



**WAIMAKARIRI**  
DISTRICT COUNCIL

# Council

## Agenda

**Tuesday 7 June 2022**

**1pm**

*Council Chamber  
215 High Street  
Rangiora*

*Members:*

Mayor Dan Gordon (Chair)

Cr Neville Atkinson

Cr Kirstyn Barnett

Cr Al Blackie

Cr Robbie Brine

Cr Wendy Doody

Cr Niki Mealings

Cr Philip Redmond

Cr Sandra Stewart

Cr Joan Ward

Cr Paul Williams

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA**, on **TUESDAY 7 JUNE 2022** commencing at **1pm**.

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

The passing of Dame Aroha Reriti-Crofts (Ngai Tuahuriri, Ngai Tahu).

The passing of Christine Greengrass, Kaiapoi-Tuahivi Community Board member.

Recipients of the 2022 Mayors Award presented to Kevin Felstead and Tony Hall.

Recipients of the inaugural Business Award presented to Mark Revis and Jeff Pearce.

Recipients of the 2022 Community Service Awards presented to Mary and Keith Morrison, Graham Godman, Jan and Dave Shelton, Ivan Campbell, Bryan Sulzberger, Gavin McGiffert, David Britten, Scott and Tracey Bowman.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Waimakariri District Council meeting held on 3 May 2022**

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of the Waimakariri District Council meeting held on 3 May 2022.

**MATTERS ARISING (FROM MINUTES)**

**PUBLIC EXCLUDED MINUTES** *(Refer to public excluded agenda)*

4.2. **Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 3 May 2022**

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **SHOVEL READY PROJECTS**

Nil.

8. **REPORTS**

8.1. **Gambling Venue Policy Review Board Venue Policy Review – L Beckingsale (Policy Analyst) and T Tierney (General Manager Planning and Regulation)**

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220309033892.
- (b) **Approves** the Statement of Proposal for consultation; and
- (c) **Appoints** Councillors ....., ..... and ..... to the Hearing Panel.

8.2. **Rangiora Wastewater Treatment Plant – Septage Facility Location Approval – J Dhakal (Project Engineer) and K Simpson (3 Waters Manager)**

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 211105178650 (v02).
- (b) **Approves** the proposed location and short-term layout of the Septage Facility, as shown on attachment ii.
- (c) **Notes** that the recommended location of facility has been designed such that it, suits the current site layout, and allows flexibility for future layout options on the site.
- (d) **Notes** that this report does not include an estimate of the cost associated with the development of the site as per attachment ii. Aspects of the works required would need to be funded from project budgets associated with either the development of the Rangiora Eastern Link Road project, or the Three Waters Reform work.
- (e) **Notes** that further development of the site layout plan into a Master Plan will be triggered by either the design of the Rangiora Eastern Link Road, or potentially the transfer of ownership of the Rangiora WWTP site to a new water service entity.
- (f) **Notes** that the potential transfer of the Rangiora Wastewater Treatment Plant site to the water service entity is a matter for future consideration by the Council in the future and not a matter for consideration at this stage.

- (g) **Notes** that a wider briefing on the Master Plan will occur at a future date.
- (h) **Circulates** this report to the Utilities and Roothing Committee for their information.

## 9. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

- 9.1. **Kaiapoi Town Centre Budget Reallocation May 2022 – J McBride (Roothing and Transport Manager) and V Thompson (Business and Centres Advisor)**  
*(refer to attached copy of report no. 220504069966 to the Kaiapoi-Tuahiw Community Board meeting of 16 May 2022)*

### RECOMMENDATION

**THAT** the Council:

- (a) **Approves** the reallocation of budget as follows:
  - i. \$55,000 for the footpath upgrade at the old BNZ Bank and;
  - ii. \$45,000 for the Williams Street Bridge Balustrade Replacement Design.
- (b) **Notes** that a further report would be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs were confirmed.

- 9.2. **Williams Street Bridge Balustrade Upgrades – V Thompson (Business and Centres Advisor)**  
*(refer to attached copy of report no. 220412055487 to the Kaiapoi-Tuahiw Community Board meeting of 16 May 2022).*

### RECOMMENDATION

**THAT** the Council:

- (a) **Approves** Option H as the preferred design option for the potential future replacement of the Williams Street Bridge balustrades that enables a new architectural laser cut stainless steel handrail and infill panels incorporating cut out design motifs to go out for public consultation and be endorsed by Ngāi Tūāhuriri, while retaining the existing concrete pillars and lamp posts.

- 9.3. **Application to the Biodiversity Fund – G Maxwell (Policy Technician) and G MacLeod (Greenspace Manager)**  
*(refer to attached copy of report no. 220505071036 to the Land and Water Committee meeting of 17 May 2022).*

### RECOMMENDATION

**THAT** the Council:

- (a) **Approve** funding from the Biodiversity Fund of \$5,204.62 for the application of Mia Hofsteede to fence wetland, flax and cabbage trees located at 118 Yaxleys Road.

## 10. **HEALTH, SAFETY AND WELLBEING**

### 10.1. **Health, Safety and Wellbeing Report June 2022**– J Harland (Chief Executive)

#### *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. 220517078951.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this information to Community Boards for their information.

## 11. **COMMITTEE MINUTES FOR INFORMATION**

### 11.1. Minutes of a meeting of the District Planning and Regulation Committee of 26 April 2022

### 11.2. Minutes of a meeting of the Utilities and Roothing Committee of 26 April 2022

### 11.3. Minutes of a meeting of the Audit and Risk Committee of 17 May 2022

#### *RECOMMENDATION*

**THAT** Items 11.1 – 11.3 be received information.

## 12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

### 12.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 4 May 2022

Minutes of a meeting of the Woodend-Sefton Community Board meeting of 9 May 2022

Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 11 May 2022

Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 16 May 2022

#### *RECOMMENDATION*

**THAT** Items 12.1– 12.4 be received for information.

## 13. **REPORTS FOR INFORMATION**

### 13.1. **Zone Implementation Programme Addendum Capital Works Programme – 2022-23** – S Allen (Water Environment Advisor)

*(Refer to attached copy of report 220328045801 to the Land and Water Committee meeting of 17 May 2022)*

#### *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Item 13.1 for information.

14. **MAYOR'S DIARY**

14.1 **Mayor's Diary Wednesday 27 April – Tuesday 31 May 2022**

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report no 220602093522

15. **COUNCIL PORTFOLIO UPDATES**

- 15.1. **Iwi Relationships** – Mayor Dan Gordon  
15.2. **Greater Christchurch Partnership Update** – Mayor Dan Gordon  
15.3. **Canterbury Water Management Strategy** – Councillor Sandra Stewart  
15.4. **International Relationships** – Deputy Mayor Neville Atkinson  
15.5. **Regeneration (Kaiapoi)** – Councillor Al Blackie  
15.6. **Climate Change and Sustainability** – Councillor Niki Mealings  
15.7. **Business, Promotion and Town Centres** – Councillor Joan Ward

16. **QUESTIONS**

*(under Standing Orders)*

17. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

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

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

*RECOMMENDATION*

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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:

<b>Item No</b>	<b>Minutes/Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
18.1	Minutes of public excluded portion of Council meeting of 3 May 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.2	Minutes of public excluded portion of the Audit and Risk Committee meeting of 17 May 2022	Minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)

<b>REPORTS</b>				
18.3	Report of R Kerr (Delivery Manager: Shovel Ready programme) and R Hawthorne (Property Manager)	Kaiapoi Stormwater and Flooding Improvements – disposal of properties	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.4	Report of R Kerr (Delivery Manager) and K Simpson (3 Waters Manager)	Kaiapoi Stormwater and Flooding Improvements – Tranche Three Contracts	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.5	Report of J Harland (Chief Executive)	Enterprise North Canterbury Trustee Appointment	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>MATTER REFERRED FROM AUDIT AND RISK COMMITTEE MEETING 17 MAY</b>				
18.6	Report of A Radford (Asset Information Management Team Leader) and P Christensen (Finance Manager)	Plant Replacement	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Item N°</b>	<b>Reason for protection of interests</b>	<b>LGOIMA Part 1, Section 7</b>
18.1 – 18.6	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i)  Section 7 (j)

### **CLOSED MEETING**

*See Public Excluded Agenda.*

### **OPEN MEETING**

### 19. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur at 1pm on Tuesday 5 July 2022, to be held in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

The 2022/23 Annual Plan adoption meeting is scheduled to occur on Tuesday 28 June 2022.

**MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC BUILDING, HIGH STREET, RANGIORA ON TUESDAY 3 MAY 2022, COMMENCING AT 1PM**

**PRESENT**

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie (virtual), R Brine (virtual), W Doody, N Mealings, P Redmond, S Stewart (virtual) and P Williams.

**IN ATTENDANCE**

J Harland (Chief Executive), G Cleary (Manager Utilities and Roading), J Millward (Manager Finance and Business Support), C Brown (Manager Community and Recreation), J McBride (Roading and Transport Manager), K Waghorn (Solid Waste Asset Manager), V Thompson (Business and Centres Advisor) and K Rabe (Governance Advisor).

1. **APOLOGIES**

Moved: Councillor Doody                      Seconded: Councillor Redmond

An apology for absence was received and sustained from Councillor Ward.

**CARRIED**

2. **CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

3. **ACKNOWLEDGEMENTS**

A moments silence was observed for the passing of Christopher (Chris) Marshall QSM of Kaiapoi, Ronald (Ron) Rivers of Oxford and Richard (Dick) Brittan of Rangiora.

Chris Marshall QSM was awarded the Queens Service Medal in 2020 for his 30 year service to classical music. He was very involved in mentoring many young musicians during his lifetime.

Ron Rivers of Oxford will be remembered for his community work in Oxford. He was a lifetime member of St Johns Ambulance, served on the Cust Anglican Church's Vestry Committee, a member of the Cust Community Centre Project Committee, involved with Federated Farmers, a member of the Cust/Oxford Lions Club and a member of the Waimakariri Golf Club since 1967.

Dick Brittan of Rangiora was a surveyor who worked in the Waimakariri District and was very involved in the Rangiora Pony Club. He will be remembered for his impressive collection of war memorabilia and visited Gallipoli in 2000, climbing Chunuk Bair in the early hours of the morning to honour his father and uncles who died in WWI.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of an extraordinary meeting of the Waimakariri District Council held on Friday 1 April 2022**

Moved: Councillor Redmond                      Seconded: Councillor Mealings

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of an extraordinary meeting of the Waimakariri District Council held on 1 April 2022.

**CARRIED**



4.2. **Minutes of a meeting of the Waimakariri District Council held on 5 April 2022**

Moved: Councillor Atkinson

Seconded: Councillor Doody

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of a meeting of the Waimakariri District Council held on 5 April 2022.

**CARRIED**

**MATTERS ARISING (FROM MINUTES)**

Nil.

**PUBLIC EXCLUDED MINUTES** *(Refer to public excluded agenda)*

4.3. **Minutes of the public excluded extraordinary meeting of the Waimakariri District Council held on 1 April 2022**

4.4. **Minutes of the public excluded meeting of the Waimakariri District Council held on 5 April 2022**

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **SHOVEL READY PROJECTS**

Nil.

8. **REPORTS**

8.1. **Roading Service Requests and Flood Budget – J McBride (Roading and Transport Manager) and D Young (Senior Engineering Advisor)**

J McBride spoke to this report which requested approval for unbudgeted expenditure associated with the damage and subsequent response to the February flood event and to update the Council on the current status of roading service requests received over the last 12 months.

During the February weather event the road surface above Butchers Road culvert collapsed. An inspection revealed that stream flows had entered behind the culvert wall and scoured out the fill which meant a loss of integrity in the arch shape resulting in a major structural issue. In response to public requests, pedestrian access was installed over the damaged culvert, however there was ongoing concern regarding the road closure which was affecting access especially for local farmers who are experiencing disruption due to the closure.

Councillor Redmond noted that the report stated that vehicle access would be denied and queried why a temporary solution could not be found as had occurred with the pedestrian access. J McBride replied that several options had been considered and it was agreed that the best option was to build a bridge over the culvert and the cost of that would be prohibitive. Covering the culvert with gravel would not support the weight of vehicles and it was acknowledged that this would need to be a self-supporting structure for safe access.

Councillor Barnett queried if any progress had been made regarding the service requests by Cust residents relating to the time it took for flooding signs to be erected resulting in damage to vehicles and was there any consideration for having permanent signs in place on the roads that are known to flood. J McBride said this would be considered as part of the safety programme, including the possibility of having barrier arms in place for those roads that do flood and also the fords.

Councillor Williams enquired why these assets were not insured and G Cleary replied that bridges and culverts are not insured by individual local authorities, however there was a National scheme which assists with replacement of assets such as these, and involved a cost share arrangement with Waka Kotahi ranging from 51% depending on the circumstances that caused the failure of the asset.

Councillor Williams queried if due to the lack of maintenance of the drain and culvert, which may have exacerbated damage, should the contractor not be held accountable for some of the costs. G Cleary stated the nature of maintenance of drains was regrowth of vegetation, which occurred more quickly at certain times of the year and it would be difficult to prove that the lack of maintenance would have caused the culvert to fail during a heavy rain event.

Councillor Williams noted that it was not damage to the culvert but the abutment that failed and caused the damage and enquired why the culvert was being replaced and why were the abutments not being repaired. J McBride stated that the integrity of the culvert and abutments were undermined and would need to be replaced rather than repaired. By replacing the existing pipe arch culvert with a box culvert it would provide a better whole of life cost.

Councillor Williams enquired why budget was being spent on creating a cycle/pedestrian way which would include fencing and concrete blocks to close the roadway rather than making the proposed area larger to enable vehicle access. J McBride responded that fencing was required for health and safety purposes for cyclists or pedestrians as they could fall into the culvert without protection. The measures that would be taken to allow foot or cycle access would not be sufficient to hold the weight of a vehicle.

Councillor Atkinson enquired if it would not be easier and more cost effective to just close the ford to all traffic. G Cleary stated that the legal requirements do not allow for new fords to be created but that the current fords are to be maintained and managed, however he believed that in the future there may be a change to that ruling due to changes to managing waterways.

Councillor Mealings queried how rural storm water would be managed effectively when the Three Waters reforms were adopted. G Cleary replied that at present the proposal indicated that the local authorities would still be responsible for management of rural assets such as this, however there had been concern how this would be possible. A Working Party was in the process of reviewing and working through issues such as this.

Moved: Councillor Redmond

Seconded Councillor Barnett

**THAT** the Council

- (a) **Receives** Report No. 220410053852;
- (b) **Endorses** the installation a 3.0m by 3.0m box culvert as a replacement to the damaged Butchers Rd culvert replacement;

- (c) **Approves** unbudgeted expenditure and budget of \$730,000 for responding to the February flood event, which includes \$440,000 for the Butchers Road culvert replacement (being \$370,000 in 2021/22 and \$360,000 in 2022/23);
- (d) **Notes** that the staff submission to the 2022/23 Annual Plan deliberations will include the portion of work included in the 2022/23 year, as well as the rating effects and subsidies;
- (e) **Notes** that an application for emergency funding had been submitted to Waka Kotahi for this event and for budgeting purposes it had been assumed that this request would be approved;
- (f) **Notes** there had been a significant increase in the number of service requests received and processed for the Roding activity over the last 12 months;
- (g) **Circulates** this report to the Community Boards for information.

**CARRIED**

Councillor Redmond supported the motion noting that local response was important in such instances. He also stated that with climate change extreme weather events were likely to increase and efficient and effective response would be required. He noted that the local residents relied on the ford and needed the work to be done as quickly as possible. Councillor Redmond requested that an investigation be undertaken to see if the pedestrian access could be made wide enough to accommodate quadbikes which were used by the farming community, seeing as vehicle access would be denied.

Councillor Barnett agreed with Councillor Redmond's comments noting it was important to maintain the access within rural communities. She also believed that a review of the current legislation would be helpful.

Councillor Williams supported the motion, however was disappointed at the delay in completing the required work.

Councillor Mealings thanked the staff for the work done to date and for the responsiveness to resident's concerns. She also believed that access in rural areas should be maintained wherever possible.

Councillor Atkinson noted that he was confused by the Governments policies which often seemed to contradict especially where water issues were involved. He did not believe using fords would compromise water quality and believed that access for rural residents should not be compromised as a result.

Councillor Doody noted that many of the fords were historic and had been used for decades and that the public would not support them being closed.

8.2. **Submission on Canterbury Museum Trust Board's draft Annual Plan for the year ending 30 June 2023 – J Millward (Manager Finance and Business Support)**

J Millward spoke to the report noting that the submission supported the reduction of the increase from 5% as previously signalled, recommending a modified approach for funding operations which reduces the levy increases from 2023-2029 and supports the base isolation, strengthening and development project which should be contained to \$205 million.

Councillor Williams enquired if the legal opinion on the cost of the building had been received. J Millward advised that it was yet to be received however would follow up and circulate it to all members when it arrived.

Mayor Gordon requested J Millward to confirm the information regarding the Crowns share of funding.

Moved: Councillor Atkinson

Seconded: Councillor Doody

**THAT** the Council

- (a) **Receives** report N° 220421060707.
- (b) **Approves** the submission (Trim 220421060513) on the Canterbury Museum Trust Board's draft Annual Plan for 2022/23.

**CARRIED**

Councillor Williams abstained

Councillor Atkinson stated this was a good submission and he believed that the district should contribute to the Museum which provided an important role for all communities, however the question would always be; how much does the Council contribute.

Councillor Doody supported the motion and agreed with Councillor Atkinson that the district support of the Museum was important.

Councillor Williams supported some of the submission but had reservations on aspects of the proposed building project.

Mayor Gordon supported the submission which he believed expressed the Councils position clearly. He acknowledged the work done by D Ayers, the Chairman of the Canterbury Museum Board, and noted that the longer the Crown took to determine if it would contribute the more expensive the project became. He noted that both Wellington and Auckland had received sizable contributions from the Government for their museums. Mayor Gordon requested that J Millward acknowledge appreciation of the art collection generously gifted by Jim and Susan Wakefield which is now housed in the Ravenscar House Museum, on Rolleston Avenue, Christchurch. Mayor Gordon advised he had attended the opening and since revisited the Museum and enjoyed the experience.

Councillor Brine noted that several years ago considerable work had been done on this matter and he was under the impression that legal advice/opinion had been obtained at that time. J Millward confirmed that professional advice had been obtained, however this was in relation to operating costs.

8.3. **Draft Submission to Ministry for the Environment's Consultation te panoni i te hangarua - Transforming Recycling – K Waghorn (Solid Waste Asset Manager)**

K Waghorn spoke to the report which presented the draft submission on Transforming Recycling and discussed points regarding container return schemes, improvements to household kerbside recycling and separation of business food waste. She noted an extension to the deadline had been granted and the submission would need to be submitted before 22 May 2022.

Councillor Atkinson requested clarification on the wording of recommendation (c) in the report and was advised that it should read "...Cr Brine to approve changes to the Waimakariri District Council's final submission".

Councillor Williams enquired what would happen to current sophisticated equipment if it was superseded by different equipment to enable consistent outcomes throughout New Zealand, for example lids on bottles. K Waghorn said the intention was to have a uniform standard of no lids in any bottles on kerbside collections.

Councillor Redmond presented a cardboard drink container noting that this could be returned for a slight refund and queried where would you return it to and what would happen to this container once it was sent to recycling. K Waghorn advised that they were sent to a plant who were currently making building bricks and that the items should be returned to the point of sale, or failing that to a supermarket which would be set up to receive relevant recycling.

Councillor Mealings thanked K Waghorn for a thorough submission and inquired what impact would the deposit scheme have on kerbside recycling. K Waghorn advised that the Council had the ability to sort recycling. Councillor Mealings also held concerns relating to organic recycling noting the issues facing the Bromley recycling plant and queried if this could become a problem for the district in the future. K Waghorn noted that currently all organic recycling was sent to the Bromley plant, however Christchurch City Council were in the process of considering options on the future of the plant due to the concerns raised by residents. Councillor Mealings also raised concern for the smaller business owners such as dairy owners and their ability to recycle returned containers and if this could impact on neighbourhoods. K Waghorn stated that recycling options would be based on the amount of sales of each business.

Councillor Barnett queried why medical centres were exempt from recycling initiatives and K Waghorn replied that is was not deemed appropriate for medical facilities due to health and safety concerns. Councillor Barnett then requested clarification of the different levels for recycling relating to the size of premises. She noted that there was a recommendation (point 22 of the submission), queried the size threshold of rural retailers to be required to take containers back. Councillor Barnett believed that petrol stations should take recycling no matter the size of the business. The point was made that petrol stations were usually franchised and as such would probably be equipped with recycling capabilities as a matter of course. Agreement was reached that recommendation (a) which state "any retailer over 60m<sup>2</sup>" would be the Councils choice.

Councillor Redmond believed that if a merchant sold a product he should be required to refund and recycle.

Councillor Barnett raised the question of who would be paying for the changes to the recycling system and would the ratepayers be expected to carry the cost or would it be government funded and requested that this be included in the submission.

Councillor Atkinson raised the question about what applied for events which sold food and drinks and requested that clarification be sought on this item and should be included in the submission. He also noted that there was no budget provision at present in the LTP for these changes.

Moved: Councillor Brine

Seconded: Councillor Atkinson

**THAT** the Council:

- (a) **Receives** Report No. 220407052955.
- (b) **Approves** the draft submission to "te panoni i te hangarua - Transforming Recycling" appended in Attachment i (220407052503).

- (c) **Delegates** authority to the Mayor and Cr. Brine to approve changes to the Waimakariri District Council's final submission to "te panoni i te hangarua - Transforming Recycling".
- (d) **Supports** the draft Canterbury Mayoral Forum submission to "te panoni i te hangarua - Transforming Recycling" appended in Attachment vi (Trim 220427063955).

### **CARRIED**

Councillor Brine supported the motion noting that the improvements to recycling and waste management were being improved step by step.

Councillor Atkinson noted that it seemed that the thinking was returning to yesteryear where deposits were given on returned containers and believed that this would simplify the system in the long run.

Councillor Doody supported the motion however had concerns regarding organic waste in urban areas.

Councillor Barnett supported the motion, however she believed that this matter should have been brought to the Council as a workshop prior to the submission being written. She had concern that by refunding plastic containers, the public would be encouraged to use items packaged this way when it would be better to discourage plastic containers. She also had concerns on how this scheme would be funded but was supportive of the community taking some ownership and getting involved.

Mayor Gordon thanked K Waghorn for a well thought out submission which covered most points, however agreed that it would have been helpful for Councillors to discuss the matter in more detail via a workshop.

## **9. MATTER REFERRED FROM COMMUNITY BOARDS**

- 9.1. **Approval to Consult on Speed Limit Review for Smith Street, Kaiapoi – S Binder (Transportation Engineer)**  
*(refer to copy of report no.220110001887 to the Kaiapoi-Tuahiwi Community Board meeting of 11 April 2022).*

J McBride spoke to the report seeking approval to carry out the proposed speed limit change on Smith Street from 60m east of the southbound SH1 off-ramp to the 50km/h limit east of the Cam River.

Councillor Barnett queried if it was normal to change speed limits from 100km/h to 50km/h and J McBride clarified the location which was currently an 80km/h limit, therefore the change would be from 80km/h to 50km/h.

Councillor Redmond concurred with Councillor Barnett noting that when coming off the motorway going south, which was a 100km/h limit you would then be reducing speed to 50km/h when turning left onto Smith Street. J McBride noted that by approaching the overbridge, motorists would have to slow prior to turning onto Smith Street.

Councillor Atkinson stated that he was comfortable with the reduction of speed on the overbridge as this was a high accident area, however he did not believe in changing speed limits in quick succession and felt the lower speed should be extended on both sides of the overbridge. J McBride agreed, however this stretch of road was under Waka Kotahi's jurisdiction and they were reluctant to make any further changes. Councillor Atkinson felt this was short sighted and did not follow the Road to Zero thinking.

Councillor Barnett suggested that the speed limit be 60km/h from Revells Road and continue through to the current change to 50km/h on Smith Street giving a consistent approach rather than a series of changes to the speed limit. J McBride replied that a 50km/h limit was deemed more appropriate to the environment which had side streets and footpaths in close proximity.

Councillor Mealings said she was comfortable with the proposed change due to the school and business district in close proximity and queried that the minimum length of road for a change in speed limit was one kilometre would this mean that a change would be required to the Revells Road side to ensure this requirement was met. J McBride stated that she had asked the question and reached out to Waka Kotahi but they were comfortable with the status quo.

Councillor Williams noted that the changes would only be made once the traffic signals were installed and queried when this was likely to occur and if the signals would only be installed when the development had progressed. J McBride agreed that the two projects would work in conjunction with each other, however the infrastructure could be in place prior to the project progressing enough to require the signals.

Councillor Barnett queried how the cost of the signals was being covered and J McBride was unsure and would follow up on this aspect as she was under the impression that it was included in the resource consent.

Moved: Councillor Redmond

Seconded: Mayor Gordon

**THAT** the Council:

- (a) **Approves** consultation being carried out on the proposed speed limit change summarised below:

Location	Current (km/hr)	Proposed (km/hr)
Smith Street, from 60m east of the southbound SH1 off-ramp to the 50 km/hr limit east of the Cam River	80	50

- (b) **Notes** that consultation is proposed to be carried out in June and July 2022.
- (c) **Notes** that early engagement with Waka Kotahi is on-going and the results will be verbally communicated to the Council when the report is presented.
- (d) **Notes** that the results of the public consultation and the final speed limit proposals will be presented to the Community Board and then Council for further consideration.
- (e) **Notes** that any submission on the new proposed speed limit, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.
- (f) **Notes** that any speed limit change will not be implemented before the traffic signal at Smith Street / Tunas Street is operational.

**CARRIED**

Councillor Redmond supported the motion noting that this was a sensible and practical solution and was approved by the Kaiapoi-Tuahiwi Community Board.

Mayor Gordon noted the relevant questions that were raised and agreed with Councillor Redmond that this was a sensible move.

Councillor Atkinson stated that he had raised the matter of speed on bridges a number of times and believed that there should be a co-ordinated and co-operative approach by both local Councils and Waka Kotahi to achieve the safest outcome for communities, as accidents often happened near or on overbridges.

Councillor Barnett noted that this report was a request to go out for public consultation and the Council would see what the public had to say on the matter. She believed that the proposed speed limit should be 60km/h and believed that people drove to the conditions and not to prescribed limits by the Council or Waka Kotahi. She also stated she was against speed limits changing repeatedly over short distances.

Councillor Redmond did not believe that the proposed 50km/h was inconsistent for Charles Street.

9.2. **Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi – V Thompson (Business & Centres Advisor)**

*(refer to copy of report no. 220223025061 to the Kaiapoi-Tuahivi Community Board meeting of 11 April 2022 and Rangiora-Ashley Community Board meeting of 13 April 2022). Minutes for these Community Board meetings are included in this agenda, Items 12.3 and 12.4.*

V Thompson spoke to the report which sought endorsement of the town centre feature concept lighting designs for Rangiora and Kaiapoi as prepared by Kevin Cawley of Total Lighting Ltd.

Mayor Gordon suggested that a further recommendation be added which stated that the Town Centre Feature Lighting Working Group be consulted on future work and upgrades before being recommended to the Community Boards and the Council.

Councillor Mealings sought confirmation that the figures shown in the report were correct and V Thompson confirmed that they were correct, however any upgrade to LEDs would require a further conversation with the contractor.

Councillor Williams requested confirmation that this plan would not result in a similar outcome as the previous enhanced lighting in Rangiora and that testing of systems would be done prior to the work being paid for. V Thompson agreed that some test lights could be done prior to the completion of any project.

Councillor Atkinson queried the budget set aside for street lighting when there was a street lighting budget already in place and was assured that this would only cover new street lighting in newer developments so as to ensure consistent amenity throughout.

Councillor Williams requested that any lights removed would be kept and recycled as required.

Moved: Councillor Atkinson                      Councillor Redmond

**THAT** the Council:

- (a) **Approve** the lighting concept designs as a general approach to future town centre lighting upgrades in Kaiapoi/Rangiora.
- (b) **Notes** that the Town Centre Feature Lighting Working Group be consulted on any future work and upgrades prior to recommendations to the Rangiora-Ashley and Kaiapoi-Tuahivi Community Boards and the Council

**CARRIED**



Councillor Atkinson was pleased to support this motion and supported further discussions at appropriate times. He also noted that this would create attractive town centres which would encourage visitors.

Councillor Redmond supported the motion stating that this was an exciting development and that he had found the contractor to be easy to work with.

Mayor Gordon acknowledged the issues faced previously with feature lighting in Rangiora's High Street, however noted that the fairy lights were popular with residents. He was supportive of a holistic approach to lighting in the area and believed that the Council had achieved a good outcome and he looked forward to the work being completed on the Kaiapoi bridge.

## 10. **HEALTH SAFETY AND WELLBEING**

### 10.1. **Health, Safety and Wellbeing Report May 2022 – J Harland (Chief Executive)**

The CE spoke to the report providing a brief overview of the Covid protocols being implemented noting some staff were still being offered flexible working arrangements and room limits were still being maintained. He stated that although infection numbers were declining there was a need to continue vigilance.

Councillor Williams queried if the Council was ensuring that those who were eligible for free flu vaccines would not be charged through the Council's offer of flu vaccines. J Harland agreed that this had been taken into account and appropriate processes were in place.

Moved: Councillor Atkinson ◀ ▶ Seconded Councillor Doody

**THAT** the Council:

- (a) **Receives** Report No. 220413056861
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Notes** that the flu jabs for staff and elected members will be held at the Rangiora Service Centre, Council Chambers on Wednesday 4 May 9.30am – 11.00am and Wednesday 11 May 9.30am –11:00am.
- (d) **Notes** that the organisation is currently reviewing the Covid-19 risk assessment for all staff roles to ensure that risks are being effectively managed.
- (e) **Circulates** this information to the Community Boards for their information.

**CARRIED**

## 11. **COMMITTEE MINUTES FOR INFORMATION**

Nil.

## 12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

### 12.1. **Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 6 April 2022**

- 12.2. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 11 April 2022
- 12.3. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 11 April 2022
- 12.4. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 13 April 2022

Moved: Councillor Atkinson                      Seconded: Councillor Mealings

**THAT** Items 12.1– 12.4 be received for information.

**CARRIED**

### 13. REPORTS FOR INFORMATION

- 13.1. Enterprise North Canterbury Six month financial report and Promotion Business Plan report for the period ended 31 December 2021 and draft Statement of Intent for the year ending 30 June 2023 – J Millward (Manager Finance and Business Support)  
*(Refer to report 220228027571 to the Audit and Risk Committee meeting of 15 March 2022)*

Moved: Councillor Williams                      Seconded: Councillor Doody

**THAT** the Council:

- (a) **Receives** Items 13.1 for information.

**CARRIED**

### 14. MAYOR'S DIARY

- 14.1 Mayor's Diary 30 March – 26 April 2022

Moved: Councillor Atkinson                      Seconded: Councillor Williams

**THAT** the Council:

- (a) **Receives** report no 220426063274.

**CARRIED**

### 15. COUNCIL PORTFOLIO UPDATES

- 15.1. Iwi Relationships – Mayor Dan Gordon  
Nothing to report.
- 15.2. Greater Christchurch Partnership Update – Mayor Dan Gordon
- Σ Meetings with Ministers Mahuta and Woods have been set up to promote and further enhance urban growth partnerships.
  - Σ Spatial Plan briefing occurring with Council next week.
- 15.3. Canterbury Water Management Strategy – Councillor Sandra Stewart
- Σ Water Zone Committee workshop, noting that the Plan Change 7 is now operational.
  - Σ Focus of the Water Zone Committee is on various working groups.
  - Σ Investigating the opportunity to hire a Biodiversity person to assist.
  - Σ Inviting ECan's Monitoring Team to a workshop in June to discuss its monitoring programme.

- Σ Also focusing on lifestyle block owners improvement of their environmental awareness.
- Σ Encourage the development of catchment and sub-catchment groups to concentrate on environmental improvement, protection and pest control.

15.4. **International Relationships – Deputy Mayor Neville Atkinson**

- Σ ANZAC Day and opportunity to lay wreaths with the Honorary Belgium Consulate commemorating those fallen at Passchendaele.
- Σ Five new benches installed along the Passchendaele Walkway which were sponsored by the Rangiora and Kaiapoi RSAs.
- Σ Circulated a draft of the Passchendaele information pamphlet which is close to completion.

Mayor Gordon shared his experience of attending the 150<sup>th</sup> anniversary of Polish settlement in Canterbury, which was a very moving event.

15.5. **Regeneration (Kaiapoi) – Councillor Al Blackie**

- Σ New Zealand Motor Caravan Association site should be completed by the end of May.
- Σ The wharf continued to be used by new boats.
- Σ Mahinga Kai progressing well.
- Σ Fairy Forest issue to be discussed at the Te Kohaka o Tūhaitara Trust meeting on Wednesday evening. Working through a solution to suit all parties.

15.6. **Climate Change and Sustainability – Councillor Niki Mealings**

- Σ Lynda Murchinson has been appointed to the new role of Lead Advisor Sustainable Development and will be working alongside other staff, elected officials and members of the community.
- Σ Draft National Adaptation Plan just released by the Government and consultation closes on 3 June 2022.
- Σ Aotearoa New Zealand Biodiversity Strategy which Councillor Stewart will have more working knowledge of.

15.7. **Business, Promotion and Town Centres – Councillor Joan Ward**

Nothing to report, Councillor Ward was not present.

16. **QUESTIONS**

There were no questions under Standing Orders.

17. **URGENT GENERAL BUSINESS**

There was no urgent general business under Standing Orders.

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

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

Moved: Mayor Gordon

Seconded: Councillor Atkinson

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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:

Item No	Minutes/Report of	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
18.1	Minutes of public excluded portion of the extraordinary Council meeting of 1 April 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.2	Minutes of public excluded portion of Council meeting of 5 April 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
18.3	Report of J Millward, Manager Finance and Business Support	Electricity supply contract for Non Half Hourly (NHH) metered sites for three years	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.4	Report of H White (Landscape Architect Greenspace) and D Roxburgh (Implementation Project Manager, District Regeneration)	Huria Reserve Heritage & Mahinga Kai Contract 22/17 Stage One Pathways - Tender Process Approval	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
18.1 – 18.4	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i)  Section 7 (j)

**CARRIED**

**CLOSED MEETING**

The public excluded portion of the meeting commenced at 3.18pm and concluded at 3.31pm.

**Resolution to resume in open meeting**

Moved: Councillor Redmond      Seconded: Councillor Doody

**18.1 Confirmation of Minutes of the Public Excluded portion of the Council meeting of Friday 1 April 2022**

**Resolves** that the minutes remain public excluded.

**18.2 Confirmation of Minutes of the Public Excluded portion of the Council meeting of Tuesday 5 April 2022**

**Resolves** that the minutes remain public excluded.

**18.3 Electricity supply contract with Ecotricity for Non Half Hourly (NHH) metered sites for three years – 1 April 2022 to 31 March 2025 – J Millward (Manager Finance and Business Support)**

**Resolves** that the report, resolution and discussion remain public excluded due to commercial sensitivities.

**18.4 Huria Reserve Heritage and Mahinga Kai Contract 22/17 Stage One Pathways – Tender process Approval – H White (Landscape Architect Greenspace) and D Roxburgh (Implementation Project Manager, District Regeneration)**

**Resolves** that the resolutions be made public and that the contents of the report and discussion remain public excluded and the report be circulated public excluded to the Kaiapoi-Tuahiwi Community Board.

**CARRIED**

**OPEN MEETING**

**18.4 Huria Reserve Heritage and Mahinga Kai Contract 22/17 Stage One Pathways – Tender Process Approval - H White (Landscape Architect Greenspace) and D Roxburgh (Implementation Project Manager, District Regeneration)**

Moved: Councillor Blackie

Seconded: Councillor Redmond

**THAT** the Council:

- (a) **Receives** Report No. 220420060415.
- (b) **Notes** that tenders have been called for Contract 22/17 which is for the first stage of pathways within the Huria Reserve Heritage and Mahinga Kai area. This contract also included the recreation and ecological linkage pathway in the Kaiapoi South 'Rural' area linking Dawson Douglas Place to Wyber Place (already confirmed to be known as 'Kaikanui Walkway').
- (c) **Notes** that the drawing plans for Huria Reserve Heritage and Mahinga Kai area included within the Request for Tender (RFT) for Contract 22/17 are for paths construction stage one only, including some provisional items and sums for associated works such as earthworks and fence modification. Wider concept and future stages for this area would be completed once the lease was established with Te Kōhaka o Tūhaitara Trust (TKoTT).
- (d) **Notes** that Kaiapoi-Tuahiwi Community Board (KTCB) were presented the Draft Master Plan for the Huria Reserve Heritage and Mahinga Kai project by a deputation from the Joint Working Group on the 21 February 2022 and supported the plan to proceed to further design and procurement phases.
- (e) **Notes** that the design for the works included in contract 22/17 are consistent with the Draft Master Plan for Huria Reserve Heritage and Mahinga Kai area presented to the KTCB; and the recreation and ecological linkage pathway (Kāikanui Walkway) was consistent with the adopted Master Plan for the Kaiapoi Regeneration areas, and the approved reserves naming.
- (f) **Notes** that Te Kōhaka o Tūhaitara Trust (and Joint Working Group) had been engaged through the tender process and had approved the Huria Reserve works proposed for Stage One and included in Contract 22/17 RFT.

- (g) **Notes** that tenders closed on Wednesday 4 May 2022; the tender evaluation method was Lowest Price Conforming with a Measure and Value contract basis, and tenderers must be on the Council pre-approved contractors list to be eligible to submit a tender.
- (h) **Notes** engineer's estimate for the works and that the forecast total expenditure for the works considered in this report was within existing project budgets.
- (i) **Approves** delegation to the Chief Executive to consider the eventual tender evaluation report and approve acceptance of tender, subject to the preferred tender price being no more than 20% (\$63,571.00) of the Engineers Estimate (\$317,855.00).
- (j) **Approves** the Huria Reserve Heritage and Mahinga Kai stage one path development works that are slightly over the Regeneration land boundary and onto the adjoining NCF Reserve.
- (k) **Approves** the scope of works to be completed before approving delegation of spend.
- (l) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.
- (m) **Notes** that the recommendations in this report will become public, however the report content will remain public excluded due to commercial sensitivity (due to inclusion of the Engineer's Estimate figure).

**CARRIED**

19. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur at 1pm on Tuesday 7 June 2022, to be held in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora, (subject to precautionary actions due to Covid-19 being active in the community).

The 2022/23 Annual Plan Submission hearings will be held virtually on Wednesday 4 May and Thursday 5 May.

The 2022/23 Annual Plan Deliberation meeting will occur on Tuesday 24 May 2022, commencing at 9am in the Council Chambers.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 3.31PM.

CONFIRMED

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Chairperson  
Mayor Dan Gordon

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Date

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

**FILE NO and TRIM NO:** ENV-07/220309033892

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 7 June 2022

**AUTHOR(S):** Lynley Beckingsale, Policy Analyst  
Tracy Tierney, General Manager Planning, Regulation and Environment

**SUBJECT:** Gambling Venue Policy Review  
Board Venue Policy Review

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks approval from Council to consult the community regarding the review of the Gambling Venue Policy and the Board Venue Policy. This is a three year statutory review.
- 1.2. At the Council briefing on 10 May, the pre-consultation reports were discussed. Taking into account this information, Council will now review the policies using the special consultative procedure (SCP) presenting the options detailed below for public feedback.
- 1.3. On consideration of the pre-consultation survey results, correspondence received and the Social Impact Assessment it is recommended that Council approve the Statement of Proposal for public consultation. It is further noted that it has been nine years since these policies have had any public consideration.

**Attachments:**

- i. Statement of Proposal (Trim: 220322041790)
- ii. Communication plan

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 220309033892.
- (b) **Approves** the Statement of Proposal for consultation; and
- (c) **Appoints** Councillors ....., ..... and ..... to the Hearing Panel.

**3. BACKGROUND**

- 3.1. Council has two policies to assist with minimising gambling related harm in the District, being the Gambling Venue Policy and the Board Venue Policy. The first of these policies is developed under the *Gambling Act 2003, S1001* and the second under the *Racing Industry Act 2020, S96* (previously the *Racing Act 2003*).

