

Waimakariri District Council

Agenda

Tuesday 2 June 2026

9am

Council Chamber
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Deputy Mayor Philip Redmond

Cr Tim Bartle

Cr Brent Cairns

Cr Wendy Doody

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Bruce McLaren

Cr Shona Powell

Cr Joan Ward



WAIMAKARIRI
DISTRICT COUNCIL

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An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber at the Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday, 2 June 2026**, commencing at 9am.

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**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday, 5 May 2026**

11 – 24

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 5 May 2026.

4.2 **Matters Arising from Minutes**

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

6.1 **Rangiora Airfield Governance Review 2026** – Duncan Roxborough (Strategic and Special Projects Manager)

RECOMMENDATION

25 – 73

THAT the Council:

- (a) **Receives** Report No. 260114005452.
- (b) **Notes** that a review of Rangiora Airfield governance arrangements has been proposed for some time and that this review process is supported by the present Rangiora Airfield Advisory Group.
- (c) **Notes** that since the appointment of the dedicated Airfield Manager and Safety Officer, there have been a number of improvements in systems and management at the airfield.

- (d) **Approves** the establishment of a new Rangiora Airfield Management Group and an Airfield Safety Team, and the creation of a new Rangiora Airfield User Group (RAUG) based on Option 1 within this report and with the membership outlined below.
- Rangiora Airfield User Group:
 - An independent chairperson
 - The Airfield Manager and Safety Officer
 - A representative for the airfield business operators who has a business/operation on the airfield
 - A flight training representative operating at the airfield
 - A fixed-wing representative (aircraft above 600 kg) operating at the airfield – (preferably Canterbury Aero Club, but others may apply)
 - A fixed-wing rep (aircraft below 600kg) operating at the airfield
 - A helicopter operator's representative, operating at the airfield
 - An Air Transport/commercial operators' rep (initially combined with the Helicopter role above) operating at the airfield
 - A placeholder for a representative of the Airpark development
 - The Councillor Portfolio holder for the Rangiora Airfield, Deputy Mayor Philip Redmond.
- (NOTE: It is possible that the roles described above could be filled by the same person/representative. The roles are reflective of the types of operations performed at the airfield.)
- (e) **Approves** staff advertising for an independent aviation expert with significant governance experience interested in chairing the Rangiora Airfield User Group.
- (f) **Approves** Deputy Mayor Redmond, Councillor Joan Ward and General Manager Community and Recreation as members of the recruitment panel for the Independent Chair position.
- (g) **Approves** additional annual operational budget of \$20,000 to the Airfield activity budget to enable compensation of the independent chairperson, in the event that a suitable volunteer candidate is not located, with the proviso that the approved budget may only be spent on chairperson's fees.
- (h) **Approves** the Ex-officio members of the Rangiora Airfield User Group (or Advisory Group, as the case may be) as being:
- The Mayor of Waimakariri District Council
 - The Chief Executive of the Waimakariri District Council
 - The General Manager Community and Recreation
 - The Greenspace Manager
 - The Strategic and Special Projects Manager.
- (i) **Approves** the disestablishment of the present Airfield Master Plan subcommittee, noting that the purpose and duties of the previous subcommittee will be fulfilled by the new User Group.
- (j) **Approves** Keith Vallance becoming a member of the Rangiora Airfield Safety Team as a consequence of a CAANZ requirement for him as a nearby airfield operator.
- (k) **Notes** additional Option 1(a) is a variation to Option 1, which provides for the retention (outside of the proposed Rangiora Airfield User Group) of the Independent Adviser role of Bruce Drake for a term of 1 year transition period (from the date of decisions made in this report), on an on-call basis. This would allow the Independent Adviser time to pass on useful history to Council or the Rangiora Airfield Management Group when required.
- (l) **Approves** the proposed Terms of Reference (TRIM 250619111394 attached to this report), membership and proposed objectives of the Rangiora Airfield Safety Team.

- (m) **Approves** the proposed membership of the Rangiora Airfield Management Group:
- An independent chairperson (same person as the Rangiora Airfield User Group independent chair)
 - The Airfield Chief Executive Officer. (General Manager Community and Recreation)
 - The Strategic and Special Projects Manager
 - The Airfield Manager and Safety Officer
 - The Airfield Asset Owner (Greenspace Manager)
 - The Chief Executive would be ex-officio to this group.
- (n) **Notes** that if the recommendations in this report are adopted, any present holders of positions on the Advisory Group who now become redundant will be notified by staff, along with acknowledgement and thanks on behalf of the Council for the many years of service provided by those role holders. This is principally the two independent council-appointed roles on the present Advisory Group (presently Keith Vallance and Bruce Drake), as well as the Sport Aircraft Association Rep (presently John Dugdale), and the Cadets Rep (Buzz Harvey).
- (o) **Considers**, in future through general Council business, some form of formal recognition of the services provided by any members of the present Advisory Group who would no longer occupy a position. Staff would work alongside the Council to establish appropriate recognition mechanisms for individuals.
- (p) **Circulates** this report to all Community Boards for information.

7. REPORTS

7.1 Rangiora Eastern Link Procurement Strategy and Targeted Early Contractor Involvement – Rob Kerr (REL Programme Manager)

RECOMMENDATION

74 – 120

THAT the Council:

- (a) **Receives** Report No. 260430106446.
- (b) **Notes** that the Rangiora Eastern Link Business Case was adopted by Council on 3 March 2026 and submitted to NZ Transport Agency Waka Kotahi for co-funding consideration.
- (c) **Notes** that NZTA has endorsed the Business Case and approved 51% co-funding of the pre-implementation (\$4.04 million) and property acquisition (\$4.80 million) phases of the project, making NZTA's share \$4.51 million.
- (d) **Notes** that the Rangiora Eastern Link procurement strategy has been updated following open-market supplier engagement and market sounding undertaken in March/April 2026.
- (e) **Approves** the procurement strategy for the Rangiora Eastern Link, which is based on Option 3 (from section 4.6 below)
 - i. a fully documented Design/Tender/Construct approach,
 - ii. a two-stage procurement process for the design consultants, involving
 - an open and competitive process to shortlist consultants, and then
 - a targeted request for proposals from the shortlisted consultants.
 - iii. an open and competitive shortlisting process to
 - appoint approximately three contractors to be involved in providing Early Contractor Involvement (ECI) services; and then
 - A targeted Request for Proposals for the main works contract to be sought from the shortlisted ECI contractors.

- (f) **Approves**, in principle, packaging the physical works as a single main construction contract for all works, with the possible exception of the Northbrook Stream to Boys Road section, which may be delivered by the neighbouring developer as detailed through a Private Development Agreement, (which will be considered by the Council in a separate report), should this provide best value and programme alignment.
- (g) **Notes** that the General Manager Utilities and Roothing will approve and issue the necessary procurement documents and enter into ECI Services Agreements with shortlisted contractors and make associated procurement decisions within approved project budgets and Council delegations.
- (h) **Notes** that progression of the project will be subject to further approval steps by Council, including (i) appointing the design consultant, (ii) approval of the draft Concept Design and associated cost estimate, (ii) prior to issuing the construction contract for tender to confirm funding, and (iii) entering into the main construction contract.
- (i) **Notes** that the above steps remain contingent on NZTA approving funding for the Implementation phase which is forecast to be a further \$21.51 million in addition to the pre-implementation funding, out of the expected total project cost of \$65.59 million.

7.2 **Management of Whitebait Activity in 2026, Kairaki Beach** – Mike Kwant (Senior Ranger Biodiversity) and Dr Bex Dollery (Biodiversity Team Leader)

RECOMMENDATION

121 – 174

THAT the Council:

- (a) **Receives** Report No. RES-01-12 / 260513115451.
- (b) **Approves** the option to enforce the no camping rule in the Kairaki Beach area as stipulated in the Northern Pegasus Bay Bylaw.
- (c) **Notes** that the issue for Council to resolve is focused on access and how people are utilising the public space at Kairaki Beach (e.g. camping), not to look into the activity of whitebaiting itself, as Waimakariri District Council has no delegation to manage this fishery.
- (d) **Notes** that engagement with Te Ngāi Tūāhuriri Rūnanga will be ongoing to discuss the locality and practicality of nohoanga provision in the District.
- (e) **Notes** that there will be more investigation into camping options at Kairaki, with any decision points brought back to Council before enactment.
- (f) **Notes** that WDC is responsible for the impact of the activity associated with whitebaiting on the public land governed by the Northern Pegasus Bay Bylaw, in which Environment Canterbury is a stakeholder, and the Department of Conservation has jurisdiction to manage the act of whitebaiting.

7.3 **Section 155 Assessment of Proposed Public Spaces Bylaw** – Gina Maxwell (Business and Projects Advisor), on behalf of the Public Spaces Project Advisory Group

RECOMMENDATION

175 – 208

THAT the Council:

- (a) **Receives** Report No. TRIM number: 260514116200
- (b) **Approves**, in accordance with the requirements of the LGA section 155, the assessment report (attachment I 260511112506), that:
 - the Bylaw is the most appropriate way of addressing the public spaces issues.
 - the Bylaw is the most appropriate form of bylaw, and that
 - the Bylaw is consistent with the New Zealand Bill of Rights Act 1990, with any limitations being reasonable and justified in terms of section 5.

- (c) **Endorses** staff proceeding to develop a draft Public Spaces Bylaw and Statement of Proposal
- (d) **Notes** Under section 155 of the Local Government Act 2002, Council is required to determine whether a bylaw is the most appropriate way to address the identified issues before a draft bylaw is prepared. Approval of this recommendation does not adopt a bylaw. It enables staff to develop a draft Public Spaces Bylaw and Statement of Proposal, which will be presented to Council for approval prior to public consultation under section 156 of the Act.
- (e) **Circulates** the report and attachments to the Community Boards for information.

7.4 **Closed Circuit Television and Other Recording Devices Policy** – Katherine Brocas
(Senior Advisor Strategy and Delivery)

RECOMMENDATION

209 – 224

THAT the Council:

- (a) **Receives** Report No. 260507111042.
- (b) **Approves** the Draft Closed Circuit Television and Other Recording Devices Policy (attachment i) for public consultation.
- (c) **Notes** the proposed consultation period of 5 June to 3 July 2026 and the proposed adoption date of 7 August 2026.
- (d) **Notes** that upon review of submissions received on the draft, a final Closed-circuit Television and Other Recording Devices Policy will be prepared and presented to Council for adoption in August 2026.
- (e) **Circulates** this report and its attachments to the Community Boards for information.

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report April 2026 to May 18 2026** – Jeff Millward (Chief Executive)

RECOMMENDATION

225 – 236

THAT the Council:

- (a) **Receives** Report No. 260519119577.
- (b) **Notes** that there were no WorkSafe notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015
- (c) **Circulates** this report to the Community Boards for their information.

9. **MATTER REFERRED FROM THE AUDIT AND RISK COMMITTEE**

9.1 **2026 Audit Planning Letters from Audit New Zealand** – Chris Genet (General Manager Finance and Business Support)

(Refer to the attached copy of the report, Trim no. 260507111258, to the Audit and Risk Committee Meeting of 19 May 2026).

RECOMMENDATION

237 – 283

THAT the Council

- (a) **Approves** the Audit Engagement Letter and Audit Proposal Letter for the three years ending 30 June 2028, with the Mayor to sign both letters on behalf of the Council.

- (b) **Notes** the contents of the Audit Plan, including the areas of audit focus and timetable for the audit.
- (c) **Approves** additional budget of \$29,978 for the audit fee in the 2025/26 financial year.
- (d) **Notes** the audit fee has increased by \$29,787 from \$285,071 to \$317,158. The increase in audit fee is attributed to a revised staffing mix for the audit, increased charge-out rates for auditors, an increase in the OAG Audit Standards and Quality support fees, and the removal of the previous \$15,004 discount to the audit fee.

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 Minutes of the Audit and Risk Committee meeting 17 March 2026

10.2 Minutes of the Utilities and Roading Committee meeting 14 April 2026

RECOMMENDATION

284 – 304

THAT the Council

- (a) **Receives** Items 10.1 and 10.2 for information.

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 Minutes of the Oxford-Ohoka Community Board meeting 8 April 2026

11.2 Minutes of the Rangiora-Ashley Community Board meeting 8 April 2026

11.3 Minutes of the Kaiapoi-Tuahiwi Community Board meeting 20 April 2026

RECOMMENDATION

305 – 343

THAT the Council

- (a) **Receives** Items 11.1 to 11.3 for information.

12. **COUNCIL PORTFOLIO UPDATES**

12.1 **Iwi Relationships** – Mayor Dan Gordon

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

12.3 **Government Reforms** – Mayor Dan Gordon

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

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

13. **QUESTIONS**

(under Standing Orders)

14. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

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

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

That the public is excluded from the following parts of the proceedings of this meeting.

- 15.1 Confirmation of Public Excluded Minutes of Council Meeting 5 May 2026
- 15.2 Regeneration Land Encumbrances Removal
- 15.3 22/28 Graffiti Abatement Maintenance Contract Extension
- 15.4 Opportunity to Connect Edward St to Albert St
- 15.5 Survus, Waller and Wyatt appeal – Request for consideration of next step options.
- 15.6 South Kaiapoi Mixed-Use Business Area Update

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	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
15.1	Confirmation of Public Excluded Minutes of Council Meeting 5 May 2026	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege LGOIMA Section 7 (2)(a), (g) and (i).
ADJOURNED BUSINESS			
15.2	Regeneration Land Encumbrances Removal	Good reason to withhold exists under Section 7	To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2) and (i).
REPORTS			
15.3	22/28 Graffiti Abatement Maintenance Contract Extension	Good reason to withhold exists under Section 7	To enable the local authority to carry out, without prejudice or disadvantage, commercial activities and enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2)(h) and (i).
15.4	Opportunity to Connect Edward St to Albert St	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal privilege LGOIMA Section 7 (2)(a), (g), and (i).
15.5	Survus, Waller and Wyatt appeal – Request for consideration of next step options.	Good reason to withhold exists under Section 7	To maintain legal professional privilege. LGOIMA Section 7(g)
15.6	South Kaiapoi Mixed-Use Business Area Update	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal privilege. LGOIMA Section 7 (2)(a), (g), and (i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

NEXT MEETING

The next ordinary meeting of the Council is scheduled for Tuesday, 7 July 2026, commencing at 9am and will be held in the Council Chamber, 215 High Street, Rangiora.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON TUESDAY, 5 MAY 2026, COMMENCING AT 9AM.

PRESENT

Mayor D Gordon (arrived 9:34am), Deputy Mayor P Redmond, Councillors T Bartle, B Cairns, W Doody, T Fulton, J Goldsworthy (arrived 9:04am), B McLaren (arrived 9:04am), N Mealings, S Powell, and J Ward.

IN ATTENDANCE

J Millward (Chief Executive), C Genet (General Manager Finance and Business Support), C Brown (General Manager Community and Recreation), K LaValley (General Manager Planning, Regulation and Environment), G MacLeod (Greenspace Manager), S Nichols (Governance Manager), K Howat (Parks and Facilities Team Leader), D Young (Senior Engineering Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were 34 members of the public present.

At the commencement of the meeting, Deputy Mayor Redmond assumed the chair.

1. APOLOGIES

Moved: Deputy Mayor Redmond

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** and sustains apologies for lateness from Mayor Gordon (arrived 9:34am) and Councillor Goldsworthy (arrived 9:04am).

CARRIED

2. CONFLICTS OF INTEREST

Nil.

3. ACKNOWLEDGEMENTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 31 March 2026

Moved: Councillor Fulton

Seconded: Councillor Bartle

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 31 March 2026.

CARRIED

4.2 Matters Arising from Minutes

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

5.1 Keep Rangiora Beautiful – Greg Miller, Adrienne McGowan and Grant Edge

G Miller advised that Keep Rangiora Beautiful (the Group) could no longer continue offering its services to the Rangiora community and had therefore resolved to disband. The Group, established in 1989, had been involved in recycling initiatives, rubbish clean-ups, graffiti removal, and planting projects. Over the past 37 years, the Group calculated that it had planted approximately 15,000 trees and shrubs within the Rangiora area. He noted that the Group had been well supported by the Council and had greatly appreciated that support.

G Edge advised that the Group had reached the point where disbanding was necessary; however, members remained interested in assisting and serving the community through planting projects and supporting initiatives led by other groups. He thanked Council staff for preparing the report and for working with the Group to develop a proposal for redirecting its remaining funds. The Group proposed that the funds be transferred to the Waimakariri Biodiversity Trust so it could continue to benefit the community through planting projects. The Group sought the Council's endorsement for this approach. G Edge acknowledged the many people who had contributed to the Group's work over the years and confirmed the Group's support for option one in the staff recommendation.

Deputy Mayor Redmond asked whether the Group had undertaken litter counts, and A McGowan replied that they had previously counted cigarette butts.

Councillor Mealings enquired whether the Group was an incorporated society, and A McGowan confirmed that they were not.

Item 7.1 "Keep Rangiora Beautiful Distribution of Funds and to Dissolve" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

5.2 **Baynons Road, Clarkville** – Sarah Manning and Leonie Ward

L Ward acknowledged the Council's willingness to engage with the community and emphasised the importance of open dialogue in a democratic setting. She described the significant disruption experienced by residents of Baynons Road, Clarkville, and surrounding areas since before Christmas 2025, when 60-tonne truck-and-trailer units began using local roads without prior notice. L Ward outlined the resulting impacts, including dust engulfing properties, stones and rocks falling from trucks, road damage, safety concerns for other road users, and severe vibration affecting homes close to the roadway.

L Ward highlighted the considerable stress and mental health strain on residents, noting that one household had two property sale agreements collapse due to the truck activity. She noted many residents felt their wellbeing had been treated as less important than the needs of the haul route, creating a strong sense of injustice. While residents supported forming a reference group and wished to participate, she stressed that the immediate issue remained unresolved: trucks continued to operate, and the community urgently needed the Council's help to stop the activity.

S Manning noted that the activity constituted heavy industrial use within a lifestyle zone and highlighted an urgent issue regarding the 90,000m³ consent granted to SOL Screening and Crushing Limited (SOL). She advised that residents were actively seeking legal remedies, as Environment Canterbury (ECan) had approved SOL to extract and crush 90,000m³ of riverbed gravel located only 190 metres from property boundaries, despite legal advice from a barrister indicating that the activity required public notification, which had not occurred.

S Manning emphasised that crushing river gravel generated silica dust, a known carcinogen that was light, airborne, and capable of travelling long distances. She noted that WorkSafe had recently strengthened silica regulations and that most New Zealand councils now required a minimum one-kilometre buffer between quarries and residential properties. S Manning further advised that SOL intended to extract several hundred thousand additional cubic metres further downstream and that residents had repeatedly been told this was necessary for flood protection, despite a senior ECan flood engineer's report indicating that the greater flood risk lay on the south side of the river.

S Manning advised that legal advice obtained by residents indicated that SOL's resource consent from the Council involved four breaches of the Waimakariri District Plan, and that the New Zealand Transport Agency designation did not provide the blanket approval suggested by Council advisors. She noted that the Resource Management Act, 1991, imposed a duty to avoid, remedy, or mitigate adverse environmental effects, including transport impacts, that had not been adequately addressed. Although a Traffic Management Plan had been prepared, the Council did not know how many trucks SOL intended to use, and no limit had been imposed. Under standard rules, activities generating more than 20 truck movements per day required resource consent, yet SOL's estimates suggested more than 200 truck movements daily, approximately one truck every three minutes.

Councillor Cairns enquired, in terms of the traffic movements, whether the mitigation effects had made any difference. S Manning noted the mitigation actions promised before Christmas 2025 had not eventuated. She advised that there had been instances of speeding and dangerous driving, including an incident in which a fence was damaged. She stated that mitigation measures had only been implemented that morning when truck movements recommenced. S Manning further noted that although a 40km/h speed limit was in place, in similar situations elsewhere, trucks had been required to travel at 15km/h and be fully covered, which would provide significant improvement.

Councillor Fulton questioned why residents raised their concerns with the subcontractor and not the contractor. S Manning understood that Downer New Zealand held the contract and was working with SOL, and that SOL held the gravel consent and was therefore heavily involved. She advised that SOL had undertaken a letter drop to residents, who had been instructed to contact SOL directly with any concerns.

Councillor Powell queried whether residents were satisfied with the terms of reference of the proposed Gravel Haulage Reference Group. S Manning expressed a concern that the terms of reference seemed very broad.

Item 7.2 "Gravel Haulage Reference Group – Terms of Reference" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

5.3 **Council Debt** - Dennis McLaughlan and Stephen Bell

D McLaughlin noted that he had spoken at the Council meeting on 31 March 2026 and had made an offer which he had expected the Council might wish to discuss; however, this had not eventuated. The offer had been rejected by the Council's solicitors, and it was, therefore, now withdrawn in relation to the Council's Local Government Finance Agency debt. D McLaughlin advised that following the Council meeting, he would be paying the rates of several ratepayers.

S Bell noted that he had been present at the court hearing and had witnessed the agreement.

The meeting adjourned for refreshments from 11.02am to 11.36am.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1 Keep Rangiora Beautiful Distribution of Funds and to Dissolve – G MacLeod (Community Greenspace Manager)

G MacLeod took the report as read.

Councillor Fulton questioned how planting and environmental remediation differed from activities such as rubbish collection. G MacLeod noted that when volunteers were present, they would naturally pick up any debris or rubbish they encountered. He stated that the value of having volunteers on site was that their scope of work was broad; they were not solely focused on planting trees but would observe and address issues across the wider area.

Moved: Councillor Ward

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 260224063056.
- (b) **Approves** the grant from the current financial year of \$4,835.75 (Inc GST) to be reassigned to the Waimakariri Biodiversity Trust for the purpose of delivering the Flaxton Pond Planting project that the Keep Rangiora Beautiful have been working on for the past few planting seasons.
- (c) **Notes** that the Council, through Mayor Gordon, wish to officially thank Keep Rangiora Beautiful for the contribution it has made during its 37 years of service to Rangiora.
- (d) **Notes** that the percentage of this grant against the annual rates bill is 0.0045% and has been budgeted as part of the current financial year.
- (e) **Notes** that staff will ensure the grant for Keep Rangiora Beautiful is removed from future budgets, noting the group is no longer operating.
- (f) **Notes** that any future funding for the Waimakariri Biodiversity Trust would be considered by Council as part of an Annual Plan process following a submission from the Trust.
- (g) **Notes** that staff are assisting in redistributing replacement trees and 14 water wells from Keep Rangiora Beautiful. These trees will likely be utilised in the Flaxton Pond and Millton Avenue projects.
- (h) **Notes** that the water wells are of interest to the Matawai planting group and could support the work they are doing at Matawai Park.
- (i) **Circulate** this report and outcomes to the Rangiora-Ashley Community Board.

CARRIED

Councillor Ward acknowledged the Keep Rangiora Beautiful's significant contribution over 37 years and thanked its members on behalf of the community. She noted that the Group's efforts had been remarkable and consistently sustained over that time.

Councillor Doody expressed her appreciation for everything the Keep Rangiora Beautiful had achieved. She recognised the importance of regular rubbish collection and expressed gratitude for the Group's longstanding work.

Councillor Cairns commented that, ten years earlier, he had been approached by the Council to establish the Kaiapoi Food Forest. At that time, he had met with G Miller, who had provided extensive advice on planting and on establishing the project. He thanked G Miller for his involvement and support in setting up the Kaiapoi Food Forest.

Deputy Mayor Redmond thanked Keep Rangiora Beautiful for its achievements over the past 37 years. He acknowledged that circumstances had changed over time and that the Group's work would now continue through the Waimakariri Biodiversity Trust. Deputy Mayor Redmond stated that it was appropriate for the remaining funds to be transferred accordingly.

The meeting adjourned 9.15am to 9.34am.

Deputy Mayor Redmond vacated the chair for Mayor Gordon.

7.2 Gravel Haulage Reference Group – Terms of Reference - D Young (Senior Engineering Advisor)

D Young spoke to the report, noting that Council sympathised with residents' concerns and that staff had been working extensively with residents to identify ways to mitigate the situation and improve it. He advised that there had been some success in this regard; however, the Council had undertaken a process to authorise and approve the haulage activity, which was currently under review by the parties involved.

Regarding the current haulage operations, D Young explained that staff meetings and correspondence had included Downer New Zealand. When staff met with contractors to reinforce the required mitigation measures, Downer New Zealand had been specifically invited. He advised that SOL had provided staff with signed induction forms for every driver, confirming that the mitigation requirements had been included. Staff intended to undertake regular site visits.

D Young provided an overview of the additional measures to be undertaken by staff, including a Road Safety Assessment and regular monitoring. He commented that he was encouraged to hear that residents supported establishing the proposed reference group and were generally comfortable with its terms of reference. D Young considered it critical that industry representatives were included in the group's meetings. He noted that the group would not have decision-making powers however staff would prepare a report for the Council's information and consideration.

Mayor Gordon asked whether the rubber speed-measurement devices were operational and how frequently they would be monitored. D Young explained that the devices were among the Council's standard traffic-counting tools. Following the first on-site meeting, staff had requested that Baynons Road be removed from its normal monitoring cycle and prioritised for early installation. He advised that the device operated with a logger, which could be downloaded when the unit was removed. It was intended that the device would be installed and removed regularly to collect and review data.

Councillor Fulton sought clarity on what incentive the subcontractor had to travel at higher speeds. D Young advised that he was not privy to the contract conditions or scheduling arrangements with the New Zealand Transport Agency. He noted that the assumption would be that payment was made per tonne or cubic metre delivered, meaning that higher delivery volumes in a day would result in higher payment. D Young further advised that staff understood the primary constraint on truck timing to be the capacity and availability for unloading at the quarry.

Councillor Fulton further queried the Council's ability to install slow-down signs. D Young advised he had spoken with the Roding Team about the possibility of a temporary speed limit. There were four criteria in the Act that had to be met before a temporary speed limit could be imposed. The on-site staff noticed several new signs.

Referring to the Gravel Haulage Reference Group and the appointment of representatives, Councillor Cairns noted that the truck movements would travel down Island Road, over Ohoka Road, past Sneyd Street and Cosgrove Road, onto the motorway, and past the Pineacres corner. He questioned whether the Council should include representatives from other affected roads. D Young explained that the intention was to focus on the urgent issue at hand, namely, how to move gravel from its source onto appropriately categorised roads for larger trucks. He noted that the reference group's purpose was specific to the north bank of the Waimakariri River.

Councillor Powell sought confirmation that crushing would not take place at the river. D Young advised that his understanding was that crushing was not included, and that staff had received assurances to that effect from SOL and Downer New Zealand.

Councillor Bartle asked about the signed Driver Induction Forms and how many had been completed. D Young noted that he had not counted them but understood from discussions with SOL that there would be approximately ten trucks operating on the route.

Councillor Goldsworthy noted that the Gravel Haulage Reference Group was specifically focused on the extraction activity on the north side of the Waimakariri River. He queried whether there was any reason the Group's findings could not be applied more broadly across the district as a standard approach. D Young stated that this would be one of the matters for the Council to consider when the Group's report was presented.

Moved: Mayor Gordon

Seconded: Councillor Powell

THAT the Council:

- (a) **Receives** Report No. 260420099349.
- (b) **Approves** the formation of the Gravel Haulage Reference Group.
- (c) **Adopts** the Gravel Haulage Reference Group Terms of Reference (Trim: 260420099341).
- (d) **Approves** an additional expenditure of \$20,000 from Rooding Operations (GL10.260.667.2465) to cover staff time and a facilitator.
- (e) **Notes** that Rob Kerr from Kerr and Partners will be the facilitator of the Reference Group, at an expected cost of \$10,000.
- (f) **Notes** that staff will be contacting residents on Baynons, Heywards, Taylors and Greigs Roads and requesting they appoint representatives to the Reference Group, as well as contacting the companies and organisations listed for acceptance on the Reference Group.
- (g) **Notes** that staff will organise the first meeting of the Reference Group once the above process is completed.
- (h) **Notes** that staff will be approaching selected landowners to discuss their views on selling land for a potential haulage route before the first meeting of this Reference Group.
- (i) **Notes** that staff will be commissioning a road safety assessment of Baynons and Heywards Road and the South Eyre/Heywards intersection and will consider further safety improvements as determined appropriate.
- (j) **Notes** that staff will be working with SOL and Downers to discuss temporary traffic speed limits on South Eyre Road.
- (k) **Notes** that staff will be regularly monitoring the activity on the road during the haulage period.

CARRIED

Mayor Gordon thanked the residents for the manner in which they had raised their concerns and acknowledged the seriousness of the issues presented. He recognised that the matter had taken a toll on residents. Mayor Gordon assured the community that the Council had been working diligently on their behalf. He emphasised that the Council was required to operate within defined parameters and commended D Young for undertaking the work in an exemplary manner.

Mayor Gordon noted that, should the activity proceed, the Council would need to determine appropriate mitigation measures to ensure that safety and residents' concerns were properly addressed. He reported that a maximum speed limit of 40km/h was being negotiated, operations were restricted to weekdays between 7am and 5pm, unsealed roads were to be watered to control dust, engine braking was prohibited, and trucks were to avoid Heywards Road past the school and preschool. The Council would also undertake additional safety audits and consider further measures for Baynons Road, Heywards Road, and South Eyre Road.

Mayor Gordon advised that he had met with the contractor, with Downer New Zealand present, and had raised concerns regarding falling rocks, stressing the need for effective management. The Council had been assured that no crushing would occur at the river site and that the activity related solely to loading and haulage of the 80,000m³. He confirmed that the Council would be carrying out regular site inspections. Mayor Gordon emphasised that the gravel was intended for the Woodend Bypass, a project of significant importance for the district.

Councillor Powell endorsed Mayor Gordon's comments. She was pleased that a Reference Group for future consents was being proposed and noted that it might be relevant across the Waimakariri District. Councillor Powell expressed her support for the additional recommendations, which she hoped would reassure residents that the Council was taking the safety issues seriously. She acknowledged that this had been a difficult period for residents and thanked them for their efforts and dedication. Councillor Powell also thanked Mayor Gordon and D Young for addressing the issue directly and for working with residents to identify a way forward.

Councillor Fulton commented that he had recently been appointed to a Community Liaison Group for the Wrights Road storage ponds and noted striking similarities in community concerns. He was interested in observing how the Gravel Haulage Reference Group would be formed, particularly given the tight parameters proposed for its scope. Councillor Fulton stated that the key message from the first meeting of the Community Liaison Group had been the importance of focusing on matters within the group's control. Some of these related to consent conditions, which created a clearly defined scope, while others involved community engagement and trust-building.

Deputy Mayor Redmond also supported the motion, including the additional recommendations, which he considered essential for addressing the issues currently affecting residents. He noted that the Terms of Reference needed to be sufficiently broad to address the potential extraction of a further one million cubic metres from the Waimakariri River. Deputy Mayor Redmond acknowledged the respectful manner in which residents had engaged with the Council and thanked staff for their work, noting that the process had not been easy for either residents or staff.

Item 5.3 "Council Debt" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

7.3 **Rangiora Croquet Loan Repayment Options** – G MacLeod (Greenspace Manager)

G MacLeod spoke to the report, noting that the matter had been referred from a previous Council meeting and that the requested additional information had been included in the report. He advised that the Croquet Club had provided a letter outlining its preferred option. G MacLeod provided an overview of the options presented in the report.

Mayor Gordon sought confirmation that the Rangiora Croquet Club (the Club) agreed to the proposed repayment plan. G MacLeod confirmed that the Club's preferred option was to convert the loan into a grant.

Deputy Mayor Redmond questioned the timeframe for converting the remaining loan balance into a grant. J Millward advised that the repayment was expected to occur over several years.

Councillor Fulton asked about the initial assessment process that led to the decision to issue the loan, and whether that process had changed since the loan was granted. C Brown explained that the Council had issued a range of community loans to various groups over several years, each assessed individually based on the group's specific circumstances and the purpose of the loan. He advised that the Council also provide several different grant types in addition to the loan scheme. Staff were reviewing the criteria and processes for grants and loans to ensure greater consistency in future.

Councillor Ward noted that the Club had received a grant to build new lawns in 2019/20. She asked whether the Club had received any operational grant funding since that time. G MacLeod advised that no operational grants had been provided. Responding to a supplementary question from Councillor Ward, C Brown noted that the Council did not provide operational grants for most clubs in the district. He observed that the grants previously provided to the Club were capital grants intended to support the construction of the second green.

Councillor Powell noted that the 2010/11 Annual Plan grant had been approved for up to \$100,000, although only \$47,500 was drawn down. She asked what that grant had been earmarked for. C Brown advised that the grant had been provided to establish the initial greens on the site. He noted that it had been a generous contribution from the Council to enable the Club to begin developing the greens, and that the final cost had depended on the extent of volunteer labour available.

Councillor Goldsworthy questioned whether the facility was open to the wider public for community benefit. C Brown reported that the Club offered green fee play, consistent with the practice of other sports clubs in the district.

Councillor Goldsworthy further enquired whether staff had met with the Club to assess its financial position. C Brown confirmed that staff had spent considerable time working with the Club to understand its financial circumstances. The recommendation reflected staff's view that a portion of the loan should be repaid, while also recognising the substantial volunteer contribution and the Club's limited financial capacity to repay the loan in full.

Councillor Cairns commented that the Club, through significant investment, had developed a level of service that the Council itself could not provide. He observed that the Council offered a range of grants and that the only comparable example he could identify was the MainPower Oval. He asked how staff would describe the Club's level of service. C Brown observed that the Council provided MainPower Oval with an operational grant, which enabled first-class cricket to be delivered in the Waimakariri district. He noted a distinction between equality and equity: some clubs required more assistance to reach an appropriate level of service.

Councillor Cairns further noted that the Club's annual income was approximately \$15,000, with around \$10,000 spent on maintenance and \$5,000 on affiliation fees. He observed that, when the Council had issued the loan, staff had anticipated that the Club would be able to repay it within three years. Councillor Cairns asked whether the Club had any significant sources of income beyond contributions from its members. C Brown advised that it did not, although the Club did have the ability to undertake fundraising.

In response to a question from Mayor Gordon, C Brown advised that all community groups had repaid their loans. He noted that there had been instances in the past where the Council had relaxed loans that had been in place for an extended period. An example was Waimakariri United Football, which had not been in a financial position to repay its loan. Having reviewed the Club's finances, he considered that, with some effort, the Croquet Club could repay a portion of the loan.

Councillor Cairns sought clarity on the impact on rates if the outstanding amount of \$9,958.34 remained on the Council's books. J Millward advised that if the Club repaid the \$9,958.34, the loan balance would be reduced accordingly, with no impact on rates.

Moved: Deputy Mayor Redmond

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 260423102110.
- (b) **Approves** Option 2d with Council entering a loan repayment arrangement with the Rangiora Croquet Club for the repayment of a total amount of \$9,958.34. This would have a 36-month term period from 1st July 2026 through to 30th June 2029.
- (c) **Notes** that the Rangiora Croquet Club have indicated that its preference is for the loan to be transferred to a grant as per its letter dated 21st April 2026 (Trim 260422100945).
- (d) **Notes** that equal payments over the course of the 36 months would equate to a monthly payment of \$276.62 or an annual payment of \$3,319.44 (totalling three payments) to reach the total repayment figure of \$9,958.34.
- (e) **Notes that** there is no interest included in the payment options recommended to Council.
- (f) **Approves** the remaining balance of the loan, totalling \$32,041.66, to be treated as a grant and expensed in the relevant financial year.
- (g) **Notes** that Community and Recreation staff intend to undertake a review of the community grants process and, as part of this, will develop some clear criteria for loans and report this back to the Community and Recreation Committee.

