| Antil Street – Stackwood Avenue to Chambers Avenue                    |
| Borland Street – Antil Street to Crossley Street                      |
| Chambers Avenue – Bob Robertson Drive to end of formed road           |
| Higgins Street – Chambers Avenue to end of formed road                |
| Elmers Street – Higgins Street to end of formed road                  |
| Henshaw Street – Elmers Street to end of formed road                  |
| Clayton Place – Bob Robertson Drive to end of formed road             |
| Lilburne Street – Clayton Place to end of formed road                 |
| Bowmaker Crescent – Lilburne Street to Lilburne Street                |
| Kesteven Place – Bob Robertson Drive to end of formed road            |
| Garlick Street – Bob Robertson Drive to end of formed road            |
| Plaskett Road – 75 m south of Fernside Road to Ashworths Road         |
| Pattersons Road – Two Chain Road to McRoberts Road                    |
| Tupelo Place – Tram Road to end of formed road                        |
| West Denbie Lane – North Eyre Road to end of formed road              |
| Clothiers Road – South Eyre Road to end of formed road                |
| Harpers Road – South Eyre Road to end of formed road                  |
| Baynons Road – Heywards Road to end of formed road                    |
| Douds Road – Marshmans Road to end of formed road                     |
| Bruces Road – Rangiora Leithfield Road to Marshmans Road              |
| Lower Sefton Road – Saltwater Creek Road to Wyllies Road              |
| Wyllies Road – Lower Sefton Road to State Highway One                 |
| Toppings Road – Lower Sefton Road to 180 m south of Upper Sefton Road |
| Lower Sefton Road – Saltwater Creek Road to Wyllies Road              |
| Broad Road – Upper Sefton Road to State Highway One                   |
| Harleston Road – Upper Sefton Road to Hurunui District Boundary       |
| Old North Road – 20 m north of Dale Street to Williams Street         |

Council are proposing speed limits that do not align with Waka Kotahi's "safe and appropriate" speed on the roads listed in

Table **34**, to achieve consistency with other similar road types in the surrounding area. Regular feedback is received from the community around the consistency of speed limits within an area and across roads which look the same. Ensuring alignment with “safe and appropriate” speeds in the rural areas is particularly challenging because it is very common in the Waimakariri District to have crossover between sealed roads and unsealed roads. It is therefore difficult to justify the same speed limit on an unsealed road to a sealed road. Council staff may revisit these proposals in future iterations of the Waimakariri SMP.

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**Table 34.** Roads with a consistent approach based on the surrounding road network.

| Road and Extents   |
|--|
| Percival Street – from High Street to 120 Percival Street (to proposed school zone)                            |
| Dawsons Road – Pattersons Road to Wards Road   |
| McRoberts Road – Pattersons Road to Mill Road  |
| Ashworths Road – Mill Road to Plaskett Road  |
| Bradleys Road – 50 m north of Tram Road to 400 m north of Modena Place   |
| Whites Road – 210 m south of Mill Road to Tram Road  |
| Jacksons Road – 770 m south of Mill Road to Tram Road  |
| Christmas Road – Mill Road to Butchers Road  |
| Baileys Road – Mandeville Road to Whites Road  |
| Fawcetts Road – Cones Road to 160 m west of Boundary Road (to the proposed school zone)                        |
| Forestry Road – Gorries Road to Marshmans Road   |
| Marshmans Road – 630 m north of Fawcetts Road (from the proposed school zone) to the Hurunui District boundary |
| Pembertons Road – Rangiora Leithfield Road to 50 m north of Vaughan Street                                     |
| Bramleys Road – 20 m southwest of Cox Road to Lineside Road  |
| Raven Quay – from 50 m east of Rich Street to the end of the road to the east                                  |
| Cameo Drive – Mandalea Road to end of formed road  |

There has been substantial development within the district since the Canterbury earthquake. As this continues, the urban boundaries of major towns are expanding outwards. Beach Grove is a recent development in Kaiapoi, which has seen land previously classified as rural, with a rural speed limit, rezoned as urban. As this development will have a frontage along Beach Road, the 50 km/h speed limit needs to be extended to its limits. The peri-urban areas of Sefton, Waikuku, Waikuku Beach, and Ashley have a higher density of housing, with smaller land lots; however, there is generally limited footpath infrastructure. An increase in the number of people using alternative modes mean these areas require a lower speed limit than is indicated by Waka Kotahi's "safe and appropriate" speed model to ensure safe interaction between all modes of transport. The roads listed in

Table 35 all have speed limit proposals which are lower than Waka Kotahi's "safe and appropriate" speeds.

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**Table 35.** Roads adjacent to higher density development.

| Road and Extents  |
|---|
| Beach Road – from 80 m east of Tuhoe Avenue to 690 m east of Tuhoe Avenue |
| Carr Street – Railway Street to end of formed road                        |
| Railway Street – Upper Sefton Road to Pembertons Road                     |
| Booth Street – Railway Street to Pembertons Road                          |
| Vaughan Street – Pembertons Road to Cross Street                          |
| High Street – Pembertons Road to Upper Sefton                             |
| Cross Street – Pembertons Road to Upper Sefton Road                       |
| Buller Street – Upper Sefton Road to Cross Street                         |
| High Street – 50 m south of Fawcetts Road to Lower Sefton Road            |
| Canterbury Street – Lower Sefton Road to end of formed road               |
| Wellington Street – Lower Sefton Road to Auckland Street                  |
| Auckland Street – Canterbury Street to Lower Sefton Road                  |
| Lower Sefton Road – Canterbury Street to 20 m east of Auckland Street     |
| Northside Drive – Waikuku Beach Road to Waikuku Beach Road                |
| Kings Avenue – Waikuku Beach Road to end of formed road                   |
| Allin Drive – Kings Avenue to Queens Avenue                               |
| Queens Avenue – Kings Avenue to end of formed road                        |
| Ensors Place – Queens Avenue to end of formed road                        |
| Collins Drive – Queens Avenue to end of formed road                       |
| McKenzie Place – Collins Drive to end of formed road                      |
| Macdonalds Lane – State Highway One to end of formed road                 |
| Geisha Road – State Highway One to end of formed road                     |
| Cust Road – 1782 Cust Road to 85 m west of Tippings Road                  |
| Mara Kai Place – Pegasus Boulevard to end of formed road                  |
| Atkinsons Lane – Mara Kai Place to end of formed road                     |
| Te Haunui Lane – Pegasus Boulevard to end of formed road                  |
| Mapleham Drive – Pegasus Boulevard to Pegasus Boulevard                   |
| Taerutu Lane – Mapleham Drive to end of formed road                       |
| Burntwood Lane – Mapleham Drive to end of formed road                     |
| Judsons Road – Woodend Beach Road to end of formed road                   |
| Copper Beech Road – Woodend Beach Road to end of formed road              |
| Evergreen Road – Copper Beech Road to Copper Beech Road                   |

The existing road infrastructure along Easterbrook Road is in poor condition, with various vertical grade changes caused by differential settlement in the road pavement. There is also no marked centreline, and as such, a 60 km/h speed limit is proposed along the extent from Fernside Road to Hicklands Road rather than Waka Kotahi's "safe and appropriate" 80 km/h speed limit.

Heywards Road, between Mabers Road and the 30 km/h school zone 300 m south of Tram Road, is proposed to have a speed limit of 60 km/h. This is intended to provide a gradual decrease in speed limits, prior to the Category One school zone.

The following roads listed in

Table 36 are technically too short for their own speed limit, as per the minimum distance requirements set out in the *Rule*.

Downs Road is an unsealed cul-de-sac off Marshmans Road, and therefore, to ensure consistency on the district's unsealed roads, it should also have a 60 km/h speed limit.

It is proposed for all roads within the Sefton Township, aside from Pembertons Road and Upper Sefton Road, to have a speed limit of 40 km/h; therefore, to ensure consistency with the surrounding area, High Street should also have a 40 km/h speed limit.

Geisha Road is located off the 100 km/h section of State Highway One. It currently has a legal speed limit of 70 km/h, which therefore, indicates that it has already been approved for a speed limit where it does not meet the minimum distance requirements in a prior *Rule*. As such, Council deems proposing a 40 km/h speed limit along its extents will have no impacts on users of the road.

**Table 36.** Roads not meeting the minimum distance requirements.

| Road and Extents   |
|--|
| Downs Road – Marshmans Road to end of formed road (unsealed)                                       |
| High Street – Pembertons Road to Upper Sefton Road too short for its own speed limit               |
| Geisha Road – State Highway One to end of formed road<br>*does not meet minimum length requirement |

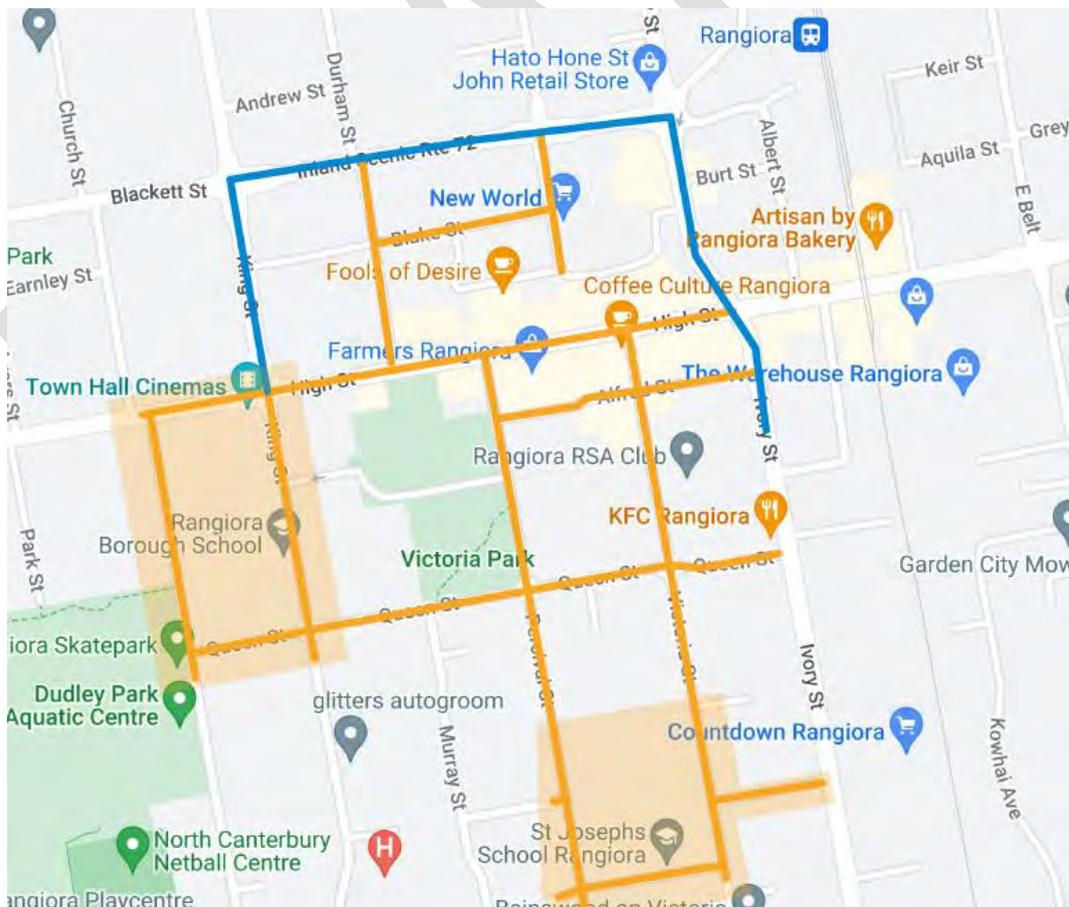
## Appendix D – Speed Limit Extent Maps

The maps shown in Figures 14 to 49 gives a visual representation of the speed limit proposals listed in the Four-Year Implementation Section. Each figure label has the table reference for the speed limit proposals.

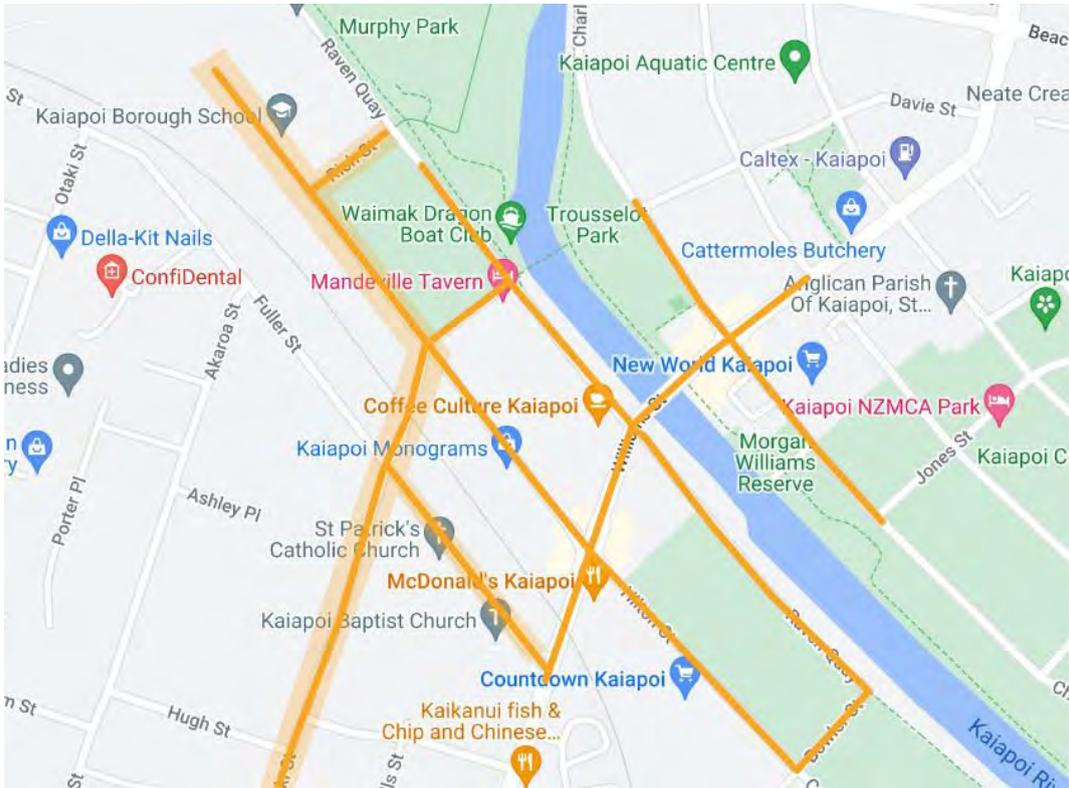
The following legend can be applied to all maps:

- 80 km/h (Light Green)
- 60 km/h (Dark Orange)
- 60 km/h Variable (Dark Blue)
- 50 km/h (Dark Green)
- 40 km/h (Blue)
- 30 km/h (Light Orange)
- 30 km/h Variable (Purple)
- School Zone (Light Orange Filled Area)
- Community Board Ward Boundaries (Black)

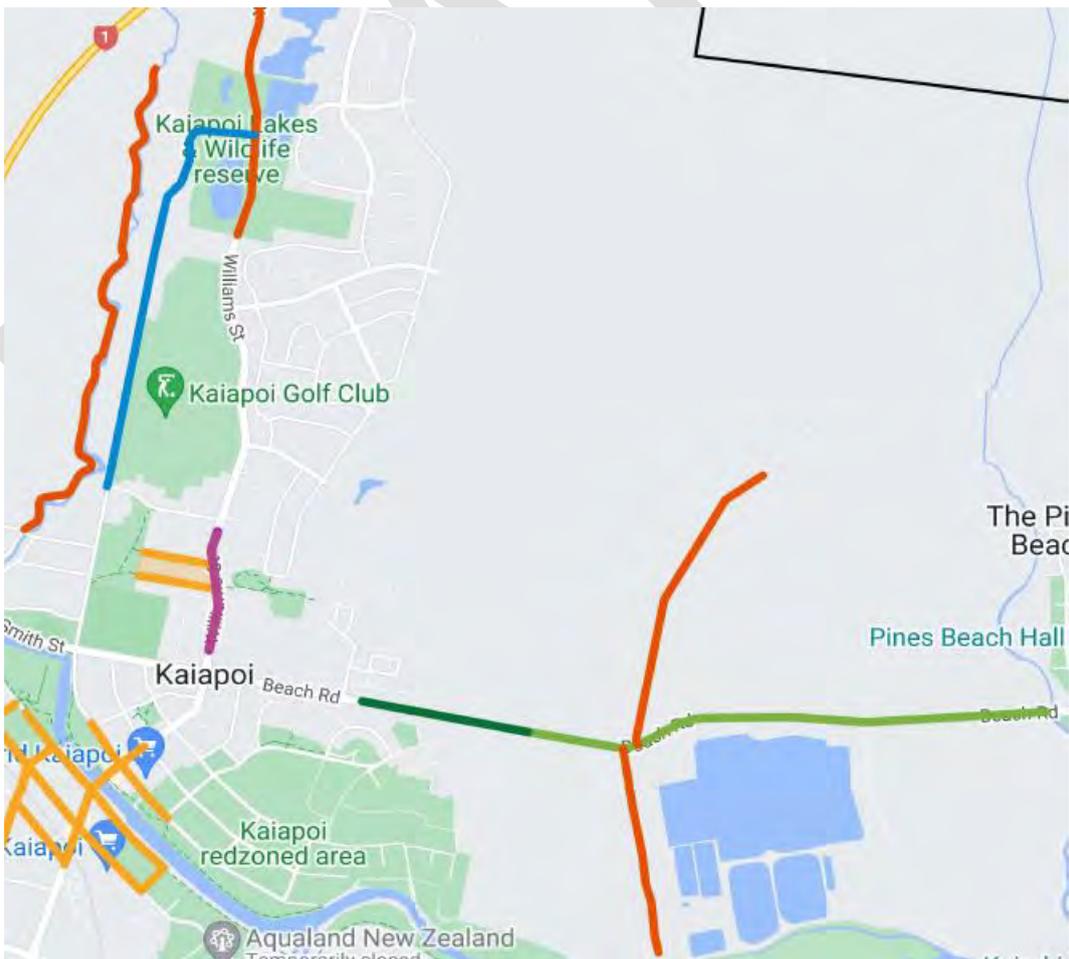
*(Note. Maps and legend are to be replaced with maps developed by the Communications and Engagement Team for consultation)*



**Figure 14.** Rangiora town centre (Table 4).



**Figure 15.** Kaiapoi town centre (Table 5).



**Figure 16.** Other urban and rural areas in Kaiapoi, including Kaiapoi North School (Table 6, Table 26, and Table 28).

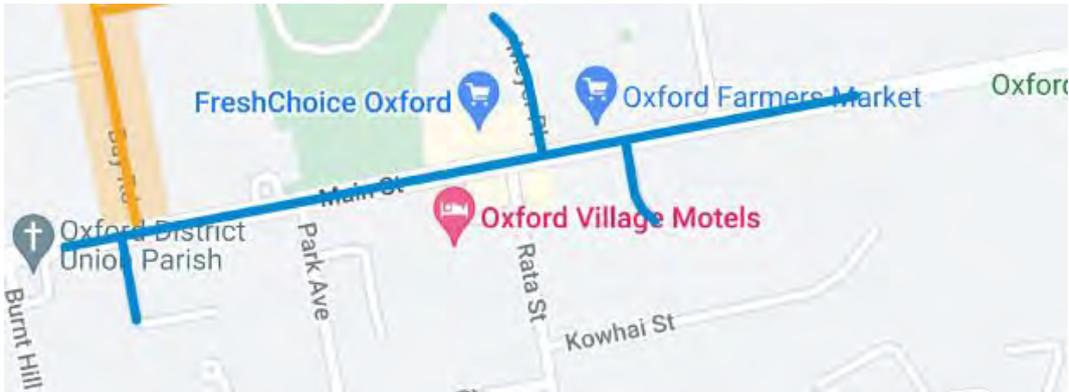


Figure 17. Oxford town centre (Table 7).

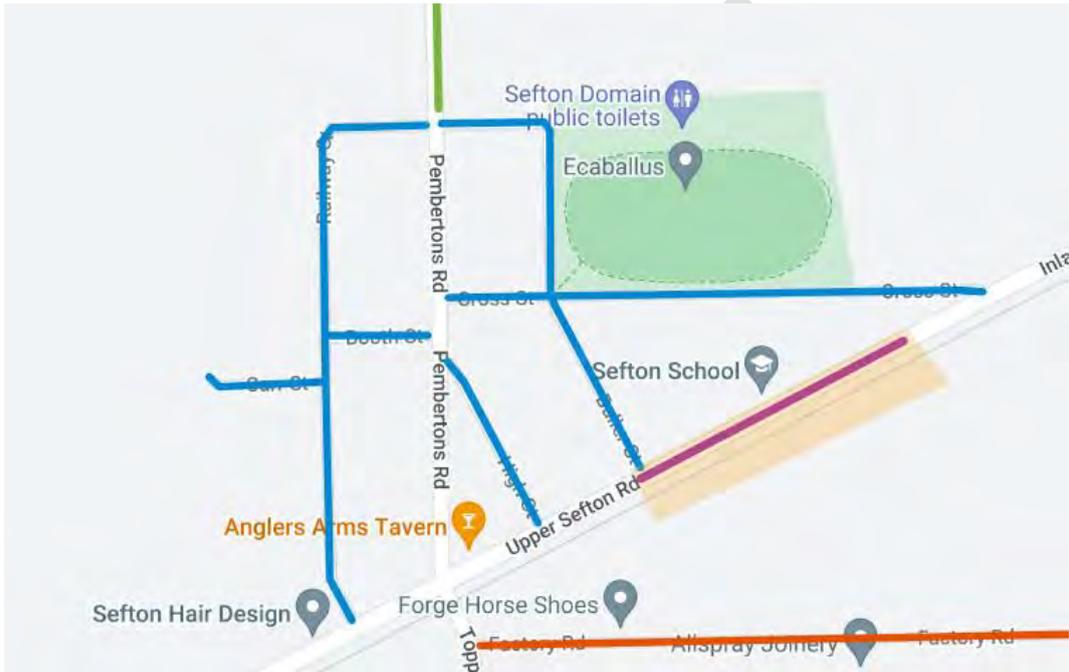
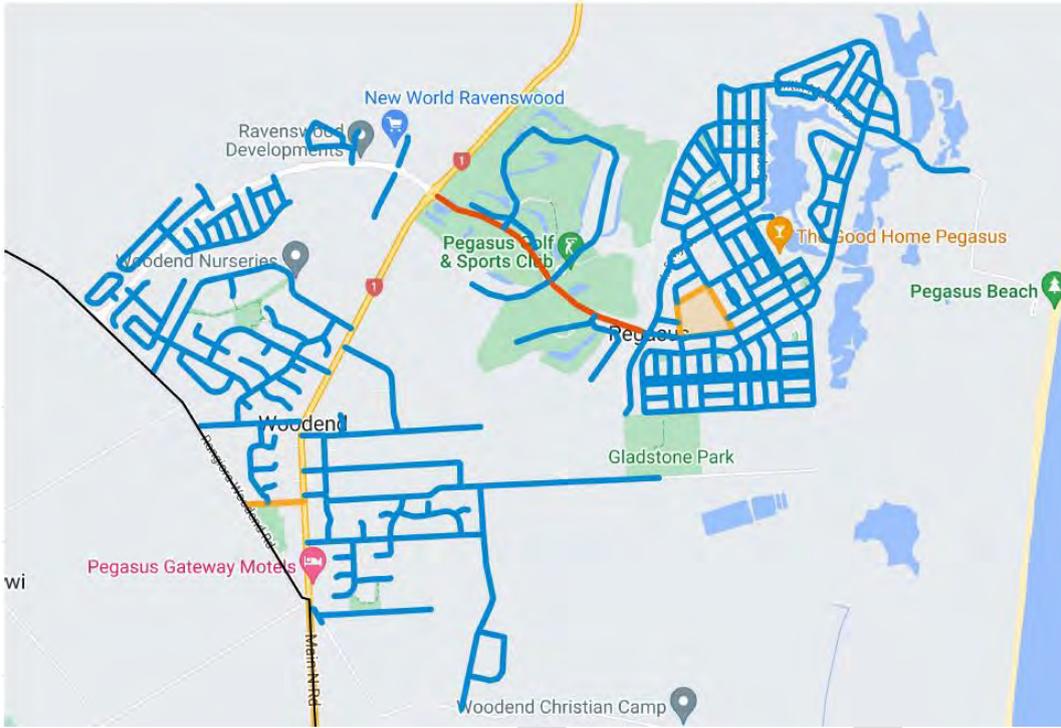


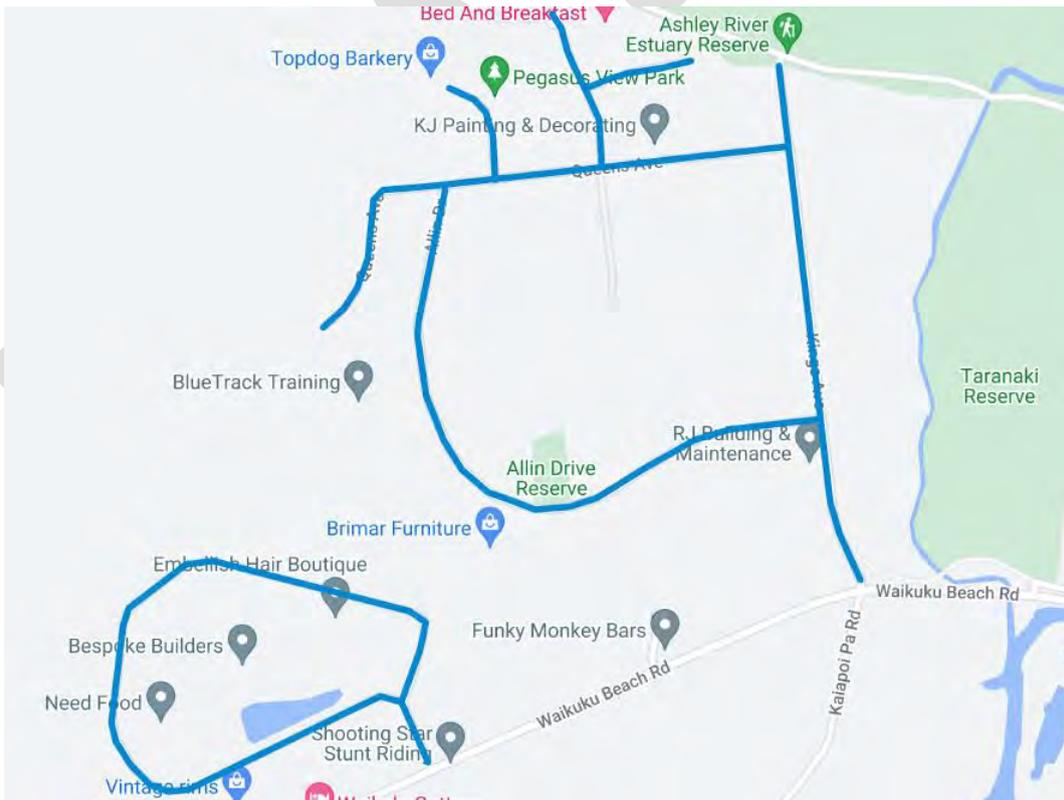
Figure 18. Sefton Township, including Sefton School (Table 8 and Table 29).



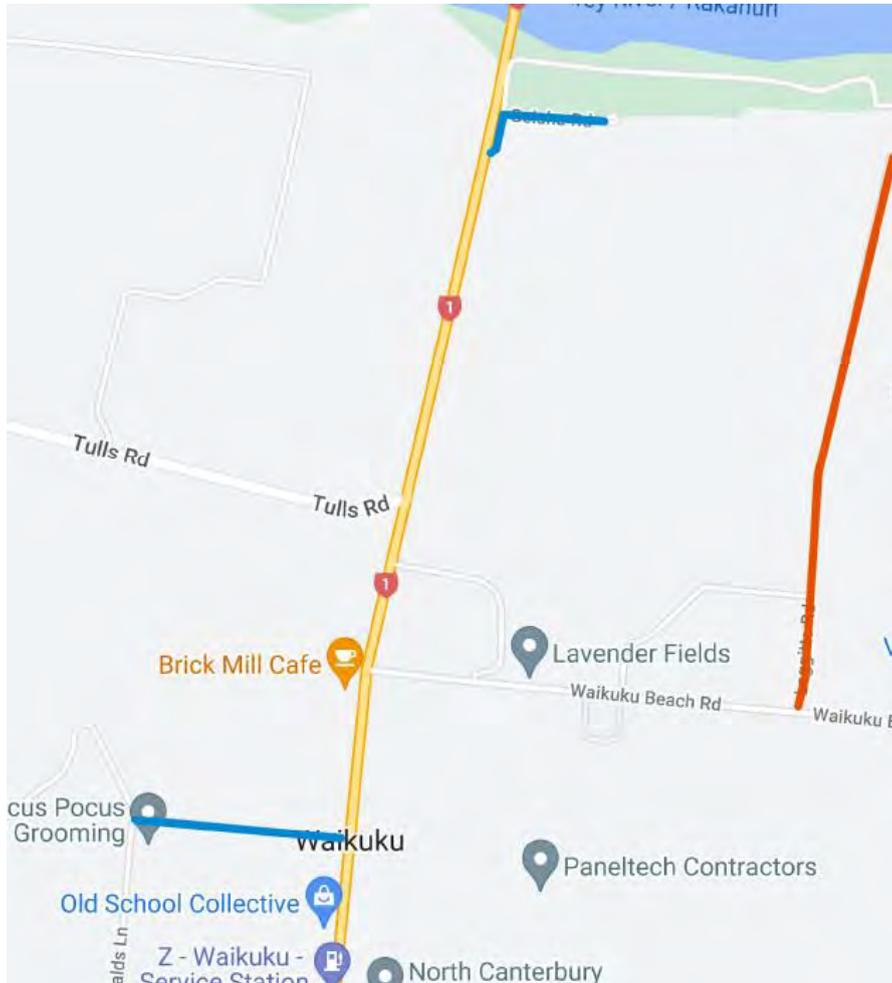
Figure 19. Ashley Township (Table 9).



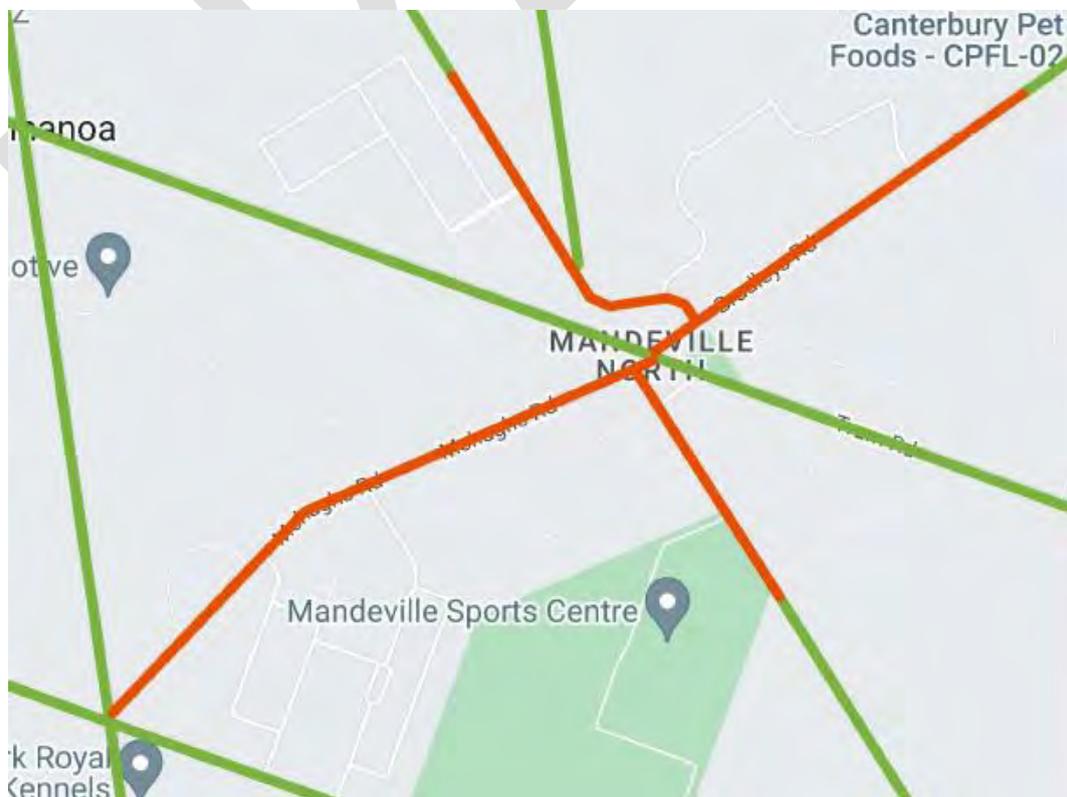
**Figure 20.** Pegasus, Woodend, and Ravenswood urban areas, including schools (Table 10, Table 11, and Table 28).



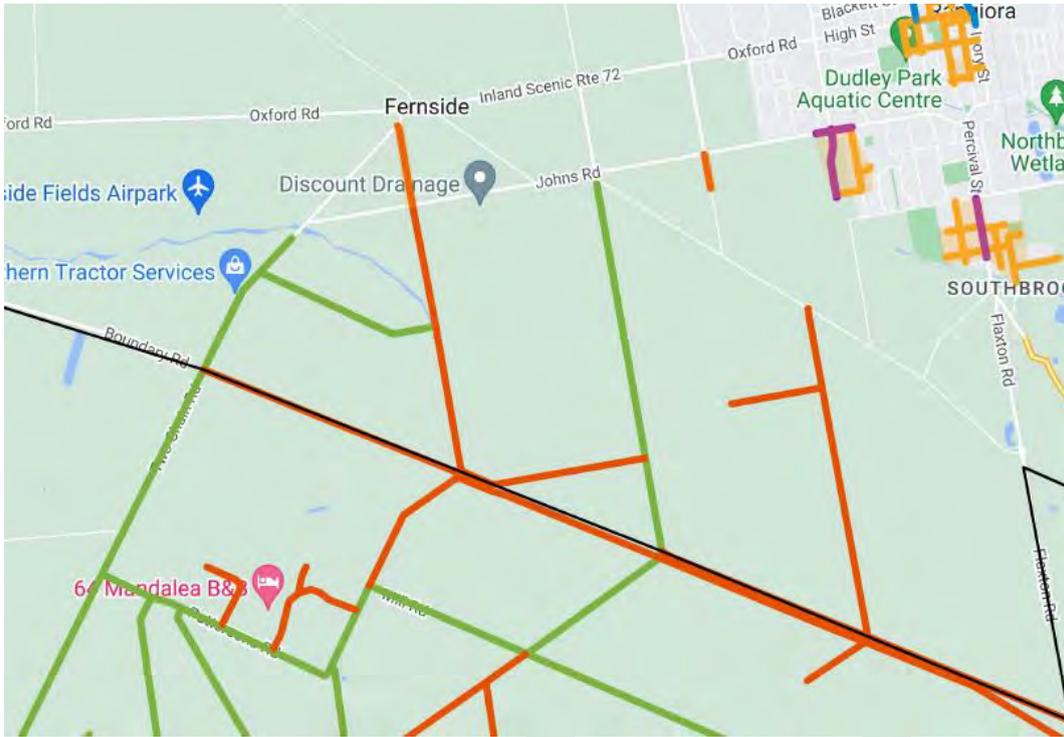
**Figure 21.** Waikuku Beach peri-urban area (Table 12).



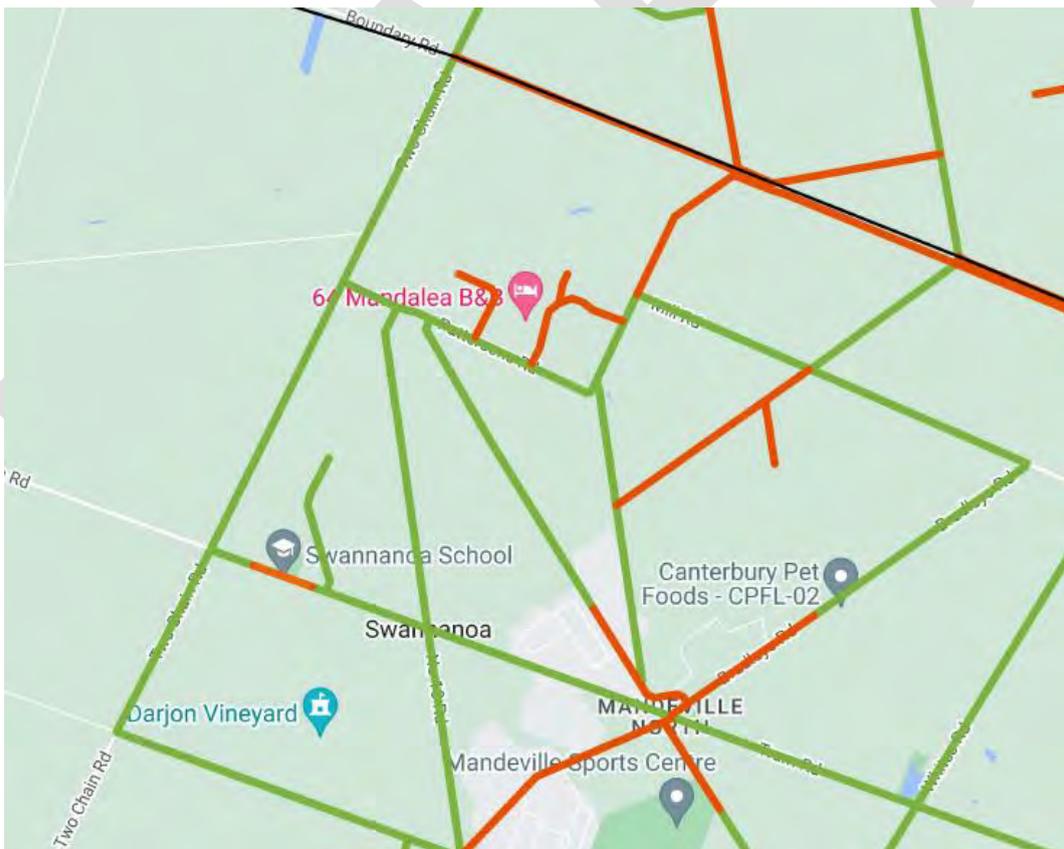
**Figure 22.** Waikuku peri-urban area (Table 13).



**Figure 23.** Mandeville peri-urban area (Table 14).



**Figure 24.** Rangiora/Fernside area, including Fernside School area (Table 15 and Table 30).



**Figure 25.** North of Tram Road/Mandeville area, including Swannanoa School (Table 16 and Table 30).



Figure 26. North of Tram Road/Ohoka area, including Ohoka School (Table 17 and Table 29).

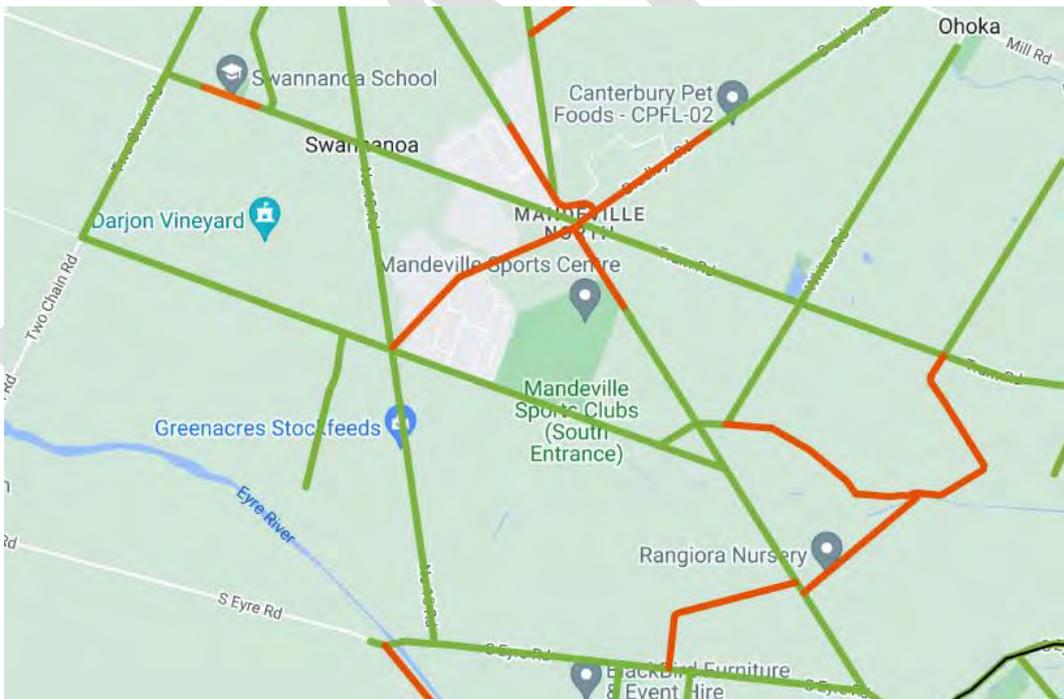


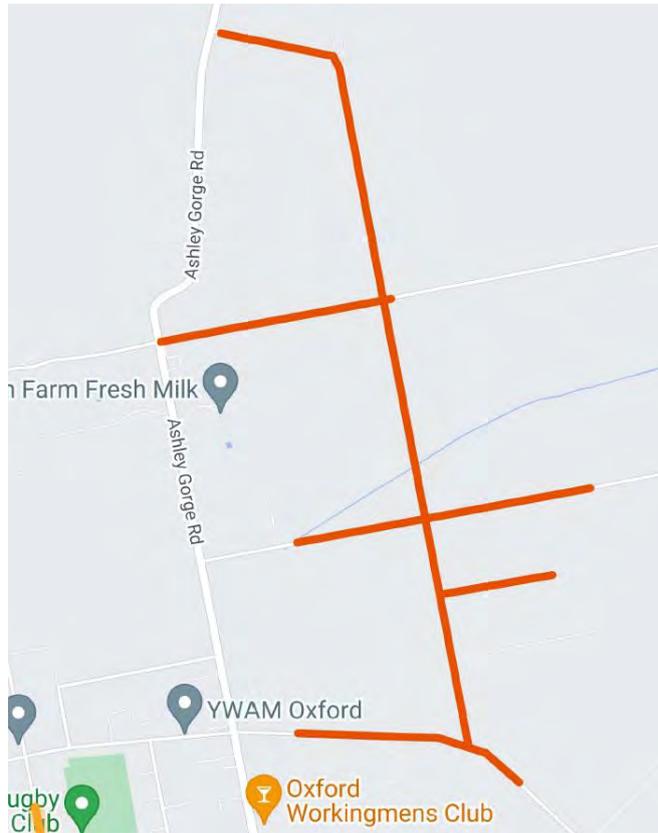
Figure 27. South of Tram Road/Mandeville area (Table 18).



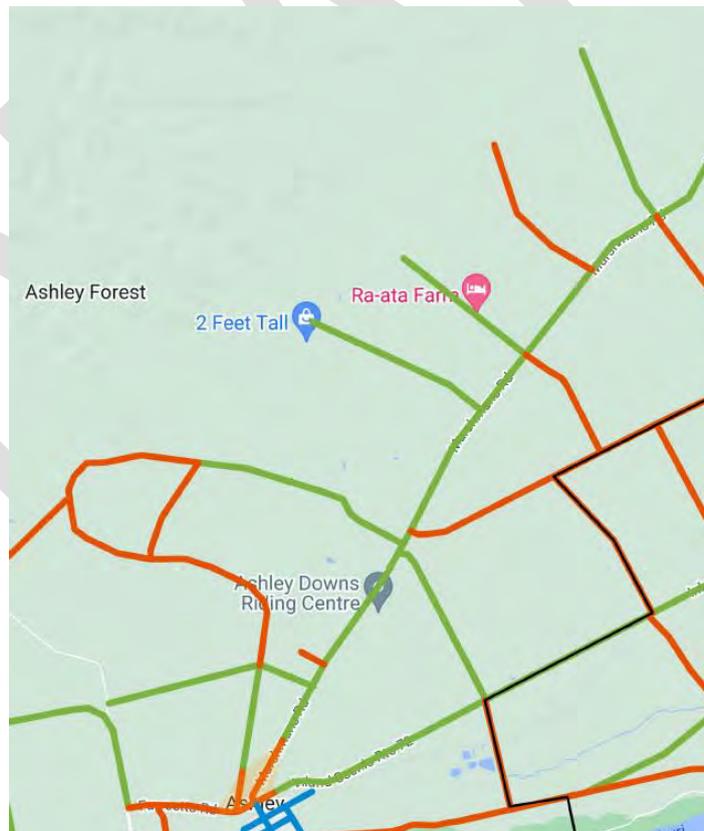
**Figure 28.** South of Tram Road area (Table 19).