- 3.2. Both Acts include a purpose to “*prevent and minimise harm from gambling conducted under this Act, including harm associated with problem gambling*”. Additionally, the *Gambling Act* has a purpose to “*control the growth of gambling;....*”
- 3.3. In 2004 Council adopted the two policies in accordance with the Acts and has reviewed them every three years as required by the legislation. The current review is supported by a Social Impact Assessment.

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

- 4.1. The elements of Council’s gambling policies have not changed in the last nine years. Formal consultation giving the community the opportunity to express their views on the control of gambling in the District via the policies, has not been offered in this time.
- 4.2. The current policies allow (Class 4) gambling venues and Board (Agency) venues to be established subject to meeting location requirements, machine numbers, licensing application and fee requirements. The following table shows the elements of the current policies, options that could be considered, and discussion points around the options.
- 4.3. The Board Venue Policy will be updated to reflect elements of the *Racing Industry Act 2020*, replacing the *Racing Act 2003*.
- 4.4. Options for consultation:

Clause	Policy element	Option	Discussion
1	The application is associated with premises that have an on-licence, club licence or is a chartered club in terms of the <i>Sale and Supply of Alcohol Act 2012</i> , or is a TAB venue	No change	
2	Gambling machines are not the primary part of the venue’s operation or income.	No change	
3	Venues are not in a Residential Zone as defined by the Operative District Plan.	No change	
4	The venue is not on a site the Council considers will unnecessarily display Class 4 gambling activity to places and institutions primarily frequented by people under the age of 18 years.	No change	
5	Class 4 gambling machines will not be located within a venue where the primary activity is associated with family or children’s activities.	No change	
6	The application is associated with premises that have an on-licence, club licence or is a chartered club in terms of the <i>Sale and Supply of Alcohol Act 2012</i> , or is a TAB venue	No change	
7	A district-wide cap of 1 gambling machine per 120 people 18 years or older be used as a guideline to limit any increase in machine numbers.	<b>Option 1</b> – status quo	<b>Option 1</b> – the current policy would allow for a further 133 Class 4 gaming machines in the District.



Clause	Policy element	Option	Discussion
		<p><b>Option 2</b> – cap machine numbers at 157 (current level)</p> <p><b>Option 3</b> – ratio to be current level at 1:260</p> <p><b>Option 4</b> – introduce a sinking lid policy</p>	<p><b>Option 2</b> – provides a cap on machine numbers not impacted by population increase.</p> <p><b>Option 3</b> – maintains current numbers of machines and allows for an increase in machines as the population increases.</p> <p><b>Option 4</b> – once a class 4 gambling venue closes, the Council will not issue any other society a licence to replace that venue.</p>
8	External signs at venues be restricted to one per site, of an appropriate size and attached directly to the building, and that describes that gambling machines are on the premises. Advertising of prize money of any description shall not be visible from the exterior of the premises.	No change	
9	Gambling machines must not be visible from the road.	No change	
10	The gambling area of a venue does not have a separate entrance to a street, separate name or otherwise appear as a separate activity from the primary venue.	No change	
11	Venues are to have a host responsibility and gambling harm minimisation policy and staff training programme.	No change	
12	<p><b>NEW:</b>  <b>Relocation policy</b>  Sets out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies.  Note: whether Council's relocation policy is triggered in any given situation is informed by the <i>Waikiwi</i> precedent.  <a href="https://www.dia.govt.nz/Gambling-territorial-authorities-applying-policies-relocations-Waikiwi-decision">https://www.dia.govt.nz/Gambling-territorial-authorities-applying-policies-relocations-Waikiwi-decision</a></p>	<p><b>Option 1</b> – Status quo</p> <p><b>Option 2</b> – Relocation of machines is allowed where the venue is intended to replace and existing venue (within the district) to which a class 4 venue licence applies.</p> <p><b>Option 3</b> – Relocation of machines is not allowed.</p>	<p><b>Option 1</b> – No relocation policy is included.</p> <p><b>Option 2</b> – maintains the number of class 4 machines in the district.</p> <p><b>Option 3</b> – reduces the number of machines in the District if used with</p>

Clause	Policy element	Option	Discussion
			the cap of 157 machines. Without the cap a new licence could be applied for unless a 'sinking lid' (Clause 6) applies.

### Board Venue Policy

To be updated to align with current legislation.

Section	Policy element	Option	Discussion
1	Venues are not in a Residential Zone as defined by the Operative District Plan	No change	Note: No applications for board venues have been received by Council in the last ten years. There are no 'stand-alone' Agency venues in the District. Section 3 ensures the community has the opportunity to contribute to application decisions.
2	Venues are not on a site the Council considers will unnecessarily display gambling activity to places and institutions primarily frequented by people under the age of 18 years.	No change	
3	All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications	No change	

#### 4.5. Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Community wellbeing is negatively affected by problem and at risk gambling.

Conversely, there is a benefit to the Community from Class 4 gaming with the distribution of funds from the societies supporting a wide range of activities in the District.

The pre-consultation research including the Social Impact Assessment and the survey results indicate community concern regarding Class 4 gaming and a desire to limit the number of these gaming machines in the District.

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

## 5. COMMUNITY VIEWS

### 5.1. Mana whenua

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

The review of the gambling policies has been discussed with the Te Ngāi Tūāhuriri executive at the beginning of the review process and again on completion of the Social Impact Assessment. The gambling review has also been discussed at Healthy Day at the Pa, organised by Dame Aroha Reriti-Crofts. These are opportunities to talk and discuss issues that face kaumatua and kuia in our District.

## 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.

On initiating this review and as part of preparation of the Social Impact Assessment discussions were held with: Budget Advice Waimakariri, Social Services Waimakariri, the Salvation Army Oasis Centre, Problem Gambling Foundation, and a selection of Class 4 Gambling Venue Managers. The Community Funding Societies were advised of the review and invited to comment.

The legislation requires that all community funding organisations and venues in the District are advised of this consultation and given the opportunity to present their views to Council.

## 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.

The community has been invited to contribute to the short Gambling Survey which was available online and in hard copy. The survey attracted 80 respondents giving a variety of views. This survey was an opportunity for respondents to give their views on gambling generally, not to comment on the elements of the policies.

Consultation on the elements of the policies with the wider community will be available via the SCP.

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

### 6.1. **Financial Implications**

Staff time is the major financial cost of this project and has been managed through current budgets.

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

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

### 6.3 **Risk Management**

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

Class 4 gambling is a legal activity and those premises established prior to October 2001 are allowed up to 18 gaming machines, and after October 2001, a maximum of nine gaming machines. It is through the gambling policy that the Council has a means of balancing the tension between allowing a lawful activity and still providing for community and individual well-being.

Social policies such as the Gambling Policies carry an inherent risk of a polarised community with strong views being held on both sides of the argument. The special consultative procedure ensures all views are able to be presented and considered by Council prior to making a decision on the options available.

### 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**

*Gambling Act 2003, S1001 Territorial authority must adopt class 4 venue policy; S1002 Adoption and review of class 4 venue policy*

*Racing Industry Act 2020, S96 Territorial authority must adopt TAB venue policy; S97 Adoption and review of TAB venue policy*

*Local Government Act 2002, S83 Special Consultative Procedure*

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

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

*There are wide ranging opportunities for people to contribute to the decision making that affects 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*
- *Opportunities for collaboration and partnership are actively pursued.*

*There is a safe environment for all*

- *Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.*

### 7.4. **Authorising Delegations**

The power to adopt or consult on policies is the responsibility of Council.



**Review of:**

**Gambling Venue Policy**

**Board Venue Policy**

**Statement of Proposal**

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## 1 Introduction

Council has two policies to assist with minimising gambling related harm in the District, being the Gambling Venue Policy and the Board Venue Policy. The first of these policies is developed under the *Gambling Act 2003, S1001* and the second under the *Racing Industry Act 2020, S96* (previously the *Racing Act 2003*).

Both Acts include a purpose to “*prevent and minimise harm from gambling conducted under this Act, including harm associated with problem gambling*”. Additionally, the *Gambling Act* has a purpose to “*control the growth of gambling;...*”

In 2004 Council adopted the two policies in accordance with the Acts and has reviewed them every three years as required by the legislation. The current review is supported by a Social Impact Assessment.

Council must follow the special consultative procedure to review or revoke an existing statutory policy. This Statement of Proposal has been prepared in accordance with the *Section 83, Local Government Act 2002* (LGA).

## 2 Quick Facts

### What are the policies for?

The policies aim to control the growth of gambling, and minimise gambling related harm in the Waimakariri District.

### How do the policies work?

The policies outline the processes that the Council will follow in relation to receiving applications for additional gambling venues, including TAB venues, and class 4 gambling machines.

### What venues do the policies apply to?

The policy applies to any venue that has Class 4 (Pokie) gambling machines and/or any application for a new gambling venue, being either Class 4 gambling or a TAB venue.

## 3 Reasons for the proposal

The legislation requires that Council reviews these policies every three years.

The elements of Council’s policies have not changed in the last nine years. It is considered timely for the community to have the opportunity to express their views on gambling in our District and, in particular, on the elements of the policies intended to give effect to the purpose of the *Gambling Act 2003*.

The draft TAB Venue Policy will be updated with terminology to align with the *Racing Industry Act 2020*.

## 4 Summary of proposed changes

The current policies allow (Class 4) gambling venues and Board (Agency) venues to be established subject to meeting location requirements, machine numbers, licensing application and fee requirements. The following table shows the elements of the current policies, options that could be considered, and discussion points around the options.

### Gambling (Class 4) Venues Policy

Clause	Policy element	Option	Discussion
1	The application is associated with premises that have an on-licence, club licence or is a chartered club in terms of the <i>Sale and Supply of Alcohol Act 2012</i> , or is a TAB venue	No change	
2	Gambling machines are not the primary part of the venue's operation or income.	No change	
3	Venues are not in a Residential Zone as defined by the Operative District Plan.	No change	
4	The venue is not on a site the Council considers will unnecessarily display Class 4 gambling activity to places and institutions primarily frequented by people under the age of 18 years.	No change	
5	Class 4 gambling machines will not be located within a venue where the primary activity is associated with family or children's activities.	No change	
6	The application is associated with premises that have an on-licence, club licence or is a chartered club in terms of the <i>Sale and Supply of Alcohol Act 2012</i> , or is a TAB venue	No change	
7	A district-wide cap of 1 gambling machine per 120 people 18 years or older be used as a guideline to limit any increase in machine numbers.	<p><b>Option 1</b> – status quo</p> <p><b>Option 2</b> – cap machine numbers at 157 (current level)</p> <p><b>Option 3</b> – ratio to be current level at 1:260</p> <p><b>Option 4</b> – introduce a sinking lid policy</p>	<p><b>Option 1</b> – the current policy would allow for a further 133 Class 4 gaming machines in the District.</p> <p><b>Option 2</b> – provides a cap on machine numbers not impacted by population increase.</p> <p><b>Option 3</b> – maintains current numbers of machines and allows for an increase in machines as the population increases.</p> <p><b>Option 4</b> – once a class 4 gambling venue closes, the Council will not issue</p>



			any other society a licence to replace that venue.
8	External signs at venues be restricted to one per site, of an appropriate size and attached directly to the building, and that describes that gambling machines are on the premises. Advertising of prize money of any description shall not be visible from the exterior of the premises.	No change	
9	Gambling machines must not be visible from the road.	No change	
10	The gambling area of a venue does not have a separate entrance to a street, separate name or otherwise appear as a separate activity from the primary venue.	No change	
11	Venues are to have a host responsibility and gambling harm minimisation policy and staff training programme.	No change	
12	<p><b>NEW:</b>  <b>Relocation policy</b>  Sets out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies. Note: whether Council's relocation policy is triggered in any given situation is informed by the <i>Waikiwi</i> precedent. <a href="https://www.dia.govt.nz/Gambling-territorial-authorities-applying-policies-relocations-Waikiwi-decision">https://www.dia.govt.nz/Gambling-territorial-authorities-applying-policies-relocations-Waikiwi-decision</a></p>	<p><b>Option 1</b> – Status quo</p> <p><b>Option 2</b> – Relocation of machines is allowed where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies.</p> <p><b>Option 3</b> – Relocation of machines is not allowed.</p>	<p><b>Option 1</b> – No relocation policy is included.</p> <p><b>Option 2</b> – maintains the number of class 4 machines in the district.</p> <p><b>Option 3</b> – reduces the number of machines in the District if used with the cap of 157 machines. Without the cap a new licence could be applied for unless a 'sinking lid' (Clause 6) applies.</p>

## Board Venue Policy

Policy element	Option	Discussion
1 Venues are not in a Residential Zone as defined by the Operative District Plan	No change	Note: No applications for board venues have been received by Council in the last ten years. There are no 'stand-alone' Agency venues in the district. (3) Ensures the community has the opportunity to contribute to application decisions.
2 Venues are not on a site the Council considers will unnecessarily display gambling activity to places and institutions primarily frequented by people under the age of 18 years old.	No change	
3 All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications.	No change	

## 5 Legislative requirements that Council must consider

Council is required to have two policies to assist with minimising gambling related harm in the District, being the Gambling Venue Policy and the Board Venue Policy. The first of these policies is developed under the *Gambling Act 2003, S1001* and the second under the *Racing Industry Act 2020, S96* (previously the *Racing Act 2003*).

Any change to the policies must be consulted using the special consultative procedure outlined in the *Local Government Act 2002 section 83*.

## 6 Tell us your thoughts on the Policies

The Council is inviting public submissions on the draft Gambling Venue Policy 2022 and TAB Venue Policy 2021 from Friday 10 June until Monday 11 July, 2022.

Anonymous or late submissions will be considered at the Council's discretion.

Copies of the Statement of Proposal for the review of the policy can be collected or viewed on the Council website, at any Council Service Centre or Library during office hours or call us on 0800 965 468 for a copy.



Forward your submissions to:

Gambling Policy Reviews Submission  
Waimakariri District Council  
Private Bag  
Rangiora 7440

or, enter your submission online via the Council's website:  
[waimakariri.govt.nz/have-a-say/let's-talk](http://waimakariri.govt.nz/have-a-say/let's-talk)

We need to receive them by 5 pm, Monday 11 July 2022

Please contact Lynley Beckingsale, 0800 965 468 if you have any questions.



## Gambling Venue and Board Venue Policy Review – Consultation Communications Action Plan

Version 0.1 | Last updated 01 June 2022

<b>Project Sponsor</b>	Lynley Beckingsale	
<b>Communications and Engagement Advisor</b>	Sara McPhail	
<b>Media Spokesperson</b>	Tracy Tierney	
<b>Trim Reference:</b>	ENV-07	
<b>Budget</b>	\$TBC	GL ###

## 1. Background

The Gambling Venue Policy and Board Venue Policy seek to minimise harm from problem gambling.

Section 101 of the *Gambling Act 2003* requires a territorial authority to adopt a Class 4 Venue Policy, which is concerned with gambling that involves the operation of gaming machines (pokies), outside of casinos. Section 96 of the *Racing Industry Act 2002* requires territorial authorities to adopt a policy on TAB venues. The policy determines whether TAB venues may be established in the district and where they may be located.

The Gambling Venue Policy and Board Venue Policy were adopted in 2019, and are now under review.

While Council recognises that gambling is a legitimate form of entertainment, there is concern from our gambling support and social services sector about the social impact that gambling, and in particular problem gambling, is having in our communities.

The Gambling Venue Policy allows Council to directly control the growth of Class 4 gambling by creating rules around numbers of venues and gaming machines, and their location within the District.

The Board Venue Policy allows the community to input into decision-making through Council's public notification and submission process, should there be any new requests for standalone TAB.

A review of the policies is required to ensure the policies guiding Council consent of gambling machines and TAB venues are still fit for purpose and meet the objectives of the policies, primarily "to prevent and minimise the harm to the community caused by gambling, including problem gambling."

As part of the review, Council engaged with the community via a public survey to determine whether there was an appetite for change concerning our current gambling policies.

A larger-scale public engagement is planned for later in the year once the Draft Gambling Venue and Board Venue Policies 2022 are ready for consultation. Of the 80 respondents, 41% felt there were far too many gambling venues in the District and 34% felt there were too many. Similarly, 56% felt there were far too many gambling (pokie) machines.

The majority of respondents also strongly disagreed that the number of gambling machines (pokies) in the District should be able to increase as the population increases.

As part of the next phase of the review Council will now formally consult with the community on several clauses in the Gambling (Class 4) Venue Policy around the number of gambling venues and machines in the District, as well as the Board Venue Policy.

## 2. Communications Approach

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

CONSULT

Public Participation Goal	To obtain public feedback on analysis, alternatives and/or decisions.
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### 3. Communications Objectives

- Collect quality feedback that will help shape the draft Gambling Venue Policy 2022.
- Understand the position of key stakeholders and the community in regard to how Class 4 gambling should be managed in the District.
- Raise awareness of the reviews of the Gambling Venue Policy and Board Venue Policy.
- Communicate how the Gambling Venue Policy and Board Venue Policy may or may not change moving forward, and how this will affect business and patrons.

### 4. Key Messages

- We're deciding on how we can control the growth of gambling in our district.
- We would like you to help us decide how to better prevent and minimise the harm to the community caused by gambling while allowing those who wish to participate in machine gambling to do so safely and responsibly.
- We're proposing changes to Clauses 7 and 12 of the Gambling (Class 4) Venue Policy, which determine how we manage and control the number of gambling venues and machines in the District – let us know which options you prefer.
- You can also have your say on whether you agree that no changes should be made to other aspects of the Gambling (Class 4) Venue Policy, and Board Venue Policy.
- Visit [waimakariri.govt.nz/letstalk](http://waimakariri.govt.nz/letstalk) to have your say.
- Class 4 gaming (Pokie machines) for entertainment, and the funds it contributes towards our community, needs to be balanced with the social impact that gambling, and in particular problem gambling, can have in the community.

### 5. Audience and Stakeholders

<b>Directly affected</b>	<ul style="list-style-type: none"> <li>• Venue owners, community and sports clubs, patrons</li> <li>• Health and welfare providers and social services</li> <li>• Waimakariri Residents</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Manager, Planning and Regulation (Tracy Tierney)</li> <li>• Communication &amp; Engagement Manager (Alistair Gray)</li> <li>• Environmental Services</li> <li>• Policy and Strategy</li> <li>• Community Team</li> <li>• Community Boards</li> <li>• Mayor and Councillors</li> </ul>

	<ul style="list-style-type: none"> <li>• Management Team</li> </ul>
<b>Regional Partners</b>	<ul style="list-style-type: none"> <li>• Enterprise North Canterbury</li> <li>• Ngai Tuahuriri</li> </ul>
<b>Other Stakeholders</b>	<ul style="list-style-type: none"> <li>• Waimakariri MP Matt Doocoy</li> <li>• Local media</li> <li>• Waimakariri Access Group</li> <li>• The Salvation Army</li> <li>• Problem Gambling Foundation</li> <li>• Waimakariri Youth Council</li> <li>• Age Concern/Grey Power</li> <li>• Resident Groups</li> <li>• WDC Facebook Users</li> <li>• Social Services Waimakariri Collective</li> </ul>

DRAFT

## 5. Communications Actions

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. We will use internal resources for graphic design, photography, videography and engagement.
2. Advertising largely restricted to our local “free” communication channels.

Our efforts will be primarily targeted towards existing networks, such as our social service providers, business groups and community groups. This could take the form of presentations at these groups’ regular meetings or simply an email. This will be supplemented by advertising for the general public using our “free” online tools. People will be encouraged to submit their feedback online using the Council’s Let’s Talk site. We will also use flier/handout at any presentations or engagements we hold to point people towards the correct URL. A physical survey form will be available at Council Service Centres for the purposes of accessibility.

Product	Notes	Who	When	Budgeted Cost
<b>Advertising</b>	Community Noticeboard	Comms	Wednesday 15 June (editorial) Wednesday 22 June Wednesday 29 June Wednesday 6 July	In-house
	Social Media Advertising	Comms	10 June – 11 July	\$200
	Compass FM – On Air Chat	Comms	TBC	In-house
	Digital Screens	Comms	10 June – 11 July	In-house
	Newspaper – North Canterbury News, Kaiapoi Advocate, The Woodpecker	North Canterbury – 23 June (Qtr pg) Kaiapoi – 21 June (Qtr pg)		

		Woodpecker – 1 July (full pg)		
	Letter Drop – Societies and Venues	Policy	June	In-house
<b>Document – Design &amp; Print</b>	Let’s Talk Gambling – Consultation Document and Submission Form	Comms	9 June	\$150
	Graphic Design	Comms	N/A	In-house
<b>Online presence</b>	Bang the Table page (incl. submission survey)	Comms	10 June	In-house
	Council Website News article	Comms	10 June	In-house
	Social Media Organic Posts	Comms	10 June – 11 July	In-house
	Council Subscriber Email	Comms	27 June	In-house
<b>Engagement Events</b>	Targeted engagement with business, community and special interest groups. <ul style="list-style-type: none"> <li>- Community Boards</li> <li>- Waimakariri Youth Council</li> </ul>	Policy and Community Teams	TBC	In-house
<b>TOTAL</b>				<b>\$1,225 (inc. GST)</b>



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

**FILE NO and TRIM NO:** SEW-03-02-01-55-02/211105178650 (v02)

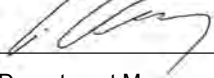
**REPORT TO:** COUNCIL


**DATE OF MEETING:** 7th June 2022

**AUTHOR(S):** Jig Dhakal, Project Engineer  
Kalley Simpson, 3 Waters Manager

**SUBJECT:** Rangiora Wastewater Treatment Plant Septage Facility Location Approval

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks approval from Council for the location of the proposed Septage Facility at the Rangiora Waste Water Treatment Plant (WWTP).
- 1.2. The proposed location of the Septage Facility considers the potential impacts of the proposed Rangiora Eastern Link (REL) road, and also the potential implications of the Three Waters Reform on other users of this site. The proposed location of the Septage Facility had been determined after taking into account these considerations, as shown in a potential future layout for the Rangiora WWTP (refer attachment ii).
- 1.3. To determine the appropriate location for the Septage Facility, staff have developed a plan that details a potential future scenario for the layout of the Rangiora WWTP. This ensures that the location is suitable to accommodate the future plans at this site.
- 1.4. Should the Three Water Reform require the Water Unit Yard be handed over to a new water service entity, the Dog Pound, and Civil Defence compounds may need to be relocated.
- 1.5. The plan developed by staff for this purpose is indicative only for the wider site and will need to be further refined into a Master Plan for the site, mostly likely in advance of the Three Waters Reform. It is important to note that there is no need to make a decision at this time committing the Council to any future layout for the site. The recommended location for the Septage Facility works well with the current site layout, as shown by the short-term layout for the Septage Facility, and retains flexibility for other future site layouts.
- 1.6. The plan detailing the potential future scenario considers the following Stakeholders needs and requirements:
  - 1.6.1. Water Unit – ensuring that the revised site maintains a similar yard area to the existing Water Unit Yard.
  - 1.6.2. Septage Facility – ensuring that the proposed Septage Facility is not impacted by the future REL. Note for the purposes of this report, the Septage Facility is considered a separate Stakeholder.
  - 1.6.3. Civil Defence – ensuring their requirements can be suitably accommodated within the remaining Water Unit area.
  - 1.6.4. Roading – ensuring access requirements to and from the Water Unit, Civil Defence and any adjacent properties.

- 1.6.5. Dog Pound – ensuring there is a suitable future location for the Dog Pound,
- 1.6.6. Council Storage (Greenspace and Community) – ensuring there is an affordable option for storage of equipment.

Attachments:

- i. Rooding Designation for the Rangiora Eastern Link Road (REL), TRIM 210527085232
- ii Rangiora Wastewater Treatment Plant Potential Site Layout Plan, TRIM 211026171717

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 211105178650 (v02).
- (b) **Approves** the proposed location and short-term layout of the Septage Facility, as shown on attachment ii.
- (c) **Notes** that the recommended location of facility has been designed such that it, suits the current site layout, and allows flexibility for future layout options on the site.
- (d) **Notes** that this report does not include an estimate of the cost associated with the development of the site as per attachment ii. Aspects of the works required would need to be funded from project budgets associated with either the development of the Rangiora Eastern Link Road project, or the Three Waters Reform work.
- (e) **Notes** that further development of the site layout plan into a Master Plan will be triggered by either the design of the Rangiora Eastern Link Road, or potentially the transfer of ownership of the Rangiora WWTP site to a new water service entity.
- (f) **Notes** that the potential transfer of the Rangiora Wastewater Treatment Plant site to the water service entity is a matter for future consideration by the Council in the future and not a matter for consideration at this stage.
- (g) **Notes** that a wider briefing on the Master Plan will occur at a future date.
- (h) **Circulates** this report to the Utilities and Rooding Committee “In Committee” for their information.

## 3. **BACKGROUND**

- 3.1. The Rangiora WWTP Septage Facility is programmed for construction in the 2022/2023 year. The location of this has been carefully considered to ensure the location of this facility is not impacted by the future REL Road or other potential changes as a result of the Three Waters Reform.
- 3.2. A designation exists through the current Water Unit yard (and Civil Defence compound) for a new arterial road to connect Lineside Road to North Rangiora. The Rangiora Eastern Link (REL) Road is likely to be constructed in the year 2035 subject to funding.
- 3.3. The road designation will take a significant portion of the Water Unit and Civil Defence compound, therefore requiring a shift of the current infrastructure (refer attachment i).
- 3.4. Should the Three Waters Reform proceed, the Water Unit yard, and the WWTP (including septage facility) may be required to be handed over to the new water service entity. At this stage the government has not been clear about whether it will compel Councils to hand over land to the new entities if they mandate the transfer of water services and assets. If this does occur it is possible that the Civil Defence Compound, the Dog Pound, and the Greenspace Storage area would all need to be relocated and separated from the 3 Water assets. The plan within attachment ii provides a potential option for the relocation of these Stakeholders to the southern part of the property, with this potentially being sub-divided off prior to handing the 3 Waters assets over to the new water service entity.

- 3.5. To gain an understanding of how these conflicting demands could impact the existing layout, staff have developed the plan that details the potential future scenario at this site, and confirm that the planned location of the Septage Facility works well with the current site layout, as shown by the short-term layout for the Septage Facility, and retains flexibility for other future site layouts.. Any decision for a Master Plan layout of the site will be subject to future consideration by the Council.

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

- 4.1. There are a number of facilities within the Rangiora WWTP site that each have their own requirements for both now, and in the future. The location of the Septage Facility needs to tie in with all of these requirements.
- 4.2. A number of locations and layouts were considered and consulted with the relevant unit managers and operational staff. The issues raised by each Stakeholder as follows:

##### ***Water Unit Yard / WWTP***

- Security is a priority for the Water Unit due to the hazards which exist on site such as aeration and oxidation ponds. Currently the access to the Dog Pound, Civil Defence facilities are all shared by the Water Unit, therefore adds complexity to provide a secure site. The Water Unit noted incidents where members of the public have entered the Water Unit premises without permission in an attempt to access the Dog Pound.
- A health and safety induction is required prior to entering any WWTP site. This is difficult to manage with access road required for the Dog Pound staff, Civil Defence staff and their visitors. To reduce risks associated with accidental visitor access, the Water Unit not like to share their operation area with either Civil Defence, or the Dog Pound.
- There is a perception that the new area may not provide enough space for Water Unit operations. The concerns include area for storage and future growth. Ideally they would like the space east of the Water Unit main building to use for storage and expand if required.
- There are also concerns that access to the western side of the WWTP would be difficult with the new REL road. This could be mitigated by having access to the Western side of the oxidation ponds from a separate gate near the proposed Civil Defence site.

##### ***Septage Facility***

- The key consideration is to ensure the location of the Septage Facility is not affected by future potential changes at the site. However the following factors also need to be taken into account.
- Truck stacking distance away from the road. Having the ability to queue a number of trucks which all may come at once the start of the day.
- Maintenance and cleaning of the facility will be regular due to the solid waste products deposited into the machines. This will involve lifting and therefore height restrictions may cause headaches issues if situated below the Transpower lines.
- Proximity to the gravity sewer manhole inlet to the WWTP. The Septage unit is required to be placed close enough to the WWTP inlet manhole such that the sewer can be gravity fed.

##### ***Civil Defence***

- Civil Defence has a number of buildings currently within the WWTP site. This is still not enough space and are already proposing a new building which is in the designation of the REL. They require a large area for growth in the future, and

would consider an option where there was one large shed rather than multiple small buildings as per their current set up.

- The Civil Defence operations require shipping containers to be stored immediately ready for deploying in the event of a disaster. During flood events, the yard gates are normally left open to allow the general public access to the supplies including sand bags.
- Under non-emergency periods, they require spaces for civil defence training and access to the Civil Defence staff and trainees.
- Civil Defence also raised concerns about proximity to the ponds and the potential wind spray/odour.

### ***Roading***

- As the Rangiora Eastern Link Road will be required to pay for the cost of the relocation of impacted units, the Roothing department have raised concerns about the cost of the relocation. The plan within attachment ii recognises this, and therefore aims to utilise existing buildings and roadways where possible.
- They are also keen to ensure there is adequate separation from the REL and access to the WWTP without queueing on the road, as per the Engineering Code of Practice.
- There is also a potential need to provide a new vehicle entrance way on Lineside Road to service the properties on Lineside Road which are very close to the roundabout.

### ***Dog Pound***

- The Manager, Planning and Regulation noted they do not have many suitable location options for the Dog Pound, therefore are very keen to be considered to be shifted next to Civil Defence proposed area (south of WWTP site).
- Noted they would prefer the designer to design their facility in conjunction with either the REL road construction or Three Waters Reform changes. The driver for this is cost savings.

### ***Greenspaces***

- Happy for the facility to move as majority of their items are loose or in shipping container therefore easy to shift.
- They have been making an effort to remove items from the storage to reduce the volume of products.

### ***Community Team***

- The Community Team Manager has advised they built a shed in the storage location 10 years ago and therefore have concerns over cost of shifting the shed. Their budget for the team is not very high and if the driver for the project is Three Waters Reform, the Community Team Manager considers that the Three Waters Reform budget should pay for the shed shift.
- They would prefer to keep their storage in the Water Unit area. If Three Waters Reform happens, they would like to keep their shed there, and come to an agreement with the new entity, however it is noted that the Water Unit have expressed a desire to restrict access within the operational areas of the Water Unit Yard, so this is unlikely to be an acceptable outcome.

- 4.3. The potential future layout plan (refer to attachment ii) addresses the concerns of each Stakeholder, and has been discussed with the relevant operational staff. The plan shown incorporates the following:

***Water Unit Yard / WWTP***

- The proposed location of the Water Unit yard is north and east of the REL designation. This allows the maximum number of buildings to be retained and therefore reduce cost.
- The current size of the Water Unit yard 4,200m<sup>2</sup>. With the proposed change, the size of the yard would be 4,100m<sup>2</sup>. Therefore the size of the yard would be slightly smaller.
- If more space is required there is an additional 2,950m<sup>2</sup> of area under the Transpower power line to expand and for storage activities. It is noted that there would be limitations with height restrictions under the power lines for building activities due to the setbacks as per the Electricity Code of Practice (ECP34). Operationally, this would include controlled use of hiabs and cranes to minimise health and safety risk, an existing sewer pipeline and a future sewer pipeline. Despite the limitations, there is still the area for the Water Unit to undertake operations in this location with a well thought-out layout plan during detailed design.
- Additionally, if the Dog Pound facility is shifted, this would allow the Water Unit to utilise more space in this location. Note that the requirement to relocate the Dog Pound is not driven by the REL project, but likely to be driven by the 3 Waters Reform, and also a desirable outcome in relation to the operation of the WWTP.
- The tracking curves in these two areas were looked at and show there is enough space for a B-train to turn around in this area.

***Septage Facility***

- The Septage Facility is proposed for construction in two stages to allow access to the facility, prior and post REL construction. Stage 1, short-term layout, is the interim use of the facility is proposed to function as a crescent with alternative entry and exit driveways on Marsh Road.
- Stage 2 is proposed to function as a loop facility on Marsh Road once REL Road is constructed. This should only require the gates to be shifted.

***Civil Defence***

- The recommended location of the Civil Defence Yard is on the proposed road off the future Lineside Road roundabout. This location is situated away from the wastewater treatment site hazards, provides flexibility, area for growth and easy community access.

***Roading***

- The design considers an on off ramp from the REL to Marsh Road east, providing access to the WWTP, Water Unit Yard and Septage Facility.
- There is a new branch proposed from the future Lineside Road roundabout to service the Civil Defence. This new road would likely also service the properties on Lineside Road which currently have an exit that is too close to the future roundabout.

***Dog Pound***

- The Dog Pound compound is not going to be impacted by the REL Road. Therefore the Dog Pound can remain unchanged during the road construction.

- However, the Dog Pound will need to consider a plan for relocation to a new site. The current location is not ideal and if the Three Water Reform goes ahead, they would need to relocate from this location.
- There is currently no plans in the Long Term plan regarding shifting the location of the Dog Pound. Have noted they will include this works in the next long term plan.

***Council Storage (Greenspaces and Community Team)***

- Should consider shifting to a more accessible location off the proposed roundabout to be constructed with the REL as the current location is not ideal being within the operational area of the WWTP. Furthermore, if the Three Water Reform goes ahead, they would need to relocate from this location.
  - No budget is available for this shift.
- 4.4. The recommended location of the Septage Facility does not adversely impact any of the stakeholders, nor will it require relocation as a result of the Three Waters Reform, or development of the Rangiora Eastern Link road. It also allows for Council to consider other options in the future.

**5. COMMUNITY VIEWS**

**5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū have not been specifically consulted regarding the subject matter of this report. They do have an interest in the sustainable management of wastewater and this proposal provides for a more sustainable option than the current practice of transporting effluent to Christchurch for processing.

**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. These groups include the various council departments noted above.

**5.3. Wider Community**

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

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

**6.1. Financial Implications**

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

The Septage Facility budget is included within the Annual Plan. There is no additional costs associated with the location of this facility.

There is currently no budget available for the Rangiora Eastern Link Road.

It is likely that budget will need to be secured to cover the costs of the development of the Master Plan, the sub-division and re-configuration of the site to separate activities impacted by the Three Waters Reform, and to reconfigure the water unit yard ahead of the construction of the Rangiora Eastern Link Road.

**6.2. Sustainability and Climate Change Impacts**

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

Septage disposal from the district is currently transported to Christchurch for disposal. The installation of a Septage Facility reduces the transportation distance, and associated carbon emissions.

### 6.3 Risk Management

The proposed location of the Septage Facility has taken into consideration the future of the site, and therefore the recommendation helps reduce the risk that this infrastructure will need to be relocated should the layout of the site change in the future.

### 6.3 Health and Safety

There are health and safety risks associated with the development of the future potential layout plan of the site. The following Health and Safety considerations have been considered during the development of this potential layout:

- Traffic movements between Marsh Road, and the proposed REL.
- Traffic movements into and out of the Water Unit Yard.
- Working beneath the overhead Transpower Lines.
- Access requirements to the Water Unit Yard, Septage Facility, and the Civil Defence compound.
- Proximity to the Oxidation Ponds.

## 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 work will be carried out in accordance with the local Government Act and the resource management Act.

### 7.3. Consistency with Community Outcomes

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

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

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Our District is well served by emergency services and volunteers are encouraged.

#### ***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.

#### ***Core utility services are sustainable, resilient, affordable; and provided in a timely-manner***

- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard.
- Good procurement practice and effective long-term planning ensures services are sustainable, affordable and value for money for the community.

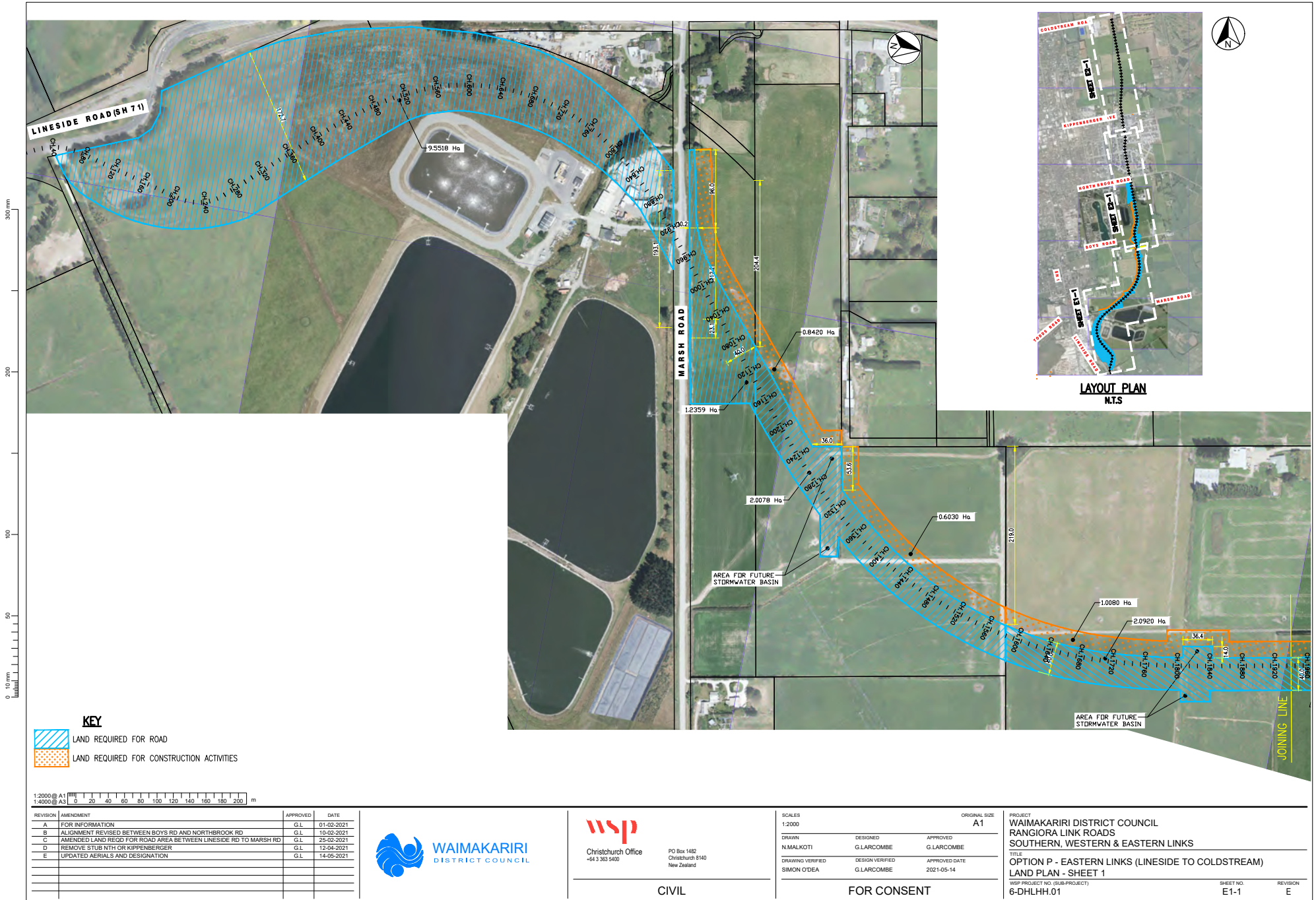
7.4. **Authorising Delegations**

This matter requires considering by the Council, as there are implications beyond Roading and 3 Waters.