CARRIED

Councillor Ward against

Deputy Mayor Redmond believed that the motion was clear. He noted that he had initially opposed writing off the loan due to the undesirable precedent it could set. However, he supported using a grant to reduce the loan principal, reflecting the unique circumstances outlined in the report. Deputy Mayor Redmond observed that the loan had originally been issued for the construction of the building and did not consider using a grant to offset the loan to be an undesirable precedent.

Councillor Doody commented that she had been present when the matter was first raised and acknowledged the significant work undertaken by both table bowls and croquet clubs to establish the facility. She stated that the work the Croquet Club had undertaken to develop the grounds to their current standard was a credit to the Club. Councillor Doody viewed the loan as recognition of the considerable effort the Club had invested, noting that it had been a small group at the time that worked tirelessly to achieve what it had.

Mayor Gordon expressed his support for the Club, noting that the members had done an exceptional job. He referred to earlier discussions in which an offer had been put forward that went a long way toward resolving the loan. Mayor Gordon noted that he would like to see some form of repayment achieved. He acknowledged the Club's significant efforts, noting that the grounds could not have been developed without their dedicated work. Mayor Gordon welcomed the review of the community grants process.

In his right of reply, Deputy Mayor Redmond noted that the Club had not received any recent annual grants. He stated that the proposed grant mechanism, applied over several years, was preferable to writing off the debt outright. He considered that this approach avoided setting an undesirable precedent while recognising the Club's unique circumstances. He acknowledged the valuable work the Club had undertaken.

Amendment

Moved: Councillor Ward

Seconded: Councillor Cairns

- (a) **Receives** Report No. 260423102110.

- (b) **Approves** the remaining balance of the loan, totalling \$41,999.40, to be repaid as a grant expensed over several years.
- (c) **Notes** that Community and Recreation staff intend to undertake a review of the community grants process and, as part of this, will develop some clear criteria for loans and report this back to the Community and Recreation Committee.

LOST

A division was called on the Amendment:

For 3: Councillors B Cairns, W Doody, and J Ward.

Against 8: Mayor D Gordon, Deputy Mayor P Redmond and Councillors T Bartle, B McLaren, T Fulton, J Goldsworthy, N Mealings and S Powell.

Councillor Ward said the funding was originally needed to finish the Club building, and the Club now needs a new \$70,000 lawnmower. Clearing the loan would help them save for this. She noted that Council already provides operational grants to some community groups, and praised the Club's resilience and effort in maintaining an excellent facility. She believed Council should support clearing the loan.

Councillor Cairns noted in the 2010/11 Annual Plan that the Council allocated \$100,000 to the Club, of which only over \$47,500 had been drawn down. The reason only \$47,500 was drawn down was due to the huge effort and volunteer labour the Club put into the project, amounting to over 1,600 hours. If you were to consider the minimum wage, that would effectively be \$32,000 put into the project. The Club's current income was only \$15,000 per year, its maintenance was \$10,000, and its affiliation was \$5,000. Councillor Cairns noted the Club was not in a financial position to repay the loan. He believed that writing off the loan and spreading it over several years was a good idea. Councillor Cairns looked at the amount of financial investment the Club had put into the lawns, which was just short of \$170,000.

Councillor Fulton commented that the original proposal recognised the Club's contribution to the facilities, what it put in, and its value to the community. He noted that the Club was prepared to accept that it had a component to pay. Councillor Fulton, therefore, did not support the amendment.

7.4 **Te Kōhaka o Tūhaitara Trust - Trustee Appointments** – C Genet (General Manager Finance and Business Support) and C Brown (General Manager Community and Recreation)

C Genet took the report as read, and there were no questions from elected members.

Moved: Deputy Mayor Redmond Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 260402089859.
- (b) **Appoints** Councillor Powell as a trustee of Te Kōhaka o Tūhaitara Trust from 5 May 2026 for a period of three years to 5 May 2029.

AND

- (c) **Seeks** to appoint an Independent Council Representative to the Trust for a period of three years.
- (d) **Appoints** Mayor Gordon, Deputy Mayor Redmond and Councillor Powell to the appointment panel and to approve the appointment of an Independent Council Representative to the Trust.
- (e) **Appoints** Mayor Gordon, Deputy Mayor Redmond and Councillor Powell to the appointment panel and to approve the appointment of two Independent Council Representatives to the Trust.

- (f) **Thanks**, Mr Neville Atkinson and Dr Prudence Stone, for their contributions to the Trust.

CARRIED

7.5 **Elected Member Attendance at LGNZ Forum** – S Nichols (Governance Manager)

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

Moved: Councillor Mealings

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 260421100840.
- (b) **Endorse** Councillors Redmond and Fulton attending the Local Government New Zealand Rural and Provincial Sector meeting on 14 and 15 May 2026 in Wellington.
- (c) **Notes** a verbal report from attendees will be provided to a future workshop to discuss information and opportunities learned from the attendance.
- (d) **Notes** there are sufficient funds in the 2025/26 budget to enable attendance with a current balance of \$6,100, and an anticipated cost of \$1,160.
- (e) **Notes** as a Council member of LGNZ, it is acknowledged that Mayor Gordon, one councillor, and the Chief Executive attend in accordance with the membership and policy requirements. The Mayor and the Chief Executive will be attending the May Rural and Provincial Sector meeting.

CARRIED

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report 17 March 2026 to 21 April 2026** – Jeff Millward (Chief Executive)

J Millward took the report as read, and there were no questions from elected members.

Moved: Councillor Cairns

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 260421100842.
- (b) **Notes** that there were no Worksafe notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

9. **MATTER REFERRED FROM THE OXFORD-OHOKA COMMUNITY BOARD**

9.1 **Pearson Park Stage Cover Proposal** – K Howat (Parks and Facilities Team Leader)

K Howat took the report as read, and there were no questions from elected members.

Moved: Councillor Fulton

Seconded: Councillor Cairns

THAT the Council

(a) **Approves** the request to install a roof over the Pearson Park stage and authorises the Pearson Park Advisory Group to proceed with construction using available allocated funds. Subject to design and costings.

(b) **Notes** that a further report would come back to the Council for approval.

CARRIED

Councillor Fulton commented that there had been a strong appetite from the Community Board to progress the matter to the Council. He noted that the Pearson Park Advisory Group, a constituted body of the Council, was tasked with examining projects of this nature and bringing them forward for approval through the Community Board and the Council. He advised that the Group had the necessary funds available and that there had been a strong preference from the Board for the matter to be considered at the elected member level, as it had not progressed through the Management Team.

Mayor Gordon supported the motion, noting that the proposal had been under consideration for several years.

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 Minutes of the Community and Recreation Committee meeting 17 February 2026

10.2 Minutes of the Utilities and Roading Committee meeting 10 March 2026

Moved: Councillor McLaren

Seconded: Councillor Goldsworthy

THAT the Council

(a) **Received** Items 10.1 and 10.2 for information.

CARRIED

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 Minutes of the Oxford-Ohoka Community Board meeting 4 March 2026

11.2 Minutes of the Woodend-Sefton Community Board meeting 9 March 2026

11.3 Minutes of the Rangiora-Ashley Community Board meeting 11 March 2026

11.4 Minutes of the Kaiapoi-Tuahiwi Community Board meeting 16 March 2026

Moved: Councillor McLaren

Seconded: Councillor Mealings

THAT the Council

(a) **Received** Items 11.1 to 11.4 for information.

CARRIED

12. COUNCIL PORTFOLIO UPDATES

Nil.

13. QUESTIONS

Nil.

14. URGENT GENERAL BUSINESS

Nil.

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Moved: Councillor Goldsworthy

Seconded: Councillor Bartle

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

- 15.1 Confirmation of Public Excluded Minutes of Council Meeting 31 March 2026
- 15.2 Regeneration Land Encumbrances Removal
- 15.3 Sale of Townsend Road Property
- 15.4 Southbrook RRP Strategic Site Assessment

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

Item No	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
15.1	Confirmation of Public Excluded Minutes of Council Meeting 31 March 2026.	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information and to maintain legal professional privilege, and to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7 (2)(a), (bii), (g), (h) and (i).

REPORTS			
15.2	Regeneration Land Encumbrances Removal	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7 (2)(i).
15.3	Sale of Townsend Road Property	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2)(h) and (i)
15.4	Southbrook RRP Strategic Site Assessment	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(2)(h)

CARRIED**CLOSED MEETING**

The public excluded portion occurred from 12:47pm to 1pm.

OPEN MEETING**NEXT MEETING**

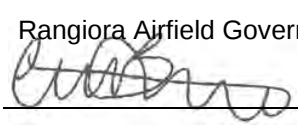
The next ordinary meeting of the Council was scheduled for Tuesday, 2 June 2026, commencing at 9am and would be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** AIR-09 / 260114005452**REPORT TO:** COUNCIL**DATE:** 26th - 27th May 2026 (Annual Plan Deliberations)**AUTHOR(S):** Duncan Roxborough – Strategic & Special Projects Manager**SUBJECT:** Rangiora Airfield Governance Review 2026**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to seek approval of a proposed new governance structure for the Rangiora Airfield.
- 1.2. This report outlines the historic and current structure of the present Rangiora Airfield Advisory Group (RAAG), its function in support of Council, and some additional background in terms of the applicable Civil Aviation Authority of New Zealand (CAANZ) aerodrome rules, Aeronautical Study Recommendations, and the preferred operating policy, structure and procedures for the administration of the airfield.
- 1.3. A number of options have been discussed in the last two years regarding potential structure and membership makeup for an update to the present advisory group. Initial discussions from 2023 have now been further workshopped with Council and with the current Advisory Group, to discuss possibilities, seek views, gauge concerns and identify preferences. Four broad options arising from those various discussion steps are included within this report.
- 1.4. Council required that the RAAG membership be consulted again following the 4 November 2025 Council workshop. The consultation has taken place and the reaffirmation of the original consultation and RAAG workshop in early 2024 is reflected in this final recommendation to Council. There are two differences arising as a consequence of both the RAAG and Council workshops. They are:
 - The inclusion of a independant chair who will sit on the both the Advisory Group and the Management Group. (there were mixed views from the RAAG members regarding this); and
 - Provision for a representative of the Airpark development.
- 1.5. Concerns were also raised by the RAAG membership regarding the proposed management structure adding to the operating cost of the airfield. Determination of the management structure will, in large part, be informed by the decision for the airfield to become a qualifying aerodrome, noting that Council has already made decision to undertake the measures required to allow the airfield to obtain qualifying aerodrome status. The Director of Civil Aviation is reviewing the current operational status of the airfield, and his representative has delivered a presentation to Council regarding CAANZ thinking on the matter.
- 1.6. The recommendation is to create a new structure with:

- a) a new Rangiora Airfield Management Group (in compliance with the CAANZ Part 139 Qualifying Aerodrome requirements),
 - b) A Rangiora Airfield User Group (in place of the present Advisory Group), and
 - c) The Rangiora Airfield Safety Team (with the addition of a WDC Health & Safety team representative onto the team).
- 1.7. With the new structure in place, the Rangiora Airfield User Group terms of reference will be reviewed and amended. Approval of the draft Terms of Reference for the Rangiora Airfield Safety Team is sought by this report.

Attachments:

- i. Proposed Rangiora Airfield Management Group / RAMG – Additional Functional Details
- ii. Proposed Rangiora Airfield User Group / RAUG – Additional Functional Details
- iii. Rangiora Airfield Safety Team – Additional Functional Details
- iv. Rangiora Airfield Safety Team - Proposed Terms of Reference 2025 (TRIM 250619111394)
- v. RAAG SWOT exercise summary Dec 2025 (TRIM 251127225867)
- vi. RAAG Consultation feedback summary Nov 2025 (TRIM 251125223875)
- vii. 2019 Report for Decision Rangiora Airfield Advisory Group (TRIM 190626090222)
- viii. Rangiora Airfield Advisory Group Current Terms of Reference (TRIM 190617084689)

2. RECOMMENDATION

THAT the Council:

- a) **Receives** Report No. 260114005452.
- b) **Notes** that a review of Rangiora Airfield governance arrangements has been proposed for some time and that this review process is supported by the present Rangiora Airfield Advisory Group.
- c) **Notes** that since the appointment of the dedicated Airfield Manager and Safety Officer there has been a number of improvements in systems and management at the airfield.
- d) **Approves** the establishment of a new Rangiora Airfield Management Group and an Airfield Safety Team, and the creation of a new Rangiora Airfield User Group (RAUG) based on Option 1 within this report and with the membership outlined below.
 - Rangiora Airfield User Group:
 - o An independent chairperson
 - o The Airfield Manager and Safety Officer
 - o A representative for the airfield business operators who has a business/operation on the airfield
 - o A flight training representative operating at the airfield
 - o A fixed wing representative (aircraft above 600 kg) operating at the airfield – (preferably Canterbury Aero Club but others may apply)
 - o A fixed wing rep (aircraft below 600kg) operating at the airfield
 - o A helicopter operators' representative, operating at the airfield
 - o An Air Transport/commercial operators' rep (initially combined with Helicopter role above) operating at the airfield
 - o A place holder for a representative of the Airpark development

- o The Councillor Portfolio holder for the Rangiora Airfield Deputy Mayor Philip Redmond.

(NOTE: It is possible that the roles described above could be filled by the same person/representative. The roles are reflective of the types of operations performed at the airfield)

- e) **Approves** staff advertising for an independent aviation expert with significant governance experience interested in Chairing the Rangiora Airfield User Group.
- f) **Approves** Deputy Mayor Redmond, Councillor Joan Ward and General Manager Community and Recreation as members of the recruitment panel for the Independent Chair position.
- g) **Approves** additional annual operational budget of \$20,000 to the Airfield activity budget to enable compensation of the independent chairperson, in the event that a suitable volunteer candidate is not located; with the proviso that the approved budget may only be spent on chairpersons fees.
- h) **Approves** the Ex-officio members of the Rangiora Airfield User Group (or Advisory Group as the case may be) as being:
 - The Mayor of Waimakariri District Council
 - The Chief Executive of the Waimakariri District Council
 - The General Manager Community and Recreation
 - The Greenspace Manager
 - The Strategic and Special Projects Manager
- i) **Approves** the disestablishment of the present Airfield Master Plan subcommittee, noting that the purpose and duties of the previous subcommittee will be fulfilled by the new User Group
- j) **Approves** Keith Vallance becoming a member of the Rangiora Airfield Safety Team as a consequence of a CAANZ requirement for him as a nearby airfield operator.
- k) **Notes** additional Option 1(a) is a variation to Option 1, that provides for the retention (outside of the proposed Rangiora Airfield User Group) of the Independent Adviser role of Bruce Drake for a term of 1 year transition period (from the date of decisions made in this report), on an on-call basis. This would allow the Independent Advisor time to pass on useful history to Council or the Rangiora Airfield Management Group when required.
- l) **Approves** the proposed Terms of Reference (TRIM 250619111394 attached to this report), membership and proposed objectives of the Rangiora Airfield Safety Team.
- m) **Approves** the proposed membership of the Rangiora Airfield Management Group:
 - An independent chair person (same person as the Rangiora Airfield User Group independent chair)
 - The Airfield Chief Executive Officer. (General manager Community and Recreation)
 - The Strategic and Special Projects Manager.
 - The Airfield Manager and Safety Officer.
 - The Airfield Asset Owner (Greenspace Manager)

- The Chief Executive would be ex-officio to this group
- n) **Notes** that if the recommendations in this report are adopted, any present holders of positions on the Advisory Group that now become redundant will be notified by staff, along with acknowledgment and thanks on behalf of the Council for the many years of service provided by those role holders. This is principally the two independent council-appointed roles on the present Advisory Group (presently Keith Vallance and Bruce Drake), as well as the Sport Aircraft Association Rep (presently John Dugdale), and the Cadets Rep (Buzz Harvey).
- o) **Considers** in future through general Council business, some form of formal recognition of the services provided by any members of the present Advisory Group who would no longer occupy a position. Staff would work alongside Council to establish appropriate means of recognition to individuals.
- p) **Circulates** this report to all Community Boards.

3. **BACKGROUND**

General

- 3.1. The Rangiora Airfield Advisory Group (RAAG) has provided advice to Council for many years, with some advisers participating since 1999. Its role has been to support the operation of the airfield and the application of operational and design requirements.
- 3.2. The RAAG's Terms of Reference were last reviewed in 2019, and the current structure continues to reflect that review. Although the Terms of Reference anticipate periodic updates, no further reviews or formal reappointments have taken place. One position—the second CRAC representative—has remained vacant for approximately a year, and the Councillor appointments changed following the 2025 local elections.
- 3.3. Over recent years, increasing emphasis from the Civil Aviation Authority (CAANZ) on safety management has resulted in RAAG members being drawn on more frequently for operational and safety-related advice. This reliance reduced in June 2023 when a dedicated Airfield Manager and Safety Officer position was established and filled by an experienced aviation professional, strengthening management capability at the airfield.
- 3.4. With this shift in operational oversight, RAAG was asked to consider its ongoing function and provide any recommendations for change. A revised governance structure was proposed, aimed at improving oversight, supporting Council's responsibilities as a PCBU, and maintaining a clear connection between users, stakeholders, and Council.
- 3.5. RAAG continues to meet monthly, with agendas and minutes published on the Council website. Meetings generally focus on operational matters, budgets, project progress, and occasional airspace or incident updates. Over time, some uncertainty has emerged regarding the extent of RAAG's authority and whether any decision-making role is intended under the current Terms of Reference. In addition, the group has at times faced challenges with its size, consistency of participation, and alignment of individual members with collective processes. These factors have occasionally made it difficult for the group to operate cohesively and to maintain a consistent focus on airfield wide outcomes.
- 3.6. A Master Plan Subcommittee was formed some years ago to support longer-term planning. It meets as required, although meeting participation and inclusivity has not always been consistent across its membership.
- 3.7. While RAAG provides valuable advice, all legal responsibilities for the airfield remain with Council as the Person Conducting a Business or Undertaking (PCBU). These responsibilities span a range of legislation, including the Civil Aviation Act, the Health and Safety at Work Act, the Resource Management Act, the Building Act, the Local

Government Act, and the District Plan. These obligations cannot be delegated to the advisory group.

- 3.8. An Aeronautical Study commissioned by CAANZ identified a range of risks requiring management and recommended consideration of applying for Qualifying Aerodrome status under Civil Aviation Rule Part 139. This framework does not address risks governed by Part 91, but it provides useful guidance for appropriate aerodrome management. Councillors supported proceeding with an application, and CAANZ is currently assessing whether certification will be required.
- 3.9. Part 139 also outlines key personnel responsibilities, which have guided the allocation of two roles: the Airfield CE (General Manager Community and Recreation) and the Airfield Manager and Safety Officer. The CE is responsible for ensuring the airfield can meet the requirements of Part 139 if certification is required. The Airfield Manager and Safety Officer holds responsibility for ensuring compliance with the relevant parts of Part 139 and associated aviation and health and safety legislation, or with Subpart I if certification is not required.

4. **ISSUES AND OPTIONS**

Process to Date

- 4.1. The Rangiora Airfield Governance review has recently taken the following steps:

Late 2023	Initial staff paper to RAAG
March 2024	Initial review & workshop #1 with RAAG
2025	Governance review deferred due to elections
October 2025	Staff draft report to MTO
4 Nov 2025	Workshop with Council – staff recommendation (based generally on the RAAG preferences)
Mid Nov 2025	Consultation with RAAG
26 Nov 2025	Workshop # 2 with RAAG
6 Dec 2025	Workshop # 2 With Council
26-27 May 2026	Staff Report to Council for Decision

Table 1: Key Airfield Governance review steps in the last two years

- 4.2. Throughout the process, the discussions have included review of the overall management and governance structure (i.e. the staff management team, and the Safety Team), but with particular emphasis on the Advisory Group structure. A number of different iterations of the Advisory Group possible structure have been discussed at the various stages. These different versions each have only subtle changes to the overall make-up when compared to the present Advisory Group.
- 4.3. Part of the discussion has also revolved around the purpose and also the title of the group. The key options were for either an Advisory Group (as presently) or moving to a User Group (the staff recommended option).
- 4.4. Regardless of Advisory Group/User Group name and membership/structure; there is an overarching recommendation to have a Rangiora Airfield Management Group, and a Rangiora Airfield Safety Team, within the overall airfield governance and management structure. This recommendation applies to all options put forward in this report.

Summary of Options

- 4.5. With regard to the Advisory Group function – the key options to consider, following the various consultations and workshops, are:
 - Option 1 – Staff recommendation (based on Council December workshop)

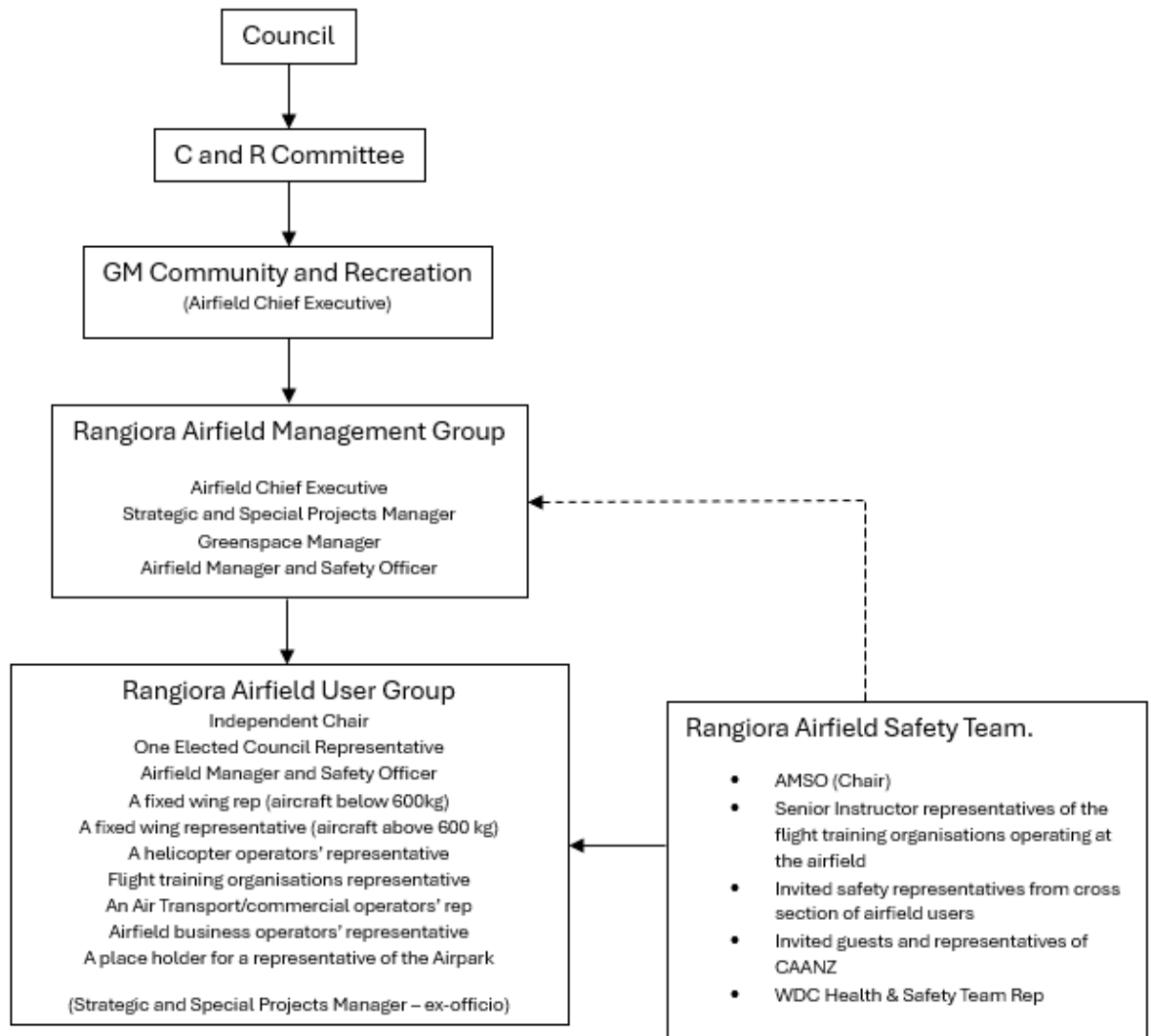
- Option 1(a) Same as Option 1 but with the retention of the Independent Advisor (outside of the proposed Rangiora Airfield User Group) on an 'on-call' basis to Council and the Rangiora Airfield Management Group for a transitional period of one year.
 - Option 2 – RAAGs preference
 - Option 3 – Retain current RAAG with no changes
 - Option 4 - Some other modification to one of the above, or no Advisory Group / User group at all.
- 4.6. These options are discussed further below in more detail, and membership is summarised in Table 2. Given the extensive discussion to date, and the consultation, and workshopping on the matter; the staff recommendation to Council is Option 1. This was Council's suggested preference following Council workshop # 2 in December 2025.
- 4.7. The proposed governance structure is to include a Rangiora Airfield Management Group (RAMG). Supporting the RAMG will be a smaller (than the current 12 members) Rangiora Airfield User Group. This group provides feedback to the RAMG, with respect to airfield operations, with recommendations for facility improvement, and safety recommendations arising from the recently re-introduced Safety Team. The overall structure resulting is shown in the Figure 1 (for option 1 example).
- 4.8. Option 1(a) is a modification to the staff recommended option 1; in this sub-option Bruce Drake (one of the current Independent Advisers on the Advisory Group), would remain outside of the proposed new User Group but be available on an on-call basis to the Council and Rangiora Airfield Management Group for a term of 1 year transition period (from the date of decisions made in this report). This would allow time for the previous Independent Advisor to pass on useful history when requested by the Council or the Airfield Management Team. This option has not been consulted with the wider Advisory Group to seek their views.
- 4.9. Option 4 is included to give the Council the ability to choose another structure altogether if they desired.

Rangiora Airfield Governance - quantities for options		Reditalics = not actually discussed at meeting - implied only			
Membership summary					
					
Current Advisory Group		Outcomes RAAG Workshop # 1	Staff Suggestion - workshop # 1 Council	Outcomes RAAG Workshop #2	Outcomes Council Workshop #2
Per Terms of Ref (2019)	Actual (prior to elections Oct 2025)	March 2024	November 2025	December 2025	December 2025
		<i>'Advisory Group'</i>	<i>'User Group'</i>	<i>'User Group'</i>	<i>'User Group'</i>
Airfield Safety Officer	AMSO	AMSO	AMSO	AMSO	AMSO
Canterbury Aero Club Rep	CAC	GA Rep	GA Rep	Fixed wing >600kg (pref CAC)	Fixed wing >600kg (pref CAC)
CRAC Club Rep # 1	CRAC # 1	Recreational Rep	Recreational Rep	Fixed Wing < 600kg	Fixed Wing < 600kg
CRAC Club Rep # 2					
Sport Aircraft Assoc	Sport Aircraft Assoc	FTO / Instructor	FTO / Instructor	FTO / Safety Rep	FTO / Safety Rep
Unaffiliated Airfield Users 1	Heli	Heli	Heli	Heli/ Air Transport / Commercial Rep	Heli/ Air Transport / Commercial Rep
Unaffiliated Airfield Users 2	Business	Business Rep	Aircraft Business/commercial	Airfield Business Owner	Airfield Business Owner
Unaffiliated Airfield Users 3	ATC/ Cadets (& CRAC #2)	Hangar owners/Leaseholders	Hangar owners/Leaseholders		
Councillor #1 (up to 2 max)	Councillor #1	Councillor	Councillor	Councillor (chairperon)	Councillor
Councillor #2 (up to 2 max)	Councillor #2				
Council Indep appointee #1 (up to 2 max)	Council Indep appointee #1	Council Indep Appointee #1 (Keith)			
Council Indep appointee #2 (up to 2 max)	Council Indep appointee #2				
			Safety Team rep		
			Independant Chair		Independent Chair
				Airpark Rep (provisional)	Airpark Rep (provisional)
			Special Projects Manager		
12	11	9	11	8	9
OPTION 3				OPTION 2	OPTION 1

Table 2: Evolution of Advisory / User Group structure during reviews

- 4.10. Adoption of Option 1 would result in the following overall structure. The Rangiora Airfield User Group members would however continue to have a direct reporting/escalation line through to Council Senior Management or elected officials, as they do under the current Terms of Reference.

Figure 1: Airfield Operational Structure (Option 1) - RAMG, RAUG and Safety Team



NOTE: Several User Group roles may be represented by one person, depending upon their type of operation or use.

- 4.11. The reasons for staff recommendation to adopt the Option 1 proposal as described in this report are:
- This gives effect to the need to undertake a refresh of the governance structure
 - Changes the 'Advisory Group' to a 'User Group', which better reflects the purpose and status of the Group
 - Reduces the size of the User Group from 12 to 9 (excluding ex-officio members) and possibly less for dual roles held by members)
 - Removes the two council-nominated independent appointees – these roles are now less critical to the functioning of the Airfield due to the more recent appointment of the Airfield Manager and Safety Officer, and the change to the 'User Group' (i.e. airfield-based roles).
 - Reduces the number of councillors on the governance group from two to one
 - Adds more formality to the appointment process for the roles on the User Group
 - Implements an Airfield Management Group, per the requirements of CAANZ
 - Formalises the Airfield Safety Team, which is already in place (initiated by the AMSO) and functioning, and aids the Council in managing risk
 - Is expected to result in clearer role for the User Group, and better decision-making processes and implementation of decisions.
 - Closely reflects the User Group Structure developed at the most recent Advisory Group Workshop, with minor additions as requested by Council at their most recent workshop.

Subcommittee

- 4.12. The present Master Plan Subcommittee was established in 2021 and has met from time to time, on an as-needed basis. The group was initially established for, and focused on, the overall airfield master-planning exercise, but also had scope to consider other development opportunities including neighbouring developments. Meeting frequency has reduced over time. Until approximately mid 2025 There was a standing Agenda item on the wider Airfield Advisory Group agenda for the subcommittee / 'Executive Group' to report back to the wider group meeting. This standing agenda item was removed by the RAAG. Items will now only be raised if there is specific business from the subcommittee to discuss.
- 4.13. A recent key focus of the group is the proposed private Airpark development adjoining the Airfield (Daniel Smith development). The group also however conduct other meetings or discussions regarding general airfield related and operational matters.
- 4.14. It is proposed to disestablish the subcommittee as part of any of the proposed options.

Further Discussion of Proposed Option 1

- 4.15. The evolution of Advisory Group/User Group makeup is summarised in the
- 4.16. Table 2. As can be seen, there is only minor differences between each of the options discussed.
- 4.17. The most significant changes between the recommended options 1 and 2, and the present arrangements, are:
- an independent Chair for the Rangiora Airfield User Group (RAUG) although some of the current Advisory Group members do not support this. If the recommendations in this report are approved an independent chair will be appointed. This person will sit both on the user group and the management group

creating some consistency between the two groups. The recruitment process will involve a panel consisting of the following members:

- o Airfield Portfolio Holder Deputy Mayor Redmond
 - o Cllr Ward
 - o General Manager Community and Recreation
 - o Airfield Manager and Safety Officer
 - o Current Airfield Advisory Group Chair Steve Noad
- The (perceived) authority of the RAAG and a wording change in its Terms of Reference from an 'advisory' group providing recommendations to Council, to a 'user' group providing feedback to Council. This change is as a result of Council employing a highly qualified and skilled Airfield Manager, responsible for day of operations management and providing expertise and advice to Council in terms of the safety, effectiveness and efficiency of airfield design, operations and development. The name 'User' is also more common language used in the industry and referred to in CAA Advisory Circular 139-17 (Aerodrome User Groups).
 - The removal of the direct council appointees from the Advisory Group (proposed User Group) structure entirely, due to the appointment of the Airfield Manager, who has significant operational and management aviation experience, and the changed roles within the User Group to provide feedback on airfield operations.
- 4.18. A key difference with all of the proposed options compared to the current arrangements, is the reduction or complete removal of the council-appointed independent advisors to the Group. These members of the current advisor group have contributed significantly to the operation and strategic planning and development of the airfield over many years, and provided many volunteer hours of service. This large contribution may be worthy of some formal recognition by Council, in the event that these roles are no longer part of the governance structure. Staff would be happy to work further with council on how this potential recognition may best be made.
- 4.19. While not originally discussed in the Briefing with Council or the Advisory Group an additional option 1(a) has been added below. This option would see a more gradual transition of one of the current Independent Advisors. There are currently two Independent Advisor roles on the present Advisory Group. This proposal 1(a) would continue (as per the other options) to see one member move to the Safety Team, and now have the other transition to become an independent adviser (outside of the User Group) to Council and the Airfield Management Team for a one year transition period. The relative pro's and con's of this option are described in more detail below.
- 4.20. It is noted that the proposal requires a component of time input and commitment from users of the airfield, on a voluntary basis, for involvement in the User Group. and Safety Team. The proposal in this report is for the User Group / Advisory Group (as the case may be) meetings be changed to bi-monthly basis generally, although additional meetings can be called, or meeting cancelled, as required by the Group and at their discretion.

4.21. The relative merits of the various options are discussed in the following sections.

Option 1 – New Rangiora Airfield User Group (in addition to RAMG and RAST)	
Councils Preference from Workshop 6 Dec 2025	
PROS	CONS
Gives effect to governance review	Requires new terms of reference to be developed
Name change aligns more with purpose, and also with CAA Part 139 nomenclature	Independent chairperson required – cost to engage is uncertain
Reduced the size of the group	Airpark Rep currently uncertain
Many roles can possibly carry over	Some loss of current expertise on the advisory group
Some possibility to rationalise some roles	
Independent chair may provide some better meeting procedures	

Option 1 (a) – New Rangiora Airfield User Group, with transitional period for Independent advisor Bruce Drake	
PROS	CONS
Has a longer period for transfer of knowledge to the other members, from the current Independent Rep	Does not align with RAAG preferences from Workshop
	May result in exit of other key members
	Does not help with RAAG objective to reduce the present size / complexity of the governance arrangements

Option 2 – New Rangiora Airfield User Group (in addition to RAMG and RAST)	
Rangiora Advisory Group Preference from Workshop 25 Nov 2025	
PROS	CONS
Gives effect to governance review	Requires new terms of reference to be developed
Name change aligns more with purpose, and also with CAA Part 139 nomenclature	Meeting administration, chairmanship and protocols still to be resolved
Reduced the size of the group	Some loss of current expertise on the advisory group
Many roles can possibly carry over	
Some possibility to rationalise some roles	

Option 3 – Retain Rangiora Airfield Advisory Group (in addition to RAMG and RAST)	
PROS	CONS
Has a degree of consistency / ease of carryover.	Does not give effect to governance review
	Possible ongoing dysfunction
	Possible confusion about purpose and mandate, unless ToR is reviewed
	Does not Reduce the present size of the group

- 4.22. Information about the proposed groups is summarised below. Refer to the appendices for additional details.

Rangiora Airfield Management Group (RAMG)

Role: Primary governance body responsible for operational oversight and strategic planning.

Key Functions:

- Maintain compliance with aviation and safety regulations.
- Recommend infrastructure and operational improvements to Council.
- Oversee budgets, capital works, and operational projects.
- Act as an advocate for the airfield.

Membership:

Independent Chair, Airfield CEO (Chair), Strategic & Special Projects Manager, Airfield Manager & Safety Officer, Greenspace Manager, plus ex officio members (Mayor and WDC CE).