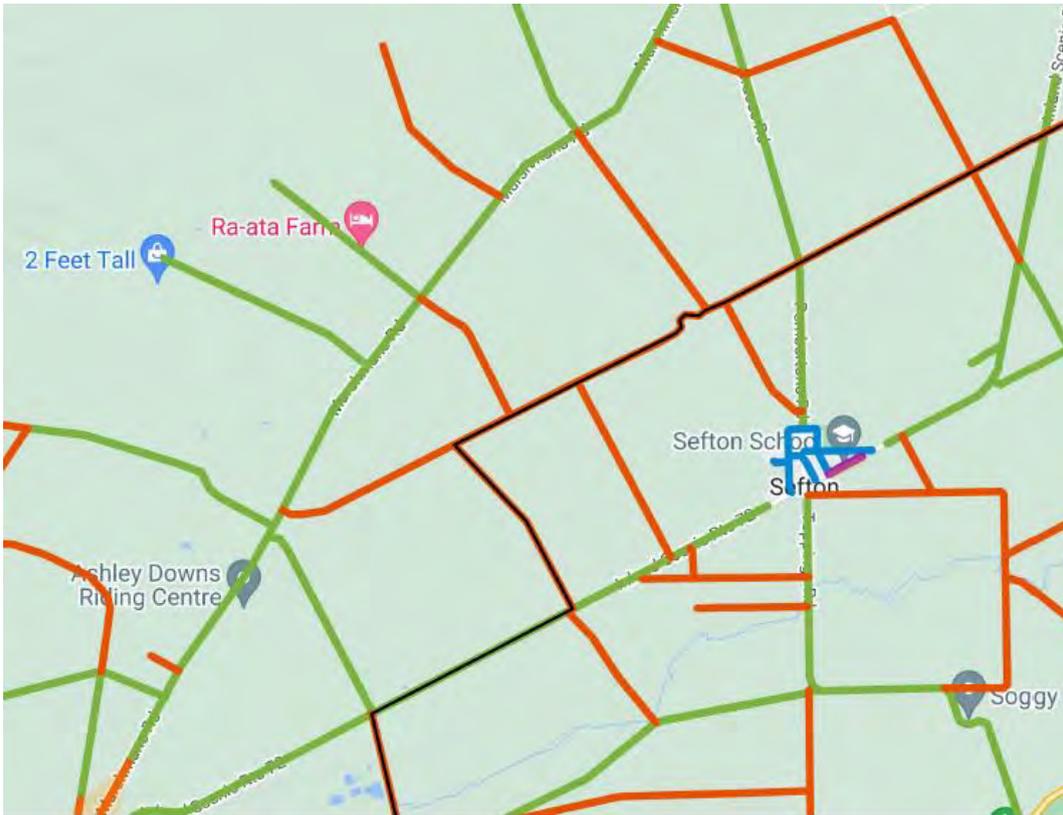
**Figure 29.** South of South Eyre Road area, including Clarkville School (Table 20, Table 21, and Table 29).



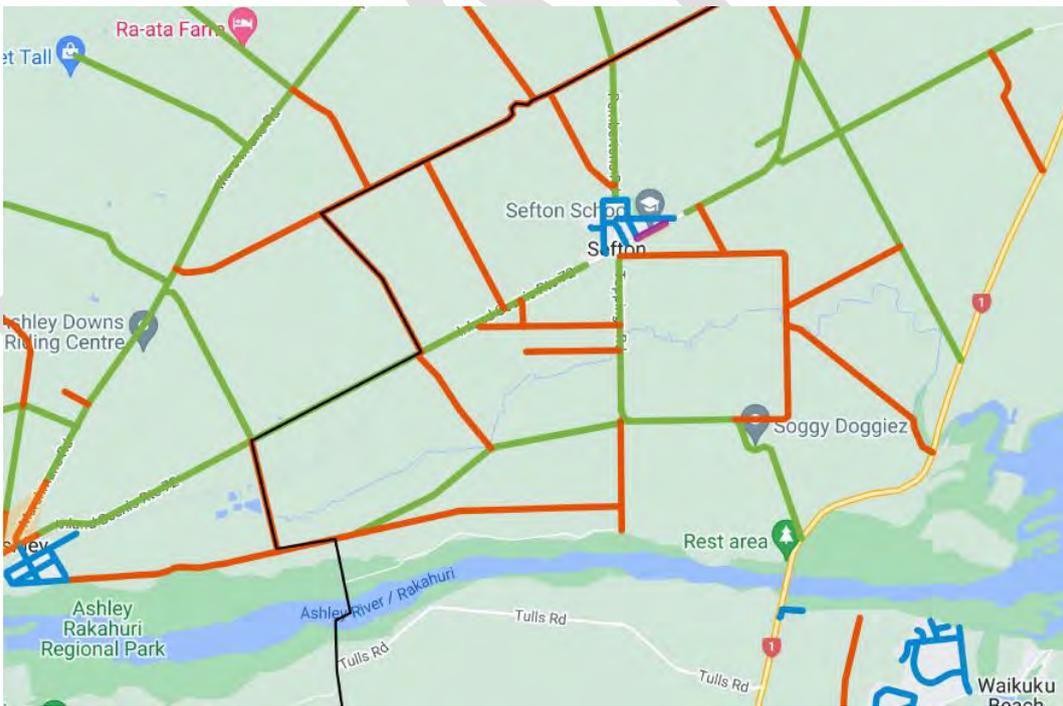
**Figure 30.** Oxford rural area (Table 22).



**Figure 31.** Northwest of Marshmans Road area, including Ashley School (Table 23 and Table 30).



**Figure 32.** North of Upper Sefton Road area (Table 24).



**Figure 33.** South of Upper Sefton Road area (Table 25).

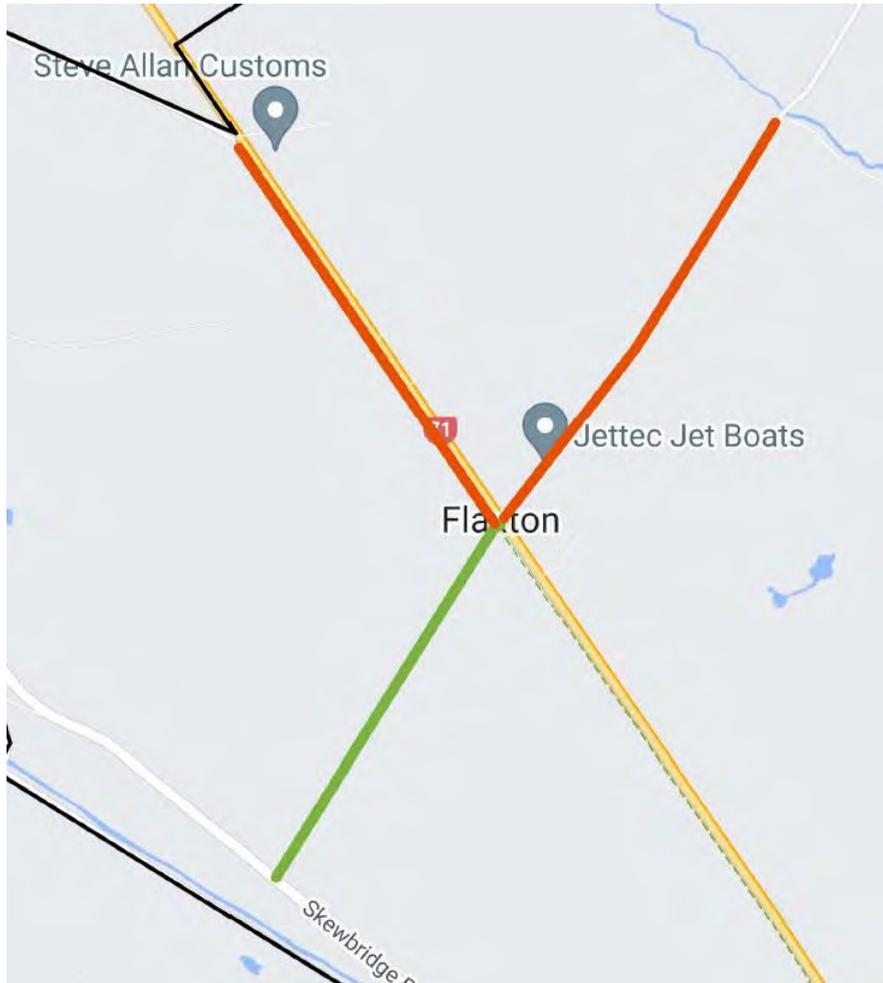


Figure 34. Flaxton rural area (Table 26).

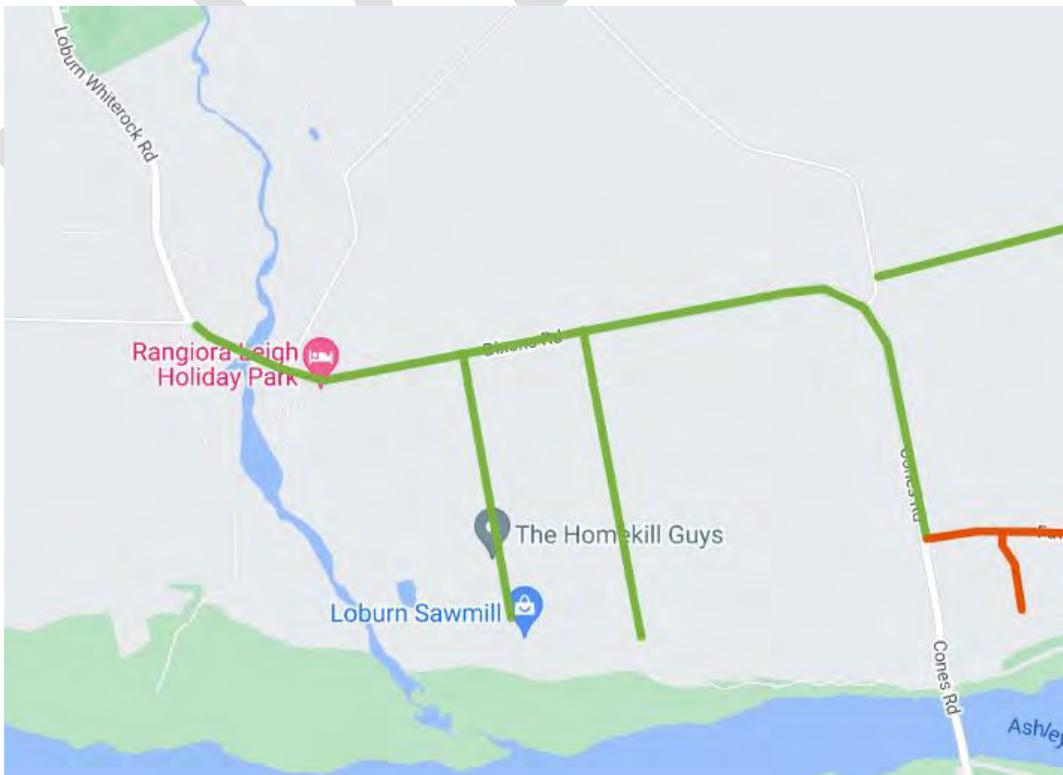
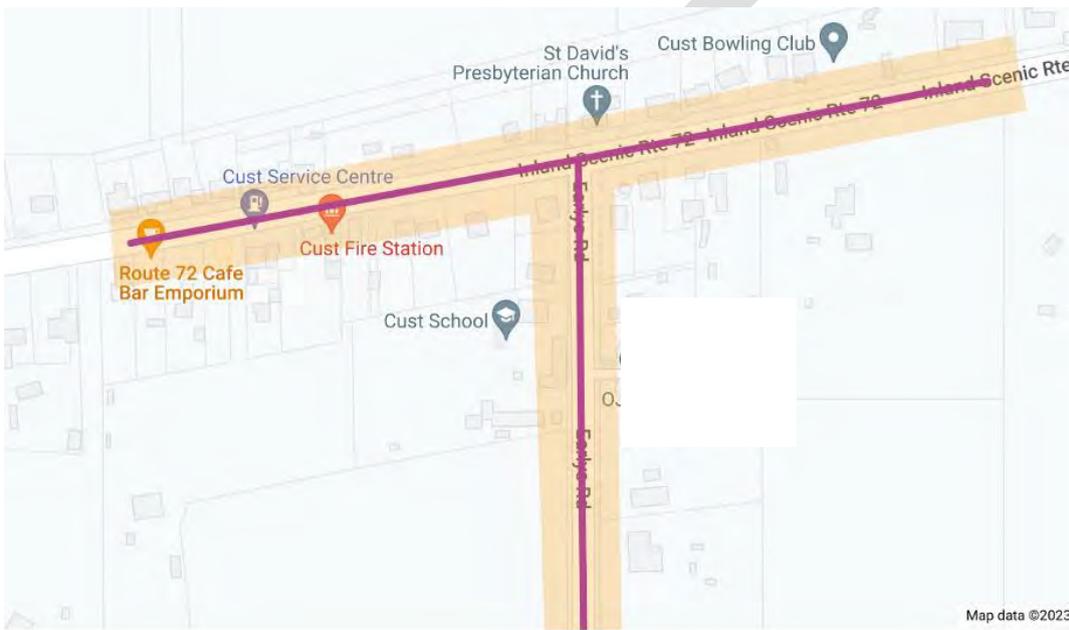


Figure 35. Loburn rural area (Table 26).



**Figure 36.** Cust peri-urban area (Table 28).



**Figure 37.** Cust School area (Table 28).

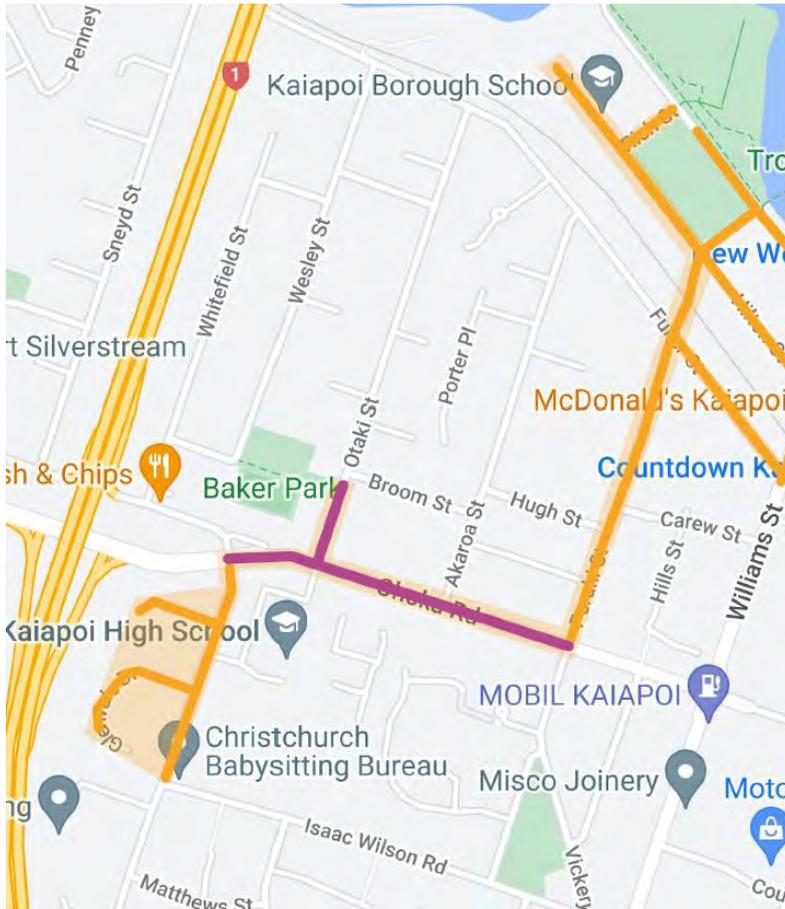


Figure 38. Kaiapoi school areas (Table 28).

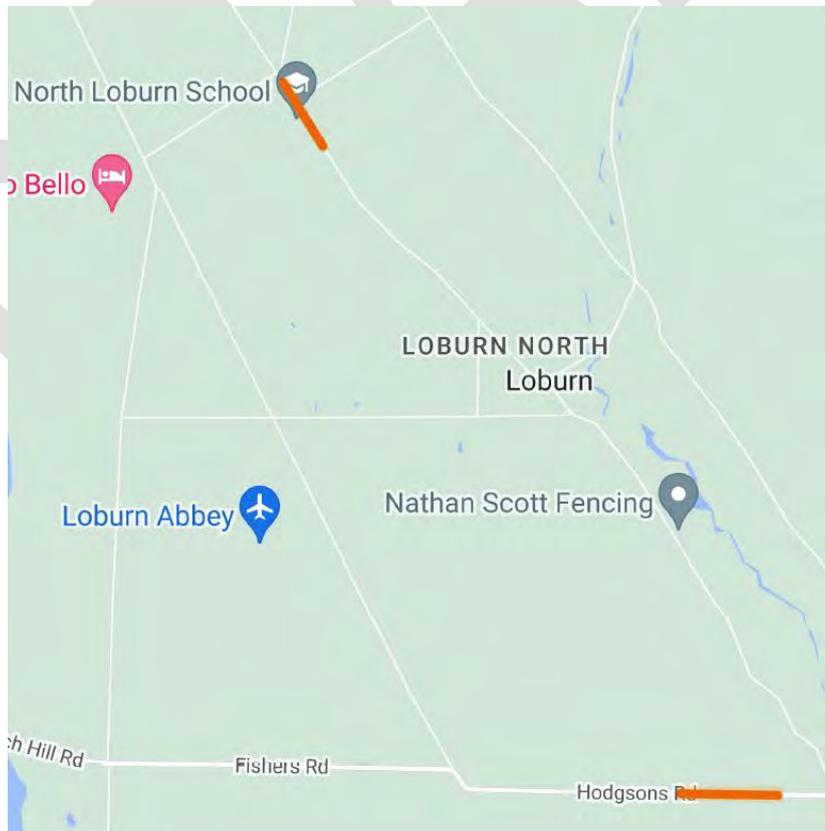


Figure 39. Loburn school areas (Table 30).

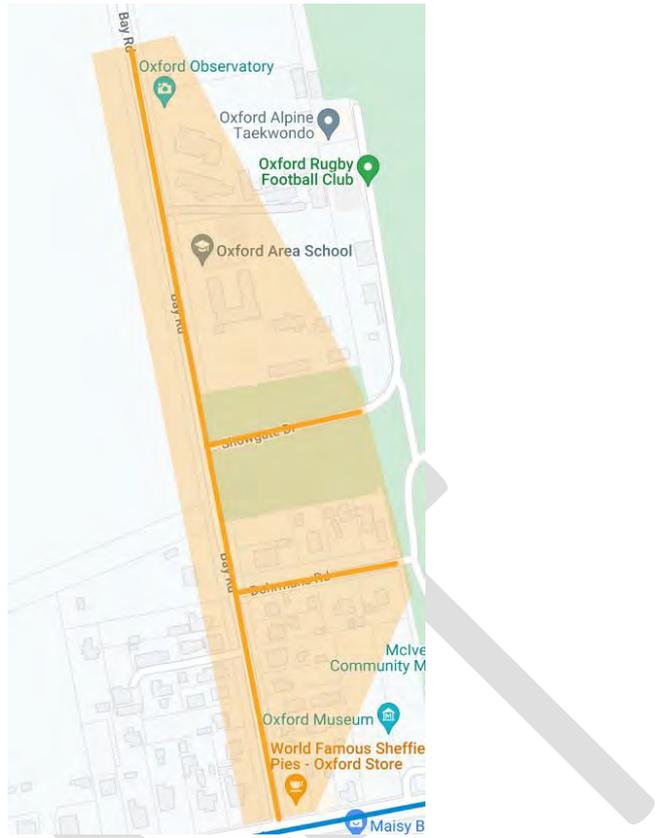


Figure 40. Oxford Area School zone (Table 28).

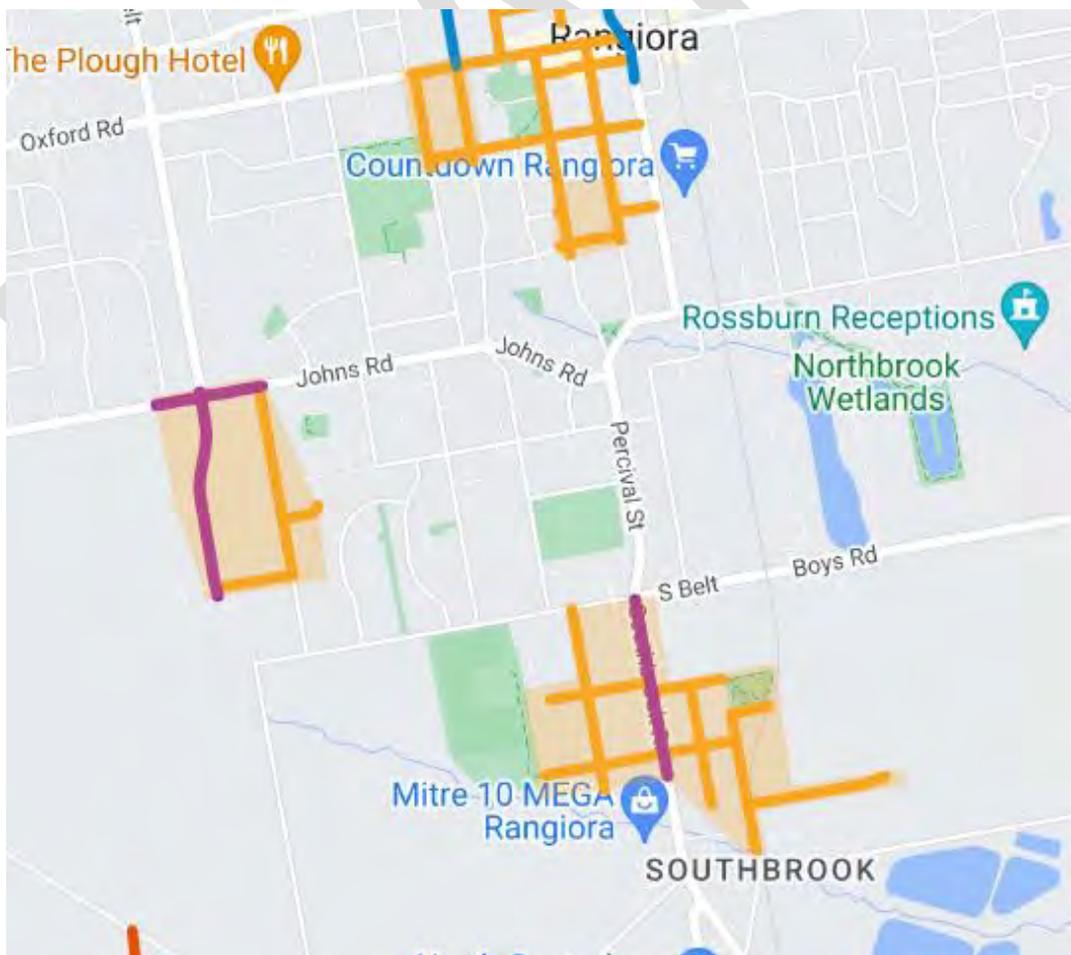
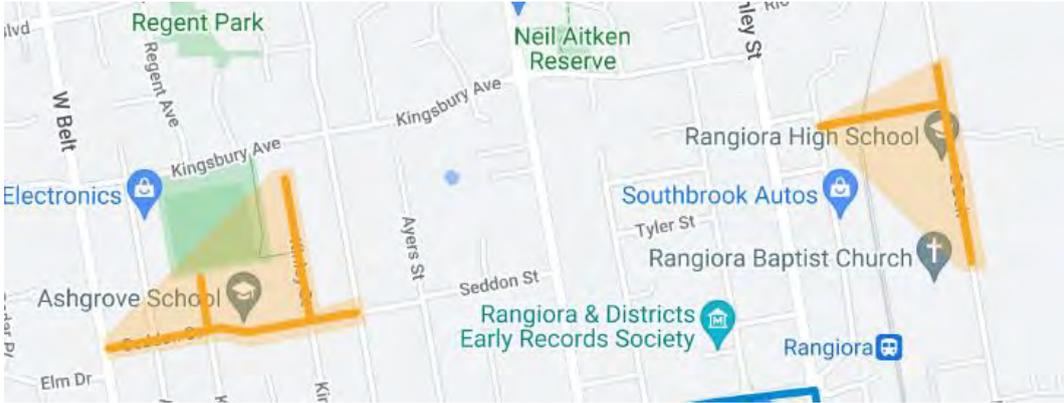
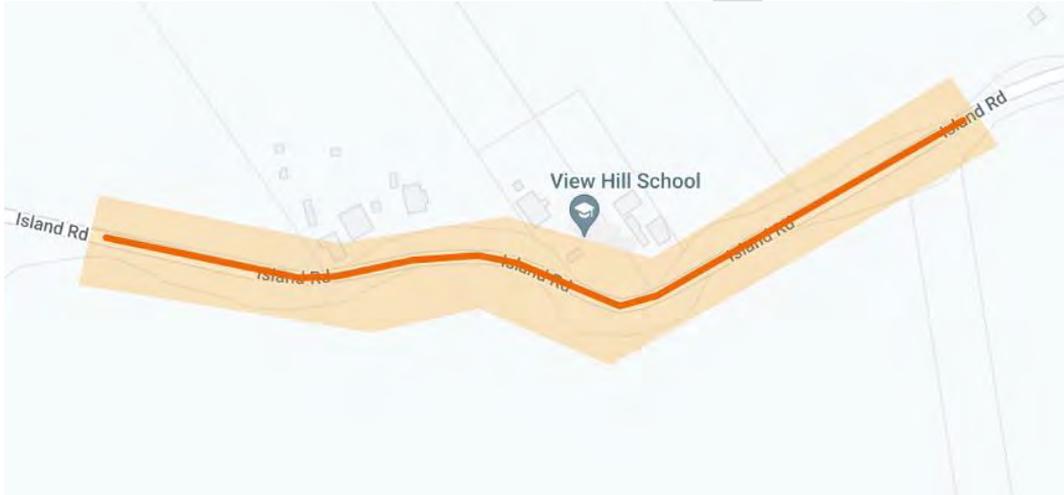


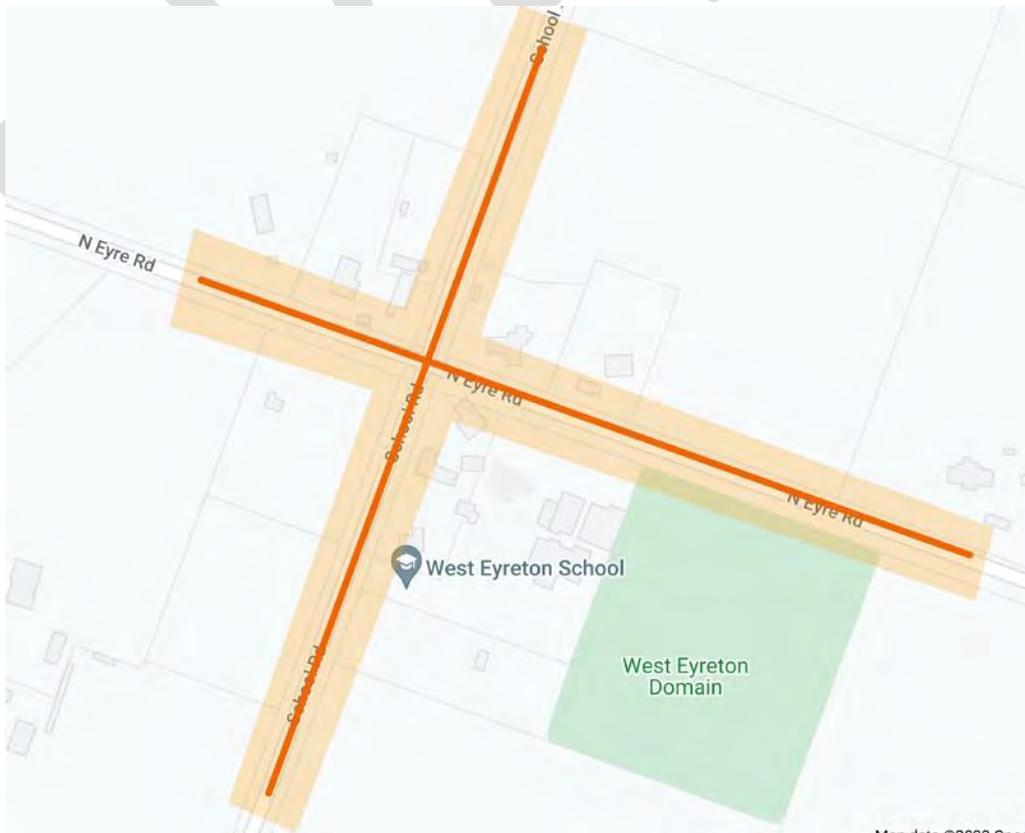
Figure 41. Rangiora south school areas (Table 28).



**Figure 42.** Rangiora north school areas (Table 28).



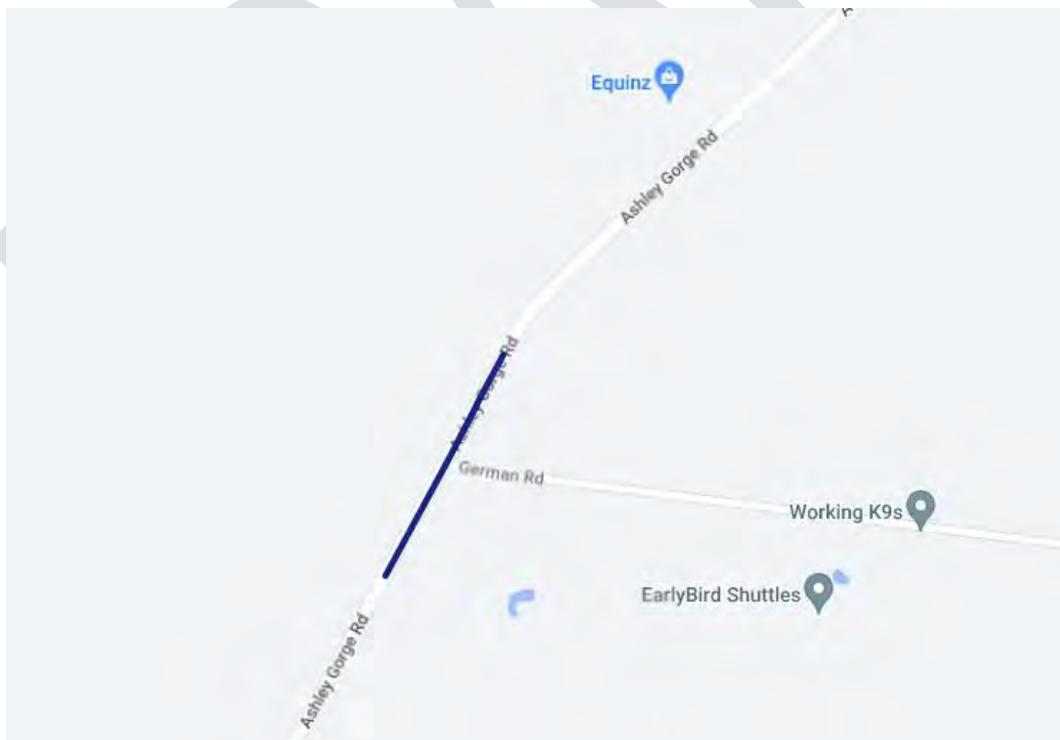
**Figure 43.** View Hill School zone (Table 30).



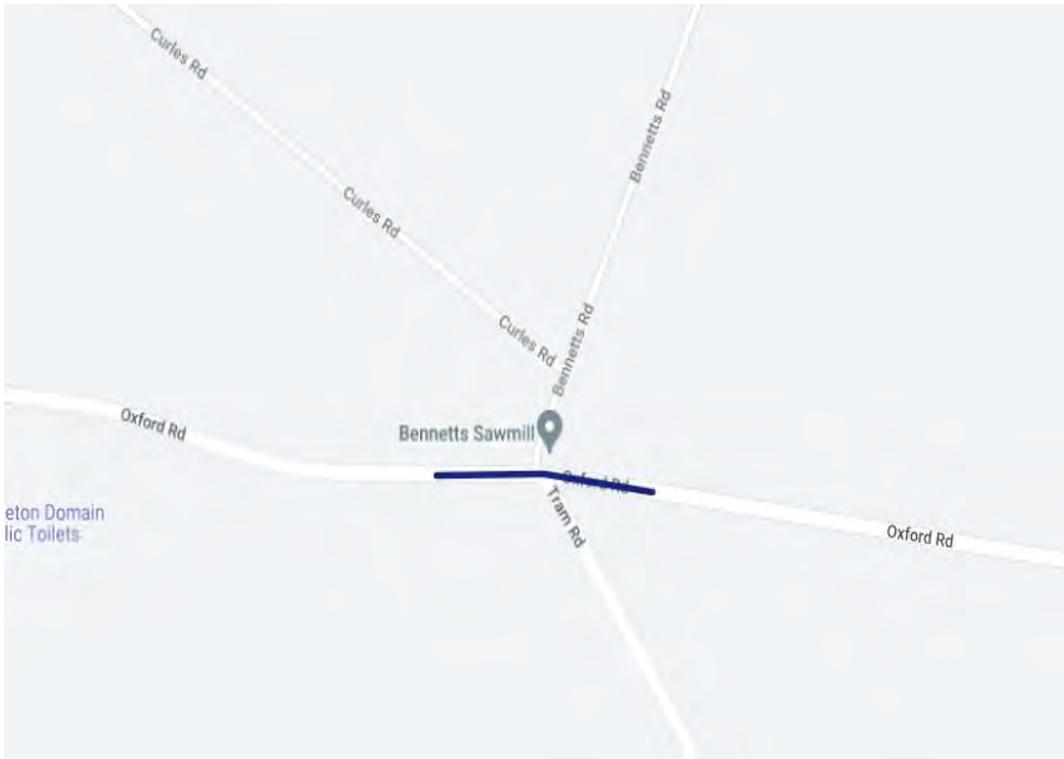
**Figure 44.** West Eyreton School zone (Table 30).



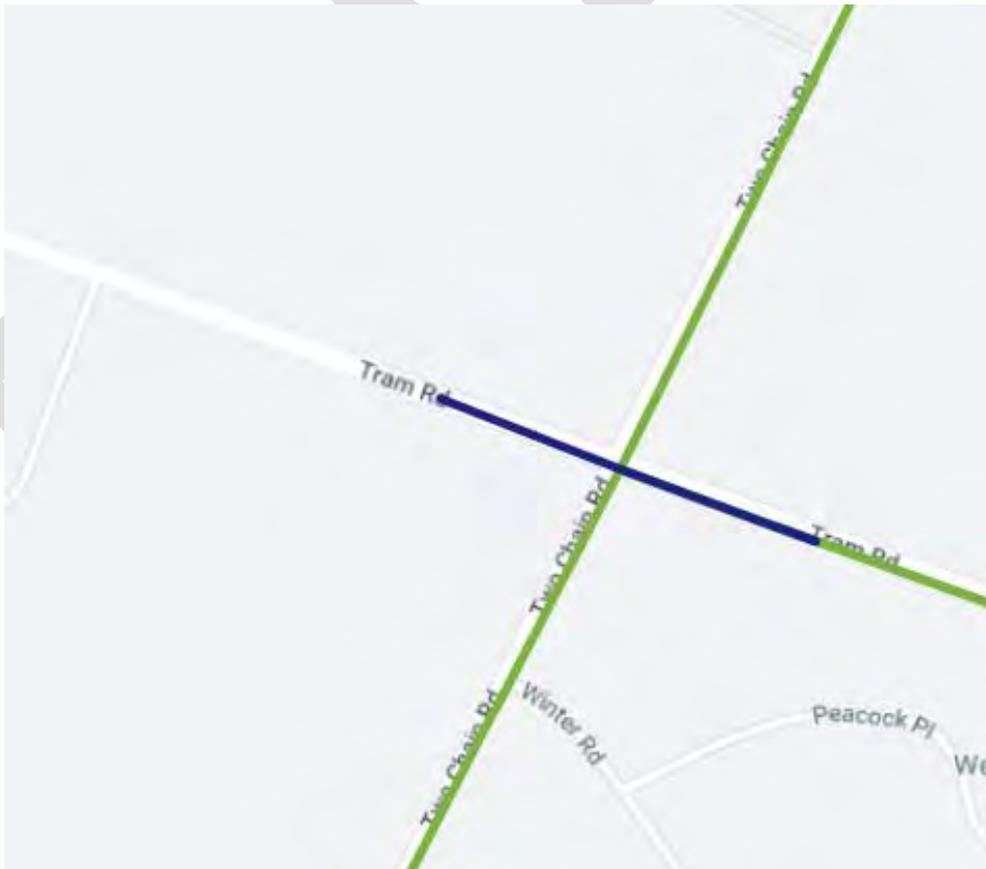
**Figure 45.** Tuahiwi School zone (Table 28).



**Figure 46.** Ashley Gorge Road and German Road Intersection Speed Zone (Table 27).



**Figure 47.** Oxford Road and Tram Road Intersection Speed Zone (Table 27).



**Figure 48.** Tram Road and Two Chain Road Intersection Speed Zone (Table 27).



**Figure 49.** Tram Road and Earlys Road Intersection Speed Zone (Table 27).

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# Speed Management Plan 2023 Communications and Engagement Plan

Version 0.1 | Last updated 07 June 2023

|  |  |     |
|--|--|-----|
| <b>Project Sponsor</b>                       | Joanne McBride, Roothing Manager                                 |     |
| <b>Communications and Engagement Advisor</b> | Karen Lindsay-Lees, Senior Communications and Engagement Advisor |     |
| <b>Project Lead</b>                          | Allie Mace-Cochrane, Transportation Engineer                     |     |
| <b>Media Spokesperson</b>                    | Joanne McBride, Roothing Manager                                 |     |
| <b>Trim Reference:</b>                       | RDG-31-21 / 230210017625   |     |
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| Version | Notes                 | Author                | Date     |
|---------|-----------------------|-----------------------|----------|
| 0.1     | Initial Draft         | Karen Lindsay-Lees    | 16/01/23 |
| 0.2     | Additions and Changes | Project Control Group |          |
| 0.3     | Revision              | Karen Lindsay-Lees    |          |
| 0.4     |                       |                       |          |
| 1.0     | Finalised & Adopted   |                       |          |

## 1. Project Background

The Land Transport Rule: Setting of Speed Limits 2022 aims to improve how Councils plan for, consult on, and implement speed management changes by providing a more effective process to select and set speed limits, greater regional consistency, and alignment between parties throughout the process.

The Rule also supports New Zealand's road safety strategy, Road to Zero, by requiring Councils to use reasonable efforts to reduce speed limits around schools and involving Māori in the development of speed management plans.

Additionally, the Rule introduces a regional speed management planning approach, a new consultation process, and an independent Speed Management Committee to oversee the process. The Land Transport (Register of Land Transport Records – Speed Limits) Regulations 2022 also support the Rule by outlining the requirements for registering speed limits in the National Speed Limit Register.

The Land Transport Rule: Setting of Speed Limits 2022 aims to improve the speed management process by introducing a regional speed management planning approach on a three-year cycle that aligns with the National Land Transport Programme, bringing together infrastructure investment decisions and speed management decisions together.

The Rule also requires Councils to use reasonable efforts to reduce speed limits around all schools by 31 December 2027, with an interim target of 40% of schools by 30 June 2024.

Additionally, the Rule requires all territorial authorities to include their proposed speed limit changes and safety infrastructure treatments for the coming 10 years into speed management plans. It introduces a new consultation process that aligns with the regional land transport planning consultation process.

It also requires regional transport committees to coordinate input from Councils in their region and requires all speed limits (other than temporary speed limits) to be entered into a national register giving legal effect to all speed limits.

The Land Transport Rule: Setting of Speed Limits 2022 puts people, and the diverse ways in which they use roads and streets, at the centre of how speed limits are set and managed. This new framework aims to make the transport system safer and more efficient, saving lives, and reducing serious injuries while also improving health and accessibility for all road users.

The Council is taking an area-based approach to developing and implementing speed management plans, aligning with the National Land Transport Programme. The first Speed Management Plan will be a

combination of the interim (2023-2024) and 2024-2027 Speed Management Plans, as suggested by the Director of Land Transport. The focus of this plan is on T key areas where a more consistent approach to speed is needed, speed limits in town centres, Woodend urban area, north-eastern area of the district, and all of the school walking areas, as well as specific roads around Mandeville and Ohoka.

After public engagement, the plan will be adopted by the Council, and the changes will be implemented over a period of approximately four years. The Council then must submit a Speed Management Plan to the Director of Land Transport every three years after 2026.

This will be completed in stages, with Loburn, Ashley Gorge and Kaiapoi in 2027-2030, and Oxford, Cust, Rangiora and West Eyreton in 2030-2033. This approach allows for a more comprehensive and thorough process of speed management planning, while also taking into account the specific needs and concerns of the residents and road users in each area.

## 2. Key Milestones

The proposed timeline for the review process includes:

### 2022

December – General speed management workshop (24<sup>th</sup> Nov deadline)

### 2023

February

- Community Boards (Speed limit review workshop)
- Council (Speed management workshop)

March

April

- Further speed limit review workshop with Woodend-Sefton and Rangiora-Ashley Community Boards

May

- Community Boards (Approval to consult on 2023-2027 Speed Management Plan)

June

- Council (Approval to consult on 2023-2027 Speed Management Plan)

June/July

- Public consultation

September/October

- Public presentations to Council
- Report to Council (Adoption of 2023-2027 Speed Management Plan)

Future programme

- NLTP 2: Loburn Valley and Ashley Gorge + Kaiapoi + Lees Valley
- NLTP 3: Rural south of Ashley River + Oxford + Rangiora

### 3. Communications Approach

Based on the IAP2’s Public Participation Spectrum, the level of public engagement to be used is ‘Inform’ and ‘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

- The community and other stakeholders feel that they have been given an opportunity to contribute their feedback to the development of speed management plans for the District.
- Residents and road users are informed about and understand the requirements for speed management plans from a legal perspective and the inherent safety benefits of lower speed limits
- That the community are provided with sufficient information to have a good understanding of the evidence supporting the change.
- The community are given a range of opportunities to participate in this engagement and have their voices heard.

## 5. Risks and Mitigation

| Communication Risk   | Mitigation   |
|--|--|
| <p>Backlash from members of the public who disagree with the speed management proposals, particularly on social media.</p> | <p>Closely monitor social media channels and use replies to encourage complainants to make a formal submission with their concerns.</p> <p>Correct incorrect information posted by residents if and as required.</p>   |
| <p>Community views are polarised between wanting change, and status quo.</p>   | <p>Clearly explain the rationale behind the proposal for change, outlining risks and benefits for both. Specifically, the legal requirements and the impact on all road users.</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>People feel that their view is not taken into account because something different to what they want is implemented.</p> | <p>The final decision, rationale why, and benefits of the changes are explained following the adoption of speed management plans. Close the loop by sharing feedback received and decision-making process through Bang the Table and other channels.</p>   |
| <p>Residents are not willing to engage with Council to discuss solutions.</p>  | <p>Use face-to-face meetings and discussions where possible and ensure all opportunities to talk to Council are followed through.</p>  |
| <p>Media portray the speed management planning process in a negative light.</p>  | <p>Brief media about speed management before engagement begins and discuss with them key messages. Encourage them to engage with Waka Kotahi to understand the national aspect of the legislative changes.</p> <p>Share local stories and experiences that the media can use.</p> <p>Correct incorrect information if it arises.</p> |

## 6. Audience and Stakeholders

|                           |  |
|---------------------------|--|
| <b>Directly affected</b>  | <ul style="list-style-type: none"> <li>• Residents in each area</li> <li>• Businesses</li> <li>• Road users</li> <li>• Schools</li> <li>• Bus operators</li> <li>• Environment Canterbury</li> <li>• Waka Kotahi</li> <li>• Emergency Services</li> </ul>  |
| <b>Internal</b>           | <ul style="list-style-type: none"> <li>• Customer Services</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>• Enterprise North Canterbury</li> <li>• Rangiora Promotions Association</li> <li>• Kaiapoi Promotions Association</li> <li>• Waimakariri MP Matt Doocey</li> <li>• Local media</li> <li>• WDC Facebook and Twitter Users</li> <li>• Walking Groups</li> <li>• Cycling Groups</li> <li>• Horse Riding Groups</li> <li>• WAG</li> <li>• Youth Council</li> </ul> |

## 7. Key Messages

- Speed Management Plans are part of the central government Road to Zero Strategy that aims to stop people being killed or injured on our roads.
- Reducing road speed will reduce the impact of road crashes and injuries. It will also provide a safer environment for all road users.
- Speed needs to be survivable. Even legal speeds can be dangerous. Lowering speed from 50kmh to 40kmh reduces chance of death from 80% to 30%.
- The number of people walking and cycling is increasing across the District. The Council's goal is to provide an accessible network of roads, paths, lanes and corridors so people of all ages and abilities can safely travel around the District.
- Safer roads contribute to improvements to health and wellbeing.
- Lower speed limits help to reduce emissions and help response to climate change.

## 8. Communications Channels

|                                       | Tactic   | Who         |
|---------------------------------------|--|-------------|
| Distribution of Consultation Document | Let's talk booklet with key messages, information about speed management plans and maps.<br>Split into geographical areas with area specific feedback options.<br>Limited printing in-house. | Comms & PCG |
|                                       | Mail-out or email Community / Special Interest Groups.<br>Link to e-copy + email, and invite to engagement event.  | Comms & PCG |
|                                       | Email e-copy consultation documents for schools and local businesses with link to Let's Talk page.<br>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                            | Maintain an updated stakeholder contact list.  | PCG & Comms |
|                                       | Personal contact with important stakeholders such as Utilities / Emergency Services  | PCG         |
|                                       | Online videos asking for comment/questions – quick poll option   | PCG         |
| Advertising                           | Regular newspaper adverts through engagement period in the Northern Outlook / North Canterbury News /Oxford Observer / Woodend Woodpecker  | Comms       |

|                 |   |                      |
|-----------------|---|----------------------|
|                 | Radio advertising on Compass FM and on-air interviews with spokesperson.  | Comms / Spokesperson |
|                 | Facebook Advertising Campaign – use of videos   | 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 of videos as hooks  | 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

Below is an outline of the communication tools that will be using during the engagement period.