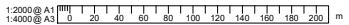


**Attachment i**

Roading Designation for the Rangiora Eastern Link Road REL (TRIM 210527085232)



- KEY**
- LAND REQUIRED FOR ROAD
  - LAND REQUIRED FOR CONSTRUCTION ACTIVITIES



REVISION	AMENDMENT	APPROVED	DATE
A	FOR INFORMATION	G.L.	01-02-2021
B	ALIGNMENT REVISED BETWEEN BOYS RD AND NORTHBROOK RD	G.L.	10-02-2021
C	AMENDED LAND REQD FOR ROAD AREA BETWEEN LINESIDE RD TO MARSH RD	G.L.	25-02-2021
D	REMOVE STUB NTH OR KIPPENBERGER	G.L.	12-04-2021
E	UPDATED AERIALS AND DESIGNATION	G.L.	14-05-2021



**wsp**  
Christchurch Office  
+64 3 363 5400

PO Box 1482  
Christchurch 8140  
New Zealand

CIVIL

SCALES		ORIGINAL SIZE
1:2000		A1
DRAWN	DESIGNED	APPROVED
N.MALKOTI	G.LARCOMBE	G.LARCOMBE
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
SIMON O'DEA	G.LARCOMBE	2021-05-14

**FOR CONSENT**

PROJECT  
WAIMAKARIRI DISTRICT COUNCIL  
RANGIORA LINK ROADS  
SOUTHERN, WESTERN & EASTERN LINKS

OPTION P - EASTERN LINKS (LINESIDE TO COLDSTREAM)  
LAND PLAN - SHEET 1

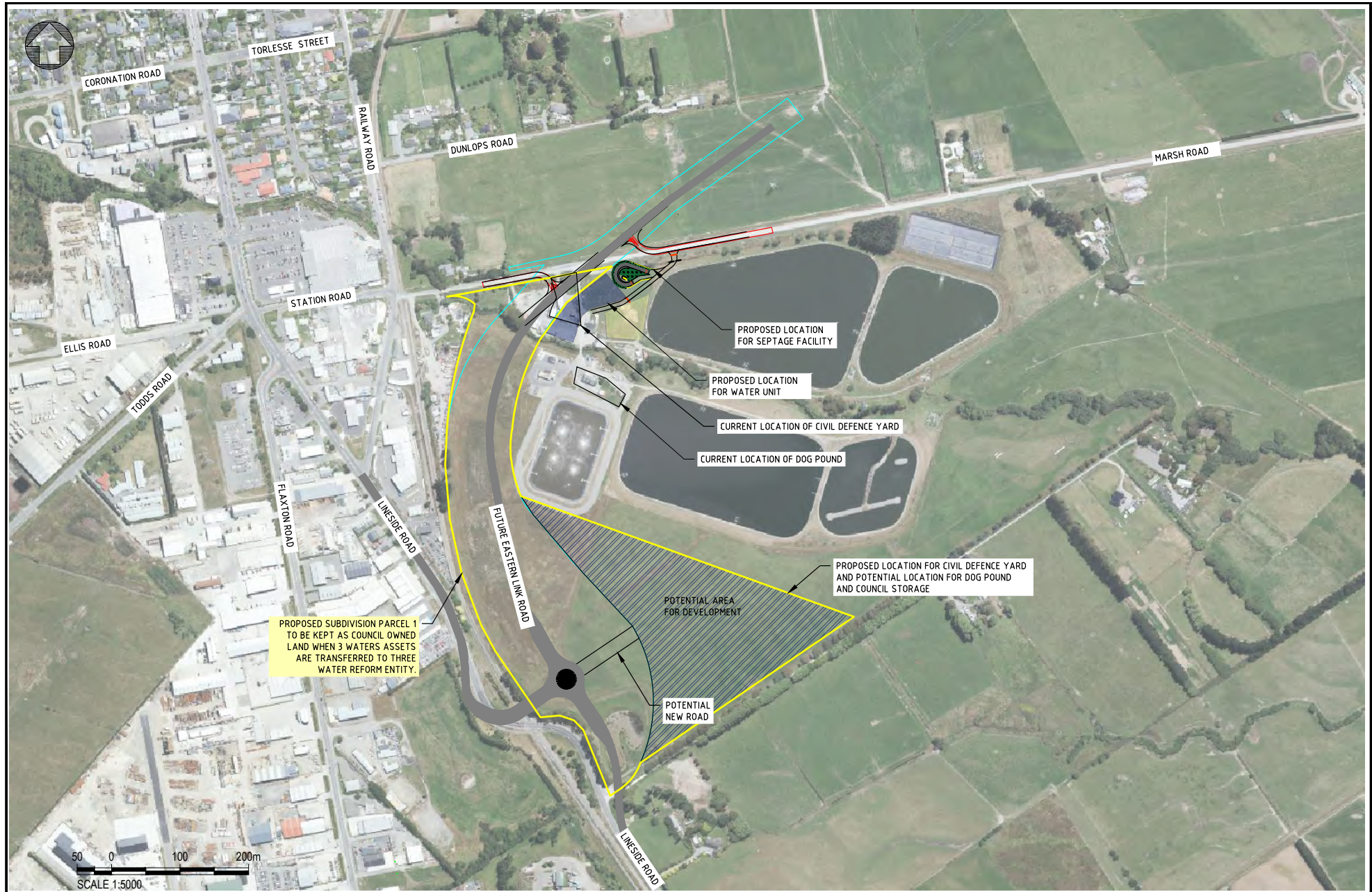
WSP PROJECT NO. (SUB-PROJECT)  
6-DHLH.01

SHEET NO.  
E1-1

REVISION  
E

**Attachment ii**

Rangiora Wastewater Treatment Plan Concept Design Drawing (TRIM 211026171717)



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	KST	KS	23/12/2021

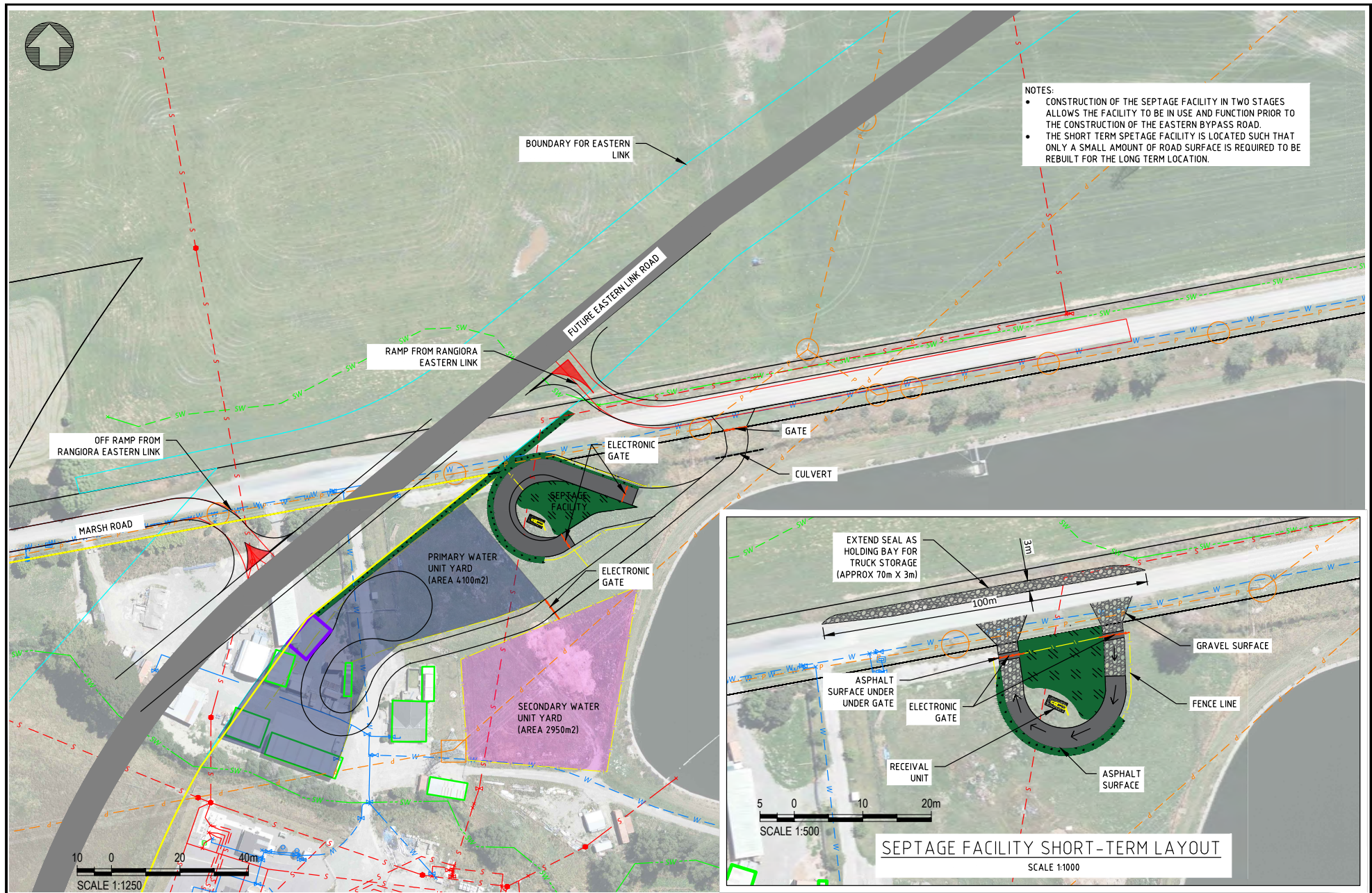
SURVEYED	---	--/--/2020	PROJECT No	PD001795
DRAWN	---	--/--/2020	CON No	CON2020--
DRAWING CHKD	---	--/--/2020	SCALE (A3)	1:5000
DESIGNED	---	--/--/2020	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL NZTM	GD2000
APPROVED	---	--/--/2020	VERTICAL	



PROJECT
POTENTIAL RANGIORA WWTP SITE LAYOUT

SHEET TITLE
LOCATION OVERVIEW

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4241
SHEET	1
REVISION	A



NOTES:

- CONSTRUCTION OF THE SEPTAGE FACILITY IN TWO STAGES ALLOWS THE FACILITY TO BE IN USE AND FUNCTION PRIOR TO THE CONSTRUCTION OF THE EASTERN BYPASS ROAD.
- THE SHORT TERM SPETAGE FACILITY IS LOCATED SUCH THAT ONLY A SMALL AMOUNT OF ROAD SURFACE IS REQUIRED TO BE REBUILT FOR THE LONG TERM LOCATION.

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	KST	KS	23/12/2021

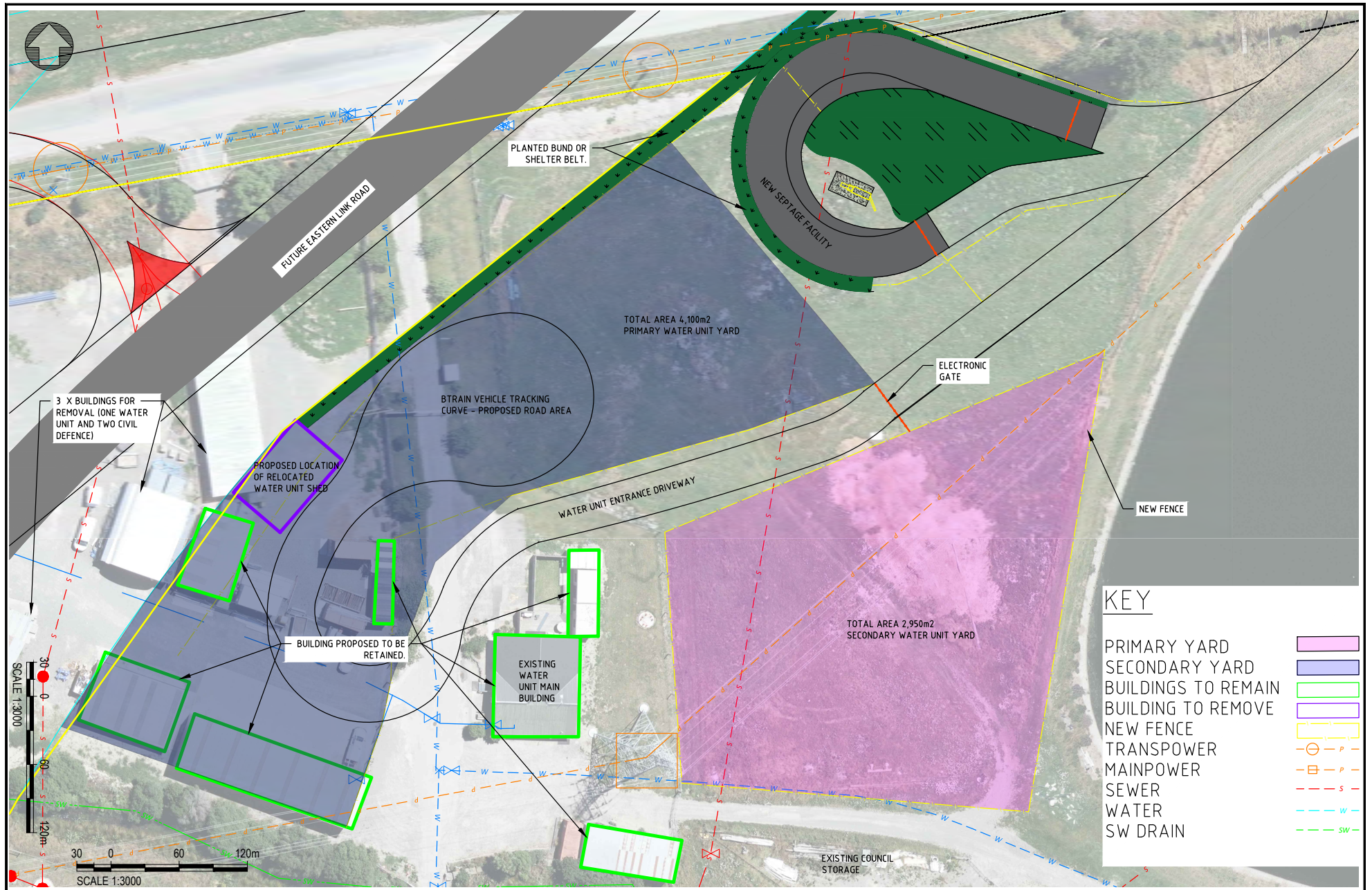
SURVEYED	---	---/---/2020	PROJECT No	PD001795
DRAWN	---	---/---/2020	CON No	CON2020---
DRAWING CHKD	---	---/---/2020	SCALE (A3)	1:1250
DESIGNED	---	---/---/2020	DATUM ORIGIN	
DESIGNED CHKD	---	---/---/2020	HORIZONTAL NZTM GD2000	
APPROVED	---	---/---/2020	VERTICAL	



PROJECT	POTENTIAL RANGIORA WWTP SITE LAYOUT
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SHEET TITLE	SEPTAGE FACILITY OVERVIEW
-------------	---------------------------

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4241
SHEET	2
REVISION	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	KST	KS	23/12/2021

SURVEYED	---	--/--/2020	PROJECT No	PD001795
DRAWN	---	--/--/2020	CON No	CON2020--
DRAWING CHKD	---	--/--/2020	SCALE (A3)	1:3000
DESIGNED	---	--/--/2020	DATUM ORIGIN	
DESIGNED CHKD	---	--/--/2020	HORIZONTAL NZTM GD2000	
APPROVED	---	--/--/2020	VERTICAL	



PROJECT	POTENTIAL RANGIORA WWTP SITE LAYOUT
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SHEET TITLE	WATER UNIT SITE
-------------	-----------------

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4241
SHEET	3
REVISION	A



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-114-01, RDG-08-13 / 220504069966**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 May 2022**AUTHOR(S):** Joanne McBride, Roading & Transport Manager  
Vanessa Thompson, Business & Centres Advisor**SUBJECT:** Kaiapoi Town Centre Budget Reallocation May 2022**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1 This report requests approval to reallocate Kaiapoi Town Centre budget for two specific projects within the Kaiapoi Town Centre area, to proceed. These projects are as follows:
- Footpath Improvements at the Williams St / Charles St Intersection (at the old BNZ Bank) – Budget required \$55,000
  - Progressing the replacement handrail design for the Williams Street Bridge – Budget required \$45,000
- 1.2 The footpath outside the old BNZ building was not upgraded at the time the town centre improvements were completed, due to the earthquake risk around the building and its unclear future. Strengthening and refurbishing of the building has been progressing and the official opening is currently planned to occur in August / September. As such the footpath in this area needs to be upgraded ahead of the building opening.
- 1.3 The Williams Street Bridge is in need of maintenance however Council have signalled a preference to instead consider replacement of the existing concrete in-fill panels and balustrade.
- 1.4 At a Council briefing on 8 March 2022, Councillors indicated they would like to consider keeping the existing concrete pillars and lamp posts but replace the balustrades and in-fill panels with stainless steel panels. The panels could incorporate an architectural motif cut out design by a local artist/iwi.
- 1.5 Reallocation of existing budgets would allow work to progress on these two projects.
- 1.6 The Kaiapoi Town Centre budget (100243.000.5014) has a total budget of \$950,000, split into five areas as outlined in Table One in Section 6.1. Of this total budget, \$500,000 is currently sitting in 2021/22 and has been signalled for carry over, with the remainder in 2022/23. There is also \$100,000 of unallocated budget.

**Attachments:**

- i. Approved Town Centre Landscape Design for Kaiapoi Town Centre



## 2. **RECOMMENDATION**

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

- (a) **Receives** Report No. 220504069966.

*AND*

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

**THAT** the Council:

- (b) **Approves** the reallocation of budget as follows:
- \$55,000 for the Footpath Upgrade at the old BNZ Bank and;
  - \$45,000 for the Williams Street Bridge Balustrade Replacement Design.
- (c) **Notes** that a further report will be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs are confirmed.

## 3. **BACKGROUND**

### 3.1. Old BNZ Building Footpath:

3.2. The footpath outside the old BNZ building was not upgraded at the time the town centre improvements were completed. The kerb & channel was replaced however due to the earthquake risk around the building and the uncertainty about its future, the final finishing works to the footpath and landscaped areas were not able to be undertaken, and the footpath has remained as a gritted surface.

3.3. Strengthening and refurbishing of the building is progressing well and the official opening for the building is planned for August / September. As such the footpath in this area needs to be upgraded ahead of the official building opening.

### 3.4. Williams Street Bridge:

3.5. The Williams Street Bridge is looking tired and is due for repainting. The Community Board have asked that instead of painting, options for balustrade replacement with a more decorative in-fill and balustrade be considered.

3.6. At a Council briefing on 30 March 2021 staff presented six options for the bridge.

3.7. Councillors felt that as the Bridge linked north and south Kaiapoi it needed to have a 'wow' factor to reflect the level of Council (and private sector) investment into the town centre over the years prior.

3.8. Councillors supported replacing the balustrades entirely and were comfortable with a stainless steel medium, but wanted something more artistic that reflected the river, vegetation or the unique identity/history of Kaiapoi.

## 4. **ISSUES AND OPTIONS**

### 4.1. Old BNZ Building Footpath:

4.2. The proposed footpath works outside of the old BNZ bank are proposed to be undertaken as per the landscape town for the Town Centre which was approved in June 2012.

4.3. The footpath will be exposed aggregate with paver bands to replicate the finish on the other three corners of the roundabout with low planting and two street trees to match the opposite side of Williams Street.

- 4.4. Footpath Renewal funding, which is subsidised by Waka Kotahi, can be used for the footpath work up to the equivalent cost of an asphalt footpath, however the extra over cost of a high amenity path is required to be funded by Council as are any landscaping features such as gardens and street trees.
- 4.5. Williams Street Bridge:
- 4.6. Before construction budget is set for the replacement of the concrete in-fill panels and balustrades on the Williams Street Bridge it will be important to carry out further design work / costings to ensure that the scope of the works required is well understood and that adequate budget is allocated.
- 4.7. Further technical advice is required from WSP as our Consultant Engineers, there will be costs associated with the artistic design for the new panels and also consultation will need to be undertaken.
- 4.8. There are two options available to the Community Board in relation to this report:
- 4.9. Option One – Approve Reallocation of budget within the Kaiapoi Town Centre Area:  
This option would see the funding being reallocated as requested.  
This is the recommended option as it allows work to proceed outside the old BNZ building in time for the opening in August / September this year and allows for further work to be undertaken which will inform a funding bid to the next Annual Plan for the Bridge Balustrade Replacement work.
- 4.10. Option Two – Decline the request to reallocate budget within the Kaiapoi Town Centre Area and retain the Status Quo:  
This option would mean that work could not proceed in progressing either project and would result in the footpath works outside of the old BNZ bank not being completed in time for the planned building opening date.  
This is not the recommended option.
- Implications for Community Wellbeing**  
There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.11. The Management Team has reviewed this report and support the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report particularly around the design of the decorative in-fill panels on the bridge and consideration could be given to design by local Ngāi Tūāhuriri or Ngāi Tahu artist/s, so that the unique identity/history of Kaiapoi can be reflected in a bespoke way across the panels. Staff would work with Mahaanui Kurataiao Ltd and seek their advice/guidance throughout any possible engagement and contracting process.

### 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. Council have been directly approached by the developer of the old BNZ building to request improvements be carried out.

As a key focal point for the town centre, significant upgrades to the Williams Street Bridge will likely be of high interest to the community. The Kaiapoi-Tuahiwi Community Board is appropriate to represent the community views throughout this process.

### 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. The Kaiapoi-Tuahiwi Community Board represents the community views throughout this process.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

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

This budget is currently included in 2021/22 and has been signaled for carry over. Table One below outlines the five action areas and where the budget is proposed to be shifted while remaining within the funding area.

**Table One:** Proposed Budget Reallocation for Kaiapoi Town Centre Works

PJ Code	Description	Year	Original Budget	Proposed Budget	Comments
100243.000.5014	Painting the Williams Street Bridge	2021/22	\$50,000	\$5,000	Reallocation of \$45,000 to Williams St Bridge Balustrade Replacement Design
100243.000.5014	<b>NEW PROJECT –</b> Williams St Bridge Balustrade Replacement Design	2022/23	\$0	\$45,000	Reallocated from Bridge Painting
100243.000.5014	Pedestrian connectivity (South MUBA / Williams Connection)	2021/22	\$175,000	\$175,000	Remains unchanged <b>\$100k already committed to South MUBA.</b>
100243.000.5014	Town Centre amenity features and decorations	2021/22	\$125,000	\$125,000	Remains unchanged
100243.000.5014	Street light review and upgrade	2021/22 & 2022/23	\$500,000	\$500,000	Remains unchanged
100243.000.5014	<b>NEW PROJECT -</b> Old BNZ Footpath Improvements	2022/23	\$0	\$55,000	Reallocated from uncommitted budget
100243.000.5014	Uncommitted budget	2021/22	\$100,000	\$45,000	Reallocation of \$55,000 to the Old BNZ Footpath Improvements.
<b>TOTAL</b>			<b>\$950,000</b>	<b>\$950,000</b>	

It is noted that any additional funding required for physical works to replace the balustrade on the Williams Street Bridge is not included and will be brought to Council through a report to the 2023/2024 Annual Plan.

Footpath Renewal funding, which is subsidised by Waka Kotahi, can be used for the footpath work up to the cost of an asphalt footpath, however the extra over cost of a high amenity path is required to be fully funded by Council as are any landscaping features such as gardens.

The total cost of the Footpath Improvement work is \$77,000 and of this \$22,000 will be funded from Footpath Renewals and the remainder for the Town Centre budget.

It should be noted that while there is an uncommitted amount of \$45,000 identified within the above proposed Kaiapoi Town Centre Budget, there is potential for minor unplanned or additional costs to be identified or incurred through the progression of both the South Mixed Use Business Area 'Marina Proposal' investigation, and/or the design work associated with the Williams Street Bridge improvements design work. This unallocated budget provides an element of contingency for these projects, and if unused could contribute to the future Williams Street Bridget physical works.

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

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

#### 6.3 **Risk Management**

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

This includes a risk of the footpath works not being completed in time for the building reopening. This will be mitigated by using the contractor undertaking the site works at the old BNZ building to ensure works are coordinated.

There is a risk of the budget for physical works to replace the balustrade works is either too high or low and as such this is being mitigated by not seeking budget until such time as there is more certainty around likely costs.

#### 6.3 **Health and Safety**

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

Staff will ensure the contractor undertaking the works is SiteWise accredited with a minimum score of 50 is required.

## 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.

***The community's cultures, arts and heritage are conserved, developed and celebrated:***

- Mana whenua are acknowledged and respected.
- There are wide-ranging opportunities to participate in arts and cultural activities.
- Public places and spaces provide opportunities for cultural expression and integrated arts.

***The distinctive character of our takiwā - towns, villages and rural areas is maintained, developed and celebrated***

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

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

- Public spaces express the unique visual identity of our District.

**7.4. Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board is delegated to represent and act as an advocate for the interests of the Community.

This matter requires considering by the Council, as there are budget implications.

**ATTACHMENT ONE:**  
**APPROVED KAIAPOI TOWN CENTRE LANDSCAPE PLAN**

[https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0015/10680/Artists-Impressions-and-Landscape-Plan.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0015/10680/Artists-Impressions-and-Landscape-Plan.pdf)



*Note – The design has been adjusted so that a heavy vehicle apron is not required on this corner.*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-114-01 /TRIM Number 220412055487**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 May 2022**AUTHOR(S):** Vanessa Thompson, Business & Centres Advisor**SUBJECT:** Williams Street Bridge Balustrade Upgrades**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report provides information to the Kaiapoi-Tuahiwi Community Board about the options relating to potential Williams Street Bridge balustrade upgrades and seeks feedback from the Board as to the preferred design option.
- 1.2. Staff completed some work in early 2021 with a view to progressing Williams Street Bridge maintenance and improvements. The balustrade concrete was noted by WSP consultants as being in average condition with some steel reinforcement and erosion of concrete in areas, and the painting condition of the Bridge was regarded as poor.
- 1.3. At a Council briefing on 8 March 2022 to present some improvement options, Councillors informally signalled a preference for Option H which maintains the existing concrete pillars and lamp posts but replaces the concrete balustrades with stainless steel infill panels. The panels could incorporate architectural motif cut out designs by a local artist/iwi.
- 1.4. The rough order construction cost for Option H was estimated at \$375,000 (in early 2021). Staff added an additional 10% in light of ongoing rising goods and construction costs reflecting a new estimate of \$412,500 GST exclusive. The estimated budget shortfall for construction elements is \$282,500.
- 1.5. The intention is to report to the Annual Plan deliberations meeting in May 2022 to request a reallocation of a portion of the existing Kaiapoi Town Centre budget (100243.000.5014) towards further design work to ensure the scope of works is well understood and that adequate construction budget is eventually allocated to the project through the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (should that be the future desire of Council at the recommendation of the Kaiapoi-Tuahiwi Community Board).

**Attachments:**

- i. 220412055488 - Williams Street Bridge Balustrade Investigation (WSP Options Report)

**2. RECOMMENDATION****THAT** the Community Board:

- (a) **Receives** Report No. 220412055487.
- (b) **Notes** the balustrades have degraded with time and where WSP has noted the condition of the concrete is average with several areas of impact spalling and some evidence of steel reinforcement corrosion, also the paint condition of the Bridge is poor.

- (c) **Notes** options A – J as potential balustrade replacement possibilities in the WSP report at Attachment i and Council's informal preference for Option H.
- (d) **Notes** the estimated construction cost for Option H (in early 2021) was \$375,000 GST exclusive but an additional 10% has been added in light of rising goods and construction prices reflecting a new estimate of \$412,500 GST exclusive. More accurate and detailed costing of the preferred option will be investigated and submitted as part of the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (if that is the desire of the Kaiapoi-Tuahiwi Community Board and Council) once some crucial design components are completed.
- (e) **Notes** that any report to future Annual and Long Term Plan Deliberations will incorporate budget for Kevin Cawley's (Total Lighting Ltd) feature lighting components for the Williams Street Bridge, and where these design elements have already been endorsed by the Kaiapoi-Tuahiwi Community Board at a meeting on 11 April 2022.
- (f) **Notes** that any additional budget request will also include provision for painting all concrete elements of the Williams Street Bridge in light of the current condition of the paintwork.
- (g) **Notes** that project will incorporate feature lighting upgrades and Bridge painting at the same time any balustrade upgrades are completed.
- (h) **Endorses** Option H as the preferred design approach for the potential future replacement of the Williams Street Bridge balustrades.

AND

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

**THAT** the Council:

- (i) **Approves** Option H as the preferred design option for the potential future replacement of the Williams Street Bridge balustrades that enables a new architectural laser cut stainless steel handrail and infill panels incorporating cut out design motifs endorsed by Ngāi Tūāhuriri, while retaining the existing concrete pillars and lamp posts.

### 3. **BACKGROUND**

- 3.1. The Williams Street Bridge was noted as being due for repainting. Prior to this staff wanted to consider options to upgrade the balustrades to comply with Building Code F4 Safety from Falling height requirements and to add feature lighting strips along the balustrade (beneath the top rail).
- 3.2. Staff had previously engaged Kevin Cawley (Total Lighting Ltd) at the approval of the Town Centre Feature Lighting Working Group to complete some feature lighting concept designs for the Kaiapoi town centre. Kevin's designs included some feature lighting changes to the Williams Street Bridge.
- 3.3. In early 2021 staff engaged WSP to investigate a range of options that could support appropriate upgrades while considering the broader feature lighting components included as part of Kevin Cawley's designs.

Six options were originally included in the WSP report:

- (I) **Option A – New Stainless Steel balustrade**  
Remove the entire concrete balustrade down to the Bridge deck including removal of the concrete pillars and existing lamp posts. Surface mount a new stainless steel balustrade to the Bridge deck. Construction estimate \$355,000 including contingency.





Figure 1 – Example Option A

- (II) **Option B – New Stainless Steel Handrail and Infill Panels**  
Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Surface mount stainless steel infill panels (similar to Option A) to the Bridge deck. Construction estimate \$330,000 including contingency.
- (III) **Option C – New Stainless Steel Handrail and Glass Infill Panels**  
Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Replace the concrete balustrade with a stainless steel handrail and toughened glass infill panels mounted to the Bridge deck with brackets. Construction estimate \$305,000 including contingency.
- (IV) **Option D – Stainless Steel Capping**  
Maintain the existing concrete balustrade but include new stainless steel capping that is bolted on to increase the top height of the handrail and also provide a lip for a feature lighting strip. This requires concrete repairs to the worn parts of the barrier. The new balustrade height would comply with Building Code F4 Safety from Falling but the vertical gaps in the existing concrete barrier won't comply as they exceed 100mm. Construction estimate \$235,000 including contingency.



Figure 2 – Example Option D

- (V) **Option E – Concrete Capping**  
Maintain the existing concrete balustrade and construct a concrete capping nib, similar to Option D. This requires concrete repairs to the worn parts of the barrier. The new balustrade height (1100mm) would comply with Building Code F4 Safety from Falling but the vertical gaps in the existing barrier won't comply as they exceed 100mm. Also the hand rail width won't comply as it would be greater than 75mm on less than a 30° slope. Construction estimate \$195,000 including contingency.
- (VI) **Option F – Do Minimum**  
Maintain the existing concrete barrier at its current height, undertake concrete repairs and repaint as required. The barrier would not meet Building Code F4 Safety from Falling and would not be able to accommodate a lighting strip. Construction estimate \$115,000 including contingency.

- 3.4. At a Council briefing on 30 March 2021 staff presented the six options. Councillors felt that as the Bridge linked north and south Kaiapoi it needed to have a 'wow' factor to reflect the level of Council (and private sector) investment into the town centre over the years prior. Councillors supported replacing the balustrades entirely and were comfortable with a

stainless steel medium, but wanted something more artistic that reflected the river, vegetation or unique identity/history of Kaiapoi. Councillors felt that none of the six options adequately reflected their vision so staff were tasked with completing more investigations so additional options could be presented at a later date.

- 3.5. Staff asked WSP to investigate four more balustrade options in February 2022, with the findings as follows:

**(VII) Option G – New Architectural Laser Cut Stainless Steel Balustrade**

Remove the entire concrete balustrade down to the Bridge deck including removal of the concrete pillars and existing lamp posts. Surface mount a new architectural laser cut stainless steel balustrade that fully complies with the Building Code F4 Safety from Falling. Patterns across the panel could incorporate architectural design motifs from local artists/iwi. Strip lighting would be inserted along the bottom or top rail. Construction estimate \$405,000 including contingency.

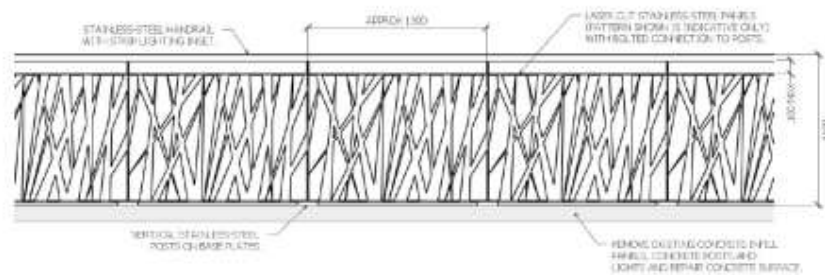


Figure 3 – Example Option G

**(VIII) Option H – New Architectural Laser Cut Stainless Steel Handrail and Infill Panels**

Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Surface mount new architectural laser cut stainless steel infill panels and a handrail (similar to Option G) that terminate at the concrete pillars. The balustrade would fully comply with the Building Code F4 Safety from Falling. Patterns across the panel could incorporate architectural design motifs from local artists/iwi. Strip lighting would be inserted along the bottom or top rail. Construction estimate \$375,000 including contingency.

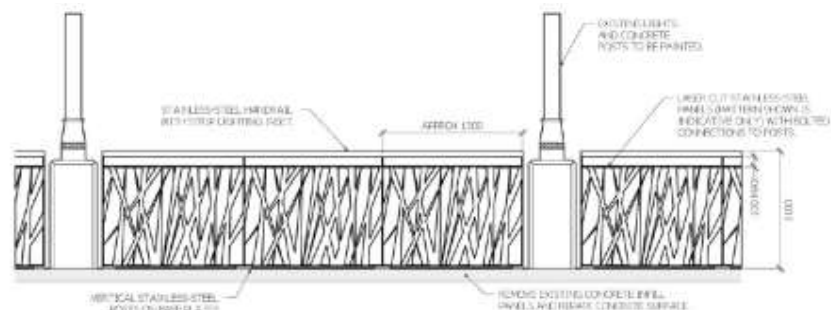


Figure 4 – Example Option H

**(IX) Option I – New Architectural Laser Cut Aluminium Balustrade**

Similar to Option G, except the balustrade panels and handrail would be made of anodised aluminium. Construction estimate \$440,000 including contingency

**(X) Option J – New Architectural Laser Cut Aluminium Handrail and Infill Panels**

Similar to Option H, except the balustrade panels and handrail would be made of anodised aluminium. Construction estimate \$410,000 including contingency

- 3.6. New Options G – J (alongside the original A - F) were presented to Council at a briefing on 8 March 2022 so staff could get an indication of any preferred design approach and appropriate budget level for the project. Councillors signalled an informal preference for Option H, noting the proposed design reflected an aesthetic standard that was appropriate for the Kaiapoi town centre, especially in light of the relatively recent private and publicly funded developments on either side of the Williams Street Bridge. Staff noted that more detailed cost investigations would be completed for Option H in order to inform a 2023/24 Annual Plan and/or 2024-34 Long Term Plan budget bid following an appropriate engagement period on that design (and the other options) with the Kaiapoi-Tuahiwi Community Board.

#### 4. ISSUES AND OPTIONS

- 4.1. It is important to note that the existing concrete balustrades are not connected to the vertical concrete pillars supporting the lamp posts. Therefore, these barriers can be completely removed without any adverse effect on the structural integrity of existing features or the Bridge itself.
- 4.2. There are some age issues associated with the concrete balustrade as noted by WSP in their options report – gaps between some vertical pillars/balustrades, areas of tilt, concrete is generally in average condition with several areas of impact spalling (concrete cracking and delaminating from the substrate layer) and steel reinforcement corrosion in two locations. The paint appears to be masking some of the concrete condition issues. Overall, the paintwork condition is poor – it is faded and uneven in some areas with patches of lichen growing widespread across the balustrade surface. Despite these issues the concrete balustrades could last for another 40 years if appropriately cared for through regular repairs and repainting.



Figure 5 – Spalling



Figure 6 – Tilted balustrade

- 4.3. The existing balustrades don't currently comply with Building Code F4 Safety from Falling standards (3<sup>rd</sup> edition, amendment 2) which require a barrier height of 1100mm, a maximum clear space between vertical rails of 100mm, and a top rail width of 75mm or less on a 30° slope so it can't be used as a seat. The existing barrier at 985mm does not meet the height requirements of the F4, nor the maximum clear space between vertical rails requirement (barrier currently at 150mm approx.) and top rail requirement (barrier currently at 150mm approx. with less than 30° slope). All options in the WSP report can meet the F4 standards except D and E (meets height compliance only) and F.
- 4.4. Options A, B, C, G, H, I and J require the concrete balustrade to be completely removed meaning edge protection/scaffolding will be needed. It is likely that one side of the Bridge will be fully completed before work on the other side begins to maintain appropriate levels of community safety and some level of pedestrian/traffic access.

- 4.5. Options A, G and I would require the complete replacement of the existing street lamp posts (Figure 7) that currently sit on top of the concrete pillars. However, if there's a desire from Community Board members to replace the lamps under all options, then any new treatments should be assessed by a structural engineer to factor in additional weight considerations where applicable. Similarly, an assessment of power requirements should be undertaken to ensure new lamps can be appropriately illuminated. It is worth noting that the existing lamps do provide a nice heritage/historical looking feature on the Bridge which retains some of the old character of Kaiapoi. These lamps already integrate well with the contemporary developments on either side of the Bridge. Kevin Cawley's (Total Lighting Ltd) lighting concept designs for the Bridge retain the existing lamp posts but swap out the existing lamps for a retro fit replacement (Figure 8).



Figure 7 – Existing lamp posts

Williams Street Bridge	
Bridge balustrades to be illuminated from both sides – the river and pedestrian sides at 2700k. Photo 1 (attachment i)	The river side illuminated between the concrete columns will create a warm soft glow. The pedestrian walkway to be illuminated in a gentle wide wash creating inviting wayfinding for pedestrians.
Illuminate the underside of the Bridge in soft 2700k. Photos 1 (attachment i)	This will accentuate the Bridge as a focal point in the town centre including its natural structural features.
Replace lamps in existing bridge pole lights with a retro fit replacement at 3000k. Photo 1 (attachment i)	To illuminate the roadway.
Bridge supports at landside in 3000k illumination. Photo 1 (attachment i)	Additional feature illumination.

Figure 8 – Kevin Cawley's Bridge lighting concepts

- 4.6. At the same time as completing any balustrade changes it is important to include Bridge feature lighting upgrades and a repaint. The Long Term Plan (existing Kaiapoi Town Centre budget (100243.000.5014) currently includes budget to support these outcomes – Bridge Painting (\$50,000) and town centre amenity features and decorations (\$125,000). The combination of these budgets (\$175,000) could be reassigned to support the balustrade upgrades (with a project shortfall for the balustrade component of \$237,500) – as communicated to Council at the 8 March 2022 briefing. However, staff are proposing some changes to any potential reallocation as follows:

- \$45,000 of the existing Bridge painting budget be reallocated to further balustrade design investigations involving advice from WSP as the consultant engineers and engagement with Ngāi Tūāhuriri or Ngāi Tahu artist/s on balustrade panel motif elements (Option H), which will provide more certainty around the scope of construction works and their likely cost.
- That the remaining \$5,000 of the painting budget be reallocated towards the Williams Street Bridge balustrade upgrades;
- \$125,000 of the town centre amenity features and decorations budget be reallocated towards the Williams Street Bridge balustrade upgrades.
- These changes would bring the balustrade construction component shortfall to \$282,500 based on the estimate figure (\$412,500) put forward at the Council briefing on 8 March 2022 for Option H.