Authority:

Approves expenditure within delegated limits; can request additional funding for compliance needs.

Meeting Frequency: Monthly.

Rangiora Airfield User Group (RAUG)

Role:

Forum for airfield users and stakeholders to provide input on operations, facilities, and safety.

Key Functions:

- Feedback on maintenance, fees, and long-term planning.
- Submit safety recommendations via the Safety Team.
- Suggest training and educational initiatives.

Membership:

Independent Chair, Council representative, Airfield Manager & Safety Officer, and representatives for fixed-wing, helicopter, flight training, commercial operators, and Airpark.

Meeting Frequency: Bi-monthly.

Rangiora Airfield Safety Team

Role: Dedicated to aviation safety oversight and continuous improvement.

Key Functions:

- Investigate and analyze safety occurrences.
- Recommend safety measures and training.
- Review aerodrome layout, airspace changes, and operational procedures.

Membership:

AMSO, senior instructors, safety reps, WDC H&S Team rep, and invited CAANZ representatives.

Meeting Frequency: Quarterly or as needed after significant incidents.

- 4.23. If the changes to current membership of the advisory group, resulting from Councils resolutions from this report; then staff will notify those members of the changed structure and discontinuation of those roles. Staff will pass on acknowledgement and thanks (in a manner acceptable to Council) on behalf of Council for the years of voluntary service provided by any present members affected so.

- 4.24. Any roles that are unchanged, could potentially retain the incumbent person in that role. It is proposed to have positions re-filled every 3 years, on a rolling/staggered basis. So one third of positions of the user group would be re-filled each year. Sitting members at the time the position comes up for renewal may apply to remain in their present roles.
- 4.25. If option 1 is adopted, there are 6 roles that become removed, and 3 new roles added. These are summarised in the table below:

RAAG Roles Disestablished in Option 1	New RAUG Roles in Option 1
Independent Adviser 1 (moved to Safety Team)	Independent Chairperson
Independent Adviser 2	Airpark Rep (Provisional) - Future
CRAC Rep #2	Flight Training Officer / Safety Rep
Sport Aircraft Association Rep	
Cadets Rep	
One Councillor position	

Table 3: Disestablished and new roles respectively on User Group for Proposed Option 1

- 4.26. Modified Roles/titles within the User Group in recommended Option 1 are:
- CAC Rep becomes Fixed wing > 600kg Rep
 - CRAC Rep #1 becomes Fixed Wing < 600kg Rep
 - Helicopter becomes Heli / Air Transport/Commercial Rep
- 4.27. If Option 1 is adopted; it would be proposed to call for nominees for the 3 new roles outlined in the second (shaded) column of Table 3. Staff would manage this process and present a report to Community and Recreation Committee for them to confirm the appointee. It would be proposed that unchanged roles, or roles where titles are modified, would retain the current appointee (subject to their agreement) until the new review falls due, at which time the above process would be followed again. All appointees would be appointed via resolution of the Community and Recreation Committee.

Terms of Reference

- 4.28. Regardless of which option is adopted in this report, a review of the Terms of Reference for the Advisory / User Group is required. It is proposed that this Terms of Reference review will be undertaken and led by staff including engagement with the respective Advisory Group/ User Group established from the outcomes of this report, and these draft terms of reference will be brought back to future Community and Recreation Committee meeting for adoption.
- 4.29. A draft Terms of Reference for the Rangiora Airfield Safety Team is attached to his report. Staff are seeking council approval of these particular terms of reference.
- 4.30. No specific Terms of Reference are proposed for the Rangiora Airfield Management Team, but the attached functions description in attachment i) is to serve as a guide.

IMPLICATIONS FOR COMMUNITY WELLBEING

- 4.31. There are positive implications for community wellbeing afforded by the issues and options that are the subject matter of this report. Additional resource will be applied to safety specific operations at the airfield (through the establishment of the Safety Team), as well as a more structured approach to airfield operations.
- 4.32. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. Mana whenua

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

5.2. Groups and Organisations

5.2.1. The current RAAG will be affected by or have an interest in the subject matter of this report. The RAAG is supportive of the governance review being undertaken, most of the proposed changes in this report (except the Independent Chair) and the additional resource in the form of the Airfield Safety Team.

5.2.2. The current RAAG has had active engagement in the development of the proposed airfield management structure, the proposed structure and the establishment and structure of the Safety Team. There have been some concerns expressed by the RAAG membership that the size of the management team will unduly impact the costs of operation of the airfield and therefore the costs to users subsequently adversely impacted in terms of cost recovery. It may be that Council reviews the allocation of chargeable time for senior manager membership of the Airfield Management Group, to alleviate those concerns.

5.2.3. The engagement to date has included the steps as outlined in section 4.1. As noted – this has included a number of workshops, as well as specific consultation with the Advisory Group in November 2025.

5.2.4. Feedback from the RAAG was that the consultation period in November 2025 was too short, and that the process was inadequate and that members were not given enough time to consider and respond. In total 7 written submissions were received, from all but 1 member of the current advisory group (Councillor excepted). A generalised summary of the common feedback themes is included as attachment vi) to this report.

5.2.5. The subsequent workshop # 2 held with the Advisory Group in November 2025 delved further into the comments themes. Regardless of final option chosen for the Airfield Governance Structure, some of the concerns raised by members may still remain. Those outstanding matters are not considered in this report.

5.2.6. A SWOT (Strengths / Weaknesses / Opportunities / Threats) exercise was held during that workshop. The SWOT exercise considered the Advisory Group itself. Members were engaged in the process and provided good feedback. The comments from the exercise are included in attachment v). This summary was previously presented to the Council at the December workshop.

5.2.7. Options 1(a), 3, and 4 have not been discussed specifically with the present Advisory Group. The present Advisory Group are likely to not be supportive of Option 3 as it does not give effect to the objective to undertake a governance review.

5.3. Wider Community

The wider community is likely to be positively affected by subject matter of this report, in terms of improved outcomes for safety and effectiveness and efficiency of operations, however wider community views have not been sought on the content of this report.

Community views on the airfield will be sought partially through the upcoming LTP where the fees and charges structure of the airfield will be reviewed; however that is not directly relevant to the current review of airfield governance.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

Financial Implications

- 6.1. There are potentially financial implications of the decisions sought by this report.
- 6.2. This budget for the operation of the airfield is included in the Annual Plan/Long Term Plan. The proposed governance structure does not add any additional employees. The budget already allows for occasional gratuity payments to the Chairperson of the RAAG for services rendered in delivery of safety inspection functions for the airfield when the AMSO is unavailable (for example to cover leave periods). This will continue into the future for AMSO leave/sickness coverage for an appropriately qualified and experienced person acceptable to Council.
- 6.3. However if Councils preferred Option 1 is adopted, then there may be cost implications for the engagement of the Independent Chairperson. It is expected that this role (and the likely target candidate requirements) may add costs of up to \$20,000 annually for engagement of the external professional, unless a volunteer is able to be found.
- 6.4. Additional operational budget of \$20,000 is therefore requested, to be added to the Airfield activity budget. This budget would be used only for the Independent Chairperson, and only if necessary for the compensation of the role.
- 6.5. It is the view of staff that adoption of the reports recommendations may result in more efficient use of staff cost/operational budgets due to a reduction in administration inputs, although no changes to budgets are proposed in this report; rather it is expected that more outcomes will be achieved operationally within the existing budgets.
- 6.6. The Council will be responsible for issuing all works orders and purchase orders, but the RAUG can raise requests to the Council (through the AMSO or RAMG as appropriate) of the work that it wishes to be carried out and the timeframe.
- 6.7. The Council has financial accountability for the airfield and manages all income and expenditure relating to the airfield's operation and maintenance.
- 6.8. Accounts are closed off at the end of each year, and any unspent maintenance budget is not carried forward unless there is a specific request to Council. Carrying forward of unspent funds is possible where they relate to capital works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.

Sustainability and Climate Change Impacts

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

Risk Management

- 6.10. There are not risks arising from the adoption/implementation of the recommendations in this report. Risk mitigation is likely to be enhanced as a consequence of adopting the recommendations in this report due to the implementation of a formal management structure and the formalisation of the Rangiora Airfield Safety Team.
- 6.11. There are risks inherent in adoption of strategies other than Option 2, and to a slightly lesser degree Option 1, in this report. Adoption of options other than Option 1 or 2 has the potential to raise disappointment within the present RAAG membership and further erode trust and confidence in the review process undertaken over the last two years; as those other options depart more significantly from what has been developed to date with the Advisory Group.

Health and Safety

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

7. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 7.2. Consistent with the requirements of Part 139 for Qualifying Aerodromes and the Local Government Act 2002.

Consistency with Community Outcomes

- 7.3. The Council's community outcomes are relevant to the actions arising from recommendations in this report:
- Protect and enhance the resilience of our natural and built environment
 - Enhance community wellbeing, safety, inclusivity and connectedness
 - Enable economic development and sustainable growth

Authorising Delegations

- 7.4. There are no impacts to the current authorising delegations held by Council staff.
- 7.5. Council (or the Community & Recreation Committee) have the delegation to make decisions on governance and management arrangements for the Rangiora Airfield.

Attachment i) –

1. Rangiora Airfield Management Group – Additional Functional Details

RANGIORA AIRFIELD MANAGEMENT GROUP

Objective and Purpose of the Rangiora Airfield Management Group

- 1.1. The Rangiora Airfield Management Group (RAMG) objective is to utilise fiscal responsibility to make recommendations to Council to improve airport infrastructures and facilities that delivers an integrated, safe, secure, effective and efficient system of operations at the airfield that meet Council, user, and stakeholder expectations, and to oversee the general operations.
- 1.2. The RAMG is established to:
 - Assess and review the operational and safety performance of the airfield.
 - Act as a conduit for discussion and dissemination of operational and safety information.
 - Receive information, concerns and requests from airfield users, tenants, and stakeholders through the RAUG, consider and discuss the information and requests and either make recommendations to Council with any actions that may be required to address the matters raised, or authorise works under the airfield Annual Plan and approved budget.
 - Provide support to the AMSO.
 - Facilitate co-operation, mutual assistance, information exchange and educational opportunities for airfield users and stakeholders; and
 - Advise users and stakeholders on legislation, regulation and associated matters and receive information from advisory groups on same; and
 - Provide timely information and analysis of relevant developments and issues/incidents in support of continuously improving safety performance at the airfield; and
 - Support fora for discussion and recommendations to the Council on matters affecting the safety, function, and operation of the airport; and
 - Disseminate advice and information in relation to the operation and maintenance of the airport facilities; and
 - Make recommendations to Council regarding the development and operation of the airfield; and
 - Act as an advocate for the airport.
 - Oversee and make decisions on day of operations matters related to the airfield.
 - Oversee the formation and function of the RAUG (or RAAG)
 - Implement and administer (including via other Council Units/Teams) the governance systems, the fees and charges systems, hangar Lot leases, and asset management for the Airfield
 - Monitor the implementation of the capital works programme for the airfield
 - Monitor the implementation and delivery of Operational Projects at the airfield.

- 1.3. The membership and structure of the RAMG shall be as follows:
 - a. The Airfield Chief Executive Officer.
 - b. The Strategic and Special Projects Manager.
 - c. The Airfield Manager and Safety Officer.
 - d. The Airfield Asset Owner (Greenspace Manager)
 - e. An independent chair person (same person as the Rangiora Airfield User Group independent chair)
- 1.4. Ex officio members will include the Mayor and Chief Executive of the Waimakariri District Council.
- 1.5. The RAMG, through a Service Level Agreement, maintains the airfield in a compliant and efficient state for the Greenspace Manager (the asset owner for the WDC).
- 1.6. Meetings of the RAMG will be held monthly.
 - 1.6.1. The Chairperson of the RAMG is the Independent Chair. If the Independent Chair is absent from a meeting it will be Chaired by the Airfield CEO.
 - 1.6.2. All meetings shall have discussion points/actions recorded. Where an action is required, a responsible person shall be nominated and recorded with the action, along with the agreed date for completion, or reporting back to the Group.
- 1.7. The RAMG group will:
 - a. Be aware of the Councils accountability and responsibilities as a PCBU.
 - b. Give effect to the Councils priorities and desired outcomes in a fiscally responsible, efficient, and effective manner.
 - c. Make itself aware of, and have regard to, the views of all airfield users and stakeholders (as appropriate).
 - d. When making recommendations to the Council, the RAMG will take account of the diversity of the airfield community, its interests, and the interests of future users as well.
 - e. Ensure that any recommendations made are representative of the wider airfield community and they are in the best interests of the airfield community, and the wider community, when it is appropriate to consider this aspect.
- 1.8. The Airfield CEO and Airfield Manager and Safety Officer shall aim to report to the Community and Recreation Committee (CRC) every quarter or as required.
- 1.9. The Airfield Manager and Safety Officer shall provide a monthly update on safety incidents to the Audit and Risk Committee of the Council, through coordination with the Health, Safety and Wellbeing Manager.
- 1.10. The RAMG has powers to delegate or request work of the wider Council, where this is deemed appropriate, to deal with significant operational, safety or security issues that are outside the scope of the Airfield Annual Plan, or where specialist advice is required.
- 1.11. The RAMG can make safety and operational recommendations to Council as part of their advisory contribution to an integrated, safe, secure, effective and efficient system of operations at the airfield.
- 1.12. The RAMG has delegated financial authority (in accordance with individual member financial delegation authority) and can approve expenditure or engage contractors

directly, within the financial constraints and budget assigned to the airfield and its operations and the WDC Procurement Policies.

- 1.13. From time to time, the RAMG may require additional funding from Council to meet regulatory or compliance matters (such as when regulations change or incidents reveal significant safety issues that are required to be rectified to meet regulatory requirements (such as the Health and Safety at Work Act 2015, The Civil Aviation Act 2023 and Rule Part 139 for Qualifying Aerodromes. The RAMG will complete reports to Council where additional funding is required for Council to meet its statutory obligations.

Attachment ii)

2. Rangiora Airfield User Group Proposal – Additional Functional Details

RANGIORA AIRFIELD USER GROUP

Objective and Purpose of the Rangiora Airfield User Group

- 2.1. The proposed RAUG fulfils the functions generally provided by the current RAAG and has a dual responsibility in terms of providing a forum for airfield user and stakeholder input regarding operations, facilities and safety and security management.
- 2.2. The Rangiora Airfield User Group has a safety oversight role with respect to aviation safety occurrences at, or adjacent to, the airfield. While certain events are notifiable to the CAANZ, the RAUG and RAMG have vested interests in encouraging the reporting of all safety related events. An Airfield Safety Team is responsible for the investigation and analysis of safety related occurrences at the airfield and within the airfield Mandatory Broadcast Zone (MBZ) and reporting to the RAUG with safety recommendations, which may include training and educational material delivered by members of the Safety Team.
- 2.3. This information will enable the RAUG to provide safety input to Council (through the RAMG) to continuously improve the safety performance of the airfield and its users. The RAUG also has a role, through the Airfield Manager and Safety Officer, in providing educational material to users and stakeholders as well as the Safety Team members. Safety recommendations from the RAUG will be submitted to each meeting of the RAMG by the Airfield Manager and Safety Officer.
- 2.4. The key functions of the Airfield User Group are to provide feedback and suggestions to the Waimakariri District Council on:
 - a) Operational matters concerning the continued use and development of the Rangiora Airfield.
 - b) Maintenance of Rangiora Airfield.
 - c) Long term planning and space utilisation of the Rangiora Airfield.
 - d) Fees and charges relating to the use of the Airfield.
 - e) Appropriate operational safety requirements (through the Safety Team, which is a subset of the RAUG membership).
 - f) Recommendations for training and informative articles to be made available to airports users through the quarterly Airfield Newsletter.

Rangiora Airfield User Group Membership

- 2.5. The RAUG shall be made up of the following representatives:
 - a. An independent Chair (aviation expert with airfield operational/management experience)
 - b. One Elected Representative from the Council appointed by the Council, who has an interest in pragmatically advancing the airfield in terms of facilities offered, management of safety and security, and constructive engagement with airfield users, combined with fiscal responsibility in terms of ratepayer's expectations.
 - c. The Airfield Manager and Safety Officer.

The process for determining suitable airfield user representatives, other than those appointed by Council, will be through nominated or elected representation by and of the airfield users. The RAAG shall seek people that have aviation and/or governance experience that have a focus on and alignment with the objective and purpose of the Committee.

These will be skills-based roles to ensure both technical and governance acumen on the Committee.

- d. A fixed wing rep (aircraft below 600kg)
- e. A fixed wing representative (aircraft above 600 kg) – preferably from Canterbury Aero Club
- f. A helicopter operators' representative
- g. Flight training organisations representative
- h. An Air Transport/commercial operators' representative
- i. Airfield business operators' representative
- j. A place holder for a representative of the Airpark

Note: It may be possible for one person to represent more than one role within the RAUG (roles (d) to (j) above.

Note: The RAMG shall have veto for the membership roles in (j) to (j) above, but this shall not be unreasonably applied.

2.6. An independent Chair will be appointed by the Council; responsible for the effective and efficient running of meetings. The current two council-appointed reps are removed from the structure entirely, as it is now a 'User Group' made up of representatives from groups based at the airfield.

2.7. Ex officio members:

- The Mayor of Waimakariri District Council
- The CE of the Waimakariri District Council
- The General Manager Community and Recreation (Airfield CE)
- The Greenspace Manager
- Strategic and Special Projects Manager

2.8. RAUG Support:

- WDC facilitated record keeping and management
- Governance services for meetings – venue management, invites, agendas, minuting, public notifications and uploads

RAUG Membership Terms and Process for Appointment

2.9. Each of the positions in (e) through (l) above, are for a term of 3 years. Positions would be re-filled every 3 years, on a staggered cycle so that only 1/3 of positions are called and re-filled in any one year.

2.10. Where appropriate, the renewal of some roles (e.g. the Elected Member membership) will be timed around Local Government Elections cycles.

2.11. The process for updating membership of roles is proposed to be:

- i. Notify RAUG of the upcoming change
- ii. AMSO to call for nominations from the airfield community, and from current RAUG membership
- iii. RAMG to review the nominations, shortlist and interview if necessary

- iv. RAMG propose new nominees to C&R Committee, via staff report
 - v. Confirm selections and notify respondents
 - vi. Inductions (if necessary)
- 2.12. Current sitting members of the RAUG would be able to re-stand, or continue in position, subject to the process above.

Proposed RAUG Meeting Protocols (to be confirmed once RAUG is established)

- 2.13. The RAUG would meet generally bi monthly, on the fourth Wednesday of every second month. No meeting will be held in December or January of the following year, unless there is urgent business. The Chairperson may cancel upcoming scheduled meeting if there is no business, in consultation with the RAUG membership and RAMG.
- 2.14. The RAUG is able to make requests to Council or Community and Recreation Committee, through staff reports, for additional work, changes to maintenance or operations, or safety actions.
- 2.15. The process to facilitate RAUG discussions and feedback to the RAMG is via:
- Discussions at meetings
 - Staff reports and presentations to RAUG (including in response to matters raised by RAUG members), with options for consideration
 - Feedback from the RAUG members in the form of suggestions for change or improvement,
 - Decisions on matters to be brought to Council (through staff) confirmed by consensus or vote (whether at meeting, or via email for minor matters)
 - Minor matters may be dealt with via email from the RAUG Chair to the Chair of the RAMG
- 2.16. The Terms of Reference for the User Group will be fully developed once the RAUG has been established. Draft Terms of Reference are included in Attachment 1.

RAUG Work Requests

- 2.17. The RAUG may only make suggestions to the AMSO for work to be undertaken that is within the operationally agreed budget of the aerodrome and the financial authority of the AMSO, and the Annual Plan for the airfield. If the work is agreed by the AMSO but is above the financial delegated authority of the AMSO, this work must be agreed by the RAMG prior to commencement. The RAUG may also make recommendations to the RAMG for initiatives or work to be undertaken that falls outside the operationally agreed budget and Annual Plan. Where budgets exist for the scope of the work to be undertaken and this is agreed by the RAMG, then a project will be initiated by the WDC to complete the work.
- 2.18. If there is no approved budget for work that the User Group wishes the WDC to undertake, the RAMG will have to make a recommendation to Council (though a detailed report to Council).
- 2.19. All financial work orders and purchase orders can only be issued by Council staff and must be covered by a budget line item and financial authority, prior to letting the Work Order.

Attachment iii)

3. **Rangiora Airfield Safety Group – Additional Functional Details****RANGIORA AIRFIELD SAFETY TEAM**

- 3.1. The Rangiora Airfield Safety Team is separate to the RAUG but reports to the RAUG. It is comprised of airfield users and airfield management whose purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.
- 3.2. The Team's objectives are to:
 - Encourage best practice for the health and safety of all users of Rangiora Airfield and associated airspace.
 - Act as a forum for airfield users to discuss any operational safety issues at Rangiora Aerodrome and develop ways to address/resolve/improve or mitigate any identified shortcomings.
- 3.3. The membership and quorum shall be as follows:
 - a. AMSO or their delegate
 - b. Senior instructors operating at the airfield and include senior instructors or safety officers from organisations regularly using the airfield
 - c. Invited safety representatives from cross section of airfield users (may represent more than one role)
 - d. WDC Health & Safety team representative
 - e. Invited guests and representatives of CAANZ (when deemed necessary by the Safety Team)
- 3.4. Four members must be in attendance for quorum
- 3.5. The Group will refer any matter of safety significance or concern to the RAUG, through the AMSO, for review and discussion. If the matter is of urgency, the Safety Team, through the AMSO, may bypass the RAUG and discuss the matter with the Airfield CE and/or RAMG for assessment and action where necessary.
- 3.6. All meetings shall have an agenda and minutes/actions shall be recorded by the AMSO. Where an action is required, a responsible person shall be nominated and recorded with the action, along with the agreed date for completion, or reporting back to the Safety Team. The Chair will follow the meeting agenda and conduct the meeting in accordance with usual meeting procedures. These procedures include:
 - a. Conduct its business in an open, transparent, and democratically accountable manner.
 - b. Respectful engagement, one voice at a time.
 - c. Give effect to the Groups priorities and desired outcomes in an efficient and effective manner.
- 3.7. Meetings will be held quarterly, or as required when:
 - A significant event (accident or serious incident) has occurred.
 - A new type of operation is proposed at the airfield.
 - Major works are proposed on the airfield.

- 3.8. The meeting agenda may include some (or all) of the following items (as required):
- a. Confirmation of Minutes.
 - b. Actions from previous meeting.
 - c. Matters arising.
 - d. Safety reports for discussion and action.
 - e. Airport operational safety issues.
 - f. Airspace issues.
 - g. Review of any safety incidents or accidents.
 - h. Aerodrome security and safety issues.
 - i. Proposed amendments to aerodrome layout or proposed works on the aerodrome.
 - j. Review of published aerodrome data and operational procedures contained in the AIPNZ to ensure that the limitations and procedures effectively manage airfield and airspace operations safely.
 - k. Review and coordinate feedback on any airspace amendments proposals.
 - l. Requirements for any procedures to accommodate an organisation with operational needs such as helicopters and helicopter training etc. (see item 10 above).
 - m. Any type of activity commencing on or off the aerodrome which may have a safety impact on aerodrome operations.



Rangiora Airfield Safety Team Terms of Reference

1. Background

- 1.1 Rangiora Airfield has had various historic iterations of a Safety Committee, with the latest committee disbanded in about 2017. Subsequently the Rangiora Airfield Advisory Group (RAAG) was responsible for the assessment of reported events. Given the breadth of matters addressed by the RAAG, a focussed Safety Team has been established. The Team is to attend solely to the safety of operations at the airfield and report back to the RAAG/RAUG with respect to safety recommendations, actions and/or initiatives.
- 1.2 Council has an intention that the aerodrome be maintained to a safe standard and will use guidance material contained in advisory material and aerodrome rules (as appropriate), to achieve that safe standard.
- 1.3 Similarly, the Council will work with airfield users to maintain a safe standard of operations in the airspace around the airfield (e.g. fly neighbourly) and in the circuit.

2. Purpose

- 2.1 The Rangiora Airfield Safety Team comprises of airfield users and airfield management whose purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.

3. Objectives

- 3.1 Encourage best practice for the health and safety of all users of Rangiora Airfield and associated airspace.
- 3.2 Act as a forum for airfield users to discuss any operational safety issues at Rangiora Aerodrome and develop ways to address/resolve/improve or mitigate any identified shortcomings.

4. Membership and Quorum

- 4.1 The Committee will consist of the following representatives:
 - 1) AMSO (Chair) or their delegate
 - 2) Senior instructors operating at the airfield
 - 3) Invited safety representatives from cross section of airfield users (may represent more than one role)
 - 4) WDC Health & Safety Team Representative
 - 5) Invited guests and representatives of CAA (when deemed necessary by the Safety Team)
- 4.2 Four members must be in attendance for a quorum.

5. Team Tasks

- 5.1 Review any incidents, accidents or observed behaviours that are detrimental to the safe operation of aircraft and vehicles on the airfield and in the airspace around the airfield.
- 5.2 Develop corrective or preventive actions that address safety concerns identified in the review and analysis of airfield occurrences or unsafe operations.
- 5.3 Recommend actions to the RAUG for implementation at the airfield.

6. Meetings

- 6.1 Meetings will be held quarterly, or as required when:
 - A significant event (accident or serious incident) has occurred.
 - A new type of operation is proposed at the airfield.
 - Major works are proposed on the airfield.
- 6.2 An agenda will be provided by the Chair of the meeting and minutes will be kept that provide a comprehensive record of discussions and any actions developed, persons responsible for actions and timelines for completion or report back. Agendas will be circulated at least 5 working days prior to team meetings (when possible).
- 6.3 Team membership is voluntary, and members will meet their own costs of attendance.
- 6.4 Decisions on course(s) of action are by consensus through collaborative and cooperative engagement, except where consensus cannot be obtained, in which case the Chair has the determining voice.
- 6.5 Any course of action shall consider the interests of the aerodrome, users and the wider community (where the community may be affected).
- 6.6 Members are encouraged to report on relevant issues from their respective organisations, interests, or activities.

7. Chair and Agenda

- 7.1 The Chair of the Safety Team shall be the Rangiora Airfield Manager and Safety Officer.
- 7.2 The Chair shall exercise good meeting practice and members are to be respectful of others' views. Collaboration is the key driver of any discussions, with the goal being to establish effective corrective or preventive actions (consistent with the Purpose and Objectives of the Safety Team).
- 7.3 The meeting agenda may include some (or all) of the following items (as required):
 - 1) Confirmation of Minutes.
 - 2) Actions from previous meeting.
 - 3) Matters arising.

- 4) Safety reports for discussion and action.
- 5) Airport operational safety issues.
- 6) Airspace issues.
- 7) Review of any safety incidents or accidents.
- 8) Aerodrome security and safety issues.
- 9) Proposed amendments to aerodrome layout or proposed works on the aerodrome.
- 10) Review of published aerodrome data and operational procedures contained in the AIPNZ to ensure that the limitations and procedures effectively manage airfield and airspace operations safely.
- 11) Review and coordinate feedback on any airspace amendments proposals.
- 12) Requirements for any procedures to accommodate an organisation with operational needs such as helicopters and helicopter training etc. (see item 10 above).
- 13) Any type of activity commencing on or off the aerodrome which may have a safety impact on aerodrome operations.
- 14) Next meeting date.

8. Administration

8.1 Council will provide support as follows:

- Sending out meeting invitations and agenda.
- Minute meetings and provide records.
- Communications on behalf of the team will be provided by the Chair (or nominated representative).

Rangiora Airfield – Governance Review 2025

Rangiora Airfield Advisory Group Meeting 26 November 2025 Trim: 251127225867

SWOT Analysis by Advisory Group – on the Airfield Advisory Group

<u>Strengths</u> • People with skin in the game (on the RAAG) • (RAAG provide) Backup to AMSO • (RAAG members) Provide knowledge and advice to WDC • Persons with aviation experience • Volunteer contributions e.g. Trees • Full time manager (AMSO) – takes pressure off group • High percentage of RAAG members on-field, and contactable • Group Focus is for airfield benefit • Broad range of experience and skills	<u>Weaknesses</u> • Varying opinions (among members) • Lack of meetings – i.e. continuity • Can we continue without WDC (members), instead of cancel (meetings) • Time it takes to do things e.g. Fees and Charges review, restructure review • Council feedback (to members) poor • Responses from Council (staff) untimely • Lack of resolution (by Council staff) to recommendations
<u>Opportunities</u> • Feedback from all users (on airfield) • Opportunity for more voluntary work (i.e. more contributions from members) • Getting more youthful membership on RAAG • To improve focus	<u>Threats</u> • Budget blowout • Blindness of costs • Aging members • Feedback is disregarded • Council complacency • Lack of council support • Wrong people • Mismanagement • Council support for new development (lack of...w.r.t Dan Smith Airpark)

(Items in parentheses added for context by staff based on verbal presentation comments)

Rangiora Airfield – Governance Review

Summary of feedback themes from consultation with current Advisory Group

November 2025

Trim: 251125223875

This document summarises the feedback received from Rangiora Airfield Advisory Group members in response to the Consultation Document sent out by WDC staff on Monday 10 November 2025 in regard to the Airfield Governance review proposal.

A total of 6 written submissions were received by C.O.B Monday 17 November, one of which was from a person outside of the current RAAG membership (Pat Scotter). A further written submission was received 26 November. The general themes from the submissions are summarised below. Many submissions expressed significant disappointment with the staff proposed structure, the communication, and the way in which this consultation was conducted (not long enough duration, bad timing, inappropriate).

1. General Matters

- a) Questions were raised regarding validity of comments made in the consultation document regarding ‘increases in airfield movements’, concerns about the quality of the Aeronautical study and the actions arising from it, and general concerns expressed regarding the airfield becoming qualifying/certificated.
- b) Many submissions raised concerns about the curtailed consultation period given for this feedback.

2. Makeup of the Group

Many submissions raised concerns about the makeup of the group membership, this included comments or concerns about:

- a) Loss of the Two current Independent advisors/council-appointed advisors on group
- b) A number of views that the Canterbury Aero Club should be included on the group
- c) No rep included from the Adjacent Airpark development – some submissions felt that this should be included in the proposals.
- d) All submissions were in favour of reducing the number of councillors on the group from two to one.

3. Change to name of Group

- a) Comments raised concerns about the change of name from Advisory Group to User Group. Some comments considered this a downgrade and the abolishment of the group.
- b) Concerns that this name change will result in members promoting their own interests and therefore not cohesive.

4. Independent Chairperson

- a) A number of submissions questioned the need for an independent chairperson, and also raised concerns about the operational cost this would add.
- b) There was however support both for and against having an Independent chairperson.

5. Number of members

- a) Concern about the staff proposal significantly increasing the membership numbers over and above the RAAG proposed. E.g. increasing from 8 to 15.

6. Management Team

- a) Majority of submitters noted the proposed structure is considered to be too 'top heavy', and also unnecessary for an airfield the size of Rangiora.
- b) Concerns about the overhead cost that this adds to the airfield.
- c) One commenter felt that there was nobody on the management team with any operational experience, particularly with regard to aviation.

7. Safety Team and Safety Team Rep on the Group

- a) There were suggestions regarding possible rationalisation of roles between the Safety Team and the User/Advisory Group to reduce possible duplication of roles.
- b) One submission noted RAST Needs to be setup so it has some authority in dealing with incidents, and delivering education.
- c) One submission suggestion of change to RASTT / 'Rangiora Airfield Safety and Training Team'.
- d) Noted that Keith Vallance as operator of Fernside Fields was requested by CAA to be on the Safety Group.

8. Communications

- a) Some submissions expressed concerns around a breakdown in communications, or no communications from staff.
- b) One submission expressed concern and disappointment regarding no feedback from staff around the Fees and Charges review.

9. Other Matters

- a) Two submission suggested there was limited or no transparency about financial or financial results.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: AIR 09/190626090222

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 16 July 2019

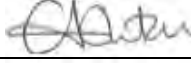
FROM: Craig Sargison, Manager Special Projects

SUBJECT: AIRFIELD ADVISORY GROUP AMENDED TERMS OF REFERENCE

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report proposes a revised terms of reference for the Airfield Advisory Group with the key changes from the current terms of reference being the composition of the Group and meeting processes and procedures.

Attachments:

- i. Proposed Rangiora Airfield Advisory Group Terms of Reference (Trim 190617084689)
- ii. Current Terms of Reference March 2010 (Trim 090624018757(v2))

2. RECOMMENDATION

THAT the Community and Recreation Committee

- (a) **Receives** report No. 190626090222
- (b) **Approves** the Rangiora Airfield Advisory Group Terms of Reference (Trim 190617084689)
- (c) **Confirms** that the Council Appointees to the Airfield Advisory Group are Bruce Drake and Keith Vallance.
- (d) **Approves** Staff seeking nominations for three representatives of Airfield Users not affiliated to an Aero Club.
- (e) **Notes** that appointments of the three representatives will be made by the Community and Recreation Committee.

3. BACKGROUND

- 3.1 The Airfield was established over 60 years ago and in 1999 there was discussion in the Council about the potential for the Rangiora Airfield to go into private ownership. There was significant opposition to that concept from many airfield users and the Council decided to retain ownership of the Airfield and to re-establish the Airfield Advisory Group.
- 3.2 The Council decided it would assist with the management of the airfield if it made some appointments to the Advisory Group of people with acknowledged aviation expertise.

- 3.3 The positions were advertised and Bruce Drake and Keith Vallance were appointed by the Council to the Airfield Advisory Group in 1999. Bruce and Keith have continued to be active members of the Advisory Group.
- 3.4 The Terms of Reference and composition of the Airfield Advisory Group was last revised in 2010 and while the Group has continued to function successfully there are some current hangar owners and users of the Airfield who feel that the current composition of the Advisory Group does not adequately represent users, particularly those who are not affiliated to one of the aeronautical clubs operating from the Airfield.

4. **ISSUES AND OPTIONS**

4.1. Current Composition

4.1.1. Under the current Terms of Reference the composition of the Advisory Group is

- 1 Councillor (currently 2 – Councillors Gordon and Williams)
- 2 Council appointees (Bruce Drake and Keith Vallance)
- 1 Representative from helicopter operators (Rob Kitto)
- 1 Representative from Micro light operators (Kevin Dore**)
- 1 Representative from fixed wing aircraft operators(Vacant)
- 1 Representative from Sports Aircraft Association (John Dugdale)
- 1 Representative from commercial aviation (Vacant)
- 1 representative from Canterbury Aero Club (Steve Noad)
- 1 Representative from an aviation related business operating at the Rangiora Airfield (Vacant)
- Parks Project officer (Staff support) (Grant Reburn)

Ex officio members:

- Council Property Officer
- Manager Community and Recreation

4.1.2. The Airfield Safety Officer has also attended the Advisory Group meetings for the last 4 years.

4.1.3. When Chris Brown was appointed Manager Community and Recreation it was agreed that Craig Sargison would continue as Airfield Manager. It is intended that the Airfield Managers role will transition to Grant McLeod, Community Greenspace Manager.

4.1.4. The Council also provides Secretarial Support to the Advisory Group.

4.2. **Option 1 – Revised terms of reference including amended composition of the Advisory Group**

4.2.1. The Proposed Terms of Reference has some greater emphasis on meeting process, decision making and on how the Group works together as a well as a complaints procedure.