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.

| Product                              | Notes   | Who       | When                     | Budgeted Cost   |
|--------------------------------------|---|-----------|--------------------------|-----------------|
| <b>Advertising</b>                   | Community Noticeboard in Northern Outlook and NC News                               | Comms     | During engagement period | In-house        |
|                                      | Run of paper advertising – Kaiapoi Advocate, Oxford Observer and Woodend Woodpecker |           |                          | \$1200 x 2      |
|                                      | Social Media  |           |                          | \$1000 x 2      |
|                                      | Radio   |           |                          | In-house        |
|                                      | Digital Screens   |           |                          | In-house        |
| <b>Document – Design &amp; Print</b> | Content development and FAQs  | Comms/PCG | Feb/Mar<br>July          | In-house        |
|                                      | Graphic Design  |           | Feb/Mar<br>July          | In-house        |
|                                      | Let's talk flyer to targeted residents  |           | Feb/Mar<br>July          | \$4000 - \$7000 |
|                                      | Let's Talk Booklet and Feedback Form – Engagement                                   |           | Feb/Mar<br>July          | In-house        |
| <b>Online presence</b>               | Bang the Table page   |           | March<br>August          | In-house        |
|                                      | Latest news article   |           | March                    | In-house        |

|                          |                                      |       |                 |                 |
|--------------------------|--------------------------------------|-------|-----------------|-----------------|
|                          |                                      |       | August          |                 |
|                          | Facebook/Twitter                     |       | March<br>August | In-house        |
| <b>Engagement Events</b> | Banners / Posters / Display Printing | Comms | March<br>August | \$1500          |
| <b>TOTAL</b>             |                                      |       |                 | <b>\$12,900</b> |

## Evaluation/Measures of Success

### Outputs:

- Distribution of the Documents or Let's Talk Flyers
- Number and reach of advertisements
- Number of people reached through engagement events
- Number of media releases and responses to media enquiries
- Number and reach of social media postings
- Number and variety of stakeholder events
- Number of collaborative meetings with our partners

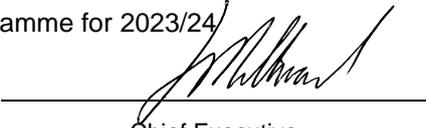
### Outcomes:

- Feedback from our partners and key stakeholder on engagement during the engagement process
- Check with project sponsor on the quality of the submissions received, for example, did the feedback suggest people were well informed.
- Quantity of submissions received
- Number of people attending engagement events, including drop-ins
- Number of people attending the hearings
- Quantity and quality of comments and engagement on social media
- Volume and integrity of media coverage of the project, 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?
5. Was this project good value for money?

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-08-09-01 / 230601081344**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD**DATE OF MEETING:** 12 June 2023**AUTHOR(S):** Joanne McBride, Roading & Transport Manager**SUBJECT:** Proposed Roading Capital Works Programme for 2023/24**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1 This report seek endorsement from the Community Board of the proposed 2023/24 Roading Capital Works Programme and noting the indicative three-year programme from 2024/25 to 2026/27 as shown in the tables in Attachment (i).
- 1.2 The Roading programmes being considered are the categories where a general allocation is provided for in the Council's Long Term Plan (LTP), where community input is beneficial to achieving the required outcomes.
- 1.3 Renewal programmes are determined following an assessment of condition of assets which have reached the end of life and are due for replacement, or where infrastructure is failing to provide an adequate level of service. While part of the prioritisation process asset life other factors including road hierarchy, high demand areas (e.g., schools or town centre areas) and condition are also considered.
- 1.4 All major improvement projects which are specifically listed in the Long Term Plan (LTP) are not considered within this report, as these are consulted on through the LTP process.
- 1.5 Minor Safety Improvements and Public Transport Infrastructure are also included in the proposed programme.

**Attachments:**

- i. Proposed Roading Capital Works Programme for 2023-24 and Indicative Three-Year Programme (TRIM No. 230306030136)

**2. RECOMMENDATION****THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230601081344;

*AND***THAT** the Woodend-Sefton Community Board recommends:**THAT** the Utilities & Roading Committee:

- (b) **Approves** the attached 2023/24 Proposed Roading Capital Works Programme (TRIM No. 230306030136);

- (c) **Authorises** the Roding & Transport Manager to make minor changes to this programme as a result of consultation or technical issues that may arise during the detailed planning phase, provided the approved budgets and levels of service are met, and the changes included in Quarterly Financial reporting;
- (d) **Endorses** the indicative Roding Programme for the 2024/25, 2025/26 and 2026/27 years.

### 3. **BACKGROUND**

- 3.1 The Roding programmes being considered are for those categories where a general allocation only is provided in the Council's Long Term Plan (LTP). These categories have some flexibility and as such community input is beneficial to achieving the required outcomes.
- 3.2 Major Roding Improvement projects are not included in this report as they are specifically listed in the LTP and consulted on through the LTP.
- 3.3 Categories considered within this programme are:
- Kerb and Channel Renewal
  - Footpath Renewal
  - Minor Improvements
  - Public Transport Infrastructure (New bus shelters & seats)
- 3.4 The provision of new footpaths in urban areas is not included in this report and will instead be the subject of a future report.
- 3.5 Other general categories such as road rehabilitation, road resealing, unsealed road re-metalling, signs renewal and street light renewal are not included as these programmes are developed purely on technical grounds and for asset condition reasons.
- 3.6 The process for finalising and approving the 2023/24 Roding capital works programme has included holding workshops with the Community Boards during March and following on with a report to the Community Boards, with recommendations to the Utilities and Roding Committee in July for approval.
- 3.7 The roading network is managed as a total network across the whole district and as such projects are prioritised district wide. Also, as the majority of expenditure on the network is subsidised by Waka Kotahi New Zealand Transport Agency, their requirements must be met to secure co-funding. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs.
- 3.8 Projects are identified in terms of the Roding Activity Management Plan and are being done to ensure the levels of service identified in the LTP are met. Asset renewal projects are identified and programmed based on asset condition to ensure that lifecycle costs, and hence the cost to the community, are minimised.
- 3.9 In developing the programmes, a range of factors are taken into account. Asset condition is the main driver for renewal projects, however other key factors are community feedback, and the coordination of the work with other programmes (such as water main renewal, drainage improvements and Utility Provider undergrounding) especially when deciding which year, a particular work should be done. As asset deterioration is gradual there is some flexibility to bring forward or delay specific projects where required.
- 3.10 Inputs used to develop the programmes are condition rating and inspections, RAMM reports, reports from the maintenance contractor, crash records, network safety inspections, reviews of maintenance costs, feedback from the public via service requests

etc. All identified deficiencies are entered into a database, reviewed and then prioritised to fit within budget levels and to ensure they address a defined level of service issue.

3.11 Utility Authorities, the 3 Waters Team and the Greenspaces Teams are consulted to ensure there are no conflicts with their programmes and to identify possible synergies in the programmes.

### 3.12 **Condition Assessment**

3.13 To better understand the condition of the kerb and channel and footpath assets a condition rating is carried out every three years on these assets. The most recent rating was completed in 2022 to feed into the 2024/34 Road Asset Management Plan and the Long Term Plan. The attached programme has been updated following the condition rating. Therefore, the next condition rating is due to be completed in 2025.

### 3.14 **Kerb and Channel Replacement**

3.15 Kerb and channel replacement is primarily focussed on the replacement of old-style dished channels which are in a poor or very poor condition. This is subject to the kerb and channel warranting replacement and meeting NZTA requirements. In many cases the footpath is replaced at the same time as the kerb and channel, however this only occurs where the footpath condition also warrants the renewal. Some old kerb and flat channels are in poor condition, and these will be included in the programme as required.

3.16 The kerb and channel replacement are prioritised district-wide and the condition of the channel must be such that replacing it is the lowest maintenance cost treatment. Waka Kotahi has reasonably strict requirements that have to be met in order for the work to qualify for financial assistance, such that the poor condition of the channel is resulting in damage to the carriageway due to water ingress. Replacement for aesthetic reasons only will not be approved by Waka Kotahi.

3.17 There are a number of kerb & channel renewal identified for replacement in Rangiora over the next four years. This includes the second section of Geddis St, a section of Alfred St (Ivory St to Victoria St) and two sections of Palmer St in conjunction with the watermain renewal.

### 3.18 **Footpath Renewals**

3.19 This category is for the resurfacing and reconstruction of footpaths. The programme is determined by the footpath surface condition, and the purpose is to provide safe and comfortable footpaths and to minimise lifecycle costs.

3.20 As mentioned above all footpaths were condition rated in 2022. From this rating the worst condition streets were identified and inspected. From that inspection and taking into account community feedback and other programmes. Including the previous approved programme, the draft renewal programme has been developed.

3.21 The footpath renewal programme is coordinated with the kerb and channel programme to ensure the end of the footpath life coincides with the end of the kerb and channel life so replacement can be done at the same time. This offers more options to design a comprehensive street upgrade when the renewal takes place. The next condition rating assessment is due to be undertaken in 2025.

### 3.22 **Minor Improvements Programme**

3.23 For the minor improvement programme, safety is the main factor considered.

- 3.24 This programme has some flexibility and opportunities exist to carry out a range of safety related improvement works. The proposed programme includes a number of safety issues and concerns that have been raised through various avenues and feedback from the Board(s) is an important input in confirming this programme.

### 3.25 Public Transport Infrastructure

- 3.26 There are planned improvements within the Rangiora-Ashley ward area for public transport over the next 4 years. In the 2023/24 year a new shelter is planned on Ashley Street near Duke St and Real Time display units are to be installed at two stops, one on High St and the other on White St.

## 4. ISSUES AND OPTIONS

- 4.1. The draft programme was presented to the Community Board at a Roothing workshop during March. The following feedback was received on the proposed programme:
- Bus shelters in Pegasus – More urgent need for shelters on Pegasus Blvd. Brought forward in programme.
  - Greypower – promoting footpath for feet. It is a challenge to balance the need of all users.
  - Woodend Footpath Improvements – Some paths are narrow and need widening. Budget allowed in the Minor Safety Programme in 2024/25.
  - Pegasus at SH1 roundabout – Bus stop on inwards bound no seat or shelter. This is not included in the current programme as boarding numbers are lower in this area.
- 4.2. The 2023/24 programme will need to be confirmed and then approval sought from the Utilities & Roothing Committee in July, to allow for work to proceed promptly in the 2023/24 financial year.
- 4.3. The indicative three-year programme for the following three years is more flexible and as it is reviewed annually to allow consideration of programme delays, any emerging issues and to provide an opportunity to make changes to this programme.
- 4.4. The following options are available to the Board:
- 4.4.1. Option One – Endorse the Proposed Programme as Recommended:  
This is the recommended option as it allows the draft programme to be taken to Utilities & Roothing Committee and for work to begin on planning / design for projects early in the new financial year.
- 4.4.2. Option Two – Decline the Recommendation and ask Staff to make further changes:  
This is not the recommended option as the draft programme has been provided at a workshop with the Community Board. No feedback has been received to date.

### Implications for Community Wellbeing

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

The programmes contribute directly to public transport, safety and meeting levels of service, all of which have an impact of the Community.

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. Safety, Public transport and renewal of infrastructure supports the whole community.

### 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.

A workshop was held with the Woodend-Sefton Community Board on 13 March 2023 on the proposed programme was provided for comment at the time. The following feedback was received:

- Bus shelters in Pegasus – More urgent need for shelters on Pegasus Blvd. Brought forward in programme.
- Greypower – promoting footpath for feet. It is a challenge to balance the need of all users.
- Woodend Footpath Improvements – Some paths are narrow and need widening. Budget allowed in the Minor Safety Programme in 2024/25.
- Pegasus at SH1 roundabout – Bus stop on inwards bound no seat or shelter. This is not included in the current programme as boarding numbers are lower in this area.

### 5.3. **Wider Community**

The wider community is likely to benefit from these safety improvements, improved infrastructure, and installation of shelters. Improved safety reduces the risk of harm to the public.

Renewal of infrastructure results in a good level of service for the community and reduces the risk of failure which could put the Community at risk. Providing shelter at bus stops increases the appeal of catching the bus and reduces congestion for other road users.

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

### 6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Programmes are set to meet budget allocations for each category.

This budget is included in the Long Term Plan. It is also noted that the budgets included in the attached proposed programme exclude inflation and that the Long Term Plan budget figures include inflation.

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

The recommendations in this report do have sustainability and/or climate change impacts. Providing good quality assets such as footpaths encourages alternate modes such as walking. Increased Public Transport use has the impact of reducing carbon 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 programme may not meet expectations. This is mitigated by ensuring public feedback is taken into consideration when developing the programme.

The programme is also circulated to the Community Boards and feedback is sought.

### 6.3 Health and Safety

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

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

The Land Transport Act is relevant to this matter.

### 7.3. Consistency with Community Outcomes

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

***There is a safe environment for all.***

- Harm to people from natural and man-made hazards is minimised.

***Transport is accessible, convenient, reliable and sustainable.***

- The standard of our District's roads 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.
- Public transport serves our District effectively.

### 7.4. Authorising Delegations

The Woodend-Sefton Community Board has delegation to receive this report and make a recommendation to the Utilities & Roading Committee.

| <b>Proposed Roading Capital Works Programme for Community Boards - 2023/24 and three indicative years</b> |             |             |                             |                             |                             |                             |
|---|-------------|-------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|   |             |             | <b>23/24</b>                | <b>24/25</b>                | <b>25/26</b>                | <b>26/27</b>                |
| <b>Project Name</b>   | <b>Side</b> | <b>Town</b> | <b>Indicative Programme</b> | <b>Indicative Programme</b> | <b>Indicative Programme</b> | <b>Indicative Programme</b> |
| <b>Kerb and Channel Replacement</b>   |             |             |                             |                             |                             |                             |
| Professional Fees   |             |             | \$ 75,000                   | \$ 80,000                   | \$ 80,000                   | \$ 80,000                   |
| Geddis St (No. 26 - White St)   | Both        | Rangiora    | \$ 200,000                  | -                           | -                           | -                           |
| Ashley St (No. 65 to 85 - Lovers Lane)  | West        | Rangiora    | \$ 65,000                   | -                           | -                           | -                           |
| Palmer St (Douglas St - White St) with Watermain  | North       | Rangiora    | \$ 35,000                   | -                           | -                           | -                           |
| Palmer St (White - Church) with Watermain   | North       | Rangiora    | \$ 40,000                   | -                           | -                           | -                           |
| Edward St (Wales St - no. 62)   | East        | Rangiora    | \$ 30,000                   | -                           | -                           | -                           |
| Alfred St (Victoria St - Ivory St)  | South       | Rangiora    | \$ 40,000                   | -                           | -                           | -                           |
| Stephens St (Blackett St - High St)   | West        | Rangiora    | \$ 85,000                   | -                           | -                           | -                           |
| Leech Pl (Bush St - end)  | North       | Rangiora    | -                           | \$ 30,000                   | -                           | -                           |
| Green St (Johns Rd - 22)  | East        | Rangiora    | -                           | \$ 100,000                  | -                           | -                           |
| Ashgrove St (Seddon St - No.62)   | East        | Rangiora    | -                           | \$ 120,000                  | -                           | -                           |
| Akaroa Street (Hugh St - Ashley Pl )  | Both        | Kaiapoi     | -                           | \$ 220,000                  | -                           | -                           |
| Akaroa Street (Ashley Pl - Alpine Ln)   | Both        | Kaiapoi     | -                           | -                           | \$ 140,000                  | -                           |
| White St (Palmer St - opposite Wiltshire Pl)  | East        | Rangiora    | -                           | -                           | \$ 140,000                  | -                           |
| Kingsbury Ave (Windsor Crt - Regent Ave) - V Channel  | South       | Rangiora    | -                           | -                           | \$ 40,000                   | -                           |
| Seddon St (White St to Ayers St)  | North       | Rangiora    | -                           | -                           | \$ 65,000                   | -                           |
| Seddon St (Kinley St to White St)   | South       | Rangiora    | -                           | -                           | \$ 30,000                   | -                           |
| Otaki St (Ohoka Rd - Broom St / no. 21)   | East        | Kaiapoi     | -                           | -                           | \$ 60,000                   | -                           |
| Otaki St (Ohoka Rd - Broom St / no. 21)   | West        | Kaiapoi     | -                           | -                           | -                           | \$ 95,000                   |
| Johns Rd (Green St - Bush St)   | South       | Rangiora    | -                           | -                           | -                           | \$ 85,000                   |
| Johns Rd (Bush St - King St)  | South       | Rangiora    | -                           | -                           | -                           | \$ 50,000                   |
| Edward St, No. 14 - Wales St  | East        | Rangiora    | -                           | -                           | -                           | \$ 140,000                  |
| Thorne Pl (Ivory St - end)  | South       | Rangiora    | -                           | -                           | -                           | \$ 25,000                   |
| White St (Johns Rd - Palmer St)   | East        | Rangiora    | -                           | -                           | -                           | \$ 60,000                   |
| To be Allocated   |             |             | \$ 907                      | \$ 20,907                   | \$ 15,907                   | \$ 35,907                   |
| <b>Value of Work Programmed</b>   |             |             | \$ 570,000                  | \$ 550,000                  | \$ 555,000                  | \$ 535,000                  |
| <b>Approved Annual Budget - Professional Fees</b>   |             |             | \$ 88,000                   | \$ 88,000                   | \$ 88,000                   | \$ 88,000                   |
| <b>Approved Annual Budget - K&amp;C Renewal</b>   |             |             | \$ 482,907                  | \$ 482,907                  | \$ 482,907                  | \$ 482,907                  |
| <b>Total Available Budget</b>   |             |             | <b>\$ 570,907</b>           | <b>\$ 570,907</b>           | <b>\$ 570,907</b>           | <b>\$ 570,907</b>           |
|   |             |             |                             |                             |                             |                             |

|  |       |          | 23/24                | 24/25                | 25/26                | 26/27                |
|--|-------|----------|----------------------|----------------------|----------------------|----------------------|
| Project Name   | Side  | Town     | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| <b>Footpath Renewal</b>  |       |          | <b>23/24</b>         | <b>24/25</b>         | <b>25/26</b>         | <b>26/27</b>         |
| Geddis St (No. 26 - White St) - with kerb & channel                            | Both  | Rangiora | \$ 100,000           | -                    | -                    | -                    |
| Ashley St (No. 65 to 85 - Lovers Lane) - with kerb & channel                   | West  | Rangiora | \$ 25,000            | -                    | -                    | -                    |
| Palmer St (Church St - Douglas St) - with kerb & channel                       | North | Rangiora | \$ 20,000            | -                    | -                    | -                    |
| Palmer St (Douglas St - White St) - with kerb & channel                        | North | Rangiora | \$ 22,000            | -                    | -                    | -                    |
| Edward St (Wales St to end of path) - with kerb and channel. Short length only | East  | Rangiora | \$ 8,000             | -                    | -                    | -                    |
| Alfred St (Victoria St - Ivory St) - with kerb & channel                       | South | Rangiora | \$ 24,000            | -                    | -                    | -                    |
| Stephens St (High St - Blackett St) - with kerb & channel                      | West  | Rangiora | \$ 40,000            | -                    | -                    | -                    |
| Scotswood PI (both)  | Both  |          | \$ 90,000            | -                    | -                    | -                    |
| Kynnersley St (Sneyd St - end)   | South | Kaiapoi  | \$ 23,000            | -                    | -                    | -                    |
| Princess PI (Smith St - end)   | East  | Kaiapoi  | \$ 47,000            | -                    | -                    | -                    |
| Seddon St (Kinley St - Keldon Ave)   | South | Rangiora | \$ 40,000            | -                    | -                    | -                    |
| Bush St (Charles St - Watson PI)   | East  | Rangiora | \$ 26,000            | -                    | -                    | -                    |
| Charles St (King St - Bush St)   | North | Rangiora | \$ 42,000            | -                    | -                    | -                    |
| Douglas St (No. 9 - End)   | East  | Rangiora | \$ 23,000            | -                    | -                    | -                    |
| Grove PI (Kingsbury Ave - Rex PI, including walkway)                           | East  | Rangiora | \$ 27,000            | -                    | -                    | -                    |
| Main Nth Rd SH 1 Waikuku   | West  |          | \$ 45,000            | -                    | -                    | -                    |
| Leech PI (Bush St - end) - with kerb and channel                               | North | Rangiora | -                    | \$ 20,000            | -                    | -                    |
| Green St (Johns Rd - No. 22) - with kerb and channel                           | East  | Rangiora | -                    | \$ 40,000            | -                    | -                    |
| Ashgrove St (Seddon St - No.62) - with kerb and channel                        | East  | Rangiora | -                    | \$ 55,000            | -                    | -                    |
| Akaroa Street (Hugh St - Ashley PI) - with kerb and channel                    | Both  | Kaiapoi  | -                    | \$ 102,000           | -                    | -                    |
| Fraser PI (No. 2 - end)  | Both  | Rangiora | -                    | \$ 40,000            | -                    | -                    |
| Ashley St (Jennings PI - No. 71/73)  | West  |          | -                    | \$ 70,000            | -                    | -                    |
| Holcroft Crt (Seddon St- End)  | Both  | Rangiora | -                    | \$ 40,000            | -                    | -                    |
| Parkhouse Dr (Treffers Ave-End)  | West  | Rangiora | -                    | \$ 53,000            | -                    | -                    |
| Park St (High St - end)  | West  | Rangiora | -                    | \$ 40,000            | -                    | -                    |
| Treffers Ave (Johns Rd - Parkhouse Dr)   | West  | Rangiora | -                    | \$ 30,000            | -                    | -                    |
| Wilson Dr (Mill Rd - end)  | East  | Rangiora | -                    | \$ 35,000            | -                    | -                    |
| Kippenberger Ave (East Belt - end)   | North | Rangiora | -                    | \$ 60,000            | -                    | -                    |
| Victoria St (No. 67 - Alfred)  | West  | Rangiora | -                    | \$ 22,000            | -                    | -                    |
| Akaroa Street (Ashley PI - Alpine) - with kerb & channel                       | Both  | Kaiapoi  | -                    | -                    | \$ 60,000            | -                    |
| White St (Palmer to no. 32) - with kerb and channel                            | East  | Rangiora | -                    | -                    | \$ 40,000            | -                    |
| Kingsbury Ave (Windsor Crt- Regent Ave) - V channel on south side of the road  | North | Rangiora | -                    | -                    | \$ 20,000            | -                    |
| Seddon St (White St to Ayers St) - with kerb & channel                         | North | Rangiora | -                    | -                    | \$ 25,000            | -                    |
| Seddon St (Kinley St to White St) - with kerb & channel                        | South | Rangiora | -                    | -                    | \$ 20,000            | -                    |
| Otaki St (Ohoka Rd to Broom St / no. 21) - with kerb & channel                 | East  | Kaiapoi  | -                    | -                    | \$ 40,000            | -                    |
| Courtenay Dr (Stone St - Williams St)  | North | Kaiapoi  | -                    | -                    | \$ 30,000            | -                    |
| Burt St (Albert - Ashley)  | Both  | Rangiora | -                    | -                    | \$ 35,000            | -                    |
| White St (Seddon St - Kingsbury Ave)   | West  | Rangiora | -                    | -                    | \$ 75,000            | -                    |
| Upper Sefton Rd (no. 537- Railway St)  | North | Sefton   | -                    | -                    | \$ 35,000            | -                    |

|  |       |          | 23/24                | 24/25                | 25/26                | 26/27                |
|--|-------|----------|----------------------|----------------------|----------------------|----------------------|
| Project Name   | Side  | Town     | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| Kippenberger Ave (East Belt - end)                             | North | Rangiora | -                    | -                    | \$ 60,000            | -                    |
| Hewitts Rd (Appleton PI - No. 27/29)                           | South | Woodend  | -                    | -                    | \$ 50,000            | -                    |
| Hewitts Rd (Woodglenn Dr - Appleton PI)                        | South | Woodend  | -                    | -                    | \$ 30,000            | -                    |
| Buckleys Rd (45-63)  | West  | Rangiora | -                    | -                    | \$ 20,000            | -                    |
| Fuller St (Peraki St - No. 65)                                 | South | Kaiapoi  | -                    | -                    | \$ 50,000            | -                    |
| Otaki St (Ohoka Rd to Broom St / no. 21) - with kerb & channel | West  | Kaiapoi  | -                    | -                    | -                    | \$ 36,000            |
| Johns Rd (Green St - Bush St) - with kerb & channel            | South | Rangiora | -                    | -                    | -                    | \$ 45,000            |
| Johns Rd (Bush St - King St) - with kerb and channel           | South | Rangiora | -                    | -                    | -                    | \$ 30,000            |
| Thorne PI (Ivory St - end) - with kerb & channel               | South | Rangiora | -                    | -                    | -                    | \$ 15,000            |
| White St (Johns Rd - Palmer St) - with kerb & channel          | East  | Rangiora | -                    | -                    | -                    | \$ 25,000            |
| Blackett St (Ashley St to Railway)                             | North |          | -                    | -                    | -                    | \$ 20,000            |
| To be Allocated  |       |          | \$ 8,061             | \$ 3,061             | \$ 20,061            | \$ 439,061           |
| <b>Value of Work Programmed</b>                                |       |          | \$ 602,000           | \$ 607,000           | \$ 590,000           | \$ 171,000           |
| <b>Total Available Budget</b>                                  |       |          | <b>\$ 610,061</b>    | <b>\$ 610,061</b>    | <b>\$ 610,061</b>    | <b>\$ 610,061</b>    |
|  |       |          |                      |                      |                      |                      |

|  |      |              | 23/24                | 24/25                | 25/26                | 26/27                |
|--|------|--------------|----------------------|----------------------|----------------------|----------------------|
| Project Name                                       | Side | Town         | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| <b>Minor Improvement Projects</b>                  |      |              |                      |                      |                      |                      |
| <b>Lighting</b>                                    |      |              |                      |                      |                      |                      |
| Minor Lighting Upgrades                            |      |              | -                    | -                    | -                    | \$ 25,000            |
| Easterbrook / Fernside Rd                          |      | Rangiora     | -                    | -                    | \$ 25,000            | -                    |
| Oxford Lighting Deficiencies                       |      | Oxford       | \$ 35,000            | \$ 25,000            | -                    | -                    |
| <b>Intersection Improvements</b>                   |      |              |                      |                      |                      |                      |
| Tram Rd / Browns Rd                                |      | Swannanoa    | \$ 25,000            | -                    | -                    | -                    |
| Cones / Fawcetts                                   |      | Rangiora     | \$ 95,000            | -                    | -                    | -                    |
| Harleston Rd / Broad Rd Intersection               |      | Sefton       | -                    | \$ 40,000            | -                    | -                    |
| South Eyre Rd / Browns Rd                          |      | Swannanoa    | -                    | \$ 20,000            | -                    | -                    |
| Tram Rd / Earlys Rd Splitter Island                |      | West Eyreton | -                    | \$ 30,000            | -                    | -                    |
| Easterbrook Rd / Fernside Rd                       |      | Fernside     | -                    | -                    | \$ 40,000            | -                    |
| Swamp / Hodgsons / Stonyflat                       |      | Loburn       | -                    | -                    | -                    | \$ 40,000            |
| Merton / Plaskett / Oxford                         |      | Rangiora     | -                    | -                    | -                    | \$ 60,000            |
| Budget to be Allocated                             |      |              | -                    | \$ 30,000            | \$ 80,000            | \$ 20,000            |
| <b>School Safety Project</b>                       |      |              |                      |                      |                      |                      |
| Kaiapoi High School                                |      | Kaiapoi      | \$ 30,000            | -                    | -                    | -                    |
| Rangiora High School                               |      | Rangiora     | -                    | \$ 50,000            | -                    | -                    |
| Other School Projects (Speed outside Schools)      |      |              | \$ 20,000            | -                    | \$ 50,000            | \$ 50,000            |
| <b>Speed Treatments</b>                            |      |              |                      |                      |                      |                      |
| Delineation along SH1 detour routes                |      | Various      | \$ 20,000            | -                    | -                    | -                    |
| Speed Signage & Markings                           |      | Various      | \$ 40,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            |
| South Belt at Park & Ride - Threshold              |      | Rangiora     | \$ 35,000            | -                    | -                    | -                    |
| Oxford Speed Thresholds                            |      | Oxford       | -                    | \$ 60,000            | -                    | -                    |
| Other Speed Projects TBC                           |      |              | -                    | \$ 15,000            | \$ 75,000            | \$ 75,000            |
| <b>Minor Works</b>                                 |      |              |                      |                      |                      |                      |
| Dale St Stormwater Improvements                    |      | Kaiapoi      | \$ 10,000            | -                    | -                    | -                    |
| Speed Indicator Signs                              |      | Various      | \$ 25,000            | -                    | -                    | -                    |
| Mandeville Road Improvements at Village            |      | Mandeville   | \$ 40,000            | -                    | -                    | -                    |
| Railway Road Improvements (near Railway line)      |      | Rangiora     | \$ 45,000            | -                    | -                    | -                    |
| Millton Ave Entrance to Rangiora - Speed Treatment |      | Rangiora     | -                    | \$ 30,000            | -                    | -                    |
| Other Minor Works                                  |      |              | -                    | -                    | -                    | -                    |
| <b>Walking and Cycling Projects</b>                |      |              |                      |                      |                      |                      |
| West Belt Ped Cutdowns                             |      | Rangiora     | \$ 15,000            | -                    | -                    | -                    |
| Edward Street Footpath                             |      | Kaiapoi      | \$ 15,000            | -                    | -                    | -                    |
| Ivory Street Pedestrian Refuges                    |      | Rangiora     | \$ 25,000            | \$ 25,000            | -                    | -                    |
| Woodend Footpath Improvements (widening)           |      | Woodend      | -                    | \$ 40,000            | -                    | -                    |
| East Belt Footpath (Grey View PI to Kippenberger)  |      | Rangiora     | -                    | \$ 30,000            | -                    | -                    |
| Tactile Indicator Installation                     |      | Various      | \$ 25,000            | \$ 25,000            | \$ 20,000            | \$ 20,000            |

|   |      |              | 23/24                | 24/25                | 25/26                | 26/27                |
|---|------|--------------|----------------------|----------------------|----------------------|----------------------|
| Project Name  | Side | Town         | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| Rangiora Roundabouts Pedestrian Improvements        |      | Rangiora     | \$ 5,000             | \$ 25,000            | \$ 20,000            | \$ 20,000            |
| Peraki St / Carew St Ped Cutdowns                   |      | Kaiapoi      | -                    | \$ 15,000            | -                    | -                    |
| Sneyd / Cosgrove St Ped Cutdowns                    |      | Kaiapoi      | -                    | -                    | \$ 15,000            | -                    |
| South Belt - Ped Refuge (Btwn Southbrook / King St) |      | Rangiora     | -                    | -                    | \$ 20,000            | -                    |
| Other Walking & Cycling Projects                    |      |              | -                    | -                    | -                    | -                    |
| <b><u>Roadside Hazard Removal</u></b>               |      |              |                      |                      |                      |                      |
| Dixons Rd - Bridge 2802 Widening (RP2540)           |      | Loburn       | \$ 90,000            | -                    | -                    | -                    |
| Dixons Rd - Bridge Widening (RP1125)                |      | Loburn       | -                    | \$ 100,000           | -                    | -                    |
| Upper Sefton - Concrete Headwall (RP9490)           |      | Sefton Rural | -                    | -                    | \$ 100,000           | \$ 100,000           |
| Other Roadside Hazard Projects TBC                  |      |              | -                    | -                    | \$ 100,000           | \$ 100,000           |
| <b><u>Cattle Underpass</u></b>                      |      |              |                      |                      |                      |                      |
| Underpasses to be allocated                         |      |              | -                    | -                    | -                    | -                    |
| Budget to be Allocated                              |      |              | -                    | \$ 10,000            | \$ 25,000            | \$ 60,000            |
| <b>Value of Work Programmed</b>                     |      |              | \$ 595,000           | \$ 585,000           | \$ 570,000           | \$ 535,000           |
| <b>Approved Annual Budget</b>                       |      |              | \$ 595,000           | \$ 595,000           | \$ 595,000           | \$ 595,000           |
|   |      |              |                      |                      |                      |                      |

|   |       |          | 23/24                | 24/25                | 25/26                | 26/27                |
|---|-------|----------|----------------------|----------------------|----------------------|----------------------|
| Project Name  | Side  | Town     | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
|   |       |          |                      |                      |                      |                      |
| <b>Bus Shelter Programme</b>                                |       |          |                      |                      |                      |                      |
| Ashley St (near Duke St)                                    |       | Rangiora | \$ 20,000            | -                    | -                    | -                    |
| Pegasus Blvd (near Whakatipu St)                            | South | Pegasus  | \$ 20,000            | -                    | -                    | -                    |
| Williams St (near Police Stn) (including Real Time Display) |       | Kaiapoi  | \$ 30,000            | -                    | -                    | -                    |
| Pegasus Blvd (near Waireka St)                              | South | Pegasus  | \$ 20,000            | -                    | -                    | -                    |
| High St near King St (south) - Real Time Display            |       | Rangiora | \$ 20,000            | -                    | -                    | -                    |
| White Street near Rata Street - Real Time Display           |       | Rangiora | \$ 15,000            | -                    | -                    | -                    |
| Pegasus Main St near Motu - Real Time Display               |       | Pegasus  | -                    | \$ 15,000            | -                    | -                    |
| Northern Park and Ride (River Rd) - Real Time Display       |       | Rangiora | -                    | \$ 15,000            | -                    | -                    |
| Kaiapoi Central Park and Ride - Real Time Display           |       | Kaiapoi  | -                    | \$ 15,000            | -                    | -                    |
| South Blt near Bush St - Real Time Display                  |       | Rangiora | -                    | \$ 15,000            | -                    | -                    |
| Kaiapoi South Park & Ride - Real Time Display               |       | Kaiapoi  | -                    | \$ 15,000            | -                    | -                    |
| Ohoka Rd (Kaiapoi High School) - north                      |       | Kaiapoi  | -                    | \$ 20,000            | -                    | -                    |
| Ohoka Rd (Kaiapoi High School) - south                      |       | Kaiapoi  | -                    | \$ 20,000            | -                    | -                    |
| Southbrook Rd (near Coronation St)                          |       | Rangiora | -                    | -                    | \$ 15,000            | -                    |
| Bush St (near Watson Pl)                                    |       | Rangiora | -                    | -                    | \$ 20,000            | -                    |
| Main North Rd (near Hewitts Rd)                             |       | Kaiapoi  | -                    | -                    | \$ 20,000            | -                    |
| Williams St (near Davies St)                                |       | Kaiapoi  | -                    | -                    | \$ 20,000            | -                    |
| Main North Rd (near School Rd)                              |       | Woodend  | -                    | -                    | \$ 20,000            | -                    |
| Pegasus Blvd near Pegasus Main St - Real Time Display       |       | Pegasus  | -                    | -                    | \$ 15,000            | -                    |
| To be allocated   |       |          | -                    | \$ 10,000            | \$ 15,000            | \$ 125,000           |
| <b>Value of Work Programmed</b>                             |       |          | \$ 125,000           | \$ 115,000           | \$ 110,000           | -                    |
| <b>Approved Annual Budget</b>                               |       |          | \$ 125,000           | \$ 125,000           | \$ 125,000           | \$ 125,000           |

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** DRA-06-10-01 / 230531080636

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12 June 2023

**AUTHOR(S):** Jason Recker, Stormwater and Waterways Manager

**SUBJECT:** Waikuku Beach Drainage Investigations Update

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to update the Woodend-Sefton Community Board on progress with various drainage investigations underway in the Waikuku Beach area.
- 1.2. As a result of flooding in the May 2021, December 2021 and February 2022 storm events, several areas were identified for further investigation in Waikuku Beach. The current status of these investigations and any proposed further work is summarised in the table below.

| <b>Investigation</b>                  | <b>Status</b>   |
|---------------------------------------|---|
| Waikuku Beach Campground              | A flood strategy report was completed for the Waikuku Beach Campground. The report assessed the impacts of groundwater and localised flooding on the campground to assist with long-term solution decisions. The next steps are currently being considered by the Property team.                    |
| Swindells Road                        | Options report has been completed. Proposed works include additional stormwater pipes and sumps, upgraded stop bank pipe, modified swales and a temporary pump. These works are planned for construction in 2023/24. There is also future budget allocated in 2028/29 for a permanent pump station. |
| Kiwi Avenue Reserve / Broadway Avenue | The Broadway Avenue Stormwater Improvements construction were completed May 2023. Improvements included additional stormwater pipe upgrades and bunding.  |
| Collins Drive                         | A Wastop has been installed on the upstream end of the outlet pipe. These works were completed in July 2022   |
| Waikuku Beach Domain                  | The investigation work is in progress. The output of this will be a recommendation to the Greenspace team.  |
| Reserve Road / Broadway Avenue        | Six soakpits were refurbished at 29 Kiwi Avenue, 14 Kiwi Avenue, 6 Macdonalds Lane and at the intersection of Cross Street and Reserve Road. An additional soakpit was installed at 16 Broadway Avenue. These works were completed in May 2023.   |
| Kiwi Avenue                           |   |
| 39 Kings Avenue                       | New budget of \$50,000 allocated for drainage improvements that were identified as part of the sewer improvement works at the Kings Ave WWPS. This will combine with additional wastewater and water supply budgets of \$100,000 and \$50,000   |

|                 |   |
|-----------------|---|
|                 | respectively to improve the road layout in the area to protect the pump station and headworks building.   |
| Northside Drive | New budget of \$50,000 allocated for the raising of a bund for Leggitts Park Development located to the north of Northside Drive. This project was identified as part of the Flood Team work. |

- 1.3. Further reports will be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrading works on Swindells Road prior to commencing construction works.

## 2. **RECOMMENDATION**

**THAT** the Board:

- (a) **Receives** Report No. 230531080636
- (b) **Notes** the following progress on several areas identified for further investigation in Waikuku Beach:
- Waikuku Beach Campground – Flood strategy report complete.
  - Swindells Road – Options report complete.
  - Collins Drive – Wastop installation complete.
  - Kiwi Avenue Reserve / Broadway Avenue – Construction of the Broadway Avenue stormwater improvements has been completed in May 2023.
  - Waikuku Beach Domain – Flood investigation in progress.
  - Reserve Road / Broadway Avenue/Kiwi Avenue – Six soakpits refurbished at 29 Kiwi Avenue, 14 Kiwi Avenue, 6 Macdonalds Lane and at the intersection of Cross Street and Reserve Road. Additional soakpit installed at 16 Broadway Avenue.
  - Kings Avenue – Allocated \$50,000 of budget in 2023/24 for design and construction.
  - Northside Drive - Allocated \$50,000 of budget in 2023/24 for design and construction.
- (c) **Notes** that a report will be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrading works in the Swindells Road.
- (d) **Circulates** this report to the Utilities and Roding Committee for their information.

## 3. **BACKGROUND**

- 3.1. Waikuku Beach is located in a low lying coastal area that can experience high groundwater levels. The village is protected from fluvial flooding by the Ashley River stop bank system. The Taranaki Stream and Waikuku Stream, which serve large upstream catchments, discharge into the Ashley River in the vicinity of the Waikuku Beach village.
- 3.2. The existing drainage systems predominantly comprise of basic roadside swales, sumps and soakpits and piped outfalls which discharge either to local drains connected to the Taranaki Stream or directly to the Ashley River. Drainage in Waikuku Beach is challenging when ground water levels are high and when tailwater levels in the Taranaki Stream and/or Ashley River are high.

### *February 2018 Event (Cyclone Gita)*

- 3.3. Widespread flooding was experienced across Waikuku Beach and the wider district in the February 2018 storm event. As a result, a number of drainage maintenance and investigation works were undertaken, as previously report to the Community Board (refer TRIM 191216177546.) A permanent solution for the Kings Avenue issue has since been implemented, however the Waikuku Beach Domain work remaining outstanding.

May 2021 Event

- 3.4. Following the May 2021 flood event a public meeting was held and a presentation given by staff (refer TRIM 210716117056). The following areas were identified for further investigation work:
- Waikuku Beach Campground
  - Swindells Road
  - Collins Drive
  - Waikuku Beach Road
  - Kiwi Avenue Reserve
  - Waikuku Beach Domain

December 2021 and February 2022 Events

- 3.5. Flooding was subsequently experienced at the following locations as a result of the December 2021 flood event and/or the February 2022 flood event, which required investigation work (refer TRIM 220419059444).
- Swindells Road
  - Kiwi Avenue Reserve / Broadway Avenue
  - Reserve Road / Broadway Avenue
  - Kiwi Avenue
- 3.6. A Flood Team was formed to look into all the flooding issues in the district after the May 2021, December 2021 and February 2022 major rain events. A total of approximately 600 service requests were received during those events, of which 27 related to issues experienced in Waikuku Beach.

**4. ISSUES AND OPTIONS**

- 4.1. This section provides an update on several areas identified for further investigation in Waikuku Beach, as a result of flooding in the May 2021, December 2021 and February 2022 storm events.

Waikuku Beach Campground

- 4.2. Flooding of the Waikuku Beach Campground occurred in the May 2021 storm event as a result of the Ashley River breaching the lower part of the stopbank (refer TRIM 191216177546).
- 4.3. A report regarding the impacts of groundwater and localised flooding on the Waikuku Beach Campground has been completed. The purpose of the report was to assist Council with decisions on the short and long-term future of the campground.
- 4.4. The report also outlined potential future works that include a gravity pipe connection to a new pumping station in Park Terrace. This has the potential to bring broader benefits to the settlement but is reliant on a Council budget for the project being developed in the future. The next steps are currently being considered by the Council.

Swindells Road

- 4.5. Flooding in Swindells Road has been experienced in the May 2021, December 2021 and February 2022 storm events. It is noted that flooding was also previously experienced during the February 2018 event and maintenance works was undertaken in April 2019 to improve flow through the swales and driveway culverts (refer TRIM 191216177546).
- 4.6. Since the most recent events, maintenance works to clean pipes in Park Terrace and driveway culverts in Swindells Road has been undertaken. This has included jetting and CCTV inspection of approximately 300m of pipework.
- 4.7. An options assessment was completed with short to long term options to improve the drainage at this location. The potential options include:

- **Temporary Pump** – Install a temporary pump and chamber at the base of the stopbank to pump the water out of the system over stopbank and discharging into the Ashley River through an outfall structure.
- **Upgrade existing pipework** –
  - Pipe connection to lowest point - Drain the water away from the worst affected areas by installing an 80m pipe with two sumps along the stopbank
  - Increase capacity of swales and culverts - Directing flow from the catchment area towards the pipe network.
  - Upgrade pipes - Design the pipes for a 20% AEP event.
  - Upgrade/modify stopbank pipe – Slipline existing damaged stopbank pipe
- **Installation of a permanent pump station** - Budget allocated in 2028/29

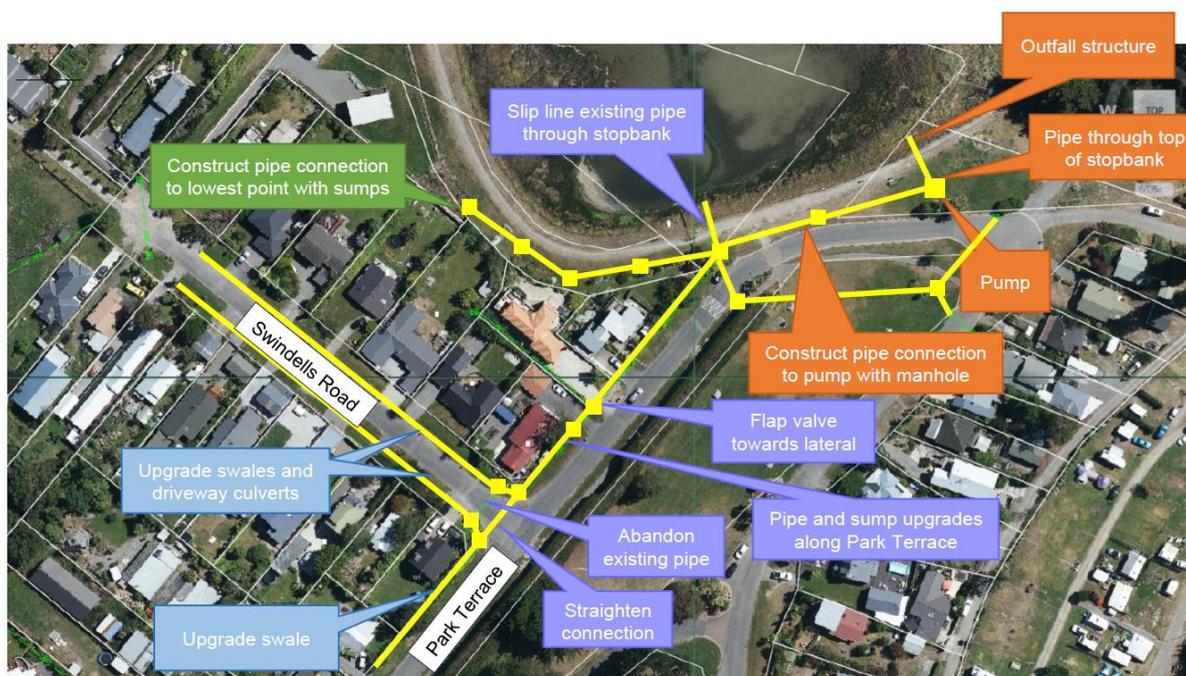


Figure 3 – Overview of Swindells Road Options.

- 4.8. There is currently a budget of a \$50,000 allocated for design in 2023/34 and \$400,000 allocated for construction in 2024/25. This budget was approved by Council for inclusion in the final 2022-23 Annual Plan.
- 4.9. The next steps are to assess the hydraulic modelling results of the proposed improvements before finalising the options memo.
- 4.10. A further report will be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrades in Swindells Road.

#### Kiwi Avenue Reserve / Broadway Avenue

- 4.11. Flooding in the Kiwi Avenue Reserve / Broadway Avenue area has been experienced in the May 2021 and December 2021 storm events. It is noted that flooding was also previously experienced during the February 2018 event and upgrading works were undertaken to improve the drainage at the western end of Kiwi Avenue (refer Attachment i). However the drainage issue at the north west corner of the reserve was not resolved by these work.
- 4.12. The Broadway Avenue stormwater improvements were completed in May 2023. The improvements included the installation of a new 300mm pipe from the low point in the

reserve through to the Park Terrace drain (refer Figure 4 below) and shallow bunding along the western and northern boundaries of the Kiwi Avenue reserve.