- 4.7. Additional budget (over and above the \$282,500) would need to be sourced to complete any repainting elements of the Bridge as a result of the reallocation;
- 4.8. Additional budget (over and above the \$282,500) will also be needed to complete any feature lighting components in accordance with Kevin Cawley's (Total Lighting Ltd) feature lighting plan for the Williams Street Bridge. LED strip lighting along the balustrade has already been accounted for in balustrade construction costs;
- 4.9. \$500,000 has been put aside in the Long Term Plan (existing Kaiapoi Town Centre budget (100243.000.5014) towards a street light review of Kaiapoi town centre lights; the intention is to complete street light upgrades along Williams Street north of Williams Street Bridge to Sewell Street. However, a small portion of this budget could be used to upgrade the street light lamps included in the existing Bridge lamp posts.
- 4.10. These separately budgeted work streams will be scheduled appropriately within the overall physical works timeframe to ensure maximum efficiencies and cost savings for Council while considering the access needs and work requirements of the various contractors. Furthermore, a masterplan design approach for street lighting will ensure new lighting upgrades that are proposed along Williams Street north of the Bridge to Sewell Street (and including the Bridge) will integrate appropriately with past upgrades (south of the Bridge along Williams Street to Hilton Street).
- 4.11. Given the level of construction work that needs to be undertaken for all options (except F) a Building Consent or Exemption would be required. A consent may also be required from Environment Canterbury for discharges to water as a result of the repainting work, demolition and dust/mild debris that might slip past any containment measures.
- 4.12. When considering Option H specifically:
- As sections of the balustrade have a gentle curve some stainless steel panels would need to be bent to accommodate the curve.
  - Any cut out designs in the panels would need to meet F4 standards with the cut out edges appropriately buffed and/or treated to avoid the edges presenting a cutting hazard to members of the community.
  - Feedback from steel fabricators/laser cutters is that it's easier and cheaper to replicate a repeating design motif across each panel rather than include different designs throughout the entire balustrade. Any artist design brief will need to factor in these considerations as part of the design scope and limitations.
  - The stainless steel handrail incorporated as part of the design must be able to accommodate a lighting strip.
  - Consideration should be given as to how the handrail and stainless steel panels will be structurally connected, i.e. through appropriate connection devices that are likely welded into place. A similar method will need to ensure the panels can be appropriately bolted to the existing Bridge deck.
  - Kevin Cawley (Total Lighting Ltd) has confirmed his previous lighting concept plan for the Bridge still applies for Option H with no additional changes required.
  - While at face value, Option H is one of the most expensive of the upgrade possibilities given the stainless steel and metal fabrication elements, its whole of life cost in comparison to the other alternatives makes it good value for money over a 40 year analysis period. The burden of maintenance is lessened with the stainless steel elements which require minimal upkeep, although repainting of the vertical concrete pillars (either once or twice throughout the cycle) and ongoing concrete repairs to pillars (presumed every five years or as needed) will be required. Option H's whole-of-life costs (for scenario 1 at either the 4% or 6% discount rate) is not that much more expensive than the original upfront costs, i.e. an additional \$29,400 under the 4% discount rate or an additional \$11,800 under

the 6% discount rate. Comparatively, if looking at the options that retain the concrete balustrades (except F – Do minimum) when following a repainting cycle that occurs twice within the 40 years (to ensure the Bridge always looks its best) then these options come close to or exceed \$300,000, meaning over the long term they are not as cost effective as might appear at the outset.

Option	Maintenance	Present Cost	Frequency
<b>A &amp; G – New Stainless-Steel Balustrade</b>	Cleaning of stainless-steel	\$2,500	Every 2 years
<b>B &amp; H – New Stainless-Steel Handrail &amp; Infill Panels</b>	Cleaning of stainless-steel	\$2,500	Every 2 years
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years
<b>C – New Stainless-Steel Handrail &amp; Glass Infill Panels</b>	Cleaning of glass panels	\$2,500	Every year
	Replacement of glass panels	\$3,000	Every year
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years
<b>D – SS capping</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>E – RC capping</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>F – Do minimum</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>Option I – New Aluminium Balustrade</b>	Cleaning of Aluminium	\$2,500	Every year
<b>Option J – New Aluminium Infill Panels</b>	Cleaning of Aluminium	\$2,500	Every year
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years

Figure 9 – WSP's maintenance estimate requirements over a 40 year period

	Upfront Cost	4% Discount Rate		6% Discount Rate	
		Scenario 1 – Repaint Year 15 and 30	Scenario 2 – Repaint Year 20	Scenario 1 – Repaint Year 15 and 30	Scenario 2 – Repaint Year 20
<b>A – New Stainless-Steel Balustrade</b>	\$355,000	\$373,700	N/A	\$359,400	N/A
<b>B – New Stainless-Steel Handrail &amp; Infill Panels</b>	\$330,000	\$351,700	N/A	\$337,200	N/A
<b>C – New Stainless-Steel Handrail &amp; Glass Infill Panels</b>	\$305,000	\$435,600	N/A	\$395,500	N/A
<b>D - SS Capping</b>	\$235,000	\$336,200	\$294,600	\$298,400	\$269,900
<b>E - RC Capping</b>	\$195,000	\$296,500	\$255,000	\$259,600	\$231,000
<b>F - Do Minimum</b>	\$115,000	\$220,200	\$178,600	\$184,600	\$156,100
<b>G – New architectural SS balustrade</b>	\$405,000	\$420,700	N/A	\$405,500	N/A
<b>H – New architectural SS infill panels</b>	\$375,000	\$404,400	N/A	\$386,800	N/A
<b>I – New architectural Al balustrade</b>	\$440,000	\$485,800	N/A	\$462,400	N/A
<b>J – New architectural Al infill panels</b>	\$410,000	\$468,400	N/A	\$442,600	N/A

The values above include a 30% contingency on construction costs and exclude any professional fees.

Figure 10 – WSP's NPV analysis results

- 4.13. It is important to reiterate that all costings are based on WSP estimates received by staff in March 2021 (Options A – F) and March 2022 (for the Options G - J). These estimates included a 30% contingency (as above at clauses 3.3, 3.5 and 4.8) but staff added another 10% for the Council briefing presentation on 8 March 2022 to factor in ongoing price hikes in construction (supply chain and resourcing issues). Given the global environment – Covid 19 and the Russia/Ukraine war where Russia is a large producer of nickel for the international market (a necessary component of steel) – construction prices will continue to escalate until some of these situations are resolved/ease off. Therefore, it is hard to determine with complete accuracy the level of budget that might be required to complete the project, especially leading up to any future construction/tendering period in 2023/24 or 2024/25. Staff will continue to revisit quotes up until any 2023/24 Annual Plan bid with a view to completing a top up request (only if necessary) through the 2024-34 Long Term Plan process.

### **Implications for Community Wellbeing**

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

- 4.14. The Management Team has reviewed this report 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. Some elected members have signalled a preference that any design cut out motifs on the stainless steel panels (option H) be designed by a local Ngāi Tūāhuriri or Ngāi Tahu artist/s, so that the unique identity/history of Kaiapoi can be reflected in a bespoke way across the panels. Staff would work with Mahaanui Kurataiao Ltd and seek their advice/guidance throughout any possible engagement and contracting process.

### **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. As a key focal point for the town centre, significant upgrades to the Williams Street Bridge will likely be of high interest to the community. The Kaiapoi-Tuahiwi Community Board is appropriate to represent the community views throughout this process. However, it is also possible to engage with the Waimakariri Public Arts Trust to seek additional endorsement for the design before it is presented to the Community Boards.

### **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. The Kaiapoi-Tuahiwi Community Board represents the community views throughout this process.

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

### **6.1. Financial Implications**

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

See below for an indication of the budget required for the various options as submitted at the Council briefing on 8 March 2022.

Table 1 – Option A-J Cost Estimates as at 8 March 2022

<b>Option</b>	<b>Balustrade Cost Est.</b>	<b>10% Adjustment (rising costs contingency against original estimate)</b>	<b>Total Cost</b>	<b>Existing Budget</b>	<b>Budget Shortfall</b>
A	\$355,000	\$35,500	\$390,500	\$125,000	\$215,500
B	\$330,000	\$33,000	\$363,000	+	\$188,000
C	\$305,000	\$30,500	\$335,500	\$50,000	\$160,500
D	\$235,000	\$23,500	\$258,500	=	\$83,500
E	\$195,000	\$19,500	\$214,500		\$39,500

F	\$115,000	\$11,500	\$126,500	<b>Total \$175,000</b>	-\$48,500
G	\$405,000	\$40,500	\$445,500		\$270,500
<b>H</b>	<b>\$375,000</b>	<b>\$37,500</b>	<b>\$412,500</b>		<b>\$237,500</b>
I	\$440,000	\$44,000	\$484,000		\$309,000
J	\$410,000	\$41,000	\$451,000		\$276,000

\*\$125,000 town centre amenity features and decorations (100243.000.5014) and \$50,000 painting the Williams Street Bridge (100243.000.5014) budgets.

As a result of the budget reallocation changes (item 4.6), the budget reallocation for Option H is recommended at follows:

Table 2 – Option H Cost Estimate Adjustment May 2022

Option	Balustrade Cost Est.	10% Adjustment (rising costs contingency against original estimate)	Total Cost	Existing Budget	Budget Shortfall
H	\$375,000	\$37,500	\$412,500	\$125,000	\$282,500
				+	
				\$5,000	
				=	
				<b>Total</b>	
				<b>\$130,000</b>	

\*\$125,000 town centre amenity features and decorations (100243.000.5014) and \$5,000 from the 'painting the Williams Street Bridge' (100243.000.5014) budget.

Table 3 – Estimate of Total Project Costs and Budget May 2022 (if combining all elements)

Option	Balustrade Upgrades	Design	Painting	Lighting including lighting design	Total Cost	Minus Existing Budget	Budget Shortfall
H	\$412,500	\$45,000	\$28,000*	\$TBC	\$485,500 + \$TBC	\$175,000**	\$310,500 + \$TBC

\*For the painting elements only, excludes concrete repairs and also presumes scaffolding and edge/barrier protection is already in place via other construction elements.

\*\*Original \$125,000 town centre amenities and feature decorations budget plus the \$50,000 bridge painting budget (to be reallocated - \$5,000 towards balustrade construction costs and \$45,000 to balustrade detailed design costs).

There is budget included in the Long Term Plan under the existing Kaiapoi Town Centre budget (100243.000.5014) to provide support toward this project – Bridge Painting (\$50,000) and town centre feature lighting upgrades (\$125,000). Table 2 recommends that \$5,000 from the painting budget and \$125,000 of the town centre amenity features budget be allocated toward the balustrade upgrade component. Given the estimate to complete OPTION H and the shortfall of \$282,500 additional budget will need to be sought through the the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process.



As a result of \$45,000 from the \$50,000 painting budget being assigned to detailed design investigation work, additional budget (over and above the \$282,500) will need to be requested for the full painting costs to repaint any concrete elements of the Williams Street Bridge, i.e. concrete vertical pillars and Bridge deck edges (Option H).

Additional budget (over and above the \$282,500) will also be requested for feature lighting upgrades to the Bridge, excluding balustrade LED lighting strips which have already been accounted for in the balustrade construction shortfall of \$282,500.

\$500,000 is included in the Long Term Plan to support a review and upgrade of the street lights in the Kaiapoi town centre – the section of Williams Street north of the Williams Street Bridge through to Sewell Street. A small portion of this budget could be used to upgrade the street lamps in the existing Bridge street lamp posts.

Table 3 provides an indication of the total project costs and budget shortfalls if combining all project elements and budgets.

As noted at clause 4.13, it is hard to determine with complete accuracy the level of budget that might be required for the project once the physical works are ready to be completed, i.e. due to rising costs from the impact of Covid and the Russian/Ukraine conflict. Therefore, a decent level of contingency will be included in any 2023/24 Annual Plan bid that is submitted to factor in this uncertainty. If additional budget is required at a later date, a top up request could be submitted as part of the 2024-34 Long Term Plan process.

## 6.2. Sustainability and Climate Change Impacts

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

## 6.3 Risk Management

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

- As mentioned at 6.1, there are financial risk associated with the project in the form of rising construction/goods (steel) costs, the level of which is difficult to predict. A satisfactory level of contingency should be built into any additional budget request on the advice of Project Delivery Unit staff due to this uncertainty.
- The installation of new balustrades requires that the existing balustrades be removed. Appropriate edge protection mechanisms (scaffolding/screening etc.) should be put in place to protect workers/pedestrians from fall hazards.
- Any stainless steel panels with cut out patterns may need the cut out edges buffed to ensure these don't present a cutting hazard to community members.
- Feature lighting (LED strip lighting) along any stainless steel balustrade may need to be tested before being implemented to check that any glare/reflection does not adversely impact drivers' sight at night.
- An appropriate engineering consultant will be contracted to ensure any detailed balustrade design is appropriate and safe for the Williams Street Bridge and to support the process of engagement with the Community Boards and Council.

## 6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The main ones have been discussed in the Risk Management (clause 6.2) section of this report.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

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

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

- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.
- There are wide ranging opportunities for people to contribute to the decision making that affects our District.
- The community's cultures, arts and heritage are conserved, developed and celebrated.
- Effect is given to the principles of the Treaty of Waitangi.
- The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated.

### 7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board is delegated to represent and act as an advocate for the interests of the Community.

Project Number: 6-DHLHH.01 / 60024

# Williams Street Bridge Balustrade Investigation

28 February 2022

CONFIDENTIAL



## Options Report



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### Document History and Status

Revision	Date	Author	Reviewed by	Approved by	Status
0	15 Feb 2021	E Wardle	A Bradfield	J Waldin	Issued
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### Revision Details

Revision	Details
0	Williams Street Bridge Balustrade Investigation – Options Report
1	Update to include architectural balustrade options and adjust rough order cost estimates



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Project Number: 6-DHLHH.01 / 60024  
Williams Street Bridge Balustrade Investigation  
Options Report

## Disclaimers and Limitations

This report (**Report**) has been prepared by WSP exclusively for Waimakariri District Council (**Client**) in relation to the Williams Street Bridge balustrade upgrade investigation (**Purpose**) and in accordance with Task Request Williams St Bridge – Balustrade Investigation. The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

## 1 Introduction

The concrete balustrades on the Williams Street Bridge are due for repainting. Prior to this, Waimakariri District Council (WDC) would like to consider options to upgrade the balustrades to comply with the Building Code F4 Safety from Falling height requirements and add feature lighting strips along the balustrades (beneath the top rail).

WDC commissioned WSP to prepare an options assessment for refurbishment/upgrade of the Williams Street Bridge balustrades. The scope includes a site inspection, review of information and structure details, options development, rough order cost estimates and recommendation of a solution.

WDC have provided the following information in support of this report:

- Existing bridge as-built drawings
- A scheme option of 'capping' the existing concrete balustrade
- An example of a stainless-steel balustrade on the nearby wharf.

## 2 Background

### 2.1 General Site Description

The Williams Street Bridge is a 49m long (between abutments), three span reinforced concrete structure constructed circa 1943. The bridge runs northeast-southwest along Williams Street in the Kaiapoi town centre and carries two traffic lanes, two cycle lanes and a 3.2m wide architectural footpath on each side (refer to figures below). The bridge forms a central feature of the CBD and offers views of the recently refurbished Kaiapoi Wharf.

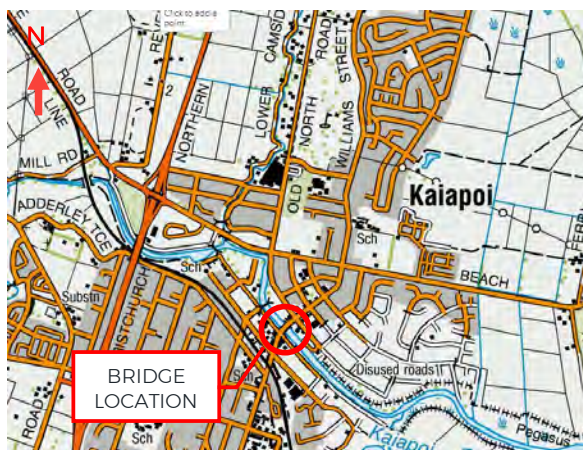


Figure 2-1: Bridge Location



Figure 2-2: Bridge Aerial

A view of the existing bridge balustrade is shown in the figures below. The balustrade is comprised of reinforced concrete panels approximately 985mm high and runs between vertical concrete pillars with an architectural lamp post on each. The length of the balustrade is approximately 75m on each side of the structure (i.e. extending beyond the abutments and over crib walls at each end).





Figure 2-3: View from north



Figure 2-4: View from bridge

## 2.2 Balustrade Condition

The following notes were made during the site visit on 16<sup>th</sup> December 2020 regarding the condition of the existing concrete balustrade:

- There is an 80-90mm gap between the first concrete pillar and the balustrade at each side of the bridge (at the top rail). This is likely due to settlement occurring during the Canterbury earthquakes. The balustrade has also tilted inwards at these locations.
- Concrete is generally in average condition with several areas of impact spalling. Two locations showed evidence of steel reinforcement corrosion. It appears that paint is masking some of the concrete condition issues.
- The condition of the paintwork is faded and patchy in areas. Patches of lichen are growing widespread across the surface of the balustrade.



Figure 2-5: Spalling



Figure 2-6: Tilted balustrade

## 2.3 Balustrade Connection Details

The existing balustrade is formed of concrete “tombstone” panels of varying length (3.3m to 10.7m) cast along the edge of the bridge deck. The panels are cast on top of the original kerb with two vertical 10mm reinforcing bars within each “tombstone” vertical. Vertical bars extend from the balustrade into the original concrete kerbs and terminate with a hook. There is no connection between the balustrade panels and the concrete pillars. There is also no connection between adjacent concrete panels. This is shown in

Figure 2-8 and Figure 2-9 below (from original bridge drawings).

Concrete pillars and lamp posts are located over the piers and abutments on each side of the bridge and are cast integrally with the pier/abutment outstands. Six vertical 12mm diameter hook bars extend from the pier outstand into the concrete pillars. This is shown in

Figure 2-8 below.

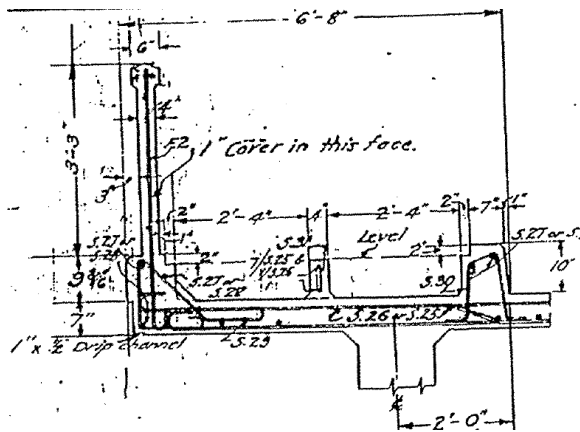


Figure 2-7: Balustrade connection

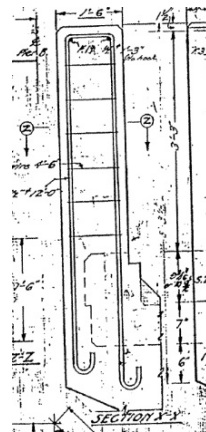


Figure 2-8: Pillar connection

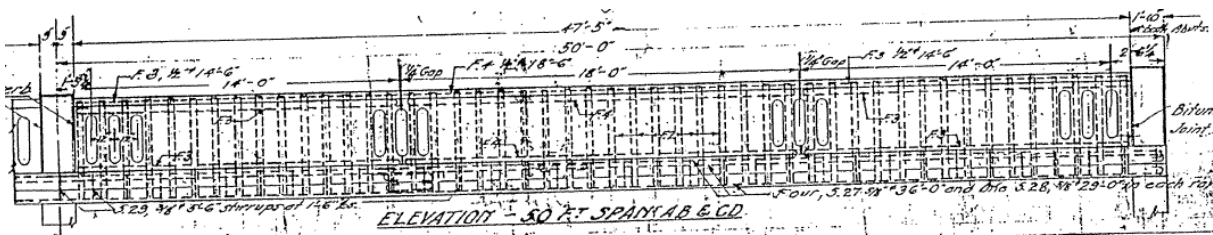


Figure 2-9: Balustrade elevation

## 2.4 Balustrade Geometry

Sections of the existing concrete balustrade have a gentle curve, see Figure 2-10 below. This is also indicated on the bridge drawings and would need to be accommodated in the various upgrade options outlined in Section 4, particularly where there are prefabricated elements.



Figure 2-10: Curve in Balustrade

## 3 Building Code F4 Safety from Falling

The existing balustrades do not meet the height requirements in Building Code F4 Safety from Falling (3<sup>rd</sup> edition, amendment 2), with the height above footpath level being 985mm. F4 would require a new pedestrian barrier in this location to have a height of 1100mm.

F4 also has other dimensional requirements for new barriers, including:

- a maximum clear spacing between vertical rails of 100mm (refer Figure 2 of Building Code F4)

- top rail width of 75mm or less or on 30° slope so the top rail is not readily able to be used as a seat (refer Figure 5 of Building Code F4)

The existing balustrade also doesn't meet these other dimensional requirements, with the clear spacing between vertical 'rails' being approximately 150mm and the top rail width being approximately 150mm (with less than 30° slope).

This is not uncommon for older bridge balustrades, with the structural form and barrier height similar to many other local authority and state highway bridge structures.

## 4 Options Assessment

### 4.1 Options Considered

Six options were initially considered for the upgrade/refurbishment of the balustrade as outlined below. The options consider improvement to meet height requirements for pedestrian traffic only (i.e. not cycle traffic) as there are designated cycle lanes at the edges of the road lanes (i.e. not next to the balustrades). Meeting height requirements for pedestrian traffic would require increasing the height of the balustrades to 1100mm.

Provision of an overhang on the top rail to accommodate the lighting strips has also been considered in each option (except do minimum). Note that cost estimates do not include refurbishment / replacement of existing streetlights.

Note that since the original report was issued in January 2021, construction costs have increased, especially for steel supply. Construction costs have been updated below.

#### 4.1.1 Option A – New Stainless-Steel Balustrade

Option A would involve removing the entire concrete balustrade down to the bridge deck level, including removal of the concrete pillars and existing lamp posts. Following removal of the balustrade, a new stainless-steel balustrade would be surface mounted on the edge of the existing deck and would be designed to fully comply with Building Code F4 Safety from Falling. This would look similar to the example provided in Figure 4-1, although would require some consideration of fitting of the lighting strip.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$355,000 (including 30% contingency).



Figure 4-1: Example Option A

#### 4.1.2 Option B – New Stainless-Steel Handrail & Infill Panels

Option B would involve removing the concrete balustrade panels and maintaining the existing concrete pillars and lamp posts. The concrete balustrade would be replaced with stainless-steel infill panels similar to Option A and terminate at the concrete pillars. The new stainless-steel infill panels would be surface mounted onto the existing concrete bridge deck.

Modifications to the existing structure required for this option would include:

- Breakout / sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$330,000 (including 30% contingency).

#### 4.1.3 Option C – New Stainless-Steel Handrail & Glass Infill Panels

Option C would involve removing the concrete balustrade panels and maintaining the concrete pillars and lamp posts. In this scenario, the concrete balustrade would be replaced with a stainless-steel handrail with toughened glass infill panels. Brackets would be surface mounted to the existing bridge deck and glass panels installed.

Modifications to the existing structure required for this option would include:

- Breakout / sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$305,000 (including 30% contingency).

#### 4.1.4 Option D – Stainless-Steel Capping

Option D would involve maintaining the existing concrete balustrade and installation of a stainless-steel capping, as shown in Figure 4.2. This would be bolted into the top of the existing balustrade, increasing the top height of the handrail and providing a lip for the feature lighting strip. This would require concrete repairs to the damaged barrier. Although this scenario increases the balustrade height to comply with F4, the balustrade will not meet all requirements of Building Code F4 Safety from Falling as the vertical gaps in the existing concrete barrier exceed 100mm.

Modifications to the existing structure required for this option would include:

- Drilling holes in existing top rail for new stainless-steel capping attachment.

The estimated rough order construction cost for this option is \$235,000 (including 30% contingency).

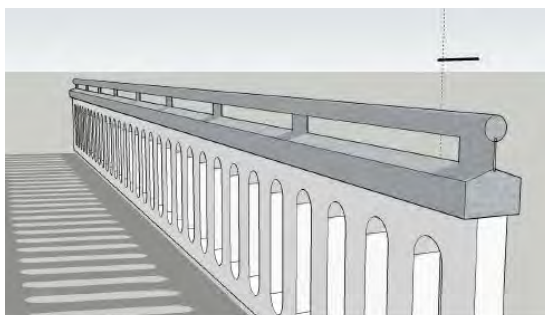


Figure 4-2: Example Option D

#### 4.1.5 Option E – Concrete Capping

Option E would involve maintaining the existing concrete balustrade and construction of a concrete capping nib, similar to Option D. This would require drilling dowels into the existing balustrade and casting a concrete nib along the top of the existing handrail to bring the height of the barrier to 1100mm. This would also require concrete repairs to the damaged barrier. Although this scenario increases the balustrade height to comply with F4, the balustrade will not meet all requirements of Building Code F4 Safety from Falling as the vertical gaps in the existing concrete barrier exceed 100mm and the top rail width is greater than 75mm on less than a 30° slope.

Modifications to the existing structure required for this option would include:

- Roughening of surface of existing top rail to prepare for new concrete capping.
- Drill and epoxy starter bars for new concrete capping.

To avoid the appearance of a 'deep' top rail if this option were progressed, the original portion of top rail could be painted the same colour as the infill with only the new capping painted as the top rail.

The estimated rough order construction cost for this option is \$195,000 (including 30% contingency).

#### 4.1.6 Option F – Do Minimum

Option F is the 'Do Minimum' option. This would involve maintaining the existing concrete barrier at its current height, undertaking concrete repairs and repainting as required. In this scenario the barrier will not meet the requirements of Building Code F4 Safety from Falling and will not be able to accommodate the proposed lighting strip.

The estimated rough order construction cost for this option is \$115,000 (including 30% contingency).

## 4.2 Additional Options Considered

Following delivery of this report in January 2021, WDC has requested consideration and discussion of four additional options.

#### 4.2.1 Option G – New Architectural Laser Cut Stainless-Steel Balustrade

Option G would involve removing the entire concrete balustrade down to the bridge deck level, including removal of the concrete pillars and existing lamp posts. Following removal of the balustrade, a new architectural laser cut stainless-steel balustrade would be surface mounted on the edge of the existing deck and would be designed to fully comply with Building Code F4 Safety from Falling. Patterns across the panels would incorporate architectural design motifs from local artists/iwi. Figure 4-3 shows an example of this option.

Strip lighting would be inset in the bottom rail or top rail (see [livlight.co.nz/products/](http://livlight.co.nz/products/) Ritchie Rail 17, 20 or 26). Power would be run through the rail along the length of the bridge.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$405,000 (including 30% contingency).

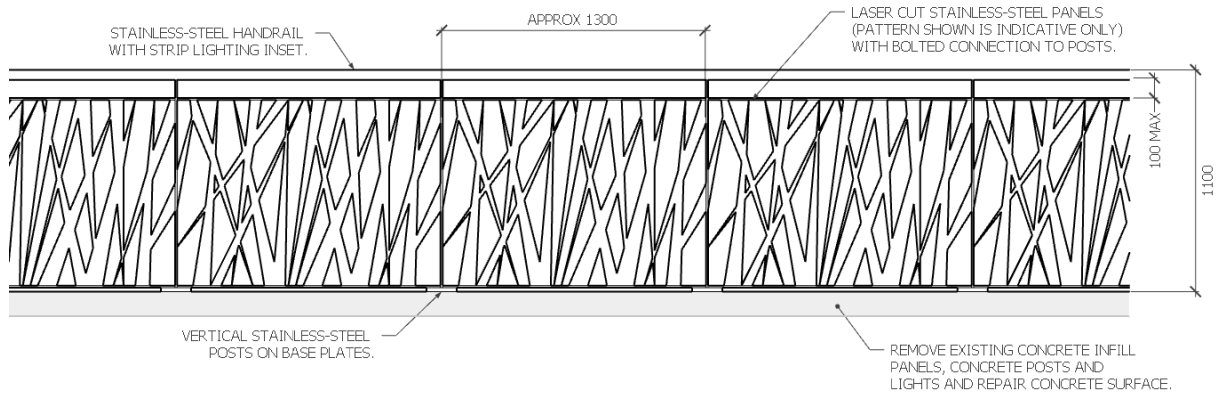


Figure 4-3: Example Option G

#### 4.2.2 Option H – New Architectural Laser Cut Stainless-Steel Handrail & Infill Panels

Option H would involve removing the concrete balustrade panels and maintaining the existing concrete pillars and lamp posts. The concrete balustrade would be replaced with stainless-steel infill panels similar to Option G and terminate at the concrete pillars. The new panels would be surface mounted onto the existing concrete bridge deck. Figure 4-4 shows an example of this option.

Strip lighting would be inset in the bottom rail or top rail (see [livlight.co.nz/products/](http://livlight.co.nz/products/) Richie Rail 17, 20 or 26). Power would be run through the rail and through the vertical posts at the end of each infill section.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.
- Consider changing the paint colour of the existing concrete pillars and lights to tie in with the new barrier.

The estimated rough order construction cost for this option is \$375,000 (including 30% contingency).

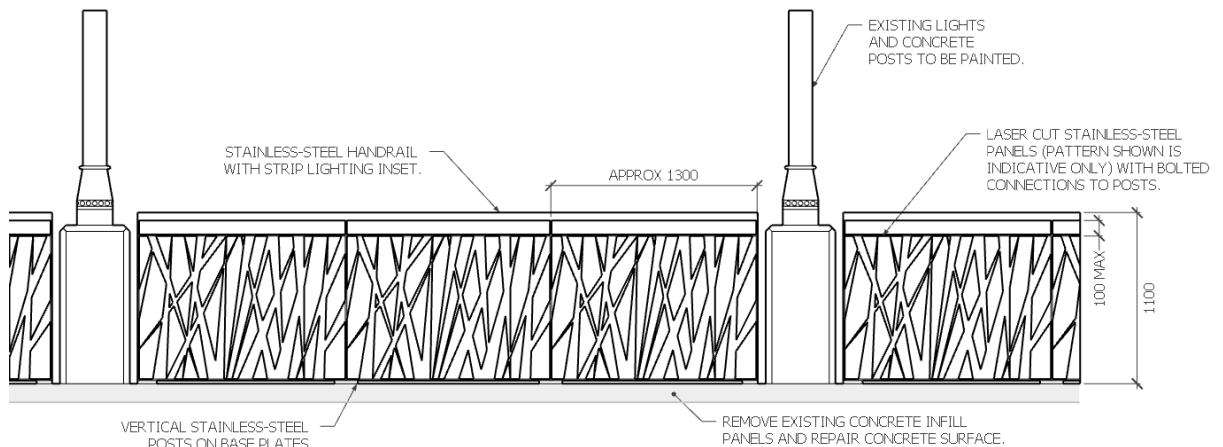


Figure 4-4: Example Option H

#### 4.2.3 Option I – New Architectural Laser Cut Aluminium Balustrade

Option I would involve removing the entire concrete balustrade and installation of a new architectural laser cut anodised aluminium balustrade, similar to Option G.

Strip lighting would be inset in the bottom rail (there is no proprietary system for strip lighting in an aluminium top rail). Power for the strip lighting would run through the bottom rail along the length of the bridge.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$440,000 (including 30% contingency).

#### 4.2.4 *Option J – New Architectural Laser Cut Aluminium Handrail & Infill Panels*

Option J would involve removing the concrete balustrade panels and installation of new architectural laser cut anodised aluminium infill panels, similar to Option H. The new panels would be surface mounted onto the existing concrete bridge deck.

Strip lighting would be inset in the bottom rail. Power would be run through the rail and through the vertical posts at the end of each infill section.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.
- Consider changing the paint colour of the existing concrete pillars and lights to tie in with the new barrier.

The estimated rough order construction cost for this option is \$410,000 (including 30% contingency).

### 4.3 **Additional Construction Considerations**

#### 4.3.1 *Access & Scaffolding*

Options A, B, C, G, H, I and J require removal of the existing barrier. Edge protection or scaffolding will be required at all times while no permanent barrier is present.

#### 4.3.2 *Containment*

The following activities will need to be contained to prevent contamination of the waterway:

- Concrete demolition
- Concrete drilling dust
- Removal of paint
- Pouring of concrete
- Painting.

#### 4.3.3 *Consenting*

Resource Consent may be required for activities that result in discharges into fresh water, including paint removal.

Building Consent or Building Consent Exemption would likely be required for all options except Option F (do minimum).

#### 4.3.4 *Services*

The following services have been identified and would need to be temporarily relocated or protected during the works:

- The existing lamp posts and any connecting power cables.
- There is a sign which reads 'Danger 11,000 Volts' at the southeast corner of the bridge. This should be investigated prior to any demolition works.
- There is an existing 200mm galvanised steel pipe across the downstream deck soffit. This is unlikely to be impacted by the works.
- At the northeast corner of the balustrade, there is a telecoms box fixed to the barrier. This will need to be removed during the works and relocated or reattached.

Additional services may be present which would need to be accounted for during the works.

#### 4.3.5 Requirements for Architectural Barriers

For Options G - J, the intention is to incorporate cultural motifs from local iwi or other artists. If any of these options is progressed, there will be restrictions for the designers such that the barrier complies with the requirements of Building Code F4 Safety from Falling. Requirements for the infill panels are summarised in the table below.

Table 4-1: Requirements for Architectural Barriers

Description	Requirement	Reference
Panel dimensions	Using the concepts shown in Figure 4-3 and Figure 4-4, each panel would have dimensions of approximately 1200 mm width x 920 mm high. Note that this may change during detailed design.	-
Opening size	Openings anywhere over the full height of the barrier shall be such a size that a 100 mm diameter sphere cannot pass through.	Building Code F4 1.2.1 b
Barrier must be not readily climbable.	Any horizontal opening (other than over the bottom rail) in the panels must not be large enough to be used as a foothold. Dimensions must be: <ul style="list-style-type: none"> <li>• A maximum horizontal gap 15mm high</li> <li>OR</li> <li>• A maximum size gap of 35 x 35 mm.</li> </ul>	Building Code F4 4.3.4 g
Barrier loads	Barriers will be designed to meet B6.4 of the Bridge Manual. No structural design has been undertaken at this stage, but this will need to be considered in the final design.	B6.4 Bridge Manual 3 <sup>rd</sup> Edition



## 4.4 Comparison of Options

The advantages and disadvantages of each option are outlined in Table 4-2 below.

Table 4-2: Comparison of Options

Option	Description	Advantages	Disadvantages
<b>A</b>	New stainless-steel barrier	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> <li>- Stainless-steel requires little maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>- Could appear out of context with the era of the existing reinforced concrete structure, although similar to barrier on nearby wharf.</li> <li>- Higher upfront construction cost compared with other options.</li> <li>- Would require access/edge protection during construction.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>B</b>	Stainless-steel infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> <li>- No requirement to remove the existing lamp posts</li> </ul>	<ul style="list-style-type: none"> <li>- Higher upfront construction cost compared with other options.</li> <li>- Would require access/edge protection during construction.</li> <li>- Could appear out of context with the era of the existing reinforced concrete structure, although similar to barrier on nearby wharf.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>C</b>	Glass infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- No requirement to remove the existing lamp posts</li> </ul>	<ul style="list-style-type: none"> <li>- Higher upfront construction cost compared with other options.</li> <li>- Vulnerable to vandalism and expensive to replace or maintain.</li> </ul>

			<ul style="list-style-type: none"> <li>- Likely to require frequent cleaning to maintain transparency.</li> <li>- Would require access/edge protection during construction.</li> <li>- Could appear out of context with the era of the existing reinforced concrete structure.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>D</b>	Stainless-steel capping	<ul style="list-style-type: none"> <li>- No requirement for concrete demolition.</li> <li>- Would not require edge protection during construction.</li> <li>- Will meet height and top rail dimension requirements in F4.</li> <li>- Would appear congruous with nearby stainless-steel barrier (on wharf).</li> </ul>	<ul style="list-style-type: none"> <li>- Will not fully meet Building Code F4 due to existing vertical rail spacing.</li> <li>- Potential constructability issues around fabricating capping to match curved balustrade.</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers although the top rail could extend over the gap.</li> </ul>
<b>E</b>	Concrete capping	<ul style="list-style-type: none"> <li>- Lower upfront construction cost compared to other improvement options.</li> <li>- No requirement for concrete demolition other than scabbling of existing top rail.</li> <li>- Would not require edge protection during construction.</li> <li>- Simple to construct and adaptable to variable existing balustrade.</li> <li>- Will meet height requirements in F4.</li> <li>- In keeping with look and material of existing balustrade.</li> </ul>	<ul style="list-style-type: none"> <li>- Will not fully meet Building Code F4 due to vertical rail spacing and width/slope of top rail.</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers although the top rail could extend over the gap.</li> </ul>
<b>F</b>	Do minimum	<ul style="list-style-type: none"> <li>- Lowest upfront construction cost.</li> <li>- No requirement for concrete demolition.</li> <li>- Minimal environmental impact.</li> <li>- Would not require edge protection during construction.</li> </ul>	<ul style="list-style-type: none"> <li>- Missed opportunity to add feature lighting (improving Kaiapoi township)</li> <li>- Missed opportunity to improve pedestrian safety (by increasing balustrade height).</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers.</li> </ul>
<b>G</b>	New stainless-	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>- High upfront construction cost compared with other options.</li> </ul>

	steel architectural barrier	<ul style="list-style-type: none"> <li>- Stainless-steel has a smoother looking surface finish than aluminium.</li> <li>- Stainless-steel has a higher strength than aluminium giving more flexibility for panel design.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> </ul>	<ul style="list-style-type: none"> <li>- Would require access/edge protection during construction.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
H	Stainless-steel architectural infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> <li>- Stainless-steel has a smoother looking surface finish than aluminium.</li> <li>- Stainless-steel has a higher strength than aluminium giving more flexibility for panel design.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> <li>- No requirement to remove the existing lamp posts.</li> </ul>	<ul style="list-style-type: none"> <li>- High upfront construction cost compared with capping options.</li> <li>- Would require access/edge protection during construction.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
I	New aluminium architectural barrier	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> </ul>	<ul style="list-style-type: none"> <li>- Highest upfront construction cost of options considered.</li> <li>- Requires cleaning more often than SS options and will eventually form Aluminium Oxide on surface.</li> <li>- Aluminium is weaker than Stainless-Steel giving less flexibility for panel design, i.e., sections will need to be thicker.</li> <li>- Aluminium has a rougher surface finish than Stainless-Steel.</li> <li>- Would require access/edge protection during construction.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> </ul>

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<b>J</b>	Aluminium architectural infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Anodised aluminium requires little maintenance.</li> <li>- No requirement to remove the existing lamp posts.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> </ul>	<ul style="list-style-type: none"> <li>- High upfront construction cost compared with capping options.</li> <li>- Requires cleaning more often than SS options and will eventually form Aluminium Oxide on surface.</li> <li>- Aluminium is weaker than Stainless-Steel giving less flexibility for panel design, i.e., sections will need to be thicker.</li> <li>- Aluminium has a rougher surface finish than Stainless-Steel.</li> <li>- Would require access/edge protection during construction.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
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## 5 Conclusion & Recommendation

Option E - Concrete Capping was previously recommended. This option was selected due to its constructability and lower upfront costs compared with other options. This would improve the safety of pedestrians on the bridge by increasing the height of the barrier, although would not meet all requirements of F4 Safety from Falling. This option could be designed to accommodate a lighting strip, while tying in with the existing structure aesthetic.

If WDC wish to replace the barrier and/or infill panels, stainless-steel options would be recommended in preference to Aluminium. This is based on the lower upfront cost, low maintenance requirements, and flexibility in design as it is a higher strength material.

If an option is selected where the existing concrete pillars and lamp posts are to be removed, there would be additional costs associated with installing replacement street lighting.

Please contact WSP for further detailed discussion regarding any aspects of these options or for further advice and inputs on the detailed design of the preferred option.

wsp

[wsp.com/nz](http://wsp.com/nz)

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

**FILE NO and TRIM NO:** DDS-08-05/220505071036

**REPORT TO:** Land and Water Committee

**DATE OF MEETING:** 17 May 2022

**FROM:** Gina Maxell, Policy Technician  
Grant MacLeod, GreenSpace Manager

**SUBJECT:** Application to the Biodiversity Fund

**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 support from the Land and Water Committee for funding to the Biodiversity Fund application received from Mia Hofsteede. The application relates to the fencing of wetland, flax and cabbage trees located at 118 Yaxleys Road.
- 1.2 The Biodiversity Fund is a contestable fund that is provided for owners of Biodiversity sites listed in the District Plan in order to preserve and enhance the Biodiversity we have left in the district. The fund was last advertised in 2019, and has accumulated to a total of \$67,750.