4.2.2. This has been designed to assist the Chair when there are challenging behaviours from Group members.

4.2.3. The key change to the composition of the Group is to allow for 3 representatives of Airfield Users not affiliated to an Aero Club as well as allowing an additional representative from the Canterbury Recreational Aircraft Club (CRAC).

- 4.2.4. The three general user representatives will be appointed by the Council and prospective representatives will be asked to supply a statement as to why they want to be on the Group and the value that they would add.
- 4.2.5. The number of Councillors has been increased to 2 which confirms the current practice. But a future Council has the option of reducing that to 1 if they choose.
- 4.2.6. The additional representatives from the CRAC Club recognises that the CRAC club is the largest aeronautical club operating at the Airfield and was suggested when the Councillor Representatives and Staff were meeting with the CRAC Chair.
- 4.2.7. It is recommended that the 2 Council appointees with aviation experience continue to be Bruce Drake and Keith Vallance. While appointed in 1999 both are still willing to be involved. Since 2005, when current Staff became involved in the management of the Airfield, they have both provided invaluable advice and guidance to the Group and to Staff.

4.3. **Option 2 – Status Quo**

- 4.3.1. Council could decide to retain the existing Terms of Reference and composition of the Advisory Group.
- 4.3.2. This is not recommended for the following reasons:
 - (i) The existing terms of reference do not contain references to meeting protocols, complaints process and process for cancelling a meeting.
 - (ii) It has proved problematic to get representatives from commercial aviation and businesses on the airfield.
 - (iii) There have been several complaints from users of the airfield who consider that the existing Airfield Advisory Group does not have enough representation from actual hangar owners and users of the airfield who are not affiliated with an aeronautical club.

4.4. **Option 3 – Dissolve the Advisory Group**

- 4.4.1. Council could decide not to continue with an Airfield Advisory Group.
- 4.4.2. This is not recommended as the Airfield Advisory Group is very helpful to staff managing the airfield, particularly on matters when aviation expertise is required.
- 4.4.3. There would also be significant opposition from Airfield Users if the Council elected not to continue with an Advisory Group.

- 4.5. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1. There is support from the Airfield Users for continuation of an Advisory Group with greater representation from users of the airfield.
- 5.1.2. The current Chair of the Airfield Advisory Group and the Council appointed members support the proposed terms of reference.

5.2. **Wider Community**

- 5.2.1. Views of the wider community have not been sought.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.1.1. The costs of servicing the Airfield Advisory Group are met from staff resources within the Greenspace Unit.
- 6.1.2. All expenditure is within the budget approved by Council as part of the Annual Plan process and the Advisory Group cannot directly commit expenditure.

6.2. Community Implications

- 6.2.1. The Advisory Group does provide advice to the Council on managing the airfield including safety matters.

6.3. Risk Management

- 6.3.1. The operation of the Advisory Group with advice on operational safety requirements does mitigate the risks to Council of operating an Airfield.

6.4. Health and Safety

- 6.4.1. The Airfield Advisory Group does provide advice to users of the airfield on safety procedures.

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

Civil Aviation Act

Local Government Act

7.3. Community Outcomes

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

7.4. Delegations

The Community and Recreation Committee has the authority to approve Terms of Reference for Advisory Groups.

**TERMS OF REFERENCE
COUNCIL AND COMMITTEES**

Rangiora Airfield Advisory Group

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- 1.2 This partnership with the community is given effect to by the Rangiora Airfield Advisory Group who represent the broader interests of the aviation community.
- 1.3 The Aviation Community includes both commercial aviators and recreational aircraft users as well as industries that are predominantly concerned with aviation.
- 1.4 This document formalises the relationship between the Council and the Airfield Advisory Group (the Group) and in particular clarifies the respective roles of the Council and the Group in working together to develop and operate the Rangiora Airfield.

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 - The Airfield Safety Officer – (appointed by the Council's Community and Recreation Committee)

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Rangiora Airfield Advisory Group

Ex officio members:

- Community Greenspace Manager (Airfield Manager)
- Manager Community and Recreation

Staff Support

- Greenspace Operations Team Leader (Staff support)

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- 3.4 A Chair appointed by the members of the Group (by a simple majority). The Chair will be appointed annually at a meeting to be held in July each year.
- 3.5 Waimakariri District Council staff will provide the secretarial services to the Group.
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- 3.8 The 2 Council appointees will be appointed by the Community and Recreation Committee on the basis of knowledge of airfield operations and the aviation community.

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The Chairperson may cancel the meeting if, in consultation with the Airfield Manager, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

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Rangiora Airfield Advisory Group

- 6.2 The Agenda will be prepared by the Airfield Manager, (or nominee) in consultation with the Chairperson
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- 8.3 The Group can only request staff to carry out maintenance work or capital expenditure where there is sufficient budget approved by Council.
- 8.4 If there is no approved budget for work that the Advisory Group wishes to undertake it will have to make a recommendation to the Community and Recreation Committee of Council.
- 8.5 All financial work orders and purchase orders can only be issued by Council staff

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- 9.1 Given the importance of relationships to the effective performance of the Advisory Group, members will conduct their dealings with each other in a manner that:
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 - is respectful of the Chair of the Meeting and complies with any determination of the Chair around meeting conduct.

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- 9.2 Please note that nothing in this section is intended to limit robust debate within the Advisory Group as long as it is conducted in a respectful and insightful manner.
- 9.3 Any failure by members to act in the manner described above may result in a further investigation of a member's actions.

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- 10.1 Any complaints about a member's behaviour or conduct of the Advisory Group must be made in writing to the Chief Executive.
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- 12.2 If there is no such resolution any business on the agenda that has not been dealt with must be adjourned and transferred to the next meeting.

13. FINANCIAL MANAGEMENT

- 13.1 The Council will be responsible for issuing all works orders and purchase orders, but the Group can advise the Council of the work that it wishes to be carried out and the timeframe.
- 13.2 The Council has financial accountability for the airfield and manages all income and expenditure relating to the airfield's operation and maintenance.

**TERMS OF REFERENCE
COUNCIL AND COMMITTEES**

Rangiora Airfield Advisory Group

- 13.3 The Council's financial year is from 1 July to 30 June.
- 13.4 Accounts are closed off at the end of each year, and any unspent maintenance budget is not carried forward unless there is a specific request to Council.
- 13.5 Carrying forward of unspent funds is possible where they relate to capital works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.

14. LEGAL RESPONSIBILITIES

- 14.1 The Council is responsible for all legal obligations relating to the Airfield under various Acts and these cannot be delegated to an Advisory Group.
- 14.2 These include, but are not limited to:
- Civil Aviation Act 1990 and Subsequent CAA Acts/Legislation
 - Local Government Act 2002
 - Reserves Act 1977
 - Building Act 1991 and 2004
 - Any developments or physical improvements to the Airfield including structures
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- Fees and charges relating to the use of the Airfield
- Appropriate operational safety requirements.

3. COMPOSITION OF THE ADVISORY GROUP

- 3.1 The Group shall have a minimum of six members and a maximum of 11 members.
- 3.2 Membership will consist of:
 - 1 Councillor
 - 2 Council appointees
 - 1 Representative from helicopter operators
 - 1 Representative from Micro light operators
 - 1 Representative from fixed wing aircraft operators
 - 1 Representative from Sports Aircraft Association
 - 1 Representative from commercial aviation
 - 1 representative from Canterbury Aero Club
 - 1 Representative from an aviation related business operating at the Rangiora Airfield
 - Parks Project officer (Staff support)

**TERMS OF REFERENCE
COUNCIL AND COMMITTEES**

Rangiora Airfield Advisory Group

Ex officio members:

- Council Property Officer
- Manager Community and Recreation

- 3.3 A quorum will be three members.
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6. IMPLEMENTATION OF THE AIRFIELD MASTER DEVELOPMENT PLAN

- 6.1 The Group will have a key role in advising the Council of the operational and safety factors surrounding the refinement and implementation of the Airfield Development Plan which covers the development of the land on the southern side of the main runway.

7. RESPONSIBILITIES

- 7.1 The following table summarises the key responsibilities of the Group in relation to the Airfield:

**TERMS OF REFERENCE
COUNCIL AND COMMITTEES**

Rangiora Airfield Advisory Group

Task	Advisory Group	Council Approval required
Development Plan	√	√
Operational safety rules	√	√
Airfield safety group	√	√
Runway maintenance	√	√
Weeding	√	√
Fencing	√	√
Taxiways/carparks etc	√	√
Landscape features	√	√
Signage	√	√
Events	√	√
Annual Budget		√
Financial Expenditure (purchasing)		√
Entering into contracts for supply or work to be carried out		√
Leases or licences for hangars or other buildings		√

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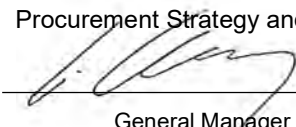
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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-123/260430106446**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 June 2026**AUTHOR(S):** Rob Kerr, REL Programme Manager**SUBJECT:** Rangiora Eastern Link
Procurement Strategy and Targeted Early Contractor Involvement**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks Council approval of the proposed procurement strategy for the Rangiora Eastern Link (REL). The recommended approach is a fully documented Design/Tender/Construct delivery model, enhanced by a targeted and competitive Early Contractor Involvement (ECI) phase with shortlisted contractors before the shortlist is invited to submit tenders.
- 1.2. The recommended process is intended to retain Council control of design, scope, probity and value for money, while using contractor input early enough to reduce risk pricing, test construction methodology, improve staging, and provide better cost confidence before Council commits to the main physical works contract.
- 1.3. Market sounding undertaken in March/April 2026 confirmed strong contractor appetite for the project but also confirmed that tender prices are likely to be driven by how well ground conditions, groundwater, rail, utilities, staging and aggregate supply risks are defined before tender. The targeted ECI process responds directly to that market feedback.
- 1.4. Following confirmation from NZTA that they will co-fund the Pre-Implementation phase (design, consenting and land acquisition) of the project, approval is now sought to commence procurement. Four further approval gateways where the Council's formal approval will be sought are proposed: (i) appointment of the design consultant, (ii) approval of the draft Concept Design and related cost estimate, (iii) prior to issuing the construction contract for tender for both NZTA and Council to confirm funding and (iv) prior to entering into the main construction contract.

Attachments:

- i. Rangiora Eastern Link Commercial Case and Procurement Strategy - Updated April 2026 post market sounding (TRIM 260406090260)

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 260430106446.
- (b) **Notes** that the Rangiora Eastern Link Business Case was adopted by Council on 3 March 2026 and submitted to NZ Transport Agency Waka Kotahi for co-funding consideration.

- (c) **Notes** that NZTA has endorsed the Business Case and approved 51% co-funding of the pre-implementation (\$4.04 million) and property acquisition (\$4.80 million) phases of the project, making NZTA's share \$4.51 million.
- (d) **Notes** that the Rangiora Eastern Link procurement strategy has been updated following open-market supplier engagement and market sounding undertaken in March/April 2026.
- (e) **Approves** the procurement strategy for the Rangiora Eastern Link which is based on Option 3 (from section 4.6 below)
 - i. a fully documented Design/Tender/Construct approach,
 - ii. a two-stage procurement process for the design consultants, involving
 - an open and competitive process to shortlist consultants, and then
 - a targeted request for proposals from the shortlisted consultants.
 - iii. an open and competitive shortlisting process to
 - appoint approximately three contractors to be involved in providing Early Contractor Involvement (ECI) services; and then
 - A targeted Request for Proposals for the main works contract to be sought from the shortlisted ECI contractors.
- (f) **Approves**, in principle, packaging the physical works as a single main construction contract for all works, with the possible exception of the Northbrook Stream to Boys Road section which may be delivered by the neighbouring developer as detailed through a Private Development Agreement, (which will be considered by the Council in a separate report), should this provide best value and programme alignment.
- (g) **Notes** that the General Manager Utilities and Roading will approve and issue the necessary procurement documents and enter into ECI Services Agreements with shortlisted contractors and make associated procurement decisions within approved project budgets and Council delegations.
- (h) **Notes** that progression of the project will be subject to further approval steps by Council, including (i) appointing the design consultant, (ii) approval of the draft Concept Design and associated cost estimate, (ii) prior to issuing the construction contract for tender to confirm funding, and (iii) entering into the main construction contract.
- (i) **Notes** that the above steps remain contingent on NZTA approving funding for the Implementation phase which is forecast to be a further \$21.51 million in addition to the pre-implementation funding, out of the expected total project cost of \$65.59 million.

3. **BACKGROUND**

- 3.1. The Rangiora Eastern Link (REL) is a proposed 2.88 kilometre new road that will provide a new north-south transport corridor between Lineside Road and the east Rangiora growth areas. The project is intended to relieve congestion on Southbrook Road, improve access to East Rangiora and Southbrook, support residential and business growth, and improve the resilience and efficiency of the transport network.
- 3.2. The REL is the largest component of the Eastern District Strategic Roading Programme which has been identified as a National Infrastructure Priority, endorsed at Stage One. Council adopted the REL Single Stage Business Case on 3 March 2026 for submission to NZ Transport Agency for co-funding consideration.

- 3.3. The Business Case identified the preferred option as the route west of the Rangiora Wastewater Treatment Plant, connecting to Northbrook Road and the east Rangiora development network. Approximately 35% of the broader corridor has already been constructed through development, with a further section expected to be delivered through adjacent development processes. The remaining section south of Northbrook Road is the primary focus of this procurement strategy.
- 3.4. The forecast outturn cost in the Business Case is \$65.5 million at P50 (i.e. the actual cost has a 50% chance of being under this value) and \$78.8 million at P95 (i.e. the actual cost has a 95% chance of being under this value), excluding GST and escalation. The proposed funding model includes development contributions, supplementary growth funding, NZ Transport Agency co-funding and a Council local share.
- 3.5. NZTA have confirmed their co-funding of the pre-implementation phase (design and consenting) as well as the property acquisition with their contribution 51% of the \$8.84 million forecast cost for this phase. A separate staff submission has been considered by Council consideration to bring forward \$4.8 million for FY2026/27 as part of the 2026/27 Annual Plan deliberations.
- 3.6. The Commercial Case and Procurement Strategy has now been updated following market sounding, involving a formal request for feedback on the industries view on how the project should be delivered. The updated strategy recommends retaining the discipline of a traditional Design/Tender/Construct model, while introducing targeted Early Contractor Involvement (ECI) services to better define and reduce key risks before finalising the design pre-tender estimate, risk register and forecast outturn cost for construction by Council and NZTA prior to seeking formal tenders from the shortlisted contractors contract award.
- 3.7. The procurement strategy proposed in this report has been endorsed by the NZTA procurement Team as well as the Council Procurement Project Control group

4. ISSUES AND OPTIONS

Procurement issue to be resolved

- 4.1. The main procurement issue is how Council should engage the contractor market in a way that preserves competition and public-sector accountability, while giving contractors enough early involvement to reduce risk pricing and improve construction methodology before the main works price is locked in.
- 4.2. The project is not technically unusual civil construction. However, it is risk-sensitive. The principal areas of delivery risk are ground conditions, shallow groundwater, stormwater and waterway crossings, interface with KiwiRail at Lineside Road, utility management, coordination with adjacent development, property access, traffic management and aggregate supply.
- 4.3. A pure low-price tender after detailed design would provide a transparent procurement route, but will almost certainly also lead to conservative pricing particularly if contractors consider that the design, ground model or interface risks are not sufficiently defined. Conversely, appointing a single contractor too early could reduce competitive tension and weaken Council's negotiating position before the main works price is agreed.

Market sounding findings

4.4. Council undertook open market sounding through a Request for Information process. Responses were received from major civil contractors and consultants. The key market messages were:

- There is strong market appetite for the REL and sufficient contractor and consultant capacity to support the procurement.
- Pricing outcomes will be driven less by the existence of competition alone and more by how well project risks are defined before tender.
- Contractors favoured ECI because it allows buildability, staging, supply chain and risk allocation to be resolved before final pricing.
- Consultants generally favoured a traditional Design/Tender/Construct model, noting that the project scope is relatively conventional and that competition should be preserved.
- There was strong agreement that additional geotechnical, groundwater and utility information is needed before final construction pricing.
- There was strong consensus that the majority of the works should be packaged as one main contract to avoid unnecessary interface risk.

4.5. The recommended strategy balances these messages by keeping Council's independent design-led approach and a competitive final tender, while procuring paid, targeted ECI services from shortlisted contractors before the final price is confirmed.

4.6. Procurement Options considered

Option	Advantages	Disadvantages	Assessment
Option 1 - No ECI / pure Design-Tender-Construct	Simple, transparent, maximum separation between design and construction; strong price competition at tender.	Greater risk of conservative pricing and variations if geotechnical, groundwater, rail and staging risks remain uncertain or not designed efficiently.	Not preferred as the sole approach. It does not respond sufficiently to the market feedback on risk definition, take advantage of the opportunity for more cost effective construction methodology or more accurate cost estimation.
Option 2 - Single contractor ECI leading to delivery	Strong contractor alignment, efficient design-buildability feedback, early supply chain commitment.	Loss of competitive tension, reduced negotiating leverage, potential probity concerns and market disengagement.	Not preferred. This would not sufficiently protect Council's need for competitive pricing and public accountability.
Option 3 - Competitive targeted ECI with shortlisted contractors Staff recommendation	Retains competitive tension, reduces risk pricing, improves buildability and provides better cost confidence before award.	Requires payment to multiple contractors, careful probity controls, IP management and additional procurement coordination.	Preferred. Best balances competition, risk reduction, cost confidence and Council control.
Option 4 - Design and Construct	May encourage innovation and transfer some design responsibility to the contractor.	Less suitable for stakeholder interfaces, rail and development coordination; risk of variations where requirements change.	Not preferred for this project because Council needs to retain close control of standards, interfaces and whole-of-life outcomes.

Option	Advantages	Disadvantages	Assessment
Option 5 - Managing contractor / cost reimbursable model	Allows flexibility and may reduce contractor risk premium.	Transfers too much cost risk to Council and provides weaker price certainty.	Not preferred because the project requires cost certainty for Council and NZTA funding purposes.

Procurement process detail (based on Option 3)

4.7. The intended process is set out below.

Stage	Process	Purpose / output
1. Lead designer procurement	Procure a multi-disciplinary design consultant through Council's normal procurement processes, with the consultant leading design development and supporting the ECI phase.	Maintains Council control of design, standards, consenting inputs, optioneering and whole-of-life asset outcomes.
2. Contractor shortlisting	Issue an ROI/RFQ to the contractor market and shortlist approximately 3 contractors with appropriate roading, structures, groundwater, staging, rail-interface and ECI capability.	Creates a competitive pool of contractors able to provide targeted ECI services and submit final tender proposals.
3. Paid targeted ECI services	Enter into ECI Services Agreements with each of the shortlisted contractors. Each contractor provides structured input against an agreed scope and is paid a fixed fee.	Improves buildability, staging, risk definition, pricing transparency, programme confidence and supply chain understanding before final tender.
4. Design and risk finalisation and pre-tender estimate	Council, the designer, QS/cost advisor and ECI contractors test key design and construction assumptions, update the risk register, confirm scope, identify risk allocation and prepare a pre-tender estimate	Reduces contingency and variation risk and provides a clearer basis for final tender pricing. Pre-tender estimate and cost report provides basis for Council and NZTA consideration to proceed to tendering
5. Final competitive tender	At the end of ECI, shortlisted contractors are invited to tender final price and non-price offers based on the detailed design, agreed assumptions and risk allocation.	Retains competitive tension and gives Council a more robust basis for contractor selection and contract award.
6. Main contract approval and award	A preferred contractor is selected following evaluation. Award of the main works contract proceeds only after funding, approvals and delegations are satisfied.	Provides a further governance checkpoint before Council commits to the physical works contract.

Scope of targeted ECI services (Based on Option 3)

4.8. The ECI phase should be tightly scoped and Council should retain governance control, independent design control and competitive tension through to final contractor selection. The ECI services should focus on matters where contractor input can materially improve price certainty, programme certainty and risk management.

ECI focus area	Targeted contractor input required
Ground conditions and groundwater	Review geotechnical information, comment on construction methodology, ground improvement, dewatering, temporary works, seasonal constraints and risk pricing assumptions.
Drainage, stormwater and waterway crossings	Test constructability of culverts, stream crossings, stormwater treatment and temporary diversion requirements.
KiwiRail and Lineside Road interface	Advise on staging, access, temporary traffic management, rail protection requirements, sequencing and constructability near the level crossing.
Programme and staging	Develop realistic construction durations, critical path, early works opportunities and dependencies with property, consents, utilities and rail approvals.
Aggregate and supply chain	Advise on aggregate availability, haulage, material testing, pavement construction options and cost escalation risks.
Utilities and enabling works	Review known services, diversion requirements, protection measures and opportunities to reduce uncertainty before the main contract.
Risk allocation and risk allowances	Identify which risks should be retained by Council, transferred to the contractor or shared, and contribute to development of a quantitative risk register to inform the contingency
Non-binding and confidential Base construction cost estimate	Each shortlisted contractor submits a confidential interim construction cost estimate, including methodology assumptions, key quantities, risk allowances, exclusions and opportunities. Council uses these estimates, alongside the independent QS estimate, to validate the base estimate and risk allowance before seeking NZTA and Council funding approvals prior to issuing the final request for tender request.

Contract packaging

- 4.9. The majority of the project should be delivered as a single main construction package. This is consistent with market sounding feedback and reduces the interface risk that would arise from splitting the works by element or geography.
- 4.10. The key exception is the section between Northbrook Stream and Boys Road, which may be more efficiently delivered through a Private Development Agreement or equivalent arrangement with the adjacent residential development (known as Sparks or Rosburn). This should continue to be progressed where it provides better value, programme alignment and integration with development works and will be subject to a separate report.

Options for the Council

- 4.11. The Council has the option of accepting the recommendations as presented in this report.

This option is based on Option 3 in the above table: competitive targeted ECI with shortlisted contractors, embedded within a design-led Design/Tender/Construct procurement model.

This is the recommended option as it provides the best balance because it:

- retains Council control over design standards, scope and whole-of-life asset outcomes;
- retains competitive tension through the ECI phase and into the final tendered price;
- uses contractor expertise where it adds most value, particularly in ground risk, staging, rail interface, aggregate supply and constructability;
- reduces the likelihood of conservative risk pricing at tender;

- supports a clearer risk allocation under a standard construction contract framework; and
- provides a stronger basis for a future Council decision on main contract award.

4.12. The Council has the option of choosing an alternative Option from section 4.6 above. It may choose to do this to either provide a wider pool of contractors involved in the final pricing, or a smaller contract package to attract more local contractors. Neither of these are recommended for the reasons above, and so this option is not recommended.

Probity, governance and controls

4.13. The ECI process will require clear governance and probity controls. The following controls are proposed:

- a documented procurement plan, evaluation methodology and ECI Services Agreement before contractor shortlisting;
- clear separation between ECI advice and final tender evaluation requirements;
- a probity plan and independent probity advice where required;
- clear treatment of contractor intellectual property and information that can be shared with other shortlisted participants;
- fixed-fee payment for ECI services so that contractors are fairly compensated without creating an entitlement to the main works contract;
- independent cost advice or QS benchmarking to test contractor pricing, risk allowances and escalation assumptions;
- governance reporting to the Project Steering Group at key gates;
- retain services of a probity advisor in relation to the submission and review of the non-binding cost estimate; and
- Further Council approval points at (1) prior to issue of tender documents and (2) to award the contract.

Implications for Community Wellbeing

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

4.15. The procurement strategy supports timely delivery of infrastructure intended to reduce congestion, improve access, support growth areas, improve transport reliability and provide safer movement choices for people and freight. A well-controlled procurement process also supports affordability by reducing unnecessary risk premiums and improving cost confidence before construction commitment.

4.16. 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 and have expressed specific preferences to how this procurement may support Māori and other local businesses.

Cultural considerations, particularly around waterways and earthworks, are important to the consenting and delivery approach. Engagement with mana whenua will continue through design, consenting and construction planning.

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 include NZ Transport Agency, KiwiRail, adjacent

developers, affected landowners, Southbrook businesses, utility providers, road users, transport operators, local contractors and community boards.

5.3. **Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report. The REL is a high-profile project because of its role in managing congestion, supporting growth and its cost to ratepayers and development contributors. The procurement strategy is intended to provide transparency and discipline around how Council engages the market before committing to construction

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. The ECI process will require payment to shortlisted contractors for defined pre-construction services and will require supporting design, cost and probity resources. These costs are expected to be met from the approved pre-implementation / project budgets.

This budget is included in the Long Term Plan and project budget provisions for the Rangiora Eastern Link, subject to the funding pathway and NZ Transport Agency co-funding decisions. A further paper will be provided to Council reviewing the share of development contributions towards the project.

The recommended strategy is expected to improve financial management of the project by reducing uncertainty before final pricing, improving risk allocation, and providing better information for Council before any construction contract award decision.

Four principal approval gateways by Council are proposed: i) appointing the design consultant, (ii) approval of the draft Concept Design and associated cost estimate, (iii) prior to issuing the construction contract for tender for both NZTA and Council to confirm funding, and (iv) entering into the main construction contract.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have sustainability and climate change impacts. The procurement approach can include sustainability, local participation, waste minimisation and construction emissions considerations as non-price attributes, provided these are clear, measurable and do not undermine value for money.

The ECI phase also allows practical consideration of materials, haulage, construction staging, groundwater resilience and whole-of-life maintenance implications before the final design and price are locked in.

6.3 **Risk Management**

There are risks arising from the adoption and implementation of the recommendations in this report. The recommended ECI approach is itself a risk management response. Key risks and proposed controls are summarised below.

Risk	Potential effect	Proposed control
Loss of competitive tension during ECI	Higher final price or weaker negotiating position.	Shortlist more than one contractor; require final competitive tenders; retain right not to award if value for money is not demonstrated.
Cost escalation, particularly in light of the current geo-political environment	Increase in cost	Staged decision making process to confirm affordability prior to issuing tenders
Probity or fairness challenge	Procurement delay, reputational risk or re-procurement.	Use a procurement plan, consistent information protocols, probity advice, documented evaluation criteria and clear treatment of intellectual property.

ECI scope creep	Higher pre-implementation cost and unclear deliverables.	Use fixed-fee ECI Services Agreements with tightly defined outputs, programme and governance gates.
Insufficient design or investigation information	Residual risk pricing remains high despite ECI.	Complete additional geotechnical, groundwater and utilities investigations; maintain independent design and QS assurance.
NZTA co-funding not confirmed before construction award	Inability to proceed to main works or need to re-sequence.	Do not award the main physical works contract until funding conditions and approvals are satisfied.
Developer or KiwiRail interfaces delay the programme	Delayed delivery or inefficient staging.	Use ECI to test sequencing and interface management; progress agreements with KiwiRail and adjacent developers before final award.

6.3 Health and Safety

There are health and safety risks arising from the adoption and implementation of the recommendations in this report. These relate primarily to the later design and construction phases, including working near live traffic, watercourses, services and the rail corridor. Early contractor input will help identify construction methodology, temporary works, traffic management and staging risks before the main contract is awarded.

7. CONTEXT

7.1. Consistency with Policy

This matter is not considered a matter of significance in terms of the Council's Significance and Engagement Policy. The REL project itself is significant to the district, but the decision sought in this report is approval of the procurement strategy rather than a change to the project scope or funding model.

The recommended approach is consistent with Council's Procurement and Contract Management Policy because it seeks value for money, fair competition, effective market engagement, quality outcomes and appropriate management of commercial risk. The process will also allow local, social and environmental outcomes to be considered through clearly defined non-price criteria.

7.2. Authorising Legislation

Relevant legislation and statutory frameworks include the Local Government Act 2002, Land Transport Management Act 2003, Health and Safety at Work Act 2015, Resource Management Act 1991 and Public Works Act 1981.

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The procurement strategy supports outcomes relating to an efficient and effective transport network, well-planned growth, a resilient economy, community safety and responsible financial stewardship.

7.4. Authorising Delegations

Council approval is sought for the overall procurement strategy because of the scale, profile and funding significance of the REL. Operational procurement steps, including the issue of procurement documents and entry into ECI Services Agreements, are proposed to be managed under existing delegation within approved budgets and Council's procurement policy. Award of the design consultant contract and the main physical works contract will be subject to a further approval step and the applicable financial delegations at that time.



RANGIORA EASTERN LINK

Commercial Case and Procurement Strategy

Enabling efficient movement of people and freight

Updated April 2026 post market sounding
Trim 260406090260



The Commercial Case

Executive Summary

The Rangiora Eastern Link Commercial Case and Procurement Strategy sets out the recommended procurement and delivery approach for taking the preferred REL route from concept design through to construction and commissioning. The project comprises an approximately 2.88 kilometre new north-south road connection between Lineside Road and the east Rangiora growth areas, with key interfaces to local roads, greenfield development, waterways, utilities and the rail corridor. Its purpose is to relieve congestion on Southbrook Road, improve access to East Rangiora and Southbrook, support residential and business growth, and improve the resilience and efficiency of the district transport network.

The procurement strategy supports the strategic and economic cases by selecting a delivery model that can preserve the forecast transport, growth, safety and reliability benefits while managing cost, programme and delivery risk. The document notes that REL is intended to unlock and support growth in East Rangiora, improve accessibility and freight movement, and maintain network performance during construction. It also recognises that timely delivery and minimisation of interface risk are important to achieving the modelled economic benefits.

The recommended procurement model is a fully documented Design/Tender/Construct approach, enhanced by targeted and competitive Early Contractor Involvement from shortlisted

contractors. This approach retains Council control of design, scope, standards, consenting inputs, probity and whole-of-life asset outcomes, while using contractor input early enough to improve buildability, staging, risk allocation, programme certainty and cost confidence before final tender pricing. It is deliberately not proposed as an alliance or single-contractor ECI model; the intent is to use ECI as a risk reduction and value optimisation tool within a competitive tender process.

Market sounding undertaken in March and April 2026 confirmed strong contractor and consultant appetite for the project, with sufficient market capacity to support delivery. The central market message was that final pricing will be driven less by the existence of competition alone and more by how well key risks are defined before tender. Contractors strongly supported ECI as a way to reduce conservative risk pricing and improve constructability, while consultants generally favoured traditional Design/Tender/Construct. The proposed strategy balances these positions by retaining a designed and competitive final tender while introducing targeted ECI for the highest-risk areas.

The principal delivery risks are ground conditions, shallow groundwater, stormwater and waterway crossings, the KiwiRail interface at Lineside Road, utilities, staging with adjacent development, property access, traffic management and aggregate supply. The strategy responds by requiring further geotechnical, groundwater and utilities investigations, independent cost and QS assurance, a structured risk register, careful risk allocation, and early engagement with regulatory agencies, KiwiRail, mana whenua, landowners and adjacent developers.

The preferred packaging approach is to deliver the majority of the physical works through a single main construction contract, with the Northbrook Stream to Boys Road section potentially integrated through a Private Development Agreement with the adjacent Rossburn/Sparks development where that provides better value and programme alignment. This reflects market feedback that a single main package will reduce interface risk, while still allowing local economic, social, cultural and environmental outcomes to be included through sustainable impact evaluation criteria and contract requirements.

The procurement scope includes professional services for detailed design, additional investigations, property acquisition support, planning and consenting, targeted ECI, the main civil works contract, rail interface works, utility coordination and integration with developer-constructed works. It also includes procurement governance, probity arrangements, an evaluation panel, an independent probity advisor where required, and a two-stage ROI/RFT process where this improves competitive tension and market participation.

The property acquisition strategy identifies four key property interests required to deliver the project, with negotiations to be led by Council's property team under a willing buyer/willing seller approach where possible and the Public Works Act process available if required. The programme anticipates valuation and negotiation through 2026, agreement in principle by late 2026, potential compulsory acquisition consideration in early 2027 if necessary, and settlement/subdivision activities through 2027.

Overall, a disciplined, design-led procurement strategy supported by competitive targeted ECI is proposed. This is intended to preserve public-sector accountability and competitive price tension, while reducing the risk of conservative tender pricing, later variations and poor interface management. The strategy also establishes clear approval gateways before Council commits to the main physical works contract, including confirmation of the concept design and cost estimate, confirmation of Council and NZTA funding before tender issue, and a further approval before construction contract award.

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Introduction

This updated Commercial Case from the REL Business Case sets out the procurement strategy to deliver the project. The objectives and outcomes in this strategy are consistent with Council's strategic and organisation-wide Procurement and Contract Management Policy.

For clarity, as this is a Council led project, the Council's Procurement policy apply and not that of NZTA¹.

The key outcomes sought by the strategy include:

- ✓ To provide for the procurement of goods, works and services in a way that ensures value for money
- ✓ To ensure that procurement practices meet the requirements of good management
- ✓ To enable fair competition between suppliers
- ✓ To ensure quality outcomes for the community are delivered
- ✓ To encourage a competitive and effective market

Scope of this Commercial Case

In the interest of conciseness, this Commercial Case does not address the everyday activity that is undertaken by Council in procuring consultant (pre-implementation resource) to support the project. There are well defined processes and thresholds in place within Councils procurement policies that guide this process. The full scope of this procurement is noted in the next section for completeness.

¹ NZTA procurement guidelines would apply when NZTA is the delivery agent but in this case they are a funding partner only.

Structure of Commercial Case

- A Defining the scope of procurement
- B Understanding the Context and Success Factors
- C Market sounding
- C Assessing the Procurement Options
- D Managing and allocating risk
- E Structuring implementation
- F Acquiring the land

Appendices

Process Design

Evaluation weighting

New section in this update

Update section will key recommendation

Added new appendices on process to implement strategy

A Defining the scope of Procurement Activity

The procurement activity for the Rangiora Eastern Link (REL) encompasses all activities required to take the preferred option (Option B.1 – West of Wastewater Treatment Plant, designated route) from concept design through to physical construction and commissioning.

The procurement scope includes the full range of services and physical works necessary to enable delivery of the REL, including planning, design, property, construction, and commissioning. The scope aligns with NZTA BCA expectations for an SSBC and includes both pre-implementation and implementation activities.

The scope reflects the nature of the project: a 2.88 km new road delivered partly through greenfield land and partly within developer-constructed corridor sections, with interfaces to local roads, growth areas and an active rail environment. This section outlines the breadth of procurement activities required to successfully deliver the project and achieve value for money.

Pre-Implementation Procurement Activities

These services will be procured to refine the design, reduce delivery risk and achieve consenting and property readiness ahead of construction procurement:

- **Professional Services – Detailed Design**
Completion of detailed geometric design, structures, active modes facilities, intersection design, drainage, utilities, stormwater treatment, earthworks modelling and landscape design.

- **Additional geotechnical and utility investigations**
Confirmatory investigations to reduce ground risk and pipe/cable location, given known soft soils and drainage constraints along the corridor.
- **Property Acquisition and Valuation Services**
Property agent, valuation, surveying and legal support is required to finalise boundaries, secure easements, and confirm access arrangements, in accordance with the Public Works Act.
- **Planning & Consenting**
Preparation of any required resource consents and procurement of ecological, hydrological and cultural specialists.
- **Early Contractor Involvement (ECI)**
Early engagement with the market will be used to reduce risk in relation to cost estimation, staging, ground conditions and construction methodology. This is a limited-scope ECI, not a full alliance model.

3. Implementation Procurement Activities

These activities relate to procurement of physical works contracts required to construct the REL:

- **Main Civil Works Contract**
The principal construction contract comprising road formation, pavements, structures, shared paths, stormwater systems, lighting, safety barriers, landscaping and traffic control devices.

- **Rail Interface Works**

Allowances for Kiwirail interface management, including any adjustments needed to signalling, level crossing warning systems or access controls near Lineside Road.