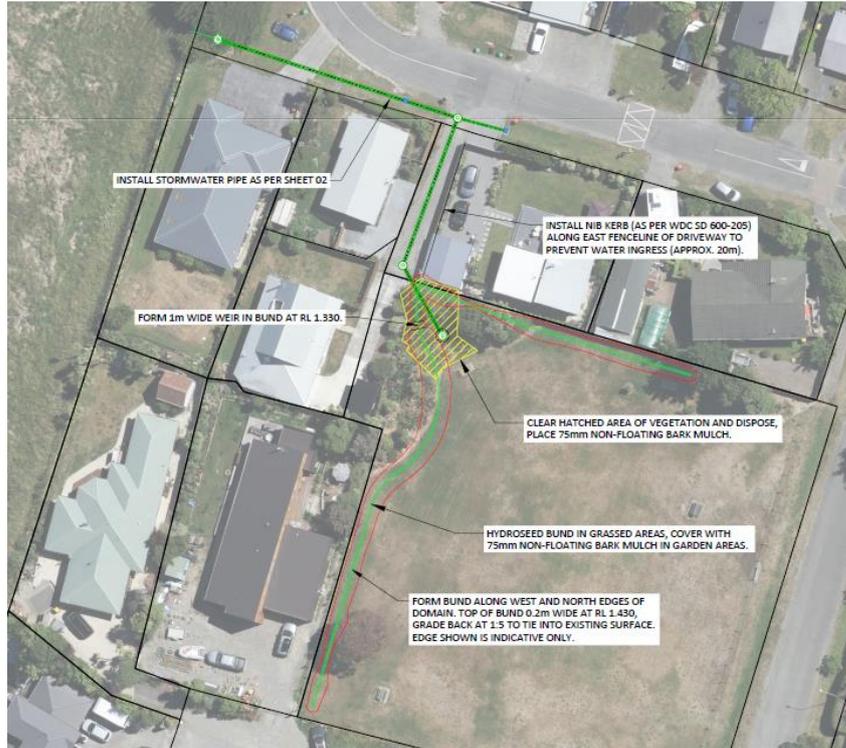


Figure 4 – Broadway Avenue Stormwater Improvements

Collins Drive

- 4.13. Flooding occurred in Collins Drive during the May 2021 storm event as a result of backflow from the Ashley River bypassing the existing flapgate (refer TRIM 191216177546). Maintenance works have been undertaken to improve the operation of the existing flapgate, which is owned by Environment Canterbury. However a secondary flapgate is considered necessary to prevent backflow if the existing flapgate fails in the future.
- 4.14. It was proposed to install a Wastop valve in the upstream manhole in Collins Drive (refer Figure 5 below).

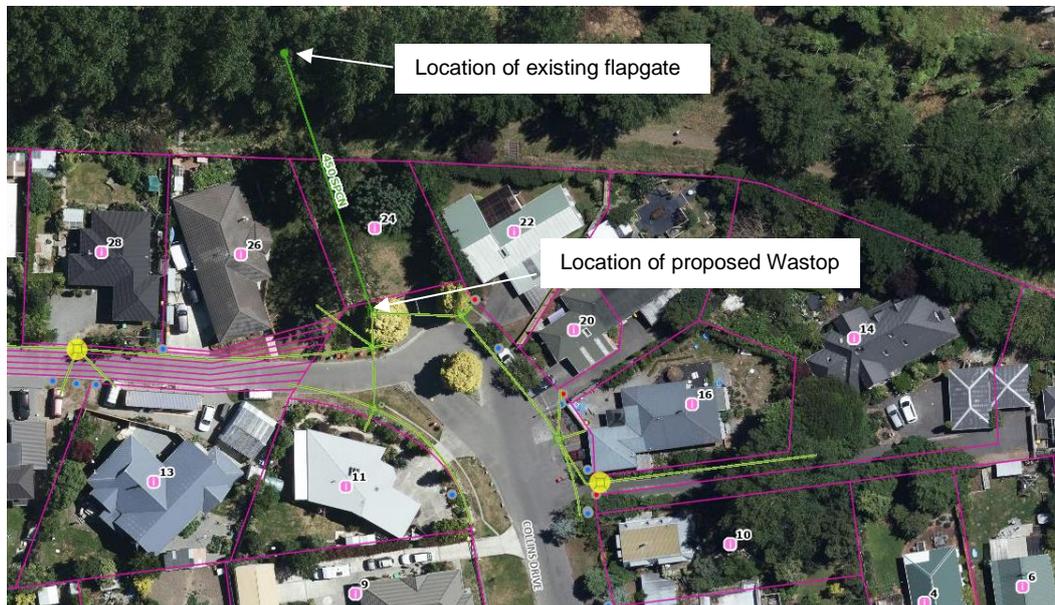


Figure 5 – Location of proposed Wastop valve in Collins Drive

- 4.15. A Wastop has been installed on the upstream end of the outlet pipe. These works were completed in July 2022.

Waikuku Beach Domain

- 4.16. An area of the Waikuku Beach Domain near the flying fox can experience ponded water for an extended period of time following significant rainfall events. The ponded water is stagnant with no outlet and can produce odour issues in the summer. This issue was experienced following the February 2018 and May 2021 events (refer Attachment i), however has not been as problematic following the more recent December 2021 and February 2022 events. The current condition of the area is shown in Figure 7 below.



Figure 7 – Area prone to ponding adjacent to the flying fox in the Waikuku Beach Domain

- 4.17. Work on progressing this investigation has been delayed due to internal resourcing constraints. The assessment work has recently recommenced and will cover an assessment of the following options:
- Filling of the low areas
  - Installing subsoil drainage
  - Converting area to a permanent wetland
  - Creating a bund around the western side
  - Installing a pipe to drain the low area
- 4.18. The output of this assessment will be a recommendation to the Greenspace team for their consideration.
- 4.19. An options assessment is currently being developed for this issue.

Reserve Road / Broadway Avenue & Kiwi Avenue

- 4.20. Flooding of two low lying garages, one in Broadway Avenue (just off Reserve Road) and one in Kiwi Avenue (refer Figure 8 below), have occurred in December 2021 and February 2022 events. Both these areas are serviced by two soak pits and there is no piped drainage system in this area (apart from the pipe under the road linking the two soakpits). The ground east of Reserve Road is lower than surrounding area so there is no defined secondary flow path.



Figure 8 – Location of flooding at the low points in Reserve Road/Broadway Avenue and Kiwi Avenue

- 4.21. Jetting and CCTV inspection of the pipes has been undertaken and a topographical survey has been completed.
- 4.22. Six soakpits were refurbished at 29 Kiwi Avenue, 14 Kiwi Avenue, 6 Macdonalds Lane and at the intersection of Cross Street and Reserve Road. These works were completed in May 2023.
- 4.23. An additional soakpit was installed at 16 Broadway Avenue in May 2023.

39 Kings Avenue

- 4.24. 39 Kings Avenue across from a wastewater pump station is at a low point and requires drainage, sewer and roading improvements.
- 4.25. The following drainage improvements are being investigated as part of the sewer improvement works at the Kings Avenue wastewater pumpstation.
  - Upgraded culvert across Kings Avenue upstream of the pumpstation
  - Replacement of an old sump with timber lid at No. 63 Kings Avenue
  - Physical barrier options such as kerb and channel alongside the pump station building
  - Upgrading driveway crossing culverts as required



*Figure 9 – Kings Avenue wastewater and water pumpstation and project area*

- 4.26. An additional budget of \$50,000 for design and construction was requested as part of the Drainage Staff Submission to the Draft 2023/24 Annual Plan (refer TRIM 230510067338). This budget was approved by Council for inclusion in the final 2023/24 Annual Plan.

*Northside Drive*

- 4.27. The property at 63 Northside Drive receives runoff from neighbouring properties which then ponds adjacent to the house. The flood team investigations have proposed extending and raising the bund along the northern boundary of the property.



*Figure 10 – Proposed bund modifications at 59 Northside Road.*

- 4.28. An additional budget of \$50,000 for design and construction was requested as part of the Drainage Staff Submission to the Draft 2023/24 Annual Plan (refer TRIM 230510067338). This budget was approved by Council for inclusion in the final 2023/24 Annual Plan.

**Implications for Community Wellbeing**

Some of the locations of flooding have had flooding in the past and some residents have had to make insurance claims for flood related damage. This has a potential implication on community wellbeing for these residents.

- 4.29. 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 directly affected by the investigation work, however they will have an interest in any future proposed works that may have an impact on waterways and rivers. Staff will update the Runanga at the executive meetings and where relevant on specific projects engage with Mahaanui Kurataiao (MKL).

At this stage it is expected that the Swindells Road Drainage Upgrade will be able to be carried out under existing consents. However, as this is a direct discharge to the Ashley River, we will specifically seek input from the Runanga via MKL on project design and construction aspects. All the other projects are effectively work on the existing network.

## 5.2. **Groups and Organisations**

Directly affected property owners will be consulted with on the proposed upgrades.

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

## 5.3. **Wider Community**

The wider community will be kept informed via the Council's website. A dedicated webpage has been set up for the recent flood events across the wider district, refer:

<https://www.waimakariri.govt.nz/services/water-services/flood-recovery>

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

### 6.1. **Financial Implications**

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

The following budgets were recently approved by Council for inclusion in the final 2023-24 Annual Plan (refer TRIM 230510067338):

- Kings Avenue - An additional budget of \$50,000 for design and construction was approved as part of the Drainage Staff Submission to the Draft 2023/24 Annual Plan.
- Northside Drive - An additional budget of \$50,000 for design and construction was approved as part of the Drainage Staff Submission to the Draft 2023/24 Annual Plan.

All other investigation and maintenance works is being undertaken from existing operational budgets.

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

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

Any proposed upgrading works will consider the potential impacts of climate change in terms of higher rainfall intensities and sea level rise.

### 6.3 **Risk Management**

There are no additional risks arising from the adoption/implementation of the recommendations in this report. The improvements implemented as a result of the drainage assessment identified will reduce the overall risk profile to Council and the community.

### 6.3 **Health and Safety**

The health and safety risks associated with undertaking this investigation work and with the development of proposed solutions will be managed by following standard Council processes.

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

## 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 sets out the power and responsibility of local authorities, including the Council's role in providing drainage services.

**7.3. Consistency with Community Outcomes**

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

- *There is a safe environment for all*
- *Core utility services are provided in a timely and sustainable manner*

**7.4. Authorising Delegations**

The Woodend-Sefton Community Board has delegation to receive this report as it relates to issues affecting the ward area.

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

**FILE NO and TRIM NO:** GOV-26-09-06/RES-04/230601081392

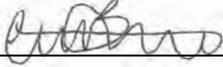
**REPORT TO:** WOODEND SEFTON COMMUNITY BOARD

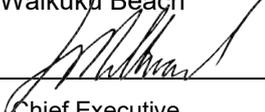
**DATE OF MEETING:** 12 June 2023

**AUTHOR(S):** Grant Stephens - Green Space Design and Planning Team Leader

**SUBJECT:** Park Terrace Berm Replacement Planting Plan – Waikuku Beach

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

  
\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to update the Woodend-Sefton Community Board regarding the results of the community consultation recently undertaken with the Waikuku Beach community about the proposed planting plan for the western Berm of Park Terrace, Waikuku Beach. This report also seeks approval from the Board of the proposed Waikuku Beach Park Terrace Berm Replacement Planting Plan (Trim: 230607083811) for implementation.
- 1.2. Following community consultation and approval by the Woodend-Sefton Community Board in April 2022, the macrocarpa hedge was recently removed. At the time of approval, a plan was provided to the Board showing a proposal for this area to be replanted with mixed native planting up to a height of 4 metres. The Board approved the removal and requested a plan to be brought to the community for consultation and back to the Board for approval.
- 1.3. Staff received feedback from members in the community that the previous consultation regarding the removal did not provide any weighting for members of the community and in particular the affected residents who live along Park Terrace. This plan was therefore taken out for consultation with the Waikuku Beach residents with a targeted letterbox drop and flyers left at significant community nodes such as the dairy and Community Hall. Of the seven responses received, all were in general support of the proposed native planting. Where possible, staff have taken feedback regarding the species, heights and location of this planting into account in the current proposed plan as discussed in the Issues and Options section of this report.
- 1.4. There is currently no budget specifically allocated to this replanting project however approval of the plan allows certainty which supports future allocation of budget towards this such as potentially from the Boards' General Landscaping Budget.

**Attachments:**

- i. Let's Talk - Waikuku Hedge Replanting (Trim: 230607083811 230601081397)
- ii. Waikuku Beach Park Terrace Berm Replacement Planting Plan Consultation Report (Trim: 230601081387)
- iii. Waikuku Beach Park Terrace Berm Replacement Planting Plan (Trim 230607083811).

## 2. **RECOMMENDATION**

**THAT** the Woodend Sefton Community Board:

- (a) **Receives** Report No. TRIM number. 230601081392
- (b) **Notes** the attached results of the community consultation (Trim: 230601081387) which concluded 24 May 2023 regarding the proposed native planting along Park Terrace.
- (c) **Notes** that seven responses were received, and all were in general support of native planting plan with minor changes as discussed and included where appropriate in the attached plan (Trim 230607083811)
- (d) **Approves** the implementation of the Waikuku Beach Park Terrace Berm Replacement Planting Plan (Trim 230607083811).
- (e) **Notes** that this report does not seek budget allocation towards this planting however approval of the plan allows future allocation of budget such as potentially from the Boards' General Landscaping Budget.

## 3. **BACKGROUND**

- 3.1 In May 2021 Greenspace staff were approached by residents of Park Terrace in Waikuku who had requested that the Macrocarpa hedge along that road be trimmed. The maintenance of this had in the past been carried out periodically by the Roding Department who manage the land that it is located on but recently the Greenspace Department had taken over the maintenance responsibility. The previous hedge as shown in the image below was located on Road Reserve and adjacent to and extended between 14 and 34 Park Terrace. It was approximately 250 m long, 6-8 metres high and 8-10 metres wide.



- 3.2 Staff had arranged for contractors in consultation with the Roding Department to undertake trimming of the hedge. This was to improve height aspects that residents had wanted addressed and to trim back the hedge facings on the roadside. The trimming work was due to commence but a resident requested that this be put on hold and that more in-depth consultation with affected residents be undertaken first.
- 3.1. Following community consultation and approval by the Woodend-Sefton Community Board in April 2022 the macrocarpa hedge was recently removed. At the time of approval, a plan was provided to the Board showing a proposal for this hedge to be replanted with mixed native planting up to a height of 4 metres. The Board approved the hedge removal and requested a plan to be brought to the community for consultation and back to the Board for approval.
- 3.2. While there has since been some disquiet among residents as to the decision to remove the hedge, it is important to note that the following report is not aimed to reopen that discussion but rather to find a suitable way forward to replant the area and replace some of the important functions the hedge previously provided such as shelter and privacy while also increasing the biodiversity and ecosystem function of the planting and reducing the need for ongoing maintenance.

#### 4. ISSUES AND OPTIONS

- 4.1. Staff spoke with Board Chair Shona Powell and member Ian Fong about the best way to undertake this consultation based on feedback from members in the community that the previous consultation on the hedge removal did not provide any weighting for members of the community and in particular affected residents who live along Park Terrace. It was determined that it was important to ensure that the residents who face the area are given a good opportunity to know about and give feedback on the planting of the area but also for residents of wider Waikuku to be able to give feedback should they be interested in this project. Therefore, staff created a 'Let's Talk' flyer (Attachment i) and undertook a letterbox drop to the residents facing the area with link to website and free post flyer. These were hand delivered to each property to ensure each property received one. Where residents were not home at the time and there was no letterbox, these were left in a prominent location -generally slotted into the front door.
- 4.2. Flyers were also provided to the local Dairy which acts an informal community node and placed on the wall in the community hall with the link to the website. This consultation was not posted about directly on the WDC facebook page (as the intent was mainly to hear just from Waikuku residents) but it was acknowledged that it would likely be shared among local Facebook community groups by people wanting to get the word out. As part of the feedback, respondents needed to provide a response as to if they were residents of Waikuku Beach. The responses have been attached in Attachment ii - Waikuku Beach Park Terrace Berm Replacement Planting Plan Consultation Report.
- 4.3. Overall there were seven respondents to this consultation and all indicated that they were residents who currently live/own property in Waikuku Beach. The results show support for the planting plan and native species suggested with a couple of minor exceptions in relation to particular species; the majority noted a preference for no Cordyline australis (cabbage trees) so this species will be removed from the list. One respondent requested the addition of Dodonea viscosa (Ake ake) however this was previously discounted as it has a moderate to high flammability rate.
- 4.4. Respondents were also asked about the height of the planting and whether they wanted to retain views in any parts. The responses were split with three of the seven wanting height change and the other four indicating a preference for consistent height for wind protection and to block particular views. Staff have looked at the plan and indicated sections at each end where planting could be lower allowing for better views without impacting those who wanted the higher planting for privacy/wind protection.

In the initial proposal there was space left for a grass berm. This was to allow for people to walk on that side of the road but also to provide safer access for ongoing maintenance. The consultation asked for feedback on this proposal and all seven commented. Of these, five wanted a grass berm and two wanted planting to come right to the roadside. There were a few comments regarding the grass berm which staff have noted below.

- Who will be maintain/mowing the grass berm?

Greenspace Response: This would be put into the Greenspace Maintenance Contract for ongoing maintenance so would not fall to the adjoining land owner.

- A footpath would be preferred to a grass berm.

Greenspace Response: There is currently no plan for a footpath nor budget available (\$25,000 – \$30,000) however the inclusion of a grass berm does not preclude this occurring in the future.

- The berm should be 1m wide as per the previous proposal otherwise it will be used for cars parking – damaging planting and the grass berm.

Greenspace Response: A 1 metre berm would be insufficient to allow safe maintenance on the road edge nor wide enough for safe passage should people wish to walk along this side. Staff acknowledge that a 2 metre berm could

encourage parking which is not the intent. Should parking along this berm become an issue, yellow lines and no parking signs can be utilised to prevent and enforce this at the time.

- There is over five meters of grass berm on the opposite side that is perfectly suitable for people to walk alongside the road. Crossing the road at the junction of Park Terrace and Bridge Street puts children on their way to and from the school bus at unnecessary risk.

Greenspace Response: While the grass berm would allow people to walk on the Western side of Park Terrace, as noted there is a five meter berm on the other side which pedestrians can use also. Both have advantages and disadvantages in terms of safety to users and this provides two options which people can choose which option is safest for their use.

4.5. Based on the above feedback, staff have adapted the initial proposal slightly to note the areas of lower planting at each end of Park Terrace and are seeking approval from the Board of this plan (Attachment iii) for implementation on site.

4.6. At this point, there is no current allocated budget for this planting however staff are aware of another report following this which seeks allocation of the Board's General Landscaping Budget. Should this plan be approved and budget allocated from the General Landscaping budget this would enable approximately a quarter of the planting to be undertaken immediately. Greenspace staff would then look to existing budgets within this and the coming financial year to fund the remaining work in a staged approach with the view of having this planted before the coming spring. While this report does not seek approval of specific budget to this project, having an approved plan would support allocation as it gives certainty to the project and the associated costs.

4.7. Staff have shown this plan to both the Roding and Drainage Teams who have both expressed support for the proposed planting.

4.8. **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. There is a high level of interest in this project within the community with the previous hedge being noted for providing shelter and privacy to residents. The replanting of this native planting will not only help replace these elements but also create an aesthetically pleasing space for the community which has a higher biodiversity function.

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

**5. COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community have been consulted as part of this process with the results discussed in detail within the Issues and Option section of this report. Seven responses were received with all in general support of the native replanting option

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report although this report does not seek to allocate specific budget toward the project. Rather, approval of the plan allows future allocation of budget towards the implementation of this plan, notably from the potential to allocate part of the Board's Annual General Landscaping Budget towards this project in an upcoming report.

Staff have estimated the cost of replanting to be approximately \$40,000. It is anticipated that should the Board allocate budget towards this project this would see approximately ¼ of this area planted. The remaining budget required could then be sourced from current operational budgets in a staged approach utilizing budget from this and the upcoming financial year. This would see the project completed by spring 2023.

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

The recommendations in this report do have sustainability and/or climate change impacts. The replanting of this area in natives will provide an enhanced ecosystem and biodiversity function to this space providing vital food and protection to both native and exotic flora and fauna. This is of particular note given its proximity to the Taranaki Stream.

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. This project requires work to be undertaken within Council reserves (and/or Road reserves) and in particular planting and the use of tools and/or machinery. If approved, staff would work to ensure that work was undertaken in a safe manner with an appropriate health and safety plan (Site Specific Safety Plan – SSSP) and traffic management plan. This would need to be approved prior to construction beginning 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**

Reserves Act 1977.

### 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**

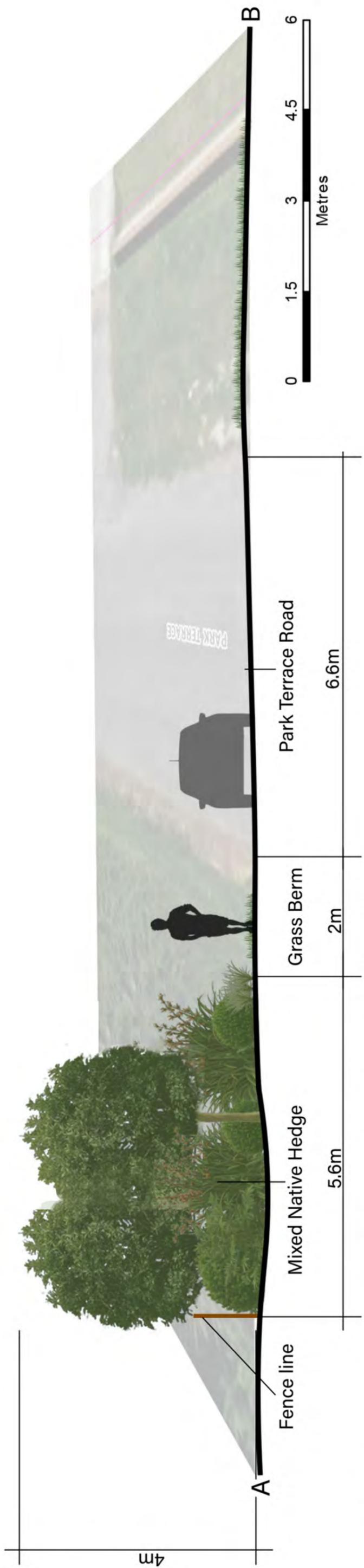
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.

#### **Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced**

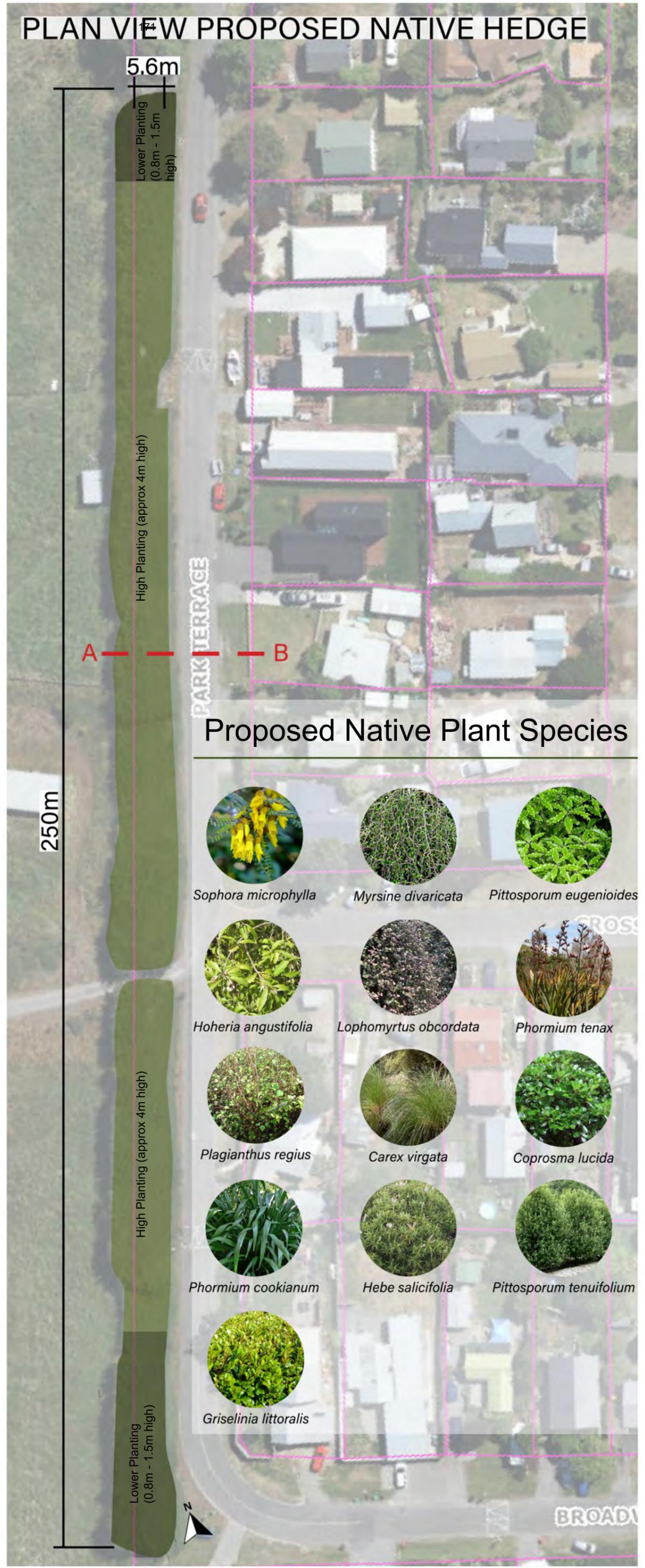
- Conservation, restoration and development of significant areas of indigenous vegetation and/or habitats is actively promoted

### 7.4. **Authorising Delegations**

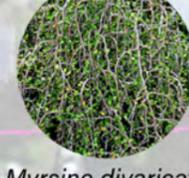
The Rangiora Ashley Community Board have the delegation to approve the recommendations within this report.



**Cross section - Proposed native hedge line**



**Proposed Native Plant Species**

- |   |  |   |   |   |
|---|--|---|---|---|
| <br><i>Griselinia littoralis</i>   | <br><i>Phormium cookianum</i> | <br><i>Plagianthus regius</i>      | <br><i>Hoheria angustifolia</i>  | <br><i>Sophora microphylla</i> |
| <br><i>Pittosporum tenuifolium</i> | <br><i>Hebe salicifolia</i>   | <br><i>Carex virgata</i>           | <br><i>Lophomyrtus obcordata</i> | <br><i>Myrsine divaricata</i>  |
| <br><i>Coprosma lucida</i>         | <br><i>Phormium tenax</i>     | <br><i>Pittosporum eugenioides</i> |   |   |



# LET'S TALK ABOUT SHELTERBELT REPLANTING - PARK TERRACE, WAIKUKU



Attention: Greenspace  
Let's Talk about - Waikuku Shelterbelt Replanting  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7400

Fold along line



Please seal on all sides with tape.

Fold along line



## WHAT DO YOU THINK?

Last month the macrocarpa shelterbelt along Park Terrace was removed.

The hedge was removed after consultation with the community regarding the ongoing maintenance costs of the shelterbelt.

Replacement planting will take place with approximately 1,300 low-growing native shrub and tree species planted on the site that was previously occupied by the hedge.

We want your feedback on our draft planting plan for Park Terrace. Visit [letstalk.waimakariri.govt.nz/waikukuhedge](http://letstalk.waimakariri.govt.nz/waikukuhedge) or return this form to have your say. Tell us what you think by 5pm Monday 22 May.

### Native hedge species



*Sophora microphylla*



*Myrsine divaricata*



*Pittosporum eugenioides*



*Hoheria angustifolia*



*Lophomyrtus obcordata*



*Phormium tenax*



*Cordyline australis*



*Carex virgata*



*Coprosma lucida*



*Phormium cookianum*



*Hebe salicifolia*



*Pittosporum tenuifolium*

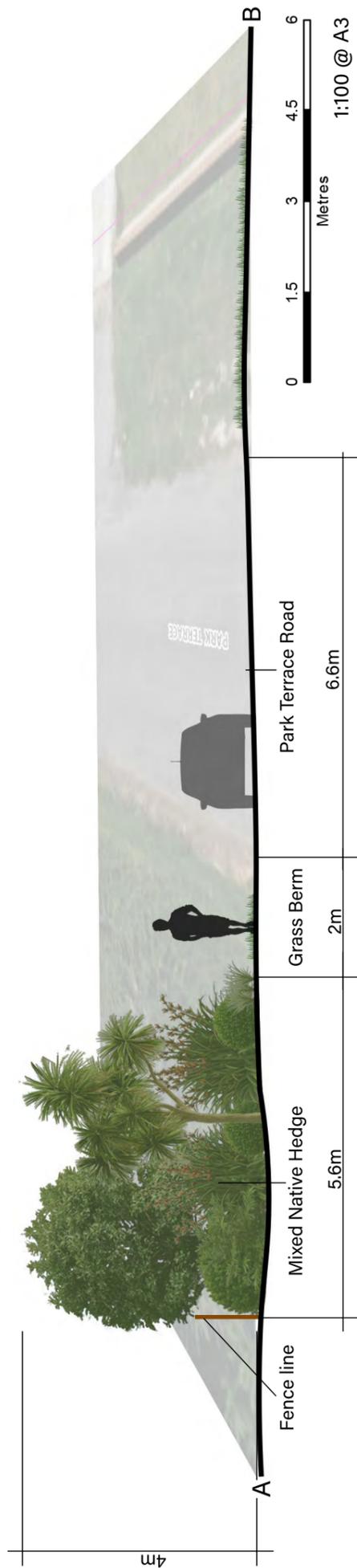


*Griselinia littoralis*



*Plagianthus regius*

Cross section - Proposed native hedge line



# SHELTERBELT REPLANTING - PARK TERRACE, WAIKUKU FEEDBACK FORM

Name: \_\_\_\_\_

Age: \_\_\_\_\_

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

**Q1. Are you a resident or do you own a property in Waikuku Beach?**

- Yes
- No

**Q2. What do you think about the species we've suggested in our draft planting plan? Are there any plants you would change or add?**

Please comment (Please feel free to add further pages inside)

**Q3. The cross section shows what these species would look like over time. Would you like the plants arranged like this across the whole space, or would you prefer a mixture of lower and higher areas to enable some views? What is the maximum height you'd like the plants to reach?**

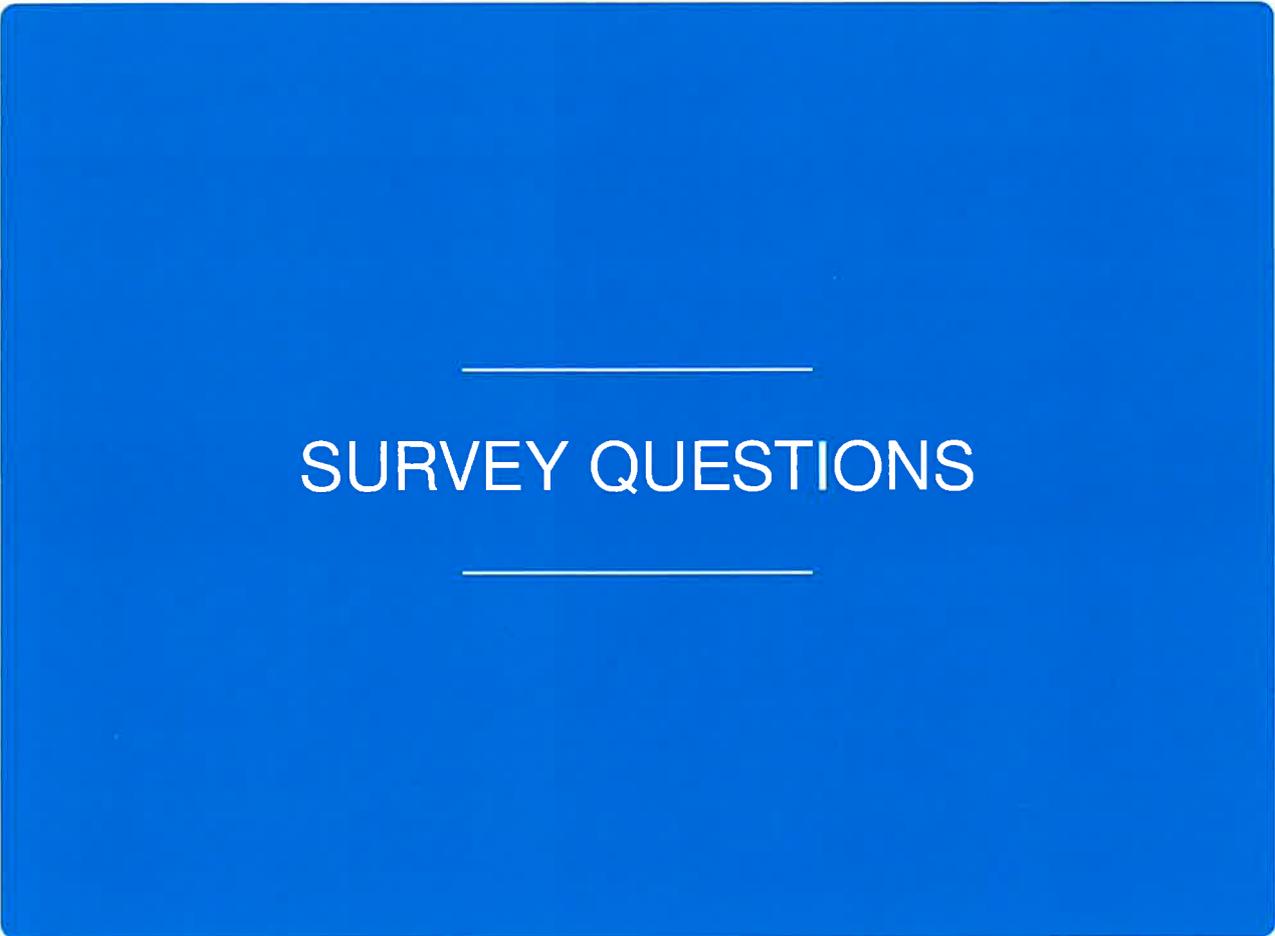
Please comment (Please feel free to add further pages inside)

**Q4. Do you like the idea of a grass berm to allow people to walk along this side of the road, or would you prefer the planting go right to the road edge? (choose one)**

- Grass berm for walking
- Planting to roadside

**Q5. Do you have any other feedback on our draft planting plan?**

Please comment (Please feel free to add further pages inside)



SURVEY QUESTIONS

# Tell us what you think

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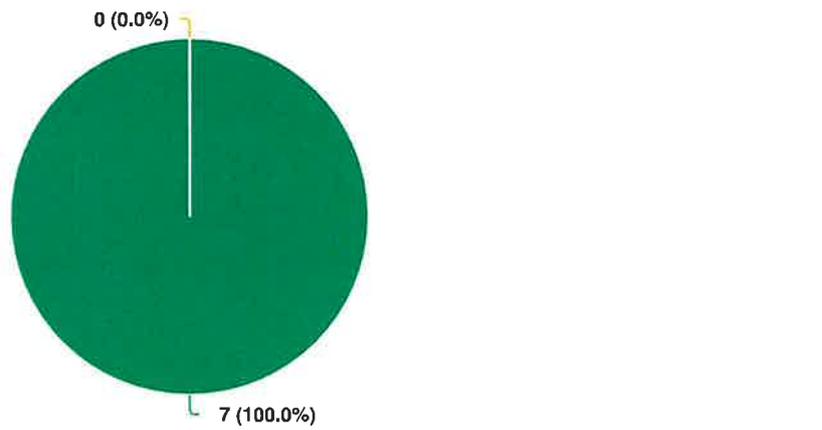
## **SURVEY RESPONSE REPORT**

21 February 2020 - 28 May 2023

### **PROJECT NAME:**

Shelterbelt Replanting - Park Terrace, Waikuku

**Q3 Are you a resident or do you own a property in Waikuku Beach?**



**Question options**

- Yes
- No

*Mandatory Question (7 response(s))  
Question type: Radio Button Question*

**Q4 What do you think about the species we've suggested in our draft planting plan? Are there any plants you would change or add?**

|                          |  |
|--------------------------|--|
| <p>5 15 12 11 10 4 1</p> | <p>Looks like a good selection of natives to me, however taller species should be planted as shown on the plan opposite so I don't have to look at the house in the wetland.</p>   |
| <p>5 14 12 11 10 4 1</p> | <p>Happy with the native species suggested.</p>  |
| <p>5 13 12 11 10 4 1</p> | <p>Would rather not have cabbage trees, as they drop their leaves, which will end up on the opposite side of the road. They can't be mulched, and are a menace to the mower - maybe another native of similar height. Please refer to your Council's organic waste policy - No flax or cabbage tree leaves.</p>                      |
| <p>5 12 11 10 4 1</p>    | <p>They look great. Not too many cabbage trees as they get so big, make a mess and look untidy when the old leaves aren't stripped off regularly. And not too many tall Pittos to obscure the beautiful view!</p>  |
| <p>5 11 10 4 1</p>       | <p>All ok, minimise the no. of cabbage trees</p>   |
| <p>5 10 11 10 4 1</p>    | <p>I would avoid Cordyline Australis. They're a nice plant but think when the leaves fall off they might pose an issue with drain blockages. Plenty of plants to attract native birds. There are often bellbirds and Tui around. My Favourite couces - Sophora Microphylla, Phormium Tenax, Myrsine Divaricata, Hebe Salicifolia</p> |
| <p>5 9 10 4 1</p>        | <p>Add Dodonaea viscosa - as it resistant to salinity, can be used for sandy soil bank stabilization along the open drain, is tolerant to strong winds and makes a good windbreak and decorative shrub.</p>  |

**Optional question** (7 response(s), 0 skipped)

**Question type:** Essay Question

**Q5 The cross section shows what these species would look like over time. Would you like the plants arranged like this across the whole space, or would you prefer a mixture of lower and higher areas to enable some views? What is the maximum height you'd like the plants to**

**reach?**

01/02/2023 10:04 AM

Mixture of lower and higher areas - particularly higher around the driveway access to the house in the wetland. Low at Broadway Avenue end to allow views down for all residents of Broadway. 2m max height in lower areas.

01/02/2023 10:04 AM

Opposite our property (16 Park Terrace) we would prefer height like the proposed option. We don't want a lower area to enable "views" across from our property. Our "view" looks directly into the house situated at 1 Waikuku Beach Road. We don't mind how the rest of the space along Park Terrace looks depending on what other property owners directly affected opt for. We would only opt for a grass berm if this is to be regularly mowed by the council (or would this fall into the same issue as the old macrocarpa hedge not being maintained?). We certainly don't wish to be responsible for mowing an additional grass berm. Maybe a shingle type pathway similar to the cycleway out of Waikuku could be a preferred option. We believe there should be some sort of pathway, not planting right to roadside.

01/02/2023 10:04 AM

Maximum height 5+m tall. Plants should be a mixture of plants across board - not a mixture of lower or higher areas. Plants selected will enable views

01/02/2023 10:04 AM

More low areas than high areas! Our new view is incredible and we are loving it. I would hate to now see that obscured by too many tall trees. The whole community now enjoys the evening sunsets with many people coming down our end to enjoy it & take photos.

01/02/2023 10:04 AM

Mixture of low & high. Max height 4m Lower shrub max height 1m. Ensure view shafts to the west are available.

01/02/2023 10:04 AM

Plants should be placed for minimum maintenance and allowed to grow thick and close together to allow shelter from SW and NW as best as possible. 3 - 4m maximum height.

01/02/2023 10:04 AM

As per option 3 that was previously selected as part of the hedge removal, the maximum height should be 4 metres. The plants should be arranged like that across the whole space. Any gaps or a further reduction in height would negate the shelter provided.

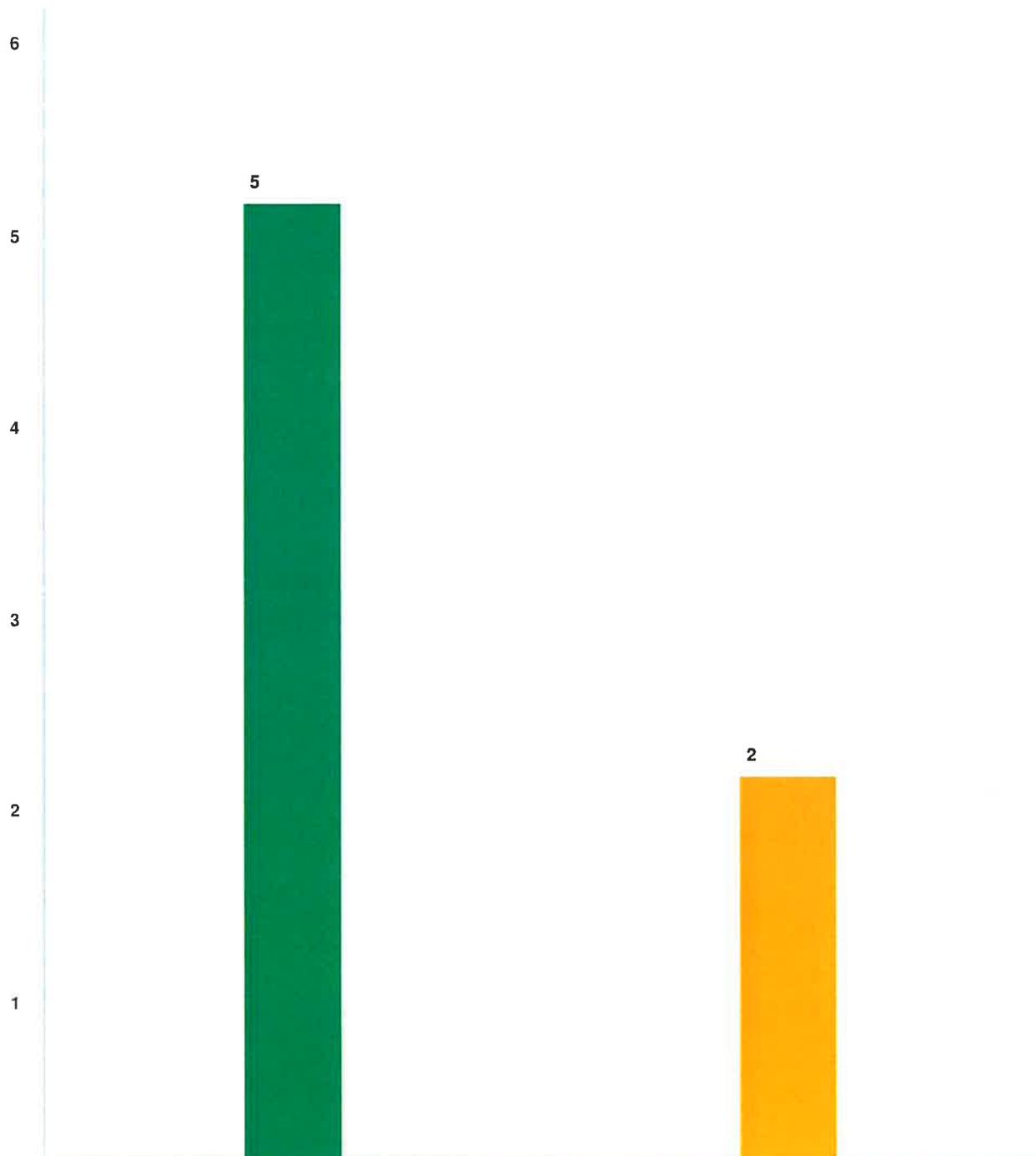
Tell us what you think : Survey Report for 21 February 2020 to 28 May 2023

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**Optional question** (7 response(s), 0 skipped)

**Question type:** Essay Question

**Q6 Do you like the idea of a grass berm to allow people to walk along this side of the road, or would you prefer the planting go right to the road edge?**



**Question options**

- Grass berm for walking  Planting to roadside

*Optional question (7 response(s), 0 skipped)*

*Question type: Checkbox Question*

**Q7 Do you have any other feedback on our draft planting plan?**

No other than that it is a great initiative.

Unfortunately we lost all privacy and shelter with the removal of the macrocarpa hedge - something we didn't opt for. Nor were we advised when the removal was actually taking place. We are unsure where the notification of removal went to. We only found out when family arrived to find tree removers and closed off streets and were then pointed to an article on Stuff. Council certainly know where to send our rates invoices to. Although we live in Nelson and our property is primarily a bach, our family are regularly there and we have guests who book it as a Bookabach. We need to be informed if disruption is happening that affects our property. Could you please look into why we didn't receive any notification. Again we are only aware of this survey because family visited the property and found the letter on site. Thanks kindly.

Grass berm for walking on shelter belt side. Will council be maintaining the berm and shelter belt after planting? Regular mowing, pruning and tidy up?

Footpath would be preferred due to the number of small children on this street & in the neighbourhood & the speed cars drive down here!

Continue the clearance and planting across the lagoon culvert. i.e. remove gorse etc.

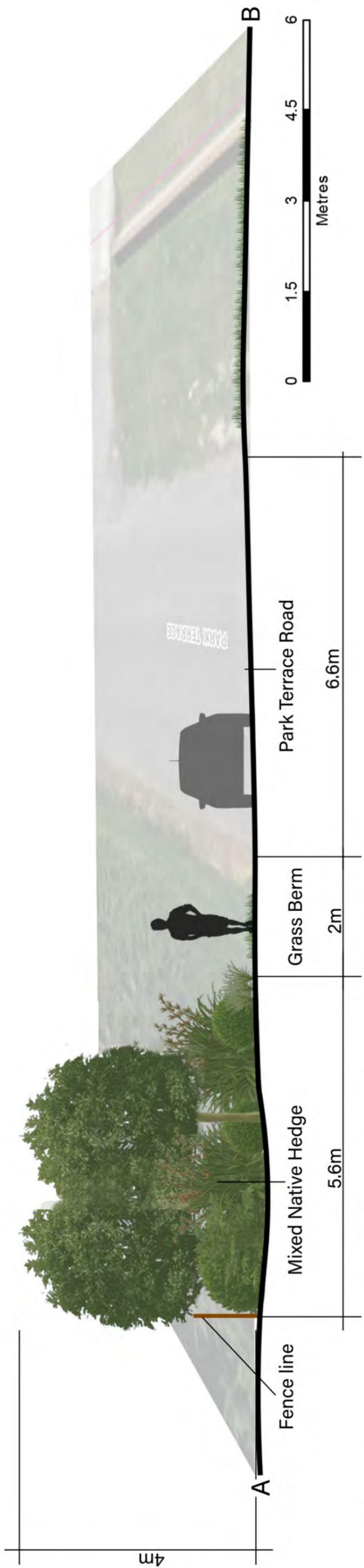
Grass berm - popular road for walkers. I think putting in natives is a great idea.