Attachments:

- i. Application 118 Yaxleys Road, Rangiora District plan site: SNA013 (211013165281)

**2. RECOMMENDATION**

**THAT** the Land and Water Committee:

- (a) **Receives** report No.220505071036
- (b) **Notes** the accumulated amount available for allocation in the Biodiversity Fund is \$67,750
- (c) **Recommends** Council approves funding from the Biodiversity Fund of \$5,204.62 for the application of Mia Hofsteede to fence wetland, flax and cabbage trees located at 118 Yaxleys Road

**3. BACKGROUND**

- 3.1. The aim of the Biodiversity fund is to support district biodiversity by providing financial assistance to owners of SNA sites listed in the Waimakariri District Plan who are undertaking work to protect these assets.
- 3.2. In December 2020 The Heritage, Biodiversity and Ecological Fund was approved to be split from 30th June 2021 into two separate heritage and biodiversity funds.
- 3.3. A total of \$7,000 has been allocated to one Biodiversity project since 2020.

- 3.4. The Biodiversity Fund has a current balance of approximately \$67,750 that has an annual budget of \$15,000 with an increase of \$10,000 each year after.
- 3.5. The Biodiversity Fund is now open as a continuous fund allocation, rather than the previous triannual *Contestable Fund* rounds.

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

- 4.1. The options available to the Committee are to either decline or approve funding of the application. If the Committee choose to decline the funding, staff will inform the applicant and close the application file. A subset of the option to approve the funding is to fund a specific amount from within the fund based on the protection of Biodiversity.
- 4.2. Funding for the proposed fencing of this wetland is recommended because it will prevent the wetland vegetation being grazed by cattle, sheep and/or goats (as noted during a field visit to this wetland in 2020) which will help indigenous wetland vegetation to regenerate, and also reduce sediment and nutrients entering the wetland. It is noted that removal of grazing can allow exotic weeds to spread, therefore an ongoing weed control programme will be necessary in conjunction with stock exclusion.
- 4.4. The applicant will be advised of the outcome of their application. If successful, the applicant will required to sign an accountability agreement outlining the expectations for completion of the funded works. Payment of the allocations is intended to be upon receipt of an invoice for the completed work.
- 4.5. The management team have reviewed and support this recommendation.

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

- 4.6. There are no specific implications for community wellbeing; however, and of note, the retention of the districts Biodiversity resources is both a community outcome and a direction within the Waimakariri District Plan.

#### 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**

All owners of listed heritage, notable tree and vegetation sites were advised of the opening of the Heritage, Biodiversity and Ecological Fund in 2019. There are no specific groups that will be affected by the recommendations 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 that is greater than a general desire to protect the districts remaining biodiversity.

#### 6. **IMPLICATIONS AND RISKS**

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



The Fund has accumulated a total of \$67,750. It is noted that if the applicant is successful they will be required to sign an accountability agreement for allocation of the fund.

**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 known risks associated with the fund allocation.

**6.4. Health and Safety**

There are no health and safety issues to consider.

**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**

Allocations for Biodiversity grants are made under the provision for discretionary grants provided for in the Local Government Act 2002.

**7.3. Community Outcomes**

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

*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. Delegations**

Council has the delegation to approve funding applications.

Gina Maxwell  
Policy Technician

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 Private Bag 1005  
 Rangiora 7440, New Zealand  
 Phone 0800 965 468

# The Heritage, Biodiversity and Ecological Fund Application Form

To provide financial assistance to owners of notable plants, vegetation and heritage sites listed in the District Plan.

Please read "Information" and "Guidelines" before completing this form.

### PART A - Details of Applicant

Name of Applicant: MIA LOUISE HOFSTEEDE

Name/status of contact person for this application: as above

Address of Applicant: 118 Maxleys Road, RD3 Rangiora

Phone Number: Mobile: 0277411101 Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email: mia.hofsteede@gmail.com

### Land Details:

Name and contact details of land owner: Mia Hofsteede and Jacob Vincent  
 (If different to applicant)

Phone Number: Mobile: 0277411101 Home: \_\_\_\_\_ Work: \_\_\_\_\_

Site Reference: V148 Size of vegetation site: 0.6ha ± 0.4ha

Have you received funding from the Contestable Fund in the past and if so what was it used for?

NO  YES

Continued over page

**PART B - Summary of work**

Aim of Project (brief):

• fence off wetland area to protect from stock  
 • Plant and enhance native plants in protected area

Date project to be started: ASAP Two independant quotes to be attached: 

Expected duration and staging of project, including expected costs of each stage:

1 stage - fencing  
~~2~~ Over time (12/24 months)  
 See quote

If you are granted funds how and when will they be spent:

Fencing to protect Wetland  
 See attached

Have you applied to any other fund for this project? (i.e Ecan Environment Fund)  YES  NO  
If so,

1. What fund? \_\_\_\_\_
2. How much was applied for? \_\_\_\_\_
3. How much has been granted? \_\_\_\_\_

**PART C - Detailed description of project**

**Description:** Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

- Wetland / flax and Cabbage trees in two sites totalling 1 hectare
  - Fencing around wetland to protect area / prevent any disturbance
  - Planting local shrubs and plants
- Orange area = to be restored.
- see attached: Pink line = Already Fenced. Blue line = to be fenced.

**Work to date:** Describe any work that has been carried out to-date toward the project (eg: restoration, fencing, pest control, planting, planning and design, etc):

- Paritally fenced.

**Future Management:** Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

- Continue to enhance site and protect plants within.

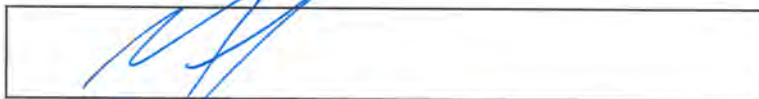
Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work?

YES     NO

**PART D - Acknowledgement****I confirm that:**

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement
2. The answers given on this form are true and correct
3. The funds will be spent by the applicant in the manner declared in this application
4. If the applicant is a group, I will be personally responsible for how the funds are spent
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application
6. I have read and agree with the 'Notes for Applicants' below.

Signed


Name (please print): Mia HofsteedeDate: 13-10-2021**Applications must be posted or delivered to:****The Waimakariri Contestable Fund**

215 High Street, Rangiora 7400

**For more information:**Contact Gina Maxwell on 03 266 9247, or email [gina.maxwell@wmk.govt.nz](mailto:gina.maxwell@wmk.govt.nz)

### **Information**

The purpose of the fund is to make available financial assistance to owners of notable plants, vegetation and heritage sites listed in the District Plan, to encourage and assist with work that benefits the natural and built environment for these sites.

A growing number of landowners are protecting and restoring notable plants, vegetation and heritage sites on their private land. The Contestable Fund was established as a response to the decline of native biodiversity in the District to encourage and assist private landowners to carry out work that benefits the natural native environment.

The fund is a contestable fund which is assessed and approved in funding rounds throughout the year by the Council's Resource Management and Regulatory Committee. (Council staff, with expert advice where necessary, will make recommendations to the committee.)

There is a variable amount available in this Fund, it will be distributed among the successful applicants. If there are no applications or no appropriate projects, the fund may not necessarily be distributed either in whole or in part.

### **Guidelines**

#### **Who can apply?**

The fund is open only to ratepayers of the Waimakariri District - individuals or groups - for work relating to either private or public land listed in the District Plan.

The Fund is not available:

- i. For work that there is a legal obligation to do
- ii. To compensate for work already done. It is intended to assist with the cost of future work
- iii. For beautification projects, or to support those driven primarily for financial gain.

#### **How to apply?**

Applications will be accepted throughout the year- funding rounds will be advertised. Applications will be acknowledged upon receipt.

**Return completed application form to:** The Waimakariri Contestable Fund  
215 High Street, Rangiora 7400.

1. The application must be a signed original of this application form. Applicants are encouraged to attach any supporting documents, such as planting plans, diagrams, maps, and photos
2. Applications without any supporting documents will still be considered, but applicants may be asked for more information
3. Applications will be assessed throughout the year. It is intended to distribute the funds via regular funding rounds which will be advertised
4. The recipient will be required to complete a signed "accountability form" when the funds have been spent, confirming that they have been spent in the way set out in the application.

#### **Funding Criteria**

Applications will be assessed on merit based on criteria listed below:

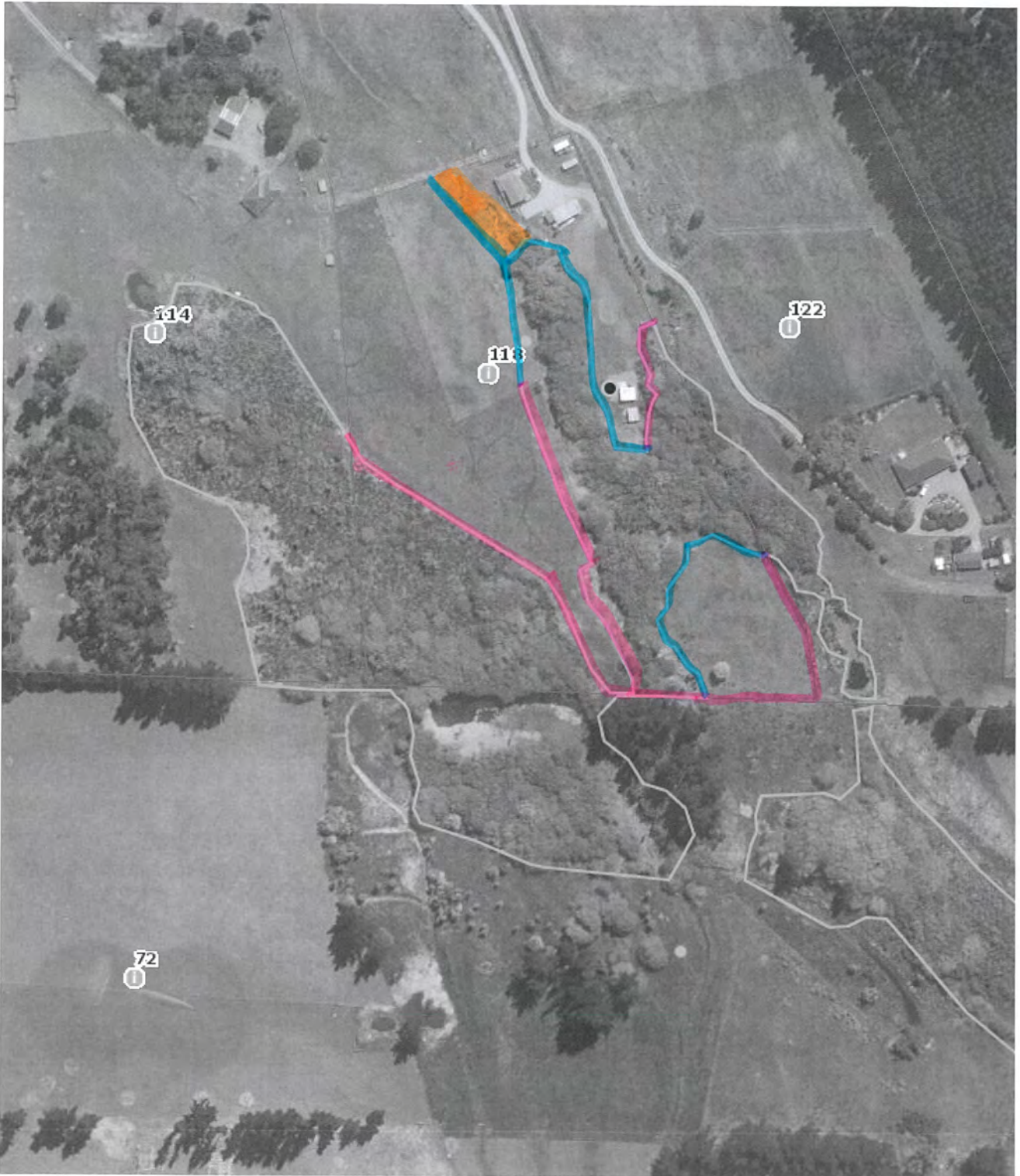
1. Priority of funding is given to sites identified by the Waimakariri District Council as potentiality significant natural areas as listed in the District Plan
2. The degree to which the work improves, protects, benefits, enhances, restores or reinstates native natural resources or Heritage Buildings – in particular, land, vegetation and Heritage sites
3. If the Applicant or Project has been past recipients of the Fund.

**Terms and Conditions**

1. Grants will be allocated on a case by case basis
2. Financial assistance will usually be no more than 50% of a project's total costs
3. The applicants share of the costs can be by way of in kind contributions (e.g. labour), or cash
4. Unless prior arrangement is made, grants must be spent within one year of the awarding of the grant
5. Preference for funding will generally be given to those who have not received grants from this fund in the past
6. Approval of funding may be subject to conditions
7. All decisions will be final and no correspondence will be entered into
8. The Council's Resource Management and Regulatory Committee may wish to visit sites prior to making a decision
9. The fund recipients will be required to either make progress reports, or a final report on the project after the grant monies have been spent.

***Please Note:***

The Council hereby undertakes to all applicants that information concerning private property supplied in this application, or obtained when assessing it, will be used by the Council for no purpose other than for assessing the application or if considered appropriate, for publicity purposes. However, once an application has been received, the information contained within it becomes public information, accessible by members of the public when requested. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.



**Shelley Milosavljevic** | Senior Policy Planner  
Development Planning Unit  
Phone: 0800 965 468 (0800 WMK GOV)





TRIM: 211013165281 / DDS-08-04

# QUOTE

Mia Hofsteede

**Date**  
12 Oct 2021**Quote Number**  
QU-0001**GST Number**  
133-688-544JV Contracting 2021  
Limited  
503 Barkers Road  
R D 2  
Rangiora 7472

Description	Quantity	Unit Price	Amount NZD
Posts	100.00	18.00	1,800.00
Roll of Netting (200m)	1.00	449.00	449.00
High tensile wire (100m)	2.00	104.00	208.00
Labour per metre	205.00	7.00	1,435.00
Staples (per box)	1.00	50.00	50.00
		Subtotal	3,942.00
		TOTAL GST 15%	591.30
		<b>TOTAL NZD</b>	<b>4,533.30</b>

TRIM: 211013165281 / DDS-08-04

**From:** Mia Hofsteede  
**To:** [Records Staff](#)  
**Cc:** [Shelley Milosavljevic](#)  
**Subject:** Re: FW: Biodiversity Fund - application  
**Date:** Wednesday, 13 October 2021 10:46:42 AM  
**Attachments:** [image004.png](#)  
[0.png](#)  
[13102021104316-0001.pdf](#)

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Good morning,

Please see attached.

Thank you for your time.

Mia Hofsteede

On Mon, 27 Sept 2021 at 08:56, Shelley Milosavljevic <[shelley.milosavljevic@wmk.govt.nz](mailto:shelley.milosavljevic@wmk.govt.nz)> wrote:

Hi Mia,

Attached is the application form for the Biodiversity Fund (also the form for the heritage fund but just ignore this).

Let me know if you need any assistance with completing the form and ill see if I can help.

Once completed, please email it to [records@wmk.govt.nz](mailto:records@wmk.govt.nz), it will then be checked for eligibility and a report will be written for Council's District Planning and Regulation Committee to consider whether the application is approved.

Kind regards, Shelley

**Shelley Milosavljevic** | Senior Policy Planner  
 Development Planning Unit  
 Phone: 0800 965 468 (0800 WMK GOV)



**From:** Gina Maxwell <[gina.maxwell@wmk.govt.nz](mailto:gina.maxwell@wmk.govt.nz)>  
**Sent:** Monday, 27 September 2021 8:51 AM  
**To:** Shelley Milosavljevic <[shelley.milosavljevic@wmk.govt.nz](mailto:shelley.milosavljevic@wmk.govt.nz)>  
**Subject:** RE: Biodiversity Fund - application

Hi Shelley,

Thanks for your email.

If you get the landowner to complete the attached form and provide documentation and email it to [records@wmk.govt.nz](mailto:records@wmk.govt.nz)

Once the application is received it will be checked that it meets the criteria, a report sent to DRP&R with staff recommendations and DP&R will approve or decline the application.

Thanks,

**Gina Maxwell** | Technical Assistant - Policy  
 Policy and Strategy Unit  
 Phone: 0800 965 468 (0800 WMK GOV)



**From:** Shelley Milosavljevic <[shelley.milosavljevic@wmk.govt.nz](mailto:shelley.milosavljevic@wmk.govt.nz)>  
**Sent:** Friday, 24 September 2021 10:48 AM  
**To:** Gina Maxwell <[gina.maxwell@wmk.govt.nz](mailto:gina.maxwell@wmk.govt.nz)>  
**Subject:** Biodiversity Fund - application

Hi Gina,

We have an enquiry from a landowner about the Biodiversity Fund as they want to fence around their wetland (which is a 'Vegetation and Habitat sites in the Operative District Plan and a SNA in the Proposed District Plan).

TRIM: 211013165281 / DDS-08-04

What is the process from here? Could you please send me the form for her to complete and also an outline of how the application process works? When her application would be assessed etc?

Thanks, Shelley

**Shelley Milosavljevic** | Senior Policy Planner  
Development Planning Unit  
Phone: 0800 965 468 (0800 WMK GOV)



**From:** Mia Hofsteede <[mia.hofsteede@gmail.com](mailto:mia.hofsteede@gmail.com)>  
**Sent:** Thursday, 23 September 2021 10:01 AM  
**To:** Shelley Milosavljevic <[shelley.milosavljevic@wmk.govt.nz](mailto:shelley.milosavljevic@wmk.govt.nz)>  
**Subject:** Re: FW: Acknowledgement of listed notable trees, heritage sites and vegetation and habitat sites

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Hi Shelley,

Thank you for your time.

We look forward to hearing from you.

Thanks

Mia

On Thu, 23 Sept 2021 at 07:40, Shelley Milosavljevic <[shelley.milosavljevic@wmk.govt.nz](mailto:shelley.milosavljevic@wmk.govt.nz)> wrote:

Hi Mia,

Thanks for your email. I am following up on this and will get back to you soon.

Regards, Shelley

**Shelley Milosavljevic** | Senior Policy Planner  
Development Planning Unit  
Phone: 0800 965 468 (0800 WMK GOV)



**From:** Mia Hofsteede <[mia.hofsteede@gmail.com](mailto:mia.hofsteede@gmail.com)>  
**Sent:** Tuesday, 21 September 2021 12:56 PM  
**To:** Records Staff <[records@wmk.govt.nz](mailto:records@wmk.govt.nz)>  
**Subject:** Re: Acknowledgement of listed notable trees, heritage sites and vegetation and habitat sites

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Hi Tascha,

Thank you for getting back to me.

Our address is 118 Yaxleys Road, Loburn

TRIM: 211013165281 / DDS-08-04

Thanks

On Tue, 21 Sep 2021 at 12:52 PM Records Staff <[records@wmk.govt.nz](mailto:records@wmk.govt.nz)> wrote:

Hi Mia,

Just so I can record your message in the correct place, can you please let me know the address you are referring to?

Kind regards, Tascha

**Tascha Lawry** | Information Management Officer  
Information & Technology Services  
Phone: 0800 965 468 (0800 WMK GOV)



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**From:** Council Office <[office@wmk.govt.nz](mailto:office@wmk.govt.nz)>  
**Sent:** Tuesday, 21 September 2021 11:13 AM  
**To:** Records Staff <[records@wmk.govt.nz](mailto:records@wmk.govt.nz)>  
**Subject:** FW: Acknowledgement of listed notable trees, heritage sites and vegetation and habitat sites

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**From:** Mia Hofsteede <[mia.hofsteede@gmail.com](mailto:mia.hofsteede@gmail.com)>  
**Sent:** Tuesday, 21 September 2021 8:44 AM  
**To:** Council Office <[office@wmk.govt.nz](mailto:office@wmk.govt.nz)>  
**Subject:** Acknowledgement of listed notable trees, heritage sites and vegetation and habitat sites

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

Good Morning,

The property that we have recently purchased notes a protected wetland area. It was part of the management plan that this area is to be maintained and enhanced.

We intend to erect a permanent fence around this area to protect and encourage the enhancement of the trees within and note that there may be a contestable fund available to assist landowners with this.

Can you please provide us with more information about this fund, whether it is still available and if so, how we go about applying.

We look forward to hearing from you.

Kind Regards,

Mia Hofsteede

0277411101

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

**FILE NO and TRIM NO:** EXC-57 / 220517078951

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 7 June 2022

**AUTHOR(S):** Jim Harland – Chief Executive

**SUBJECT:** Health, Safety & Wellbeing Report – June 2022

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

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

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

**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety & Wellbeing matters for May 2022. The dashboard reporting in this report is trending from April 2022 to mid-May 2022.
- 1.2. There were 15 incidents which occurred from April to May 17<sup>th</sup> 2022 which resulted in no lost time to the organisation.
- 1.3. Annual Health Checks are planned to include the flu jab only this year due to increased demand on clinical resources and Covid exposure. This will occur in two parts as a walk through on Wednesday 4<sup>th</sup> May and Wednesday 11<sup>th</sup> May 2022.
- 1.4. The organisation is competing a review of the Covid-19 risk assessment completed during Delta in December 2021. The new risk assessment has been updated to incorporate current advice from DIA and Worksafe.

**Attachments:**

- i. Appendix A: March-April Incidents, Accidents, Near-misses reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety & Wellbeing Dashboard Reports
- iv. Appendix D: Health & Safety Risk Register Action Plan

**2. RECOMMENDATION**

**THAT** the Council

- (a) **Receives** Report No. 220517078951
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this information to Community Boards for their information.

**3. BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.

- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.
- 3.3. The World Health Organisation has declared a pandemic as a result of the transmission of the COVID-19 virus across the world. This report continues to provide the Council with a summary of activities which are underway to support our organisations response to the pandemic.

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

##### 4.1. Incidents and accidents

- 4.1.1. April and May have shown a trend in increasing Telecom/fibre cable strikes. These ricks are being investigated further in collaboration with the Water Unit and the contractors/services involved. Underground services are becoming a risk for our teams on a regular basis as our locators are struggling to pick them up. The issue of depth is contributing to the incidents.

##### 4.2. Annual Health Checks

- 4.2.1. The organisation ran 2 flu clinics in the Council Chambers on 4<sup>th</sup> and 11<sup>th</sup> May.
- 4.2.2. A total of 201 employees took up the opportunity to receive a flu jab this year and the feedback received about the organisation of this clinic was positive.
- 4.2.3. The Ministry of Health has indicated that the Flu season this year could continue to impact on people's wellbeing over the winter season even though Covid-19 cases are starting to decline.
- 4.2.4. This means that people should continue to stay home if unwell and use good hygiene protocols when working in the office.

##### 4.3. Covid-19 Update

- 4.3.1. Now that the nation has moved to the orange setting we are starting to open up our ways of working to accommodate staff working remotely and onsite.
- 4.3.2. The orange level setting allows us to continue with everyday activities but we do need to protect our vulnerable communities. Face masks are still encouraged in indoor locations but you do not need to wear them outside. Cafes, bars, gatherings and events, hairdressers and gyms are open and do not have capacity limits or distancing requirements, unless required by the individual operators. Workplaces and schools are open.
- 4.3.3. Even though Covid is declining there are still cases in our community and with the change in season we want to ensure we support families to do what they need to keep well. This is also needed to protect our important community services across the district as if more people become unwell it will burden other team members and put activities at risk.
- 4.3.4. The following changes were put in place effective from Monday 9th May:
- 4.3.5. Teams do not have to operate in bubbles however some teams may still have to retain operating strategies to continue to provide service. People may work from the office but be respectful of maintaining safe distancing around the offices and in meeting rooms. This means that staff can move between all campus areas if needed to attend meetings.

- 4.3.6. Mask wearing will continue to be a requirement when entering the building and in public spaces such as the libraries, hall ways, meeting spaces and customer service desks.
- 4.3.7. In meeting rooms staff should be strictly adhering to the capacity limits of the rooms.
- 4.3.8. Everyone should be frequently wiping down surfaces using the spray and wipes provided after using meeting rooms and shared spaces.
- 4.3.9. We have opened our council meetings to the public who may wish to attend. This will be closely monitored and mask wearing will be essential for those attending, including staff. We have also provided options for staff who are supporting reports at Council, Committees, Community Boards and Briefings.
- 4.3.10. The Public are now able to choose how they wish to engage with us for consultations and submissions either face to face, or on line. If neither can be accommodated, (some community board meetings may not have a remote option) then alternative measures such as a conference call may be used.
- 4.3.11. External stakeholders can attend meetings in person in any meeting room across our campus as long as meeting room capacities, masks and hygiene protocols are adhered to.
- 4.3.12. Training both internally and externally can be undertaken, again as long as it can be done safely utilising distancing and good hygiene protocols.
- 4.3.13. Catering can be provided, however it is important to try and take care to provide this is a way that supports Covid protocol. This means people preparing or serving the food should wear masks and gloves, people collect their own food, maintaining distancing and no shared utensils

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

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

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

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

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

### **5.3. Wider Community**

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

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

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

### 6.4 Health and Safety

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

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

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

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

### 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.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

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

### 7.4. Authorising Delegations

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



## Appendix A

Date	Person type	Occurrence	Event description	Response
4/04/2022	Non-Employee	Injury	A member of public on an electric skateboard rode over a chain that was on the ground and fell off breaking his collarbone. The lockable chain between the park and car park (Dudley Aquatic Centre) was left down possibly by other park users. CCTV footage shows Council contractors locking the chain one day before the incident.	The injured person had medical attention and has made a full recovery. The Contractor and WDC conducted an investigation. CCTV footage did not provide the reason for the chain being down. It has been reinstated and locked.
6/04/2022	Non-Employee	Near Miss	Customer reported that the tiles out the front of the Kaiapoi Library building were extremely slippery (it was/had been raining) and he had nearly slipped over. This was escalated to Greenspace.	No injuries sustained. The issue with the slippery tiles has been escalated to the Greenspace Manager.
12/04/2022	Employee/Volunteer	Property Damage Vehicle	Water Unit Truck stuck in grass berm and couldn't get it out without using the digger.	Area that the truck pulled over in to was soft ground due to rain and wet conditions.
13/04/2022	Contractor	Property Damage Vehicle	A contractor's digger hit a street light on Otaki Street in Kaiapoi while undertaking a wastewater installation.	Light pole has been fixed. The Contractor worked with the asset owner to repair.
18/04/2022	Employee/Volunteer	Property Damage Vehicle	Telecom cable strike. The cable was looped up heading to the boundary. It was not marked on the plans and wasn't located/picked up by G.P.R locator.	Chorus repaired the cable and commented that it was not placed properly in the first instance.
20/04/2022	Employee/Volunteer	Property Damage Vehicle	Water Unit were exposing ducts either side of a bridge with the digger and wide bucket, when we discovered a main fibre network cable (with the digger bucket) at only 200mm coverage. There was no warning tape and or slurry on top. Immediately reported this to chorus. This area was GPRed but didn't show the fibre changing course across other networks at 200mm deep.	Chorus repaired the cable. This was at a depth of 200mm and not at 600mm as per the requirements. Chorus are investigating the placement. Ongoing.
22/04/2022	Employee/Volunteer	Injury	Staff member was getting out of their work vehicle (Hilux) and twisted/pinched their lower right side of their back.	No medical attention was need. Just some stretching and a rest. Normal

				duties resumed shortly after. No follow up required.
22/04/2022	Employee/Volunteer	Near Miss	A Water Unit employee almost cut hand open on gates as they have wire hanging loose on them.	Repairs have been made and queries made for gate replacement. No medical attention required.
22/04/2022	Employee/Volunteer	Property Vehicle Damage	While conducting an excavation with the 2T Excavator, a 25mm duct was pulled up and bent Chorus was immediately called to inspect for any damage inside the duct. The duct did not get picked up in the CAT scan as it was in conduit, the cables that did get picked up had no sleeve/conduit. Also only 300mm cover.	Hydrovac could be used as a further prevention. Chorus checked the cable to see if any repairs were required. The cable was not identified as broken as only the conduit has been bent. Contractors to be aware of in ground services regulations and requirements. Mechanical protection or marker tape be installed.
26/04/2022	Employee/Volunteer	Property Vehicle Damage	At Approx 0850 hrs a Water Unit staff member was driving a Toyota Hilux, reducing speed on Depot road (Oxford) to attempt to turn right into Kiri Kiri road when a black van overtook on the inside, and made contact with the right hand driver's door, the van then veered into a power pole. The scene was made safe and emergency services called.	The driver of the WU vehicle was unharmed. The driver of the black van had minor injuries. Emergency services attended site and took the driver of the black van to hospital for further medical attention. Repairs were made to the power pole by MainPower. A police report has been obtained. All repairs and vehicle repairs are underway. Ongoing.
28/04/2022	Employee/Volunteer	Property Vehicle Damage	Service strike on a 25pair Telecom Cable. Area was scanned. This was not picked up on the device.	Chorus repaired the cable.
10/05/2022	Employee/Volunteer	Property Vehicle Damage	Trailer come off truck at approximately 25km. Water Unit staff member was towing a trailer with a 2tonne digger on it, when it became detached from the vehicle. The trailer emergency break engaged and the trailer skidded a few meters before knocking over a back of letter boxes. Not one was harmed. The letter boxes were fixed on the day and	There has been ongoing issues with this particular trailer and the fact that it does not show it is not quite secured once on. The lever drops as normal, but is not always securely on. The manufacturer has been contacted for reporting and security chains have

			the trailer repaired have occurred. Upon investigation the ball was not hitched securely in the trailer.	been attached to the trailer. Ongoing investigation.
13/05/2022	Non-Employee	Medical/Injury	A staff member has on going medical conditions – previous broken back, MS, Prolapsed disks, poor eye sight. They are struggling with the desk set up they currently have.	We have engaged an external provider to do a full workstation assessment for the staff member. Adjustments and support will be made, based on the outcome of the report.
16/05/2022	Employee/Volunteer	Near Miss	A staff member walked into the Rangiora Service Centre upstairs bathroom and nearly slipped over. The floor seems to have been waxed and is very slippery.	This incident has been referred to the Property Team for further investigation.
16/05/2022	Employee/Volunteer	Near Miss	Water Unit truck (left hand wheel) got stuck on some grass, on the side of an unsealed road. Had to be towed out.	Investigation ongoing.

<b>Lost Time Injuries - Aquatics:</b>	2019 to current	<b>Injury one:</b> Currently partially unfit, on RTW plan 3hrsx4days Date of injury 28 June 2019 Weekly contracted hours = 30 3566 hrs lost to date
<b>Lost Time Injuries Water Unit:</b>	2021 to current	<b>Injury one:</b> Date of injury – 27 April 2021 (RTW hrs 24hrs/wk. currently) Weekly contracted hours = 40 1020 hrs lost to date

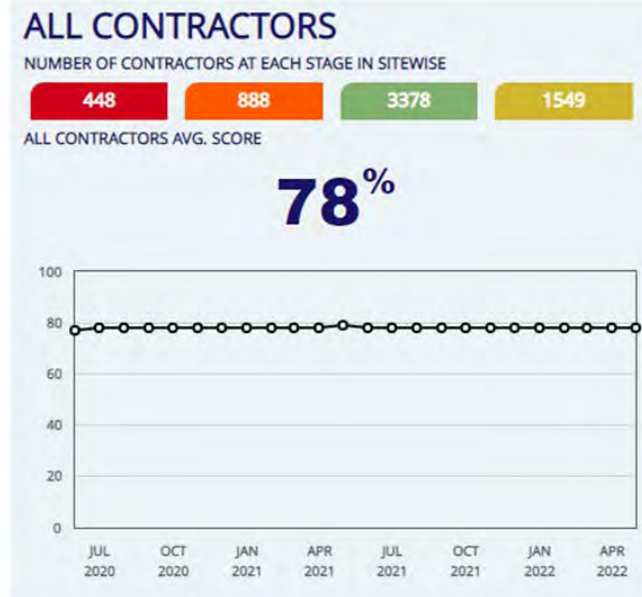
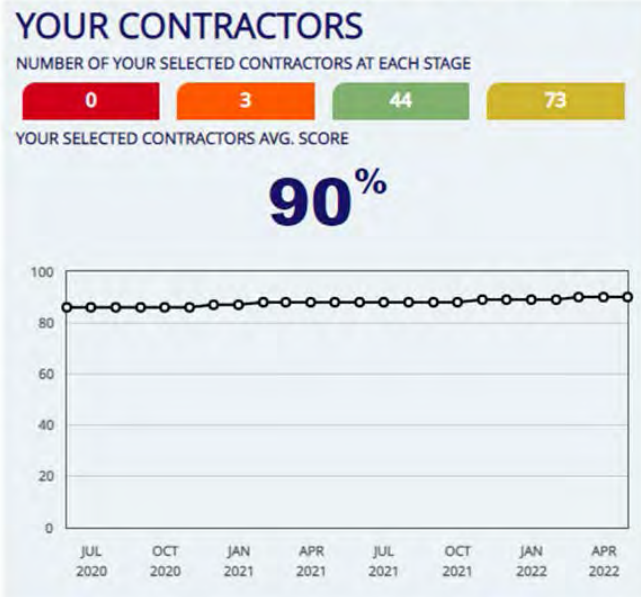
#### Lead Indicators

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	2022	Workplace Walkarounds being restructured per team. Roll out for new areas in progress as HSR nominations are almost finalised.
<b>Training Delivered</b>	2021/2022	People Trained: Nil in house training coordinated this month. Role specific training still ongoing through departments.

Appendix B




### CONTRACTOR ASSESSMENT SCORES



- 

VIEW ALL CONTRACTORS
- 

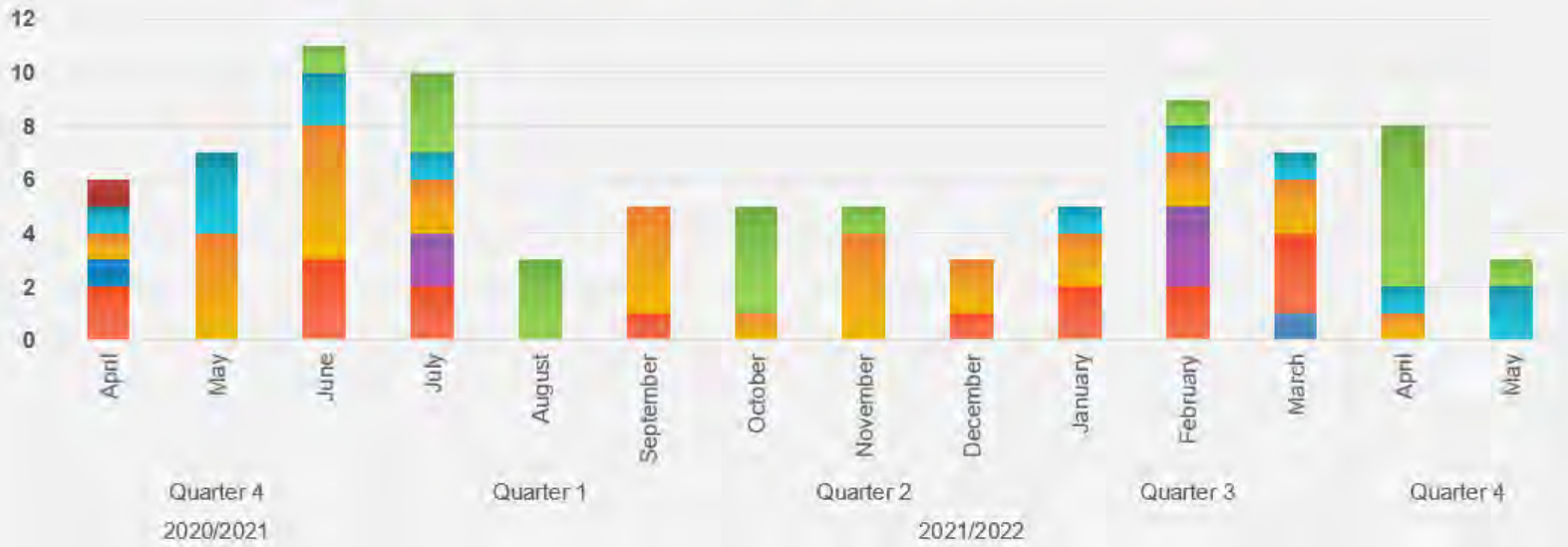
INVITE NEW CONTRACTORS
- 

VIEW STATUS OF INVITED CONTRACTORS

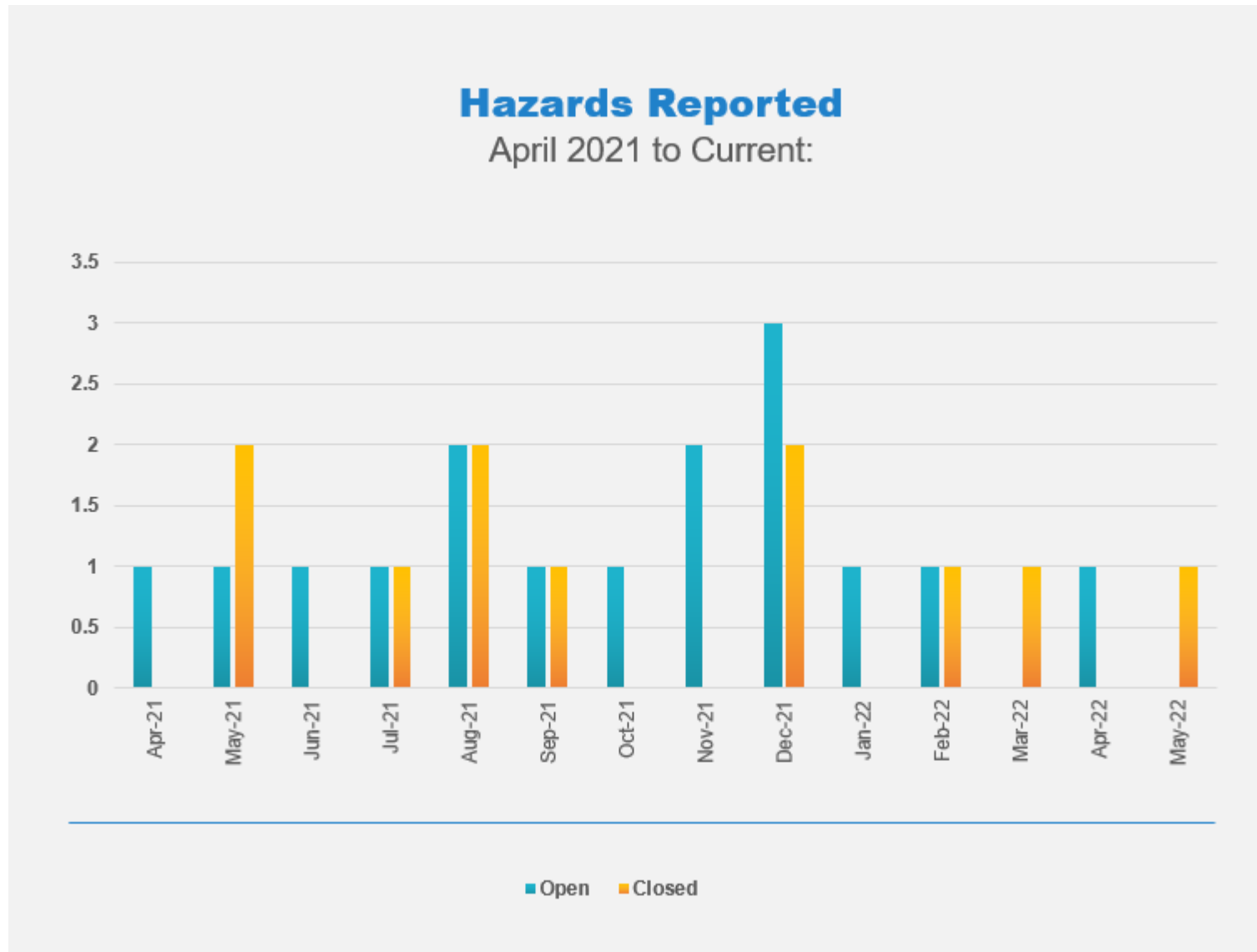
**Appendix C**

## Worker/Volunteer Incident Reporting

April 2021 to Current:



- Adverse Interaction
- Injury
- Property or Vehicle Damage
- Ambulance Callout (Aquatics only)
- Near Miss
- Illness/Medical Incident
- Notifiable Event





**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD VIRTUALLY VIA ZOOM ON TUESDAY 26 APRIL 2022 AT 1PM**

**PRESENT:**

Deputy Mayor N Atkinson (Chairperson), Councillors K Barnett, W Doody, N Mealings, P Redmond and Mayor D Gordon (ex officio).