- **Utility Relocation and Service Coordination**

Engagement with utility providers for relocations, protection, design certification and construction supervision.

- **Developer-Constructed Works Integration**

Procurement interfaces with the Rossburn development-constructed sections, ensuring consistent standards and seamless connection to Council's corridor.

4. Contract Packaging Included in Procurement Scope

The procurement scope includes assessment and sequencing of contract packages to optimise delivery:

- **Enabling Works Package** – earthworks preload, utility diversions, temporary diversion of watercourses, moving of operations area, and early stormwater works.
- **Single Main Contract Package** (default).
- **Developer Partnership Package** – ensuring integration with Private Development Agreement (PDA) commitments.

The Commercial Case will test packaging decisions with the market prior to RFQ/RFT issue.

5. Procurement Governance, Probity and Market Engagement

The procurement scope includes:

- Establishing an evaluation panel and probity advisor.

- Running a two-stage procurement approach (ROI/RFT) where market testing indicates this will improve competitive tension.
- Conducting market sounding to understand contractor appetite, capacity, and preferred contract forms.

6. Out-of-Scope Procurement Activities

To maintain clarity, the following are *not* within the procurement scope:

- Construction of future stages of eastern development roads outside the REL alignment.
- Any land-use planning or rezoning unrelated to the transport corridor.

Linkages to the Strategic and Economic Cases

The Commercial Case directly supports the Strategic and Economic Cases by ensuring that the preferred option—the Rangiora Eastern Link (Option B.1: West of the Wastewater Treatment Plant)—can be procured and delivered in a way that achieves the investment objectives, responds to the identified problems, and provides value for money.

Alignment with the Strategic Case:

The Strategic Case establishes the need to relieve severe congestion on Southbrook Road, unlock over 5,000 homes in East Rangiora, and improve safety and access for people and freight. The procurement approach has been developed to ensure that the selected commercial model facilitates timely delivery of a connection that aligns with growth sequencing, supports the Priority Development

Area status of Rangiora, and maintains network performance during construction.

Contract packaging and supplier engagement have been shaped to reduce delivery risks associated with ground conditions, property interfaces, and adjacent land development—critical to achieving the strategic outcomes of reduced travel times, improved accessibility, and enhanced safety.

Alignment with the Economic Case:

The Economic Case identifies the REL as the option that delivers the highest value for money, with substantial travel-time savings, improved network reliability, reduced VKT, strong safety benefits, and an excellent BCR.

The Commercial Case ensures that the procurement strategy preserves these benefits by selecting a delivery model that supports competitive pricing, efficient staging, and disciplined risk allocation. The recommended Design–Tender–Construct approach, supported by targeted early contractor involvement, mitigates key cost and delivery risks and maximises the prospects of realising the forecast economic benefits.

The procurement scope and packaging reflect the economic findings that timely delivery and minimisation of interface risks are essential to achieving the modelled transport performance and growth-enabling benefits.

B Procurement context and outcomes

Characteristics of this procurement

The exact sequencing is flexible but requires coordination

- Sequencing may depend on the rate of residential development in the adjacent development area (Rosburn/Sparks).
 - That is: the timing of the Rosburn develop will influence if it is done as part of the development works or in advance.
- Coordination and integration with the adjacent land developments is required as well as with the operation of the wastewater treatment plant.

It will be important that road is designed and constructed with long term maintenance and life cycle costs in mind

- These are public works and will not be tolled, therefore have no opportunities for PPP or other partnering solutions
- They will form part of the larger transport network and must fit with the overall asset management of the network
- Whole of life considerations and meeting minimum design standard are important as the Council (and NZTA) will carry the cost of maintenance.
- Climate change and particularly ground water are key design and future proofing considerations
- Consistency with existing standards is essential, including compliance with Council's Engineering Code of Practice.

Cost certainty within a typical margin that reflects the risk profile will be required at the start of construction

- Risks need to be understood, and allocated to the party who is best able to control them
- Cost certainty is essential to meet obligations to ratepayers and meet the gateway conditions of NZTA for co-funding
- A high level of pre-tendering data collection on ground conditions, ground water levels and services locations will be required
- Early engagement with regulatory agencies and securing of consents will also be required

There are a range of key interfaces and stakeholders that need to be carefully managed and coordinated

- Coordination with the adjacent development is required
- There are three, and potentially four, land acquisition required outside the main landowner developer
- Agreement and coordination with Kiwirail in regard to the rail crossings is also essential and key timeframe risk
- The directly affected landowners, local and neighbouring residents, wider scheme beneficiaries, and Rangiora residents need to feel informed and engaged
- Disruption due to noise, vibration, traffic effects etc needs to be well managed

There are a number of technical and consenting challenges, but these are not unusual

- There will be some groundwater challenges, and excavation may intersect with the groundwater in locations.

- Considerable geotechnical, ground water and services investigations are required prior to contracting.
 - Much of this has been completed as part of the Concept Design and Business Case phase
- Some localised soil remediation (contamination) may be required, however this is lower risk post investigations.
- There is a low level of technology improvement opportunity therefore technology obsolescence is minimal.
- Cultural considerations in the approach around waterways will be critical in securing resource consents.
- There are limited planning constraints, but these will need to be resolved and particular relate to groundwater and the crossing of the major waterways. Especially Koura Creek.
- However, these risks and solutions are well understood and not unusual.

This is a normal scope of work for the Waimakariri District Council, and they have the capability to deliver the project

- WDC has traditionally investigated risks, sought to mitigate where practical, and then allocated residual risk through the traditional Design/Tender/Construct approach
- WDC has rarely engaged in more direct risk share mechanisms with the private sector although has accepted a fair allocation when considering variation claims
- The main unknowns associated with this project are ground conditions and groundwater levels.
- The downside risk for WDC will need to be capped and controlled
- Some pain/gain share may be acceptable however the project is unlikely to be suitable for this model

- The need for coordination across multiple interfaces (developer, Kiwirail, Council three waters) is a material factor.
- As such, WDC seeks to retain close involvement with the project

It is anticipated that this work will be attractive to the market

- The scope of the work is normal civil construction with a reasonable scale.
- However, the type of procurement will influence the attractiveness to various segments of the market. Most local contractors are less experienced with Design & Build packages
- In addition, the sizes of the packages will determine the size of contractors who may be interested (e.g. smaller local, medium regional, large national)
- This will be of interest to the Council who may want some degree of local economic benefit, reflecting the Coubcul procurement policy.
- There is the opportunity to procure part of the works as part of the land development process through an agreement with the developer. This will depend on their timing, and WDC budget process, but is a common approach.
- The opportunity is to either let the whole project in one contract or break it into multiple contracts.

Critical Success Factors

The following factors were used to identify the procurement risk and evaluation criteria for the project:

Rangiora Eastern Link Commercial Case

Updated April 2026 post market sounding

Criteria	Description
Scale, Complexity and Flexibility to Refine Scope	- are scope requirements simple and are risks clearly identified and understood? - contractor management capability / ability to retain competent resources for duration of contract - opportunities or need for Contractor input into innovation in design, build or maintenance (routine or non-routine) - opportunities to bundle early works - likelihood of changes to the project scope through the life of the project or ability to accommodate scope trimming to meet the budget
Public Profile and Strategic Fit	- expectations of users, Council Development Plan, other stakeholders with influence - consider public profile and project sensitive commitments made to the public and/or stakeholders and potential for any stakeholder opposition that could affect the project - risk to Council credibility and reputation
Market Conditions	likelihood of getting competitive interest from the market, and attractiveness to contractors, sub-contractors and suppliers of materials and equipment vs. cost (to market) of tendering

Criteria	Description
	- market sustainability, capability and capacity/opportunities for contribution from the private sector - Council management capability/ability to retain competent and experienced resources for the duration of the contract
Time	- certainty that deadlines and NNND's will be met, critical completion dates, need for a quick start or is early completion of benefit to the Council? - ability to accommodate potential disruptions - outstanding or yet to be finalised approvals
Cost	- need for certainty of cost predictions/funding availability need for lump sum (full price) cost competition in the tender decision is it more important to have the most skilled or most economical team? - ability to meet minimum design standards (Council's ECoP).
Ability to Deliver the Required Scope And Quality	incentives and impediments to: (a) meeting user needs, (b) improving whole-of-life recurrent cost efficiency, (c) appropriately allocating and managing design risks, (d) accommodating future works and variations, (e) providing necessary innovation and flexibility

Rangiora Eastern Link Commercial Case

Updated April 2026 post market sounding

Criteria	Description
	• iconic vs. functional outcomes • required level of Council staff and stakeholder involvement in, and influence over, the design • impact of site or technical uncertainties (e.g. geotechnical, environmental, green field (vacant sites) or brown field (site containing existing infrastructure), future proof new technology etc).
Ability to Manage Contractor and Stakeholders/Interfaces	• consider physical, contractual, statutory approval, stakeholders, operational, related essential projects nearby that will impact project and any other types of interfaces • degree of stakeholder liaison, influence and agreement required for success of the project

Criteria	Description
	• commitments made to the public or stakeholders • approvals and agreements required, and the likelihood of significant approval conditions
Focus on Future Operations of Asset And Knowledge Management	• knowledge handover to operations and maintenance personnel to ensure a smooth start to operations • Likelihood of achieving desired efficiencies in the operation and maintenance of the asset (to minimise recurrent costs, staffing levels, etc. • Opportunity for operational staff and service providers to have input and participation in the project

C Feedback from Market sounding

This section summarises the findings of the market sounding Request for Information (RFI) undertaken for the Rangiora Eastern Link (REL), and provides advice on procurement strategy.

Background

To confirm the approach from the options outlined above, Council has undertaken Early Market Engagement (EME).

A structured open-market Request for Information (RFI) was issued to gather supplier insights on procurement model preferences, market capacity, and key delivery risks associated with the Rangiora Eastern Link. This ensures that the final procurement plan (this plan) reflects actual market conditions and supports a competitive tender process.

- **Issue an open-market RFI (completed)**
Published on GETS and vendor panel and closed 1 April 2026, inviting feedback from Tier 1 and Tier 2 civil contractors, roading specialists, structural contractors, and local suppliers. The RFI sought input on contract packaging, staging, risk allocation, geotechnical risks, and timing.
- **Industry and Supplier Briefings (To be completed)**
Optional confidential one-on-one discussions will be offered, following a standardised question set to ensure fairness. Topics include procurement model preferences (traditional, D&C, ECI), optimal contract packaging (single vs multi-package), and opportunities for innovation.
- **Feedback Analysis and Reporting**
All responses will be collated and anonymised. Key insights will be documented in a Market Feedback Report (see section

C of this procurement strategy) and incorporated into the final procurement options analysis.

How Feedback Will Inform Procurement Decisions

The results of the EME process will be used to:

- confirm the preferred procurement model (e.g., traditional, D&C, or ECI)
- refine contract packaging and staging options
- adjust risk allocation to align with market capability and pricing certainty
- define information and investigation requirements prior to tender
- validate the proposed tender timeline and ensure market capacity exists at the intended time of tendering

Process and response

The RFI closed on the 1st April 2026. Responses reflect good participation and engagement and were received from:

Contractors: Downer, HEB, Isaac. Trulline (empty), Fulton Hogan

Consultants: WSP, AECOM, DS, GHS, WSP

Key comments on the nature of the project

Dimension	Characterisation
Complexity	Moderate (linear infrastructure)
Ground risk	High variability (peat, shallow groundwater)
Interfaces	Rail (KiwiRail), utilities, development staging
Design maturity	Concept level only appropriate
Programme drivers	Growth + NLTP timing
Market attractiveness	High
Complexity and risk profile	Not a technically complex project, but it is risk-sensitive, particularly: • Ground conditions • Material supply • Interface coordination

Summary of Responses by Question

Q1. Market Conditions and Pricing Environment

The market is currently competitive, with sufficient contractor and consultant capacity. However, respondents consistently emphasised that pricing will be driven by risk definition rather than market competition.

Contractors highlighted that poorly defined geotechnical and supply risks will result in:

- Conservative pricing
- Embedded contingency
- Reduced effectiveness of competition

This is explicitly stated by Downer NZ Limited: “Pricing outcomes will be driven less by competition and more by how well risks are defined”

Consultants reinforced that competition exists but warned against over-weighting price at the expense of quality.

Summary: market competitiveness

Aspect	Contractors	Consultants	Consensus	Outliers
Market strength	Competitive	Competitive	Strong market	DS: softer market
Pricing drivers	Risk definition dominant	Same	Strong alignment	None
External risks	Fuel, materials, labour	Same	Alignment	—

Q2. Appetite and Capacity

All respondents confirmed strong appetite to participate (noting that this is a self selected survey and hence this response would be expected).

Contractors	Consultants	Consensus	Outliers
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Strong appetite for delivery	String appetite for design	Strong market interest	DS not bidding delivery
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Q3. Preferred Procurement Model

This is the single most divergent issue between contractors and consultants. There is material commercial interest embedded in these responses.

Contractors: Prefer ECI leading to priced contract as it:

- Reduces risk pricing
- Improves constructability
- Enables optimisation

Consultants prefer Design–Tender–Build (DTB) as it

- Sufficient project simplicity
- Maximises price competition
- Avoids early contractor lock-in

WSP New Zealand Limited supports traditional procurement aligned with the business case. AECOM New Zealand Limited notes D&C is not strongly justified for this scale/complexity.

Contractors	Consultants	Consensus	Key Divergence
ECI preferred	DTB preferred	Procurement must reflect risk	Fundamental split

Q4. Completeness of Investigations

There is unanimous agreement that current investigations are insufficient for pricing certainty but appropriate for this stage of design maturity. Key gaps:

- Geotechnical investigation (density between existing investigations)
- Groundwater
- Utilities

Contractors	Consultants	Consensus	Outliers
Further required to avoid risk pricing	Further required to avoid risk pricing	Strong alignment	None

Q5. Early Contractor Involvement (ECI)

Contractors: Strongly support ECI as this is a core strategy for risk reduction and value optimisation. It also provides a mechanism to avoid overpricing

Consultants: Limited consider ECO would provide value only in specific areas (e.g. rail interface, sequencing) and some consider ECI unnecessary.

There is material commercial interest embedded in these responses.

Contractors	Consultants	Consensus	Divergence
Strong support	Limited support	Value in high-risk areas	Major

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Q6. Social, Cultural, Economic Outcomes

General alignment on introducing social, cultural and environmental outcomes . Key points made include:

- Local participation achievable
- Needs clear, measurable criteria to be effective
- Should not distort value for money

Q7. Supply Chain (Aggregate)

This is an area of divergence. Contractors see supply of Aggregate is a critical risk and requires early securing and strategy.

Consultants have mixed views and many consider this is contractor responsibility.

Contractors	Consultants	Consensus	Divergence
High risk	Mixed	Needs planning	Significant

Q8. Risk Allocation

Strong alignment that risk should sit with party best able to manage it and that poor allocation will lead to a higher cost. No surprises in these responses

Contractors	Consultants	Consensus
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Balanced allocation essential	Same	Strong
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Q9. Programme and Incentives

Consensus is a programme: ~18–24 months typical which is driven by:

- Ground conditions
- staging
- weather

The views on the value of incentives for early completion: some Contractors suggested it was useful but overall there appears to be limited support for the concept.

Q10–11. Packaging and Staging

Strong consensus for a single package of work top avoid interface risks, and advice is not to separate rail works

Q12. Opportunity for Innovation

Contractors consider there to be significant opportunity while consultants' advice there is limited at current stage

Assessing the procurement options

A quantitative analysis of options has been undertaken and is included in attachment A and summarised below. The first ranked are highlighted in green.

Procurement Delivery Method			
	Score	Rank	Notes
Design and Construct	4.2	4	Score lower due to limited control on interfaces with Kiwirail and Development and high cost exposure variations in interface
Document and Construct	4.75	2	Slight increased score over Design and Construct due to more advanced design resolving some interfacing, but more cost risk if changes are made post contract
Construction Management (CM)	4.15	5	Scored lower due to loss of cost certainty and that only a few number of trades, and hence package values are large.
Design/Tender/Construct	5.8	1	Highest scoring option due to combination of market conditions, cost confidence and ability to manage interfaces and quality well.
Managing Contractor (MC)	4.25	3	Scored lower due to loss of cost certainty and that only a few number of trades, and hence package values are large.
Alliance Contracting (GMP)	3.35	8	Too large an establishment cost and time for this scale of project.
Cost Plus	3.95	7	Scored lower due to loss of cost certainty
Direct Managed (DM) with Panel/Framework Agreements	4.15	5	Scored lower due to loss of cost certainty and that only a few number of trades, and hence package values are large.

The highest scoring procurement methods

Design/Tender/Construct

With a traditional approach, the design and final route are completed by a multi-disciplinary design team, which is then used to approach the market for a suitable construction partner. The key benefits of this approach are that the Principal maintains control at every stage over the design, quality and standards of construction. There is also the benefit of price certainty if a fixed price-contracting model is used. However, the Principal also retains all design risk for any omissions or errors in the documentation that could result in later variations and costs.

This traditional approach often takes the longest, as design, tender and construction are carried out sequentially. Additionally, there is no opportunity for the contractor to have input into the final design unless a separate ECI approach is taken. This can limit opportunities for innovative approaches to improve the functionality or buildability of the system.

Example projects delivered under this model are the Kaiapoi Shovel Ready Flood Improvements (\$22m), Tran Road upgrade programme, the majority of Councils capex programme (smaller projects), An Accessible City programme of works in the Christchurch Central City (\$72 million) and many others.

Noting the commercial interest inherent in that advice, this approach supported by the Consultants who provided advice through the market sounding.

Document and Construct

This is a project delivery method whereby the Principal advances the design to (say Concept phase but potentially further) and then a

contractor takes responsibility for both the design and construction of the project based on the concept and requirements specified by the Principal.

This method allows the Principal to establish the key parameters of the project and resolve interface and other design issues and requirements. Consultant inputs may be required to develop early design brief and concept documentation. Example projects delivered through this model include the Avon River Precinct (\$96 million), Ashley River Bridge Replacement and Oxford WWTP (\$10m).

General advice from the market sounding is that this was not a preferred method for this project: the relative simplicity and risk profile did not support the benefits of a D&C

Early Contractor Involvement (ECI)

Introduction

On traditional construction contracts, the client first appoints consultants to design the project in detail, and then a contractor is appointed to construct the works. However, this can be a somewhat fragmented and adversarial project structure which does not give the contractor the opportunity to contribute to the development of the design that they will be required to construct.

Early Contractor Involvement (ECI) is where a contractor's skills are introduced early into a project to bring design 'buildability' and cost efficiencies to the pre-implementation phase'.

This section assesses the available options for procuring ECI services, their relative advantages and disadvantages, and their alignment with the project's objectives.

Potential Role of ECI in the REL

The market sounding confirmed a clear divergence between contractors and consultants, with contractors strongly favouring ECI as a mechanism to reduce risk pricing and improve buildability, while consultants generally preferred a traditional Design–Tender–Construct (DTC) approach. Notwithstanding this divergence, there is alignment that ECI provides value where project risks are not yet fully defined—particularly geotechnical conditions, groundwater, staging, and key interfaces (e.g. KiwiRail and adjacent development).

For REL, ECI is therefore best considered as a risk reduction and design optimisation tool, rather than a primary delivery model.

ECI Procurement Options Considered

Option 1. Single Contractor

Under this model, a single contractor is engaged early (typically via a competitive process) to participate in design development, cost planning, and methodology definition. This contractor would typically proceed into delivery, subject to agreement on price and terms.

Advantages	Disadvantages
• Strong alignment between design and construction methodology • Maximises buildability input and innovation • Efficient programme with no duplication of ECI costs • Enables early contractor commitment to supply chain (e.g. aggregates)	• Loss of competitive tension at delivery stage • Risk of price escalation or reduced negotiating leverage • Perceived probity risks if not carefully managed • Potential market disengagement from non-selected contractors

Assessment:

While attractive from a delivery efficiency perspective, this model is not well aligned with Council's requirement for price certainty and competitive tension, particularly given NZTA co-funding expectations and public accountability.

Rangiora Eastern Link Commercial Case**Updated April 2026 post market sounding****Option 2. Competitive Two-Stage ECI (Shortlisted Contractors)**

This model involves:

- Stage 1: Procurement of 2–3 contractors through a Registration of Interest (ROI) or Early Contractor Engagement process
- Stage 2: Parallel or sequential ECI phase with those contractors
- Stage 3: Competitive tender for delivery based on developed design and pricing. This may involve a GMP or TOC

Advantages	Disadvantages
• Retains competitive tension through to contract award • Allows incorporation of contractor expertise into design and staging • Improves risk definition prior to pricing, reducing contingency • Aligns strongly with contractor preferences identified in market sounding	• Higher upfront cost (multiple contractors engaged in ECI) • Potential duplication of effort • Requires careful management of intellectual property and probity • Programme complexity compared to pure DTC

Assessment:

This option provides a balanced approach, combining the benefits of ECI with competitive pricing discipline and cost confidence. It directly addresses the key market signal that pricing is driven by risk definition rather than competition alone.

Option 3. Targeted / Partial ECI (Issue-Specific Engagement)

Under this model, ECI is applied selectively to high-risk components of the project rather than the full scope. This may include:

- Geotechnical design and ground improvement strategies
- Rail interface construction methodology
- Staging and integration with adjacent development
- Aggregate sourcing and logistics

Engagement may be through:

- Specialist contractor input
- Early works packages
- Advisory roles alongside the design team

Advantages	Disadvantages
• Focuses effort where value is highest • Minimises cost and complexity of full ECI process • Retains full competitive tender for main works • Aligns with consultant feedback that ECI is only valuable in specific areas	• Reduced overall integration between design and construction • May miss broader optimisation opportunities • Requires clear scoping to avoid fragmented responsibilities

Assessment:

This approach aligns well with the moderate complexity but high-risk variability of the project. It provides targeted risk reduction without undermining the benefits of a traditional procurement model.

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Option 4. No ECI (Traditional Design–Tender–Construct)

Under this option, design is completed fully by consultants prior to tender, with no contractor involvement until construction procurement.

Advantages	Disadvantages
- Maximum price competition and transparency - Clear probity and governance alignment - Simpler procurement process - Strong alignment with consultant preferences	- Higher risk of conservative pricing due to unresolved risks - Limited contractor input into buildability and staging - Greater likelihood of variations during construction - Reduced opportunity for innovation

Assessment:

While this option scored highest overall in the procurement options analysis, it does not fully respond to the key risk drivers identified in market sounding, particularly around geotechnical uncertainty and interfaces.

Comparative Assessment

Option	Cost Certainty	Risk Reduction	Competitive Tension	Programme Efficiency	Overall Fit
Single Contractor ECI	Medium	High	Low	High	Moderate
Competitive Two-Stage ECI	High	High	High	Medium	High
Targeted ECI	Medium	Medium–High	High	High	Med-High
No ECI (DTC only)	High	Low–Medium	High	Medium	Moderate

Conclusion

The assessment indicates that ECI should not be adopted as a standalone delivery model, but rather as a targeted enhancement to a traditional Design–Tender–Construct procurement approach.

Two viable pathways emerge:

- Preferred approach:**
 A competitive two-stage ECI model, focused on resolving key risks (ground conditions, interfaces, staging, and supply chain), followed by a competitive tender for delivery with a fixed price (or GMP).
- Fallback approach:**
 A pure DTC model, provided that sufficient investigations and design development are completed to reduce risk pricing prior to tender.

This approach is consistent with:

- Market feedback emphasising risk definition as the primary driver of pricing
- Council’s requirement for cost certainty and governance control
- The project’s moderate complexity but high interface and ground risk profile

Accordingly, ECI is best positioned as a **risk mitigation and value optimisation tool within the broader procurement strategy**, rather than a replacement for competitive construction procurement.

Recommended procurement model

In comparing the various options, the key considerations include:

- The multi-criteria analysis shows that a fully documented (traditional design/tender/construct) approach is strongly favoured due to the well-developed standard and type of work required.
- There is an interface risk due to the proximity to Kiwirail, collaboration with new development, geotechnical conditions and services.
- Because of this, a D&C approach is not recommended as it would leave considerable risk of variation due to needing to adjust to stakeholder needs which may be difficult to anticipate or transfer this risk to the contractor.
- That said, the geotechnical risks on this site means that the additional expertise of an experienced contractor could add value to the design process and assist in ensuring an optimum design
- For this reason, engagement of the short-listed contractors on a two stage process to take part in an ECI process, with subsequent tendering between these shortlist contractors may be advantageous.
- The Managing Contractor option scored well on the assessment. This is because the contractor doesn't need to build risk into their pricing and the cost risk is borne by the principal. However, this is not recommended as it transfers too much risk to WDC.
- The traditional fully documented design/tender/construct option scores highest because it gives greater cost certainty, ability for WDC to manage the interfaces and best suits the contracting market.
- Early Contractor Involvement has the potential to increase cost certainty (by reducing risk) as well as accelerate delivery timeframes through early tendering processes. Introduction of a two contractors to the ECI process will remain competitive tension and with a Guaranteed Maximum price basis, allow greater cost confidence at the time of contract award.

A fully documented design by independent design consultant, supported by a competitive ECI service, leading to a competitive GMP tender by the shortlisted ECI contractors is recommended.

D Structuring delivery

Packaging options

Three principal approaches to packaging and bundling have been considered:

- (a) Packaging by element type
 - Road construction
 - Bridge construction
 - Rail Crossing
- (b) Packaging by geographical location
 - Northbrook Rd to Northbrook Stream
 - Northbrook Stream to Boys Road
 - Boys Road to Marsh Road
 - Marsh Road to Lineside Road
- (c) Single package

Criteria to determine the packaging

To determine the optimal contract packaging for the Rangiora Eastern Link, the project will apply the following criteria:

Delivery Risk – Packaging must minimise geotechnical, groundwater, sequencing, and interface risks and support efficient construction.

Market Capacity & Competition – Packages will be sized to attract strong competition from Tier 1 and Tier 2 contractors and reflect current industry capacity.

Sustainability and Local Economic Participation² – Packaging will enable meaningful opportunities for enhanced sustainability initiatives, local contractors and local suppliers where this can be achieved without increasing delivery risk.

Programme Efficiency – The preferred packaging must support timely delivery, allow parallel work fronts where beneficial, and avoid delays caused by fragmented delivery.

Risk Allocation & Commercial Fit – Packaging must align with the preferred commercial model and allocate risks to the parties best able to manage them.

Value for Money – Packaging will be assessed on whole-of-life value, not just lowest price, and must support durable, resilient outcomes.

These criteria will be applied through a structured comparison of packaging options, informed by Early Market Engagement feedback, with final recommendations approved by the Project Steering Group.

Considerations

- There is greater attractiveness of larger packages and larger more capable contractors which minimises the client/contractor interfaces.

² This will be achieved through the implementation of Council's Procurement Policy and sustainable procurement policy Think Local, Think Environmental,

Think Social, and Think Social: giving weighting to a 'Sustainable Impact' non-price attribute

-
- However there are benefits of a letting several contracts to attract smaller and local contractors (and hence spread the economic benefit), but these do not outweigh the disadvantages. The “local benefit” element could be included as an evaluation criterion. This is supported by the market sounding.
 - While the bridge/culvert construction will involve a different set of skills than the road works, it is a smaller part of the overall contract and hence is more suited to a sub-contractor arrangement to avoid the inherent interface risks of having separate contractors.
 - The section between Northbrook Stream and Boys Road is likely to be delivered at the same time as the adjacent residential development (Rosburn). Initial discussion with Rosburn are well advanced and it will be more efficient to sub-contract delivery of the works to the developer as part of the construction of the infrastructure. This is typically achieved through a Private Development Agreement (PDA) and is common for Council to enter into these arrangements.
 - Undertaking the balance (majority) works as one contract will minimise interface risks, however the question will be if a single contractor has the resources to deliver in the timeframe desired by Council, or a faster delivery could be achieved through offering multiple contracts.
 - The responses from the market sounding indicated strong consensus that the works should be delivered in one package.
 - The timing of completion of land acquisition and Kiwirail approvals) may influence these decision as this may allow one or more sections of the road to be delivered earlier (or later).
-
- The project is proposed to be **delivered as two contracts**, with one delivered through a sub-contract with the adjacent residential developer with the majority delivered through a single design/ECI/tender/construction process,*
-

E Managing and allocating risk

Commercial Risk Analysis

The following table outlines the risk and options for how they can be mitigated

Risk	Consequence	Likelihood	Risk Rating	Proposed Mitigation Measures	Residual risk rating
1. Uncertainty in Ground Conditions	High	Likely	Extreme	Undertake comprehensive geotechnical and groundwater investigations as part of finalising the Concept Design; allow for contingency. Design elevates road mostly above existing ground Initial SI completed and advanced QRA used in concept design	Medium
2. Interface with Kiwirail for Rail Crossing	High	Possible	High	Engage early with Kiwirail; secure agreements prior to tendering; include interface management in contract scope. Informal engagement well advanced. Sequence construction at end of programme	Medium
3. Coordination with Adjacent Land Development	Medium	Likely	High	Establish communication protocols; consider Private Development Agreements (PDA); set clear construction phasing. Initial discussion held and 2 year programme contingency included.	Medium
4. Unclear Scope due to Timing of Residential Development	Medium	Possible	Medium	Retain flexibility in packaging; set clear scope milestones; confirm dependencies in early contractor involvement.	Low
5. Cost Overruns from Scope Changes or Variations	High	Possible	High	Adopt Design/Tender/Construct model; finalise detailed design before tender; include variation cap clauses. Include ECI phase which include cost agreement prior to completion of design phase.	Low
6. Limited Market Capacity or Interest	Medium	Possible	Medium	Conducted market sounding/RFI; Confirm strong appetite	Low
7. Delays in Consenting and	High	Likely	High	Engage early with regulators; identify and resolve consent conditions during design phase. Adopt global consents where possible. Early engagement with mana whenua	Medium

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Regulatory Approvals					
8. Disruption to Local Stakeholders During Construction	Medium	Possible	Medium	Implement comprehensive stakeholder engagement plan; monitor construction impacts; manage communication.	Low
9. Inaccurate Utility and Services Location Information	Medium	Possible	Medium	Complete utilities survey before tender; ensure utility plans are verified; include utility relocation allowances. Undertake diversion as enabling works prior to main works	Low
10. Granular material supply constraints due to competing projects	Medium	Possible	Medium	Consider directly securing access to gravel supply.	Medium

Likely contractual risk allocation table

Risk Category	Description	Principal (WDC) Responsibility	Contractor Responsibility	Shared / Notes
Site Information & Existing Conditions	Accuracy of supplied geotechnical, utilities, topographic and groundwater information	Provide all known and reasonably obtainable information; disclose hazards	Allowance for normal construction risks; conduct own due diligence	Latent conditions treated per NZS 3910 differing site conditions provisions
Design Risk	Completeness and accuracy of design	<i>If traditional procurement:</i> Principal retains design risk	<i>Temporary works and advice provided under ECI contract</i>	Standard risk settings
Ground Conditions	Variability in soils, soft ground, groundwater levels	Principal carries latent/unforeseen subsurface risk	Contractor manages construction methodology, dewatering, temporary works	Clear geotechnical baseline recommended. Undertake extensive investigations prior to pricing
Utilities Relocation	Identification and relocation of services	Principal coordinates utility owners & relocation programmes	Contractor protects and works around confirmed services	Shared where utilities affect construction sequencing. Ideally undertake diversions as enabling works
Environmental Compliance	Adherence to resource consents, silt control, water-quality limits	Provide consent conditions & monitoring framework	Contractor delivers site ESCM controls, compliance, reporting	Major breaches attributable to contractor actions sit with contractor
Traffic Management	TMP certification, safety, public access	Principal provides overarching requirements	Contractor prepares and implements TMPs	Shared where staging changes require Principal approval
Land Access & Property	Securing land, licences, easements	Principal fully responsible	Contractor complies with access constraints	Nil
Materials Supply & Quality	Specification, standards, quality testing	Principal sets standards & test regimes	Contractor sources, tests, certifies, and warranties materials	Nil
Programme & Sequencing	Ability to meet milestones	Principal provides timely approvals & access	Contractor manages construction sequencing, resources and delays within control	Delay events assessed per NZS 3910
Cost Escalation / Inflation	Material and labour cost increases	Principal pays only where contract allows (e.g., escalation clause)	Contractor carries normal price fluctuation risk	Depends on whether escalation clauses are included
Weather & Natural Events	Weather delays, extreme rainfall, flooding	Normal weather allowed for in tender	Contractor responsible for typical weather	Principal responsible for extraordinary/force-majeure events

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Risk Category	Description	Principal (WDC) Responsibility	Contractor Responsibility	Shared / Notes
Health & Safety	Site safety, HSMS, subcontractor management	Principal provides PCBU engagement, H&S expectations	Contractor leads site H&S and compliance with HSWA	Shared PCBU obligations
Cultural & Archaeological Finds	Unexpected kāinga/artefacts	Principal provides cultural protocols & contacts	Contractor stops work, protects site, follows Accidental Discovery Protocol	Shared under ADP requirements
Stakeholder & Community Impacts	Public communication, complaints	Principal leads strategic comms	Contractor manages day-to-day site communication	Shared—contractor supports Principal messaging
Quality Assurance & Defects	QA documentation and remedying defects	Principal reviews and accepts QA	Contractor delivers QA, corrects defects during DLP	Nil
Environmental & Social Sustainability Outcomes	Carbon reduction, waste minimisation, local participation	Principal sets sustainability targets	Contractor delivers practicable measures	Targets set in tender

F Property Acquisition

The properties identified in the table below will be required to be acquired to enable to project to be delivered as per the Concept Design.

The table below sets out the approach to acquisitions which will be led by the Council's property team.

Address	Owner	Acquisition Approach	Risk
4 Ryans Place	Luisetti Seeds	Informal sounding expected to lead to willing buyer/seller under the Public Works Act.	Low: Unlikely to progress to compulsory acquisition
580 Lineside Road	James Franklyn	Informal sounding. May lead to willing buyer/seller under the Public Works Act	Medium: Some potential to lead compulsory phase
197 Boys Road & others	Spark Family	Land has been re-zoned: On-going coordination with development planning. Integrate with broader Private Development Agreement that supports the development	Low. Expected normal valuation negotiation only
147 Northbrook Road	O'Loughlin	Informal sounding expected to lead to willing buyer/seller under the Public Works Act.	Low: Small likelihood of leading to compulsory phase

Acquisition Timeline

Confirm land requirement	Q2 2026	✓ Completed
Valuation	Q2 2026	Underway
First contact	Q2 2026	
Negotiation	Q2 to Q4 2026	
Agreement in Principal	Q4 2026	
Consider PWA compulsory powers if AiP not reached	Jan/Feb 2027	

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Settlement (planned)	Q1 2027	
Subdivision , fencing etc	Q1 to Q3 2027	
Latest acquisition dated to maintain programme	Q4 2027	

Appendix A: Process design of Design Services and ECI procurement

This methodology combines a two-stage procurement of both the design consultant and contractor, integrated through an Early Contractor Involvement (ECI) phase, followed by a competitive down-selection to a single delivery partner with an agreed Guaranteed Maximum Price (GMP) or Target Outturn Cost (TOC).

The approach is designed to:

- maintain competitive tension across both design and construction inputs
- improve cost certainty by resolving key risks prior to commitment
- ensure strong integration between design development and construction methodology

Overview of Approach

The process comprises four linked stages:

1. **Design Consultant Procurement (ROI and RFP)**
2. **Contractor Shortlisting (ROI and RFQ)**
3. **Paid ECI Phase (Design + Contractors working collaboratively)**
4. **Award of physical works contract with Guaranteed Maximum Price**

Stage 1: Design Consultant Procurement (Two-Stage: ROI to RFP)

A two-stage procurement process is used to appoint the lead design consultant team.