As per option 3 that was previously selected as part of the hedge removal. "A 1m wide grass strip will be kept between the road edge and the planted area to provide an area off the road that can be utilised for maintenance or general access. This would not be an official pedestrian walkway as it is narrow but would suit the rural character of the surrounds." If that is increased to 2m wide then there will be enough room for cars to park on it, damaging the planting and grass berm. There is over 5m of grass berm on the opposite side that

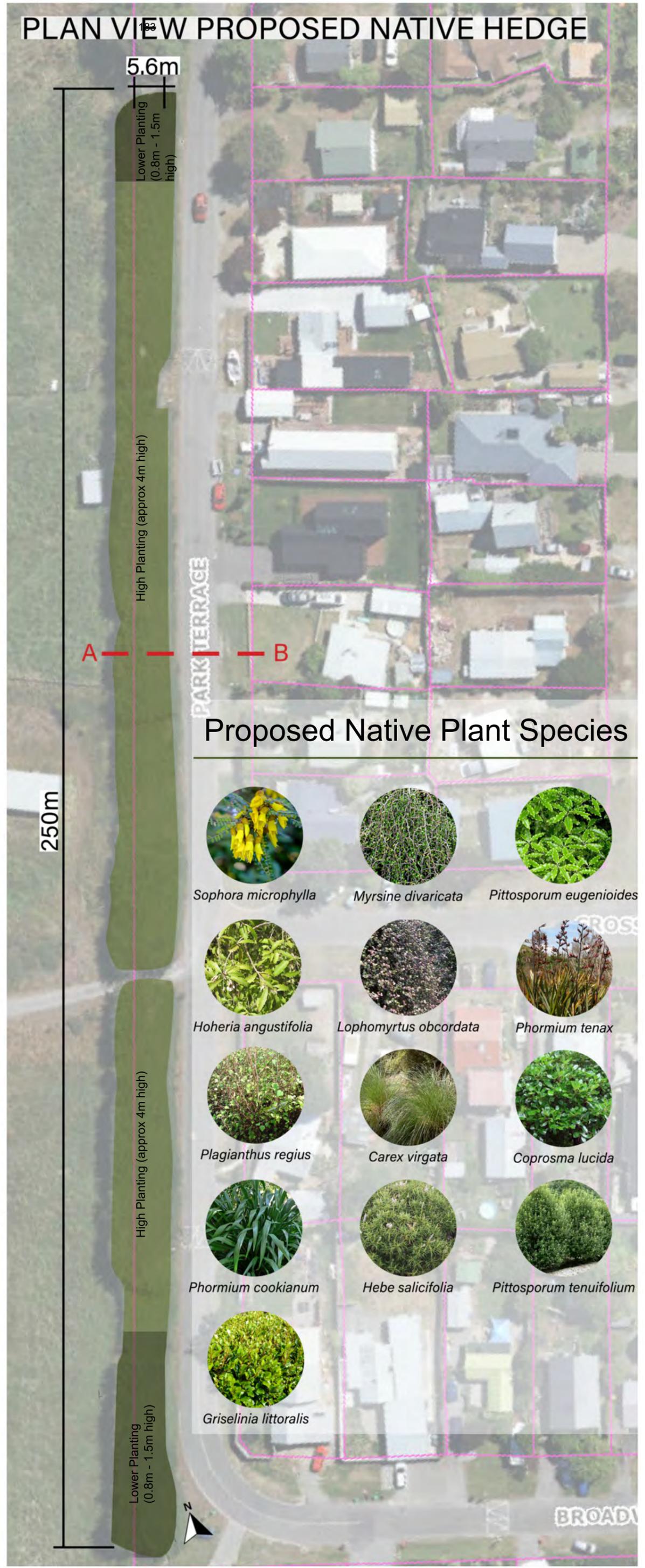
is perfectly suitable for people to walk alongside the road. Crossing the road at the junction of Park Terrace and Bridge Street puts children on their way to and from the school bus at unnecessary risk. I do not understand why this particular part of the original proposal has gone back for consultation, when the removal of the hedge never went back for consultation. Originally 29 people were in favour of removing the hedge and replacing it with native planting. Now that the hedge has gone those 29 people should not be allowed to change the planting plans that they previously voted for and agreed upon. Besides I know it doesn't matter what is said in any of these submissions as all the feedback will be completely ignored just like last time. It will simply come down to how many "friends" of the person who doesn't want to see the planting happen vote against it.

**Optional question** (7 response(s), 0 skipped)

**Question type:** Essay Question



**Cross section - Proposed native hedge line**



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

**FILE NO and TRIM NO:** 230530079669

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12 June 2023

**AUTHOR(S):** Hannah-Rose Belworthy, Landscape Architect

**SUBJECT:** Woodend-Sefton General Landscaping Budget

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

1.1. The purpose of this report is to provide information to the Board relating to two projects of interest to the Board for allocation of their General Landscaping Budget. These projects are:

- Gladstone Dog Park Shelter
- Native revegetation in area of previous hedge alongside Park Terrace, Waikuku Beach

1.2. The Woodend-Sefton Community Board have \$9,090 remaining to allocate within this financial year This is after allocating \$4,000 towards biodiversity planting at Waikuku Beach Pond. The native revegetation alongside Park Terrace, Waikuku Beach is estimated to cost \$40,000. The available \$9,090 would cover around a quarter of the planting and be a good start for the project. Should this be approved, this would be the full allocation of the budget available to the Board during this financial year leaving no remaining budget to allocate.

**2. RECOMMENDATION**

**THAT** the Woodend Sefton Community Board:

- (a) **Receives** Report No. 230530079669.
- (b) **Notes** the Board currently has \$9,090 available to allocate towards general landscaping projects within the Woodend Sefton ward.
- (c) **Notes** the previous report (Trim: 230601081392) updating the Board regarding the results of community consultation and seeking approval for the implementation of the proposed native planting plan for the area to the west of Park Terrace, Waikuku Beach.
- (d) **Approves** the allocation of \$9,090 towards the native revegetation in area of previous hedge alongside Park Terrace, Waikuku Beach.

**3. BACKGROUND**

3.1. The General Landscaping Budget is a discretionary sum the Community Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Woodend Sefton ward. Projects have included; seating, planting, local walkway projects, town centre enhancement, the entrance sign at Waikuku Beach and the

Woodend War Memorial. In the past years the Woodend Sefton Community Board have allocated funds to a range of different projects. These include;

- \$1,600 – Dog Bin and Bag Dispenser
- \$2,800 – Tuhaitara Trust Seat
- \$5,000 – Woodend War Memorial

- 3.2. The Woodend-Sefton Community Board have allocated the following funding to projects in the community which are still being implemented:

| Project Description         | Status  | Budget Allocated |
|-----------------------------|---|------------------|
| Woodend Beach Entrance Sign | Design of signs underway                                  | \$5,330          |
| Welcome to Woodend Signs    | Quotes of preferred sign designs being sought.            | \$12,810         |
| Owen Stalker Park Signs     | Pending implementation                                    | \$3,500          |
| Waikuku Beach Pond          | Awaiting for Green Philanthropy fund to become available. | \$4,000          |
| <b>Total</b>                |   | <b>\$25,640</b>  |

- 3.3. There is currently **\$9,090** yet to be allocated within this financial year.
- 3.4. At the December 2022 board meeting staff ran a workshop to inform the Woodend-Sefton Community Board on their General Landscaping Budget. This included information for the Board about what had previously spent and current budget and aimed to identify potential projects the Board may be interested in pursuing. As a response to this workshop, the Board requested a detailed report on various projects to decide on where funds should be spent.
- 3.5. In April 2023, staff presented a report (TRIM: 230324041274) to the Woodend-Sefton Community Board with options to spend their general landscaping budget on the following projects:
- Sefton Domain Entrance beautification on Vaughn Street
  - Community Historic information board(s)
  - Riparian Planting at Waikuku Beach pond.

Two actions were raised at the meeting:

- 3.5.1. The Community Board approved the allocation of \$4,000 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund.
  - 3.5.2. Requested staff to bring back a report in relation to replanting the Waikuku beach hedge, and costings of equipment and shelter at the Gladstone Dog Park in conjunction with the Menzshed.
- 3.6. On 21 April 2023, staff meet the MenzShed and Lions Club at Gladstone Dog Park to discuss the potential build of a shelter similar to those built at Rangiora Dog Park.
- 3.7. In April 2023, the 250 metre long hedge at Waikuku Beach was removed. This created large discussion points amongst residents and neighbouring properties adjacent to the hedge.

**4. ISSUES AND OPTIONS**

4.1. Staff have researched the two recommended available options for General Landscaping Budget expenditure below:

**Gladstone Dog Park Shelter**

4.2. The Gladstone Dog Park was completed in 2017. The soil conditions on site are sandy. This means grass strike and plant growth have struggled to establish within the park creating patchy vegetation with limited shelter. It also means the soil is great for dogs to dig creating hazardous potholes which the Council’s Operations team maintain and fix.

4.3. To enhance the dog park, it has been suggested by local residents and the Woodend-Sefton Community Board that a new shelter built by the local Menzshed would be a fantastic asset to the Dog Park. A shelter similar to Rangiora Dog Park would give shelter from the sun and rain, and also create a space for people to socialise and rest.

4.4. Staff met with the Lions Club who built the Rangiora Dog Park shelter along with the local Menzshed to discuss the possibility of building the same shelter at Rangiora Dog park in Gladstone Dog park. Both parties expressed their interest in building the shelter as a collaborative project between the two clubs. This would allow the experienced Lions Club to support the Menzshed who are used to building less complicated structures.

4.5. Quentin de Hamel (Lions Club representative) presented this project to the wider Lions Club to ask for their commitment and support in this project. Quentin has yet to hear back from the club but believes the club will want to be involved and \$9,090 will cover the costs for one shelter. At this stage the break down costs for one shelter have not been finalised as the support and commitment from the clubs needs to be confirmed before the project can progress.

4.6. Example of Rangiora Dog Park shelter below:



4.7. Pros, Cons, and Issues/considerations discussed below:

| Pros  | Cons   | Issues / considerations  |
|---|--|--|
| <ul style="list-style-type: none"> <li>- Great enhancement to the Gladstone Dog Park</li> </ul> | <ul style="list-style-type: none"> <li>- It is not confirmed if Lions &amp; Menzshed is committed to the project.</li> </ul> | <ul style="list-style-type: none"> <li>- It has been indicated that \$9,090 would only achieve 1 shelter. This could be contentious between the separated small and large dog</li> </ul> |

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>- Good collaboration project between local clubs</li> <li>- Solves existing issues around limited shelter.</li> </ul> | <ul style="list-style-type: none"> <li>- It will be a longer process working with the community groups and possibility take around 1 year to build.</li> </ul> | <p>areas. Which area will receive a shelter and which area does not?</p> <ul style="list-style-type: none"> <li>- It is likely the clubs will commit to this project, however there is a risk that they clubs may pull out creating a false expectation to the community.</li> <li>- A building consent maybe required.</li> </ul> |
|--|--|--|

**Native revegetation in area of previous hedge alongside Park Terrace, Waikuku Beach**

- 4.8. The macrocarpa hedge along Park Terrace at Waikuku Beach was removed in April 2023. The hedge was removed after consultation with the community regarding the ongoing maintenance costs of the shelterbelt.
- 4.9. It is planned that the macrocarpa hedge is to be replaced with a mixture of native plants. This includes approximately 1,300 low-growing native shrub and tree species.
- 4.10. Staff engaged with the affected residents and handed out 'Let's Talk' flyers to receive feedback on the proposed replanting of the shelterbelt hedge. A report is going to the June 2023 Woodend-Sefton Community Board meeting to seek approval on the proposed replanting after receiving feedback from the affected residents.
- 4.11. Staff estimated that the total cost to replant the area with native revegetation will be approximately \$40,000. Currently there is no set budget to deliver this project. If the Woodend-Sefton Community Board were to allocate \$9,090 towards the replanting, it would cover almost a quarter of the job (60 metres of planting).
- 4.12. The proposed planting will create future annual costs associated for maintenance. The costs for maintaining the native vegetation and mowing the lawns will be significantly lower than the annual costs of maintaining the previous hedge which is estimated at \$10,000-\$15,000 every 18months. Also in time, the maintenance costs of the native planting should reduce once they are established. Maintenance work would be completed under existing Greenspace Operational Budget.
- 4.13. The proposed area of replanting is show below if Woodend-Sefton Community Board were to allocate \$9,090.



## 4.14. Pros, Cons, and Issues/considerations discussed below:

| <b>Pros</b>  | <b>Cons</b>   | <b>Issues / considerations</b>   |
|--|---|--|
| <ul style="list-style-type: none"> <li>- Beginning the planting will meet expectations set by residents engaged in this project and will show Council is taking responsibility.</li> <li>- The plants will take years to fully establish so the sooner plants are in the ground the better.</li> <li>- There is currently no set budget to achieve this project so using the General Landscaping Budget is a great start.</li> </ul> | <ul style="list-style-type: none"> <li>- Replanting the area will create future annual costs associated for maintenance, however this cost is lower than the previous maintenance cost to the macrocarpa hedge and over time maintenance will reduce</li> </ul> | <ul style="list-style-type: none"> <li>- The \$9,090 will only cover a quarter of the replanting. If planting were to begin on the Northern end as indicated, there maybe upset residents toward the southern end of the street which will be planted at a later date.</li> <li>- Planting in sections (instead of planting the whole strip at once) may look odd or unfinished for the first 1-3years.</li> </ul> |

4.15. Greenspace Staff have spoken with both the Roading and the Drainage teams and confirmed they are supportive of the proposed planting of this area.

4.16. In summary, considering the two options of Gladstone Dog Park Shelter and Native revegetation alongside Park Terrace, Waikuku Beach, staff recommend that the Woodend Sefton Community Board considers allocating \$9,090 from their General Landscaping budget towards the native revegetation alongside Park Terrace, Waikuku Beach.

There is a clear desire from the community to replant the along Park Terrace with native revegetation. Staff recommend that further discussions with the Lions club and Menzshed is needed before the board decides on allocating budget towards a dog shelter.

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

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

4.17. 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.

Staff have engaged with the Woodend/Pegasus Menzshed and local Lions club to build a shelter for Gladstone Dog Park. Both groups are interested but have not formally committed to taking on this project.

### **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.

Council have received feedback from a number of local residents on how we can improve Gladstone Dog park. Building a shelter at the park will address a lot of the current issues raised by the public.

The removal of Waikuku Hedge along Park Terrace has affected the local residents within Waikuku Beach community. There is now an expectation that this area will be replanted with native species. It is at Council's best interest to complete the planting as soon as possible.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report. This budget is included in the Annual Plan/Long Term Plan as the Woodend Sefton General Landscaping Budget. There is \$9,090 remaining to allocate to projects within this financial year. Staff recommends the Board allocates \$9,090 towards the native revegetation alongside Park Terrace, Waikuku Beach.

- 6.1.1. Staff have estimated that the total cost of planting the area with native species will be approximately \$40,000. Currently there is no set budget to complete this work. There is \$9,090 budget remaining in Woodend Sefton General Landscaping Budget this would cover almost a quarter of the replanting (60m of planting). The outstanding \$30,910 would need to be sourced from other Greenspace budgets.

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

The recommendations in this report do have sustainability and/or climate change impacts. There will be a positive impact on the environment with the replanting of native species. This is a great opportunity to increase indigenous vegetation and habitats that support indigenous fauna within our reserves.

### **6.3 Risk Management**

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

### **6.3 Health and Safety**

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

All projects require work to be undertaken within Council reserves (and/or Road reserves) and in particular holes being dug and the use of tools and/or machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning 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 and the Reserves Act 1977, and Greenspace staff will determine any specific legislation which is relevant and ensure that consultation falls within that legislation.

### **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*

- There is a wide variety of public places and spaces to meet people's needs
- 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

*There are areas of significant indigenous vegetation and habitats that support indigenous fauna*

- Conservation, restoration and development of significant areas of vegetation and/or habitats is actively promoted.

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

The Woodend Sefton Community Board have the delegated authority to approve the allocation of the Woodend Sefton General Landscaping Budget.

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

**FILE NO and TRIM NO:** RDG-26/ GOV-26-09-06/ 230531080311

**REPORT TO:** WOODEND - SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12 June 2023

**AUTHOR(S):** Scott Morrow Rates Officer – Property Specialist

**SUBJECT:** Road Naming – New Style Homes Limited

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

\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. This report seeks a decision by the Woodend - Sefton Community Board to approve a new road name as part of a residential subdivision in Woodend.
- 1.2. The land being developed is Lot 4 DP 42925 which is known as 44 Eders Road, Woodend and will be subdivided into approximately nine new lots.

**Attachments:**

- i. Plan of the subdivision showing the new road to be named. (Trim 230531080265)
- ii. Waimakariri District Council Policy for Road Naming. (Trim 120712043907)
- iii. Pre-approved Road Naming List for Woodend - Sefton. (Trim 221026186036)

**2. RECOMMENDATION**

**THAT** the Woodend - Sefton Community Board:

- (a) **Receives** Report No. 230531080311.
- (b) **Approves** one of the following proposed road names for the new private Right of Way on Lot 4 DP 42925 as shown on the attached plan:
  - Jecasta Lane (Pvt) or
  - Larkin Lane (Pvt) or
  - Onika Lane (Pvt)
- (c) **Notes** that the Community Board may replace any proposed name with a name of its choice.

**3. BACKGROUND**

- 3.1 The developer, New Style Homes Limited is undertaking a residential subdivision of approximately nine new lots on 44 Eders Road, Woodend.
- 3.2 There is only one road to be named which is for a private Right of Way that will service approximately nine new lots.

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

- 4.1. The Developer has provided three road name options to be considered to for the private Right of Way as part of the development. These names were not taken from the list of pre-approved road names.
- 4.2. The names provided by the Developer are said to be distinctive and different, however have no historical connection to the Woodend area. The name Jecasta comes from classical mythology, who was the Queen of Thebes and it is a female given name. Larkin is a family name that has ties to Gaelic history but boasts esteem and noble charm. The Onika is a Sanskrit name of West African origins meaning courageous.
- 4.3. The names as provided by the Developer are taken to be spelt correctly and have not been investigated by staff.
- 4.4. The Council's Road Naming Policy also states that a private road can be named if it has a minimum of four lots with access.
- 4.5. The names proposed by the Developer are not the same or similar to any existing road name in the District.
- 4.6. Whilst the Developer has provided their preferred choice the new road name, the Woodend - Sefton Community Board has the option to approve one of the names as proposed or choose an alternative name from the list of pre-approved of road names.

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

- 4.7 There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8. The Management Team has reviewed this report.

#### 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. It has been noted that the Council's Road Naming Policy is due to be reviewed in 2023 with a view to engage with Mana Whenua going forward.

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

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

##### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, the proposed name does have some local significance to the area.

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

##### 6.1. **Financial Implications**

The developer will meet the cost of the new road name blades or signage for the development.

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

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

##### 6.3 **Risk Management**

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

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

Local Government Act 1974 sec 319 (1) (j)

The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

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

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

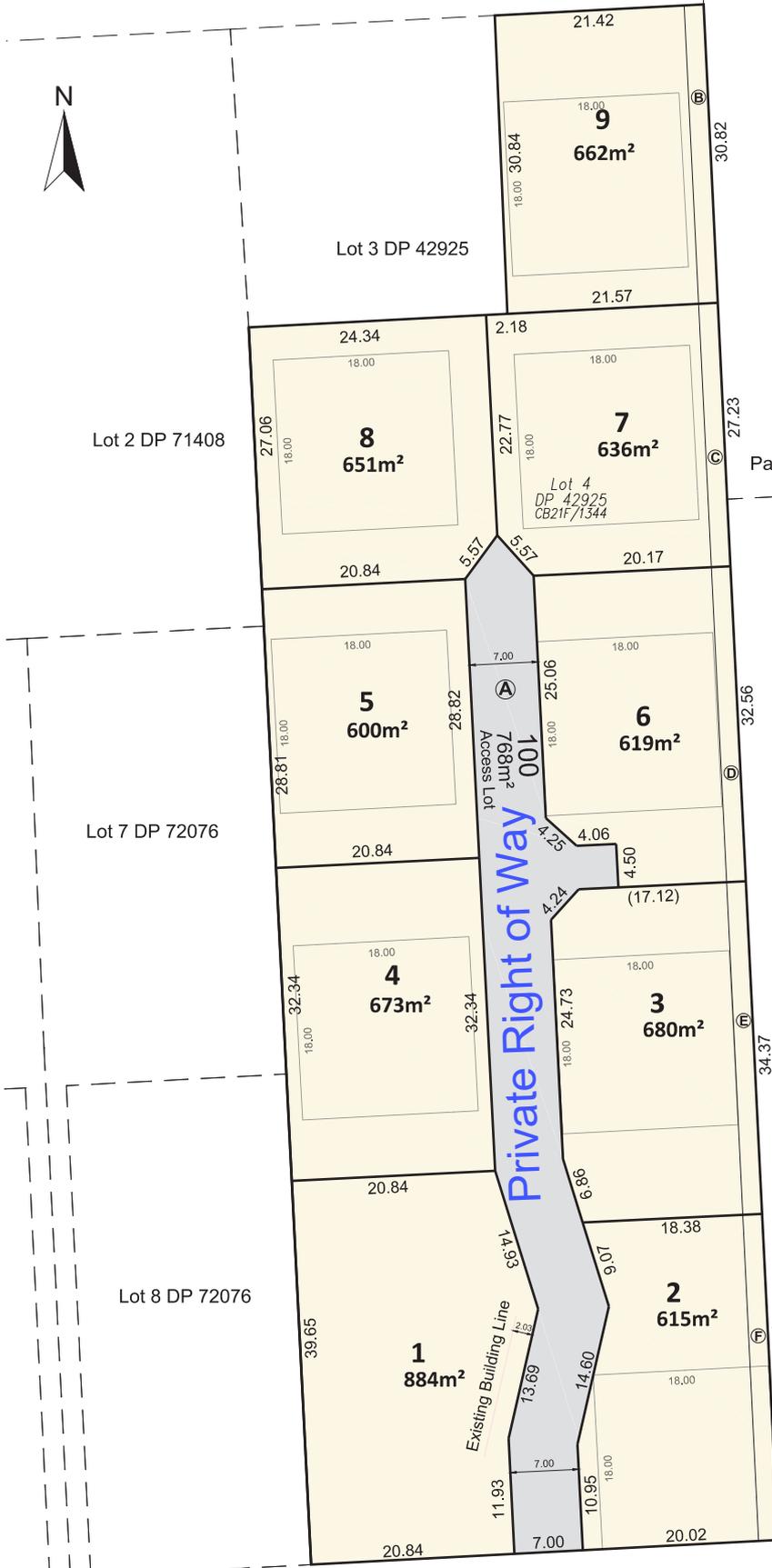
### 7.4. **Authorising Delegations**

The Woodend - Sefton Community Board has the delegated power on behalf of the council to approve the naming of new roads.

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**PARSONAGE ROAD**  
Legal Road - Sealed (20.12m wide)



| MEMORANDUM OF EASEMENTS  |               |       |                          |
|--|---------------|-------|--------------------------|
| NATURE   | BURDENED LAND |       | BENEFITED LAND / GRANTEE |
|  | LOT NO        | SHOWN |                          |
| RIGHT OF WAY, RIGHT TO DRAIN SEWAGE & WATER, RIGHT TO CONVEY WATER ELECTRICITY, TELECOMMUNICATIONS | Lot 100       | A     | Lots 3-8                 |
| EXISTING EASEMENTS   |               |       |                          |
| NATURE   | BURDENED LAND |       | DOCUMENT                 |
|  | LOT NO        | SHOWN |                          |
| RIGHT TO DRAIN SEWAGE  | Lot 9         | B     | TE 463218.3              |
|  | Lot 7         | C     |                          |
|  | Lot 6         | D     |                          |
|  | Lot 3         | E     |                          |
|  | Lot 2         | F     |                          |

| AMALGAMATION CONDITION  |
|---|
| Lot 100 (Legal Access) hereon be held as to six undivided one-sixth shares by the owners of Lots 3 - 8 hereon as tenants in common in the said shares and that individual titles be issued in accordance therewith. |

**WAIMAKARIRI DISTRICT COUNCIL**  
- APPROVED APPLICATION -  
RC215359 & RC215551  
APPROVED by Authorised Officer  
Ian Carstens 1/10/2021

Part Lot 1 DP 1318

Part Lot 1 DP 1318

**EDERS ROAD**  
Legal Road - Sealed (20.12m wide)

|         |        |             |            |
|---------|--------|-------------|------------|
| A       | 02/21  | Scheme Plan | RB         |
| / issue | / date | / reason    | / approved |

CAD ref: 40964 - 301a.dwg



**Lots 1 - 9 Being a Subdivision of**  
**Lot 4 DP 42925**

|             |         |              |            |
|-------------|---------|--------------|------------|
| / design    | / drawn | / QA check   | / dwg      |
| JC          | MH      | JC           | <b>301</b> |
| / scale @A3 | / date  | / file       | / issue    |
| 1:500       | 02/21   | <b>40964</b> | <b>A</b>   |

## POLICY

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### *Roads and Streets*

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## NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

### 1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

### 2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

### 3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

### 4 Policy Statement

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road".
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

## **POLICY**

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### ***Roads and Streets***

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#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

#### **4.8 Naming of streets in new subdivisions:**

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

#### **4.9 Approval Criteria and Weighting**

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

| *Road Type | Abbreviation | Description   | Open ended | Cul-de-sac | Pedestrian only |
|------------|--------------|---|------------|------------|-----------------|
| Alley      | Aly          | Usually narrow roadway in a city or town.   | √          | √          |                 |
| Arcade     | Arc          | Covered walkway with shops along the sides.   |            |            | √               |
| Avenue     | Ave          | Broad roadway, usually planted on each side with trees.   | √          |            |                 |
| Boulevard  | Blvd         | Wide roadway, well paved, usually ornamented with trees and grass plots.  | √          |            |                 |
| Circle     | Cir          | Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.                           |            | √          |                 |
| Close      | Cl           | Short enclosed roadway.   |            | √          |                 |
| Court      | Crt          | Short enclosed roadway, usually surrounded by buildings.  |            | √          |                 |
| Crescent   | Cres         | Crescent shaped roadway, especially where both ends join the same thoroughfare.                                   | √          |            |                 |
| Drive      | Dr           | Wide main roadway without many cross-streets  | √          |            |                 |
| Esplanade  | Esp          | Level roadway along the seaside, lake, or a river.  | √          |            |                 |
| Glade      | Gld          | Roadway usually in a valley of trees.   | √          | √          |                 |
| Green      | Grn          | Roadway often leading to a grassed public recreation area   |            | √          |                 |
| Grove      | Grv          | Roadway that features a group of trees standing together.   |            | √          |                 |
| Highway    | Hwy          | Main thoroughfare between major destinations.   | √          |            |                 |
| Lane       | Lane         | Narrow roadway between walls, buildings or a narrow country roadway.  | √          | √          | √               |
| Loop       | Loop         | Roadway that diverges from and rejoins the main thoroughfare.   | √          |            |                 |
| Mall       | Mall         | Wide walkway, usually with shops along the sides.   |            |            | √               |
| Mews       | Mews         | Roadway in a group of houses.   |            | √          |                 |
| Parade     | Pde          | Public roadway or promenade that has good pedestrian facilities along the side.                                   | √          |            |                 |
| Place      | Pl           | Short, sometimes narrow, enclosed roadway.  |            | √          |                 |
| Promenade  | Prom         | Wide, flat walkway, usually along the water's edge.   |            |            | √               |
| Quay       | Qy           | Roadway alongside or projecting into water.   | √          | √          |                 |
| Rise       | Rise         | Roadway going to a higher place or position.  | √          | √          |                 |
| Road       | Rd           | Open roadway primarily for vehicles.  | √          |            |                 |
| Square     | Sq           | Roadway which generally forms a square shape, or an area of roadway bounded by four sides.                        | √          | √          |                 |
| Steps      | Stps         | Walkway consisting mainly of steps.   |            |            | √               |
| Street     | St           | Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides. | √          |            |                 |
| Terrace    | Tce          | Roadway on a hilly area that is mainly flat.  | √          | √          |                 |

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

| Road Type Cont... | Abbreviation | Description                   | Open ended | Cul-de-sac | Pedestrian only |
|-------------------|--------------|-------------------------------|------------|------------|-----------------|
| Track             | Trk          | Walkway in natural setting.   |            |            | √               |
| Walk              | Walk         | Thoroughfare for pedestrians. |            |            | √               |
| Way               | Way          | Short enclosed roadway.       |            | √          | √               |
| Wharf             | Whrf         | A roadway on a wharf or pier. | √          | √          | √               |

*\*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

#### 5 Links to other policies and community outcomes

This policy should be read in conjunction with:

- 5.1 *Local Government Act 1974 s319(j).*
- 5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.
- 5.3 Community Outcome:

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

- 5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

#### 6 Adopted by and date

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

#### 7 Review

Review every six years or sooner on request.

**PRE-APPROVED NEW ROAD NAME LIST FOR WOODEND-SEFTON COMMUNITY BOARD**

| <b>Board</b> | <b>Historic Names</b>                | <b>Reference</b>  |
|--------------|--------------------------------------|---|
| WSCB         | <b>Betty Wright</b>                  | Farming family in Ravenswood  |
| WSCB         | <b>Brockenhurst</b>                  | Farm where Ravenswood is located (name to be used in conjunction with development on pegasus side of SH@ where farm was situated) |
| WSCB         | <b>Catherine</b>                     |   |
| WSCB         | <b>Catton (Eleanor)</b>              | Novelist  |
| WSCB         | <b>Cooper (Anton)</b>                | Top New Zealand Cyclist   |
| WSCB         | <b>Corlett (Alfred)</b>              | Early settler in Woodend  |
| WSCB         | <b>Crawford</b>                      | Serviceman from the WWII  |
| WSCB         | <b>Curnick</b>                       | Serviceman from the 19-14 war   |
| WSCB         | <b>Dearbridge</b>                    | Charles Dearbridge Board in Herefordshire in England and farmed property in Woodend   |
| WSCB         | <b>Dellow (Rev John)</b>             | Methodist minister at Woodend   |
| WSCB         | <b>Drake</b>                         | Serviceman from the WWII  |
| WSCB         | <b>Ealgeson</b>                      | Serviceman from the WWII  |
| WSCB         | <b>Field</b>                         | Serviceman from the WWII  |
| WSCB         | <b>Frame (Janet Paterson)</b>        | Author  |
| WSCB         | <b>Graham</b>                        | Serviceman from the WWII  |
| WSCB         | <b>Gregg</b>                         | Serviceman from the WWII  |
| WSCB         | <b>Haslam (Rev JF)</b>               | Methodist minister at Woodend   |
| WSCB         | <b>Hayman</b>                        | Serviceman from the 19-14 war   |
| WSCB         | <b>Herridge</b>                      | Fred Herridge Farmer Clergyman  |
| WSCB         | <b>Hulme (Keri-Ann Ruhi)</b>         | Novelist and Poet   |
| WSCB         | <b>Joughin (Rev Thomas Alfred)</b>   | Wesleyan Methodist minister   |
| WSCB         | <b>Kotua (Rau)</b>                   | An early resident of Woodend  |
| WSCB         | <b>Lacebark</b>                      | Native Plant  |
| WSCB         | <b>Lancewood</b>                     | Native Plant  |
| WSCB         | <b>Lemonwood</b>                     | Native Plant  |
| WSCB         | <b>Leunens (Christine )</b>          | Novelist  |
| WSCB         | <b>Lovegrove</b>                     | Woodend family  |
| WSCB         | <b>Mahy (Margaret)</b>               | Author of Children's and Young Adult books  |
| WSCB         | <b>Mander (Jane)</b>                 | Novelist  |
| WSCB         | <b>McConachey</b>                    | Serviceman from the WWII  |
| WSCB         | <b>McMillan</b>                      | Catherine McMillan - postmistriss for Saltwater Creek settlement  |
| WSCB         | <b>Morriss</b>                       | Serviceman from the 19-14 war   |
| WSCB         | <b>Olearia</b>                       | Plant   |
| WSCB         | <b>Parker</b>                        | Serviceman from the WWII  |
| WSCB         | <b>Pateman</b>                       | Edward C Pateman Farmer of Beaconsfield Farm Woodend  |
| WSCB         | <b>Platt</b>                         | Serviceman from the WWII  |
| WSCB         | <b>Ribbonwood</b>                    | Native Plant  |
| WSCB         | <b>Robertshaw</b>                    | Serviceman from the WWII  |
| WSCB         | <b>Rudd</b>                          | Serviceman from the WWII  |
| WSCB         | <b>Sills (Robert)</b>                | Contractor in Woodend   |
| WSCB         | <b>Standage (Rev CH)</b>             | Methodist minister  |
| WSCB         | <b>Walsh (Dame Frances Rosemary)</b> | Screenwriter and Film Producer  |
| WSCB         | <b>Whiteywood</b>                    |   |
| WSCB         | <b>Witte (Bernard P H)</b>           | Brickmaker at Woodend   |

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

**FILE NO and TRIM NO:** GOV-26-09-06 / 230525076348

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 8 May 2023

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

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

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

\_\_\_\_\_ Department Manager

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

**1. SUMMARY**

The purpose of this report is to consider an application for funding received from:

| Name of Organisation | Purpose                                | Amount Requested |
|----------------------|--|------------------|
| Sefton Netball Club  | Towards the purchase of new equipment. | \$500            |
| <b>Total</b>         |  | <b>\$500</b>     |

Attachments:

- i. Application from Sefton Netball Club (Trim Ref: 230519073543).
- ii. A spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2022/23 (Trim Ref: 210603089821).

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230525076348.
- (b) **Approves** a grant of \$..... to Sefton Netball Club for the purchase of new equipment.  
**OR**
- (c) **Declines** the application from the Sefton Netball Club.

**3. BACKGROUND**

- 3.1. **Sefton Netball Club** is requesting funding to purchase new equipment such as uniforms, bibs and balls.
- 3.2. The current balance of the Woodend-Sefton Community Board's Discretionary Grant Fund for 2022/23 is \$3,210.

## 4. **ISSUES AND OPTIONS**

### ***Sefton Netball Club (the Club)***

- 4.1 The Club provides the opportunity for netball players within the local area to play for a locally based team, which is a great opportunity for people to build connections with other families within the rural community and approximately 70% of female students from Sefton School play for the Club. With continuous growth to the Club numbers and because 90% of club registration fees go back to the North Canterbury Netball Centre to cover team registration costs, the Club is left with little additional cashflow to cover ongoing costs of replacing essential equipment such as balls, maintain uniforms, purchasing additional uniforms to allow for the growing player numbers and new bib sets for new teams.
- 4.2 The Club caters to all sectors of the community either by playing for the Club or family members becoming involved in the sport or club in a support capacity. Most of the people involved are from the Woodend-Sefton area with approximately 20% coming from Rangiora-Ashley ward. Well fitting uniforms and bibs in reasonable condition help to give players a feeling of identity and confidence which impacts on how the players play on the day. Also having sufficient uniforms for all the teams means that players do not have to share uniforms on the day. Having new balls for practice and games is essential for better grip and It also enhances the Clubs profile when combined with neat and tidy uniforms. The benefit for the community is that people get to know each other in the area and this reduces isolation in a rural area and improves wellbeing.
- 4.3 This initiative will go ahead if this application is unsuccessful, however it will take longer to achieve the results required to assist players and enhance the profile of the club. Currently the Club is running a pie fundraiser, however the Club is aware that people are struggling financially and are not able to support fund raising events as they once were able to in the past. This is the first time the Club has applied to the Board for funding.
- 4.4 The Board may approve or decline grants per the grant guidelines.
- 4.5 **Implications for Community Wellbeing**  
There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.6 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 as it offers opportunities for social interaction and physical exercise.
- 5.2 **Groups and Organisations**  
No other groups and organisations other than Sefton Netball Club are likely to be affected by or to have an interest in the subject matter of this report.
- 5.3 **Wider Community**  
The wider community will benefit from the project by becoming more involved with physical activity and interacting with other members of the community.

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

### **6.1 Financial Implications**

The 2022/23 Annual Plan includes budgetary provision for the Woodend-Sefton Community Board to approve grants to community groups up to \$4,300. In addition, \$2,325 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$6,625 for the current 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 Woodend-Sefton Community Board's Discretionary Grant Fund 2022/23 is \$3, 210.

### **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 would fall under the auspices of the Sefton Netball Club.

## **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: Sefton Netball Club

Address: [Redacted]

Contact Person within Organisation: Natasha Power

Position within Organisation: President

Contact phone number: [Redacted] Email: [Redacted]

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

please see attached letter.

What is the timeframe of the project/event date? July 2023

Overall Cost of Project: \$2146.00 Amount Requested: \$500

How many people will directly benefit from this project? 24

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 20% Woodend-Sefton 80% 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?

[Redacted]

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

Player uniforms that fit & are in a reasonable condition, enough uniforms for every player, bibs that fit & stay attached, balls that are not flat and have grip.



Sefton Netball Club provides the opportunity for Netball players within the local area to play for a locally based team. This is a great opportunity for people to build connections with other families within our rural community and approximately 70% of Female students from Sefton School chose to play for our club which is fantastic.

With continuous growth to our club numbers and because 90% of club registration fees go back to North Canterbury Netball Centre to cover team registration costs, Sefton Netball is left with little additional cashflow to cover the ongoing costs of replacing essential equipment such as balls, maintaining uniforms, purchasing additional uniforms to allow for our growing player numbers and new bib sets for new teams.

| <b>Sefton Netball Club Financial Report as at 19/5/23</b>         |                 |
|---|-----------------|
| Bank Balance as at 1/1/23   | 2494.51         |
| <b>Income on last statement</b>                                   |                 |
| Interest Earned   | 23.74           |
| Player Subs   | 9840.00         |
| Pie Fundraiser Sales  | 6630.00         |
|   | <b>16493.74</b> |
| <b>Expenses on last statement</b>                                 |                 |
| Uniforms purchased  | 371.00          |
| Player Subs - Refund due to injury                                | 250.00          |
| Umpire Fees   | 40.00           |
| Purchase of replacement Equipment (balls/bibs/gear bag/First Aid) | 641.80          |
| North Canterbury Netball Centre - Team Registration Fees 2023     | 7130.00         |
| North Canterbury Netball Centre - Fines                           | 35.00           |
| North Canterbury Netball Centre - Jellybean Tournament Fee        | 50.00           |
|   | <b>8517.80</b>  |
| <b>Total Balance as at 19/5/23</b>                                | <b>10470.45</b> |
| <b>Forthcoming income</b>   |                 |
| Player Subs - Odessa  | 100.00          |
| Team Photos   | 200.00          |
| <b>Forthcoming Expenses</b>                                       |                 |
| Pie Fundraiser Invoice (approx.)                                  | 4972.50         |
| Purchase of replacement uniforms and bibs                         | 2146.00         |
| Umpire Fees (\$20 per wk - approx 11 weeks)                       | 220.00          |
| Rainbow Tournament Fees   | 50.00           |
| Prizegiving (Engraving cups/certificates/afternoon tea)           | 500.00          |
| Team Photos   | 130.00          |
| Appreciation Gifts - Team Managers & Coaches                      | 260.00          |

## Income and Expenses Statement

**Sefton Netball Club**  
**For Year Ended 31st January 2023**

### Opening Bank Balances

|                 |                 |
|-----------------|-----------------|
| Cheque Account  | 1,416.40        |
| Savings Account | 20.36           |
| <b>Total</b>    | <b>1,436.76</b> |

### Income

|                      |                 |
|----------------------|-----------------|
| Subs                 | 8,190.00        |
| Fundraising - Photos | 370.00          |
| Interest             | 18.33           |
| Over payments        | 110.00          |
| <b>Total Income</b>  | <b>8,688.33</b> |

### Expenses

|                                  |                 |
|----------------------------------|-----------------|
| NCNC Subs                        | 6,150.00        |
| NCNC Court Hire                  | 90.00           |
| Photo Printing/Laminating        | 127.00          |
| Equipment Balls/Bibs             | 62.98           |
| Uniform                          | 94.07           |
| Appreciation Gift                | 260.99          |
| Prizegiving Expenses             | 455.92          |
| Umpire Renumeration              | 240.00          |
| NCNC Umpire Exams                | 15.00           |
| Reimbursements for Over payments | 110.00          |
| <b>Total Expenses</b>            | <b>7,605.96</b> |

### PROFIT/LOSS

|                 |
|-----------------|
| <b>1,082.37</b> |
|-----------------|

### Closing Bank Balances

|                 |                 |
|-----------------|-----------------|
| Cheque Account  | 2,498.77        |
| Savings Account | 20.44           |
| <b>Total</b>    | <b>2,519.21</b> |

**Financial Balance Sheet as at 19 May 2023****ASSETS****Fixed Assets**

|                           |       |              |
|---------------------------|-------|--------------|
| Uniforms                  | 94.07 |              |
| <i>Less Depreciation</i>  | 67.00 | 27.07        |
| <b>Total Fixed Assets</b> |       | <b>27.07</b> |

**Current Assets**

|                             |          |                 |
|-----------------------------|----------|-----------------|
| Cash in Bank                | 10470.45 |                 |
| Subs Due                    | 100.00   |                 |
| <b>Total Current Assets</b> |          | <b>10570.45</b> |

**TOTAL ASSETS** **10597.52**

**LIABILITIES****Non-Current Liabilites**

|                                      |      |             |
|--------------------------------------|------|-------------|
| None                                 | 0.00 |             |
| <b>Total Non-Current Liabilities</b> |      | <b>0.00</b> |

**Current Liabilities**

|                                  |         |                |
|----------------------------------|---------|----------------|
| Pie Fundraiser                   | 4972.50 |                |
| <b>Total Current Liabilities</b> |         | <b>4972.50</b> |

**TOTAL LIABILITIES** **4972.50**

**NET ASSETS** **5625.02**



# CanterburySports

## W H O L E S A L E

28 Byron Street Christchurch 8023  
PO Box 182 Christchurch 8140

New Zealand  
Telephone (03) 366 9172  
Facsimile (03) 366 8862  
admin@canterburysports.co.nz  
www.canterburysports.co.nz

16 May 2023

Quote number: 29206

Sefton Netball Club



Dear Tarsh

Please find our quote as requested

|    |  |            |                          |
|----|--|------------|--------------------------|
| 16 | Csw Sport Sublimated Netball Dress 8-26 (12984)  | 79.00 each | \$1,264.00               |
| 8  | Csw Sport Sublimated Netball Dress K4-14 (12985) | 79.00 each | \$632.00                 |
| 2  | Csw Sport Sublimated Netball Bibs (12986)        | 115.00 set | \$230.00                 |
| 1  | Packaging, Handling & Freight Nationwide (5001)  | 20.00 each | \$20.00                  |
|    |  |            | <b><u>\$2,146.00</u></b> |

**ERRORS AND OMISSIONS EXCLUDED.**

**THE ABOVE PRICES INCLUDE GST**

This quote is valid for 90 days from issue date.