**IN ATTENDANCE**

Councillor P Williams.

T Tierney (Manager Planning and Regulation), V Thompson (Business and Centres Adviser), S Binder (Transport Engineer), B Wiremu (Emergency Management Adviser), and K Rabe (Governance Advisor).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the District Planning and Regulation Committee held on 22 February 2022**

Moved: Councillor Redmond                      Seconded: Councillor Barnett

**THAT** the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the District Planning and Regulation Committee, held on 22 February 2022, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

Nil.

**5 DEPUTATIONS**

Nil.

**6 REPORTS**

**6.1 Kaiapoi Parking Restrictions Changes – V Thompson (Business and Centres Advisor) and S (Transportation Engineer)**

V Thompson spoke to the report which requested the Committee's approval for the implementation of six parking restrictions in Kaiapoi and noted that the restrictions had been endorsed by the Kaiapoi-Tuahiwi Community Board on 21 February 2022.

In response to a query from Councillor Barnett, V Thompson confirmed that the residents in the area had not been consulted.

Councillor Atkinson noted that he owned a business in Hilton Street and none of his staff had received notification on possible parking restrictions, he therefore enquired how large the consultation area had been. V Thompson advised that flyers had been dropped off to businesses on Williams Street, which would be directly affected by the restrictions. Councillor Atkinson contended that businesses on the side streets, close to Williams Street, would also be affected as the overflow parking from Williams Street would spread to the side streets. He therefore believed that residents and business in these areas should also have been consulted, or at least received information on the proposed restrictions. V Thompson stated that information on the restrictions had been available on the Council website and other media platforms.

Councillor Redmond enquired if businesses on the upper floors of buildings had also been consulted and was assured that all businesses on Williams Street, which would be directly affected by the restrictions were consulted.

In response to a query by Mayor Gordon, V Thompson clarified that disabled car parking would be dealt with by the Accessibility Review which would be conducted later in the year.

Councillor Atkinson enquired about the process going forward, if the Committee adopted the proposed parking restrictions. Especially in relation to informing the public and the businesses not previously notified, before to the restrictions being implemented. V Thompson undertook to ensure that the information be made available to the businesses effected by the restrictions, also the businesses in side streets.

Councillor Barnett requested clarity on what the Kaiapoi-Tuahiwi Community Board had endorsed and was advised the Board had endorsed the recommendation that was before the Committee.

Moved: Mayor Gordon

Seconded: Councillor Barnett

**THAT** the report lie on the table until further engagement with affected businesses and residents be carried out, and the results of the further engagement be shared with the Kaiapoi-Tuahiwi Community Board prior to it being brought back to the Committee.

**CARRIED**

Mayor Gordon noted the Committee's reservations regarding the comprehensiveness of the public consultation process and believed that it would be advisable to re-engage to ensure the public was aware of the proposed parking restrictions and the flow on effects that it may have on parking in side streets that could impact other businesses and residents.

Councillor Barnett concurred and requested that the Kaiapoi Promotions also be consulted.

*Item 7.1 was taken at this time, however the Minutes follow the order of the agenda.*

## 6.2 **Civil Defence Emergency Management Update – B Wiremu (Emergency Management Advisor)**

B Wiremu gave a brief overview of the report, noting that due to Covid restrictions no public engagement had been carried out over the last quarter.

Councillor Redmond advised that during the public engagement on Tsunami Evacuation Zones, the Pines Beach residents had requested assistance with preparing an evacuation plan, and enquired if this assistance had been rendered. B Wiremu explained that all the organisations/groups who were in

conversation with the Council at the time of the restrictions would be first priority once public engagement commenced, including the Cust community and lifestyle blocks who had also requested assistance.

Moved: Councillor Redmond                      Seconded: Councillor Mealings

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. CDE-21/ 220322042076.

**CARRIED**

Councillor Redmond thanked B Wiremu for a comprehensive report and noted that it was heartening that there had been no loss of volunteers and that 17 cadets were still in training in spite of the difficulties faced by Covid restrictions. Councillor Mealings concurred with the previous speaker.

## **7      REPORT REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD**

### **7.1      Request for Time-Restricted Parking at Rangiora Borough School – S Binder (Transport Engineer)**

*(refer to attached copy of report no. 220324044049 to the Rangiora-Ashley Community Board meeting of 13 April 2022)*

S Binder took the report as read noting that this initiative had been initiated by the Rangiora Borough School.

In response to Councillor Doody's query, S Binder assured the Committee that parents would still be able to use the Town Hall parking area during pick up and drop off times.

Moved: Councillor Barnett                      Seconded: Mayor Gordon

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. 220324044049.
- (b) **Approves** the establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street north of the mid-block pedestrian crossing for a length of 18 metres.
- (c) **Approves** the modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am and 2:30-3:30pm Wednesday school days only).
- (d) **Circulates** this report to Utilities and Roading Committee for information.

**CARRIED**

Councillor Barnett stated she was happy to support the motion, which had the support of the Rangiora-Ashley Community Board and was a sensible use of parking in a busy street.

Mayor Gordon stated that this was a common sense solution and was pleased that parents would still be able to utilise the Town Hall parking area which would ease traffic on both King and Church Streets.

Councillor Mealings noted that parents also used the Council parking area which also kept traffic flowing smoothly.

**8 CORRESPONDENCE**

Nil.

**9 PORTFOLIO UPDATES****9.1 District Planning Development – Councillor Kirstyn Barnett**

- Σ Staff were very busy with changes to the District Plan, which was due on short notice owing to Government changes.

**9.2 Regulation and Civil Defence – Councillor Philip Redmond**

- Σ The role of Environmental Service Manager had recently been filled.
- Σ Staff shortages during Covid restrictions and isolation had impacted on some regulatory services including Animal Control which meant complaints are being triaged so less serious issues i.e. barking dog complaints may face a wait before being attended to.
- Σ A dog owner was appealing a late registration infringement.

**10 QUESTIONS UNDER STANDING ORDERS**

Nil.

**11 URGENT GENERAL BUSINESS**

Nil.

**NEXT MEETING**

The next meeting of the District Planning and Regulation Committee was scheduled for 1pm, on Tuesday 21 June 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1.36PM.

\_\_\_\_\_  
N Atkinson  
Chairperson

\_\_\_\_\_  
Date

***Briefing (1.36 to 2.23pm)***

- Σ *Gambling Policy Briefing – L Beckingsale, M Pugh and T Tierney*  
- Council Briefing to be set up prior to a report coming to the Council.
- Σ *Building Unit and ESU Update – W Taylor*

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD REMOTELY VIA ZOOM ON TUESDAY 26 APRIL 2022 COMMENCING AT 3.30PM.**

**PRESENT**

Councillor R Brine (Chairperson), Mayor D Gordon, Councillors A Blackie, S Stewart, J Ward and P Williams

**IN ATTENDANCE**

Councillors N Atkinson, P Redmond, S Stewart, N Mealings, W Doody (until 5.03pm) G Cleary (Manager Utilities and Roading), K Simpson (3 Waters Manager), E Klopper (Flood Team Lead) and A Smith (Governance Coordinator)

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 22 March 2022**

Moved Councillor Williams

Seconded Councillor Blackie

**THAT** the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Utilities and Roading Committee held on 22 March 2022, as a true and accurate record.

**CARRIED**

**3.2 Matters arising**

Councillor Williams asked if there was any update on the staffing levels for contractors available to clean the drains before the winter months. G Cleary advised that there were challenges for all the contractors, and there was currently no spare capacity. The subcontractor who undertakes the drainage clearing had brought on more resources and the Council had the ability to bring on extra contractors if needed. K Simpson said staff were actively working with CORDE to prioritise which drains were being worked on, and for any specific drains that were a concern, staff will prioritise these. Councillor Williams would like to know if there were any other local contractors that could be used now, before the winter. G Cleary said this is a step that the Council can use, if it was considered necessary.

Councillor Stewart noted she had raised the matter regarding the updates on the flooding issues and that these were not easily located on the website. K Simpson pointed out that the link is in the report under Item 5.1. It was advised that there had been some delays with updating the information but it

would be updated in the next few days. Councillor Stewart was concerned that the public should be able to access the information on how the Council was addressing all the flooding issues. The Communications team have been working on this matter and K Simpson confirmed that this information would be available on the home page of the website by close of business on Thursday.

#### **4 DEPUTATION/PRESENTATIONS**

Nil.

#### **5 REPORTS**

##### **5.1 May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Emile Klopper (Flood Team Lead), Caroline Fahey (Water Operations Team Leader) and Kalley Simpson (3 Waters Manager)**

K Simpson and G Cleary presented this report, advising that the Council had completed 26 of the 59 investigations, with 24 investigations currently underway. 28 have been assigned, with only a handful of investigations yet to be assigned to a Flood Team staff member.

Broadway Avenue in Waikuku Beach has had some design work undertaken, and it was anticipated that staff would be speaking with the resident in the next week, to get their feedback.

Staff were considering a range of options for Swindells Avenue Waikuku Beach, either being short term or long term . It was not anticipated that a long term solution would be able to be funded by the Annual Plan budget.

K Simpson also highlighted that further investigation work was required on two properties in Kaiapoi. Regarding the improvements required on Cust Road, there were three distinct areas that staff were looking at.

At Ranui Mews in Kaiapoi, staff had used cameras in the pipeline, which had revealed some quite large fat deposits in the pipeline. This fat would have significantly impacted on the ability of the system to function properly and these had now been removed. K Simpson pointed out that none of the upstream or adjacent properties to Ranui had experienced any difficulties and it was considered that the toilets should have still been operating okay at Ranui Mews.

Councillor Atkinson asked where would the fat deposits have come from in the pipe system near Ranui Mews. K Simpson explained that following work at the Parnham Lane pump station in 2021, this may have pushed the fat back up the pipeline. The source of the fat deposits was related to one of the trade waste agreements and confirmed this was a one-off issue.

Following a question from Councillor Williams, K Simpson provided an overview of the investigations that are underway. Councillor Williams enquired if there was capacity of contractors to undertake this work. K Simpson advised that maintenance work involves managing a lot of smaller projects and part of the flood team work is to make sure that this work was being undertaken. Councillor Williams reinforced his concerns that the drains need to be cleaned before the winter rains arrive.

G Cleary added that some of the projects would involve being able to do some immediate work, but there would also be some longer term work required for some projects which would involve substantial capital works upgrades. All these issues would not be able to be fixed before winter.

Mayor Gordon also requested confirmation that there was staffing/contractor capacity for these maintenance issues and supports a regular update to Councillors (possibly weekly). Mayor Gordon also sought confirmation that there had been communication with the Waikuku Beach residents to keep them updated and noted the importance of the Council

G Cleary confirmed staff would give a more regular update to the Council on progress with these issues and also noted that if Councillors had any concerns with specific drains or issues, to make direct contact with staff.

Councillor Mealings sought confirmation that staff had been in contact with the resident of the Mill Road Ohoka property. K Simpson confirmed that there had been direct contact made with the landowner at 175 Mill Road by a Council staff member and the resident is up to date with the status of their request.

Councillor Redmond asked if the contractors currently working for the Council were meeting their obligations regarding levels of service in terms of maintenance. K Simpson acknowledged there was currently a backlog of maintenance work and the contractors/sub-contractors were considering how to re-order their work. As part of regular meetings between the Council and contractors, the levels of service are discussed and also the maintenance requirements. It was advised that some drains were requiring further cleaning than what is in the maintenance contract, and this is proving challenging. This was a result of warm weather and excessive weed growth. Improving processes at both the Council and CORDE were being worked on. Councillor Redmond asked if contractual levels of service were not being met, was there any financial implications. K Simpson advised that some maintenance work is undertaken on a yearly basis with a set amount paid each year, and other drains are paid for on a time and expense basis. If it is a wetter and warmer year, then there would be higher maintenance costs for these drains. There is no penalty payment within the contract if contractors get behind in certain drain maintenance, but these drains are included in a list and staff keep a track on this.

Councillor Williams asked if staff do monitor the cleaning of drains and that the work is being done properly by the contractors. K Simpson said staff work with the contractors to make sure that the method of cleaning is the most appropriate.

Moved Councillor Williams

Seconded Councillor Blackie

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** report No. 220413056836.
- (b) **Notes** that 598 drainage service requests related to the significant rainfall events in May 2021, December 2021 and February 2022 were received, which have all been responded to although some require further maintenance or investigation work.
- (c) **Notes** that there are currently 59 drainage assessments identified and this is likely to increase as the service requests are worked through. Progress made since the previous Utilities & Roothing Committee meeting is set out in Section 4 of the report.
- (d) **Notes** that background information in regards to the recent flooding event can be viewed in report No. 220310034384 entitled: "*February 2022 Flood Event - Update on Service Requests*".
- (e) **Notes** that a webpage has been set up on the Council's website to provide updates on the status of drainage works underway and targeted information will be sent out to the Waikuku Beach and Kaiapoi communities.

- (f) **Notes** that if further budgets are required for any capital works identified as part of the drainage assessment work, that these will be sought as part of the 2022/23 Annual Plan process.
- (g) **Circulates** this report to the Council and Community Boards for information.

**CARRIED**

Councillor Williams expressed his concern that the cleaning of drains needs to be kept up to date, especially heading into the wetter winter months. He would support the hiring of further external contractors to get this work up to date.

Mayor Gordon noted these issues are important and are a concern to residents, and if additional resource is required, would support this. More regular reporting to the Council will provide reassurance that the work is being undertaken.

Councillor Stewart endorsed the previous comments of fellow Councillors and believes there should be better communication with residents and that it should be easier for updated information on flood event projects to be accessed by the public on the council website. Councillor Stewart would also support more regular information being provided to Councillors, to keep members up to date on the status of projects.

## **6 CORRESPONDENCE**

Nil.

## **7 REPORTS REFERRED FROM THE OXFORD-OHOKA COMMUNITY BOARD AND WOODEND-SEFTON COMMUNITY BOARD**

### **7.1 No-Stopping Restriction on Tram Road at Earlys Road Intersection – Shane Binder (Transport Engineer) and Kathy Graham (Journey Planner/Road Safety Co-ordinator)**

*(refer to copy of report no. 211104177987 to the Oxford-Ohoka Community Board meeting of 9 December 2021)*

S Binder presented this report, which related to the issue of large vehicles parking on this Tram Road/Earlys Road intersection. There is a passing lane here and the parked vehicles were blocking visibility.

Councillor Doody asked if there were other locations that truck drivers could park their trailers. S Binder said there had not been any further locations specifically identified for trailers to be parked and there will be further coordination for this.

Moved Councillor Brine

Seconded Councillor Williams

**THAT** the Utilities and Roading Committee:

- (a) **Receives** Report No. 211104177987.
- (b) **Approves** establishment of a no-stopping restriction on the south side of Tram Road, to both the east and west of Earlys Road, for a length of 65 metres in each direction.

**CARRIED**



**7.2 Vaughan Street, Sefton – Approval of No-Stopping Restriction – Shane Binder (Transport Engineer)**

*(refer to attached copy of report no. 220201012278 to the Woodend-Sefton Community Board meeting of 15 February 2022)*

S Binder advised that since this report was presented to the Community Board, a notice had been sent out on 17 March to the owners of the five properties affected and there had been no feedback received from that.

G Cleary added that there are a number of physical constraints on this site, noting the large hedge which extends quite a long way into the road reserve. This hedge is on the Council reserve and provides shelter for the reserve. There is only a small number of properties along this street and the kerb and channel is needed for drainage. This subdivision has significant drainage challenges during this development. S Binder advised that currently there is one house in the subdivision being resided in and the other four are under construction.

Councillor Redmond noted that following the consultation with residents it appears there are no issues. Councillor Redmond queried why the berm was wide and road quite narrow, where it would have been preferable to be the other way. G Cleary noted that services go into the berm, and confirmed that the trees/hedge go well out into the road reserve, which was one of the constraints. Without any parking on that road, it is adequate to service the area. J McBride added that there was a large stormwater pipe which runs underneath the berm, so the road couldn't be directly over this pipe.

Councillor Stewart noted that Sefton Town is split with rating, with Ecan rating covering everything except road drainage and questioned development in the town when there is no town centre plan in place. G Cleary noted that currently Sefton has no WDC urban drainage system and there was to be further development this could be more of an issue. There was quite a challenge for the community of Sefton in the future and the current level of service, as a rural community, has been acceptable. There may need to be consultation with the residents of Sefton in the future, to have a more formal WDC rating area.

Councillor Ward asked about what plans are there for footpaths, particularly for children walking to school. J McBride advised that Sefton wasn't currently rated for footpaths, with a general look and feel of a settlement area. The Council does not currently have footpaths planned.

Moved Mayor Gordon

Seconded Councillor Williams

**THAT** the Utilities and Roading Committee:

- (a) **Receives** Report No. 220201012278.
- (b) **Approves** installation of the following no-stopping restriction on Vaughan Street:
  - i. For 120 metres length north of Cross Street on the west side.
  - ii. For 105 metres length north of Cross Street on the east side.
- (c) **Notes** that staff have not consulted with property owners, but an information notice explaining the need for parking restrictions will be distributed to all residences prior to any works being undertaken.

**CARRIED**

Mayor Gordon noted this matter has been to the Community Board and acknowledged that this had now been communicated with the residents.

Councillor Stewart was in support of this recommendation, but raised the comment that with the development approved in Sefton, noting that there are three drainage rating areas that Environment Canterbury administer – being Sefton Town, Sefton- Ashley Area, and the Ashley area proper. This was a small development which had challenges and Councillor Stewart suggested a future briefing to the Council as this township has no services and has major resource issues. Councillor Stewart would like Council to have a more comprehensive look at the growth of Sefton.

Mayor Gordon said that consideration of a plan and the wider servicing issues for Sefton needs to be considered, noting that the Council had previously committed resources to a new community facility in Sefton. Discussion with the community would identify what they would like in their town.

## **8 MATTERS FOR INFORMATION**

### **8.1 Extension of Contract: 18/56 – Street Lighting Maintenance & Renewals – Report to Management Team Meeting 4 April 2022– to be circulated to Utilities and Roding Committee.**

Moved Councillor Ward

Seconded Councillor Brine

**THAT** the Utilities and Roding Committee receives the information in Item 8.1.

**CARRIED**

### **8.2 Skewbridge Warning Signage Project - Report to Accept Invited Price – Report to Management Team Meeting 11 April 2022– to be circulated to Utilities and Roding Committee.**

Councillor Williams queried the level of funding required for this project and suggested the electronic signage would be adequate to slow traffic down in the first instance without any additional measures, which added to the cost.

J McBride noted that a report had previously been to the U&R Committee, with the work suggested to include signage and a number of measures to support lower traffic speed through that area and over the bridge. A combination of factors is often needed to slow traffic down, including threshold widening, and pavement widening around the signs. The road marking of a wide centre line narrows the lanes and also helps with speed reduction.

Moved Councillor Ward

Seconded Councillor Brine

**THAT** the Utilities and Roding Committee receives the information in Item 8.2.

**CARRIED**

Councillor Ward supports any undertakings to slow traffic down and encourage safer driving.

### **8.3 Request for Time-Restricted Parking at Rangiora Borough School – Report to Rangiora-Ashley Community Board Meeting 13 April 2022– to be circulated to Utilities and Roding Committee.**

Moved Councillor Ward

Seconded Councillor Brine

**THAT** the Utilities and Roding Committee receives the information in Item 8.3.

**CARRIED**

## 9 **PORTFOLIO UPDATES**

### 9.1 **Roading – Councillor Paul Williams**

Councillor Williams acknowledged the work that had been undertaken in maintenance of the gravel roads. Councillor Williams expressed disappointment with the level of funding from Land Transport NZ for road maintenance.

#### Updates

- Fernside pavement rehabilitation is completed and the road is now reopened.
- Chip Sealing programme has been completed for the year.
- Footpath renewals are underway on East Belt
- Kerb and channel completed on Durham Street and a short section of East Belt near Whales Street.
- Regarding the failure of the Butchers Road culvert. Councillor Williams expressed concern that this road is still closed. G Cleary noted that there was a report coming to Council on roading issues, which includes this culvert.

Councillor Mealings noted that the Butchers Road culvert is now open for foot traffic and cycles and acknowledged that residents are grateful for this being organised by Council staff, particularly J McBride.

### 9.2 **Drainage and Stockwater – Councillor Sandra Stewart**

Councillor Stewart, noted that the Hearings Panel is still awaiting to see a draft of the communications package following the Stockwater Race Bylaw Review hearings in September 2021. It was clear from this review that many people did not understand their obligations as property owners.

### 9.3 **Utilities (Water Supplies and Sewer) – Councillor Paul Williams**

It was encouraging that there had been less deaths of birds from botulism at the waste treatment plant at Kairaki Beach.

Commented that if it was necessary in the future for water supplies to be chlorinated, that this may have an impact on the pipe system.

### 9.4 **Solid Waste– Councillor Robbie Brine**

Councillor Brine reported that there has been a minor issue at Sutherlands pit and staff looking at the possibility of installing some cameras.

Waste Management has been sold to an Australian company, Ingenio Investments. At the meeting on 4 April, the interim report from Transwaste on Kate Valley was accepted and discussion on transportation costs. Also at the meeting it was agreed to adjust the system of charging for those users who are further away from Kate Valley landfill site. As this agreement was 20 years old, there has been a slight adjustment made to the formula which has a slight impact to this Council. Meetings of the Joint Committees were also held and it was advised that due to Covid, there is unallocated funds for waste minimisation, and it was agreed for these funds to be held over. It was confirmed that the money is held by Councils and used by the Councils as necessary.

Regarding the collection of waste, in bins and the black rubbish bags, Councillor Williams asked why the black bags were not being collected, when the trucks are able for collection of both the bins and bags. G Cleary responded that on a particular day when the black bags were not collected, the operator was injured and there was not capacity to do another collection to collect the bags. The bins were collected.

G Cleary also provided a response to a query Councillor Williams had on the greenwaste operators using the transfer station.

#### **9.5 Transport – Mayor Dan Gordon**

Mayor Gordon is seeking a meeting with NZTA, on a number of issues, one being clarification on the process for speed reduction in the township of Oxford, and following this discussion, there may be another report back to the Community Board and the Council to seek views.

Woodend safety improvements would also be on the agenda at the NZTA meeting, and Mayor Gordon wanted to know that there would be a firm commitment from NZTA. This is a matter that had been raised for three years. Mayor Gordon will report back to the Committee again following the meeting.

Councillor Ward noted the concerns of pedestrians crossing State Highway at the Pegasus-Ravenswood roundabout, and would an underpass be an option. Mayor Gordon said this would also be part of the conversation with NZTA as a matter for safety improvements. This is one option that could be discussed for this intersection

#### **10 QUESTIONS UNDER STANDING ORDERS**

There was no questions

#### **11 URGENT GENERAL BUSINESS**

There was no urgent general business.

#### **12 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved Councillor Brine                      Seconded Councillor Ward

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

o

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:

Item No	Minutes/Report of:	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
12.1 – 12.3	Reports from Management Team meetings	Reports for information	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
12.1 – 12.3	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

**CLOSED MEETING**

*See Public Excluded Agenda (separate document)*

**OPEN MEETING**

**NEXT MEETING**

The next meeting of the Utilities and Roothing Committee is scheduled for 3.30pm, on Tuesday 17 May 2022.

There being no further business, the meeting closed at 5.35pm.

CONFIRMED



Chairperson  
Councillor Paul Williams

17 May 2022  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY 17 MAY 2022 AT 10.00AM.**

**PRESENT**

Councillors J Ward (Chairperson), N Atkinson, K Barnett, S Stewart, P Williams and Mayor D Gordon.

**IN ATTENDANCE**

Councillors W Doody and P Redmond.

J Millward (Manager Finance and Business), P Christensen (Finance Manager), G Cleary (Manager Utilities and Roothing), D Young (Senior Engineer), S Nichols (Governance Manager), H Street (Corporate Planner) and K Rabe (Governance Advisor).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 15 March 2022**

Moved: Mayor Gordon                      Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Audit and Risk Committee, held on 15 March 2022, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

At a previous meeting Councillor Stewart requested detailed data on businesses that had closed and/or relocated from the district, and a breakdown of employment opportunities for each of the main centres. She noted that none of the Committee had yet to received the requested information and therefore requested that staff follow up on this request.

**4 PRESENTATION/DEPUTATION**

Nil.

## 5 REPORTS

### 5.1 Non-Financial Performance Measures Third Quarter Results as at 31 March 2022 – H Street (Corporate Planner)

H Street spoke to the report which updated the Committee on the results of the Long Term Plan 2021-2031 non-financial performance measures, for the third quarter of the 2021/22 financial year, noting that performance was down from the previous quarter. She also noted that the proposed amendments and improvements to the reporting structure had not been accomplished due to the impact of Covid on staff resourcing.

Councillor Barnett enquired if priority had been given to public safety during the Covid pandemic. J Millward replied that public facing staff had all been wearing personal protective equipment, and the work force had been working under a Business Continuity Plan approach, for instance some teams were divided into two teams to mitigate the spread of Covid. However Libraries and Aquatic Facilities were, on occasion, forced to close due to a lack of staff resources.

Councillor Barnett further queried how the Council contractors had coped with completing projects. J Millward advised that most contractors and businesses were in a similar position with resourcing and staffing shortages and everyone was doing the best they could to keep to deadlines and keep business as usual going.

Moved: Councillor Barnett

Seconded: Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No 220505070789.
- (b) **Notes** that 61% of performance measures were achieved, 32% were not achieved and 7% were not yet due.
- (c) **Notes** that 10 of the 36 measures that had not meet target were within 5% of being achieved.
- (d) **Notes** that COVID restrictions, staff resourcing issues and a flooding event in February 2022 contributed to several measures not meeting target.
- (e) **Notes that** all measures had been reviewed and incorporated in the 2021-2031 Long Term Plan.

**CARRIED**

Councillor Barnett commended the staff on keeping business as usual going under very trying circumstances. However, believed that more could be done in communicating with the general public when deadlines would not be met, especially when dealing with service requests. Also, staff needed to ensure that follow-ups were conducted to let people know why the matter was yet to be dealt with an approximate time line for resolution.

A general discussion was held regarding the Council's response to service requests received via 'Snap Send, Solve' and how they could be improved. J Millward undertook to forward the feedback to the relevant staff.

Councillor Stewart commented on the section in reports that dealt with 'Sustainability and Climate Change Impacts' noting that sufficient information was not being provided in this regard. She therefore requested that more effort be made to ensure that relevant information be included. Councillor

Atkinson agreed and noted that the same should be applied to if the section dealing with Mana whenua.

**5.2 Capital Works Programme Quarterly Report March 2022 – G Cleary (Manager Utilities and Roading), C Brown (Manager, Community and Recreation), D Young (Senior Engineering Advisor)**

G Cleary and D Young presented the report which updated the Committee on the progress of the 2021/22 Capital Works Programme. D Young acknowledged that the results were disappointing, however, not unexpected given the difficulties with supply shortages, staff unavailability and the other impacts of Covid. G Cleary advised that a further report on the carry overs and possible solutions would be presented to the Council prior to the Annual Plan deliberations so that the Council would have as much information as possible prior to making any decisions.

Councillor Ward questioned if the Shovel Ready funding would be at risk and was assured that as the timelines for Shovel Ready projects did not follow the Councils financial year, staff were confident that these projects would be completed on time to enable full Government funding.

Councillor Atkinson requested that the full Council be briefed on these matters prior to the Annual Plan deliberation meeting as not all Councillors were aware of the information being provided to the Audit and Risk Committee. G Cleary assured the Committee that all pertinent information for making informed decisions would be circulated to the full Council. The Council would also be provided with an in-depth overview at the start of the Annual Plan deliberation meeting. He therefore believed it was not necessary to have a separate briefing on this matter. Mayor Gordon also assured the Committee that the necessary information would be provided in sufficient time for members to digest and ask questions prior to the meeting.

Councillor Stewart suggested pro-active media coverage on the significant changes to the budgets prior to the deliberation meeting to ensure that the public understood the difficulties facing the Council, thus pre-empting any negative assumptions after decisions had been made regarding the 2022/23 Annual Plan. J Millward noted that this was not the process followed and that any information would be shared after the open meeting and decisions made rather than before.

Councillor Williams requested clarification on the wording regarding the drainage budget, and D Young acknowledged that the wording could have been clearer, however, further information on drainage would be included in the report to be presented at a later date.

Moved: Councillor Atkinson

Seconded: Mayor Gordon

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 220505070553.
- (b) **Notes** the predicted achievement across all tracked Capital expenditure.
- (c) **Notes** that of the \$77.95 million total Capital spend, \$49.98 million (64%) was predicted for completion, however, \$2.21 million (4%) of this was at risk of not being delivered.
- (d) **Notes** that staff would report to the Council at the 2022/23 Annual Plan deliberation meeting on next year's Capital Works Programme that took into account the carry overs from the 2021/22 financial year and the



resourcing, inflation and supply chain issues currently facing the Council and industry.

**CARRIED**

Councillor Atkinson acknowledged that he was disappointed in the progress of the Capital Programme, however, noted that the whole world was experiencing similar problems due to the continued impact of the pandemic on supplies, staffing and costs on projects' deadlines. He believed that the Council would have a robust discussion at the Annual Plan deliberation meeting which would result in sensible, practical solutions without impacting on rates during the coming year.

Mayor Gordon noted that the Capital Works Programme was reasonably ambitious, especially when taking into account the stimulus projects that were added. He thanked G Cleary and his team for the ongoing scrutiny and review of the programme and on coming-up with viable, realistic options.

Councillor Stewart agreed, however noted that due to the foresight of the Management Team the programme was not overly ambitious for the 2021/22 financial year. She felt that the public needed to be informed of the financial impact that Covid had on the budgets and projects, with a warning that the Council would need to achieve realistic outcomes when making decisions on the Annual Plan.

Councillor Williams questioned if the Council had sufficient capability during emergency situations and wondered if the pool of contractors should be enlarged. G Cleary confirmed that the Council had sufficient resources, noting the success during the earthquakes as well as during the recent weather events.

Councillor Ward thanked staff for the work carried out during a very difficult period and hoped that a more consistent workforce in the near future would alleviate some of the issues being faced.

**5.3 Financial Report for the period ended 31 March 2022 – P Christensen (Finance Manager)**

P Christensen spoke to this report which advised the Committee on the financial result for the period ended 31 March 2022, which noted the surplus, the capital expenditure and the impact of inflationary movement.

Councillor Barnett asked if the Consumers Price Index (CPI) increases of 6.9% per quarter would place pressure on the proposed rates increase of 4.3%. P Christensen explained that all modelling was based on the Berl Index, which was released in time for councils to prepare their Draft Annual Plans. However the unforeseen increases in cost of living would impact on figures going forward, and further information would therefore be presented to mitigate the large changes to the economic indicators.

Councillor Barnett questioned if Council would be briefed on the impact that the possible delay of the Capital Works Programme and the expected increases in living costs would have on the Council's finances going forward and the risks involved. J Millward explained that the questions raised at the meeting would be considered and included in the information to be brought to the Annual Plan deliberation meeting. The information would not only show the impact of the increase to inflation, consideration of salary increases taking into account the cost of living increase, but also the impacts to the changes to the Capital Works Programme as to provide a holistic view prior to decisions being made.

Councillor Redmond sought clarity what the Local Government Cost Index (LGCI) was because it was generally higher than the CPI rate. J Millward

noted that for the first time ever the CPI had been higher than the LGCI which was at 2.9%. However CPI indicated the increase in food prices and general cost of living, housing etc, whereas the LGCI dealt more with project costs of infrastructure. The CPI impacted the Council to the extent that staffing and salaries costs were some of factors that affect both the Council and contractors alike. Councils seemed to be in catch-up mode, however had to work with the economic forecasts to enable them to predict for the following financial year.

Councillor Redmond noted that Berl's figures were used for tender prices, which also appear to be increasing and questioned how this would affect costs. J Millward stated that tendering was under pressure and pricing was tight as was reflected in the number of contractors tendering for work. Costs of supplies were unpredictable, however, the Council would need to adjust the Capital Works Programme for the following year to what it did know of pricing movements.

Moved: Mayor Gordon

Seconded: Councillor Barnett

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No.220430066378.
- (b) **Notes** the surplus for the period ended 31 March 2022 was \$10.3 million. This was \$1.1 million under budget and reflected both lower Operating revenue and Operating expenditure.
- (c) **Notes** that Capital expenditure was currently \$33 million less than budget.
- (d) **Notes** that given the inflationary movements, there had been significant movements to the values of a number of asset classes. Under accounting standards this would require a number of asset classes to be revalued in 2022 and outside the usual three yearly cycle required under the accounting policy.

**CARRIED**

Mayor Gordon noted that the questions raised were pertinent and relevant to ensure that the information did not negatively impact on the following financial year. Another aspect was the impact of the growth in the district, however, the Council's financial status was reviewed regularly which contributed to the Waimakariri district's reputation for financial stability and strength.

Councillor Barnett expressed a concern about the increasing inflation and the Council having to play catch up. While the Council had committed to a 4.3% rate increase for the next year, they needed to caution the residents that there would likely be a hike in rates in the following financial year to accommodate the ongoing increases to costs.

Councillor Atkinson commented that the Council had always had a policy of being up front and honest with the public which had stood them in good stead, especially during emergencies. The residents trusted the Council to manage risks responsibly. Mayor Gordon agreed and noted that people respected being told how it was rather than sugar coating issues.

Councillor Ward thanked the Finance Team for the work they did and for the prudent management of the district's finances.

#### **5.4 Reporting on LGOIMA Requests - S Nichols (Governance Manager)**

S Nichols spoke to the report which presented information of all the requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA). She took the report as read.

Councillor Atkinson asked what the benefit this report had for members of the Audit and Risk Committee. S Nichols stated that it was for information and to give a flavour of what sort of questions the public were interested in and what issues seemed to be prevalent in the district.

Councillor Redmond noted that the Hurunui District Council had recently received a similar report and queried if this information would be made available on the Council website. S Nichols confirmed that as all reports were available on the Council website. She noted that some councils only shared the information with elected members while others made the information available to the public. Currently there was discussions on the best way to making LGOIMA requests public.

Councillor Barnett queried that if the information was made more easily available, would it not stop duplicate request being made as people would already have the information. S Nichols responded that there were very few duplicate queries.

Councillor Doody questioned the staff time required to answer queries especially ones that were complex and covered several areas such as the recent queries from the Department of Internal Affairs on the Three Waters Reform and whether the Council had the ability to recover some of the costs. S Nichol acknowledged that complex queries could be extremely time consuming, however, there were rules regarding what cost could be recovered.

Councillor Atkinson enquired if the reason the report was presented was to show that the Council had met the required statutory timeframes. S Nichols noted that compliance was reflected on the Council's Key Performance Indicators, the report was to provide members an idea of what the public considered were important issues.

Moved: Councillor Williams

Seconded: Mayor Gordon

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 220509072394.
- (b) **Notes** that on-going regular reporting will be provided at future Audit and Risk Committee meetings.

Councillor Williams believed that the information contained in the report was important and interesting and supported it being made public.

Mayor Gordon noted that he had no problem with this information being made public, however was surprised that there was no requirement to ensure that the requests came from reliable sources. He believed that there should be some way to ensure that the questions originated from actual people as there was a risk of the Council being targeted with fictitious requests which could impact on staff time and resources.

Councillor Redmond was in support of the disclosure of the information as it gave elected members insight into what the community found interesting. He agreed with the Mayor and felt that more work could be done on tightening up on security procedures and consideration of relevant fees for this service.

Councillor Barnett questioned if S Nichols was in favour of charging for information. S Nichols explained that it was not the Council's standard

practice to charge for information requested by the public, however, the Ombudsman permitted such activity in line with the Ministry of Justice rates. She noted that charging was only considered if the request required substantive time and resources. Councillor Barnett suggested that the matter be reviewed by all councils to get a consistent fee structure and tighten up on security procedures.

Councillor Stewart did not support charging for information stating it was a democratic right to have access to public information and it was part of staff's core role to provide information on request.

Councillor Williams noted that the Council needed to be transparent in providing information requested, however there should be an expectation that the person requesting the information was transparent as well by supplying relevant information on themselves.

## **6 PORTFOLIO UPDATES**

### **6.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Joan Ward**

- Σ Annual Plan Deliberation meeting to be held on the 24 and 25 May 2022.
- Σ Council would be adopting the Annual Plan on 14 June 2022.

### **6.2 Customer Service – Councillor Kirstyn Barnett**

- Σ New Customers Service staff was training at the Kaiapoi Library and Service Centre.
- Σ Encouraging people to do dog registration on line.
- Σ New online booking system for appointments for rate rebates.
- Σ LIMs numbers the lowest April numbers since 2008.
- Σ Update on training being done with Property Team regarding the District Plan and changes to property values. Public would be notified on valuations in early October 2022.

Councillor Williams enquired if all purchasers requested LIMs and Councillor Barnett noted that most did but not all.

### **6.3 Communications – Councillor Neville Atkinson**

- Σ Public engagement would now proceed by doing face to face consultation.
- Σ Update on Annual Plan submissions and meetings.
- Σ 'Lets Talk' programme was gaining in popularity
- Σ One of the two vacant positions in the Communications Team had been filled.
- Σ Update on Huria Reserve and the Mahinga Kai project
- Σ Update on current consultations and those coming up.

## **7 QUESTIONS**

Nil.

## **8 URGENT GENERAL BUSINESS**

Nil.



## 9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Atkinson

Seconded: Mayor Gordon

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

Item N°	Minutes/Report of:	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
9.1	Ashleigh Radford (Asset Information Management Team Leader), Paul Christensen (Finance Manager)	Plant Replacement 2022	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.2	Sarah Nichols (Governance Manager)	Insurance Update	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public were as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
9.1 – 9.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

### **CLOSED MEETING**

The public excluded portion of the meeting commenced at 11.26am and concluded at 11.59am

### **Resolution to resume in open meeting**

Moved: Councillor Atkinson

Seconded: Councillor Williams

#### 9.1 **Plant Replacement 2022 – A Radford (Asset Information Management Team Leader), P Christensen (Finance Manager)**

**Resolves** that the resolutions be made public and that the contents of the report and discussion remain public excluded due to commercial sensitivities.

**9.2 Update on Insurance Matters– S Nichols (Governance Manager)**

**Resolves** that the report, resolution and discussion remain public excluded for reasons of privacy of natural persons, commercial sensitivities and negotiations under LGOIMA.

**NEXT MEETING**

The next meeting of the Audit and Risk Committee is scheduled for 9am, Tuesday 19 July 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 12PM.

**CONFIRMED**

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J Ward  
Chairperson

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Date

**MINUTES FOR A MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON WEDNESDAY 4 MAY 2022 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, W Doody, S Farrell, N Mealings and R Harpur.

**IN ATTENDANCE**

T Tierney (Manager Planning and Regulation), A Coker (Community Facilities Team Leader) and T Kunkel (Governance Team Leader).

**1. APOLOGIES**

Moved: S Barkle                      Seconded: N Mealings

**THAT** an apology for absence be received and sustained from M Brown.

**CARRIED**

**2. PUBLIC FORUM**

There were no members of the public present for the public forum.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board – 6 April 2022**

Moved: W Doody                      Seconded: R Harpur

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 April 2022, as a true and accurate record.

**CARRIED**

**4.2. Matters Arising**

D Nicholl asked if R Harpur had an opportunity to seek more information about the Ohoka Meadows pond. R Harpur noted he had looked at the Ohoka Drainage Map, and it appeared that the pond was on the map. However, the drainage system running through Ohoka Meadows did not seem to be part of the Council maintained network.

S Farrell reported she represented T Dring at the Council's Annual Plan Submission Hearings. She was not pleased with the feedback received from Councillors regarding the reduction of speed limits along Main Street Oxford. Evidently, the Council was waiting on a Cabinet decision on speed reduction before reconsidering the speed limits along Main Street. This was not in line with T Dring's letter from Waka Kotahi. Mayor Gordon had noted he would arrange a meeting about this matter, she wondered if that had happened. She



would like an answer as to why Cabinet was involved at this stage. T Kunkel undertook to follow up and report back to the Board.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

Nil.