Stage 1A — Registration of Interest (ROI)

An ROI is issued to identify suitably qualified multi-disciplinary design teams. Evaluation focuses on:

- relevant project experience
- team capability and key personnel
- approach to collaboration and ECI integration
- local social and economic benefits

A shortlist (typically 3–4 respondents) is selected.

Stage 1B — Request for Proposal (RFP)

Shortlisted consultants are invited to submit detailed proposals, including:

- methodology for progressing design through to detailed design
- approach to integrating contractor input during ECI
- programme and resourcing
- commercial proposal

The selected consultant is then engaged to lead design development through the ECI phase into detailed design and to provide Monitoring, Surveillance and QA services during construction..

Stage 2: Contractor Shortlisting

Shortly after design consultant appointment, an ROI / RFQ is issued to the contractor market.

Evaluation focuses on:

- relevant experience and track record
- capability in managing geotechnical and interface risks
- demonstrated ability to operate in an ECI environment
- key personnel and commercial approach (ie fee for services)
- local social and economic benefits

This results in a shortlist of approximately 3 contractors invited into the ECI phase.

Stage 3: Paid ECI Phase

Each shortlisted contractor enters into an ECI Services Agreement and is paid a fixed fee to participate. The design consultant leads the design process, with contractors providing structured input into constructability, staging, and pricing.

- Design consultant acts as lead designer and coordinator
- Contractors provide parallel inputs (methodology, pricing, risk)
- Council retains governance and decision-making control
- Independent cost advisor (QS) provides benchmarking and assurance

Scope of ECI Activities

During the ECI phase, the integrated team develops:

Design Development	• Refinement of alignment, drainage, structures, and interfaces • Resolution of key constraints (groundwater, utilities, rail interface)
Construction Methodology	• Staging and sequencing (including integration with adjacent development) • Temporary works and ground improvement approaches
Programme	• Detailed delivery programme and critical path • Interface management strategies
Risk Definition	• Identification and quantification of key risks • Development of mitigation strategies and allocation approach
Cost Development	• Open-book pricing build-up • Supply chain engagement and subcontractor pricing • Provision of a non-binding estimate of base construction costs

Stage 4: Contractor Selection and Contract Award

- Submission of tender: At completion of the ECI phase, each contractor submits a final proposal including:
 - Guaranteed Maximum Price
 - supporting cost build-up
 - confirmed methodology and programme
- Tender Evaluation: A formal evaluation is undertaken based on:

Price	• Tendered Amount • transparency of assumptions and risk allowances
Non-Price	• methodology and constructability • programme certainty • interface management • risk allocation and management approach • team capability

Following evaluation, a single contractor is selected and awarded the delivery contract. Unsuccessful ECI participants are not taken forward but are compensated through the agreed ECI fee.

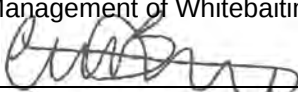
Appendix B: Evaluation weighting

Professional services: lead designer / multidisciplinary consultant					
ROI Phase			RFP Phase		
Track record	25%	Demonstrated delivery of comparable transport, roading, stormwater, structures, consenting and multidisciplinary design commissions.	ROI score carried forward	10%	Carried forward from ROI to preserve the value of the shortlisting assessment and recognise demonstrated capability.
Relevant experience	25%	Experience with greenfield roading, growth-area infrastructure, rail interfaces, waterway crossings, groundwater/geotechnical constraints, consenting and local authority delivery.	Methodology and programme	25%	Understanding of REL risks, design development pathway, consenting strategy, integration with ECI contractors, risk register, design hold points, stakeholder interfaces and tender documentation.
Technical skills and resources	25%	Capability of nominated team, including design lead, transport, civil, stormwater, structures, geotechnical, planning, consenting, ecology, landscape, cost and engagement support.	Sustainable impact / local economic, social and cultural benefits	10%	Local/regional economic footprint, opportunities for local subconsultants, mana whenua/cultural capability, social outcomes, emissions/waste minimisation and sustainable design approach.
Capacity, availability and programme fit	15%	Ability to resource the work over the required design, consenting, ECI support and tender support period.	Price	55%	Lower price weighting reflects the importance of quality, design risk management, consenting, whole-of-life outcomes and ECI support.
Sustainable impact / local benefit	10%	Evidence of local presence, use of local or regional suppliers/subconsultants, support for SMEs, cultural capability, social outcomes and environmental performance.	Potential price premium range :\$1.2 Million or 31% of base price Realistic range between three shortlisted is 50% of max range \$0.6 Million range or 15%		

Rangiora Eastern Link Commercial Case

Updated April 2026 post market sounding

Physical works contractor and ECI providers					
ROI Phase			RFT Phase		
Track record	25%	Delivery of comparable civil works, arterial/collector roads, structures, drainage, rail-adjacent works, major earthworks, traffic management and local authority contracts.	ROI score carried forward	5%	Carried forward from ROI to recognise capability already assessed and maintain continuity between shortlisting and final tender.
Relevant experience	25%	Experience in groundwater, weak ground, dewatering, culverts/waterway crossings, utilities, staging, aggregate supply and work near rail or constrained live networks.	Methodology, staging and risk management	10%	Construction methodology, staging, traffic management, KiwiRail interface, groundwater/dewatering, aggregate strategy, utilities, waterway crossings, environmental controls, risk allocation and programme.
Technical skills and resources	20%	Strength and availability of construction manager, project manager, site manager, planning/programme lead, temporary works, H&S, environmental and quality personnel.	ECI Performance and Tender Development	5%	Assesses the extent to which the tenderer constructively participated in the ECI phase and has demonstrably incorporated that work into a more robust, lower-risk and better-value final tender.
ECI capability and collaborative working	15%	Ability to provide meaningful buildability, risk, staging, supply chain and pricing input during the targeted ECI phase without compromising probity.	Sustainable impact / local economic, social and cultural benefits	10%	Practical and measurable commitments to local suppliers and subcontractors, local employment, Māori/local business participation, training, community disruption management, environmental and cultural outcomes.
Sustainable impact / local benefit	10%	Local employment, subcontractor and supplier strategy, Māori/local business participation, apprenticeships/training, community outcomes, environmental performance and emissions/waste approach.	Price	70%	Higher price weighting reflects the need for strong price tension and cost certainty at construction award, while still retaining material non-price assessment for risk, methodology and local benefit.
Capacity and financial/commercial robustness	5%	Capacity to deliver a project of this scale and maintain resources through ECI and construction tender.	Potential price premium range :\$4.7 Million or 11% of base price Realistic range between three shortlisted is 50% of max range \$2.35 Million range or 5.5%		

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-01-12 / 260513115451**REPORT TO:** Council**DATE OF MEETING:** 2 June 2026**AUTHOR(S):** Mike Kwant, Senior Ranger Biodiversity
Dr Bex Dollery, Biodiversity Team Leader**SUBJECT:** Management of Whitebaiting Activity in 2026, Kairaki Beach**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide Councillors with background information in relation to the upcoming whitebait season and how issues raised in previous years, particularly camping at Kairaki Beach, can be managed. The report seeks approval to enforce the Northern Pegasus Bay Bylaw rule of “no camping” this season whilst continuing to consider future options for management of this activity at Kairaki Beach.
- 1.2. Kairaki Beach, is located at the mouth of the Waimakariri River, has been a popular whitebaiting location for generations. The act of whitebaiting itself is regulated at a national and customary level: recreational whitebaiters operate under the Whitebait Fishing Regulations (enforced by the Department of Conservation), while customary fishing is managed by local iwi under the South Island Customary Fishing Regulations. These frameworks determine the permitted methods, associated activities, and seasonal timing of whitebaiting.
- 1.3. In contrast, the role of local and regional council is not to regulate fishing activity directly, but to manage the surrounding public environment, with Environment Canterbury (Ecan) having jurisdiction for the coastal marine area. Through instruments such as the Northern Pegasus Bay Bylaw (2024), Council (in collaboration with Ecan and other stakeholders) influences how people access and use the coastal area, including provisions to protect natural values and maintain visitor amenity (for example, rules such as a “no camping” restriction).
- 1.4. Residents have raised concerns over the presence of whitebaiters overnight and camping within the area. Whitebaiters have been camping at Kairaki Beach to ensure and secure good fishing spots.
- 1.5. The concern from the residents’ centres on the debris, rubbish, dogs and general feeling of intimidation during this season. Whitebaiting can create its own conflicts as fishers vie for premium spots. The season creates its own community that can be overwhelming for others who use an area year-round. There has been an ongoing need for police interventions as well, with staff attending site in 2025 with the presence of police officers to ensure safety and if need be, intervention should conflict arise. For these reasons, the community is pushing Council to establish rules and regulation to help provide an environment that all can enjoy. Whitebaiters themselves have indicated that they do desire a consistent approach from authorities in managing access so that it is fair.
- 1.6. There has also been an agreement from Council to investigate the placement of traditional camping spots for customary fishers in the area (known as nohoanga). To facilitate this, in 2025 an exemption to the NPBB to permit camping on the beach was approved by the Waimakariri District Council Management Team with the plan of moving campers to a reserve area adjacent to the car park once fenced (See Attachment (i)). This was withdrawn before the end of the season due to residents’ concerns and anti-social behaviour which resulted in Police, Council staff and Environment Canterbury Ranger assistance to remove campers from the area (See Attachment (ii)).

- 1.7. Whilst Council staff have little influence over the fishing activity directly, there is opportunity to direct the activities in the surrounding environment to ensure the fair and safe access to Kairaki Beach for community through consistent and effective management. In understanding the issues from previous years, the following points are to be considered in the 2026 season; provision of traditional camping areas (nohoanga) for customary fishers; clear and compliant rules with legislation and the District Plan; effective enforcement (both regulatory and non-regulatory); and the fair and safe access to the beach for all.
- 1.8. A number of scenarios were considered for the 2026 whitebaiting season including no camping, camping on the beach and camping in a reserve area adjacent to the Kairaki Car park. Due to the ongoing discussions around enforcement, the investigation of nohoanga, the legislative and compliance issues, it is recommended that no camping be permitted this season with a view to continuing scoping of alternative solutions.

Attachments:

- i. Northern Pegasus Bay Bylaw 2024 MTO approval of permitted activities 04 August 2025 (BYL-74/250731141222)
- ii. Northern Pegasus Bay Bylaw MTO removal of permitted activities 15 September 2025 (BYL-72/250911173416)

2. **RECOMMENDATION**

THAT Council:

- (a) **Receives** Report No. RES-01-12 / 260513115451.
- (b) **Approves** the option to enforce the no camping rule in the Kairaki Beach area as stipulated in the Northern Pegasus Bay Bylaw.
- (c) **Notes** that the issue for Council to resolve is focussed on access and how people are utilising the public space at Kairaki Beach (e.g. camping), not to look into the activity of whitebaiting itself as Waimakariri District Council has no delegation to manage this fishery.
- (d) **Notes** that engagement with Te Ngāi Tūāhuriri Rūnanga will be ongoing to discuss the locality and practicality of nohoanga provision in the District.
- (e) **Notes** that there will be more investigation into camping options at Kairaki with any decision points brought back to Council before enacted.
- (f) **Notes** that WDC is responsible for impact of the activity associated with whitebaiting on the public land governed by the Northern Pegasus Bay Bylaw, in which Environment Canterbury is a stakeholder, and the Department of Conservation has jurisdiction to manage the act of whitebaiting.

3. **BACKGROUND**

- 3.1. Whitebait are the juvenile life stage of a range of freshwater fish species including īnanga (threatened – Nationally vulnerable), banded kōkopu, giant kōkopu (At Risk - Declining), shortjaw kōkopu (Threatened – Nationally vulnerable) kōaro (At Risk – Declining) and often common smelt (At risk – Declining). These species have an amphidromous life cycle, migrating between freshwater and the ocean with important spawning sites at tidal river margins.
- 3.2. Whitebaiting is an activity undertaken in various places in the District. At the Rakahuri-Ashley River mouth and at the Courtenay confluence, whitebaiters are issued keys by WDC to allow access into the areas through locked gates. These areas have not experienced any anti-social issues and are not the topic of the report.
- 3.3. Another area used for whitebaiting is the Waimakariri River mouth, Kairaki Beach. It is a known spawning site and popular with fishers due to the accessibility to the beach and fishing catch success. The area is used by both customary and recreational fishers and there are various legal instruments

which seek to protect the local environment (and native species) and the enjoyment of the area by community members throughout the year.

Management of Coastal Activities

- 3.4. The Northern Pegasus Beach Bylaw (NPBB) provides a framework of rules to ensure the public's safe enjoyment of our coastal areas whilst protecting our natural environment. To achieve this there is a rule of no overnight camping to avoid associated issues such as litter, fires, untidiness and anti-social behaviour. The NPBB permits vehicle access to the beach for the purpose of transporting recreational equipment such as fishing gear.
- 3.5. At Kairaki beach vehicle access is not physically restricted by a gate and the area is used by people recreating in different ways such as horse riding and surfing. There is a carpark at the entrance of the beach which in part is vested as reserve land under the Reserves Act 1977 and in part fee simple land holding. This area is administered by the Waimakariri District Council and is adjacent to a campground.
- 3.6. Environment Canterbury provides regional management of the coastal environment and is a stakeholder of the NPBB. As such, there are regional ranger patrols in the area to help protect people and the environment throughout the year, but particularly the spring and summer months. These rangers also enforce the NPBB bylaw engaged through a contract for services with Waimakariri District Council.

Management of Whitebait Fishing Activity

- 3.7. The act of harvesting whitebait for recreational fishers is governed by the Whitebait Fishing Regulations 2021 to ensure sustainable populations and fair access for all. Prior to 2021, whitebaiting was governed by the Whitebait Fishing Regulations 1994. The changes in 2021 represented clear statement that they did not apply to mana whenua, had a shorter permitted fishing season and reduced allowance on fishing methods and gear. This invention was widely debated across Aotearoa New Zealand and often considered controversial.
- 3.8. The Whitebait Fishing Regulations 2021 are enforced by the Department of Conservation and state, amongst other things, the fishing methods to be used, the dates fishing is allowed and various parameters around associated activities. The whitebait season runs from 1 September to 30 October and only between the times of 5 am and 8 pm (9 pm daylight savings).
- 3.9. There is no quota or limit on the amount of whitebait that can be harvested despite the fact that many of the species are classed as threatened. In addition to this, whitebait are a prized food product that can sell for around \$120 to \$200 per kilogram (occasionally more if there is a seasonal shortage) which is more than double the average price of salmon per kilogram. For this reason, the regulations try to manage fair access by stating that there can be no claim to an area with nets removed from the water in the evening. However, competition for the expensive product is often strong.
- 3.10. Regulations for customary fishers are overseen by local iwi and kaitiaki, Te Ngāi Tūāhuriri Rūnanga in the Waimakariri District. Customary fishing can occur at any time under the South Island Customary Fishing Regulations 1999 but the Rūnanga currently has a season of harvesting which runs from 15 August to 30 November.
- 3.11. There has been interest expressed by Te Ngāi Tūāhuriri Rūnanga regarding the provision of nohoanga sites in the district. These are described by Te Rūnanga o Ngāi Tahu:

"The term 'nohoanga' (literally meaning a place to sit) traditionally refers to the seasonal occupation sites which were an integral part of the mobile lifestyle of Ngāi Tahu Whānui (tribal members) as they moved around Te Waipounamu (the South Island) in pursuit of food and other natural resources. This traditional concept has been given contemporary effect as a result of the Settlement of the Ngāi Tahu Claim through the allocation of specific 'camping' sites to support mahinga kai activities¹."

¹ [Nohoanga | Te Rūnanga o Ngāi Tahu](#)

- 3.12. In 2025, there were conversations between Te Ngāi Tūāhuriri Rūnanga and the Waimakariri District Council regarding the scoping of areas that could be used by customary fishers as nohoanga. It was agreed that this scoping period would take approx. three years to determine a location and explore the practicalities to enable the provision.

Whitebaiting Activities in Previous Years

- 3.13. Due to the popularity of the Kairaki beach area for whitebaiting, there has been an increase in the camping activity during the permitted season. Camping close to fishing spots enables fishers to abide by regulations (taking their nets out of the water) whilst remaining close enough to return to the beach at first light without taking the fishing gear home each evening.
- 3.14. The NPBB does not permit camping in the bylaw area and offers restricted vehicle use (Figure 1). In 2024, there were few fishers camping in the area and the extent of associated issues (fires, rubbish, anti-social behaviour etc) was relatively minor and managed on a case-by-case basis without enforcement of the “No Camping” rule. At this time, and regarding the commitment to investigate provision of nohoanga, it was recognised that active management of whitebaiters and altered provisions may be required in following seasons.

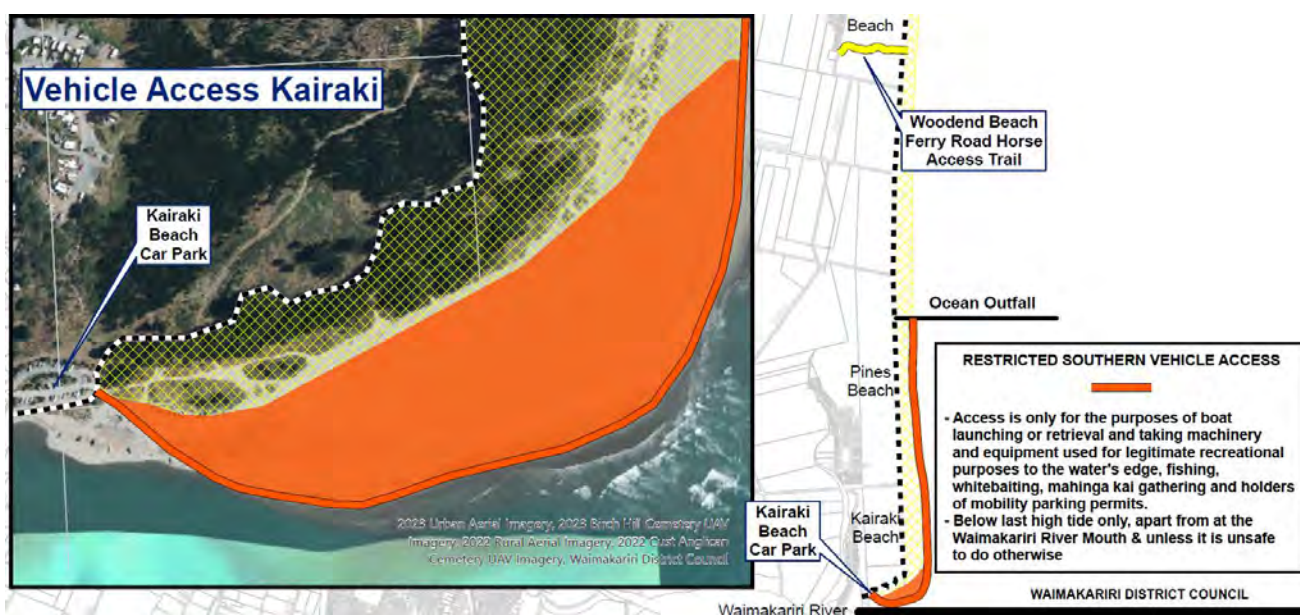


Figure 1. Except from the Northern Pegasus Bay Bylaw defining access to the beach at Kairaki.

- 3.15. In 2025, camping was considered and an exemption from the NPBB was approved by the Management Team to enable whitebaiters to camp on the beach during the whitebait season subject to there being minimal undesirable issues arising (See Attachment (i)). In addition, campsite provision was approved aiming to provide a camping area for whitebaiters within an area of reserve land between the Kairaki carpark and the Kairaki Beach Campground (Figure 2). The area was to be prepared for this purpose although was not available until part way through the season. Whitebaiters were advised of the availability of this site in lieu of camping on the beach and there was general whitebaiter acceptance of their need to relocate on the basis that all camping on the beach would be prohibited and enforced for all.



Figure 2. Area designated for freedom camping in 2025 (approximate location shaded in red) between the Kairaki Beach car park and the Kairaki Campground.

- 3.16. Prior to whitebaiters relocating from the beach to the reserve area, this option was withdrawn due to concerns raised by the local community. These concerns were in regard to the potential for issues on the beach to merely be relocated closer to where that community lived and played.
- 3.17. As the season progressed and prior to the reserve camping area being completed, Council received numerous public complaints in respect of fires, rubbish, anti-social behaviour, poor dog control and the unsightliness of the campsites, all of which detracted from the enjoyment of beach visitors. The provision of the reserve area for whitebaiters and the exemption for beach camping in the NPBB area were therefore withdrawn, responding to the concerns raised by the local community that issues on the beach would be displaced to the reserve (See Attachment (ii), Figure 3).



Figure 3. Pictures of campers on the beach in 2025.

- 3.18. Council staff responded with assistance of the Police and ECAN by requesting all campers to remove their camp sites and desist from camping any longer (approx. 10 campers). This instruction was complied with and minimal opposition was presented. Whilst ECAN continued to support, ranger enforcement was limited as ECAN management raised concerns including resourcing and safety of staff. From this point the handling of campers was dealt with by Council staff.
- 3.19. After the 2025 season it was recognised that a full review of the options for the management of whitebaiter camping and nohoanga provision was required to enable the most supported option to be implemented in the 2026 season.

4. KEY ISSUES

- 4.1. The whitebaiting activities at Kairaki beach have revealed that there is a desire in the community to have a place to stay close to the beach for fishers, both recreational and customary. However, there are a number of considerations around this decision including provision of nohoanga, having clear and enforceable rules and maintaining access and safety for all beach users throughout the year.

Provision of nohoanga

- 4.2. Discussions around the provision of a nohoanga site anticipated that Council would explore options and locations over a three year period 2025 – 2027 (See Attachment (i)). The Nohaonga Management Plan outlines what is required of these sites and those listed in the plan are only for tangata whenua and governed by the local iwi.
- 4.3. In discussions, Kairaki was mentioned as an area that could be the site of nohoanga. However, there is further consultation required with Te Ngāi Tūāhuriri to determine what their aspirations are, consideration of the issues outlined in this report and other potential locations.
- 4.4. There are other areas for tangata whenua within the district. ECAN currently offer a nohoanga site along the Waimakariri River with camping for customary fishers. This site could offer a template for practical provision of a site once objectives are known and agreed. This will require collaboration with Te Ngāi Tūāhuriri and other stakeholders.

Effective Enforcement

- 4.5. The NPBB does not permit camping and therefore an exemption would be required if such activity was preferred within the NPBB boundary. However, the powers to enforce rules made under the bylaw is provided for under the Local Government Act, 2002 with the legal process requiring court proceedings. The Trespass Act (1980) may be a more effective legal instrument which can be used by owners, occupiers or authorised officers. This requires Police support but still requires a significant amount of staff time and relies on collaboration of both Police and ECAN. Also, should the camping be on reserve land, enforcement powers are available under the Reserves Act 1977.
- 4.6. In addition to regulatory enforcement described above, non-regulatory methods can be used to assist in compliance with the rules. A comprehensive communications campaign outlining the desired rules along with signage can be an effective tool to diminish any potential issues arising.

Clear and Compliant Rules

- 4.7. There is a need to provide clear rules to ensure fair management of activities in the area. Currently there is no camping permitted under the NPBB. This is a simple message and easily supported through communications. However, enforcing this rule would restrict the creation of nohoanga sites within the NPBB area.
- 4.8. Camping activity also is required to comply with other legislation. Where camping is offered, there is a need to ensure that the Freedom Camping Act 2011 is applied sufficiently as non-compliance can also lead to Health Act 1956 consideration. The former deals with campers responsibility for safe sanitation whilst the latter is triggered when there is a nuisance or health risk. The Waimakariri District Plan also overlays rules for activities in areas with residential accommodation activities (the staying overnight) is a discretionary activity which will likely require a resource consent application and approval.

Fair Access and Safety

- 4.9. The NPBB permits vehicle access at this location for the transport of recreational equipment and hence there is no restriction of legitimate vehicle access when vehicle use rules are followed. The option of installing a locked gate to control camping would need to ensure this did not restrict compliant vehicle access. It may also necessitate public consultation as it further restricts public access beyond that controlled through the rules of the current bylaw.
- 4.10. The use of the area to be enjoyed by all was also tested in 2025 with the anti-social behaviour reported to council by the local community. There is a concern that allowance of any camping in the area would cause issues such as those seen in 2025 with rubbish, uncontrolled dogs, fires and intimidation for beach users.
- 4.11. With these key issues in mind, council staff have considered a number of scenarios to manage activities at the Kairaki Beach during the whitebaiting season.

SCENARIO 1 - Approve camping on the beach (as per 2025 season with NPBB exemption).

- 4.12. Camping on the beach was trialled in 2025 and was halted due to several anti-social issues, including Police approaching Council staff to assist with trespassing due to an alleged assault. This option would provide a site for camping, possibly satisfying the desire for nohoanga (depending on the outlined objectives from Te Ngāi Tūāhuriri), but also with the potential to see the same issues arising.
- 4.13. The compliance and enforcement in the area would be under the bylaw, which is a potentially restrictive instrument and relies heavily upon ECAN assistance should campers need to be removed from the area. There would be an option to only allow for customary fishers to camp but this could lead to tensions between all fishers and determination of customary/recreational fishers would be required so that only those permitted were camping.
- 4.14. To enable this option, Council staff would need to engage in thorough communication and monitoring of the site throughout the whitebaiting season to ensure compliance with agreed rules. There would need to be clear instruction for how long people can stay on the beach, what the rules were for the activity and have thorough collaboration between authorities to enable enforcement if required (including transparent roles and responsibilities for action, enforcement and response to complaints from the wider community).
- 4.15. The generation of rules for the camping activity would need to consider the trigger or incorporation of other legislation such as the Health Act 1956 and Freedom Camping Regulations 2011. It is likely that only freedom camping would be permitted (with campers responsible for their own waste) as facilities would not be provided due to the high cost. This would need monitoring to ensure the Health Act is being complied with.

SCENARIO 2 – An area of the reserve used for fishers.

- 4.16. This option is not in breach of the NPBB, it allows for fishers to stay in the area and removes the camping activity from the beach along with the associated anti-social issues that may arise. The reserve area allows for more effective control of activities under the Reserves Act 1977, being able to remove campers not complying with rules.
- 4.17. The site is adjacent to an established campsite and there could be tension between the fishers and campsite users, particularly around the fact that those in the campground will have to pay money to stay. However, the site provision can also be viewed as a resource Council is providing to local recreation groups such as areas provided to sports groups etc. This area was to be trialled for this purpose in 2025 but the local community raised concerns about the anti-social behaviour and it was halted. Therefore, monitoring of the site would be required to ensure any issues of concern previously raised by local residents were checked and mitigated as necessary e.g litter, fires and dogs.

- 4.18. The option would be for freedom camping within the area although toilet and rubbish facilities are present in the area. There would be operational costs associated with this option in terms of site establishment and maintenance. It is likely that the area will require grass mowing, rubbish removal and fencing, totalling approx. \$5,300.
- 4.19. This activity would also be deemed one which is restricted discretionary under the District Plan and therefore requiring a resource consent at cost to Council and consideration of time required with the minimum consent processing time being 20 working days. This option would require thorough communications with the public and other enforcement bodies and roles and responsibilities for the area (including those of the users and enforcement staff) would need to be determined.

SCENARIO 3 – No Camping for all.

- 4.20. This option would abide by the NPBB rules and be a clear instruction. There is provision of paid camping facilities a short walk away (Kairaki Beach Campground) and this would eliminate some of the anti-social effects of fires, dogs, noise and rubbish. However, enforcement of no camping under the Local Government Act has challenges and enforcement staff may need to rely on the Trespass Act if issues reached an unacceptable level.
- 4.21. This option recognises that campers may use the Kairaki Beach sealed car park or move into the Tūhaitara coastal park which is not controlled under the NPBB (Figure 4). The carpark has been used by a number of whitebaiters and other visitors for overnight camping previously in cars, camper vans, house trucks etc. Campers in the car park impact on the efficient use and availability of the car park for visitors due to the number of campers, size of vehicles and associated camping gear. There is potential for additional issues to also arise as experienced on the beach but to date these have been minimal. Enforcement in the car park would be via the Reserves Act or Trespass instruments. The Traffic and Parking Bylaw also provides a mechanism for the control of camping in this car park but the review timetable will not enable the inclusion of this car park until the 2027 season.



Figure 4. Land area governed by NPBB delineated as the coastal area, east of the red dashed line, and WDC owned land to the west (blue shaded) with the Tūhaitara coastal park under various ownership in the centre of the image.

- 4.22. To enable this option, effective communication and engagement will need to be generated. Signage in the area will be important and collaboration between the enforcement authorities. Under this scenario, Ecan rangers and Council staff would continue to patrol the beaches attending to or escalating to police any issues which could not be dealt with directly.

5. OPTIONS

5.1. The Council has the following options:

- 5.1.1. **Approve the enforcement of no camping (Scenario 3).** This is the option recommended by staff for 2026. This is a clear rule which seeks to avoid the issues that were encountered in 2025 with management through increased signage and communication. The ongoing investigation into the provision of nohoanga with Te Ngāi Tūāhuriri Runanga will continue with further reports outlining any progress made.
- 5.1.2. **Approve camping for all in the reserve land (Scenario 2).** This is not recommended by staff. Whilst this has not been trialled to date, there were concerns from local residents which have not been thoroughly addressed. There is also the need to explore the resource consenting requirements for this option which, if granted, may delay the project.
- 5.1.3. **Approve camping on the beach (Scenario 1).** This option is not recommended by staff. It has the potential for issues experienced in 2025 to arise in 2026 and there is a need to explore the resource consent requirements and legislative requirements.
- 5.1.4. **Decline the options and ask for further information.** This is not recommended by staff. Staff have been gathering options and consulting with the NPBB advisory group, tangata whenua and local residents to ascertain the most suitable management for the season. A delayed decision may impact on the successful operation of the whitebaiting season.

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

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are likely to be of interest to mana whenua. Mahinga kai collection is a culturally significant activity for mana whenua and Kairaki Beach is an area where īnanga is gathered. As such, Council staff have been in discussions with Te Ngāi Tūāhuriri Rūnanga in relation to the provision of a Nohoanga site. Council staff agreed to investigate potential localities where such a site may be provided to support the customary whitebaiting activity.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. The Northern Pegasus Bay Bylaw Advisory Group meets to discuss the NPBB matters including whitebaiting and membership includes Pine Kairaki Beach Association, Kaiapoi Tuahiwi Community Board, Woodend Sefton Community Board, Woodend Community Association and Waimakariri River recreational fishermen.

Implications for Community Wellbeing

- 6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 6.4. Providing safe access to natural areas in the district is important for nature connection known to increase physical, mental and psychological wellbeing. Ensuring that Kairaki is a safe place for everyone to enjoy will encourage this connection. Likewise, preventing this connection through creating situations for anti-social behaviour to arise, placing a gate on the beach or otherwise obstructing access would have a negative effect. This is also related to the health and safety risks described below in 7.9 and 7.10.

Community Outcomes and Strategic Priorities

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

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
 - Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.
 - The natural and built environment in which people live is clean, healthy and safe.
 - Our communities are able to access and enjoy natural areas and public spaces.
 - The distinctive character of our takiwā/ district, arts and heritage are preserved and enhanced.
- 6.6. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.
- Enhance community wellbeing, safety, inclusivity and connectedness; Waimakariri District is a high growth area with an increasingly diverse population. We want to build a wellbeing centred community where all feel safe and welcome; are accepted and connected.
 - Embrace partnership with Ngāi Tūāhuriri; • Pursue a meaningful, open and trusting relationship based on the principles of Te Tiriti with Ngāi Tūāhuriri.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are no financial implications for the decisions sought by this report.
- 7.2. Funding is currently provided within the Annual and Long Term Plan and allocated in the capital and operational budgets (101268.000.5223 & 101268.000.5223) that support the implementation of the NPBB.
- 7.3. Should options to enable camping in 2026 be approved, funding for the campsite improvements or consent applications would be required. In addition, there would likely be an indirect cost in staff time across different Council departments to manage the activity effectively and this would be part of a wider resource implication for other authorities with the management of freedom camping.

Community Resilience and Sustainability

- 7.4. The recommendations in this report do not have sustainability and/or climate change impacts.
- 7.5. The decision sought in this report are applicable / consistent with the Council's Natural Environment Strategy Framework. Ensuring safe accessing to our natural environment and connecting to nature are key themes of the strategy.

Risk Management

- 7.6. There are risks arising from the adoption/implementation of the recommendations in this report.
- 7.7. The lack of camping provision means nohoanga will not be provided during the 2026 season. Council staff will continue to work with stakeholders to assess the feasibility of camping options once more information is gained and over a two-year period.
- 7.8. Should the campsite camping option be selected there is a risk that the resource consent and submitted and the granting of the resource consent may take longer than the 20 working days allocated due to the requirement for a management plan to be created. As a result, the camp site may not be prepared for use prior to the whitebait season.

A key risk in this scenario arises from the limited scope of Council's authority in relation to whitebaiting at Kairaki Beach. While community expectations may be that Council can actively manage or constrain the activity, whitebaiting itself is regulated by external authorities. Council's role is therefore confined to managing the land and associated behaviours. This creates a gap between what the community may expect and what Council is able to deliver. In particular, if Council is unable to effectively limit camping or implement enforceable rules to manage associated impacts, there is a risk that community expectations for improved management will not be met. This may lead to ongoing dissatisfaction and pressure on Council to respond beyond its statutory role.

Health and Safety

- 7.9. There are health and safety concerns arising from the adoption/implementation of the recommendations in this report.
- 7.10. The recommended option is to adopt the currently planned programme of management. However, if camping is not permitted at this location tensions may arise between whitebaiters, the public and Council staff. With enforcement support from ECAN and Police this may be managed effectively. This is subject to this support being provided when required.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 8.2. Reserves Act 1977
- 8.3. Freedom Camping Regulations 2011
- 8.4. Local Government Act 2002.
- 8.5. Resource Management Act 1991
- 8.6. Marine and Coastal Area (Tukutai Moana) Act 2011.
- 8.7. Ngai Tahu Claims Settlement Act 1998.
- 8.8. New Zealand Coastal Policy Statement 2010.
- 8.9. Waimakariri District Council District Plan.
- 8.10. WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- 8.11. Mahaanui Iwi Management Plan 2013.

Authorising Delegations

- 8.12. The Council has the delegation to approve and accept the recommendations in this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BYL-74/250731141222

REPORT TO: MANAGEMENT TEAM OPERATIONS

DATE OF MEETING: 4 August 2025

AUTHOR(S): Sylvia Docherty, Policy and Corporate Planning Team Leader
Mike Kwant, Senior Ranger (Biodiversity)

SUBJECT: Northern Pegasus Bay Bylaw 2024 - approval of permitted activities

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

	_____ General Manager	_____ Chief Executive
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1. SUMMARY

- 1.1. This report provides an update on the freedom camping at Kairaki Beach associated with whitebait fishing activities and seeks approval for permission for exemption of freedom camping and braziers from the Northern Pegasus Bay Bylaw 2024 with specific conditions.