Yours sincerely

CANTERBURY SPORTS WHOLESAL

Blair Smith

|  |        |                                   |  |              |            |           |       |             |
|--|--------|-----------------------------------|--|--------------|------------|-----------|-------|-------------|
|  |        |                                   | Council Allocation 4,800 + Carry forwards<br>\$900 = \$5,700 |              |            |           |       | \$ 5,700.00 |
|  | 13-Jul | Validus Charitable Trust          | Seeding funding  | 200220022700 | Decline    | \$500     | \$ -  | \$ 5,700.00 |
|  | 13-Jul | Woodend School                    | Lego equipment   | 200512054394 | Decline    | \$414     | 0     | \$ 5,700.00 |
|  | 13-Jul | Woodend Playcentre                | First Aid Courses  | 200608066914 | May-21     | \$500     | \$500 | \$ 5,200.00 |
|  | 13-Jul | Menzshed Pegasus Woodend          | Sander, belts and discs                                      | 200622075534 | 13.05.2021 | \$500     | \$500 | \$ 4,700.00 |
|  | 13-Jul | Reflections Community Trust       | Advertising  | 200630080161 | 18.05.2021 | \$200     | \$200 | \$4,500     |
|  | 10-Aug | <b>No applications considered</b> |  |              |            |           |       |             |
|  | 14-Sep | NC Rams Indoor Sports Club Inc    | Purchase of two trophies and medals                          | 200901114627 | 14.04.2021 | \$350     | \$410 | \$4,090     |
|  | 9-Nov  | Arts Canterbury Inc               | Juried exhibition at The Brickmill                           | 201020140353 | 8.12.2020  | \$500     | \$250 | \$3,840     |
|  | 9-Feb  | Oxford Community Trust            | costs for hosting a Wellbeing Networking                     | 201118155226 | 17/06/2021 | \$ 500.00 | \$340 | 3500        |
|  | 9-Feb  | Woodend Gymnastics Club           | Cost of purchasing a new mat for uneven                      | 210114004577 | 3.06.2021  | \$ 500.00 | \$500 | 3000        |
|  | 10-Mar | Waimakariri Arts Trust            | towards advertising in the Woodpecker                        | 210122010409 | 12.08.2021 | \$ 500.00 | \$207 | 2793        |
|  | 10-Mar | Pegasus Residents' Group          | Towards catering costs for Ronel's Cuppa                     | 210218027667 | 2.06.2021  | \$ 500.00 | \$500 | \$2,293     |
|  | 10-Apr | <b>No applications considered</b> |  |              |            |           |       | \$2,293     |
|  | 10-May | <b>No applications considered</b> |  |              |            |           |       | \$2,293     |
|  | 10-Jun | <b>No applications considered</b> |  |              |            |           |       | \$2,293     |
|  |        |                                   |  |              |            |           |       |             |

Woodend-  
Sefton  
Community  
Board  
10.138.100.2410

2021/22

|  |        |  |  |              |          |           |           |             |  |
|--|--------|--|--|--------------|----------|-----------|-----------|-------------|--|
|  |        |  | (2021/22) \$4,180 + Carry forward \$2300 = \$6,480 |              |          |           |           | \$6,480     |  |
|  | 12-Jul | Nil  |  |              |          |           |           |             |  |
|  | 9-Aug  | Returned as event cancelled<br>Waimakariri Older Person's Expo Committee | Older Person's Expo                                | 210702108115 |          | \$500     | \$ 500.00 | \$ 5,980.00 |  |
|  | 13-Sep | Meeting Cancelled  |  |              |          |           |           |             |  |
|  | 11-Oct | Pegasus Bay School   | Withdrawn<br>Pegasus Bay Art Show                  | 210803126703 |          | \$500     | -         | \$ 5,980.00 |  |
|  | 11-Oct | Life Education Trust   | Delivery of the Healthy Harold Programme           | 210923153917 |          | \$500     | \$500     | \$ 5,480.00 |  |
|  | 8-Nov  | Nil  |  |              |          |           |           |             |  |
|  | 13-Dec | Nil  |  |              |          |           |           |             |  |
|  | 15-Feb | Nil  |  |              |          |           |           |             |  |
| Woodend-Sefton<br>Community Board<br>10.138.100.2410 | 11-Apr | Pegasus Residents Group  | Battery for AED                                    | 220309033690 | 5-Jul-22 | \$635     | \$635     | 4,845.00    |  |
|  | 11-Apr | Woodend Netball Club   | Kiwi netball hoop and nets                         | 220322042175 | 22.09.22 | \$500     | \$500     | 4,345.00    |  |
|  | 11-Apr | Ronel's Community Cuppa  | Community Event costs                              | 220330047821 | 14.11.22 | \$500     | \$500     | 3,845.00    |  |
|  | 9-May  | Nil  |  |              |          |           |           |             |  |
|  | 6-Jun  | St Barnabas Church   | Soil and seed                                      | 220519080865 | 24.08.22 | \$ 500.00 | \$690     | 3,135       |  |
|  | 6-Jun  | Good Night Sleep Tight   | Towards winter night kits                          | 220530091118 |          | \$ 500.00 | \$810     | \$2,325     |  |
|  |        |  |  |              |          |           |           |             |  |
|  |        |  |  |              |          |           |           |             |  |

2022/23

|  |        |  |  |                 |          |                     |          |             |
|--|--------|--|--|-----------------|----------|---------------------|----------|-------------|
|  |        |  | (2022/23) \$ 4,300 + Carry forward \$2,325 = \$6,625 |                 |          |                     |          | \$6,625     |
|  | 1-Jul  | North Canterbury Federation of Women's Institute | Hire of hall and craft supplies                      | 220617103622.00 | 3.11.22  | \$200.00            | \$200.00 | \$6,425     |
|  | 11-Jul | Woodend School                                   | Glentui Camp   | 220623107983    |          | \$500               | Declined | \$ 6,425.00 |
|  | 8-Aug  | Woodend Fire Brigade                             | Towards safety signage for support vehicle           | 220726126959    |          | As much as possible | 715      | 5,710       |
|  | 12-Dec | Sefton School                                    | Towards replacing the pool heating system            | 221123202947    | 21.03.23 |                     | \$500    | \$5,210     |
|  | March  | Relay for Life event                             | Costs of hosting                                     | 230222024229    |          | \$250               | \$500    | \$ 4,710.00 |
|  | 8-May  | Woodend Netball Club                             | Uniforms   | 230328043401    |          | \$500               | \$500    | \$4,210     |
|  | 8-May  | North Canterbury Adventure Club                  | Sporting Equipment                                   | 230331045364    |          | \$855               | Declined | \$4,210     |
|  | 8-May  | Menzshed Pegasus Woodend Community Trust         | tools and equipment                                  | 230420055745    |          | \$500               | \$500    | \$3,710     |
| Woodend-Sefton<br>Community Board<br>10.138.100.2410 | 8-May  | Pegasus Residents Group Incorporated             | towards hosting a Matariki Community Event           | 230426057608    |          | \$500               | \$500    | 3,210.00    |
|  | 12-Jun | Sefton Netball Club                              | Towards new uniforms                                 | 230519073543    |          | \$500               |          |             |

## GOVERNANCE

### Woodend-Sefton 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 Woodend-Sefton 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 Woodend-Sefton 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 Woodend-Sefton 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.

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

**FILE NO and TRIM NO:** Gov-26-09-06 / 230516070971

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12 June 2023

**FROM:** Sarah Nichols, Governance Manager

**SUBJECT:** Member for Representation Review Working Party

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

\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1 The purpose of this report is to seek a member from the Woodend-Sefton Community Board (the Board) to participate in a Representation Review Working Party. This follows the Council meeting of 2 May 2023 whereby the Council considered options to undertake a review and resolved to establish a working party to further assess the need of such a review ahead of the 2025 Local Body elections or wait until the lead-up to the 2028 Local Body elections.
- 1.2 The Local Electoral Act 2001 requires local authorities to review their representation arrangements on a regular basis, being at least once every six years. The previous Council undertook a review in preparation for the 8 October 2022 Local Body elections. The recommendation from the Representation Review Working Party was that the status quo (with one minor change) remain, and that another review be carried out in the shorter time frame of three years to allow for the uneven growth in the District to be formally captured from the updated 2023 Census data.

Attachments:

- i. Draft Representation Review Working Party Terms of Reference (Trim 230421056350).
- ii. Report to Council 2 May 2023 (Trim 230421056342)

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230516070971.
- (b) **Appoints** Board member ....., (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.
- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond have been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group is to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.

- (f) **Notes** the working party meetings will most likely be held on Thursday mornings, on a regular basis once membership is fully established.

### 3. **BACKGROUND**

#### Representation Review

- 3.1 As defined by the Local Electoral Act, Representation Reviews are reviews of the representation arrangements for the local authority. In the case of territorial authorities, they include the basis of election for councillors (at large, wards or a mix of both), and the establishment (or dis-establishment) of community boards. The review determines for each local authority the detailed arrangements on the number of electoral subdivisions (if any), their boundaries, names, and number of members to be elected.
- 3.2 There are a number of steps that the Local Government Commission recommends as part of best practice when considering representation reviews. These include, but not limited to:
- i. Giving consideration to significant changes in population in some areas which impact on fair representations, i.e. approximate equality between councillors in the numbers represented.
  - ii. Council and community views on community boards, retention or disestablishment and the size of those boards.
  - iii. Consideration of preliminary consultation with the community, including Māori.
  - iv. Identifying communities of interest. Communities of interest can be defined in terms of such characteristics as: sense of community identity and belonging reinforced by distinctive physical and topographical features; similarities in economic or social activities; similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community; distinct local history of an area; local iwi; dependence on shared facilities and services in an area including schools, recreational and cultural facilities, retail outlets, transport and communication links. The LGA, s14(1)(c) states “when making a decision, a local authority should take account of the interests of future as well as current communities.”
  - v. Determining effective representation for identified communities of interest and consider fairness of representation. This includes the +/- 10% rule of average population size per ward or constituency. For local authorities, a minimum of five Councillors to a maximum of 29 Councillors is permissible, in addition to the Mayor.
- 3.3 The Local Electoral Act requires local authorities to review their representation arrangements on a regular basis. Previously, this was required to take place every triennium, but an amendment to the Act in 2002 meant that local authorities could determine their representation on the first occasion either in 2003 or 2006, and subsequently, at least once every six years after the first determination. A review may be undertaken after three years but local authorities are not required to do so. The Waimakariri District Council carried out its initial review in 2003 and subsequent reviews in 2009, 2015 and 2020.
- 3.4 The Council is required by statute to apply the ‘ordinary resident population’ figures derived either from the most recent Census or from population estimates prepared by Statistics New Zealand. The population data that most accurately reflects its current situation must be applied. Staff are also required to keep the Local Government Commission, the Surveyor-General of Land Information New Zealand, and the Government Statistician (Statistics New Zealand) informed of progress with the Representation Review. Information is also required to be furnished to the Remuneration Authority and the Secretary for Local Government (Department of Internal Affairs).

- 3.5 In July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill) which would amend the Local Electoral Act particularly around how councils consider specific Māori representation (Māori wards and Māori constituencies). This Bill is currently going through Parliament, and a recent announcement advised that due to the North Island severe weather events there would be a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation. The other proposals in the Bill which would come into effect when the Bill is passed (expected to be in this Parliamentary term) is an update to the process for tied elections, including an automatic judicial recount before any coin toss and enabling all candidates to submit electronic nominations.
- 3.6 The recommendation from the Representation Review Working Party for the 2022 Local Body Election was that the status quo remain with the retention of boundaries, number of elected members, ward and community board names. One minor change was proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision. The recommendation followed consultation, a hearing and discussion by the Working Party and was confirmed by Council on 2 November 2021. There were no appeals to the final proposal.

#### Māori Wards

- 3.1 The Local Electoral Act provided that Māori wards or constituencies may be established for territorial authorities and can be achieved either by way of a Council resolution or as the outcome of a poll of electors. Due to the North Island severe weather events, there has been a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation.
- 3.2 Based on currently released census data relating to Māori Electoral Population (MEP) and General Electoral Population (GEP) the district currently does not have enough people enrolled on the roll to enable a Māori ward being established based on the formula provided by the Local Government Commission and the present number of councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023. Previous consultation with Ngāi Tūāhuriri Rūnanga ahead of the confirmed 2022 election process held no appetite for the establishment of a Māori Ward. If the Council resolve otherwise, it will have an effect on the Representation Review outcomes, therefore some timeframes outlined in this report may require amendment.
- 3.3 It is intended a report be brought before the Council at its November meeting for consideration following consultation with the Rūnanga.

#### Youth Vote

- 3.4 Following the Supreme Court ruling the country's current voting age of 18 was discriminatory, other amendments to the Local Electoral Act are anticipated to be introduced in the next three months relating to the youth vote, enabling 16- and 17-year-olds to vote in the 2025 Local Body elections. It is estimated that 130,000 youth will be entitled to vote in the October 2025 local body elections. Statistics on how many people will be eligible in Waimakariri is currently unavailable, however it will have some impact on the Representation Review and preparations for the election processes.

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

##### Representation Review

- 4.1 The Representation Review Working Party for the 2022 Local Body Election noted the uneven growth in the District that had occurred after the 2018 Census. In particular, the north-eastern area of the District was experiencing high growth (and has continued to do so). It was raised at that time that staff would recommend to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections to better reflect growth patterns. Representation Reviews and changes to electoral membership and boundaries require the most current Census data to be utilised rather than council building or projected growth statistics.
- 4.2 Census data from the 2023 Census is expected to be released by Statistics NZ towards the end of the year, however associated work can begin, without the current population data, to assist with the work programme and compliance of completion of key aspects. Since 2018, building consent data shows there have been 678 dwellings built in Kaiapoi, 739 in Rangiora and 1,450 in Woodend/Pegasus. It is considered that more work will be required to assess appropriate representation proposals for 2025, with significant boundary changes involved due to the population shifts that have occurred since the last Census.
- 4.3 At the Council meeting of 2 May 2023, which sought a Representation Review and membership to a working party, the Council resolved to establish the working party for the purposes of undertaking further research into the need to progress with a Review ahead of the 2025 Local Body elections, or potentially wait until the period prior to the 2028 Local Body elections. The Council sought further clarity on costs associated with the review, and impacts on representation, and availability of Census data to inform a decision to continue or delay the Review. A report is anticipated prior to December to update the Council and enable the Council to form a view going forward.
- 4.4 Should the Council decide to undertake a Representation Review ahead of the 2025 Local Body elections, then the established working party will continue with that work into 2024.
- 4.5 The Management Team has reviewed this report and support the recommendations.

#### **5. COMMUNITY VIEWS**

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

- 5.1.1 Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are likely to have an interest in the subject matter of this report.
- 5.1.2 The Waimakariri District currently does not have enough people enrolled on the roll to enable a Māori ward being established based on the formula provided by the Local Government Commission and the present number of Councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023.
- 5.1.3 Ngāi Tūāhuriri Rūnanga will be consulted regarding a Māori ward, ahead of any advertising. The process for consultation regarding the Representation Review itself is outlined in the legislation and the timetable provides for the formal consultation process in June/September 2024 with informal consultation occurring with the community in later 2023/early 2024.

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

There are no other groups and organisations other than those who requested information likely to be affected by or interested in this report's subject matter.

### 5.3 **Groups and Organisations**

- 5.3.1 The public has an opportunity to express an opinion regarding the voting method by way of seeking a poll after Council's decision is advertised. There is no evidence that the community has had a change of opinion since the survey undertaken in 2002.
- 5.3.2 Should the Council resolve to continue with the FPP system, advertising will be undertaken in August of the proposal, noting the opportunity to demand a poll.
- 5.3.3 It is recommended that the Representation Review Working Party hold several information/drop in sessions during the informal consultation process to enable stakeholders and interested members of the community to informally share their views in relation to the Representation Review. These views would assist the Working Party establishing a draft proposal for Council consideration and subsequent Special Consultative Process in later 2024.

### 5.4 **Wider Community**

As per above comments.

## **6. IMPLICATIONS AND RISKS**

### 6.1 **Financial Implications**

- 6.1.1 The Council would be faced with the costs of a poll should one be demanded. Should the Council decide to use the STV method, as opposed to the FPP method, the actual costs of election may increase slightly by way of processing costs due to the greater complexity of the method. That exercise has not been investigated, but a report could be sought from the Returning Officer.
- 6.1.2 The Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process.
- 6.1.3 If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs. A report would come back to the Council detailing costs and outline of the specific requirements, if needed.

### 6.2 **Community Implication**

The community has opportunities to input into the process and potentially change the representation of elected membership at Council and Community Boards, and the names of those Community Boards. The community has the right to be represented fairly across the district with proportional number of elected members.

### 6.3 **Risk Management**

Limited risk to the Council as legislative processes is followed and the community consulted. There is a financial risk if additional funding is sought through the LTP for additional consultation and expertise to complete the project. Currently it is deemed appropriate to keep the work in-house.

### 6.4 **Health and Safety**

Not applicable.

## **7. CONTEXT**

### **7.1 Policy**

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

### **7.2 Legislation**

Local Electoral Act 2001 and Local Government Act 2002.

The most relevant sections of the legislation are contained in Part 1A sections 19A to 19Y of the Local Electoral Act 2001 and sections 27 to 34.

New Zealand Geographic Board Act 2008 and Locality Definition and Naming AS NZS 4819-2011.

### **7.3 Community Outcomes**

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

### **7.4 Delegations**

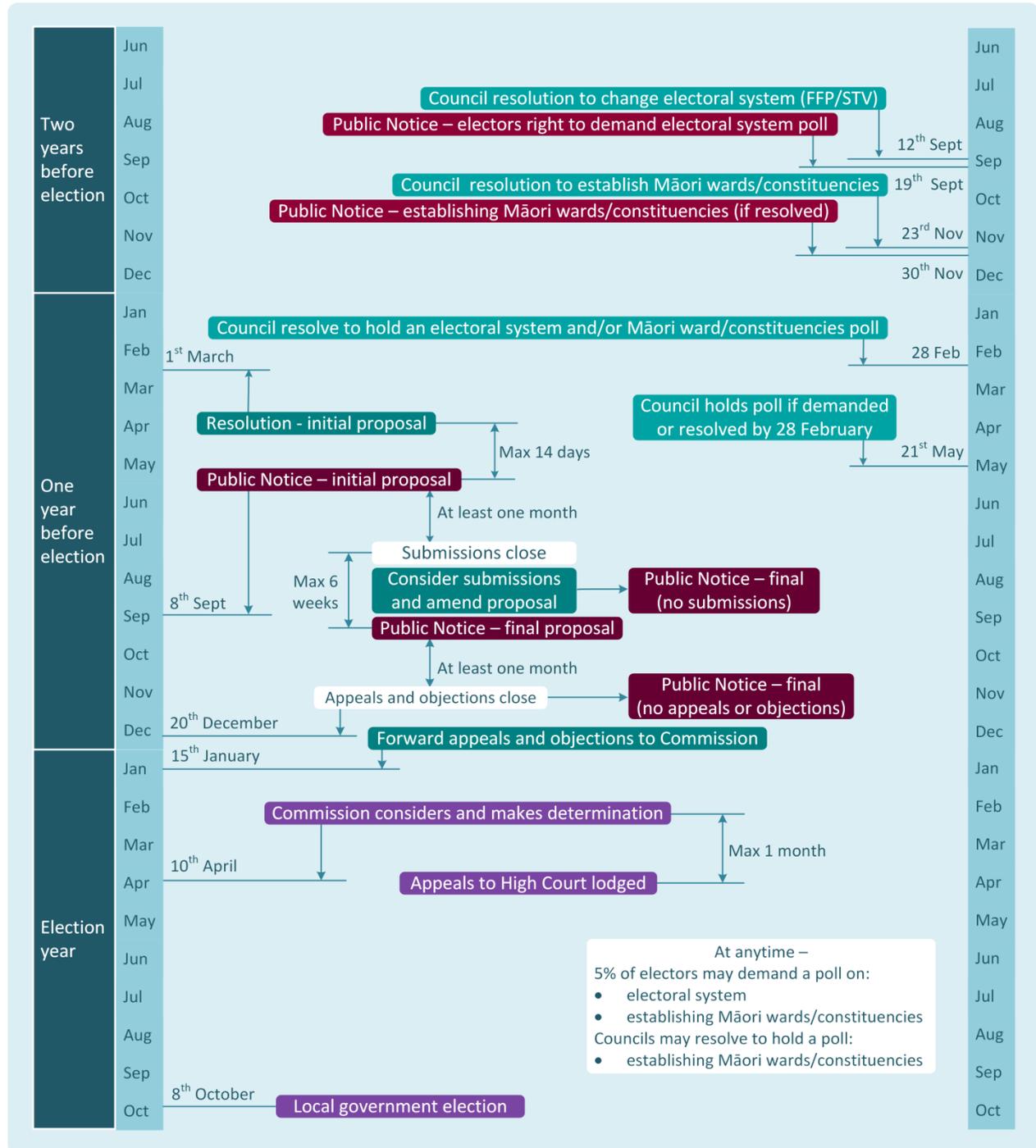
The Council is delegated by legislation to make decisions related to voting systems.

The Local Government Commission confirms the final determination of the Representation Review, following recommendations of the Council and subject to appeal from the community.

**Appendix A: Timelines diagram**

Figure 1 below is a summary of the timelines leading up to a round of local government elections. Refer to the relevant sections in these guidelines for detailed information about the associated requirements.

Figure 1 includes the dates relating to choosing electoral systems and establishing Māori wards/constituencies that must be met for any new resolutions to apply in the upcoming local government elections.



**Figure 1: Timelines leading up to local government elections**



## TERMS OF REFERENCE COUNCIL AND COMMITTEES

### 2023 Representation Review Working Party

#### 1. Establishment

The Working Party is established May 2023, following Council resolution and subsequent appointments by the Districts four Community Boards.

The Working Party shall be dis-established following the adoption of the Representation Review by Council (October/November 2024), subject to any appeal, objection and determination of the Local Government Commission.

#### 2. Membership

Mayor D Gordon  
Councillor xxx from Kaiapoi-Woodend ward  
Councillor xxx from Rangiora-Ashley ward  
Councillor xxx from Oxford-Ohoka ward  
Community Board member xxx from Kaiapoi-Tuahiwi community  
Community Board member xxx from Rangiora-Ashley ward  
Community Board member xxx from Woodend-Sefton community  
Community Board member xxx from Oxford-Ohoka ward.  
Sarah Nichols, Governance Manager, WDC  
Chief Executive, WDC

#### 3. Quorum

A quorum at any meeting of the Representation Review Working Party be half the appointed membership (including vacancies) therefore a quorum of four (4) is required.

#### 4. Chairperson

The membership of the Working Party (excluding staff) will choose a Chairperson from the Working Party membership.

If neutrality as Chair is unable to be maintained then the Working Party may seek approval from Council to re-consider the appointment of an independent Chairperson.

#### 5. Terms of Reference

5.1 Abide by the legislative timeframes and that of Council resolution.

##### 5.2 Undertake the following

- a) Examine the underlying principles of representation as set out in the *Local Electoral Act 2001*, s.4, as these apply to the Waimakariri District;
- b) Identify communities of interest currently existing within the Waimakariri District and consider new communities of interest;
- c) Examine the options available to territorial authorities for providing fair and effective representation for individuals and communities, namely –



## TERMS OF REFERENCE COUNCIL AND COMMITTEES

### 2023 Representation Review Working Party

- Election of councillors 'at large',
  - Election of councillors from wards,
  - Election of councillors through a mix of wards and 'at large' elections;
  - the desirability of Community Boards;
  - the most appropriate number of Councillors;
  - the most appropriate number of Community Board members
  - if Wards are proposed, the number of Wards;
  - if subdivisions and communities are required;
  - the estimated costs for the preferred option, and any other options proposed for consideration;
- d) Consult with the current four Community Boards; Ngāi Tūāhuriri Rūnanga; and any other group identified as having a direct interest in the review;
- e) Hold a minimum of two, informal drop-in/information sessions within the wards to gain stakeholders and community views prior to May 2024, as part of the initial pre-consultation information gathering to assist with formulating a proposal for Council prior to full public consultation scheduled for June/July 2024.
- f) Prepare a Draft Consultation document for Council consideration at its May 2024 meeting to undertake a Special Consultative Procedure ahead of hearings and final proposal consideration by the Council later in 2024.

#### 6. Budget

Notes that the Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process. If extensive promotion was recommended by the Working Party additional budget would need to be sought from the Council.

If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs.

#### 7. Expertise

Principal Council staff assisting the working party will be:

- Chief Executive
- Governance Manager, Sarah Nichols (Project Manager)
- Governance Support Officer, Emma Stubbs

From time to time outside expertise may be required and the Working Party has the authority to consult with outside persons with specialist knowledge relevant to the spirit of the Representation Review should the need arise. Other specialist in-house staff will be called upon by the Working Party to contribute with advice from time to time (ie Communications, GIS mapping, Policy team (surveys and populations) during the Working Party duration.



**TERMS OF REFERENCE  
COUNCIL AND COMMITTEES**

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**2023 Representation Review Working Party**

**8. Administration**

All meetings will have agendas and be minuted. Documentation will be kept, as required and appropriate for the Local Government Commission, which assists their review of evidence and assessment prior to the Commission issuing the final determination. The Governance team will provide administration support.

**9. Frequency of Meeting**

As required, however due to the workflows of staff and elected members it is proposed that all working party meetings occur on Thursdays from 9.30am to 11.30am, commencing mid-September 2023. Meetings are anticipated to be monthly until such time as Council has considered public submissions (October 2024), ahead of the determination of the Local Government Commission.

DRAFT

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

**FILE NO and TRIM NO:** Gov-32 / 230421056342

**REPORT TO:** Council

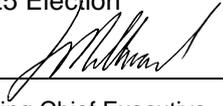
**DATE OF MEETING:** 2 May 2023

**FROM:** Sarah Nichols, Governance Manager

**SUBJECT:** Voting Method and Representation Review for 2025 Election

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

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

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

**1. SUMMARY**

- 1.1 The purpose of this report is to inform the Council on the method of voting to be used for the 2025 Local Authority Election. In October 2017 the previous Council resolved to use First Past the Post voting (FPP) for the 2022 and 2025 elections. This Council may resolve to change the voting method to Single Transferable Vote (STV), prior to September 2023.
- 1.2 The report also requests that a Representation Review Working Party be established, and members appointed to it, to undertake a review during 2023/24 with the determination to take effect for the 2025 Local Body elections.
- 1.3 The Local Electoral Act 2001 requires local authorities to review their representation arrangements on a regular basis, being at least once every six years. The previous Council undertook a review in preparation for the 8 October 2022 Local Body elections. The recommendation from the Representation Review Working Party was that the status quo (with one minor change) remain, and that another review be carried out in the shorter time frame of three years to allow for the uneven growth in the District to be formally captured by the 2023 Census.
- 1.4 The report also noted the Electoral Officer and Deputy Electoral Officer for the Council, as resolved by the previous Council. The Council must have these positions in place at all times, and this arrangement has continued from the previous Council. Should this Council wish to review the Electoral Officer position a further report would be presented to the Council with options.

**Attachments:**

- i. Draft Representation Review Working Party Terms of Reference (Trim 230421056350).

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 230421056342.
- (b) **Notes** Anthony Morton from Electionz.com as the Electoral Officer for the Council.
- (c) **Notes** Sarah Nichols from the Council as the Deputy Electoral Officer for the Council.

- (d) **Authorises** staff to advertise the intention of the First Past the Post (FPP) voting system for the 2025 local authority elections and report back to the Council before August 2023.
- (e) **Establishes** a Representation Review Working Party and approves the Terms of Reference. (Trim 230421056350), which once established, will meet regularly on Thursday mornings.
- (f) **Appoints** Mayor Gordon and Councillors ....., ....., ..... (being one councillor from each ward) to the Representation Review Working Party.
- (g) **Approves** one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards being appointed by their respective Boards to be members of the Representation Review Working Party.
- (h) **Notes** a report will come before Council for consideration on the Maori ward matter following consultation with Ngāi Tūāhuriri Rūnanga and consideration of amendments to the Local Government Electoral Act legislation.
- (i) **Circulates** a copy of this report to each Community Board.

### 3. **BACKGROUND**

#### Voting System

- 3.1 Under the FPP (First Past the Post) electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. It was used in New Zealand for Parliamentary elections up until the introduction of MMP (Mixed Member Proportional) in the 1996 general election. STV stands for Single Transferable Vote. In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy. Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters, whilst anecdotal public feedback is that the STV systems is confusing and cumbersome.
- 3.2 In 2002 the Council resolved to consult with the community before making the decision to hold the 2004 and 2007 elections by using the FPP method as opposed to the STV method. Information was sent out with the rates instalment notices and an advertisement was placed in the Northern Outlook. Of the responses received in 2002, 782 favoured retention of the FPP system and 277 favoured a change to STV.
- 3.3 In 2008, the Council resolved to retain the FPP system and advertised its intentions for public submission and did this again in 2011, 2017 and 2020. No public feedback by way of demand of poll with the required voter percentage was received to change the voting system.
- 3.4 It is proposed that the Council retain the FPP system and advertise its intentions for public submission, prior to confirming the voting method.
- 3.5 In the 2022 Local Authority Elections 67 Territorial and Regional Councils used the FPP system and 11 Councils used the STV system. The Department of Internal Affairs is responsible for the oversight of any changes relating to voting methods or processes including on-line voting options.

### Representation Review

- 3.6 As defined by the Local Electoral Act, Representation Reviews are reviews of the representation arrangements for the local authority. In the case of territorial authorities, they include the basis of election for councillors (at large, wards or a mix of both), and the establishment (or dis-establishment) of community boards. The review determines for each local authority the detailed arrangements on the number of electoral subdivisions (if any), their boundaries, names and number of members to be elected.
- 3.7 There are a number of steps that the Local Government Commission recommends as part of best practice when considering representation reviews. These include, but not limited to:
- i. Giving consideration to significant changes in population in some areas which impact on fair representations; ie approximate equality between councillors in the numbers represented.
  - ii. Council and community views on community boards, retention or disestablishment and the size of those boards.
  - iii. Consideration of preliminary consultation with the community, including Maori.
  - iv. Identifying communities of interest. Communities of interest can be defined in terms of such characteristics as: sense of community identity and belonging reinforced by distinctive physical and topographical features; similarities in economic or social activities; similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community; distinct local history of an area; local iwi; dependence on shared facilities and services in an area including schools, recreational and cultural facilities, retail outlets, transport and communication links. The LGA, s14(1)(c) states “when making a decision, a local authority should take account of the interests of future as well as current communities.”
  - v. Determining effective representation for identified communities of interest and consider fairness of representation. This includes the +/- 10% rule of average population size per ward or constituency. For local authorities, a minimum of five Councillors to a maximum of 29 Councillors is permissible, in addition to the Mayor.
- 3.8 The Local Electoral Act requires local authorities to review their representation arrangements on a regular basis. Previously, this was required to take place every triennium, but an amendment to the Act in 2002 meant that local authorities could determine their representation on the first occasion either in 2003 or 2006, and subsequently, at least once every six years after the first determination. A review may be undertaken after three years but local authorities are not required to do so. The Waimakariri District Council carried out its initial review in 2003 and subsequent reviews in 2009, 2015 and 2020.
- 3.9 The Council is required by statute to apply the ‘ordinary resident population’ figures derived either from the most recent Census or from population estimates prepared by Statistics New Zealand. The population data that most accurately reflects its current situation must be applied. Staff are also required to keep the Local Government Commission, the Surveyor-General of Land Information New Zealand and the Government Statistician (Statistics New Zealand) informed of progress with the Representation Review. Information is also required to be furnished to the Remuneration Authority and the Secretary for Local Government (Department of Internal Affairs).

- 3.10 In July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill) which would amend the Local Electoral Act particularly around how councils consider specific Māori representation (Māori wards and Māori constituencies). This Bill is currently going through Parliament, and a recent announcement advised that due to the North Island severe weather events there would be a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation. The other proposals in the Bill which would come into effect when the Bill is passed (expected to be in this Parliamentary term) is an update to the process for tied elections, including an automatic judicial recount before any coin toss and enabling all candidates to submit electronic nominations.

#### Youth Vote

- 3.11 Following the Supreme Court ruling the country's current voting age of 18 was discriminatory, other amendments to the Local Electoral Act are anticipated to be introduced in the next three months relating to the youth vote, enabling 16 and 17 year olds to vote in the 2025 Local Body elections. It is estimated that 130,000 youth will be entitled to vote in the October 2025 local body elections. Statistics on how many people will be eligible in Waimakariri is currently unavailable, however it will have some impact on the Representation Review and preparations for the election processes.

#### Electoral Officers

- 3.12 It is noted that the Electoral Officer is an appointment which can only be made by the Council. The Council must have an appointed Electoral Officer at all times and they retain the position until death or resignation or the Council appoints otherwise. This Council has used the services of Electionz.com for some time and the officer, Anthony Morton. The company has a good understanding of the District requirements. The contract for the associated services with Electionz.com is an operational matter and for practical purposes is with the Electoral Officer's company. Although the Deputy Electoral Officer is capable and experienced of overseeing the election process, by utilising a specialist company the Council maintain a level of independent advice and responsibility as the Deputy Electoral Officer has an ongoing relationship with all elected members. A deputy electoral officer has all the powers of the Electoral Officer, and is not subject to directions of any local authority or community board in exercising the powers or carrying out the duties of the Act. The Electoral Officer can appoint the deputy officer, and is supportive of Sarah Nichols continuing in the role.

## **4. ISSUES AND OPTIONS**

### Voting System

- 4.1. Councils must choose one of two voting systems for the Council Elections, being either First Past the Post (FPP), or the Single Transferable Vote (STV). In 2017 the Council confirmed its intention to retain the FPP voting system for the 2022 and 2025 local government elections. This report reaffirms that decision of the previous Council.
- 4.2. There is an opportunity for the community to poll for a change of method. The local authority must give public notice of the right of 5% of the electors to demand a poll on the future electoral system. Ninety days must be given following the public notice allowing electors to gather sufficient signatures to demand that a poll be held to change the electoral system. After which time the local authority may resolve to undertake a poll of electors.

### Representation Review

- 4.3. The recommendation from the Representation Review Working Party for the 2022 Local Body Election was that the status quo remain with the retention of boundaries, number of elected members, ward and community board names. One minor change was proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision. The recommendation followed consultation, a hearing and discussion by the Working Party and was confirmed by Council on 2 November 2021. There were no appeals to the final proposal.
- 4.4. The Representation Review Working Party for the 2022 Local Body Election noted the uneven growth in the District that had occurred after the 2018 Census. In particular, the north-eastern area of the District was experiencing high growth (and has continued to do so). It was raised at that time that staff would recommend to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections to better reflect growth patterns. Representation Reviews and changes to electoral membership and boundaries require the most current Census data to be utilised rather than council building or projected growth statistics.
- 4.5. Census data from the 2023 Census is expected to be released by Statistics NZ towards the end of the year, however associated work can begin, without the current population data, to assist with the work programme and compliance of completion of key aspects. Since 2018, building consent data shows there have been 678 dwellings built in Kaiapoi, 739 in Rangiora and 1,450 in Woodend/Pegasus. It is considered that more work will be required to assess appropriate representation proposals for 2025, with significant boundary changes involved due to the population shifts that have occurred since the last Census.
- 4.6. When the 2009 Representation Review was undertaken an independent Chairperson was appointed. In 2015 and 2021 it was considered unnecessary to appoint an independent Chairperson given the proposed balanced membership of the working party, with their combined knowledge of local communities and the best practice processes that would be followed in accordance to the Local Government Commission guidelines and legislative requirements, and the staff knowledge of legislation and statistics. For the proposed upcoming Review, it is considered that the majority of the work can be done utilising existing in-house staff knowledge, in conjunction with members of the working party to provide for a balanced process. This will also assist in prudent budgetary control. The matter could be reviewed, after informal consultation has occurred and prior to the Special Consultative Process occurring, with potential short term, targeted specialist knowledge being sought, if deemed necessary. The Representation Review is subject to appeal and objections to the Local Government Commission. An appeal occurred in 2016 overturning one aspect of the Council resolution involving the creation of the Woodend-Sefton Community Board. There was no appeal in 2022.

### Maori Wards

- 3.13 The Local Electoral Act provided that Maori wards or constituencies may be established for territorial authorities and can be achieved either by way of a Council resolution or as the outcome of a poll of electors. Due to the North Island severe weather events, there has been a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation.

- 4.7. Based on currently released census data relating to Maori Electoral Population (MEP) and General Electoral Population (GEP) the district currently does not have enough people enrolled on the roll to enable a Maori ward being established based on the formula provided by the Local Government Commission and the present number of councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023. Previous consultation with Ngāi Tūāhuriri Rūnanga ahead of the confirmed 2022 election process held no appetite for the establishment of a Maori Ward. If the Council resolve otherwise it would have an effect on the Representation Review outcomes, therefore some timeframes outlined in this report may require amendment.
- 4.8. It is intended a report be brought before the Council at its November meeting for consideration following consultation with the Rūnanga.

#### Electoral Officers

- 4.9. The Council must have an Electoral Officer appointed at all times and the previous Council formally appointed Anthony Morton, of Electionz.com as the Electoral Officer for the Council. Often a staff member will be chosen by the Electoral Officer (in conjunction with Chief Executive approval), to be the Deputy Electoral Officer, however the previous Council also chose to formally appoint Sarah Nichols as the Deputy Electoral Officer. Both Anthony Morton and Sarah Nichols are suitably qualified and experienced to run the election process for the Local Body elections. These positions continue indefinitely until such a time as a Council formally resolves differently.
- 4.10. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Groups and Organisations**

- 5.1.1. The public has an opportunity to express an opinion regarding the voting method by way of seeking a poll after Council's decision is advertised. There is no evidence that the community has had a change of opinion since the survey undertaken in 2002.
- 5.1.2. Should the Council resolve to continue with the FPP system, advertising will be undertaken in August of the proposal, noting the opportunity to demand a poll.
- 5.1.3. Ngāi Tūāhuriri Rūnanga will be consulted regarding a Maori ward, ahead of any advertising.
- 5.1.4. The process for consultation regarding the Representation Review itself is outlined in the legislation and the timetable provides for the formal consultation process in June/September 2024 with informal consultation occurring with the community in later 2023/early 2024.
- 5.1.5. It is recommended that the Representation Review Working Party hold several information/drop in sessions during the informal consultation process to enable stakeholders and interested members of the community to informally share their views in relation to the Representation Review. These views would assist the Working Party establishing a draft proposal for Council consideration and subsequent Special Consultative Process in later 2024.

### **5.2. Wider Community**

As per above comments.

## 6. **IMPLICATIONS AND RISKS**

### 6.1. **Financial Implications**

- 6.1.1. The Council would be faced with the costs of a poll should one be demanded. Should the Council decide to use the STV method, as opposed to the FPP method, the actual costs of election may increase slightly by way of processing costs due to the greater complexity of the method. That exercise has not been investigated, but a report could be sought from the Returning Officer.
- 6.1.2. The Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process.
- 6.1.3. If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs. A report would come back to the Council detailing costs and outline of the specific requirements, if needed.

### 6.2. **Community Implication**

The community has opportunities to input into the process and potentially change the representation of elected membership at Council and Community Boards, and the names of those Community Boards. The community has the right to be represented fairly across the district with proportional number of elected members.

### 6.3. **Risk Management**

Limited risk to the Council as legislative processes are followed and the community consulted. There is a financial risk if additional funding is sought through the LTP for additional consultation and expertise to complete the project. Currently it is deemed appropriate to keep the work in-house.

### 6.4. **Health and Safety**

Not applicable.

## 7. **CONTEXT**

### 7.1. **Policy**

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

#### **Legislation**

Local Electoral Act 2001 and Local Government Act 2002.

The most relevant sections of the legislation are contained in Part 1A sections 19A to 19Y of the Local Electoral Act 2001 and sections 27 to 34.

New Zealand Geographic Board Act 2008 and Locality Definition and Naming AS NZS 4819-2011.

### 7.2. **Community Outcomes**

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

7.3. **Delegations**

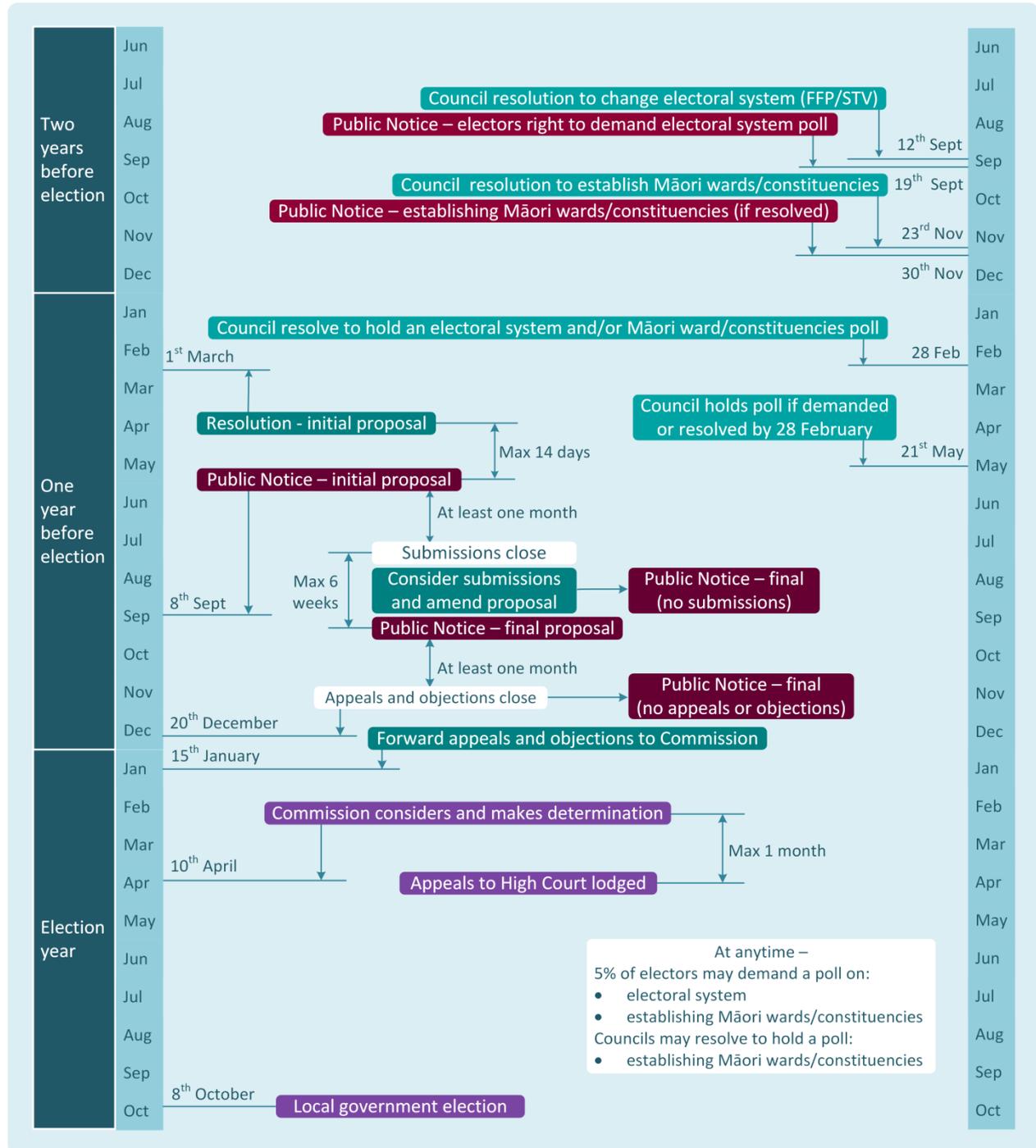
The Council is delegated by legislation to make decisions related to voting systems.

The Local Government Commission confirms the final determination of the Representation Review, following recommendations of the Council and subject to appeal from the community.

**Appendix A: Timelines diagram**

Figure 1 below is a summary of the timelines leading up to a round of local government elections. Refer to the relevant sections in these guidelines for detailed information about the associated requirements.

Figure 1 includes the dates relating to choosing electoral systems and establishing Māori wards/constituencies that must be met for any new resolutions to apply in the upcoming local government elections.



**Figure 1: Timelines leading up to local government elections**

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

**FILE NO and TRIM NO:** GOV-26-09-06 / 230322039615

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 12 June 2023

**AUTHOR(S):** Thea Kunkel, Governance Team Leader

**SUBJECT:** Amendments to Standing Orders for the Woodend-Sefton Community Board.

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

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

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

**1 SUMMARY**

- 1.1 The purpose of this report is to request the Woodend-Sefton Community Board (the Board) to adopt the updated Standing Orders.
- 1.2 Adoption or amendment of the Community Board's Standing Orders requires a resolution supported by 75% or more of the members present.
- 1.3 All proposed changes are printed in red of the attached document. There were no substantial deletions except for the detail captured for reasons for Public Excluded matters that appear in the agendas.

Attachments:

- i. Proposed Updated Standing Orders for Community Boards – April 2023 (Trim 230524076131).

**2 RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230322039615.
- (b) **Adopts** the updated Community Boards Standing Orders June 2023 (Trim 230524076131), effective from 13 June 2023.

**3 BACKGROUND**

- 3.1 Community Boards are required to operate with Standing Orders when conducting their meetings and the meetings of its Committees, Sub-Committees and Joint Committees. The Standing Orders must not contravene any Act.
- 3.2 Although it is mandatory for Community Boards to adopt Standing Orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, it is recommended that every Council, Committee, and Community Board review their Standing Orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings.

- 3.3 The current (2020) Standing Orders were adopted by the Board at its Inaugural meeting on 27 October 2022, noting that the Standing Orders would be reviewed in early 2023, with a report to be presented to the Board for consideration.
- 3.4 LGNZ produces a template and guide to Standing Orders just prior to each new term. It is a guide based on industry practice and legislation. However, the Board can make adaptations where it deems appropriate. Just before the 2022 Local Government elections, LGNZ reviewed its September 2020 template for both Councils and Community Boards. An assessment has been undertaken of the amendments proposed by LGNZ to ensure consistency and relevance as well as to identify any areas of significant difference.

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

- 4.1 The existing Standing Orders were based on LGNZ's September 2020 template, which clarified that the Waimakariri Water Zone Committee (a joint committee with Environment Canterbury) is subject to the Waimakariri District Council's Standing Orders, along with minor edits. The existing version of the Standing Orders also acknowledges the Covid-19 legislative change in relation to the Local Government Act, 2002 and the Local Government Official Information and Meetings Act, 1987 (LGOIMA).
- 4.2 The proposed amendments to the Standing Orders were highlighted at the All Boards Workshop Session held on 9 March 2023. Overall, there were no substantive changes, and the amendments or additions were primarily administrative for clarity and legislation alignment. Although all the proposed changes and/or additions to the Board's current Standing Orders are highlighted in Attachment 1, we wish to emphasise the following:
- 4.2.1 **Definitions** – a number of these were enhanced (Pages 10 to 14 of Attachment 1)
- 4.2.2 **Definition of Pecuniary Interest** - The Local Government (Pecuniary Interests Register) Amendment Act 2022 came into effect on 20 November 2022. It inserted new requirements and obligations into the LGA, all of which relate to members' pecuniary interests, hence the need for the proposed amendment. (Page 12 of Attachment 1)
- 4.2.3 **Chairperson's Recommendation** – It is recommended that the Chairperson's right to include a recommendation prior to the start of a meeting be removed, as it may be considered predetermination because the matter is yet to be discussed and debated. Also, any recommendation that differs significantly from the staff's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002. (Page 28 of Attachment 1)
- 4.2.4 **Meeting lapses where no quorum** - Following a discussion on the length of time from the meeting's advertised start time to commencement, if a quorum is initially lacking, the Council has agreed to increase the time from 15 minutes to 30 minutes. (Page 31 of Attachment 1)
- 4.2.5 **Members attend meetings by Electronic link** – Now that the Endemic Order has been cancelled by legislation, the current Standing Orders do not clearly outline the rules regarding conducting a meeting with a member attending virtually, as a meeting quorum is determined by the number of members physically present. However, it is suggested that provisions be made for meetings to be held virtually, with the consent of the Chairperson, in case of emergencies. Also, the Standing Orders currently do not allow a Chairperson to attend via audio or audio-visual link to chair a meeting. It is suggested that this be left to the discretion of the Chairperson. (Pages 34 of Attachment 1)
- 4.2.6 **Financial conflicts of interest** – Clauses 20.7 and 20.8 have been amended to recommend that if a member declares a conflict of interest (any type), they physically withdraw from the table and preferably vacate the room until the item has been concluded. (Page 44 of Attachment 1)

- 4.2.5 **Where a motion is lost** – It is suggested that the Standing Orders be amended to reflect the current practice that the status quo is retained when a motion is lost. (Page 51 of Attachment 1).
- 4.2.7 **No discussion on Minutes** - Greater clarification was inserted into clause 28.3 regarding confirmation of Minutes and Matters Arising. to apply. (Page 58 of Attachment 1).
- 4.2.8 **Chairperson’s Recommendation** – It is recommended that the Chairperson’s right to include a recommendation prior to the start of a meeting be removed, as it may be considered predetermination, because the matter is yet to be discussed and debated. (Page 27 of Attachment 1)
- 4.2.9 **Appendix 1** - Grounds to exclude the public has one amendment based on the Ombudsman’s advice and the deletion of Section 7(2)(f)i) – the free and frank expression of opinions by or between or to members or officers or employees.
- 4.3 The Council adopted the amended Standing Orders on 7 June 2023. For consistency of meeting processes and assisting Councillors attending the various meetings from Community Board and Committee level through to Council, it is of assistance if the Standing Orders are consistent.
- 4.4 **Implications for Community Wellbeing**  
There are no implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.5 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 may be affected by or have an interest in the subject matter of this report. The Mahi Tahi Joint Development Committee, which is a Joint Committee between the Waimakariri District Council and the Te Ngāi Tūāhuriri Rūnanga is also subject to the Council’s Standing Orders.