8. **CORRESPONDENCE**

8.1 **Request from the Mandeville Sports Club (Trim 220428064556)**

T Kunkel noted that an email had been received from the Mandeville Sports Club, the Club had used some of the \$477 granted to them by the Board to purchase a Life Members Board. However, the people they wanted to honour have declined to have their names inscribed on the board. Therefore, the Club was now requesting if they could spend the remainder of the funds on engraving a plaque with two members' names on it. So the funding would still be used to honour life members, however, the Club would have to be made aware that if they wished to inscribe the Life Members Board at a later date, they would not be entitled to any additional funding.

W Doody noted the two people that the Club wanted to honour as life members were instrumental in establishing the Mandeville Sports Club, however, they believed that they had been honoured enough and therefore declined to have their names on the Life Members Board.

Moved: S Barkle                      Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the request from the Mandeville Sports Club (Trim 220428064556).
- (b) **Approves** the request from the Mandeville Sports Club to use the remainder of the funds granted to them on engraving a plaque.

**CARRIED**

W Doody abstained

8.2 **Letter of response to the Oxford-Ohoka Community Board's submission to the Council's 2021/31 Long Term Plan (Trim 210202015807)**

T Robson commented that it was very disappointing that the response was received a year late. He questioned the Council's answer to the Board's question about the Oxford Sewer rates. The Board had requested a breakdown of the costs, and the Council had responded by advising that their total operating expenditure was approximately \$900,000 comprising of asset management \$128,000, \$24,000 in reticulation maintenance and pump maintenance of \$20,000. There was a large gap between \$900,000 and

\$172,000. He, therefore, requested further clarification. T Kunkel sought to follow up with Council staff.

8.3 **Letter from the Ohoka Residents Association thanking the Board for their contribution towards landscaping and flying fox**

Moved: N Mealings      Seconded: W Doody

**THAT** the Oxford-Ohoka Community Board:

- (c) **Receives** the letter of response to the Board's submission to the Council's 2021/31 Long Term Plan (Trim 210202015807).
- (d) **Receives** the letter from the Ohoka Residents Association.

**CARRIED**

9. **CHAIRPERSON'S REPORT**

9.1. **Chair's Diary for April 2022**

- Σ North Canterbury Neighborhood Support had changed their meeting day from the third Thursday of the month to the first Thursday of the month.
- Σ Attended three ANZAC Day services Ohoka, Oxford and West Eyreton.
- Σ Presented answers to any questions from the Board's submission to the Council's Annual Plan.

Moved: R Harpur      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

**CARRIED**

10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 13 April 2022 (Trim 220414157902)
- 10.2. Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)
- 10.3. Kaipoi-Tuahiwi Community Board Meeting Minutes 11 April 2022 (Trim 220413056526)
- 10.4. Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.
- 10.5. Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.
- 10.6. May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 26 April 2022 – Circulates to all Boards.

**PUBLIC EXCLUDED REPORTS**

- 10.7. Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.

Moved: S Farrell                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.6.
- (b) **Receives** the public excluded information in Item 10.7, which would remain in public excluded and which was circulated separately.

**CARRIED**

*The meeting adjourned for a workshop from 7.20pm to 7.40pm to discuss the Mandeville Stockpile.*

## **11. MEMBERS' INFORMATION EXCHANGE**

### **S Farrell**

- Σ Attended a Museum meeting and let them know that the Board had funding if they had any projects.

### **T Robson**

- Σ Received some donations to the Ashley Gorge Advisory Group over the last month. Had positive feedback and had been enjoying the walking track.
- Σ Oxford Community Trust had an Easter promotion morale-building exercise through the I've Got Your Back Campaign, they gave out Easter hampers to all the businesses and community groups in Oxford.
- Σ Attended the ANZAC Day Service in Oxford.

### **S Barkle**

- Σ Gave a deputation to Environment Canterbury on the Board's submission to their 2022/23 Draft Annual Plan.

### **R Harpur**

- Σ Attended the Ohoka ANZAC Day Service – Very moving and well attended by the community.
- Σ Mandeville Village update – Drove past and saw the concrete pads had been put down for the barbeque tables, which was very pleasing to see. The tables would be fixed to the concrete pads in due course.
- Σ Mandeville walkways – spoken to several residents and a couple of developers about the walkways and cycleways, most of which lead to the Mandeville Sports Centre. He had walked around with residents to work out what was going on there. He would like to sit down with Council staff and look at the concept plan.

### **W Doody**

- Σ ANZAC Day – Had been great to be able to attend the service and lay Wreaths at the Cenotaphs in the Ward, from this West Eyreton had requested a flag pole to be installed at the Memorial Gates.
- Σ A very big Thank you, to the Oxford Garden Club, for their work in providing floral the ANZAC Day Wreaths for Oxford and West Eyreton.
- Σ 1330 Poyntz Road Horreville – The application to convert the existing Church building for the purpose of a residential dwelling on an undersized Rural Lot, had been granted.
- Σ Oxford Observatory – Enterprise North Canterbury would be pursuing this Tourism Aspect later in 2022, which has been put on hold due to Covid.

- Σ Oxford Hospital – It was unsure when it would open again, and sadly there were a number of Palliative Care patients and families having to find other facilities to place their loved ones in. The only good thing from this closure was keeping the kitchen staff on to provide the Meals on Wheels service, which had not been taken into consideration when temporary closing this facility.
- Σ Oxford Rural No.1 Water mains renewals - Work had been progressing on McPhedrons and Kiri Kiri Roads. The Water Unit was putting in final touches on details before testing this week, for completion of work in May 2022.
- Σ Last of the resurfacing programmed for May 2022, a section of Main Street Oxford which would extend into the Harewood Road intersection.
- Σ Drainage improvement – The ongoing works on High Street, Oxford were due to be completed shortly.
- Σ Vandalism: Several cases of vandalism had been reported over Easter and ANZAC weekends, and various road signs had been damaged. Attended a Mandeville Sports Club Board meeting and they made a comment that during the school holiday no damage was done to their fields due to the gates being locked.
- Σ Art on the Quay: “Go Figure” featuring artworks by the Woodend Life Drawing Group. This exhibition was a great example of the hidden artists amongst us and the depth of talent in our community. Would love to see the Oxford Arts Trust do the same with their life drawing group.
- Σ Waimakariri Community Christmas Dinner Event - A small cohort of local leaders from Oxford, Kaiapoi, Rangiora and different community organisations had begun to meet regularly to talk over the idea of organising a Waimakariri wide event. Events such as this have been a staple for our lonely and isolated people who do not have family and friends to spend the day with. The event had previously been run by Reflections Trust most recently in Kaiapoi and Hope Trust in Rangiora, and Rangiora Anglican Church several years ago. This small committee consisted of members of some of these organisations and was working to bring an event to the district at one location that unites the people within these communities and our further afield Oxford communities.  
While this was still early, the collaboration was focused on securing a venue, and organising some sponsorship and corporate support for the day to enable it to happen.

### **N Mealings**

- Σ Attended an Arohatia Te Awa Working Group meeting - Currently working on a branch of the Cam River that ran through Tuahiwi, which was proceeding slowly.
- Σ Attended the Ohoka, Oxford and West Eyreton ANZAC Day services.
- Σ Utilities and Roading Committee meeting – Report on the recent flood event, and Council staff logged 598 service requests over the recent flood events.
- Σ Waimakariri Youth Council meeting.
- Σ Alcohol and Drug Harm Prevention Steering Group Meeting.
- Σ Attended Matt Doocey’s public meeting at Mandeville on connectivity issues.
- Σ Council meeting – Butchers Road culvert was going to be fixed.
- Σ Attended Annual Plan Submission Hearings.

## **12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE****13.1. Board Discretionary Grant**

Balance as at 30 April 2022: \$4,011.

**13.2. General Landscaping Fund**

Balance as at 30 April 2022: \$300.

The Board noted the funding update.

**14. MEDIA ITEMS**

Nil.

**15. QUESTIONS UNDER STANDING ORDERS**

Nil.

**16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board will be held on Wednesday, 8 June 2022 at 7pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.06pm.

<p><b>Workshop (7.20pm to 7.40pm)</b></p> <p><i>Mandeville Stockpile – Andy Coker (Community Facilities Team Leader)</i></p>
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CONFIRMED

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Chairperson

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Date



## 7 CORRESPONDENCE

### 7.1 Long Term Plan Acknowledgement

Moved: S Powell                      Seconded: J Archer

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

- (a) **Receives** the letter acknowledging the Woodend-Sefton Community Boards submission to the Council's Long Term Plan (Trim 220503068287).

**CARRIED**

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for April 2022

Moved: S Powell                      Seconded: J Archer

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

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim 220502067567).

**CARRIED**

## 9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 April 2022 (Trim 220411054488)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 13 April 2022 (Trim 220414157902)
- 9.3 Kaiapoi-Tuahivi Community Board Meeting Minutes 11 April 2022 (Trim 220413056526)
- 9.4 Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.
- 9.5 Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.
- 9.6 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 26 April 2022 – Circulates to all Boards.

### PUBLIC EXCLUDED REPORTS

- 9.7 Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.

Moved: S Powell                      Seconded: A Allen

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

- (a) **Receives** the information in Items 9.1 to 9.6.
- (b) **Receives** the public excluded information in item 9.7, which would remain in public excluded and which was circulated separately.

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

### **A Allen**

- ∑ ANZAC service
- ∑ Waimakariri Health Group meeting was cancelled.

*P Redmond arrived at 6.09pm.*

### **J Archer**

- ∑ Woodend Community Association zoom meeting
- ∑ Selling Lions Easter Raffle tickets
- ∑ Woodend-Sefton Community Board zoom meeting
- ∑ Garden clean up for a fellow Lion who was incapacitated.
- ∑ Lions dinner meeting

*A Thompson arrived at 6.11pm.*

### **S Stewart**

- ∑ Water Zone Committee focusing on working groups which include Biodiversity Working Group, a Biodiversity Trust and a life style block owners Group to improve environmental outcomes for the future.
- ∑ Sefton flooding issues – awaiting a staff briefing. Suggest the Board consider the development of a Sefton Town Centre Plan in the future as the area is growing.

S Markham confirmed that the staff briefing in relation to the Sefton flooding was being progressed, however, there was currently pressure on the briefing schedule which had caused delay in a final date being identified.

### **P Redmond**

- ∑ Busy with Annual Plan. 46 submissions received and 21 were spoken to.
- ∑ Attended menacing classification dog hearing
- ∑ Position of Environment Service Manager now filled.
- ∑ Covid was impacting on levels of service, however, it was being managed well.
- ∑ Creative Communities funding assessments – 22 applications received and 20 granted.

### **A Thompson**

- ∑ Apology for lateness.
- ∑ Several discussion with residents regarding the proposed Waikuku Beach Plan.
- ∑ Disappointed that no communication regarding the status of works relating to the flooding in Waikuku. The requested briefing to the Board has not eventuated and it has been nine months with no progress. Strongly believe that the Council needed to keep residents informed not just elected members.

S Stewart noted that a weekly flooding report was sent to all Councilors and suggested that the report also be circulated to Board members.

S Markham noted that a comprehensive report was being presented to the Utilities and Roothing Committee on 17 May 2022 regarding flooding and recommended that the report to be circulated to all Community Boards.

- ∑ Noted that a request for a briefing on floor levels in relation to flooding and climate change had also not eventuated. S Markham again acknowledged that this was in process, however this was a complex subject that required collaboration with several units as well as new legislation framework that would need to be considered prior to a briefing being held.



**Mayor D Gordon**

- ∑ Thanked the Chairperson for the work done on the recent submissions presented to the Council and ECan's 2022/23 Draft Annual Plans.
- ∑ Provided a brief update on progress with Waka Kohati regarding Woodend safety improvements.

**11 CONSULTATION PROJECTS**

Nil.

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

Balance as at 3 May 2022: \$3,845.

**12.2 General Landscaping Fund**

Balance as at 3 May 2022: \$12,710.

The Board acknowledgement that Covid-19 had impacted the number of applications for Discretionary Grant Funding with the cancelation of many community events.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board will be held on Monday 13 June 2022 at 6pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.33pm.

**CONFIRMED**

\_\_\_\_\_  
Shona Powell  
Chairperson

9 May 2022  
Date

**Workshop**

(6.35pm – 7.21pm)

- Σ *Discussion of Road Names – Kay Rabe (Governance Advisor) and Thea Kunkel (Governance Team Leader)*
  - *Themes to be investigated with a suggestion of birds for Ravenswood.*
  - *Suggestion that developers choose themes and put names up for consideration to the Board.*
  - *Consideration to make long names a feature for certain areas.*
  - *A Allen offered to research names and work with K Rabe to compile a list to bring to the Board in the near future.*
  
- Σ *NZTA Update*
- Σ *Templeton Group Master Plan discussion.*

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 11 MAY 2022 AT 7.00PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward and P Williams.

**IN ATTENDANCE**

J Millward (Manager Finance and Business Support), K Rabe (Governance Adviser) and E Stubbs (Governance Support Officer).

**1. APOLOGIES**

Moved: P Williams                      Seconded: J Ward

Apologies for absence were received and sustained from K Barnett and A Wells.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 13 April 2022**

Moved: J Goldsworthy                      Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 13 April 2022.

**CARRIED**

**3.2. Matters Arising**

Through the Chair in her absence, K Barnett asked if there had been an update on her request for consideration of a bilingual name for the Milton Memorial Reserve and whether mana whenua were involved in the selection of indigenous plants for the development. J Gerard advised that as a memorial reserve the name would not change and also noted that the Council consulted mana whenua on all reserve and park developments.

K Rabe advised that the report on 'A bus stop extension on Ashley Street north of High Street, Rangiora' which was withdrawn at the April 2022 meeting would be included in the Board's Agenda for July 2022.

**4. DEPUTATIONS AND PRESENTATIONS**

Nil.

## 5. ADJOURNED BUSINESS

Nil.

## 6. REPORTS

### 6.1. Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Adviser)

K Rabe advised she had been in correspondence with the Muscular Dystrophy Association of New Zealand Inc and confirmed that the requested funding would be used for catering at their free group sessions.

Moved: R Brine

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220419059267.
- (b) **Approves** a grant of \$500 to the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. towards hosting the monthly support group.
- (c) **Approves** a grant of \$500 to the Okuku Pony Club towards the cost of St Johns ambulance attending the event.
- (d) **Notes** that, should the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. require advice related to other funding opportunities and the development of more sustainable funding for their wider endeavours, they could contact staff at the Waimakariri District Council Community Team.

**CARRIED**

R Brine commented that both applications were for worthwhile projects.

## 7. CORRESPONDENCE

Nil.

## 8. CHAIRPERSON'S REPORT

### 8.1. Chair's Diary for April 2022

Moved: J Gerard

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220502066880.

**CARRIED**

## 9. MATTERS FOR INFORMATION

9.1. Oxford-Ohoka Community Board Meeting Minutes 4 April 2022 (Trim 220411054488)

9.2. Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)

- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 11 April 2022 (Trim 220413056526)
- 9.4. Cam River Enhancement Fund – works update – Report to Land and Water Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.5. Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.
- 9.6. Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.
- 9.7. May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 26 April 2022 – Circulates to all Boards.

#### **PUBLIC EXCLUDED REPORTS**

- 9.8. Strategic Property Dealings - Rangiora – Report to Council Meeting 1 April 2022 – Circulates to the Rangiora-Ashley Community Board.
- 9.9. Passenger Transport Year One – Request to Accept Invited Price – Report to Management Team Meeting 21 March 2022 – Circulates to the Rangiora-Ashley Community Board.
- 9.10. Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.

Moved: D Lundy

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.7.
- (b) **Receives** the public excluded information in Items 9.8 to 9.10, which would remain public excluded and was circulated separately.

**CARRIED**

## **10. MEMBERS' INFORMATION EXCHANGE**

### **D Lundy**

- Σ Attended the Rangiora High School and Rangiora Cenotaph ANZAC Day services, a highlight was both national anthems being performed in sign language. He expressed disappointment regarding the street noise at the Rangiora Cenotaph service and commented the sound system was not fit for purpose.
- Σ Attended Loburn Reserve Committee meeting noting the internal upgrades were ongoing.
- Σ Noted continued issues with the Rangiora town centre lights.  
P Williams advised that staff were looking into the problem, however it was not clear what was causing them to keep tripping. The Board requested an information memo regarding the status of the High Street lights.

### **S Lewis**

- Σ Attended Franklin Drive ANZAC Day event.

### **M Fleming**

- Σ Attending an upcoming Keep Rangiora Beautiful event to clear weeds at the Rangiora Hospital and invited other Board members to join her.

**J Ward**

- Σ Noted that the Council had heard submissions to the 2022/23 draft Annual Plan.
- Σ Attended Rangiora Promotions meeting they were enthusiastically planning events.

**R Brine**

- Σ Commented Covid was still a massive issue. It was severely impacting the pools and staff were doing their best to manage staff shortages. It was also impacting waste collections.
- Σ Noted that there was an issue with sourcing waste bins for new builds and replacements.
- Σ Staff were looking at installing CCTV at the Sutherlands pit to deter illegal dumping.

**P Williams**

- Σ Commented on the flushing of the water supply in Rangiora due to chlorine in the water following a disinfection process. The public reaction was an indication of what the backlash would be if chlorine treatment was made mandatory.
- Σ Noted backflow prevention systems were a requirement for businesses under new water regulations. Without them Waimakariri District would not receive a Chlorine exemption.  
J Gerard asked about the cost to local businesses to install expensive backflow prevention systems. P Williams advised that for the past nine years the requirement had been mandatory and every business would need to have them installed eventually. If they were installed now, Waimakariri would have a better chance of achieving a Chlorine exemption.
- Σ Noted new speed signs that had been installed following the recent reduction of speed limits had been cut down.
- Σ Advised the botulism situation was better than had been previous years.

**M Harris**

- Σ Attended a Resident Drainage meeting with staff, it had been a no win situation, however, staff had handed the difficult meeting well.
- Σ Agreed that the sound for the Rangiora ANZAC Service had been poor and suggested solution to improve. Would like to see the road closed for future services.

**M Clarke**

- Σ Congratulated staff on the Durham Street roadworks which had been carried out with good attention to safety and access.
- Σ Commented on Townsend Fields recreational area consultation.  
J Gerard advised he had attended a meeting at Townsend Fields with a resident who was concerned about the installation of the public toilet near his home, who had suggested that those travelling to Christchurch would stop to use it. J Gerard noted that it was the Council's policy that all new parks had a toilet installed and suggested the best response for the Board was to advocate a repositioning away from the corner.

**J Goldsworthy**

- Σ Reiterated concerns regarding Rangiora ANZAC Day service.
- Σ Noted St Johns Cadets were now meeting again. There was a need for more youth leaders.  
R Brine commented on the difficulties around organizing the ANZAC Day Services, which was brought about by the changing of Covid restrictions regarding outside gatherings just prior to the day. The Roding team and NZ Police had done their best with traffic arrangements considering the short lead in time.

**11. CONSULTATION PROJECTS**

Nil.

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

Balance as at 31 March 2022: \$10,547.

**12.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 March 2022: \$27,010.

The Board noted the updated funding balances.

**13. MEDIA ITEMS**

Nil.

**14. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 June 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7.25PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD  
HELD IN METING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176  
WILLIAMS STREET, KAIAPOI ON MONDAY 16 MAY 2022 AT 5PM.**

**PRESENT**

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, A Blackie, B Cairns and M Pinkham.

**IN ATTENDANCE**

Mayor D Gordon, Councillor P Redmond (Kaiapoi-Woodend Ward Councillor) Departed 5:45pm, S Stewart (Kaiapoi-Woodend Ward Councillor).

C Brown (Manager Community and Recreation), J McBride (Roading and Transport Manager), G Stephens (Design and Planning Team Leader), V Thompson (Business and Centers Advisor), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: A Blackie

An apology for early departure was received and sustained from P Redmond who departed at 5.45pm.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 ACKNOWLEDGEMENTS**

The Board observed a minutes silence to honor Chris Greengrass, pervious Chairperson of the Board. Members related fond memories of C Greengrass and the work she had accomplished in the Kaiapoi community.

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 11 April 2022**

Moved: J Watson

Seconded: J Meyer

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 11 April 2022, as a true and accurate record.

**CARRIED**

**4.2 Matters Arising**

Nil.



## **5 DEPUTATIONS AND PRESENTATIONS**

### **5.1 Mahinga Kai – Greg Byrnes**

G Byrnes updated the Board on the development of the Mahinga Kai area stating that he was pleased with the progress that had been made by the Working Group. He thanked D Roxborough and C Brown for their ongoing support. He noted that the Huria Reserve site had been blessed prior to work commencing which included the spraying, ripping and mulching of the first areas the Trust intended to plant. Approximately 4,000 native plants would be planted prior to the opening. The pathway network tender had received four quotes and had been awarded to CityCare. G Byrnes and H White would meet with Aqualand regarding the proposed plan and how they could assist.

G Byrnes explained that there would be an opening ceremony which would be attended by the Mayor, the Kahui Kaumatua, a representative from the Te Kohaka Trust and Community Board members. There would be 800 native plants available for the community to plant and five tortura to be planted at the main entrance. Some of the upcoming works would include the design of some of the proposed features including the entrance and the outdoor education centre.

He acknowledged H White and K Dwyer for their work and ensuring everything they wanted to get done was progressed.

## **6 ADJOURNED BUSINESS**

Nil.

## **7 REPORTS**

### **7.1 Kaiapoi Town Centre Budget Reallocation May 2022 – J McBride (Roading and Transport Manager) and V Thompson (Business and Centres Advisor)**

J McBride spoke to the report which sought a recommendation from the Board to the Council to reallocate budget for the Kaiapoi Town Centre Budget for two areas of work. The first being the footpath work outside of the BNZ building which was currently being restored and also to progress the replacement handrail on the Williams Street bridge.

The footpath work outside the old BNZ building could not be completed when the rest of the town centre work was done due to concerns about the strength of the building. Now that the restoration of the building would soon be completed, and the building scheduled to be opened in August/September 2022, the footpath needed to be completed to match the other three corners of the intersection.

Council staff were also looking to progress a design for the replacement of the Williams Street Bridge balustrade.

P Redmond asked if the \$45,000 for the balustrade design would include the cost of the replacement of the balustrade, or was the design cost extra. V Thompson noted that the cost was additional to the original cost, which was previously presented to the Board.

Moved: J Watson                      Seconded: B Cairns

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

(a) **Receives** Report No. 220504069966.

*AND*

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

**THAT** the Council:

(b) **Approves** the reallocation of budget as follows:

- i. \$55,000 for the footpath upgrade at the old BNZ Bank and;
- ii. \$45,000 for the Williams Street Bridge Balustrade Replacement Design.

(c) **Notes** that a further report would be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs were confirmed.

**CARRIED**

## 7.2 **Williams Street Bridge Balustrade Upgrades – V Thompson (Business and Centres Advisor)**

V Thompson spoke to the report which sought the Board's endorsement of preferred design Option H, which retained the concrete pillars and the removal of the degraded concrete balustrades, and replaced with stainless steel infill panels which could be cut out with artistic designs or patterns.

The construction cost was currently estimated at \$375,000 with an additional 10% contingency included to assist with the rising costs of steel. V Thompson noted that the construction cost did not include painting or lighting changes to the bridge.

The current budget also did not include artistic design, therefore if the Board opted for cut out stainless steel panels' with a possible Maori design, staff would need to engage with Ngai Tūāhuriri which would incur an approximate fee of \$25,000 there which included the engagement of an artist. The project shortfall would be between \$280,000 and \$310,000 of the proposed budget currently. Further detailed investigations regarding quotes would be done prior to progress with the design phase.

B Cairns enquired if consideration had been given to hold a competition open to all North Canterbury artists, for the design of the steel panels based on the brief as opposed to just giving one entity the opportunity. V Thompson noted that the Council had suggested that staff engage with Ngai Tūāhuriri, however, there was scope to open the process to include all of the community.

J Watson believed that it was important for any design to reflect both Maori and Pakeha elements as Kaiapoi had such an amazing history. So many aspects of the town including the industrial age, the woollen mills and freezing works could be incorporated into the design. J Watson believed the idea of an open competition was a way of integrating both cultures equally.

V Thompson noted that the design scope would include whatever was decided by the Board and Council.

N Atkinson believed that the design should allow people to see through, to the river. V Thompson agreed however cautioned that there were safety standards that would need to be adhered to when choosing a design.

M Pinkham raised concerns regarding preferred Option H, noting the lack of compliance of the current pillars, which were probably not high enough. He further noted that some of the pillars may be as degraded as the balustrade and may therefore need to be replaced as well. V Thompson noted that WSP New Zealand were contracted to conduct the initial investigation on the bridge, their recommendations had been presented to the Council, however, further discussions would need to be carried out.

P Redmond sought clarification on the total estimated cost. V Thompson advised that the report included very high level estimates. The balustrade upgrade budget referred to the construction component of \$375,000 and only including a small portion towards lighting. The design would be an additional cost which included engaging an artist, the whole process of artist fees and working with an organisation such as Ngai Tūāhuriri as well as engaging with the Te Kohaka Trust. The estimated cost for repainting the bridge was from a new quote, as the original quote was for \$88,000 which included the balustrades and did not factor in the scaffolding and edge protections that would need to be in place during the construction. The total proposed cost was approximately \$485,000 with the additional cost for lighting. The project had a budget shortfall of around \$310,000 to \$500,000 plus which was a very high level estimate at this stage.

Moved: N Atkinson

Seconded: A Blackie

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

- (a) **Receives** Report No. 220412055487.
- (b) **Notes** the balustrades had degraded with time and where WSP had noted the condition of the concrete was average with several areas of impact spalling and some evidence of steel reinforcement corrosion, also the paint condition of the Bridge was poor.
- (c) **Notes** the estimated construction cost for Option H (in early 2021) was \$375,000 GST exclusive however an additional 10% had been added in light of rising goods and construction prices reflecting a new estimate of \$412,500 GST exclusive. More accurate and detailed costing of the preferred option would be investigated and submitted as part of the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (if that was the desire of the Kaiapoi-Tuahiwi Community Board and the Council) once some crucial design components were completed.
- (d) **Notes** that any report to future Annual and Long Term Plan Deliberations would incorporate budget for Kevin Cawley's (Total Lighting Ltd) feature lighting components for the Williams Street Bridge, and where these design elements had already been endorsed by the Kaiapoi-Tuahiwi Community Board at a meeting on 11 April 2022.
- (e) **Notes** that any additional budget request would also include provision for painting all concrete elements of the Williams Street Bridge in light of the current condition of the paintwork.

- (f) **Notes** that the project would incorporate feature lighting upgrades and Bridge painting at the same time any balustrade upgrades were completed.
- (g) **Endorses** Option H as the preferred design approach for the potential future replacement of the Williams Street Bridge balustrades.

AND

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

**THAT** the Council:

- (h) **Approves** Option H as the preferred design option for the potential future replacement of the Williams Street Bridge balustrades that enables a new architectural laser cut stainless steel handrail and infill panels incorporating cut out design motifs to go out for public consultation and be endorsed by Ngāi Tūāhuriri, while retaining the existing concrete pillars and lamp posts.

**CARRIED**

N Atkinson commented that this project would show the modernisation of Kaiapoi and would finish off the regeneration work that had been ongoing since the earthquakes. A few people had commented that the bridge was historic and should be retained as is, however, he did not believe the handrail was historic or significant as you could find the same style of bridge or handrail throughout the country. He believe that the proposed design added another design element to the town and the features along the riverbank. He thought this was something that could make a feature of the town and become something that would look magnificent once the lighting group had completed the lighting features.

P Redmond noted that he was not convinced at this stage that it was a wise use of over half a million dollars. He agreed that the bridge and balustrades would provide a wow factor, however, he believed lighting could create as much of a wow factor without the heavy cost. The Kaiapoi Districts Historical Society did not support the removal of the existing balustrades so community consultation would be very worthwhile. He noted that this was not the time for the Council to be spending such a large sum of money on a project that was not essential.

S Stewart believed that every utility should be an artwork, and this project was in a prime position right in the middle of Kaiapoi and needed to make a fantastic statement. As Kaiapoi had been rebuilt post-earthquake there had been some great artwork and lighting features included, and she felt that the balustrade and the lighting on the bridge would take the town to another level. However, she had concerns regarding the cost of the project, yet believed that to do less would detract from the town's reinvention. The bridge needed to reflect the whole artistic merit of the new Kaiapoi.

In his right of reply, N Atkinson noted that the current balustrade was the third balustrade on the bridge and the first two designs were delightful, however the third, and current one was pretty dreary. He did not believe that a budget of \$88,000 to repaint the bridge was realistic and maintained that a minimum of \$100,000 should be budgeted. He noted that some thought that this work was not essential, however the report had stated that the concrete was starting to breakdown and some of the reinforcing was already showing. The Council was pre-empting any dangerous delay by dealing with this matter at a time which would benefit the district.

7.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2021/22 – K Rabe (Governance Advisor)**

Moved: A Blackie

Seconded: J Watson

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

- (a) **Receives** report No. 220422061919.
- (b) **Approves** a grant of \$500 to the Kaiapoi Pony Club towards paying for St Johns Ambulance at the June Eventing.

**CARRIED**

A Blackie commented that this was a good event, it was the sort of event that brought people in to the district, and the financial return for businesses would be many times the amount the Board was granting.

**8 CORRESPONDENCE**

Nil.

**9 CHAIRPERSON'S REPORT**

9.1 **Chairperson's Report for April 2022**

- Σ The Raymond Herber Sculpture – still working on the exact placement and were investigating a site near the Rivertown Villas.
- Σ The Waimakariri Public Arts Trust work was slowing down with staff investigating a new procurement and installation process however the Trust already had a process in place.
- Σ Working with Visit Waimakariri in itemising all the sculptures around the district for an arts trail that they were putting together.
- Σ Presented at the Council's 2022/23 Annual Plan Submission Hearings.
- Σ Attended the opening of the St Patricks playground. They had received some funding from the Board.
- Σ Enjoyed the trip down the river on the River Queen to watch the bridge to bridge tournament.
- Σ Gave a talk to students from the University of Canterbury regarding community wellbeing and development.

Moved: J Watson

Seconded: N Atkinson

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

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

**CARRIED**

**10 MATTERS REFERRED FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board Meeting Minutes 4 April 2022 (Trim 220411054488)**

- 10.2 Rangiora-Ashley Community Board Meeting Minutes 13 April 2022 (Trim 220414157902)
- 10.3 Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)
- 10.4 Cam River Enhancement Fund – works update – Report to Land and Water Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.5 Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.
- 10.6 Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.
- 10.7 May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roding Committee Meeting 26 April 2022 – Circulates to all Boards.

#### **PUBLIC EXCLUDED REPORTS**

- 10.8 Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.8.
- (b) **Receives** the public excluded information in Item 10.7, which would remain in public excluded and which was circulated separately.

**CARRIED**

#### **11 MEMBERS' INFORMATION EXCHANGE**

##### **S Stewart**

- Σ Arohatia Te Awa was moving up the Cam River. Waiting for a few properties co-operation and would be up at the Revells Road Bridge. Environment Canterbury had donated 10,000 plants plus the 15,000 the Council already had. Some would be planted along the trail and some planted at various places along the river.
- Σ Land and Water Committee 17 May 2022 – Expecting a deputation which would update the Committee on the Northbrook Trail which was the Sparks Family initiative. They were donating some of their farmland for a trail along the Northbrook waterway. It was conceptual currently.
- Σ Water Zone Committee – Workshop and a breakaway group setting up a workshop on ten top environmental tips for lifestyle block owners to improve environmental aspects.

##### **A Blackie**

- Σ Mahinga Kai opening day and planting was on 28 May.
- Σ Motorhome Association was progressing.

##### **J Meyer**

- Σ Represented the Board at the ANZAC Day Services at Kaiapoi and Tuahiwi. Covid-19 had not affected the services too much, the atmosphere and turnout was good.

- Σ Trip down the river on the River Queen.

### **B Cairns**

- Σ Neighborhood Support North Canterbury – Andrea Allen (Woodend-Sefton Community Board) had stepped down as Chair, and had taken over as acting chair. Lots of work being done behind the scenes to build resilient communities.
- Σ Food Forest Update
  - On Oram place holes for carved Poū and entrance have been dug. Was planning to install Poū at the start of May however supplies of steel had delayed that.
  - Planning Matariki event for 24<sup>th</sup> June, Kaiapoi Promotions Association were assisting with elements of the event.
  - Promoted the Food Forest at a Christchurch event.
  - Had a group from a national charity based in Auckland visit.
  - Free Seed Project – had many people attend from throughout Canterbury.
  - Multiple groups still visiting from throughout Canterbury – most recent was 30 from Canterbury home schools group.
- Σ Food Secure North Canterbury – Attended monthly meeting.
- Σ All Together Kaiapoi – Planning for Matariki event.
- Σ ANZAC Day – Attended the service.
- Σ New businesses in Kaiapoi – Nzulu, Hukka vape shop.

### **M Pinkham**

- Σ Attended a number of meetings of the Audit and Risk Committee of Community Wellbeing. It was extremely challenging times for funding as the Government had gone back to short term funding programmes. The Mana Ake Primary School Programme had been extended up to the end of 2022.
- Σ Kaiapoi Promotions was getting ready for the Kaiapoi River Carnival on 2 October 2022 and the Christmas Carnival. The easing of Covid-19 restrictions was making it a lot easier to run events.
- Σ Meeting with the Council's Greenspace Team regarding the extension of the walking trail on the true right bank of the Kaiapoi River upstream of the Kaiapoi River Bridge and the Railway Bridge but Kiwi Rail were extremely difficult to deal with.

### **N Atkinson**

- Σ Annual Plan Hearings – there were not many submissions. There were 45 presented and 150 in total.
- Σ Cure Boating Club – enjoyable day. Nice to see the building. Was very impressive.
- Σ Community Service Awards 25 May 2022.
- Σ Housing Working Group – Gathered a lot of information from Kāinga Ora through Abbyfields and private providers of affordable housing and next month would be considering information gathered and trying to sort out where they went and what they did. There was lots of land that could be used.
- Σ ANZAC Day Services the Honorary Consulate from Belgium attended.

**12 CONSULTATION PROJECTS****12.1 Changes to Johnson Street Parking**

<https://letstalk.waimakariri.govt.nz/let-s-talk-changes-to-johnson-street-parking>

**12.2 Townsend Road Reserve**

<https://letstalk.waimakariri.govt.nz/townsend-road-reserve>

The Board noted the consultation projects.

**13 REGENERATION PROJECTS****13.1 Town Centre, Kaiapoi**

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

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

The Board noted the regeneration projects.

**14 BOARD FUNDING UPDATE****14.1 Board Discretionary Grant**

Balance as at 11 May 2022: \$3,627.

**14.2 General Landscaping Budget**

Balance as at 11 May 2022: \$25,430.

The Board noted the funding updates.

**15 MEDIA ITEMS**

Nil.

**16 QUESTIONS UNDER STANDING ORDERS**

Nil.

**17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 June 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.57pm.



CONFIRMED

\_\_\_\_\_  
Chairperson

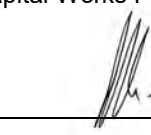
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Date

**Workshop**  
*(6pm – 6.18pm)*

∑ *Norman Kirk Park – Grant Stephens (Design and planning Team Leader)*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** WAT-10-14 / 220328045801**REPORT TO:** LAND AND WATER COMMITTEE**DATE OF MEETING:** 17 May 2022**AUTHOR(S):** Sophie Allen – Water Environment Advisor**SUBJECT:** Zone Implementation Programme Addendum Capital Works Programme – 2022-23**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)

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


  
 \_\_\_\_\_  
 Chief Executive
**1. SUMMARY**

- 1.1 This report details the proposed Waimakariri District Council (WDC) capital works programme for 2022-23 as developed from the Zone Implementation Programme Addendum (ZIPA), including;
- a. Fish passage improvements on the North Brook tributary at Cotter Lane in Rangiora;
  - b. Creation of a low flow channel on Jeffs Drain in Ohoka with biodegradable textile bags, as recommended as a trial technique in the WDC Drainage Maintenance Management Plan project;
  - c. Biodiversity and amenity improvements for the South Brook at Townsend Fields;
  - d. Terrestrial planting along the Kaiapoi River, and support the second phase of an Environment Canterbury watercress Mahinga Kai project, and
  - e. Improvements to inanga (whitebait) spawning areas located on land owned by Waimakariri District Council on the McIntosh Drain.
- 1.2 There is a capital expenditure allocation of \$50,000 per annum from 2021-31 in the draft Long Term Plan, from the Zone Implementation Programme Addendum (ZIPA) budget from the general rate.
- 1.3 Capital expenditure ZIPA projects will be scoped and presented to the Land and Water Committee prior to the commencement of each financial year.

**Attachments:**

- i. Waimakariri ZIPA WDC Role and funding review Long Term Plan– March 2021 (210401054372)

## 2. **RECOMMENDATION**

**THAT** the Land and Water Committee:

- (a) **Receives** report No. 220328045801.
- (b) **Approves** the proposed 2022-23 Waimakariri District Council capital expenditure work programme, based on the Zone Implementation Programme Addendum (ZIPA) recommendations.
- (c) **Receives** an update on the progress of the Environment Canterbury watercress mahinga kai project on the Cam River before the \$5,000 of WDC ZIPA budget is allocated to this specific project for 2022-23.
- (d) **Circulates** this report to Council, Community Boards, WDC-Rūnanga liaison meeting and the Waimakariri Water Zone Committee for their information.

## 3. **BACKGROUND**

- 3.1 A report was presented on 29 January 2019 to Council, seeking a decision on the role of WDC in ZIPA implementation, staff resourcing, and funding of projects (refer to TRIM 181217148924).
- 3.2 A total of \$305,000 per annum was approved by Council for 2019-21 on 28 May 2019 (refer to TRIM 190501061992), of which \$100,000 was capital expenditure. Due to COVID-19 pandemic budget revisions, the capital expenditure was reduced to \$50,000 from 2020-21 onwards.
- 3.3 A ZIPA role and budget allocation review was carried out in 2021 for the Long Term Plan 2021-31, which was present to the Land and Water Committee at the 20 July 2021 meeting (Attachment 1).

## 4. **ISSUES AND OPTIONS**

- 4.1. Of the \$255 per annum total allocation for ZIPA implementation in the 2021-31 Long Term Plan, \$50K is allocated to capital expenditure (CAPEX) projects (see Table 1), and \$205K to operational expenditure.

Table 1: Summary of capital expenditure proposed for 2022-23 for WDC ZIPA works

<b>CAPEX project</b>	<b>ZIPA recommendation</b>	<b>Budgeted amount</b>
Fish passage improvements – Rock ramp on the North Brook tributary at Cotter Lane in Rangiora	1.8	\$10,000
Projects for improvement of contaminant losses and aquatic life: Creation of a low flow channel using biodegradable textile bags on Jeffs Drain, as recommended by the WDC Drainage Maintenance Management Plan (201203164171)	1.14	\$10,000

Biodiversity and amenity values in Waimakariri River tributaries – South Brook Townsend Fields project	1.26	\$5,000
Terrestrial plantings on the Kaiapoi River, and support for the Environment Canterbury-led mahinga kai watercress enhancement project on the Cam River (pending an updated on the progress of this project).	1.27	\$15,000
McIntosh Drain spawning habitat improvements – bank rebattering and planting to the north of the proposed pump station	2.11	\$10,000
<b>TOTAL</b>		<b>\$50,000</b>

### ***Fish Passage***

- 4.2. A concrete apron structure on a tributary of the North Brook (corner of Cotter Lane and Northbrook Road) is proposed to have a rock ramp installed below it (placement of loose cobbles and boulders) which will create a pooled area over the concrete apron where there is currently a shallow, fast-flowing drop (see Figure 1). This concrete apron is believed to prevent some migratory species such as īnanga from being able to move upstream, based on survey data from Aquatic Ecology Ltd and spotlighting data from WDC staff. An example of a constructed rock ramp is shown in Figure 2.