Attachments:

- i. Northern Pegasus Bay Bylaw 2024 (TRIM 241017180425)

2. RECOMMENDATION

THAT the Management Team:

- (a) **Receives** Report No. 250731141222.
- (b) **Approves** permission for exemption of the Northern Pegasus Bay Bylaw 2024 for the following conditions:
- i. From 15 August to 1 November annually for 2025, 2026 and 2027.
 - ii. Allow freedom camping and braziers only where directly associated with the activities of customary fishing and whitebait fishing at Kairaki Beach / Waimakariri River mouth.
- (c) **Notes** that this permission for exemption is not expected to be required beyond 2027.
- (d) **Notes** that Greenspace and Environmental Services Units and the Environment Canterbury Rangers will be notified of the permission to make adjustments for monitoring and enforcement.
- (e) **Notes** that public communications as part of the Northern Pegasus Bay Bylaw Communication Plan will be approved by the General Manager Community & Recreation.
- (f) **Notes** that an internal review will be undertaken following the 2025 season to understand the impact of the changes and any learnings for 2026.

3. BACKGROUND

- 3.1. The *Northern Pegasus Bay Bylaw 2024* (Bylaw) applies to all of the beaches within the Waimakariri District Council's jurisdiction and its purpose is to control activities on the beaches in order to manage conflicting recreational uses, minimise any environmental

impacts arising from this activity, protect and promote public health and safety and minimise the potential for offensive behaviour in public places.

- 3.2. The Northern Pegasus Bay Bylaw 2024 prohibits freedom camping across the Bylaw area that includes Kairaki beach.
- 3.3. At the Management Team Strategy (MTS) meeting on 15 May 2025 a discussion on Freedom Camping highlighted camping activity at Kairaki Beach, specifically during the whitebait fishing season, that is in breach of the Bylaw.
- 3.4. Whitebait fishing regulations are managed by the Department of Conservation. The whitebait fishing season runs from 1 September to 20 October, inclusive nationwide.
- 3.5. Customary fishers in Waitaha/Canterbury are managed by Papatipu Rūnanga o Ngāi Tahu, with support from local and central government agencies, including Environment Canterbury and the Department of Conservation. The Waitaha customary season runs from 15 August to 30 November, inclusive.

4. ISSUES AND OPTIONS

- 4.1. During the 2024 whitebait fishing season there were a number of vehicles that parked over multiple nights on Kairaki Beach that was in breach of the Bylaw. Council staff and Environment Canterbury (ECan) Ranger Patrols monitored the situation and at the time it was deemed appropriate to not take enforcement action. ECan Rangers had reported that camping for the purpose of whitebait fishing is permitted further up the river in the Waimakariri River Regional Park area managed by ECan.
- 4.2. Following an internal lesson learned review from last season a commitment was made to investigate options ahead of the 2025 whitebait fishing season that would align with the overall purpose of the Bylaw, which is to:
 - 4.2.1. Protect the natural values of the foreshore and estuary environment while acknowledging community values associated with its use.
 - 4.2.2. Manage recreational uses for the benefit and enjoyment of all users.
 - 4.2.3. Minimise environmental impacts arising from this recreation activity.
 - 4.2.4. Protect, promote and maintain public health and safety.
 - 4.2.5. Protect the public from nuisance.
 - 4.2.6. Minimise the potential for offensive behaviour in public places
- 4.3. The Greenspace and Property Units have been working on a proposal that was raised at the MTS session in May that would look to utilise the campground area adjacent to the Kairaki Beach Car Park. This land is under a Licence to Occupy to the Kairaki Holiday Park and discussions are underway with the Kairaki Holiday Park Managers. There are some operational issues to resolve but it is likely that this space can be made available from 15 August when customary fishing commences.
- 4.4. Sylvia Docherty and Mike Kwant have met with Makarini Rupene and Te Marino Lenihan as local iwi representatives for customary fishing on 23 July 2025. At the meeting the proposal for the campground was discussed. Feedback received was supportive of the proposal with the recommendation that the requirement to move to the new location for overnight camping would be most effective if transitioned over three years starting with the 2025 season. Makarini asked that the vehicles still be allowed to be on the beach this year with the opportunity to make use of the new space. It was noted that in previous seasons there has been issues that has led to physical violence with conflict between those fishing for mahinga kai, recreation and commercial purposes.

- 4.5. At the meeting there was also discussion on the potential to identify the campground area as 'nohoanga' (literally meaning a place to sit and traditionally referring to a seasonal occupation site). The nohoanga would support mahinga kai in the area. Any work to understand this potential development would be undertaken by Greenspace Strategy and Partnerships Team.
- 4.6. Management of the Kairaki Beach / Waimakariri River mouth area during whitebait fishing is a combined effort with Greenspace and Environment Services Units alongside the Northern Pegasus Bay Bylaw Enforcement contract with ECan. The Community Greenspace Manager has been kept updated and supports an approach that allows for monitoring by the ECan Rangers on a regular basis with self-management between the people fishing. Escalation of management of the area would occur as required between Council and ECan staff in partnership with iwi representatives if required.
- 4.7. A collaborative Crown Agents and Tangata Tiaki Customary Inaka group was established following the 2024 whitebait fishing season that includes representation from Christchurch City Council, ECan, Waimakariri District Council, DoC and Papatipu Rūnanga o Ngāi Tahu. The first meeting was held in December 2024 for a post-season debrief and the next meeting is scheduled for 11 August ahead of the next customary fishing season. This multi-agency approach is supported as a way-forward to help understand and manage the different points of view and matters associated with whitebait fishing.
- 4.8. The matter of breaches of the Bylaw associated with freedom camping (and likely fires/braziers on the beach) can be resolved with written permission granting exemption using Bylaw clause 19 from either the Council or an authorised officer of the Council.
- 4.8.1. Bylaw clause 19.2: A permission given under this bylaw may relate to:
- an activity or event or a series of activities or events, as the case may be.
 - one or more clauses under this bylaw as is appropriate in the circumstances.
- 4.9. It is recommended that permission granting exemption be specifically for the following conditions:
- 4.9.1. From 15 August to 1 November annually for 2025, 2026 and 2027.
- 4.9.2. Allow freedom camping and braziers only where directly associated with the activities of customary fishing and whitebait fishing at Kairaki Beach / Waimakariri River mouth.
- 4.10. This permission would mean that enforcement would not be carried out for the specific exemption only. Any other person found to be freedom camping in the area would have appropriate enforcement action from the ECan Ranger Patrol or Council staff.

Options

- 4.11. **Option 1** – grant permission of exemption of freedom camping and the use of braziers at Kairaki Beach / Waimakariri River mouth when directly associated with the activities of customary fishing or whitebait fishing.
- 4.12. **Option 2** – do not grant permission and require enforcement of freedom camping throughout the Bylaw area. Recognising camping on the beach has occurred in recent years introducing enforcement may be difficult to implement during this period.
- 4.13. **Option 3** - do not grant permission and do not enforce the Bylaw. This is the status of action in 2024 but does not effectively manage the known breaches of the Bylaw.
- 4.14. Option 1 is recommended as it allows a reasonable response to the situation whilst formally managing the activity through the Bylaw.

Implications for Community Wellbeing

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

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.

Sections 4.4 and 4.7 in this report reflect the discussions that have taken place related to Tangata Tiaki Customary Inaka / whitebait fishing at Kairaki Beach providing staff with feedback on options for camping associated with this activity.

The collaborative multi-agency group offers an opportunity for partnership discussions for positive outcomes.

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.

There is currently no community representative on the Northern Pegasus Bay Advisory Group for fishing at the Kairaki Beach / Waimakariri river mouth.

Representatives from the Pines Kairaki Residents Association have contacted staff earlier this year to raise issues related to freedom camping at Kairaki Beach.

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 Communications & Engagement Team have prepared draft communication for the whitebait fishing season to support general enquiries from the public. This will be approved by the General Manager Community & Recreation before being finalised.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report. Effective implementation of the Northern Pegasus Bay Bylaw 2024 requires coordination of a range of activities, including public awareness, education and enforcement that is recognized in the financial planning.

This budget is included in the Annual Plan 2025/2026 and Long Term Plan 2024/2034 as per the table below:

Budgets	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Coastal & Native Conservation Capital Works	\$22,549	\$23,227	\$23,227	\$24,474	\$25,062	\$25,639	\$26,203	\$26,753	\$27,288
Pegasus Bay Bylaw	\$22,730	\$23,413	\$23,413	\$24,670	\$25,263	\$25,844	\$26,412	\$26,967	\$27,507
ECan Ranger Service	\$32,130	\$33,095	\$33,095	\$34,873	\$35,711	\$36,533	\$37,336	\$38,120	\$38,883
Total Budgets	\$77,409	\$79,736	\$81,888	\$84,109	\$86,036	\$88,017	\$89,952	\$91,842	\$93,680

6.2. Sustainability and Climate Change Impacts

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

Actions associated with this report that have impacts on sustainability/climate change relate to education, working with others and enforcement to support greater sustainability

of the coastal area. Recognising the impact multiple vehicles on the beach has on the coastal foreshore the actions outlined in this report seek to reduce the amount of vehicles and potential for environmental damage.

6.3 Risk Management

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

6.3 Health and Safety

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

It is intended that the changes being put in place will support public safety in the area during whitebait fishing and customary fishing seasons.

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 legislation associated with the contents of this report are as follows:

- Local Government Act 2002.
- Treaty of Waitangi
- New Zealand Bill of Rights Act 1990
- Resource Management Act 1991
- Marine and Coastal Area (Tukutai Moana) Act 2011.
- Wildlife Act 1953.
- Marine Mammals Protection Act 1978.
- Conservation Act 1987.
- Ngai Tahu Claims Settlement Act 1998.
- Land Transport Act 1998.
- Reserves Act 1977.
- Forest and Rural Fires Act 1977.
- New Zealand Coastal Policy Statement 2010.
- Regional Coastal Environment Plan for the Canterbury Region.
- Canterbury Conservation Management Strategy 2016.
- Waimakariri District Council District Plan.
- WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- Kemp's Deed

7.3. Consistency with Community Outcomes

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

The Bylaw supports the following community outcomes:

Social: Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Environmental:

- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

The Community and Recreation Committee has delegated authority to administer bylaws for its activities.

The Council has traditionally been the decision-making body for adopting the Bylaw and any significant changes due to the significance of the coastal area.

Written permission associated with Bylaws is normally granted by staff on a case-by-case basis. This matter is being reported for management decision noting that this is seasonal and would be supported for a maximum of three years.

WAIMAKARIRI DISTRICT COUNCIL

NORTHERN PEGASUS BAY BYLAW 2024

Adopted Council meeting held on
1 October 2024


Chief Executive


Governance Manager



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WAIMAKARIRI DISTRICT COUNCIL NORTHERN PEGASUS BAY BYLAW 2024

1. **PREAMBLE**

This preamble is intended to explain the bylaw's context and general intention.

A number of agencies own or manage land within or adjacent to the area covered by this bylaw. These are the Waimakariri District Council, Environment Canterbury, the Department of Conservation, Land Information NZ Toitū Te Whenua and Te Kōhaka o Tūhaitara Trust.

The proposed bylaw seeks to address the following key issues:

- Health and safety of beach users.
- Conflicts between incompatible recreation activities.
- The impact of offensive behaviour on other beach users' enjoyment or use of the beach.
- Impacts of recreation use on the dune systems and on the wildlife and vegetation of the estuaries and lagoons.
- Disturbance and destruction of foreshore habitats.

Legislative Context and Links to other Documents

The management of the coastal environment is legislated by various Acts. These include, but are not limited to, the Resource Management Act 1991, Ngāi Tahu Claims Settlement Act 1998, Marine and Coastal Area (Tukutai Moana) Act 2011, Local Government Act 2002, Land Transport Act 1998, Reserves Act 1977, Conservation Act 1987, Wildlife Act 1953, Marine Mammals Protection Act 1978, Dog Control Act 1996, Fire and Emergency NZ Act 2017, Freedom Camping Act 2011 and Whitebait Fishing Regulations 2021.

Additional documents that have been taken into consideration in developing this bylaw include the following:

- Treaty of Waitangi.
- Kemp's Deed.
- Waimakariri District Council Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- NZ Coastal Policy Statement 2010 (Resource Management Act 1991).
- Regional Coastal Environment Plan for the Canterbury Region 2005 (Resource Management Act 1991).
- Waimakariri District Council District Plan and Proposed District Plan (Resource Management Act 1991).
- Waikuku Beach Reserve Management Plan 2010 (Reserves Act 1977).
- 2018 Waimakariri Coastal Natural Character Study
- Environment Canterbury Ashley Rakahuri Management Plan 2023.
- Canterbury (Waitaha) Conservation Management Strategy 2016 (Conservation Act 1987).

- Environment Canterbury Navigation Safety Bylaw 2016 (Local Government Act 1974).
- Estuarine Research Report 38 – impacts of vehicles on juvenile tuatua on Pegasus Bay surf beaches 2010.
- Estuarine Research Report 39 – assessment of intertidal tuatua 2009.

The legislative boundaries map at the end of this section shows the interface between the various rules and policies contained within the Regional Coastal Environment Plan (coastal marine area boundary), the Waimakariri District Council's District Plan (coastal marine area boundary), the Canterbury Conservation Management Strategy (conservation areas), the proposed Ashley/Rakahuri Regional Park Management Plan, the Reserves Act 1977 (local purpose reserves) and the Ngāi Tahu Claims Settlement Act 1998 (Fenton Reserves and Entitlements).

There are also other Council bylaws that apply to the coastal area. These include the Waimakariri District Council Dog Control Bylaw 2019 and the Alcohol Control Bylaw 2018. Reference has been made in this bylaw to the relevant clauses in bylaws listed, to prevent coastal users having to research other Council bylaws to find out what rules apply.

Significance of Ashley River/Rakahuri and Saltwater Creek Estuarine Areas

The Ashley River/Rakahuri and associated estuarine areas link up with the 550-hectare Tūhaitara Coastal Reserve which stretches 10.5 km from the estuary and contains many protected wetlands. This string of wetlands has important values for some special invertebrate and plant communities and combined creates a large area of significant attraction to birdlife, the majority of which are indigenous and regarded as taonga by local iwi. The estuary, with its large areas of tidal mudflats at the conjunction of the Ashley River/Rakahuri and Pacific Ocean, is recognised as one of the best shorebird feeding sites on the South Island's eastern coastline. It is the largest, least modified estuary in Canterbury with a variety of ecosystems and habitats and observations of up to sixty bird species at any visit are common.

The Ashley River/Rakahuri estuarine area is recognised by the International Union for the Conservation of Nature (IUCN) as a wetland of 'international significance'. The Regional Coastal Environment Plan for the Canterbury Region lists the Ashley River/Rakahuri and Saltwater Creek Estuary as an area of 'significant natural value with Māori cultural values; wetlands, estuaries, and coastal lagoons; marine mammals and birds; ecosystems, flora and fauna habitats; historic places; and coastal landforms and associated processes' occurring in the area. The Ashley River/Rakahuri Estuary and wider Pegasus Bay wetlands are designated 'Important Bird Areas' by Birdlife International (of which Forest and Bird is the NZ partner) and the threatened native braided river birds breeding on the river are a priority for protection in the Biodiversity Strategy for the Canterbury Region. The Department of Conservation rates the area as being of 'significant conservation value' and is the administering body for five Local Purpose Reserves under the Reserves Act 1977 and two stewardship areas under the Conservation Act 1987 located in the area. One of these stewardship areas, known as the Conservation Area Pacific Ocean Foreshore, is described by the Department as being a 'priority ecosystem'. The Banks Peninsula Marine Mammal Sanctuary runs up the coastline extending four nautical miles out to sea from the mean high water springs mark.

The estuarine wetlands are the feeding, roosting, and breeding grounds of a large number of native birds, including some threatened and critically endangered species such as the black-billed gull (the world's most endangered gull), the black-fronted tern,

banded dotterel and wrybill. Wrybill, the only bird in the world with a bill that bends sideways, feed in the estuary and breed upstream in the braided river. The wetlands are an important summer resting and feeding site for a large number of locally resident and migrant wader species. Wrybills, banded dotterels, pied stilts and pied oystercatchers start to pass through in late August with small numbers of other northern hemisphere wading birds arriving in September and staying into April. Godwits also arrive in September to feed and rest after an 11,000 km non-stop trip from Alaska, preparing for their return journey in later March. In winter the Estuary is home to the white heron and very rare black stilt. The area is also an important breeding ground for fish such as flounder and whitebait.

Local conservation-orientated organisations and bird specialists identify a number of activities that could have a negative impact on the important ecological and wildlife values of the Ashley River/Rakahuri and Saltwater Creek estuarine areas. The bylaw attempts to reduce the tension between environmental protection and recreational use by prohibiting activities that are able to be carried out elsewhere on the beach and restricting other site-specific activities. Examples of prohibited activities that can be carried out in other less ecologically sensitive coastal areas are horse riding, exercising dogs, land yachting, using model aircraft and drones, and taking off or landing aircraft, including microlights and helicopters.

Aerial activities can be seen as a threat to some birds who stay in the air while these are taking place. This interferes with their normal feeding, resting, nesting and roosting activities and puts chicks at risk of overheating or predation.

Scientific studies show that the presence of dogs causes disturbance and stress to birds causing physical displacement that impacts where the birds feel safe to feed, breed and rest. The 2016 bylaw prohibited dogs from the estuary, apart from permitted gamebird dogs during the gamebird hunting season, in order to offer greater protection to critically endangered or threatened bird species. Consultation for the 2023/24 bylaw review identified a need to extend the prohibited area for dogs in the estuarine area to include the entirety of the spit south of the Ashley River/Rakahuri. This 2024 bylaw has also removed the exemption for gamebird dogs.

The estuary is the only safe training and self-landing area for kite surfing within the district and this is a restricted activity, subject to an agreement between the Council, kite surfing community and bird conservation groups.

The bylaw also recognises the significance of the area as a regional sport fishery and provides limited vehicle access via a permit system for the annual open season set by the Whitebait Fishing Regulations 2021, currently 1 September to 30 October (inclusive).

Protection of Foreshore Habitats

The intertidal coastal area is a very important feeding area for birds. Vehicles disturb birds feeding, resting, and nesting in built-up areas of driftwood. They also disrupt their food sources by killing or stressing species such as tuatua that live in the sand.

A 2010 study of tuatua found that juvenile tuatua were largely found just adjacent to and beneath the high tide line along the beach whilst adult tuatua were found closer to the low tide line along the beach. Another study in 2010 found a relationship between the number of vehicle passes and tuatua damage with juvenile tuatua being more at risk from crushing than the larger more mature adults. The compactness of wet sand was also found to favour tuatua survival.

The bylaw offers some protection to tuatua by providing vehicle free areas and attempting to reduce the number of vehicles driving on the rest of the beach. Vehicles are also required to be driven below the high tide mark, apart from at the Waimakariri River Mouth where this is unsafe because of changes in levels along the side of the river. While vehicles driving on wet sand will damage adult tuatua, the more vulnerable juvenile tuatua living higher up the beach will be better protected. The impact of horse hooves on tuatua has been found to be similar to that of vehicles and the equestrian free area at Waikuku offers some protection.

Protection of Dune System

The 2018 Waimakariri Coastal Natural Character Study identifies the most significant dunes of the Canterbury coastline are located along the backshore of Pegasus Bay. The dunes provide beach settlements with some protection against coastal hazards, including those exacerbated by climate change. Damage to the vegetation caused by vehicles and motorbikes accelerates coastal erosion.

Vehicles have been prohibited from the dunes, and motorcycles have been prohibited from the beach altogether to try and address this problem as well as other safety concerns.

Safety Concerns of Beach Users, Conflicts between Different Types of Recreational Activity and Public Nuisance

A Beach User Survey has been conducted in 2019, 2021 and 2023/24. These surveys provide Council staff and the Northern Pegasus Bay Advisory Group with feedback and evidence of what's important to locals and visitors to our beaches as well as highlighting main issues and any conflict occurring along the Northern Pegasus Bay coastline. All three surveys identify unsafe or inappropriate driving of vehicles as the main issue followed by the lack of dog control by some users. Vehicles and motorbikes continue to be a problem, particularly in Waikuku, Pines, Kairaki and Ashworths Beaches. A summary report for each of the surveys is available on the council's website.

The bylaw attempts to resolve identified public health, safety and nuisance issues in a way that is no more than reasonably necessary by:

- Giving priority to the most vulnerable beach users, such as children, bathers and other people on foot.
- Designating zones away from the most popular swimming beach (Waikuku Beach) for activities such as recreational horse riding, horse training, land yachting and driving.
- Prohibiting dogs, vehicles and horse trainers from passing through flagged surf patrol areas and requiring recreational horse riders to take due care and land yacht operators to dismount if passing through on a return trip is unavoidable.
- Reducing the number of vehicles on the beach by prohibiting recreational driving and motorcycles.
- Clearly setting out personal responsibilities around the use of a vehicle on the beach (the same as on a road).
- Requiring beach users to have effective control of their dogs at all times.
- Prohibiting or restricting dogs from areas with high biodiversity value, where there are critically endangered or threatened bird species.
- Requiring the use of the beach for horse training to be in accordance with a user agreement.
- Requiring all beach users to be aware of each other and not impact on another's use or enjoyment of the beach.

Te Ngāi Tūāhuriri Values

Ngāi Tūāhuriri concepts involving land, water and resources are determined by a very complex system of inter-relations and while free to utilise the resources, Ngāi Tūāhuriri are also restrained by a system of controls.

In an economic sense, the resources of an area determined the welfare of the people. The abundance, or lack of, directly affected the mana (prestige) of every tribal group. Traditionally the acquisition and maintenance of the exclusive right to those resources was central to the core of Māori society. The seasonal collection of these resources and the resulting community effort therefore also formed a very important part of the community's strength.

These seasonal activities were a time for Whanaungatanga – renewing contacts with distant relations, Whakatinana o ngā uara – of reinforcing traditional and cultural values, and Tikanga – of maintaining controls; thus providing a tangible link with the past. Another important example of cultural resource values is that of Manaakitanga – hospitality, towards guests. Tradition dictates that as hosts, Tūāhuriri whānau of this area must prepare the best local foods for manuhiri.

Mahinga kai was specifically recognised and protected in Kemp's Deed in 1848 and advanced within Te Kerēme, the Ngāi Tahu Claims Settlement Act 1998. It describes the natural resources gathered by Māori and the places and practices used in doing so. Mahinga kai is an important value and activity that will be acknowledged and provided for within the bylaw process and through ongoing partnership.

The Rakahuri Awa/Ashley River and Northern Pegasus Bay coastal area was a significant area for mahinga kai. Fenton Reserves and Fenton Entitlements were set aside for occupation and access to mahinga kai and some of these are located in or close to the estuary. Fenton Reserve owners and holders of Fenton Entitlements have a legal right to access waterways associated with these reserves and entitlements for mahinga kai purposes. The Ngāi Tahu Claims Settlement Act 1998 makes provision for Fenton Reserve owners and holders of Fenton Entitlements to have access up to 210 days per year for the above purposes, including the erection of temporary camping shelters. In the preparation of this bylaw these rights have been considered and applied.

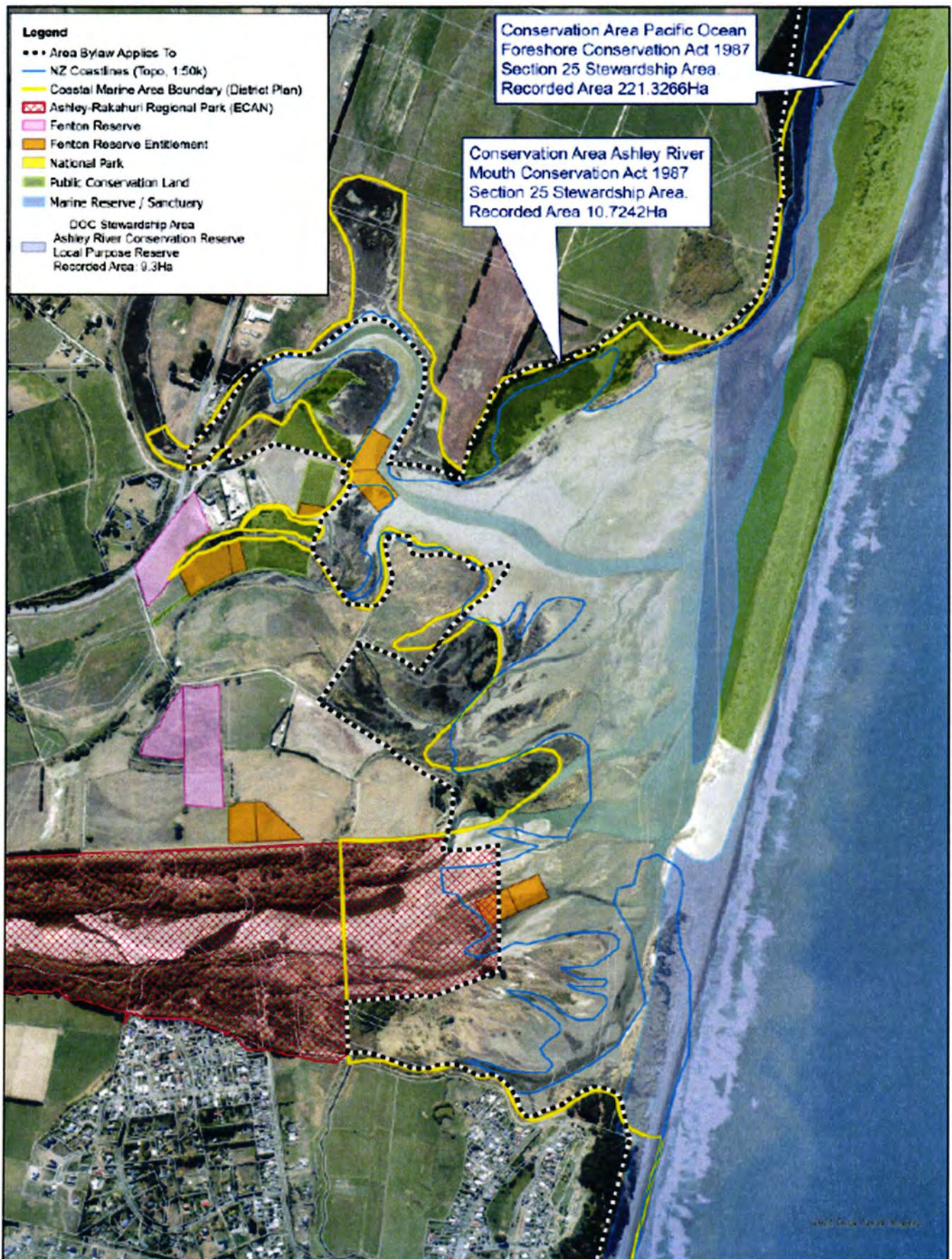
Traditional values and controls regarding water are included in the Tribe's spiritual beliefs and practices. This recognises and reinforces the absolute importance of water quality and quantity to both mahinga kai and hygiene. Water is held in the highest esteem because the welfare of all life that it contains determines the welfare of the people reliant on those resources.

Traditionally water was the centre of all activity within Māori society. It provided the preferred transport medium, supported fish and shellfish populations and was used in religious ceremonies, including burials, and also for recreational activities. For these reasons and like most other cultures, settlements were centred beside, or in close proximity to major waterways.

This dependence on kai-moana, kai-awa and kai-roto is a subject that has remained constant throughout Ngāi Tūāhuriri history. Over time Ngāi Tūāhuriri accumulated an extensive amount of knowledge about the resources within its' rohe, particularly water-sourced foods. Harvesting methods reflect a sophisticated understanding of the breeding cycles, migration times and feeding habits of all the important fresh and salt-water species, with different names being used for the same fish at different parts of its life cycle.

Connected to the concept of water guardianship is the matter of tapu. Water was declared tapu for several reasons. The best examples of Wai-Tapu are those waterways that act as burial places. Because of their primary use, food is not taken from these places. One such incident associated with this bylaw area is along the South bank of the Rakahuri, where Te Rauparaha dug up the remains of an elderly Ngai Tūāhuriri woman. Subsequently those Tūāhuriri whānau knowledgeable in this history do not gather kai awa from that particular stream and surrounding area.

The Council acknowledges the sensitivity around the scattering of human ashes within the area covered by this bylaw and the concern Te Ngāi Tūāhuriri Runanga has for the impact on cultural values and customs and advises avoiding using mahinga kai areas and associated waterways for this purpose.



Legislative Areas Northern Pegasus Bay Bylaw 2024

Job 24-027	SCALE (A3) 1:10,000
Version D	DATE 19/09/2024



2. **TITLE**

- 2.1. This bylaw is made pursuant to sections 145, 146 (b)(vi) and 153 (3) of the *Local Government Act 2002* and sections 22AB(1)(b), 22AB(1)(c), 22AB(1)(f) and 22AB(1)(zk) of the *Land Transport Act 1998*.
- 2.2. This bylaw is the Waimakariri District Council *Northern Pegasus Bay Bylaw 2024*.

3. **DATE OF COMMENCEMENT**

- 3.1. This bylaw replaces the Waimakariri District Council *Northern Pegasus Bay Bylaw 2016 (amended 2023)* and comes into force on 01 November 2024.

4. **APPLICATION AND PURPOSE**

- 4.1. The purpose of this bylaw is to control activities on the beaches, including the foreshore and adjacent land areas of Northern Pegasus Bay, in order to:
 - a) Protect the natural values of the foreshore and estuary environment while acknowledging community values associated with its use.
 - b) Manage recreational uses for the benefit and enjoyment of all users.
 - c) Minimise environmental impacts arising from this recreation activity.
 - d) Protect, promote and maintain public health and safety.
 - e) Protect the public from nuisance.
 - f) Minimise the potential for offensive behaviour in public places.
- 4.2. Activities that are prohibited from the whole of the bylaw area include recreational driving, all motorcycles and unregistered and unlicensed vehicles. Freedom camping, fires, fireworks, interfering with wildlife, erecting or interfering with buildings and permanent structures without permission and introducing substances that could harm other people, animals or plants are also prohibited.
- 4.3. Activities that are prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas include equestrian and dog-related activities; operating land yachts, drones and model aircraft. Driving vehicles without a permit or exemption is also prohibited in this area.
- 4.4. Vehicles are also generally prohibited from between the Ocean Outfall and the Ashley/Rakahuri River Mouth. Land yachts are prohibited from the area between the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail and the District's northern boundary.
- 4.5. Restricted activities (activities that have conditions attached) include:
 - 4.5.1. Driving vehicles
 - a) between the Kairaki Beach Car Park and the Ocean Outfall.
 - b) within the Ashley River/Rakahuri and Saltwater Creek estuarine areas.
 - c) from the northern boundary of the district to the north of the Ashley/Rakahuri River Mouth.
 - 4.5.2. Horse training.
 - 4.5.3. Dog-related activities.
 - 4.5.4. Kite surfing in the Ashley River/Rakahuri and Saltwater Creek estuarine area.

- 4.5.5. Using a land yacht between the Kairaki Beach Car Park and the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail.
- 4.5.6. Landing and taking off of aircraft.
- 4.5.7. This bylaw applies to all of the beach, including the foreshore and adjacent land and water areas of Pegasus Bay between the southern boundary of the Waimakariri District, located at the Waimakariri River Mouth, and the northern boundary with Hurunui District, as described and set out in schedules 1, 2, 3, 4, 5, 6, 7 and 8. Some of this land is under the control of the Waimakariri District Council and some is under the control of Environment Canterbury, Department of Conservation, Land Information NZ Toitū Te Whenua and Te Kōhaka o Tūhaitara Trust.
- 4.6. This bylaw acknowledges the Hurunui District Council (HDC) Northern Pegasus Bay Bylaw noting similar issues and purpose. Clauses in the HDC bylaw are not necessarily the same as this bylaw.

5. **DEFINITIONS AND INTERPRETATION**

In this bylaw, unless the context requires otherwise:

Absolutely protected or partially protected wildlife means all wildlife throughout New Zealand and New Zealand fisheries waters except for those specified in Schedules 1, 2, 3, 4 and 5 of the Wildlife Act 1953.

Access Route means an unformed track through sand that provides vehicle access, including that from the Ashley/Rakahuri River Mouth Car Park to the Ashley/Rakahuri River Mouth and foreshore, as shown in schedules 1 and 7.

Access Trail means a cleared defined pathway providing access to the beach for horses, as shown in schedule 2.

Authorised Officer means any person appointed by the Council to perform duties required under this bylaw, irrespective of the designation given to that person.

Beach means any land in the Waimakariri District adjacent to any seacoast which is part of the foreshore, as defined in this bylaw, or is land contiguous to and used in connection with the foreshore and including dunes, and to which the public has a right of access. For the purposes of this bylaw, the beach therefore includes the foreshore and coastal land on both sides of the level of mean high-water spring. The coastal marine areas diagram included in this section depicts the location of mean high-water spring.

Bed means in relation to the sea, the submarine land areas covered by the sea. The coastal marine areas diagram depicts the location of the bed.

Building means a temporary or permanent movable or immovable structure (including a structure intended for occupation by people, animals, machinery or chattels) as defined in section 8 (1)(a) of the Building Act 2004. This does not include any structure erected by beach users for shade or shelter for less than one day's duration.

Coastal Environment means the environment in which the coast is a significant part or element. It includes the coastal marine area and, the water, plants and animals associated with that area, and the atmosphere above it, and dunes, beaches, areas of coastal vegetation and fauna, areas subject to coastal erosion or flooding, salt marshes, coastal wetlands and estuaries, and coastal landscapes. The coastal marine areas diagram included in this section depicts the location of the coastal environment.



Coastal Marine Area means the foreshore, seabed, and coastal water, and the air space above the water –

- a) of which the seaward boundary is the outer limits of the territorial sea:
- b) of which the landward boundary is the line of mean high-water springs, except that where that line crosses a river, the landward boundary at that point shall be whichever is the lesser of –
 - one kilometre upstream from the mouth of the river; or
 - the point upstream that is calculated by multiplying the width of the river mouth by 5.

Council means the Waimakariri District Council, or any Officer authorised to exercise the authority of the Council.

Council/s means the Waimakariri District Council and/or the Environment Canterbury (ECan), or any Officer authorised to exercise the authority of one of these Councils.

Detritus means a build-up of organic matter such as driftwood, shells and seaweed on the foreshore due to wave or tide action.

District means the district within the jurisdiction, and under the control of the Waimakariri District Council.

Enforcement Officer means an officer or other person appointed by the Council/s to enforce the provisions contained in this bylaw and includes:

- a) any person warranted by the Council/s in accordance with section 177 of the Local Government Act 2002 as an enforcement officer.
- b) any ranger appointed by the Council/s under the Reserves Act 1977.
- c) any dog ranger or dog control officer appointed by the Council under the Dog Control Act 1996.
- d) any parking warden appointed by the Council under the Land Transport Act 1988.
- e) any enforcement officer defined as an enforcement officer under the Land Transport Act 1998.

Fenton Entitlement means an entitlement granted in favour of the holder (in this instance, particular people within Ngāi Tahu Whānui and their descendants) to occupy temporarily and exclusively the entitlement land for up to 210 days in any calendar year (excluding days on and from 1 May to 15 August). The entitlement is granted for the purposes of permitting the holders to have access to the waterway for lawful fishing and gathering of other natural resources on the terms and conditions set out in the Entitlement and allows holders to erect camping shelters or similar temporary dwellings.

Fenton Reserve means a Fenton Reserve established by Judge Fenton in 1868 in accordance with Kemp's Deed to ensure on-going access by the beneficial owners to the associated waterways and their mahinga kai.