### 5.2 **Groups and Organisations**

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

### 5.3 **Wider Community**

The wider community is not likely to be affected by or to have an interest in the subject matter of this report. However, having Standing Orders enhances the credibility and accountability of the Board to its community.

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

### 6.1 **Financial Implications**

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

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

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

### 6.3 **Risk Management**

The Board is required by legislation to have Standing Orders.

#### 6.4 **Health and Safety**

The Standing Orders raises awareness of unacceptable behaviour. Standing Orders develops a culture of mutual trust, respect, and tolerance between the members of the Board.

### 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 clause 15 – Code of Conduct.
- Local Government Act 2002 clause 27 – Standing Orders.

#### 7.3 **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

#### 7.4 **Authorising Delegations**

Not applicable as the Board is required, by legislation, to always have Standing Orders operable.



Attachment A

# Standing Orders **(Proposed)**

For Community Boards

Adopted by the OOCB on 7 June 2023



## PREFACE

Standing Orders contain rules for the conduct of the proceedings of local authorities, Committees, Subcommittees, and subordinate decision-making bodies. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so, the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

These Standing Orders have been designed by LGNZ specifically for local authorities, their Committees, Subcommittees, and subordinate decision-making bodies. They fulfil, regarding the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Please note Standing Orders do not apply to advisory, steering or working groups, briefings and workshops unless incorporated in their specific terms of reference.

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

All members of a local authority must abide by Standing Orders.

|  |           |
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## 1. Introduction

These Standing Orders have been prepared to enable the orderly conduct of Community Board meetings. They incorporate the legislative provisions relating to meetings, decision-making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with, and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with General Matters.
- Part 2 deals with Pre-meeting Procedures.
- Part 3 deals with Meeting Procedures.

The Appendix, which follows Part three, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present.

### 1.1. Principles

Standing Orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a Community Board should:

- Conduct its business in an open, transparent, and democratically accountable manner.
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- Make itself aware of, and have regard to, the views of all its communities.
- Take account, when making decisions, of the diversity of the community, its interests, and the interests of future communities as well.
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that “governance structures and processes are effective, open and transparent” (LGA 2002, s 39).

## 1.2. Statutory References

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

## 1.3. Acronyms

|          |   |
|----------|---|
| LGA 2002 | Local Government Act 2002                                   |
| LGOIMA   | Local Government Official Information and Meetings Act 1987 |
| LAMIA    | Local Authorities (Members' Interests) Act 1968             |
| EPA 2006 | Epidemic Preparedness Act 2006                              |

## 1.4. Application

For the removal of any doubt, these Standing Orders do not apply to workshops, briefings or meetings of working parties and advisory groups unless specifically included in their terms of reference.

## 2. Definitions

**Adjournment** means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

**Advisory group** means a group of people convened by a local authority for the purpose of providing advice or information that is not a Committee or Subcommittee. These Standing Orders do not apply to such groups. This definition also applies to **workshops**, working parties, working group, panels, forums, portfolio groups, **briefings** and other similar bodies.

**Commented [TK1]:** Workshops and Briefings are not considered Advisory Groups

**Agenda** means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

**Amendment** means any change of proposed change to the original or substantive motion.

**Appointed member** means a member of a Committee, or subsidiary organisation of a Council, who is not elected.

**Commented [TK2]:** Definition added

**Audio link** means facilities that enable audio communication between participants at a meeting where one or more of the participants is not physically present at the place of the meeting.

**Audio-visual link** means facilities that enable audio-visual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

**Briefing** (this has a specific meaning and is NOT the same as a Workshop) it is any non-decision making, information sharing session, update for elected members by staff or other individuals and which is specifically Public Excluded **as per the provisions of Section 7 of LGOIMA, 1989.**

**Commented [TK3]:** Added for clarity

**Chairperson** means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

**Chief Executive** means the Chief Executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the Chief Executive.

**Clear working days** means the number of working days (business hours) prescribed in these Standing Orders for giving notice and excludes the date of the meeting and date on which the notice is served.

**Committee** includes, in relation to a local authority:

- (a) A Committee comprising all the members of that authority.
- (b) A standing Committee or special Committee appointed by that authority.
- (c) A joint Committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any Subcommittee of a Committee described in (a), (b) and (c) of this definition.

**Community Board** means a Community Board established under s 49 of the LGA 2002.

**Conflict of Interest** means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee, or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

Commented [TK4]: Definition added

**Contempt** means being disobedient to, disrespectful of, the Chairperson of a meeting or disrespectful to any members, officers or the public.

**Covid** refers to the Novel Coronavirus, formally known as 2019-nCoV.

**Council** means, in the context of these Standing Orders, the governing body of a local authority.

**Debate** means discussion by members that occurs once a motion has been moved / seconded.

Commented [TK5]: Definition added

**Deputation** means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson, and which may be made in English, te reo Māori or New Zealand Sign Language, subject to clause 4.3 of the Standing Orders.

Commented [TK6]: Clarifies use of Te Reo and Sign Language interpretation

**Division** means a formal vote at a Council, Committee or Subcommittee meeting whereby the names of those members present, including the Mayor / Chairperson, are formally recorded as abstaining or voting either for or against. This includes a vote where the names and votes are recorded electronically.

Commented [TK7]: Definition added

**Electronic link** means both an audio and audio-visual link.

**Emergency meeting** has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

**Extraordinary meeting** has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

**Foreshadowed motion** means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

**Internet site** means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

**Item** means a substantive matter for discussion at a meeting.

Commented [TK8]: Definition added

**Leave of the meeting** means agreement without a single member present dissenting.

Commented [TK9]: Definition added

**Joint Committee** means a Committee in which the members are appointed by more than one local authority in accordance with cl 30A of sch 7 of the LGA 2002.

**Karakia timatanga** means an opening prayer.

**Karakia whakamutunga** means a closing prayer.

**Lawfully excluded** means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

**Leave of absence** means a pre-approved absence for a specified period of time consistent with the Council policy should one be in place.

**Local authority** means in the context of these Standing Orders a regional council or territorial authority, as defined in s 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

**Mayor** means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

**Meeting** means any first, inaugural, ordinary, extraordinary, or emergency meeting of a local authority, subordinate and decision-making bodies of the local authority convened under the provisions of LGOIMA.

**Member** means any person elected or appointed to the local authority.

**Member of the Police** means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Commented [TK10]: Definition added

**Mihi whakatau** means a brief welcome typically delivered by one person without any further formalities.

**Minutes** means the record of the proceedings of any meeting of the local authority.

**Motion** means a formal proposal to a meeting.

**Mover** means the member who initiates a motion.

**Newspaper** means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

**Notice of motion** means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

**Officer** means any person employed by the Council either full or part time, on a permanent or casual or contract basis.

Commented [TK11]: Definition added

**Open voting** means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

**Order paper** means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

**Ordinary meeting** means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

**Pecuniary Interest** includes any matter or activity of financial benefit to the member as set out in the provisions of the Local Authorities (Members Interests) Act 1968 and the Local Government (Pecuniary Interests Register) Amendment Act 2022.

Commented [TK12]: The Local Government (Pecuniary Interests Register) Amendment Act 2022 came into effect on 20 November 2022. It inserted new requirements and obligations into the LGA, all of which relate to members' pecuniary interests, hence the need for the proposed amendment.

**Petition** means a request to a local authority, which contains at least five signatures.

**Powhiri** means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

**Present** at the meeting to constitute quorum means the member is to be physically present in the room, subject to **clause 13.8 of the Standing Orders**.

Commented [TK13]: Added for Clarity.

**Presiding** member means the Chairperson.

**Procedural motion** means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1 – 24.7.

**Public excluded** information refers to information, which is currently before a public excluded session, is proposed to be considered at a public excluded session or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information, which has not been released by the local authority as publicly available information.
- Public excluded session also referred to as confidential or in-committee session refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

**Public forum** refers to a period set aside usually at the start of a meeting for the purpose of public input.

**Public notice** means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. In addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district, which is at least equivalent to that of a daily newspaper circulating in that region, or district.

**Publicly notified** means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a Council's website.

**Qualified privilege** means the privilege conferred on member by s 52 and s 53 of LGOIMA.

**Quasi-judicial** means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and / or the application of legal principles.

**Quorum** means the minimum number of members required to be present in order to constitute a valid meeting.

**Resolution** means a motion that has been adopted by the meeting.

**Right of reply** means the right of the mover of the **substantive/ original motion** to reply to those who have spoken to the motion.

Commented [TK14]: Added for Clarity.

**Second** means the member who seconds a motion or amendment.

**Sub judice** means under judicial consideration and therefore prohibited from public discussion elsewhere.

**Subordinate decision-making body** means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not Community Boards or Joint Committees.

**Substantive motion** means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

**Substantive resolution** means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

**Subcommittee** means a subordinate decision-making body established by a Council, or a Committee of a Council. See definition of "Committee".

**Working day** means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday.
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between the 20<sup>th</sup> of December and the 10<sup>th</sup> of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

**Working party** means a group set up by a local authority to achieve a specific objective that is not a Committee or Subcommittee and to which these Standing Orders do not apply.

**Workshop** means in the context of these Standing Orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members and are open to the public. ~~Workshops may also be described as briefings.~~

Commented [TK15]: Added for clarity

Commented [TK16]: Delete incorrect statement.

## GENERAL MATTERS

### 3. Standing Orders

#### 3.1. Obligation to adopt Standing Orders

Community Boards are required to operate in accordance with Standing Orders for the conduct of its meetings and the meetings of its Committees and Subcommittees. Standing Orders must not contravene any Act.

*LGA 2002, sch 7, cl 27(1) & (2).*

#### 3.2. Process for adoption and alteration of Standing Orders

The adoption of Standing Orders and any amendment to Standing Orders must be made by a Community Board and by a vote of not less than 75% of the members present.

*LGA 2002, sch 7, cl 27(3).*

#### 3.3. Members must obey Standing Orders

All members of the Community Board, including members of its Committees and Subcommittees, and Joint Committees, must obey these Standing Orders.

*LGA 2002, sch 7, cl 16(1).*

#### 3.4. Application of Standing Orders

These Standing Orders apply to all meetings of the Community Board, its Committees, Subcommittees, and subordinate decision-making bodies. This includes meetings and parts of meetings that the public are excluded from.

#### 3.5. Temporary suspension of Standing Orders

Any member of the Community Board, its Committee, Subcommittee and subordinate body, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75 % of the members present and voting must support the motion for it to be carried.

*LGA 2002, sch 7, cl 27(4).*

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. In the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

**Commented [TK17]:** A motion to suspend Standing Orders may be taken before or during a debate added

### 3.6. Exclusions for meetings at which no Resolutions or Decisions are made

For the avoidance of doubt, any provision of these Standing Orders relating to the making of decisions and the passing of resolutions does not apply to any meeting of the Community Board or of any Committee or Subcommittee or other subordinate decision-making body of the Community Board which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

### 3.7. Quasi-judicial Proceedings

For quasi-judicial proceedings, the Council may amend meeting procedures. For example, Committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

### 3.8. Physical address of members

Every member of the Community Board must give to the Chief Executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and Community Board business may be sent or delivered. Members are to provide their address within five working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act, 2020, [and permission of the individual elected member.](#)

**Commented [TK18]:** Ensuring that elected members know if their address was made public.

## 4. Meetings

### 4.1. Legal requirement to hold meetings

The Community Board must hold meetings for the good government of its district. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These Standing Orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

### 4.2. Meeting duration

A meeting cannot continue more than ten hours from when it starts (including any adjournments) or after 10.30pm unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred an extraordinary meeting.

No meeting can sit for more than three hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

### 4.3 Language

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A Chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than two working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than two working days before the meeting.

### 4.4 Webcasting meetings

Webcast meetings can be provided in accordance with the protocols contained in [Appendix 5](#).

### 4.5 First meeting (Inaugural)

The first meeting of the Community Board, following a local authority triennial general election, must be called by the Chief Executive as soon as practicable after the results of the election are known. The Chief Executive must give elected members not less than seven days' notice of the meeting. However, in the event of an emergency the Chief Executive may give notice of the meeting as soon as practicable.

*LGA 2002, sch 7, cl 21(1) - (4).*

### 4.6 Requirements for the first meeting

The Chief Executive (or, in the absence of the Chief Executive, their nominee) must chair the first meeting until the Chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of members under LGA 2002, sch 7, cl 14;
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the Chief Executive, of:
  - i. LGOIMA; and
  - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

- (d) The fixing of the date and time of the first meeting of the Community Board, or the adoption of a schedule of meetings; and
- (e) The election of the Deputy Chairperson in accordance with the LGA 2002, sch7, cl 17.

*LGA 2002, sch 7, cl 21(5).*

It is common for Community Boards to adopt Standing Orders at the first meeting; however, this is not always necessary, as, if not amended, Standing Orders will remain in force after each triennial election.

## 5. Appointments and elections

### 5.1. Elections of Chairperson and Deputy Chairperson

The Community Board (or a Committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.2) when electing people to the following positions:

- the Chairperson.
- the Deputy Chairperson; and
- a representative of the Community Board.

*LGA 2002, sch 7, cl 25.*

### 5.2. Voting system for Chairpersons and Deputy Chairpersons

When electing a Chairperson or Deputy Chairperson the Community Board must resolve to use one of the following two voting systems.

#### System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the Community Board or Committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates.
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

**System B**

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

*LGA 2002, sch 7, cl 25.*

**6. Delegations****6.1. Limits on Delegations**

Unless clearly stated in the LGA 2002 or any other Act, the Council may, for the purposes of efficiency and effectiveness, delegate to a Committee, Subcommittee, subordinate decision-making body, Community Board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a Chief Executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) Repealed; and
- (h) The power to adopt a remuneration and employment policy.

*LGA 2002, sch 7, cl 32 (1).*

**6.2. Community Boards may delegate**

A Community Board, Committee, Subcommittee, subordinate decision-making body, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a Subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

*LGA 2002, sch 7, cl (2) & (3).*

**6.3. Use of Delegated Powers**

The Community Board, Committee, Subcommittee, other subordinate decision-making body, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the Community Board, Council, Committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them. *LGA 2002, sch 7, cl 32(2),(3), and (4).*

#### **6.4. Decisions made under Delegated Authority cannot be rescinded or amended**

Nothing in these Standing Orders allows the Council, Committee, Subcommittee and Community Boards to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision.

*LGA 2002, sch 7, cl 30 (6).*

#### **6.5. Committees and Subcommittees subject to the direction of the local authority**

A Committee, Subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority and must carry out all general and special directions of the local authority given to them.

*LGA 2002, sch 7, cl 30(3) & (4).*

#### **6.6. Duty to consider Delegations to Community Boards**

The Council of a territorial authority must, **at the commencement of each term**, consider whether or not to delegate to a Community Board if the delegation would enable the Community Board to best achieve its role.

*LGA 2002, sch 7, cl. 32(6).*

#### **6.7. Delegations related to Bylaws and other Regulatory Matters**

The Council may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

*LGA 2022, sch 7, cl. 32(5).*

**Note:** A Council is advised to delegate a range of decision-making responsibilities to its Chief Executive to cover the period from the day following the Electoral Office's declaration until the new Council is sworn in. See the 2019 Guide to Standing Orders for further information.

**Commented [TK19]:** Added for clarity and indicate current practice

## **7. Committees**

### **7.1. Appointment of Committees and Subcommittees**

The Community Board may appoint Committees, Subcommittees, and other subordinate decision-making bodies that it considers appropriate. A Committee may appoint the Subcommittees that it considers appropriate unless it is prohibited from doing so by the Community Board.

*LGA 2002, sch 7, cl 30(1) & (2).*

## 7.2. Discharge or reconstitution of Committees and Subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) A Community Board may discharge or reconstitute a Committee or Subcommittee, or other subordinate decision-making body; and
- (b) A Community Board may discharge or reconstitute a Subcommittee.

A Committee, Subcommittee, or other subordinate decision-making body is, unless the Council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

*LGA 2002, sch 7, cl 30 (5) & (7).*

**Note:** s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This also applies to the District Licensing Committee, subject to Council resolution, Section 193 of LGA and the Sale and Supply of Alcohol Act 2012.

## 7.3. Appointment or discharge of Committee members and Subcommittee members

The Community Board may appoint or discharge any member of a Committee and, if established by the Community Board, a Subcommittee. A Committee may appoint or discharge any member of a Subcommittee appointed by the Committee unless directed otherwise by the Community Board.

*LGA 2002, sch 7, cl 31(1) & (2).*

## 7.4. Committees and subordinate decision-making bodies subject to direction of Community Board

A Committee or other subordinate decision-making body is subject in all things to the control of the Community Board and must carry out all general and special directions of the Community Board given in relation to the Committee or other body or the affairs of the Committee or other body. A Subcommittee is subject in all things to the control of the Committee that appointed it and must carry out all general and special directions of the Committee given in relation to the Subcommittee or its affairs. Nothing in this (standing order) entitles a Community Board or Committee to rescind or amend a decision made under a delegation authorising the making of a decision by a Committee, a Subcommittee, or another subordinate decision-making body.

*LGA 2002, sch 7, cl. 30(3), (4) & (6).*

### **7.5. Elected members on Committees and Subcommittees**

The members of a Committee or Subcommittee may be, but are not required to be, elected members of a local authority. The Community Board or a Committee may appoint a person who is not a member of the local authority to a Committee or Subcommittee if, in the opinion of the Community Board or Committee, the person has the skills, attributes or knowledge to assist the Committee or Subcommittee.

A staff member of the local authority, in the course of their employment, can be a member of a Subcommittee but not a Committee.

*LGA 2002, sch 7, cl 31(4).*

### **7.6. Community Board may replace members if Committee not discharged**

If the Community Board resolves that a Committee, Subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7), sch 7, LGA 2002, the Community Board may replace the members of that Committee, Subcommittee or subordinate decision-making body after the next triennial general election of members.

*LGA 2002, sch 7, cl 31(5).*

### **7.7. Minimum numbers on Committees and Subcommittees**

The minimum number of members is three for both Committees and Subcommittees.

*LGA 2002 sch 7, cl. 31(6)*

### **7.8. Membership of Mayor**

The Mayor is a member of every Committee of the local authority unless specific legislation provides otherwise, such as a Committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

*LGA 2002, s 41A(5).*

### **7.9. Ex Officio Member**

The portfolio holder or any member of the Council may be appointed an ex-officio member of any Committee other than a Community Board or a Quasi-judicial Committee. Note the portfolio holder can attend any workshop and/or briefing relating to their portfolio.

### **7.10. Decision not invalid despite irregularity in membership**

For the purpose of these Standing Orders, a decision of the Community Board, and Committees, is not invalidated if:

- (a) There is a vacancy in the membership of the Community Board or Committee, at the time of the decision; or
- (b) Following the decision, some defect in the election or appointment process is discovered and / or that the membership of a person on the Community Board/ Committee at the time is found to have been ineligible.

*LGA 2002, sch 7, cl 29.*

### **7.11. Appointment of Joint Committees**

The Community Board may appoint a Joint Committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint.
- (b) How the Chairperson and Deputy Chairperson are to be appointed.
- (c) The terms of reference of the Committee.
- (d) What responsibilities, if any, are to be delegated to the Committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the Committee agreed by the parties.

*LGA 2002, sch 7, cl 30A(1) & (2).*

### **7.12. Status of Joint Committees**

A Joint Committee is deemed both a Committee of the Community Board and a Committee of each other participating local authority or public body.

*LGA 2002, sch 7, cl 30A(5).*

### **7.13. Power to appoint or discharge individual members of a Joint Committee**

The power to discharge any individual member of a Joint Committee and appoint another member in their stead must be exercised by the Community Board or public body that made the appointment and:

- (a) The meeting quorum is as outlined in 10.3 and
- (b) The Committee may appoint and remove its own Chairperson or Deputy Chairperson.

*LGA 2002, sch 7, cl. 30A (6)(a).*

## PRE-MEETING

### 8. Giving notice

#### 8.1. Public notice – Ordinary Meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of the current month, together with the dates, the times, and places on and at which those meetings are to be held. In the case of meetings held on or after the 21<sup>st</sup> day of the month public notification may be given not more than ten nor less than five working days before the day on which the meeting is to be held.

*LGOIMA 1987, s 46.*

#### 8.2. Notice to members - Ordinary Meetings

The Chief Executive must give notice in writing to each member of the Community Board of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the Community Board has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

*LGA 2002, sch 7, cl 19(5).*

#### 8.3. Extraordinary meeting may be called

An extraordinary Community Board meeting may be called by:

- (a) Resolution of the Community Board, or
- (b) A requisition in writing delivered to the Chief Executive which is signed by:
  - i. The Chairperson; or
  - ii. Not less than one third of the total membership of the Community Board (including vacancies).

*LGA 2002, sch 7, cl 22(1).*

#### 8.4. Notice to members - Extraordinary Meetings

Notice in writing of the time and place of an extraordinary meeting called under Standing Order 8.3 and of the general nature of business to be considered must be given by the Chief Executive to each member of the Community Board at least three working days before the day appointed for the meeting. If the meeting is called by a resolution, then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

*LGA 2002, sch 7, cl. 22 (3).*

### **8.5. Emergency meetings may be called**

If the business that the Community Board needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the Chief Executive.

*LGA 2002, sch 7, cl 22A(1).*

### **8.6. Process for calling an Emergency Meeting**

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the Community Board, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

*LGA 2002, sch 7, cl 22A(2).*

### **8.7. Public notice – Emergency and Extraordinary meeting**

Where an emergency or extraordinary meeting of the Community Board is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the Community Board must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

*LGOIMA 1987, s 46(3).*

### **8.8. Chief Executive may make other arrangements**

The Chief Executive is to make any other arrangement for the notification of meetings, including extraordinary and emergency meetings, as the Community Board may, from time to time, determine.

*LGOIMA 1987, s. 46(5).*

### 8.9. Meetings not invalid

The failure to notify a public meeting under these Standing Orders does not, in itself, make that meeting invalid. However, where a Community Board becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- (a) That the meeting occurred without proper notification.
- (b) The general nature of the business transacted; and
- (c) The reasons why the meeting was not properly notified.

*LGOIMA 1987, s 46(6).*

### 8.10. Resolutions passed at an Extraordinary or Emergency Meeting

A Community Board must, as soon as practicable, publicly notify any resolution passed at an extraordinary or emergency meeting of the Community Board unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary or emergency meeting was publicly notified at least five working days before the day on which the meeting was held.

*LGOIMA 1987, s 51A.*

### 8.11. Meeting schedules

Where the Community Board adopts a meeting schedule it may cover any period that the Community Board considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to publicly notify each meeting.

*LGA 2002, sch 7, cl 19(6).*

### 8.12. Non-receipt of notice to members

A meeting of the Community Board is not invalid if notice of that meeting was not received, or not received in due time, by a member of the Community Board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of the Community Board may waive the need to be given notice of a meeting.

*LGA 2002, sch 7, cl 20(1) & (2).*

### **8.13. Meeting cancellations**

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

## **9. Meeting Agenda**

### **9.1. Preparation of the Agenda**

It is the Chief Executive's responsibility (or his / her delegate) to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the Chief Executive (or his / her delegate) should consult, unless impracticable, such as in the case of the inaugural meeting, the Chairperson, or the person acting as Chairperson for the coming meeting.

### **9.2. Process for raising matters for a decision**

Requests for reports may be made by a resolution of the Community Board, Committee, Subcommittee, and subordinate decision-making body, and, in the case of all decision-making bodies other than the Community Board, must also fall within the scope of their specific delegations.

### **9.3. Chief Executive may delay or refuse request**

The Chief Executive may delay commissioning any reports that involve significant cost or are beyond the scope of the Community Board that made the request. In such cases, the Chief Executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief Executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

### **9.4. Order of Business**

At the meeting, the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in [Appendix 8](#).

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

### 9.5. Chairperson's Recommendation

A Chairperson, ~~either prior to the start of the meeting and / or~~ at the meeting ~~itself~~, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. ~~A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002~~

**Commented [TK20]:** It is recommended that the Chairperson's right to include a recommendation prior to the start of a meeting be removed, as it may be considered predetermination, because the matter is yet to be discussed and debated

### 9.6. Chairperson's Report

The Chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter, which falls within the responsibilities of that meeting, as described in its terms of reference.

*For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.*

### 9.7. Public availability of the Agenda

All information provided to members at a Community Board meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

*LGOIMA 1987, ss 5 & 46A.*

### 9.8. Public inspection of Agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least two working days before a meeting, all agendas and associated reports circulated to members of the Community Board relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the Council's website, and:
- (b) Must be accompanied by either:
  - i. The associated reports; or
  - ii. A notice specifying the places at which the associated reports may be inspected.

*LGOIMA 1987, s 46A(1).*

### 9.9. Agenda to be made available to public who are at meetings

Additional copies of the summary agenda and further particulars indicating the nature of the items to be discussed must be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them free of charge.

*LGOIMA 1987, s. 49*

#### **9.10. List of Community Board members publicly available**

The members of each Community Board are to be named on the relevant agenda.

#### **9.11. Withdrawal of Agenda items**

If justified by circumstances, an agenda item may be withdrawn by the Chief Executive, or his / her delegate. In the event of an item being withdrawn, the Chief Executive should inform the Chairperson.

#### **9.12. Distribution of the Agenda**

The Chief Executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The Chief Executive may send the agenda, and other materials relating to the meeting or other Community Board business, to members by electronic means.

#### **9.13. Status of Agenda**

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

#### **9.14. Items of business not on the Agenda which cannot be delayed**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

*LGOIMA 1987, s 46A(7).*

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.

**Note**, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

#### **9.15. Discussion of minor matters not on the Agenda**

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion. All formal decisions must be supported by a staff report.

*LGOIMA 1987, s 46A(7A).*

### 9.16. Public excluded business on the Agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The Chief Executive, however, may exclude public access to any reports, or parts of reports, attachments of minutes which are reasonably expected to be discussed with the public excluded based on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17.

*LGOIMA 1987, s 46A(9).*

**Commented [TK21]:** ADDED FOR CLARITY : public excluded bases on reasons or grounds outlined in LGOIMA sections 5, 6, 7 8 and 17

### 9.17. Qualified privilege relating to Agenda and Minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the Minutes of that meeting, the publication of any defamatory matter included in the agenda or in the Minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

*LGOIMA 1987, s 52.*

## MEETING PROCEDURES

### 10. Opening and Closing

The Community Board may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

### 11. Quorum

#### 11.1. Community Board meetings

The quorum for a meeting of the Community Board is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

*LGA 2002, sch 7, cl 23(3)(a).*

## 11.2. Committees and Subcommittee meetings

A Community Board sets the quorum for its Committees and Subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their Subcommittees by resolution if it is not less than two members.

In the case of Subcommittees, the quorum will be two members unless otherwise stated. In the case of Committees, at least one member of the quorum must be a member of the Community Board.

*LGA 2002, sch 7, cl 23(3)(b).*

## 11.3. Joint Committees

The quorum at a meeting of a Joint Committee must be consistent with Standing Order 11.1. Community Boards participating in the Joint Committee may decide, by agreement, whether the quorum includes one or more members appointed by each Community Board or any party.

*LGA 2002, sch 7, cl 30A(6)(c).*

## 11.4. Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

*LGA 2002, sch 7, cl 23(1) & (2).*

## 11.5. Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within ~~45~~ 30 minutes of the advertised start of the meeting.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

**Commented [TK22]:** Council agreed on 30 minutes delay after advertised time

## 11.6. Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting, and this is notified by the Chief Executive.

## 11.7. Exclusions for meetings at which no resolutions or decisions are made

For the avoidance of doubt, these Standing Orders only apply to decision-making meetings and do not apply to any non-decision-making meeting of the Community Board, which has been properly constituted as a meeting under the Local Government Act 2002 or the Local Government Official Information and Meetings Act 1987.

## 12. Public access and recording

### 12.1. Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the Community Board, its Committees, and Subcommittees, must be open to the public.

*LGOIMA 1987, s 47 & 49(a).*

### 12.2. Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

If any member of the public who is required in accordance with Standing Orders to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any police officer or employee of the local authority may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

*LGOIMA 1987, s 50(1).*

### 12.3. The Community Board may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the Community Board and may be subject to direction by the Chairperson.

### 12.4. Public may record meetings

Members of the public may make electronic or digital recordings of meetings, which are open to the public. Any recording of meetings should be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the Chairperson may direct the recording to stop for a period of time.

## 13. Attendance

### 13.1. Members right to attend meetings

A member of the Community Board, or of a Committee of the Community, has, unless lawfully excluded, the right to attend any meeting of the Community Board or Committee.

*LGA 2002, sch 7, cl 19(2).*

If a member of the Community Board is not an appointed member of the meeting, which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the Chairperson, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public, then any members of the Community Board who are present may remain, unless they are lawfully excluded.

**Note** this section does not confer any rights to non-elected members appointed to Committees of a local authority.

### **13.2. Attendance when a Committee is performing Judicial or Quasi-judicial functions**

When a Committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that Committee are not entitled to take part in the proceedings.

### **13.3. Leave of Absence**

A Community Board may grant a member leave of absence following an application from that member. The Community Board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy and the Community Board may approve an application from the Chairperson. The Chairperson will advise all members of the Community Board whenever a member has been granted leave of absence under delegated authority. Meeting Minutes will record that a member has leave of absence as an apology for that meeting.

### **13.4. Apologies**

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on Community Board business where their absence is a result of a commitment made on behalf of the Community Board.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

### **13.5. Recording Apologies**

The Minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

### **13.6. Absent without leave**

Where a member is absent from four consecutive meetings of the Community Board, without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

*LGA 2002, sch 7, cl 5(d).*

### 13.7. Right to attend by Audio or Audio-visual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the Community Board and its Committees (and members of the public for the purpose of a deputation approved by the Chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

### 13.8. Member attend meetings by Electronic link's status: Quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum. Subject to the activations of an Endemic Preparation Order or local state of emergency.

*LGA 2002, sch 7, cl 25A(4).*

**Commented [TK23]:** ADDED TO DEAL WITH COVID: Subject to the activations of the Endemic Preparation Order or local state of emergency.

### 13.9. Member attend meetings by Electronic link's status: Voting

Where a meeting has a quorum, has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

**Commented [TK24]:** Now that the Endemic Order has been cancelled by legislation, the current Standing Orders do not clearly outline the rules regarding conducting a meeting with a member attending virtually, as a meeting quorum is determined by the number of members physically present. However, it is suggested that provisions be made for meetings to be held virtually, with the consent of the Chairperson, in case of emergencies. Also, currently, the Standing Orders do not allow for a Chairperson attending via audio or audio-visual link to chair a meeting. It is suggested that this be left to the discretion of the Chairperson

### 13.10. Chairperson's duties regarding attendance by Electronic link

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other.
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility of that person in relation to the meeting.
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

*LGA 2002, sch 7, cl 25A(3).*

~~If the Chairperson is attending by audio or audiovisual link, then chairing duties will be undertaken by the Deputy Chairperson, or a member who is physically present.~~

**Commented [TK25]:** It is suggested that the option of chairing via Audiovisual link should be left to the discretion of the Chair

### 13.11. Conditions for attending by audio or audio-visual link

Noting Standing Order 13.7, the Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible.
- (b) Where a member is unwell; and
- (c) Where a member is unable to attend due to an emergency.

### 13.12. Request to attend by audio or audio-visual link

Where possible, a member will give the Chairperson and the Chief Executive at least two working days' notice when they want to attend a meeting by audio or audio-visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the Chief Executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the Community Board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the Community Board or its Committees.

### 13.13. Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting.
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members.
- (c) It is distracting to the members who are physically present at the meeting.
- (d) The quality of the link is no longer suitable.
- (e) Information classified as confidential may be compromised (see also SO 13.16).

Commented [TK26]: ADDED: Information classified as confidential may be compromised.

### 13.14. Giving or showing a document

A person attending a meeting by audio or audio-visual link may give or show a document by:

- (a) Transmitting it electronically.
- (b) Using the audio-visual link; or
- (c) Any other manner that the Chairperson thinks fit.

*LGA 2002, sch 7, cl 25(A)(6).*

### 13.15. Link failure

Where an audio or audio-visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

### 13.16. Confidentiality

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. **If the Chairperson is not satisfied by the explanation, they may terminate the link.**

**Commented [TK27]:** ADDED: If the Chairperson is not satisfied by the explanation, they may terminate the link

## 14. Chairperson's role in meetings

### 14.1. Community Board meetings

The Chairperson must preside at meetings of the Community Board unless they vacate the chair for a part or all of a meeting. If the Chairperson is, absent from a meeting or vacates the chair, the Deputy Chairperson must act as Chairperson. If the Deputy Chairperson is also absent the Community Board members, who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Chairperson for that meeting. This provision also applies to Committees and Subcommittees.

*LGA 2002, sch 7, cl 26(1), (5) & (6).*

### 14.2. Other meetings

In the case of Committees, Subcommittees and subordinate decision-making bodies, the appointed Chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chairperson is, absent from a meeting or vacates the chair, the Deputy Chairperson (if any) will act as Chairperson. If the Deputy Chairperson is also absent, or has not been appointed, the Committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

*LGA 2002, sch 7, cl 26(2), (5) & (6).*

### 14.3. Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

### 14.4. Chairperson's Rulings

The Chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where a point of order questions the Chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

### 14.5. Chairperson standing

Whenever the Chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

#### 14.6. Member's right to speak

Members are entitled to speak in accordance with these Standing Orders. Members should address the Chairperson when speaking. They may not leave their place while speaking unless they have the leave of the Chairperson.

#### 14.7. Chairperson may prioritise speakers

When two or more members want to speak, the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and / or
- (b) Move a motion to terminate or adjourn the debate; and / or
- (c) Make a point of explanation; and / or
- (d) Request the Chairperson to permit the member a special request.

### 15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the Community Board.

In the case of a Community Board, Committee, or Subcommittee, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body. **Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.**

**Commented [TK28]:** ADDED: Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.

#### 15.1. Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled Community Board meeting.

Speakers can speak for up to five minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds six in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

#### 15.2. Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- (a) A speaker is repeating views presented by an earlier speaker at the same public forum.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.
- (d) The speaker has previously spoken on the same issue.

- (e) The matter is subject to legal proceedings; and

The matter is subject to a hearing, including the hearing of submissions where the local authority or Community Board sits in a quasi-judicial capacity.

### **15.3. Questions at Public Forums**

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

### **15.4. No resolutions**

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the public forum unless related to items already on the agenda.

## **16. Deputations**

### **16.1. Receiving Deputations**

Deputations may be received by the Community Board or any of its Committees provided an application for admission setting forth the subject has been lodged with the Chief Executive or Governance Staff at least two working days before the date of the meeting concerned and has been subsequently approved by the Chairperson. The Chairperson may refuse requests for deputations, which are repetitious or offensive.

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, two working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

### **16.2. Urgency or major public interest**

Notwithstanding Standing Order 15.1 where in the opinion of the Chairperson the matter, which is the subject of a deputation, is one of urgency or major public interest, the Chairperson may determine that the deputation be received.

### **16.3. Time limits**

Speakers can speak for up to ten minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

### **16.4. Restrictions**

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- (a) A speaker is repeating views presented by an earlier speaker at the meeting.
- (b) The speaker is criticising elected members and / or staff.
- (c) The speaker is being repetitious, disrespectful, or offensive.

- (d) The speaker has previously spoken on the same issue.
- (e) The matter is subject to legal proceedings; and
- (f) The matter is subject to a hearing, including the hearing of submissions where the local authority or Community Board sits in a quasi-judicial capacity.

### 16.5. Questions of a Deputation

At the conclusion of the deputation, members, with the permission of the Chairperson, may ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

### 16.6. Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded. **Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.**

**Commented [TK29]:** ADDED: Any matter raised in a public forum requiring a decision must be considered at a meeting with an accompanying report.

## 17. Petitions

### 17.1. Form of Petitions

Petitions may be presented to the Community Board or any of its Committees.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition to be translated and reprinted, if necessary.

Petitions must contain at least 5 signatures and consist of fewer than 150 words (not including signatories) and be of serious intent.

### 17.2. Petition presented by petitioner

A petitioner who presents a petition to the Community Board or any of its Committees and or Subcommittees, may speak for ten minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. They must be received by the Chief Executive at least five working days before the meeting at which they will be presented, **however, this requirement may be waived by the Chairperson.**

**Commented [TK30]:** ADDED: however, this requirement may be waived by the Chairperson

### 17.3. Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition.
- (b) The petitioners' statement; and
- (c) The number of signatures.

## 18. Exclusion of public

### 18.1. Motions and Resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see [Appendix 1](#)).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see [Appendix 2](#)). The resolution must state:

- (a) The general subject of each matter to be excluded.
- (b) The reason for passing the resolution in relation to that matter.
- (c) The grounds on which the resolution is based.
- (d) The resolution will form part of the meeting's Minutes.

*LGOIMA 1987, s 48.*

### 18.2. Code of Conduct Committee

Should a Code of Conduct Committee be called, the Chairperson has the right to exclude elected members that are not directly involved in the Committee, based on LGOIMA reasons related to privacy of natural persons.

ie: The only persons recommended to be present at a Code of Conduct Committee is the Committee Panel (consisting of four elected members), the elected member whom any complaint has been laid against and the Chief Executive and minute taker. It is the discretion of the Committee Chairperson as to the presence of the Mayor or any other elected member for specific portions of the meeting that may directly relate to specific aspects of the hearing.

### **18.3. Specified people may remain**

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the Community Board for advice on the matter under consideration.

*LGOIMA 1987, s 48(6).*

### **18.4. Public Excluded items**

The Chief Executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

*LGOIMA 1987, s 46A(8).*

### **18.5. Non-disclosure of information**

No member or officer may disclose to any person, other than another member, officer or person authorised by the Chief Executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the Chief Executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

### **18.6. Release of information from public excluded session**

A Community Board may provide for the release to the public of information, which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the Chief Executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The Chief Executive will inform the subsequent meeting of the nature of the information released.

## 19. Voting

### 19.1. Decisions by Majority Vote

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a Community Board must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

*LGA 2002, sch 7, cl 24(1).*

### 19.2. Open voting

An act or question coming before the Community Board must be done or decided by open voting.

*LGA 2002, sch 7, cl 24(3).*

### 19.3. Chairperson does not have a casting vote

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has NO Casting vote.

*LGA 2002, sch 7, cl 24(2).*

### 19.4. Method of voting

The method of voting must be as follows:

- (a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;
- (b) The Chairperson or any member may call for a division instead of or after voting on the voices and / or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the Chairperson who must declare the result.

### 19.5. Calling for a division

When a division is called the Chief Executive, **or delegate** must record the names of the members voting for and against the motion, and abstentions, and provide the names to the Chairperson to declare the result. The result of the division must be entered into the Minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

### 19.6. Restating the motion

The Chairperson may, immediately prior to any vote being taken, request the Chief Executive or the minute taker to restate the motion upon which the vote is to be taken.

Commented [TK31]: ADDED: or delegate

### 19.7. Request to have votes recorded

If requested by a member, immediately after a vote the Minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

### 19.8. Members may abstain

Any member may abstain from voting.

## 20. Conduct

### 20.1. Calling to order

When the Chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should immediately leave the meeting for a specified time.

### 20.2. Behaviour consistent with Code of Conduct (Disrespect)

At a meeting no member may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff, or the public.

### 20.3. Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the Community Board's Code of Conduct, the Chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and / or make a complaint under the Code of Conduct.

### 20.4. Disorderly Conduct

Where the conduct of a member is disorderly or is creating a disturbance, the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues, the Chairperson may adjourn the meeting for a specified time. At the end of this time, the meeting must resume in a safe space and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency **security risk**.

**Commented [TK32]:** ADDED: or security risk

### 20.5. Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's Minutes.

**A member, who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.**

**Commented [TK33]:** ADDED: A member, who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6

## 20.6. Removal from meeting

A member of the police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

## 20.7. Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they may hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6. (noting such exemption or declaration is valid for a period no longer than 12-months at a time).

~~Members with a financial interest should physically withdraw from the table. It is recommended that members should leave the room until the item has been concluded.~~

Commented [TK34]: Amendment requested by Council

Neither the Chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The Minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

LAMIA 1968, ss 6 & 7.

## 20.8. Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a Community Board could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

~~The member must leave the table when the matter is considered but does not need to leave the room. It is recommended that members should leave the room until the item has been concluded.~~ The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Commented [TK35]: Amendment requested by Council

Neither the Chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

**Note** a Register of Interests (covering both financial and non-financial aspects) will be kept by the Chief Executive (or delegate) and reviewed at least six monthly for the Council, the Waimakariri Water Zone Committee, and all Community Boards.

### 20.9. Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the Community Board in accordance with the rules adopted by the Community Board for guiding its proceedings is privileged unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

*LGOIMA 1987, s 53.*

### 20.10. Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the Community Board.

*LGOIMA 1987, s 53.*

### 20.11. Electronic devices at meetings

Electronic devices and phones should only be used to support the business of the meeting. Where personal use is unforeseen prior to the meeting, members should seek permission from the Chairperson to leave the meeting to deal with such matters. It is not deemed good practice or indeed appropriate to convey any aspect of meeting content or decision via personal electronic devices prior to the conclusion of the meeting.

A Chairperson may require that an electronic device is switched off if:

- (a) its use is likely to distract a meeting from achieving its business, or,
- (b) a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

Commented [TK36]: Extra conditions added.

## 21. General Rules of Debate

### 21.1. Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak or when a Chairperson can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the Chairperson.

## 21.2. Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than ten minutes;
- (b) Movers of motions when exercising their right of reply – not more than five minutes; and
- (c) Other members – not more than five minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

## 21.3. Questions to staff

During a debate members can ask staff questions about the matters being discussed on the agenda. Questions must be asked through the Chairperson, and how the question is to be dealt with is at the Chairperson's discretion.

## 21.4. Questions of clarification

At any point in a debate, a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and / or the particular stage the debate has reached.

## 21.5. Questions to be concise

Questions and answers shall be submitted as briefly and concisely as possible. No discussion shall be allowed upon any question or upon the answer.

## 21.6. Questions to be in writing

Questions that are not directly related to a specific matter (report) on the agenda shall be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked and in time for an appropriate answer to be prepared.

## 21.7. Questions may be deferred

If an answer to the question cannot be given at that meeting it shall, at the discretion of the Chairperson, be placed on the agenda for the next Community Board meeting.

## 21.8. Members may speak only once

A member may not speak more than once to a motion at a meeting of a Community Board except with permission of the Chairperson. **Movers of the original motion may speak once to each amendment. Members can speak more than once to a motion at a Committee or Subcommittee meeting with the Chairperson's permission.**

**Commented [TK37]:** Only elected members who have not spoken to a motion may move or second an amendment. Also, members can only speak to an amendment, provided they have not spoken to the motion or a previous amendment. These provisions may be onerous on smaller Committees and may also not allow for free and robust debate. Thus, the Council should decide if they wish to retain these provisions.

**21.9. Limits on number of speakers**

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of, or opposition to, a motion.

**21.10. Seconder may reserve speech**

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

**21.11. Speaking only to relevant matters**

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

**21.12. Reading of speeches**

Members shall not read their speeches, except with the permission of the Chairperson, but may refresh their memory by reference to notes.

**21.13. Personal explanation**

Notwithstanding Standing Order 20.5, members may make a personal explanation with the permission of the Chairperson, provided that the matter is personal to the member, deals with fact and not derogatory in nature. Such matters may not be debated.

**21.14. Explanation of previous speech**

With the permission of the Chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

**21.15. Restating motions**

At any time during a debate, a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner, that interrupts a speaker.

**21.16. Criticism of Resolutions**

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

### 21.17. Objecting to Words

When a member objects to any words used by another member in a speech and wants the Minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the Minutes to record the objection.

**Note** *this provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.*

### 21.18. Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive, or substituted motion or at the end of the debate on a proposed amendment **should the mover so desire**.

Commented [TK38]: Added for clarity

However, the original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

### 21.19. No other member may speak

In exercising a right of reply, no other member may speak:

- (a) After the mover has started their reply.
- (b) After the mover has indicated that they want to forego this right; and
- (c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

### 21.20. Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified Community Board, is to be considered at the next ordinary meeting of that Board, unless otherwise specified.