Figure 1: Likely partial fish passage barrier on a North Brook tributary – Corner of Cotter Lane and Northbrook Road

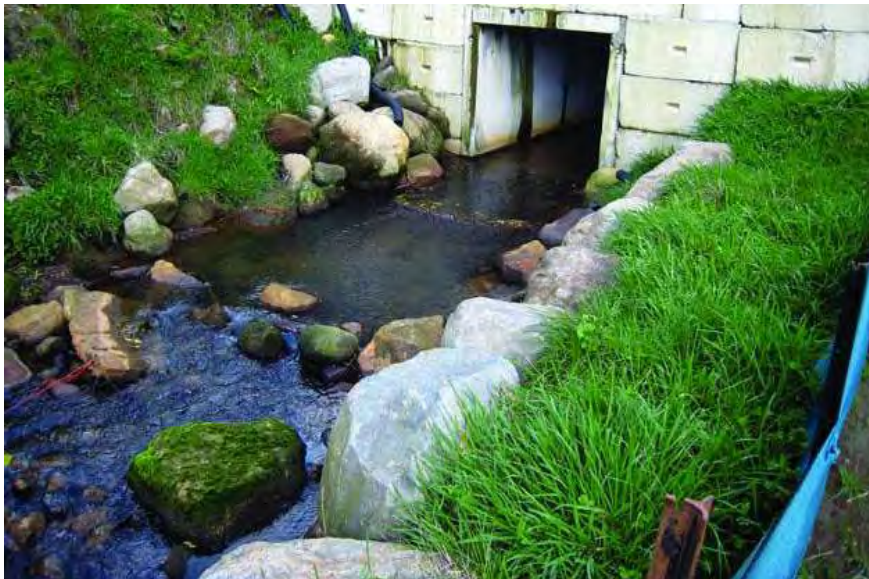


Figure 2: A rock ramp constructed to enable fish passage through a culvert by creating a pool downstream. (Photo credit: NIWA)

***Low flow channel creation - Jeffs Drain***

- 4.3. Creation of a low flow channel (i.e. a deliberately narrowed flow path with higher flow velocity that remains free of water weeds such as watercress) has been proposed in the WDC Drainage Maintenance and Management Plan as a technique to trial for the potential benefit of a long-term reduction in weed clearing requirements. Narrowing of the drain with plantings was trialled in 2020-21, however was not successful due to pukekos removing the plants (TRIM 210316044295).
- 4.4. Installation of biodegradable bags, such as hessian sacks, are proposed along the drain edges at the same trial site on Jeffs Drain Road. An assessment of the reduction in hydraulic capacity of the drain, and potential to exacerbate any flooding issues is recommended before confirming this trial site.

#### ***Biodiversity and amenity - South Brook Townsend Fields***

- 4.5. WDC staff have been working in this area since 2019 on improving a WDC-owned esplanade reserve on the South Brook beside the Townsend Fields Stormwater Management Area (see Figure 3). It is recommended to continue planting with eco-sourced indigenous plants directly upstream of current plantings, and to install signage that informs users that the area is WDC esplanade reserve with public access. This work will continue to be led by the WDC Greenspace Team and Jobs for Nature rangers in 2022-23.
- 4.6. The surrounding area is undergoing development of urban housing, including the placement of a nearby retirement village. The area on the south side was cleared of willows in August 2019, with some of the areas planted with native plants in 2019-21. The planting areas are suitable terrain for community planting events to be held, however has not been possible to-date due to COVID restrictions, but may be possible in 2022-23.
- 4.7. Budget for plant maintenance, such as weeding around plants and weed control (e.g. blackberry) is available under the ZIPA operational budget for 2022-23.



Figure 3: Existing native planting along the South Brook beside the Townsend Fields Stormwater Management Area (April 2022)

#### ***Terrestrial plantings on the Kaiapoi River, and Environment Canterbury mahinga kai watercress project support***

- 4.8. The Greenspace team has produced a Kaiapoi River spatial planting plan, which incorporates both terrestrial and aquatic tidal plantings. This plan takes into consideration

Kaiapoi town planning, Kaiapoi Regeneration Zone planning, and Environment Canterbury priorities.

- 4.9. \$10,000 is proposed be allocated in the 2022-23 year to Kaiapoi River riparian planting, and \$5,000 allocated to the Environment Canterbury watercress mahinga kai project for the Cam River.
- 4.10. WDC staff and Environment Canterbury (as landowner) have been progressively planting native species along the riparian margins and also intertidal flats of the Kaiapoi River since the Canterbury earthquake sequence as part of earthquake recovery, as well as for biodiversity and amenity improvements. The intertidal planting been completed by WDC staff, with existing plantings predicted to spread in size and distribution over time. Therefore there is only requirement for further terrestrial plantings, with no further intertidal plantings.
- 4.11. Environment Canterbury Tuia staff commenced a mahinga kai watercress enhancement project for the Cam River above Bramleys Road Bridge in 2021-22, in consultation with Ngāi Tūāhuriri members. The first phase of this project, which involved weeding out of competing water plants has received positive feedback from a kai gatherer that there has an increase in watercress available.
- 4.12. WDC staff understand that the works proposed in 2022-23 include improving bank access for harvesting with steps or re-battering of slope, installation of sediment traps, and continued weeding out of the monkey musk and water speedwell species, as competing water plants. WDC staff propose to allocate a budget a \$5,000 budget from ZIPA Recommendation 1.27 to this project as it meets the aim to 'improve habitat for mahinga kai' in the Cam River, pending receipt and discussion of an update on the progress of this project to the Land and Water Committee. Further discussion with Environment Canterbury staff is also needed to establish how this WDC funding would be best utilised in conjunction with a continued allocation of Environment Canterbury budget for 2022-23.
- 4.13. If suitable allocation of the \$5,000 WDC ZIPA budget is not found with the watercress mahinga kai project, a potential re-allocation could be to the North Brook Trail project, for partial funding of deer fencing to create a riparian buffer or other capex costs.

***McIntosh Drain - Inanga spawning habitat improvements***

- 4.14. There are significant inanga spawning sites located on WDC land, such as at Taranaki Stream, Courtenay Stream and McIntosh Drain. These sites have received ZIPA in previous years for inanga habitat improvements to increase spawning success, as recommended by Aquatic Ecology Ltd.
- 4.15. Aquatic Ecology Ltd (AEL) reviewed inanga spawning sites and quality of habitat in the Waimakariri District in reports from 2017, 2019 and 2021. Habitat improvements carried out by WDC are thought to have improved spawning in the Courtenay Stream, but it is too soon to see if the Taranaki improvements have been successful. Additional works, following recommendations from AEL are proposed to be carried out by WDC staff at McIntosh Drain (Figure 4) directly upstream of a proposed new pump station.

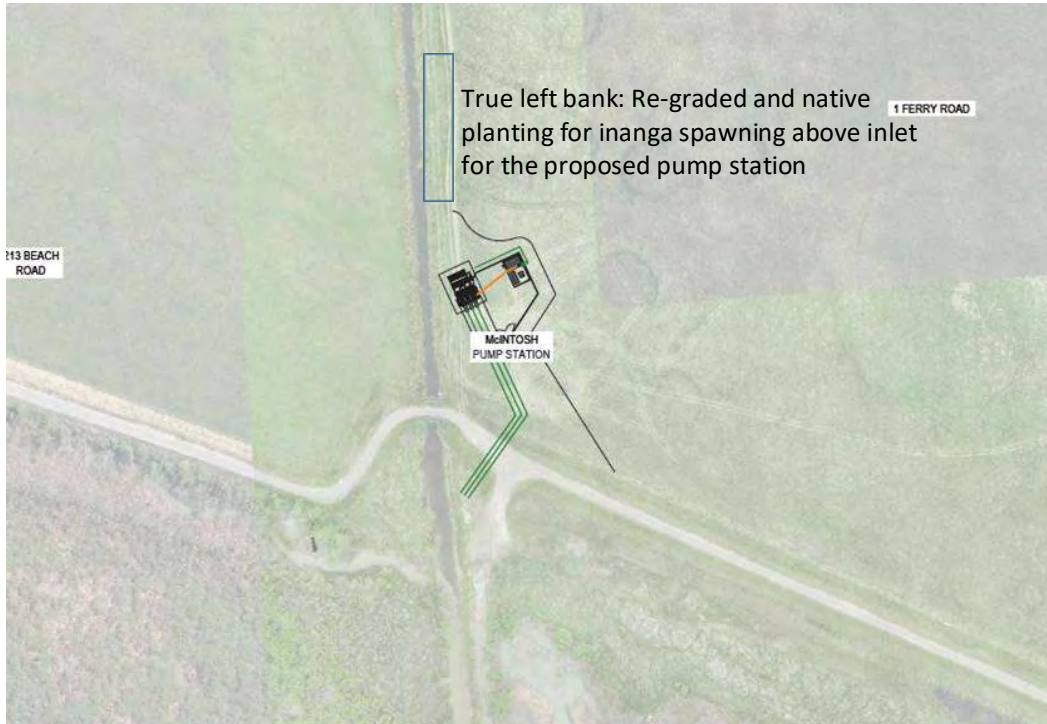


Figure 4: The location of the proposed bank re-grading, followed by native planting on the McIntosh Drain, north of a proposed pump station.

- 4.16. Co-funding for this project has been secured from the Environment Canterbury Regional Fish Habitat Fund for \$5,575 (excluding GST) towards the cost of bank regrading to at least a 1:3 ratio, and planting of native inanga spawning grasses (such as *Carex virgata* and *Cyperus ustulatus*).
- 4.17. Initially bank regrading and planting was proposed from ZIPA budget in 2019-20, however was paused due to unconfirmed plans for the area as part of the Kaiapoi flood improvements project i.e. 'Shovel Ready' project for the McIntosh Drain. With finalised Shovel Ready plans excluding re-battering and planting of the bank to the north of the pump station, this is now proposed again to be provided from ZIPA budget in 2022-23. The Shovel Ready project will re-batter and plant natives along the inlet to the pump station, as required by resource consent conditions.

#### **Alignment with the Waimakariri Water Zone Committee Action Plan 2021-24**

- 4.18. The Capex projects proposed in this report align with the WWZC Action Plan goals of:
- 4.18.1. Increased indigenous biodiversity in the zone.
- 4.18.2. Protection and enhancement of recreation in the zone.
- 4.18.3. Improved mahinga kai within the Waimakariri Water Zone.

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

- 4.19. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The ZIPA recommendations and budget allocations are to meet targets in the Canterbury Water Management Strategy for recreation and amenity, biodiversity and mahinga kai provision for example.
- 4.20. The Management Team has reviewed this report and support the recommendations.



## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. The projects in this report will be presented to the next WDC- Ngāi Tūāhuriri liaison meeting for discussion.

### 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.

5.2.1. Waimakariri Water Zone Committee – An update on the progress of ZIPA projects is presented quarterly to the Waimakariri Water Zone Committee for comment and discussion.

### 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. The wider community was consulted on the role of WDC and budget allocation for the ZIPA in the draft Annual Plan public consultation in March-April 2019.

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

### 6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Budget has been already been approved in the Long Term Plan for 2021-31. This report is for more detailed specifics of the proposed projects for 2022-23.

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

The recommendations in this report do have sustainability and/or climate change impacts. The projects for planting of trees will help to sequester carbon. Fish passage remediation will aid the sustainable future of local fish populations that are migratory species.

### 6.3 **Risk Management**

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

ZIPA capex spend is reported on quarterly in a summary capital expenditure report to the Audit and Risk Committee. This provides governance with information of any risk of an under or overspend.

#### **Health and Safety**

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

ZIPA capital expenditure project implementation will follow established health and safety processes. There are no new health and safety risks or hazards that have been identified.

## 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**

Resource Management Act (1991). All capital expenditure works requiring consent are anticipated to be covered by the 'Maintenance and Minor Works in Waterways' global

consent (CRC195065, CRC195066, CRC195067) that WDC has been granted from Environment Canterbury, and the Waimakariri District Council consent RC19143 for works beside waterways.

**7.3. Consistency with Community Outcomes**

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

**7.4. Authorising Delegations**

The Land and Water Committee hold the delegation for the allocation of the ZIPA budget.

Waimakariri ZIPA - Final version (26 November 2018)		WDC and ECan roles (MOU)		WDC Funding								Notes	
Recommendation	Text	Project Lead	Project Contributor	Current funding per annum (K) 19/20, 20/21	Option A Low WDC funding (K) CAPEX	Option A Low WDC funding (K) OPEX	Option B Medium WDC funding (K) CAPEX	Option B Medium WDC funding (K) OPEX	Option C High WDC funding (K) CAPEX	Option C High WDC funding (K) OPEX			
1.1	That Environment Canterbury and the Waimakariri District Council support the Waimakariri Water Zone Committee to prioritise catchments and develop at least two Catchment Management Plans per year. These plans will provide specific catchment management goals and actions, priorities and monitoring programmes to support the implementation of ZIP Addendum recommendations.	Waimakariri Water Zone Committee	ECan Zone Delivery	0	0	0	0	0	0	0	20	Would be for Taranaki Coastal Streams, maybe Saltwater Creek Catchment (Still need to scope cost and scope of Catchment Management Plans first before funding. High level funding could be for funding for Catchment Groups to lead catchment planning work.	
1.2	That Environment Canterbury and the Waimakariri Water Zone Committee support industry groups to provide sector, and catchment-specific support to landowners implementing Good Management Practice (GMP), including: a. sub-catchment groups working to reduce contaminant losses. b. increasing education and awareness of the Farm Environment Plan audit and accreditation process amongst wider community. c. educating and supporting landowners to protect catchment-specific ecological, biodiversity and Ngāi Tūāhuriri values by: – Preparing catchment management plans to implement on-the-ground waterway remediation projects at sites identified as priorities. – Providing workshops in vulnerable hotspots (i.e. high value or high contaminant loss) areas.	ECan Zone Delivery	ECan Regional Support, Waimakariri Water Zone Committee, WDC 3 Waters, Ngāi Tūāhuriri Rūnanga,	0	0	0	0	0	0	0	0		
1.4	That Environment Canterbury implement a comprehensive waterway monitoring plan for the Waimakariri Water Zone, including: a. Monitoring water quality and ecological health of waterways. b. State of the Takiwā monitoring, including the health and wellbeing of mahinga kai species. c. Measuring diversity and distributions of freshwater fish, invertebrates and aquatic vegetation throughout the zone. d. Identifying critical sources areas and measuring deposited sediment extent and character, particularly in spring-fed plains streams. e. Including important bathing sites in Schedule 6 of the Land and Water Regional Plan and assessing primary recreational water quality at: – Ashley River/Rakahuri at Gorge – Ashley River/Rakahuri at Rangiora-Loburn Bridge – Ashley River/Rakahuri at State Highway 1 – Kaiapoi River at Kaiapoi township – Pegasus Lake at Motu Quay – Cam River at Bramleys Rd f. Continuing to share information and integrating monitoring programmes between organisations, and promoting community-based monitoring of waterways (citizen science) and education initiatives g. Investigating the ecosystem health of hill country waterways to identify issues and catchment-specific management options as required. h. Supporting ongoing research into emerging contaminants, including endocrine disruptors, in the Waimakariri Water Zone. i. Investigating tidal waterbodies related to: I. Sediment deposition and salt water intrusion in: – Ashley River/Rakahuri – Saltwater Creek Estuary – Tidal reaches of Kaiapoi River, Saltwater Creek and Taranaki Creek II. Aquatic habitat shifts associated with climate change and sea level rise, including changes in inanga spawning areas. j. Monitoring water quality and ecological health in urban streams and rivers in conjunction with Waimakariri District Council	WDC 3 Waters (j. only)	ECan Science (j. only)	0	0	0	0	0	0	0	0	(j) only - Urban stream monitoring together with ECan. Covered under existing budgets for stormwater improvements.	
1.5	That Environment Canterbury and Waimakariri District Council investigate the impact of commercial forestry practices and wilding pines on downstream freshwater ecosystems.	ECan Science	WDC 3 Waters	0	0	0	0	0	0	0	0	0	National Environmental Standard for Plantation Forestry. Could start with the Saltwater Creek Catchment, due to catchment management group and Ashley Forest
1.6	That Environment Canterbury and the Waimakariri District Council support further research into factors that influence and/or control toxic cyanobacteria growth in the Ashley River/Rakahuri.	ECan Science	WDC 3 Waters	0	0	0	0	0	0	0	0	0	Research would require substantial funding of a third party e.g. Cawthron Institute. It would be better to advocate for central government research funding support. Proposed

Recommendation	Text	Project Lead	Project Contributor	Current funding per annum (K) 19/20, 20/21	Option A Low WDC funding (K) CAPEX	Option A Low WDC funding (K) OPEX	Option B Medium WDC funding (K) CAPEX	Option B Medium WDC funding (K) OPEX	Option C High WDC funding (K) CAPEX	Option C High WDC funding (K) OPEX	Notes
1.7	That Environment Canterbury, Waimakariri District Council, and Ngāi Tuāhuriri review the waterway management and maintenance methods used in the Zone. The review which should be publicly reported, would include: a. Preparation of an inventory of the main methods, including chemicals and mechanical methods, used by public and private land and water managers in the Zone; b. The findings of recent work by EPA, MfE or other relevant New Zealand organisations reviewing the potential effects of the listed chemicals on waterway ecosystem health and of other methods; c. An assessment of the risk to soil biodiversity and waterway ecosystem health in the Zone from use of chemicals or other methods.	WDC 3 Waters	Ngāi Tuāhuriri Rūnanga, ECan Science	10	0	0	0	0	0	0	10 Review completed in 2020 for WDC Drainage Maintenance Management Plan (200728095074). Could fund hours by WDC Water Environment Advisor, or WDC contractor for private drainage management practices and education. ECan will promote existing resources as BAU.
1.8	That Environment Canterbury, Waimakariri District Council, Department of Conservation, Fish and Game, and Ngāi Tuāhuriri review the presence and effects of barriers to indigenous and introduced fish migration on waterways in the Zone in consultation with stakeholders and land owners. The review should: a. Identify locations where there are barriers to migrating indigenous fish and salmonids b. Consider the purpose of specific barriers (e.g. tidal control, flood management, drainage) c. Determine and prioritise options for removing or retrofitting barriers appropriate to different species at specific sites.	ECan Zone Delivery	WDC 3 Waters, Ngāi Tuāhuriri Rūnanga, DOC, Fish & Game	20	5	5	10	5	30	0	10 Fish passage projects or survey work. Fish passage guidelines now required by the National Policy Statement for Freshwater Management (2020)
1.14	That Environment Canterbury and Waimakariri District Council ensure waterway management and maintenance activities minimise contaminant losses to downstream waterbodies and loss of aquatic life, while maintaining flood carrying capacity.	WDC 3 Waters, ECan Zone Delivery		20	15	5	10	15	60	20	20 Funding to start implementation of initiatives under the Drainage Maintenance Management Plan (200728095074). Funding for drain shading, channel
1.18	That Environment Canterbury and the Waimakariri District Council support landowners with education and guidance on appropriate riparian set back distances and plantings for different situations.	ECan Zone Delivery	WDC 3 Waters, WDC	0	0	0	0	0	0	0	0 Resource provided by ECan/National guidance? BAU with 70 hours Water Environment Advisor. Setback details from Section 360 Stock Regulations
1.19	That Environment Canterbury and Waimakariri District Council work with the forestry sector and MPI to: a. Identify high risk periods over the next 5 years when earthworks and harvesting will take place within the Waimakariri Water Zone, so resources can be targeted to ensure potential environmental effects are mitigated or avoided. b. ensure that implementation of the NES is effective within the zone.	ECan Strategy & Planning	WDC Policy & Strategy	0	0	0	0	0	0	0	0 BAU with ECan, and working with forestry industry
1.20	That Ngāi Tuāhuriri, Te Rūnanga o Ngāi Tahu, Environment Canterbury, and Waimakariri District Council work together to identify areas and waterways of high cultural value and options for protecting those values including providing for mahinga kai and the protection of wāhi tapu and wāhi taonga within the Waimakariri Water Zone.	ECan Planning	Ngāi Tuāhuriri Rūnanga,	0	0	0	0	0	0	0	0
1.21	That Environment Canterbury prioritise on the ground projects for Taranaki Creek, given its significant value to Ngāi Tuāhuriri and proximity to Kaiapoi Pā, particularly those related to: • reducing and removing sources and legacies of deposited fine sediment • improving the quality of habitat for mahinga kai species • removing barriers to native fish passage • removal of invasive fish species	ECan Science	Ngāi Tuāhuriri Rūnanga, WDC 3 Waters, WDC Greenspace, ECan Zone Delivery	0	0	0	0	0	0	0	0
1.22	That Environment Canterbury and the Waimakariri District Council recognise the Ashley River/Rakahuri for its important natural landscape values, braided river characteristics, and braided river bird (nesting and feeding) habitat.	WDC Planning, ECan Planning		0	0	0	0	0	0	0	0 Recognised as Outstanding Natural Landscape and Special Amenity Area in draft District Plan. Ecologist-Biodiversity role with 30 hours/year to implement? Braided river work
1.24	That Environment Canterbury and the Waimakariri District Council recognise the Upper Ashley River/Rakahuri catchment, including Lees Valley, for its high natural landscape and ecosystem values, and protect its waterways from degradation by: • avoiding increased contaminant losses to waterways. • preventing the removal or degradation of any existing wetlands. • preventing the expansion of wilding pines.	ECan Planning	WDC Planning	0	0	0	0	0	0	0	0 On track to protect Lees Valley wetlands as SNAs in District Plan, and designate area as Outstanding Natural Landscape . BAU with 70 hours Water Environment Advisor / Ecologist - Biodiversity for compliance
1.25	That Environment Canterbury and the Waimakariri District Council initiate public education and awareness campaigns aimed at improving the water quality and health of urban waterways.	WDC 3 Waters	ECan Zone Delivery	20	0	10	0	10	0	20	20 Urban waterway education (funding for Enviroschools Canterbury- decision from S17a review report)

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1.26	That Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, and improved recreational amenity in the North Waimakariri River tributaries.	ECan Zone Delivery	WDC 3 Waters, WDC Greenspace, Ngāi Tūāhuriri Rūnanga	70	10	5	5	15	40	20	Fencing, walkways on WDC land, as well as biodiversity and stream health projects. Continue with South Brook Townsend Fields Reserve and possibly start work on a new esplanade reserve.
1.27	That Environment Canterbury and the Waimakariri District Council prioritise on-the-ground projects in the Cam River/Ruataniwha and Kaiapoi/Silverstream, including but not limited to: <ul style="list-style-type: none"> <li>Reducing and removing sources and legacies of deposited fine sediment.</li> <li>Improving the quality of habitat for mahinga kai.</li> <li>Removing barriers to native fish passage.</li> </ul>	ECan Zone Delivery	WDC 3 Waters, Ngāi Tūāhuriri Rūnanga	10	15	5	20	10	45	15	Kaiapoi river projects e.g. plantings (\$10k for 3 years), transitions to funding for Cam River, post the Cam River Enhancement Fund (projects and emptying of sediment traps). Watercress mahinga kai enhancement (access, signage, shade management)
1.28	That Environment Canterbury and Waimakariri District Council investigate options to fund plants for riparian or wetland planting on land managed in accordance with an FEP or a Management Plan. (see also Rec 2.9)	ECan Regional Support	WDC 3 Waters	0	0	0	0	0	10	10	Contribute to Environment Canterbury to find funding and providing guidance to landowners- could fund a community organisation, with WDC Biodiversity Contestable Fund focussing on SNAs
2.1	The zone committee recommends that Environment Canterbury and the Waimakariri District Council work with Ngāi Tūāhuriri, landowners, agencies and stakeholders to integrate indigenous biodiversity in a whole of waterway, Ki Uta Ki Tai, approach to managing catchments in the Waimakariri Water Zone.	ECan Zone Delivery	WDC 3 Waters, WDC Planning,	0	0	0	0	0	0	0	Capture in District Plan (Natural Character of waterbodies chapter etc.) and Catchment Management Plans
2.2	The Waimakariri Water Zone Committee endorses and supports the implementation of the Canterbury Regional Biodiversity Strategy as it applies in the Waimakariri Water Zone. In particular: <ol style="list-style-type: none"> <li>The zone committee endorses the vision, goals, targets, and actions of Canterbury Regional Biodiversity Strategy;</li> <li>The zone committee recommends that Environment Canterbury support the appointment of a regional co-ordinator for the Canterbury Regional Biodiversity Strategy</li> <li>The zone committee recommends that Waimakariri District Council increase its biodiversity capability and capacity</li> </ol>	Waimakariri Water Zone Committee	ECan Strategy & Planning	110	0	110	0	110	0	110	1 X Ecologist-Biodiversity at 90k/yr plus 20K overheads
2.3	The zone committee recommends implementing the Canterbury Biodiversity Strategy, at the water zone level, with a Waimakariri Biodiversity Action Plan to enable the following actions: <ul style="list-style-type: none"> <li>Developing and illustrating a vision for indigenous biodiversity (and related values) across the zone</li> <li>Mapping indigenous habitats, vegetation and, as appropriate, threatened plant and animal species in the zone</li> <li>Identifying actions for protection and enhancement of indigenous habitats, vegetation types and plant and animal species</li> <li>Identifying priority sites, waterways, springheads, wetlands, reaches or locations for protection</li> <li>Identifying priority habitats and vegetation for management actions</li> <li>Setting targets for biodiversity protection and enhancement in the zone</li> <li>Working with willing landowners to action indigenous biodiversity protection and enhancement projects</li> <li>Developing strategies and actions that incentivise indigenous biodiversity protection and enhancement on private land.</li> </ul>	ECan Regional Support	Waimakariri Water Zone Committee, WDC Policy & Strategy, WDC Greenspace, WDC 3 Waters, ECan Zone Delivery, Ngāi Tūāhuriri Rūnanga, DOC	0	0	0	0	0	0	0	No support for Waimakariri Biodiversity Action Plan until scoped further? Environmental and Biodiversity Strategy will be supported by BAU for Policy and Strategy Team in-house
2.4	That Environment Canterbury and the Waimakariri District Council consider climate change and sea level rise impacts on indigenous biodiversity in the Waimakariri Water Zone.	ECan Science	WDC Policy & Strategy, WDC 3	10	0	0	0	0	0	0	Was allocated to PhD 2019-21. BAU with Water Environment Advisor Ecologist-Biodiversity

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2.5	That Environment Canterbury and the Waimakariri District Council integrate indigenous biodiversity and instream ecological values into councils' planning and operational activities, including in work carried out by consultants or contractors.	ECan Planning	WDC Policy & Strategy, WDC 3 Waters, ECan Zone Delivery, ECan Science	10	0	10	0	10	0	20	Ecology surveys to assist planning and operational. Relates to rec. 1.7
2.6	That Environment Canterbury and Waimakariri District Council investigate further ways to protect braided river-bed breeding bird habitat and bird populations from the impacts of vehicles.	ECan Regional Support	WDC 3 Waters, Ashley Rakahuri	0	0	0	0	0	0	10	BAU Planning tools e.g. a Bylaw, signage education monitoring? Funding would be to support Ashley Rakahuri Rivercare Group
2.7	That Environment Canterbury, Waimakariri District Council and the Department of Conservation work with, and support, Ngāi Tūāhuriri Fenton Reserve Trustees in the Land and Water Solutions Programme project to reconnect coastal ecosystems between the Lower Ashley River/Rakahuri, the estuary and Te Aka Aka Fenton Reserve to provide for mahinga kai benefits for Ngāi Tūāhuriri Rūnanga.	ECan Strategy & Planning	ECan Science, ECan Zone Delivery, WDC Policy & Strategy	0	0	0	0	0	0	0	Support with scoping as BAU, for potential funding later
2.8	That Environment Canterbury and the Waimakariri District Council work with community groups to address indigenous biodiversity protection and enhancement by means such as: <ul style="list-style-type: none"> <li>• Provision of administrative support;</li> <li>• Provision of financial assistance;</li> <li>• Identification of funding sources;</li> <li>• Provision of technical advice; and</li> <li>• Endorsement of projects.</li> </ul>	ECan Zone Delivery	WDC 3 Waters, ECan Regional Support, ECan Science	0	0	0	0	20	20	30	Baseline support for community organisations for the Arohatia te Awa riparian planting, and could stretch to District-wide support for catchment groups and community groups
2.9	That Environment Canterbury and the Waimakariri District Council work with Ngāi Tūāhuriri, Department of Conservation and other agencies to assist landowners/land managers by: <ul style="list-style-type: none"> <li>• Establishing a biodiversity advisory service (e.g. advice on appropriate plant sources or riparian planting)</li> <li>• Advising on indigenous biodiversity management as part of farm management planning within catchment plans</li> <li>• Publicising positive biodiversity actions, events and news</li> <li>• Promoting and raising awareness of biodiversity values and protection or enhancement opportunities</li> <li>• Investigating the development of a system to ensure appropriate sources of plant material for revegetation and enhancement projects</li> <li>• Promoting and advising on appropriate wetland habitat and waterway protection</li> </ul>	ECan Zone Delivery	ECan Regional Support, WDC Greenspace, Ngāi Tūāhuriri Rūnanga, DOC, ECan Science	0	0	0	0	0	0	0	Provided through Rec 2.8, or BAU for Water Environment Advisor and Ecologist - Biodiversity. Service delivery model through baseline funding for a community organisation (e.g. Te Ara Kakariri) for ATA sites in ATA budget, but that is Cam River specific (need for whole of District.)
2.10	That Environment Canterbury and the Waimakariri District Council explore consenting options to enable landowners to undertake indigenous biodiversity initiatives including, but not restricted, to: <ul style="list-style-type: none"> <li>• habitat protection and enhancement</li> <li>• wetland creation or restoration</li> <li>• predator control of high values sites</li> <li>• revegetation projects</li> </ul>	ECan Planning	ECan Consents Planning, WDC Planning	0	0	0	0	0	0	0	BAU Planning tools (green consenting, bonus development lots) e.g. permitted activities, and/or WDC provides access to global consent in partnership
2.11	The zone committee recognises the importance of the tidal reaches of waterways as inanga habitat and recommends that Environment Canterbury and the Waimakariri District Council support the development of habitat at inanga spawning sites and riparian planting.	WDC 3 Waters, ECan Science	ECan Regional Support	10	0	0	5	5	5	5	Started with the McIntosh, Courtenay - potential further CAPEX work at Taranaki, Benzie's Creek, Saltwater Creek - as well as follow-up survey work and sea level rise preparation (OPEX)
2.12	The Waimakariri Water Zone Committee acknowledges the Ashley Estuary (Te Aka Aka) as a taonga within the Waimakariri Water Zone; and acknowledges the current project in relation to the Fenton Reserves (see Rec 2.7); and recommends the establishment of a working group comprising representatives of Ngāi Tūāhuriri, Environment Canterbury, Waimakariri District Council, Department of Conservation, Fish and Game and other agencies to develop a strategy and programme to protect and enhance Ngāi Tūāhuriri, biodiversity and recreational values in the face of current pressures, climate change and rising sea levels.	ECan Strategy & Planning	ECan Science, ECan Zone Delivery, WDC 3 Waters, WDC Policy & Strategy	0	0	0	0	0	0	0	BAU Water Environment Advisor support of 30 hours/year. Could overlap with the existing Northern Pegasus Bay Bylaw Advisory Group - but this group does not have a strong biodiversity focus currently.















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5.3	That the Waimakariri Water Zone Committee proposes within the Loburn Groundwater Allocation Zone to: a. cap the current allocation volume, b. allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting and c. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater takes, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Consents Planning	0	0	0	0	0	0	0	
5.4	That the Waimakariri Water Zone Committee proposes within the Cust Groundwater Allocation Zone to: a. cap the current allocation volume, b. allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting and c. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.5	That the Waimakariri Water Zone Committee proposes within the Eyre Groundwater Allocation Zone to: a. cap the current allocation volume, and b. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.6	That the Waimakariri Water Zone Committee propose to create a Lees Valley Groundwater Allocation Zone. Within the proposed Lees Valley Groundwater Allocation Zone: cap the current allocation volume, allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.7	That Environment Canterbury extend the Groundwater Allocation Zone boundaries further inland, to the edge of surface water catchment boundary.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.8	That Environment Canterbury allocates resources to improve monitoring of permitted groundwater irrigation takes for compliance with limits in the LWRP. The proposed GAZ boundaries are shown on Map X4.	ECan Science	ECan Science	0	0	0	0	0	0	0	
				305	45	155	50	210	210	350	TOTAL (\$K per year)
					450	1,550	500	2,100	2,100	3,500	Accumulative TOTAL (10 years)
					Option A	\$ 8.84	Option B	\$ 11.49	Option C	\$ 24.75	Rating impact per average rateable property- assuming CAPEX funded from rates, not loan
						0.32%		0.44%		0.73%	% of rates increase (based on 2021 Financial Year)

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR INFORMATION**

**FILE NO:** GOV-18 / 220602093522  
**REPORT TO:** Council  
**DATE OF MEETING:** 7 June 2022  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary  
Wednesday 27 April to Tuesday 31 May 2022

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 27 April	Meetings: Canterbury Mayoral Forum - Canterbury Regional Leadership Group: Covid Protection Framework; resident re several issues; Mayors John Carter and Helen Worboys with President and Chief Executive of LGNZ; Communities 4 Local Democracy Co-Ordinating Group Presented: Council's submission to Environment Canterbury's Annual Plan Attended: Funeral of Ron Rivers Spoke at: The AGM of the Rangiora RSA Club
Friday 29 April	Meeting: Communities 4 Local Democracy Co-Ordinating Group
Saturday 30 April	Attended: Fundraising event for Ukraine; Rangiora Museum Members' guided walk of early settlers' area of the cemetery Spoke at: Closing day of Waimakariri Sailing Club
Sunday 1 May	Attended: Function organised by Polish Embassy to mark 150 years of Polish settlement in New Zealand
Monday 2 May	Meetings: Communities 4 Local Democracy Co-Ordinating Group; phone call with resident re roading concern; citation preparation with nominees for Community Service Awards
Tuesday 3 May	Interview: Compass FM Meetings: Pre-Council agenda check; de-brief of Anzac Day services; with resident re local issues; monthly meeting of Council
Wednesday 4 May	Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; with developer re resource consent; with staff and lease holders of Waikuku Beach Holiday Park; Hearings of Annual Plan submissions; with resident re property

	<p>matters; Waitaha Primary Health Board; Oxford-Ohoka Community Board</p>
Thursday 5 May	<p>Meetings: Inspector Peter Cooper, NZ Police; with Police, residents and elected members re concerns in Cust; with residents, staff and Plunket representatives re proposed closure of Cust Plunket Rooms; Hearings of Annual Plan submissions; AGM of Friends of the Rangiora Town Hall</p> <p>Attended: Opening of exhibition by Russell Campbell at Art on the Quay</p>
Friday 6 May	<p>Meetings: With business owner re several matters; citation preparation with nominees for Community Service Awards</p> <p>Spoke at: Opening of St Patrick's Kaiapoi junior playground</p> <p>Attended: Funeral of Gary Lemon</p>
Sunday 8 May	<p>Attended: Bridge to Bridge Rowing Race (Cure Boating Club) along with Deputy Mayor Atkinson, Councillor Blackie and Jackie Watson - Chair of the Kaiapoi-Tuahiwi Community Board</p>
Monday 9 May	<p>Meetings: GCP sub-group ahead of Whakawhanake Kāinga Committee meeting (Urban Growth Partnership for Greater Christchurch); LGNZ Zone 5; Communities 4 Local Democracy Co-ordinating Group; citation preparation with nominee for Community Service Awards; Housing Working Group</p> <p>Attended: AGM of Rangiora Volunteer Fire Brigade and presented an Exceptional Service Award to Hamish Peter for 11 years' service as Chief Fire Officer</p>
Tuesday 10 May	<p>Interview: Compass FM</p> <p>Meetings: Christchurch City Council Chief Executive and representatives of MBIE re Regional Skills Leadership Group; local developer, with Council's Chief Executive; on-site with resident and Council's Manager Utilities and Roading re drainage issue; agenda briefing prior to meeting of Whakawhanake Kāinga Committee; briefings to Council</p>
Wednesday 11 May	<p>Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; with staff, elected members and Rangiora Airfield representatives re airfield master plan; citation preparation with nominees for Community Service Awards; resident re housing concern; update on Three Waters reform from Minister Mahuta (via Zoom); Waka Kōtahi, Council's Chief Executive and Roading Manager re Oxford speed limits; Greater Christchurch Partnership colleagues re report resolutions; Rangiora-Ashley Community Board</p>
Thursday 12 May	<p>Meetings: Regional Road Safety Working Group; citation preparation with nominees for Community Service Awards; resident re storage issue; Managing Editor of North Canterbury News; Council's Chief Executive and elected members on the Greater Christchurch Partnership</p> <p>Interview: By Star Media re damage to rural road signs</p>

Friday 13 May	Meetings: Greater Christchurch Partnership Sub-Group; Whakawhanake Kāinga Committee; Communities 4 Local Democracy Plenary Sub-Group, in Wellington
Saturday 14 May	Welcomed: and gave address to University of Canterbury political science students Attended: Farewell function for Senior Station Officer Robbie Boyd to acknowledge his 30 years' service to the Woodend Volunteer Fire Brigade
Sunday 15 May	Meeting: Waimakariri Arts Trust
Monday 16 May	Meetings: Communities 4 Local Democracy co-ordinating group; local developers, with staff; Council's Chief Executive and Manager Strategic Projects re development contributions; CDHB staff and representatives of Friends of rural hospitals re services; Kaiapoi-Tuahiwi Community Board Participated in video recording of recital of Sister City Poetry
Tuesday 17 May	Interview: Compass FM Meetings: Communities 4 Local Democracy Plenary Sub-Group; Council briefing; Audit and Risk Committee; Land and Water Committee; Utilities and Rooding Committee Visited: Family of the late Chris Greengrass, with Deputy Mayor and Chair Kaiapoi-Tuahiwi Community Board Attended: AGM of Woodpecker Community Trust; AGM of McAlpines Pipe Band and presented an Exceptional Service Award to Ray Harper for his 22 years' service as President Attended: Dinner for the Honorary Consul of Ukraine
Wednesday 18 May	Meeting: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; Rooding and Transport Portfolio holders, with staff; CDHB General Manager of Rural Health Services; Zonta Club representatives; citation preparation with nominees for Community Service Awards Attended: and spoke at funeral of Chris Greengrass; fundraising event for Ukraine
Thursday 19 May	Meetings: Resident re Rangiora races; Chief Executive Canterbury Employers' Chamber of Commerce, with Council's Chief Executive; resident re rural hospital services; Editor/Publisher of Locals magazine;
Friday 20 May	Meetings: Inspector Peter Cooper and resident re Police services; resident re Rangiora Racecourse; Rangiora Health Hub management and neighbours Assisted: Mayor Marie Black with street collection for Aviva Attended: NZ Commercial Project Awards
Saturday 21 May	Meeting: Rangiora Health Hub management and neighbours Attended: Rugby match Saracens vs Ohoka
Monday 23 May	Meetings: Communities 4 Local Democracy co-ordinating group Interview: RNZ re the late Dame Aroha Reriti-Crofts contribution to the community Attended: and spoke at the tangihanga for Dame Aroha



Tuesday 24 May	Meeting: Council Annual Plan deliberations; Pegasus Residents' Group AGM Attended: Service to farewell Dame Aroha
Wednesday 25 May	Meetings: Templeton Group; Council Annual Plan deliberations Hosted: Community Service Awards
Thursday 26 May	Interview: David Hill, North Canterbury News Meetings: Residents re Oxford school buses; Civil Defence Emergency Management Group Joint Committee; Canterbury Regional Transport Committee; Canterbury Mayoral Forum working dinner
Friday 27 May	Meetings: Canterbury Mayoral Forum; management of Daiken New Zealand Ltd, with Council's Strategy and Business Manager
Saturday 28 May	Spoke at: Mahinga Kai Community Planting Day, and participated in planting Attended: AGM of Kaiapoi District Historical Society; Final performance of North Canterbury Musical Society's production of "Annie"
Sunday 29 May	Attended: and spoke at exhibition opening – Ao Ata / Reflect Nature
Monday 30 May	Meeting: Business Relationship Manager Rangiora Promotions Association Attended: and participated in Kaiapoi Garden Club's Commemorative Planting
Tuesday 31 May	Meetings: With staff re Intensification Plan Change; Extraordinary of Council re Plan Change; Briefings to Council; Community and Recreation Committee; Youth Council

**THAT** the Council:

a) **Receives** report N°. 220602093522

Dan Gordon  
**MAYOR**