### 21.21. Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

## 22. General procedures for speaking and moving motions

### 22.1. Options for speaking and moving

- (a) The mover and seconder of a motion cannot move or second an amendment.
- (b) Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- (c) The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- (d) Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- (e) The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

### 22.2. Procedure if no resolution reached

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

## 23. Motions and Amendments

### 23.1. Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are recorded in the Minutes as lapsed.

**Note** Members who move or second a motion are not required to be present for the entirety of the debate.

### 23.2. Motions in writing

The Chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

### 23.3. Motions expressed in parts

The Chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

### 23.4. Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

### 23.5. Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- (a) Not directly relevant
- (b) In conflict with a carried amendment
- (c) Similar to a lost amendment
- (d) Would negate a Community Board decision if made under delegated authority
- (e) In conflict with a motion referred to the governing body by that meeting
- (f) Direct negative.

Commented [TK39]: Conditions (a) to (f) added

**Note** that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

### 23.6. Foreshadowed Amendments

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the Chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

### 23.7. Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment, provided that they have not moved or seconded the original motion or a previous amendment.

### 23.8. Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion and may move or second a further amendment to it, provided that they have not moved or seconded the original motion or a previous amendment.

### 23.9. Where a motion is lost

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment, provided that they have not moved or seconded the original motion or a previous amendment. **If a motion is lost the status quo will remain.**

**Commented [TK40]:** ADDED: If a motion is lost the status quo will remain.

### 23.10. Withdrawal of motions and amendments

Once a motion or amendment, which has been seconded, has been put to, the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

### 23.11. No speakers after reply or motion have been put

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The Chairperson started putting the motion.

### 23.12. Amendment once moved

When a motion has been moved and seconded, then proposed by the Chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion, provided that they have not moved or seconded the original motion or a previous amendment. The mover or seconder of a motion for the adoption of the report of a Committee, who desires to amend any item in the report, may also propose or second an amendment.

### 23.13. Procedure until resolution

The procedures in Standing Orders 22.12 and 22.6 must be repeated until a resolution is adopted.

## 24. Revocation or Alteration of Resolutions

### 24.1. Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the Community Board, or subordinate body. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter.
- (b) The meeting date when the resolution was passed.
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal be referred to the Chief Executive for consideration and report.

A member must give notice to the Chief Executive at least five (5) working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the Community Board, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members.

The Chief Executive must then give members at least two clear working days' notice in writing of the intended motion and of the meeting at which it is proposed to move such motion. **If the notice of motion is lost, no similar notice of motion, which is substantially the same in purpose and effect, may be accepted within the next twelve months.**

### 24.2. Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a Community Board, Committee, Subcommittee or subordinate decision-making body, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or Community Board.

*LGA 2002, sch 7, cl 30(6).*

**Commented [TK41]:** ADDED: If the notice of motion is lost, no similar notice of motion, which is substantially the same in purpose and effect, may be accepted within the next twelve months

### **24.3. Restrictions on actions under the affected resolution**

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the Chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked.
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the Community Board or the Committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the Chief Executive.

### **24.4. Revocation or alteration by resolution at same meeting**

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation, 75% of the members present and voting must agree to the revocation or alteration.

### **24.5. Revocation or alteration by recommendation in report**

The Community Board, on a recommendation in a report by the Chairperson, Chief Executive, or any Committee or Subcommittee, may revoke or alter all or part of a resolution passed by a previous meeting. The Chief Executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

*LGA 2002, sch 7, cl 30(6).*

## **25. Procedural motions**

### **25.1. Procedural motions must be taken immediately**

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the Chairperson's opinion, it is reasonable to accept the closure motion.

## **25.2. Procedural motions to close or adjourn a debate**

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place).
- (b) that the motion under debate should now be put (a closure motion).
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting.
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant Community Board or Committee.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

## **25.3. Closure motion on amendment**

When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

## **25.4. Voting on procedural motions**

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

## **25.5. Debate on adjourned items**

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

## **25.6. Remaining business at adjourned meetings**

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

## **25.7. Other business not superseded**

The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.

## **25.8. Business referred to the Community Board, or Committee**

Where an item of business is referred (or referred back) to a Community Board or Committee, the Board or Committee will consider the item at its next meeting unless the meeting resolves otherwise.

### 25.9. Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.

## 26. Points of Order

### 26.1. Members may raise points of order

Any member may raise a point of order when they believe these Standing Orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

### 26.2. Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the Chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the Chairperson that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the Chairperson of a misrepresentation in a statement made by a member, an officer or a Council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the Minutes record any words that have been the subject of an objection.

### 26.3. Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

### 26.4. Point of order during division

A member may not raise a point of order during a division, except with the permission of the Chairperson.

### 26.5. Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised or may choose to hear further argument about the point before deciding. The Chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the Chairperson, then the Chairperson will refer the point of order to the Deputy Chairperson or, if there is no Deputy, another member to hear arguments and make a ruling.

## 27. Notices of motion

### 27.1. Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least five clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received, the Chief Executive must give members notice in writing of the intended motion at least two clear working days' notice of the date of the meeting at which it will be considered.

### 27.2. Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the Community Board or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a Committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the Chief Executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or Community Board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate Committee or Board.

### 27.3. Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

### 27.4. Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

**27.5. When notices of motion lapse**

Notices of motion that are not moved when called for by the Chairperson must lapse.

**27.6. Referral of notices of motion**

Any notice of motion received that refers to a matter ordinarily dealt with by a Community Board must be referred to that Board by the Chief Executive.

Where notices are referred the proposer of the intended motion, if not a member of that Community Board, must have the right to move that motion and have the right of reply, as if a Board member.

**27.7. Repeat notices of motion**

When a motion has been considered and rejected by the Community Board or a Committee, no similar notice of motion, which, in the opinion of the Chairperson, may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the Community Board no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

When a motion has been considered and rejected by the Community Board or a Committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the Community Board no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

**27.8. Second repeat where notice of motion rejected**

If such a repeat notice of motion as provided for in Standing Order 27.7 is also rejected by the Community Board, any further notice prior to the expiration of the original period of six months must be signed by a majority of all members, including vacancies.

**28. Minutes****28.1. Minutes to be evidence of proceedings**

The Community Board, its Committees, and Subcommittees, must keep Minutes of their proceedings. These Minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Note that the Waimakariri District Council decided that Minutes will be kept electronically rather than hard copy from October 2019, onwards.

*LGA 2002, sch 7, cl. 28.*

**28.2. Matters recorded in Minutes**

The Chief Executive must keep the Minutes of meetings. The Minutes must record:

- (a) The date, time and venue of the meeting.
- (b) The names of the members present.
- (c) The Chairperson.
- (d) Any apologies or leaves of absences.
- (e) Members absent without apology or leave of absence.
- (f) Members absent on Community Board business.
- (g) The arrival and departure times of members.
- (h) Any failure of a quorum.
- (i) A list of any external speakers and the topics they addressed.
- (j) A list of the items considered.
- (k) Items tabled at the meeting.
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders.
- (m) The names of all movers, and seconders.
- (n) Any objections made to words used.
- (o) All divisions taken and, if taken, a record of each member's vote.
- (p) the names of any members requesting that their vote or abstention be recorded.
- (q) Any declarations of financial or non-financial conflicts of interest.
- (r) The contempt, censure, and removal of any members.
- (s) Any resolutions to exclude members of the public.
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

*Note hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for Minute taking.*

### 28.3. No discussion on Minutes

The only topic that may be discussed at a subsequent meeting, with respect to the Minutes, prior to the Minutes confirmation, is their correctness. However, members may provide updates or request updates on matters arising from the minutes, after approval, however, no discussion may occur.

### 28.4. Minutes of last meeting before election

The Chief Executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the Minutes of the last meeting of the Community Board and Committees before the next election of members.

Commented [TK42]: Conditions (e ), (f) and (k) added

Commented [TK43]: Added for clarity.

Commented [TK44]: Provide clarity on Matters Arraising

## 29. Keeping a record

### 29.1. Maintaining accurate records

A Community Board must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

**Commented [TK45]:** Added from *Public Records Act 2002, s 17*

All public records that are in its control must be maintained in an accessible form, to be able to be used for subsequent reference.

*Public Records Act 2002, s 17.*

### 29.2. Method for maintaining records

If Minutes are stored electronically, the repository in which they are kept must meet the following requirements:

**Commented [TK46]:** 29.2 Added

The provision of a reliable means of assuring the integrity of the information is maintained; and

- (a) The information is readily accessible to be usable for subsequent reference.
- (b) Contract and Commercial Law Act 2017, s 229(1).

### 29.3. Inspection

Whether held in hard copy or in electronic form Minutes must be available for inspection by the public.

*LGOIMA 1989, s 51.*

### 29.4. Inspection of public excluded matters

The Chief Executive must consider any request for the Minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

## REFERENCED DOCUMENTS

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Local Government (Pecuniary Interests Register) Amendment Act 2022
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

## Appendix 1: Grounds to exclude the public

A Community Board may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

### LGOIMA 1987, Section 5

The question whether any official information is to be made available, where that question arises under this Act, shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it.

### LGOIMA 1987, Section 6

That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- (b) to endanger the safety of any person.

### LGOIMA 1987, Section 7

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
- (b) Protect information where the making available of the information would:
  - i. disclose a trade secret; or
  - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
- (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
- (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
  - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
  - ii. be likely otherwise to damage the public interest; or
- (d) Avoid prejudice to measures protecting the health or safety of members of the public; or

- (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- (f)(ii) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; (~~Removal of (i) the free and frank expression of opinions by or between or to members or officers or employees~~) or
- (g) Maintain legal professional privilege; or
- (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

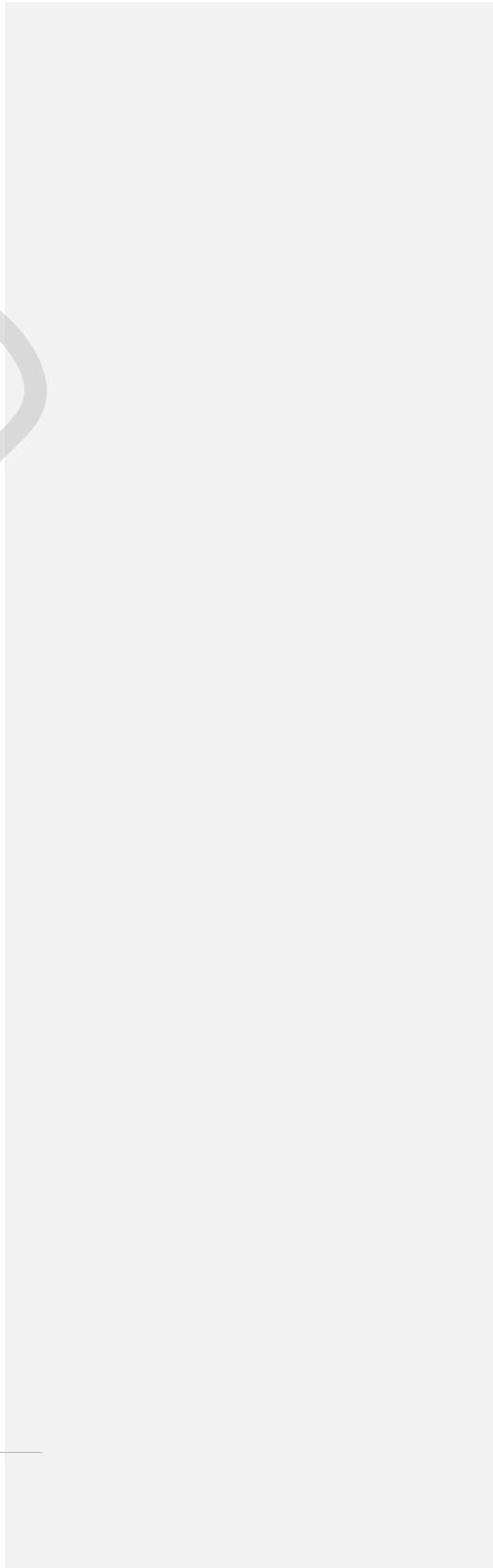
**Commented [SN47]:** Removal of clause based on Ombudsman advice

#### **LGOIMA 1989, Section 48**

- (1) Provided that where the above section (Section 7) applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.
  - (b) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
    - (i) Be contrary to the provisions of a specified enactment; or
    - (ii) Constitute contempt of Court or of the House of Representatives.
  - (c) That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
  - (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
- (2) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
  - (a) Any proceedings before a Council where:
    - (i) A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
    - (ii) The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

- (b) Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

PROPOSED



## Appendix 2: Sample resolution to exclude the public

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

Commented [TK48]: Amended Extensively

1. That the public is excluded from:

- The whole of the proceedings of this meeting; (*Delete if not applicable*)
- The following parts of the proceedings of this meeting, namely; (*Delete if not applicable*)

~~THAT the public be excluded from the following parts of the proceedings of this meeting, namely:~~

~~Name of report(s) .....~~

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

### TABLE DELETED

| <del>General subject of each matter to be considered</del> | <del>Reason for passing this resolution in relation to each matter</del> | <del>Ground(s) under section 48(1) for the passing of this resolution</del>   |
|--|--|---|
| <del>1 Put in name of report</del>                         | <del>Good reason to withhold exists under Section 7.</del>               | <del>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</del> |
| <del>2</del>   | <del>Good reason to withhold exists under Section 7.</del>               | <del>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</del> |
| <del>3</del>   | <del>Good reason to withhold exists under Section 7.</del>               | <del>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</del> |

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution  |
|---|---|---|
| 4 <del>Hearings Committee</del>                 | <p><del>To enable the Committee to consider the application and submissions.</del></p> <p style="text-align: center;"><del>OR</del></p> <p><del>To enable the Committee to consider the objection to fees and charges.</del></p> <p style="text-align: center;"><del>OR</del></p> <p><del>To enable the Committee to.</del></p> | <p><del>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where:</del></p> <p><del>i. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or</del></p> <p><del>ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.</del></p> <p><del>Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act</del></p> <p><del>s. 48(1)(d).</del></p> |

## TABLE ADDED

| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public.  |
|------------------------------|---------------------------------|--|
|                              |                                 | <p>To prevent the disclosure of information which would—</p> <p>i. be contrary to the provisions of a specified enactment; or</p> <p>ii. Constitute contempt of court or of the House of Representatives (s.48(1)(b)).</p>   |
|                              |                                 | <p>To consider a recommendation made by an Ombudsman (s. 48(1)(c)).</p>  |
|                              |                                 | <p>To deliberate in private on any proceedings where:</p> <p>iii. a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or</p> <p>iv. the local authority is required, by any enactment, to make a</p> |

| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public:  |
|------------------------------|---------------------------------|--|
|                              |                                 | recommendation in respect of the matter that is the subject of those proceedings. s. 48(1)(d).   |
|                              |                                 | To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).  |
|                              |                                 | To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).   |
|                              |                                 | To protect information which if public would; <ul style="list-style-type: none"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ul>  |
|                              |                                 | To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (s 7(2)(ba)).  |
|                              |                                 | To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> <li>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</li> </ul> would be likely otherwise to damage the public interest (s 7(2)(c)). |
|                              |                                 | To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).   |
|                              |                                 | To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).  |
|                              |                                 | To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty,   |

| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public:   |
|------------------------------|---------------------------------|---|
|                              |                                 | from improper pressure or harassment (s 7(2)(f)(ii)).   |
|                              |                                 | To maintain legal professional privilege (s 7(2)(g)).   |
|                              |                                 | To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)). |
|                              |                                 | To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).              |
|                              |                                 | To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j))                                      |

2. That **(name of person(s))** is permitted to remain at this meeting after the public has been excluded because of their knowledge of **(specify topic under discussion)**. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because **(specify)**. *(Delete if not applicable.)*

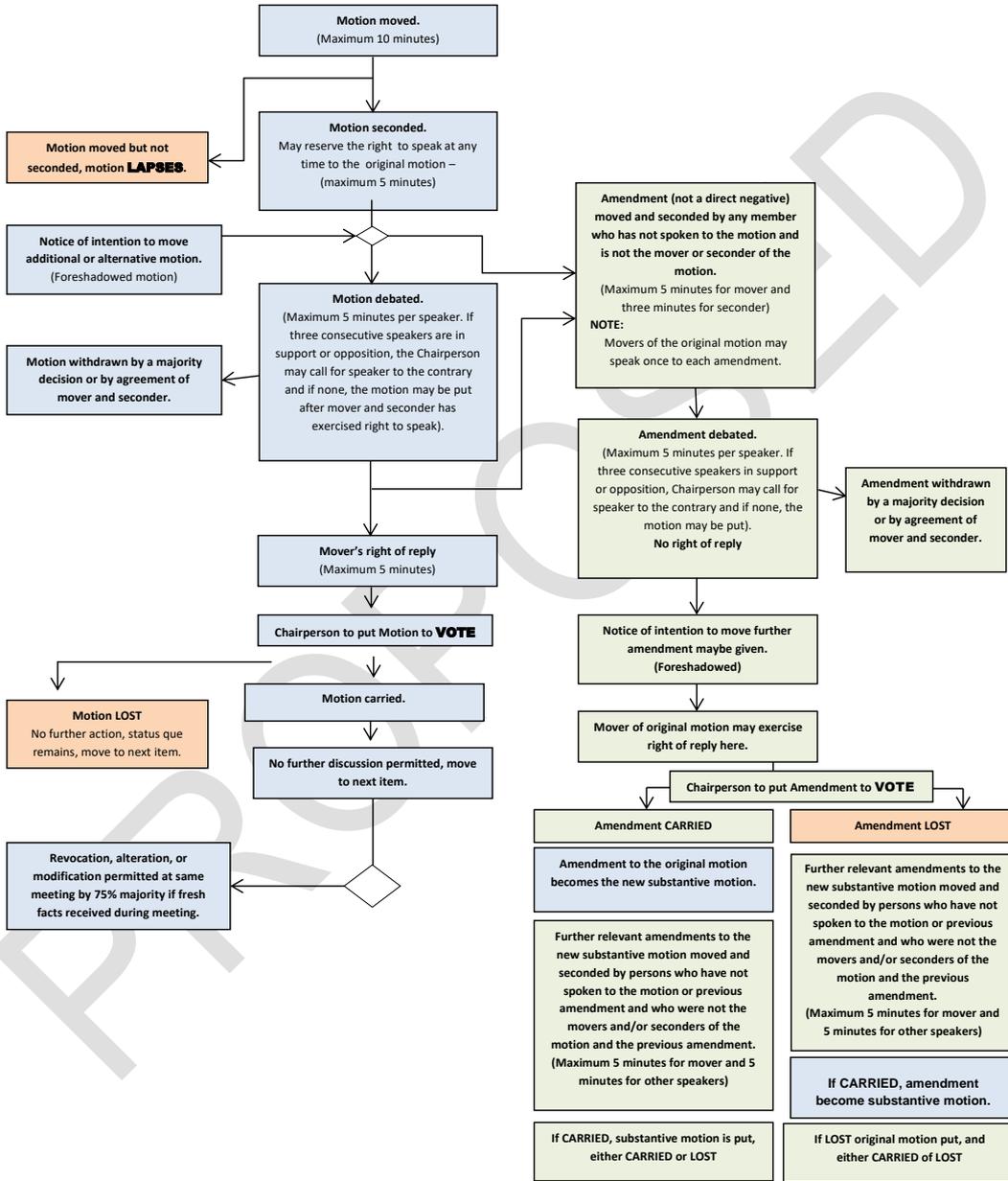
| Item No | Interest   |
|---------|--|
|         | <del>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))-[DELETED]</del>   |
|         | <del>Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))-[DELETED]</del>   |
|         | <del>Maintain legal professional privilege (Schedule 7(2)(g))-[DELETED]</del>  |
|         | <del>Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))-[DELETED]</del>  |
|         | <del>Protect information where the making available of the information<br/>(i) would disclose a trade secret; or<br/>(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information<br/>(Schedule 7(2)(b))-[DELETED]</del>                             |
|         | <del>In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to Tikanga Māori, or to avoid the disclosure of the location of waahi tapu (Schedule 7(2)(ba))-[DELETED]</del> |

| Item No | Interest   |
|---------|--|
|         | <p><del>Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—</del></p> <p><del>(i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or</del></p> <p><del>(ii) would be likely otherwise to damage the public interest (Schedule 7(2)(e)). [DELETED]</del></p> |
|         | <p><del>Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d)). [DELETED]</del></p>   |
|         | <p><del>Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e)). [DELETED]</del></p>  |
|         | <p><del>Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)). [DELETED]</del></p>  |
|         | <p><del>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h)). [DELETED]</del></p>  |

~~**THAT** XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX. [DELETED]~~

### Appendix 3: Motions and amendments (WDC)

Motions without amendments | Motions with amendments



## Appendix 4: Table of Procedural Motions

| Motion  | Has the Chair discretion to refuse this Motion? | Is seconder required? | Is discussion in order? | Are amendments in order? | Is mover of procedural motion entitled | Are previous participants in debate entitled to move this | Can a speaker be interrupted by the mover of this | If lost, can motion be moved after an interval? | Position if an amendment is already before the Chair                  | Position if a procedural motion is already before the Chair                   | Remarks  |
|---|---|-----------------------|-------------------------|--------------------------|--|---|---|---|---|---|--|
| (a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place" | No  | Yes                   | No                      | As to time and date only | No                                     | No  | No  | Yes – 15 minutes                                | If carried, debate on the original motion and amendment are adjourned | If carried, debate on the original motion and procedural motion are adjourned | On resumption of debate, the mover of the adjournment speaks first.<br>Members who have spoken in the debate may not speak again |
| (b) "That the motion under debate be now put (closure motion)"                                  | No  | Yes                   | No                      | No                       | No                                     | No  | No  | Yes – 15 Minutes                                | If carried, only the amendment is put                                 | If carried, only the procedural motion is put                                 | The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put |
| (c) "That the item of business being discussed be adjourned to a stated time and place"         | No  | Yes                   | No                      | As to time and date only | No                                     | No  | NO  | Yes – 15 minutes                                | If carried, debate on the original motion and amendment are adjourned | If carried, debate on the original motion and procedural motion are adjourned |  |

| Motion   | Has the Chair discretion to refuse this Motion? | Is seconder required? | Is discussion in order?            | Are amendments in order?                          | Is mover of procedural motion entitled to reply? | Are previous participants in debate entitled to move this motion? | Can a speaker be interrupted by the mover of this motion? | If lost, can motion be moved after an interval? | Position if an amendment is already before the Chair                             | Position if a procedural motion is already before the Chair | Remarks                 |
|--|---|-----------------------|------------------------------------|---|--|---|---|---|--|---|-------------------------|
| (d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"                         | No  | Yes                   | No                                 | No  | No   | No  | No  | Yes – 15 minutes                                | If carried, the original motion and amendment are both laid on the table         | Motion not in order   |                         |
| (e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee" | No  | Yes                   | No                                 | As to committee, time for reporting back etc only | No   | No  | No  | Yes – 15 minutes                                | If carried, the original motion and all amendments are referred to the committee | If carried, the procedural motion is deemed disposed of     |                         |
| (f) "Points of order"  | No – but may rule against                       | No                    | Yes – at discretion of Chairperson | No  | No   | Yes   | Yes   | No  | Point of order takes precedence  | Point of order takes precedence                             | See standing order 3.14 |

## Appendix 5: Webcasting Protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

## Appendix 6: Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these Standing Orders.

### Chairperson to decide all Questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

### Chairperson to decide Points of Order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

### Items not on the Agenda

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

### Chairperson's Report (Verbal or Written)

Commented [TK49]: Added for clarity

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

### Chairperson's Recommendation

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

### Chairperson's Voting

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has NO casting vote.

### Motion in writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

**Motion in parts**

The Chairperson may require any motion expressed in parts to be decided part by part.

**Notice of motion**

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the Chief Executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

**Action on previous resolutions**

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

**Repeat notice of motion**

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

**Revocation or alteration of previous resolution**

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

### **Chairperson may call a meeting**

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

### **Irrelevant matter and needless repetition**

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

### **Taking down words**

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

### **Explanations**

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

### **Chairperson rising**

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

### **Members may leave places**

The Chairperson may permit members to leave their place while speaking.

### **Priority of speakers**

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

### **Minutes**

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and Chief Executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

### Questions of speakers

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

### Withdrawal of offensive or malicious expressions

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

### Chairperson's rulings

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

### Disorderly behaviour

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

### Failure to leave meeting

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

### Audio- or audio-visual attendance

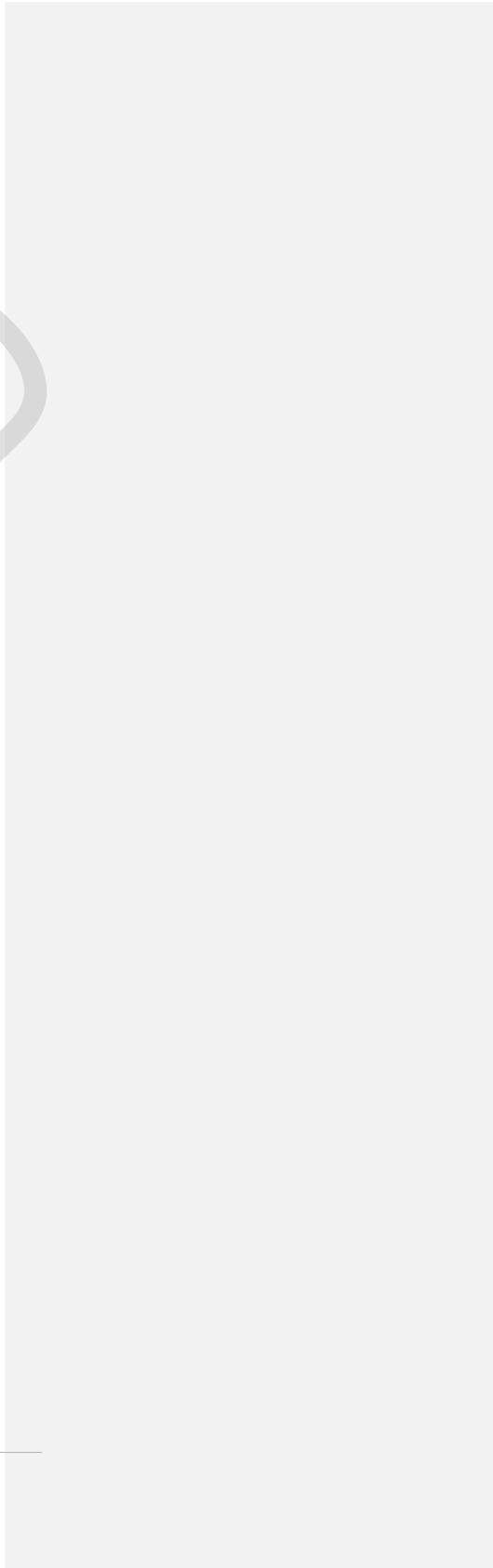
Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other.
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting.
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

Commented [TK50]: Added Audio- or audio-visual attendance

If the Chairperson is attending by audio- or audio-visual link, then chairing duties will be undertaken by the Deputy Chairperson or a member who is physically present.

PROPOSED



## Appendix 7: Workshops/Briefings

### Definition of Briefing Session

Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Community Board will consider in their future decision-making process. The briefing sessions are a forum for the Chief Executive and Council staff to address any elected member questions and provide additional background on matters of interest to the Community Board. **No decision making or voting takes place at briefing meetings. Briefing sessions are public excluded meetings**, whereby the discussion is restricted to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public.

### Definition of Workshop Session

Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. **Workshop sessions are open to the public.**

### Application of standing orders to workshops and briefings

Standing orders do not apply to workshops and briefings (PX). The Chairperson or organisers will decide how the workshop, briefing (PX) or working party should be conducted.

### Calling a workshop/briefing

Workshops, briefings (PX) and working parties may be called by:

- (a) a resolution of the Community Board
- (b) the Community Board Chairperson or
- (c) the Chief Executive
- (d) by member or staff request.

### Process for calling workshops/briefings

Community Board briefings and workshops shall be held on 'an as need' basis and included on formal agendas. Notification and diary commitments will be provided to elected members with the agenda.

The Chairperson or Chief Executive may call additional briefing and workshop sessions for the Community Board as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. The Chairperson or Senior Manager may call for additional briefing or workshop sessions if required. Scheduling of such additional meetings will be undertaken by the Governance Team.

The Chief Executive or Governance staff will give at least 24 hours' notice of the time and place of the workshop/briefing and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) state that the meeting is a workshop or briefing (Public Excluded)
- (b) advise the date, time and place
- (c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

#### **Advertising workshops/briefings**

Briefing sessions are not advertised in newspapers.

Workshops will be advised via an agenda of a formal meeting (when time permits) and listed on the Council website under the meeting schedules, however, will not be advertised in newspapers. Notification of a workshop may occur in an agenda if the workshop immediately follows the conclusion of a formal meeting.

#### **Record of workshop**

A written record of the workshop should be kept and include:

- (a) the name of each elected member who attended the meeting.
- (b) other persons (e.g. members of the public, Council staff) who attended the meeting,
- (c) other than elected members.
- (d) the matters discussed at the meeting.
- (e) any conflicts of interest declared.
- (f) a copy of presentation material provided during the briefing (including slide decks,
- (g) handouts etc. but not confidential documents); and
- (h) any matters arising as a result of the discussion.

## Appendix 8: Sample order of business

### Council: Open section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Acknowledgements and tributes
- (d) Confirmation of Minutes
- (e) Matters Arising
- (f) Notes of Workshops
- (g) Public Forum
- (h) Deputations and Presentations
- (i) Petitions
- (j) Adjourned Business
- (k) Reports
- (l) Correspondence
- (m) Chairpersons Reports
- (n) Matters for Information
- (o) Members' Information Exchange
- (p) Consultation Projects
- (q) Board Funding Update
- (r) Media Items
- (s) Questions Under Standing Orders
- (t) Urgent General Business Under Standing Orders
- (u) Matters to be considered with the public excluded.
- (v) Date and Venue for next meeting

Commented [TK51]: Headings (c ), (f) (g) and (i) to be added to Agendas is required.

### Public excluded section

- (a) Apologies
- (b) Declarations/conflicts of interest
- (c) Confirmation of Minutes
- (d) Matters Arising
- (e) Reports
- (f) Resolutions of matters considered in public excluded.

Commented [TK52]: Headings (d) and (e) added

### Standing Committees

*Same order as above*

## Appendix 9: Process for raising matters for a decision

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- (a) Report of the Chief Executive;
- (b) Report of the Chairperson;
- (c) Report of a Committee;
- (d) Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- (a) Report of the Chief Executive; or
- (b) Report of the Chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the Chairperson.

## Proposed Waikuku Residents/Community Association

Hello Ian

We thought you may be interested in hearing about the progress on your suggestion to establish a Waikuku Beach Residents' Association. Below are notes, taken by Sharon Torstonson, that give a good outline of the Steering Group's discussions so far. We have also talked to the Chair of the Pines Kairaki Residents Association who gave us some good pointers on how their association operates and some of the activities it undertakes, and also had a brief discussion with a former member of the Pegasus Residents Group.

The original core Group has been joined by two more individuals, Mike Gibson and Madeleine Burdon. As well as helping to set up other R.A.s, Madeleine was closely involved in the previous Waikuku Beach Community Association and is a mine of information about its activities – see Notes (2).

We feel that it would be helpful to have a few more people on the Steering Group so we would welcome your participation if you felt you had the time to commit to being part of the Group. As we are simply a Steering Group we understand this would not mean a conflict of interest with your role on the Community Board.

Progress to date:

### Notes (1)

We started by talking about **gaps** in the Waikuku community. In spite of having several healthy groups and organisations: no one organisation is seen as representing the community as a whole.

- no group has an overview of all the local issues or hopes.
- new residents don't know where to go to connect with the community and its organisations.
- there is no single comprehensive place to get information. The community Facebook pages reach only some of us.

We then identified some **local issues**:

- flooding
- security/petty crime
- civil defence
- transport

We also talked about **possibilities** for what a group could do:

- welcome pack for new residents
- website with a directory of groups and organisations
- monthly residents' meetings, possibly with a speaker
- coordination of a community share-a-ride
- gather and communicate community views about issues

The **structure** will be important. We felt that a group would not be about a few people organising everything. It would be about bringing people together and supporting people with an interest in a particular issue or project to take the lead on it.

#### Next steps:

- **All of us** will look for other people who might be interested.
- **Nancy** will contact the Pines Beach Residents Assn and ask if they would meet with us. (Done already!)
- **All of us** will then organise a meeting between this group plus any new people, and the Residents Assn.
- After we've had this meeting **we'll all** have another one to decide how we want to progress this further.

#### Notes (2)

Some of us had a chat with Madeleine Burdon recently. Madeleine used to be part of the previous Waikuku Beach Residents Assn and it was great to get a picture from her of what it used to get up to and have our questions answered.

#### Activities:

- A regular newsletter "Waikuku Life". This was widely circulated and included news from other groups and organisations in Waikuku, (civil defence, playgroup, boxing club, etc.) as well as its own news. Also events, projects, etc.
- Three community meetings per year: "Beach Chats". These would have a topic and speaker, as well as opportunities for other things to be brought up and discussed.
- A website that contained info about Waikuku Beach and the groups here, current events and news, etc.
- Responses/submissions to Council consultations such as the Annual Plan.
- Facilitation/support for specific projects - some they were involved in or supported were the Taranaki Reserve, upgrading the tennis courts (the shop had racquets available for visitors to use), potluck gatherings, and sports events such as the community cricket and touch rugby.
- A big gala was held, but this proved to be a lot of work.

#### Structure

- It was an incorporated society but has now been removed from the Incorporated Societies register due to inactivity. (It may be possible to restore it rather than start again with a new structure.)
- It had a committee that met regularly. The minutes were kept in a folder in the shop so anyone could read them.
- People had to apply to become members and pay a modest annual subscription.

**What happened to it?** A loss of support and involvement.

- The big fair/gala took so much work and energy that people needed a break.
- Different people had different values, which affected what and how things were done.
- Finding people with skills and availability was a challenge.

- Some people didn't want the formality and structure that the association had.

We agreed that it's not up to us to make any decisions about whether to set up an association or what it would look like. This needs to come from the whole community.

- We thought that we should be a Steering Group, with the purpose of holding a community meeting in order to see what support there is. Our Group would then dissolve. Some of us may want to continue on with whatever comes out of that meeting, but there is no expectation that the current group as a whole would take responsibility for it. We will make that clear at the meeting.
- We will try to recruit more members for the Steering Group - the ideal size would be 8 or 9 people. We'll try shoulder-tapping, and Sharon will also put something on the Fanclub facebook page. We will stress in our recruitment that this is not an ongoing commitment but has a clear end.
- We will also continue to gather information about what residents associations do, how they're structured, etc so we can present various options to the community meeting and through other community channels.

Nancy Sutherland

Our Reference: GOV-26-09-04 / 23050564419

5 May 2023

Tourism Infrastructure Fund  
Ministry of Business, Innovation and Employment

### **Letter of Support for Application to Tourism Infrastructure Fund for Woodend Town Centre toilets**

This letter is to support the application from the Waimakariri District Council to the Tourism Infrastructure Fund for the replacement of the Woodend Town Centre Toilets.

The Woodend-Sefton Community Board is pleased that this application is being lodged. The Board have formally signalled to Council that they will be requesting that the replacement of the Woodend Town Centre Toilets in School Road be brought forward in the Long-Term Plan 2024-2034.

The Board has previously expressed concern around the toilets through the last Long-Term Plan (2021-2031) however this was during the pandemic and funds were restricted. The Board have therefore made a new submission through the current Annual Plan process for the budget to be brought forward. We have been receiving feedback from the community and the local Woodend Community Association that the toilets should be replaced as they do not meet the needs of users. The council has identified them as high use toilets.

On behalf of the community the Board is in full support of the Council application to the Tourism Infrastructure Fund for the following reasons:

- these toilets service travellers/tourists using State Highway 1 and are not a good reflection on the District or New Zealand
- the traffic count through Woodend is around 20,000 vehicles per day. SH1 through Woodend is the east coast route in the South Island between the Cook Strait ferry and Christchurch and further south and is a popular route with tourists
- these toilets are located near food outlets and a great playground and are an ideal stopping place for visitors and tourists to have a break
- they are located on the Rangiora Woodend cycle/walkway which is well used by locals and visitors.

Thank you for your consideration of the Council application.

Yours sincerely



Shona Powell  
Chair – Woodend-Sefton Community Board

**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** GOV-26-09-04 / CPR-04-30-09 / 230531080542

**DATE:** 31 May 2023

**MEMO TO:** Woodend-Sefton Community Board

**FROM:** Mike Kwant – Community Projects Officer Greenspace

**SUBJECT:** Poisoned Tree Removal

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In 2022 the sudden die back in one of the mature pine trees at the Ashley Rakahuri Estuary car park was observed.

On closer inspection it was noted that numerous holes were drilled into the tree into which it is considered likely poison was injected resulting in the sudden die back of the tree.

Local enquiries and media releases did not result in any information being forwarded in relation to whom may have vandalised the tree or for what reason.

The tree has been monitored over 2023 in the hope that only a portion was dying back and it may recover however, it is now the tree will not recover and its removal is required.

It is proposed to fell the tree in sections with slash being chipped and logs collected by Hiab logging truck and sold by Laruie Forestry Ltd (LFL) as firewood to reduce overall costs of the operation.

This memo is provided to the Board for information the poisoned tree being one of a number of trees in this significant grouping in the Ashley Rakauri Estuary reserve.



*Dying pine – Ashley Rakahuri Estuary car park*

### CHAIRPERSON'S REPORT – May 2023

| CHAIR'S DAIRY |   | DISCUSSION POINTS  |
|---------------|---|--|
| Date          | Events attended   | Community Feedback/Issues Raised   |
| 3 May         | Public drop in on water and chlorination                  | Some good questions and engagement with the small number that turned up to the Woodend Community Centre.   |
| 4 May         | Waimakariri District Council Draft Annual Plan Hearing    | Presented the Board submission to Council along with Board members Ian Fong and Rhonda Mather.   |
| 7 May         | Opening of playground in Crossley Avenue, Ravenswood      | The community turned up to the official first day of the playground, and it has been proving popular with the locals. A good opportunity to catch up with Paul Croft from Infinity (the developers) around developments in Ravenswood. |
| 8 May         | Pre-meeting briefing                                      | A run through the agenda and catch up on general matters.  |
|               | WSCB monthly meeting                                      | Regular meeting.   |
| 10 May        | Ronel's Community Cuppa, Waiora Links Community Trust     | A good turnout for this regular event with quite a few first time attendees. I was the guest speaker as Chair of the Board and gave a general update on what was happening in the area. Went away with a few issues to follow up on.   |
| 11 May        | Workshop on Integrated Transport Strategy for Waimakariri | The second of two workshops. From both workshops and other feedback a draft Integrated Transport Strategy will be prepared and will go out for public consultation.  |
| 13 May        | Volunteered at Pegasus Community Centre                   | Busy morning and as usual the book cave was very popular. Quite a few questions about things around the area.  |
| 1 June        | All Boards Briefing                                       | This included a good discussion around the discretionary grant and the application process which will soon be reviewed by the community boards.  |

#### CHAIR'S STATEMENT

- Wrote Board column for June issue of The Woodpecker
- Managing Board Facebook page
- Worked with Greenspace to lodge an application to the Tourism Infrastructure Fund for the Woodend Toilets

Main issues raised by residents were:

- Bus shelters needed – followed up on this
- Where is the Pegasus community centre going – explained the process
- Waka Kotahi planned SH1 safety improvements
- What is happening with the youth facilities promised for Pegasus
- The need for the Woodend Bypass
- Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus/Ravenswood roundabout

Shona Powell

**Woodend-Sefton Community Board**

**WOODEND-SEFTON COMMUNITY BOARD****MEMBERS INFORMATION EXCHANGE***For the month of May 2023*

Member' Name: Ian Fong

| <b>MEMBER'S DIARY</b> |   | <b>DISCUSSION POINTS</b>  |
|-----------------------|---|---|
| <i>Date</i>           | <i>Events members have attended</i>               | <i>Community Feedback/Issues Raised</i>   |
| 6 May                 | Ravenswood Playground Opening                     |   |
| 17 May                | Sefton Hall Meeting                               | Apology as I was out of town on business. I have been advised that there was nothing relevant to report back to the Board.  |
| 25 May                | Attended Waikuku Beach Fire Brigade Community Day |   |
| 31 May                | Catch up with Kay                                 |   |
| 1 June                | All Boards Briefing                               |   |
| 1 June                | Pegasus Residents Group meeting                   | Apology – received minutes and the only item to report is an invitation to attend a public meeting to discuss the installation of CCTV cameras on the 14 June 2023. |

**Other:**

## WOODEND-SEFTON COMMUNITY BOARD

### MEMBERS INFORMATION EXCHANGE

*May 2023*

Member Name: Rhonda Mather

| MEMBER'S DAIRY |   | DISCUSSION POINTS  |
|----------------|---|--|
| <i>Date</i>    | <i>Meetings/Events members have attended</i>  | <i>Community Feedback/Issues Raised</i>  |
| 2 May          | GreyPower monthly meeting                     | Both the Chairperson (Jan Pentecost) and Treasurer/membership person were away. Some comments from the person giving the health report were race related and caused offence to some of those present (me included).  |
| 3 May          | WDC water drop-in session                     | Held at Woodend Community Centre with good representation from Council staff and elected members. A good opportunity to learn more about water issues and the chlorine situation. These drop-in sessions were held around the district.  |
| 4 May          | WDC Annual Plan Hearing                       | Held in Council Chambers at Rangiora. I attended in support of the Woodend-Sefton Community Board submission and to present on behalf of the Waiora Links Community Trust.   |
| 6 May          | Waikuku Indoor Market                         | Held at Waikuku Beach Hall, this was the first of what is planned to be a regular event. About a dozen stall holders were present and it was good to see that the products on offer largely differed to what I have seen elsewhere. Numbers attending were quiet when I was there (not long after opening). I understand this market is being held monthly through winter on the first Saturday of the month from 11am to 2pm. |
| 8 May          | Met with Sandra Stewart                       | I met with Kaiapoi-Tuahiwi Community Board member Sandra Stewart, who is the GreyPower representative for that Board to discuss our shared concern about race related comments at the May GreyPower meeting.   |
| 4 May          | Woodend-Sefton Community Board (WSCB) meeting | Held at Woodend Community Centre. Monthly Board meeting.   |
| 10 May         | Ronel's Community Cuppa                       | Held at Pegasus Community Centre (PCC) with over 50 people in attendance. WSCB Chair, Shona Powell, was our guest speaker and gave an update on local matters.   |
| 15 May         | Meeting with Dan Gordon                       | Sandra Stewart and I met with Dan Gordon to discuss our concerns about the May GreyPower meeting, as Dan has regular meetings with GP President, Jan Pentecost. A  |

|        |                              |  |
|--------|------------------------------|--|
|        |                              | meeting with Jan was to be arranged, but I have heard nothing further as at time of writing (4 June).  |
| 18 May | Waiora Links Community Trust | WLCT monthly Board meeting.  |
| 25 May | Governance Training          | Training for new Board members. I find these sessions valuable to reinforce what I already know and to learn something new.  |
| 1 June | All Boards                   | It was good to hear from the Youth Council and also the update on security from Sarah. I also appreciated the 'heads up' from Kay and Thea regarding the review of the Discretionary Grant Fund process. |

**OTHER:**

- Ronel's Community Cuppa is on at 10am, Wednesday 14<sup>th</sup> June at the Pegasus Community Centre. WSCB members are always welcome to attend this event which is for residents of the Woodend/Ravenswood, Pegasus and Waikuku area. This month Nicki Carter from Social Services Waimakariri (SSW) will be the guest speaker talking about the Next Steps website.
- The Woodend Community Centre will be closed from 10th to 13th of July due to carpet replacement in the meeting rooms and foyer. This is being done during school holidays when there is less disruption to regular users. All affected users have been contacted by WDC facilities staff. This work is very much needed and should give the centre a fresh, clean look once completed.
- Unfortunately I missed several other meetings, events and activities during May due to some personal matters that took precedence.

**WOODEND-SEFTON COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of May 2023*

Member' Name: Philip Redmond

| MEMBER'S DIARY |  | DISCUSSION POINTS  |
|----------------|--|--|
| <i>Date</i>    | <i>Events members have attended</i>                                    | <i>Community Feedback/Issues Raised</i>  |
| 9 May          | Briefing and Workshop (Zoom)   |  |
| 10 May         | CE Final interviews (Zoom)   |  |
| 11 May         | Property Portfolio Working Group                                       |  |
| 16 May         | Extraordinary Council meeting<br>UN Workshop                           | <ul style="list-style-type: none"> <li>• GCP and CE appointment</li> <li>• SDG's Non binding – but some see as supporting LGNZ , WHO, climate change, globalisation, WEF, One World Government, 15 minutes cities, loss of individual freedoms etc.</li> </ul> |
| 18 May         | NCSRT Meeting<br>Solar Power meeting for effected residents            | No current application received, residents advised on process  |
| 20 May         | Kaiapoi Historical Society AGM   | Kaiapoi blanket stolen, on CCTV and number plate provided to Police  |
| 22 May         | Citizenship Ceremony   |  |
| 23 May         | Utilities and Roothing Committee<br>Community and Recreation Committee | As minuted<br>Reference to SDG's attracted a small audience  |
| 25 & 26 May    | LGNZ Sectors Together Meeting Wellington                               | Self funded. Discovered national election budget \$200 million   |
| 27 May         | Good Street re-launch  |  |
| 29 May         | District Licencing Committee Training morning                          |  |
| 30 May         | Annual Plan Deliberations  |  |
| 1 June         | All Boards meeting   |  |
| 6 June         | Council<br>Stalkers Road Drainage meeting<br>WHAG                      |  |
| 7 June         | Clarkville Rural Drainage meeting<br>Cones Road Drainage meeting       | Follow up with residents   |

**Other:**

Roothing Portfolio Update

- Current focus on Speed Management Plans
- Unsealed roads auditing
- Transport Choices Programme, consultation on hold.

- May 4000m<sup>2</sup> remetalling completed (April – May 33km roads remetalled, more planned for June/July.
- All bridges have had signage checked
- Preparing for frosts