Firework means an object containing hazardous substances with explosive properties.

Foreshore means any land covered and uncovered by the flow and ebb of the tide at mean spring tides and, in relation to any such land that forms part of the bed of a river,

does not include any area that is not part of the coastal marine area. The coastal marine areas diagram depicts the location of the foreshore.

Freedom Camp means to camp (other than at a camping ground) within 200 metres of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 metres of a formed road or a Great Walks Track, using one or more of the following:

- a) a tent or other temporary structure.
- b) a caravan.
- c) a car, campervan, housetruck, or other motor vehicle.

Freedom camping does not include the following activities.

- a) temporary and short-term parking of a motor vehicle.
- b) recreational activities commonly known as day-trip excursions.
- c) resting or sleeping at the roadside in a caravan or motor vehicle to avoid driver fatigue.

Horse training/Horse trainers means an equestrian activity that is carried out in relation to an involvement with the horse racing industry.

Kite Surfing means being propelled over water by means of a kite on a board or similar craft.

Land Yacht means a wind-driven recreation vehicle, usually consisting of three wheels supporting a bare-frame structure, mast and sail. In this context the term also refers to recreation vehicles known as blokarts and sand yachts. Land yachts are used especially on beaches and other sandy areas.

Last High Tide means the last time after a low tide (there is approximately a 12-hour cycle from high tide to high tide) that the tide has been at its fullest so that the sea water reaches its highest level on the foreshore. The last high tide mark is generally able to be identified by a band of wet sand and detritus.

Mean High Water Spring means the highest level to which spring tides reach on average. This level is generally close to being the 'high water mark' where detritus accumulates on the shore annually. The coastal marine areas diagram depicts the location of mean high-water spring.

Mean Low Water Spring means the lowest level to which spring tides retreat on average. The coastal marine areas diagram depicts the location of mean low water spring.

Motorcycle means a motor vehicle, running on 2 wheels, or not more than 3 wheels when fitted with a sidecar, as defined in section 2 (1) of the Land Transport Act 1998 and any amending or replacement legislation. It includes a vehicle with motorcycle controls that is approved as a motorcycle by the Transport Agency but does not include a moped.

Motor Vehicle means a vehicle drawn or propelled by mechanical power, including a trailer, as defined in section 2 (1) of the Land Transport Act 1998 and any amending or replacement legislation. It does not include a mobility device.

Permission shall include a permit or exemption under this bylaw.

Recreational Driving means driving on the beach as an activity in itself and/or primarily for the pleasure of driving.

Recreational Horse Riders means the leading/riding/driving of horses along trails and the foreshore for pleasure/leisure, and for the enjoyment of the natural environment. This includes horse trainers delivering organised equestrian activities that fall outside of the horse racing industry such as riding lessons and treks.

Regional Council means the Environment Canterbury (ECan), or any officer authorised to exercise the authority of the Council.

Shall indicates a mandatory requirement while the use of **should** indicates a recommendation.

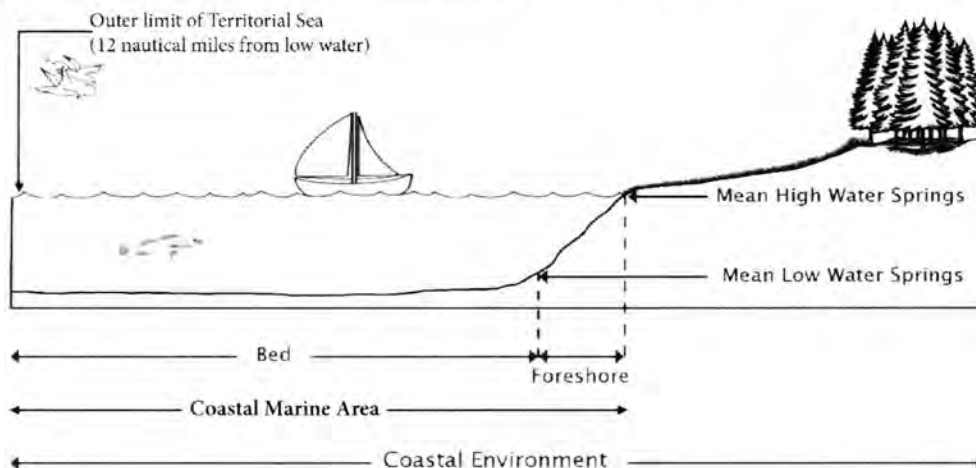
Sign includes a notice, label, inscription, billboard, plaque or placard.

Te Rūnanga o Ngāi Tahu means Te Rūnanga o Ngāi Tahu established by Section 6 of Te Rūnanga o Ngāi Tahu Act 1996.

Under Control means that the dog is not causing a nuisance or danger and that the person in charge of the dog is able to obtain an immediate and desired response from the dog by use of a leash, voice commands, hand signals, whistles or other effective means.

COASTAL MARINE AREAS DIAGRAM

The following diagram shows where the various marine terms referred to in this bylaw are located within the coastal environment.



PART 1 – PROHIBITED AND RESTRICTED ACTIVITIES IN BEACH AND ADJACENT LAND AREAS

6. PROHIBITED VEHICLE ACCESS

- 6.1. No person shall drive a motor vehicle to, from or on a beach, including the dunes, if prohibited from doing so by any clause within this bylaw.
- 6.2. No person shall ride a motorcycle on the beach, including the dunes.
- 6.3. No person shall drive a motor vehicle on the beach except in the areas outlined in Section 6 - Restricted Vehicle Access and described and set out in schedules 1 and 7 of this bylaw.
- 6.4. No person shall drive a motor vehicle on the beach for any purpose other than those specified in clauses 6.2, 6.3, 6.4 and 6.5 of this bylaw.
- 6.5. Recreational driving on the beach, as defined in section 4 is prohibited.

7. RESTRICTED VEHICLE ACCESS

- 7.1. Clauses 6 and 7, and the sub-clauses thereto, set out restrictions that apply to driving on any Council beaches that are authorised by this bylaw, notwithstanding the provisions of clauses 5.1 to 5.5.
- 7.2. A person may drive a motor vehicle from the Kairaki Beach Car Park, located at the Waimakariri River Mouth, to the Ocean Outfall, as described and set out in schedule 1. Vehicle access in this area is only for the purposes of boat launching or retrieval, taking machinery and equipment used for legitimate recreational purposes (this may include, but is not limited to jet skis, wind surfing boards and land yachts) to and from the water's edge, fishing, whitebaiting, mahinga kai gathering, or to enable disability access for holders of mobility parking permits.
- 7.3. A person may drive a motor vehicle in the restricted vehicle area, as described and set out in schedule 1, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth. Vehicle access in this area is only for the purposes of boat launching or retrieval, taking machinery and equipment used for legitimate recreational purposes (this may include, but is not limited to jet skis, wind surfing boards and land yachts) to and from the water's edge, fishing, whitebaiting, mahinga kai gathering, or to enable disability access for holders of mobility parking permits.
- 7.4. A person, upon obtaining a permit, may drive a motor vehicle through the locked gate at the Ashley/Rakahuri River Mouth Car Park and along the access route, as described and set out in schedules 1 and 7, to gain access to the Ashley/Rakahuri River Mouth. Permits may be issued for the purposes of boat launching or retrieval, fishing, whitebaiting and mahinga kai gathering, and are subject to the terms and conditions described and set out in schedule 9 of this bylaw.
- 7.5. A person holding a permit in accordance with clause 6.4 of the bylaw shall remain on the access route marked by the Council, from the Ashley/Rakahuri River Mouth Car Park to the beach and then remain below the last high tide mark, as described and set out in schedules 1 and 7.
- 7.6. The access route marked by the Council from the Ashley/Rakahuri River Mouth Car Park to the River Mouth, as described in schedules 1 and 7, may be physically relocated from time to time by the Council, following receipt of river management engineering and ecological advice. Signage will be used to advise users of any changes to the location of the route.

- 7.7. People driving permitted or exempted motor vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats in the Ashley River/Rakahuri and Saltwater Creek estuarine areas or on beach areas adjacent to the estuary.

8. **USE OF VEHICLES - GENERAL CONDITIONS**

- 8.1. The *Land Transport Act 1998* defines the beach as a road and therefore all motor vehicles driven on the beach are required to be registered and licensed, and all drivers are required to be licensed, where they are required to be registered and licensed under the Act.
- 8.2. No person shall drive a motor vehicle on a beach other than below the last high tide mark, unless it is unsafe to do otherwise, except when using an access route specified in this bylaw, or when at the Waimakariri River Mouth.
- 8.3. No person shall drive a motor vehicle through a beach area that is flagged for surf lifesaving patrols, except as provided for by approval under clause 17, and subject to the conditions set out in any such approval.
- 8.4. No person shall drive a motor vehicle on a beach area that has been reserved, by the Council from time to time and for periods set by the Council, for events from which vehicular activities are excluded.
- 8.5. No person shall drive a motor vehicle on any beach, adjacent land area or access track at a speed in excess of 30 kilometres per hour or at a speed in excess of 10 kilometres per hour within 50 metres of any other person not in the motor vehicle.
- 8.6. No person shall drive or ride a vehicle on any part of the beach where vehicles are allowed, in a manner, which having regard to all the circumstances of the case, is or might be dangerous to the public or to any person.
- 8.7. All persons operating a motor vehicle on a beach shall give way and show due consideration to all bathers, persons on foot, horses and other animals at all times. Birds and their nests must be avoided.
- 8.8. Any person who obtains a permit, permission or exemption under this bylaw to take a motor vehicle onto any beach shall strictly comply with any terms and conditions included within that permit or permission.

9. **PROHIBITED HORSE ACCESS**

- 9.1. No person shall drive, ride, lead, let wander or otherwise use any horse or horses within the prohibited area extending from immediately north of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail to the north of the Ashley /Rakahuri River Mouth, as described and set out in schedule 2 of this bylaw.
- 9.2. Horse training is prohibited on the beach outside of the permitted northern and Woodend Beach areas, as described and set out in schedule 2 of this bylaw.
- 9.3. Horses are prohibited from accessing the beach via the Pines Beach horse accessway at the end of Reid Memorial Avenue.

10. **RESTRICTED HORSE ACCESS**

- 10.1. Clauses 9 and 10, and the subclauses thereto, set out the restrictions on horse access that are authorised by this bylaw, notwithstanding the provisions of clauses 8.1 to 8.3.

- 10.2. Recreational horse riders and horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 2, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth.
- 10.3. Recreational horse riders may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 2, from Kairaki Beach to the south side of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 10.4. Horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted horse training area, as described and set out in schedule 2, which runs approximately 3.2 km's (2-mile training run) either side of the beach entrance to the Woodend Beach Horse Float Car Park and Access Trail.
- 10.5. Open access to the beach for recreational horse riders will be provided from the Kairaki Beach Car Park and at Pines Beach, via a horse step over bar located at the eastern end of Reid Memorial Avenue, as described and set out in schedule 2.
- 10.6. Open access to the beach for recreational horse riders and horse trainers will be provided along a trail from the Woodend Beach Horse Float Car Park, via a horse step-over bar, as described and set out in schedule 2. Access via a gate is also available during day light hours at the discretion of Te Kōhaka o Tūhaitara Trust. That trail only, and not surrounding land, shall be used for horse access.
- 10.7. A permit shall be required by all people seeking to take a horse through the locked access gate at the Waikuku Beach Horse Float Car Park and then along a trail to the beach, as described and set out in schedule 2. That trail only, and not surrounding land, shall be used for horse access.
- 10.8. Recreational horse riders should not pass through flagged surf lifesaving patrol areas. In the event this is unavoidable on a return trip, riders must take all care to safely pass through the flagged area.
- 10.9. Horse trainers shall not drive, ride, lead or otherwise pass with a horse through a flagged surf lifesaving patrol area.
- 10.10. No person shall drive, ride, lead, let wander or otherwise use any horse or horses, on a beach area that has been reserved by the Council from time to time and for periods set by the Council, for events from which those equine activities are excluded.

11. **EQUINE ACTIVITIES – GENERAL CONDITIONS**

- 11.1. Any person undertaking an equine-related activity on a beach area shall remain below the last high tide mark, except when on an access trail as described and set out in schedule 2, when moving from the access trail to the last high tide mark, when at the Waimakariri River Mouth, or to avoid a potentially unsafe situation.
- 11.2. Any person undertaking an equine-related activity on a beach area shall give way and show due consideration to pedestrians at all times.
- 11.3. Any person driving a horse and sulky shall stay well clear of pedestrians at all times and ensure their driving does not endanger any person, bird or other animal.
- 11.4. The use of the designated horse training area at Woodend Beach will be in accordance with a user agreement between the Council and Woodend Beach horse training representatives. This agreement is to be reviewed annually prior to the start of each summer season.
- 11.5. Any person in charge of a horse shall remove the faeces passed by their horse/s from the horse float car parks.

12. **INTERFERENCE WITH BEACH AREAS AND OTHER BEACH USERS**

- 12.1. Without the prior written permission of an authorised officer, no person shall on a beach, or adjacent land area:
- a) Remove, destroy, damage, displace, deface, or otherwise interfere with any sign, post, fence, barrier, warning device, structure or building erected by the Council, Environment Canterbury, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club.
 - b) erect, construct, fix or place any sign, post, fence, barrier, warning device, structure or building except when the person is otherwise expressly authorised by the Council, Environment Canterbury, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club to do so.
 - c) introduce any substance that may cause injury to another person, animal or plant life.
 - d) destroy, injure, disturb or otherwise interfere with or cause distress to any roosting, nesting, resting or feeding birds or remove or destroy any bird nest or the contents of a bird nest.
- 12.2. No person shall intentionally obstruct, disturb, or interfere with any other person's legitimate use or enjoyment of the beach or adjacent land areas.
- 12.3. No person shall, without lawful authority, hunt, kill, dispose of, or have in his or her possession, any part of any absolutely protected or partially protected wildlife or marine wildlife, or rob, disturb, destroy, or have in his or her possession the nest of any such wildlife as per sections 3, 63 and 63A of the Wildlife Act 1953.

13. **PROHIBITED FREEDOM CAMPING AREA**

No person shall freedom camp within the bylaw area (See glossary for definition).

14. **RESTRICTED AND PROHIBITED AREAS FOR SPECIFIED RECREATIONAL ACTIVITIES**

- 14.1. The use of a drone or model aircraft within the Ashley River/Rakahuri and Saltwater Creek estuarine areas is prohibited, as described and set out in schedule 6.
- 14.2. Taking off and landing of aircraft, including a microlight or helicopter, shall only occur in the restricted area at Ashworths Beach, as described and set out in schedule 5, and in accordance with a user agreement between the Council and the Canterbury Recreational Aircraft Club. This user agreement is to be reviewed annually, and whenever significant changes to the coastal environment necessitate additional reviews.
- 14.3. The Ashley River/Rakahuri and Saltwater Creek estuarine area, as described and set out in schedule 6, is a restricted area for kite surfing in accordance with a user agreement between the Council, and the Northern Pegasus Bay kite surfing community. This user agreement is to be reviewed annually prior to the start of the kite surfing season, which runs from November to April, and whenever significant changes to the coastal environment during this period necessitate additional reviews.
- 14.4. Land yachts shall only be operated on the beach in the area between Kairaki Beach and the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 14.5. Land yacht operators shall not pass through flagged surf lifesaving patrol areas. In the event this is unavoidable on a return trip, operators must dismount and push their yacht through the flagged area.

- 14.6. Environment Canterbury's Navigation Safety Bylaw 2016 applies to the Ashley River/Rakahuri and estuary area. This bylaw requires powered watercraft to stay within a 5-knot speed limit when on the river or any of its tributaries, downstream of the State Highway 1 Bridge.

15. **FIRES**

- 15.1. Fires in the open air are prohibited within the bylaw area. Exemptions may be granted with prior written approval from the Waimakariri District Council.

16. **FIREWORKS**

- 16.1. Setting off any firework, flare or any other explosive material within the bylaw area is prohibited. Exemptions may be granted with prior written approval from the Waimakariri District Council.

17. **DOG CONTROL**

- 17.1. All dogs on the beach shall be kept under continuous and effective control at all times in accordance with this bylaw and the Dog Control Bylaw 2019.
- 17.2. All dogs are prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as described and set out in schedule 6, notwithstanding the provisions of clause 16.3.
- 17.3. Holders of Fish and Game Hunting Licenses are restricted to use dogs for the activity of gamebird hunting in a specified area of the Ashley River/Rakahuri and Saltwater Creek estuarine areas during gamebird hunting season, as described and set out in schedule 8.
- 17.4. All dogs shall be on a leash on the seaward facing spit adjacent to the estuarine area to the low tide mark north of the Waikuku northern car park and south of the Ashley/Rakahuri River Mouth, as described and set out in schedule 3. In accordance with this Bylaw and the Dog Control Bylaw 2019.
- 17.5. All dogs are prohibited from staying within the areas marked by surf lifesaving patrol flags and from an area extending 50 metres beyond the flags but can pass directly through provided the dog is on a short leash and under effective control, in accordance with this bylaw and the Dog Control Bylaw 2019.
- 17.6. Dogs which are not able to be kept under effective voice control around horses shall be placed on a leash when in the vicinity of a horse.
- 17.7. Any dog found not under continuous and effective control on the beach may be seized and detained by any authorised officer, or a person employed by the Council, and be impounded in accordance with this bylaw and the Dog Control Bylaw 2019.
- 17.8. No person being the owner of, or having the control of, any dog shall permit the dog to foul any part of the beach with droppings, provided that no offence shall be deemed to have been committed against this bylaw and the Dog Control Bylaw 2019 when the person having control of the dog removes the droppings immediately.
- 17.9. The owner or person in charge of any dog on the beach shall carry a suitable receptacle for the removal of any faeces defecated by that dog in accordance with this bylaw and the Dog Control Bylaw 2019.

PART 2 – OTHER MATTERS

18. EXEMPTIONS

- 18.1. This bylaw does not apply to any person who commits an act that is done:
- a) in accordance with a valid and current contract for services with the Council; or
 - b) on a voluntary basis in accordance with a valid and current agreement entered into with the Council; or
 - c) by a member of the emergency services in the course of carrying out his or her duties as a member of the emergency services; or
 - d) in accordance with any operative reserve management plan, or pursuant to any resource consent under the Resource Management Act 1991.
- 18.2. This bylaw does not apply to owners of Fenton Reserves and holders of Fenton Entitlements located within the bylaw area when exercising their legal rights to access waterways associated with these reserves and entitlements for mahinga kai purposes.
- 18.3. Notwithstanding any prohibition or restriction on driving a vehicle set out in this bylaw, a person may drive a vehicle on a beach in the following circumstances, providing permission is first obtained from an authorised officer:
- a) by or on behalf of the Council, Environment Canterbury, a government agency, or the Fish and Game Council, or an approved voluntary group, for the provision of enforcement services, for monitoring or ranger services, or for the rescue, protection, or disposal of marine animals or other wildlife or animals; or
 - b) by or on behalf of the Council, Environment Canterbury or a government agency for water quality sampling, flood protection, the control or cleanup of contaminants, or resource investigations or monitoring; or
 - c) by or on behalf of the Council, Environment Canterbury or a government agency, the Canterbury Surf Lifesaving Association or a surf lifesaving club, Te Kōhaka o Tūhaitara Trust, an approved 4WD club, or an approved voluntary group, for track maintenance, beach and beach facility maintenance, pest control, or the removal of rubbish or beach cast material; or
 - d) by or on behalf of the Council, Environment Canterbury, a government agency, the New Zealand Police, the New Zealand Fire Service, the New Zealand St. Johns Ambulance Service, the New Zealand Defence Force, the Canterbury Surf Lifesaving Association or a surf lifesaving club, the New Zealand Coastguard or an approved 4WD club, for the undertaking of civil defence, police, medical, temporary military training activities, rescue or firefighting training.

19. PERMISSION UNDER THIS BYLAW

- 19.1. A written permission granting exemption from a provision or provisions of this bylaw may be given on written request to the Council or an authorised officer of the Council who has been delegated this role by the Council.
- 19.2. A permission given under this bylaw may relate to:
- a) an activity or event or a series of activities or events, as the case may be.
 - b) one or more clauses under this bylaw as is appropriate in the circumstances.
- 19.3. Any permission given under this bylaw may be subject to such terms and conditions as the Council or authorised officer giving the permission thinks fit.

19.4. The permission shall set out:

- a) the activity or event or activities or events which is, or are permitted or exempted; and
- b) the duration of the permission or exemption; and
- c) the areas to which the permission or exemption relates; and
- d) any conditions to which the permission or exemption is subject.

19.5. The Council may review and alter or cancel any permission or exemption given under this bylaw and will provide reasonable notice of any alteration or cancellation to the affected party.

19.6. Where this bylaw refers to written permission, that permission may be in electronic form.

20. **FEES**

20.1. For every application made for a permit, permission or exemption or other authority under this bylaw, the applicant shall pay to the Council such fee as the Council may prescribe in accordance with section 150 of the *Local Government Act 2002*.

20.2. The Council may, from time to time, by resolution that is publicly notified, specify the fees payable in respect of the issue of any permit, permission or exemption under this bylaw. The Council will consult on, and publicly notify its intended fees prior to making a resolution to fix such fees.

21. **BREACHES AND PENALTIES**

21.1. Every person commits a breach of this bylaw who:

- a) commits, or causes to be committed, any act contrary to this bylaw; or
- b) omits, or knowingly permits to remain undone, any act required by this bylaw; or
- c) refuses or neglects to comply with any direction, permit, permission, exemption, notice or any condition in any such notice whether public or private, given pursuant to this bylaw; or
- d) obstructs or hinders any authorised or enforcement officer of the Council in the performance of any power, or duty conferred upon him or her by this bylaw or fails to comply with the instructions of an authorised or enforcement officer given pursuant to this bylaw; or
- e) fails to give their name and address to an enforcement officer when requested to do so if the officer considers this bylaw has been breached.

21.2. A breach of this bylaw is an offence, and every person is liable on summary conviction to the applicable penalty provided for in the *Local Government Act 2002* and the *Land Transport Act 1998*, or such other penalty as may be prescribed in any other legislation in force at any applicable time.

21.3. In addition to summary conviction, a person may also be liable for an infringement fee as prescribed in the *Land Transport Act 1998*, *Resource Management Act 1991*, *Dog Control Act 1996* or in regulations made under the *Local Government Act 2002*.

21.4. The Council may apply to the District Court to grant an injunction restraining a person from committing a breach of this bylaw, notwithstanding that proceedings for any offence constituted by the breach have not been taken.

- 21.5. On being shown a current warrant of appointment by an enforcement officer, any person who is requested to do so shall provide their name and address and the name and address and whereabouts of any person connected in any way with the alleged breach, to the enforcement officer if that officer believes on reasonable grounds that a provision of the bylaw has been or is being breached.
- 21.6. Every person who breaches this bylaw, shall on request by an enforcement officer immediately stop the activity, and leave the beach or adjacent land area, including any prohibited area, if instructed to do so by the enforcement officer and may be prohibited from returning for such period as the enforcement officer deems fit.
- 21.7. Any person failing with all reasonable speed to comply with a request under clause 20.6 commits a further offence against this bylaw.
- 21.8. The Council reserves the right to cancel a vehicle or horse access permit, any user agreement or any written permission or exemption held by a person who is breaching or has breached this bylaw.

22. **REVOCATIONS AND SAVINGS**

- 22.1. The Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) is hereby revoked.
- 22.2. Any approval, permission or authorisation under the Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) that is in effect at the commencement of this bylaw, continues to have full force and effect for the purposes of this bylaw, as long as it is consistent with any relevant clause in this bylaw.
- 22.3. The revocation of the Waimakariri District Council Northern Pegasus Bay Bylaw 2016 (amended 2023) under clause 21.1 does not prevent any legal proceedings, criminal or civil, being taken to enforce that bylaw and such proceedings shall continue to be dealt with and completed as if the bylaw had not been revoked.

23. **REVIEW OF BYLAW**

- 23.1. A comprehensive review of this bylaw shall be carried out no later than 2029 as required by the *Local Government Act 2002*.
- 23.2. The Council reserves the right to carry out an early review of any aspect of the bylaw that has not been found to have been effective in addressing identified user conflicts, health and safety concerns, matters of public nuisance and environmental issues.

PART 3 – SCHEDULES

24. **SCHEDULE 1: VEHICLE ACCESS MAP**

Schedule 1 is a map (see attached) showing approved vehicle access routes and prohibitions and restrictions on vehicle use on Waimakariri District beaches, as specified in clauses 5, 6 and 7 of this bylaw.

25. **SCHEDULE 2: HORSE ACCESS MAP**

Schedule 2 is a map (see attached) showing designated horse float car parks, horse access trails and permitted areas for recreational riding and horse training on the Waimakariri District's beaches as well as prohibited areas, as specified in clauses 8 and 9 of this bylaw.

26. **SCHEDULE 3: DOG ACCESS MAP**

Schedule 3 is a map (see attached) showing prohibited and restricted areas for walking dogs on the Waimakariri District's beaches, as specified in clauses 16.2, 16.4 and 16.5 of this bylaw.

27. **SCHEDULE 4: LAND YACHT ACCESS MAP**

Schedule 4 is a map (see attached) showing permitted and prohibited areas for operating land yachts on the Waimakariri District's beaches, as specified in clauses 13.4 and 13.5 of this bylaw.

28. **SCHEDULE 5: AIRCRAFT ACCESS MAP**

Schedule 5 is a map (see attached) showing permitted and prohibited areas for landing and taking off of aircraft on the Waimakariri District's beaches, as specified in clause 13.2 of this bylaw.

29. **SCHEDULE 6: RECREATION ACTIVITY MAP FOR ASHLEY RIVER/ RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS**

Schedule 6 is a map (see attached) showing the Ashley River/Rakahuri and Saltwater Creek estuarine areas where the recreational activities specified in clauses 8.1, 13.1 and 16.2 of the bylaw are prohibited. It also shows the activities that are restricted, as specified in clauses 13.3 and 13.6 of this bylaw.

30. **SCHEDULE 7: VEHICLE ACCESS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS**

Schedule 7 is a map (see attached) showing where vehicles are prohibited in the Ashley River/Rakahuri and Saltwater Creek estuarine areas, the location of the car park, vehicle access gate and access route for permitted vehicles, as specified in clauses 6.4 and 6.5 of this bylaw. Permitted vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats on the access track, as set out in clause 6.7 of this bylaw. The map also shows the Fenton Reserves and Entitlements located in the general area.

31. **SCHEDULE 8: DOG ACCESS FOR GAMEBIRD HUNTING PERMIT HOLDERS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS**

Schedule 8 is a map (see attached) showing where holders of Fish and Game Hunting Licences are permitted to use dogs while hunting during gamebird hunting season in the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as set out in clause 16.3 of this bylaw.

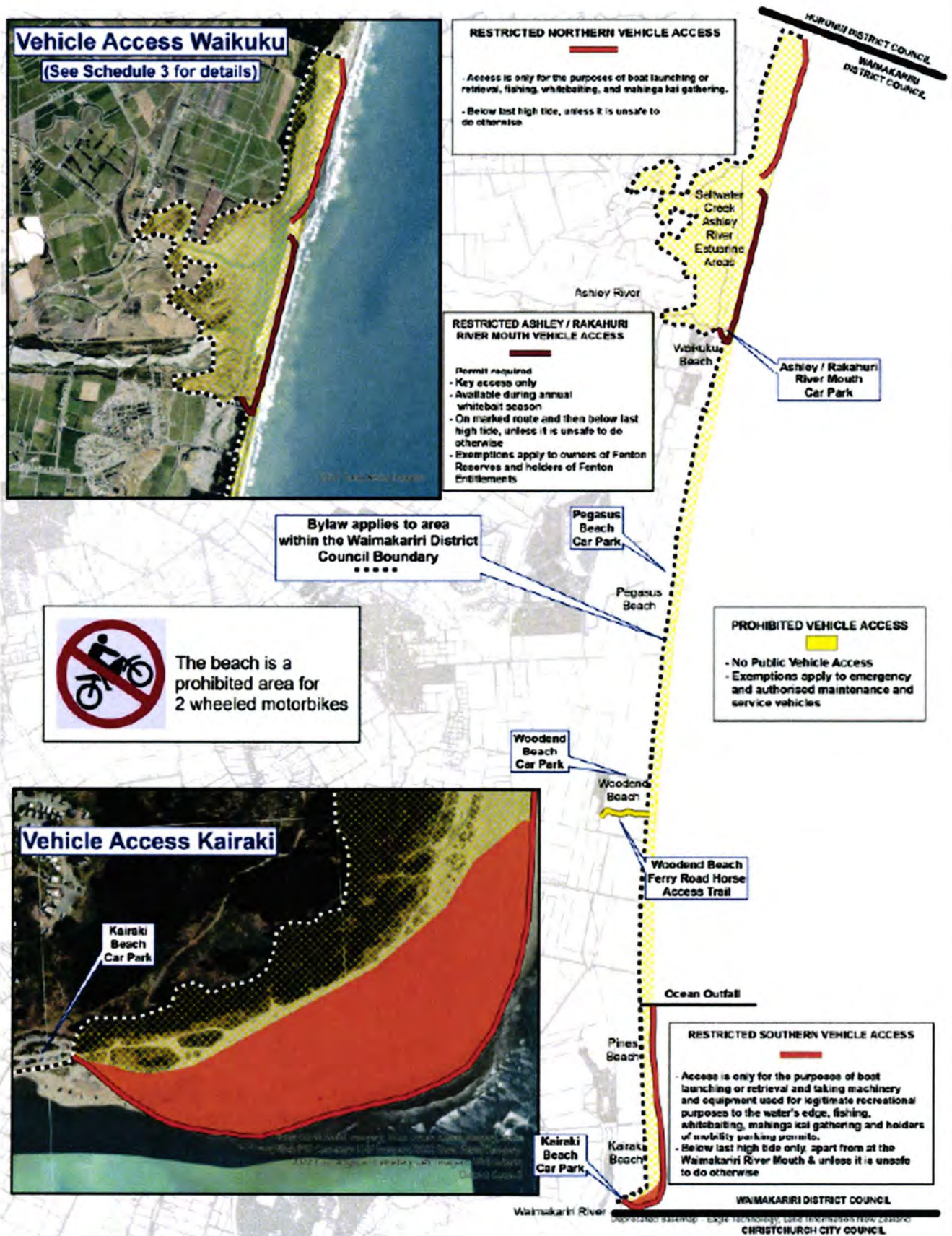
32. **SCHEDULE 9: ASHLEY/RAKAHURI RIVER MOUTH MOTOR VEHICLE ACCESS PERMIT SYSTEM**

32.1. The schedule below specifies the terms and conditions, as determined by Council resolution from time to time, which apply to the permits required for vehicle use in the restricted areas described and set out in schedules 1 and 7 and is in addition to clauses 6 and 7 of the bylaw.

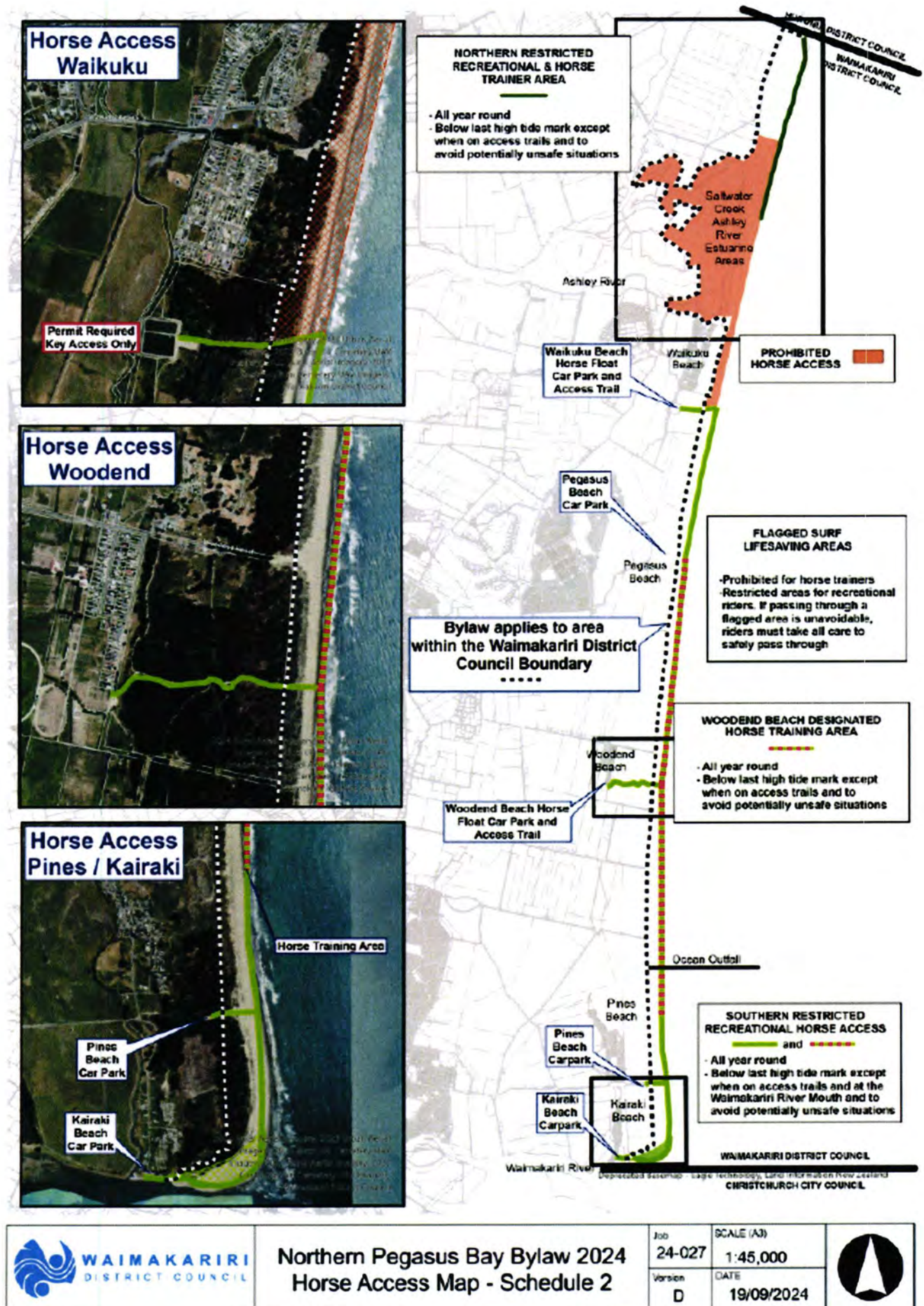
- a) A permit is issued to a person, not a vehicle, and shall be carried by the holder at all times they seek to make use of it.
- b) Permits are not transferable to any other person. They may be immediately revoked, and penalties and/or prosecution may be imposed for breaches of the conditions. They do not supersede any requirements under other legislation including by way of example only, but not limited to, the *Land Transport Act 1998*, *Resource Management Act 1991* and the *Wildlife Act 1953* and their amendments and replacements, etc.
- c) A sticker issued to a permit holder shall be displayed on the vehicle in a prominent position to enable it to be easily identified by an enforcement officer.
- d) Applicants shall be required to provide vehicle registration and license details and other vehicle description details, as well as the purpose the permit is being applied for, as part of their permit application for any vehicle that is intended for use on the beach.
- e) Approved permit holders will be issued a key upon payment to the Council of a fee as specified by the Council by resolution from time to time. These permits are only available for use during the whitebait season as defined by the Department of Conservation.

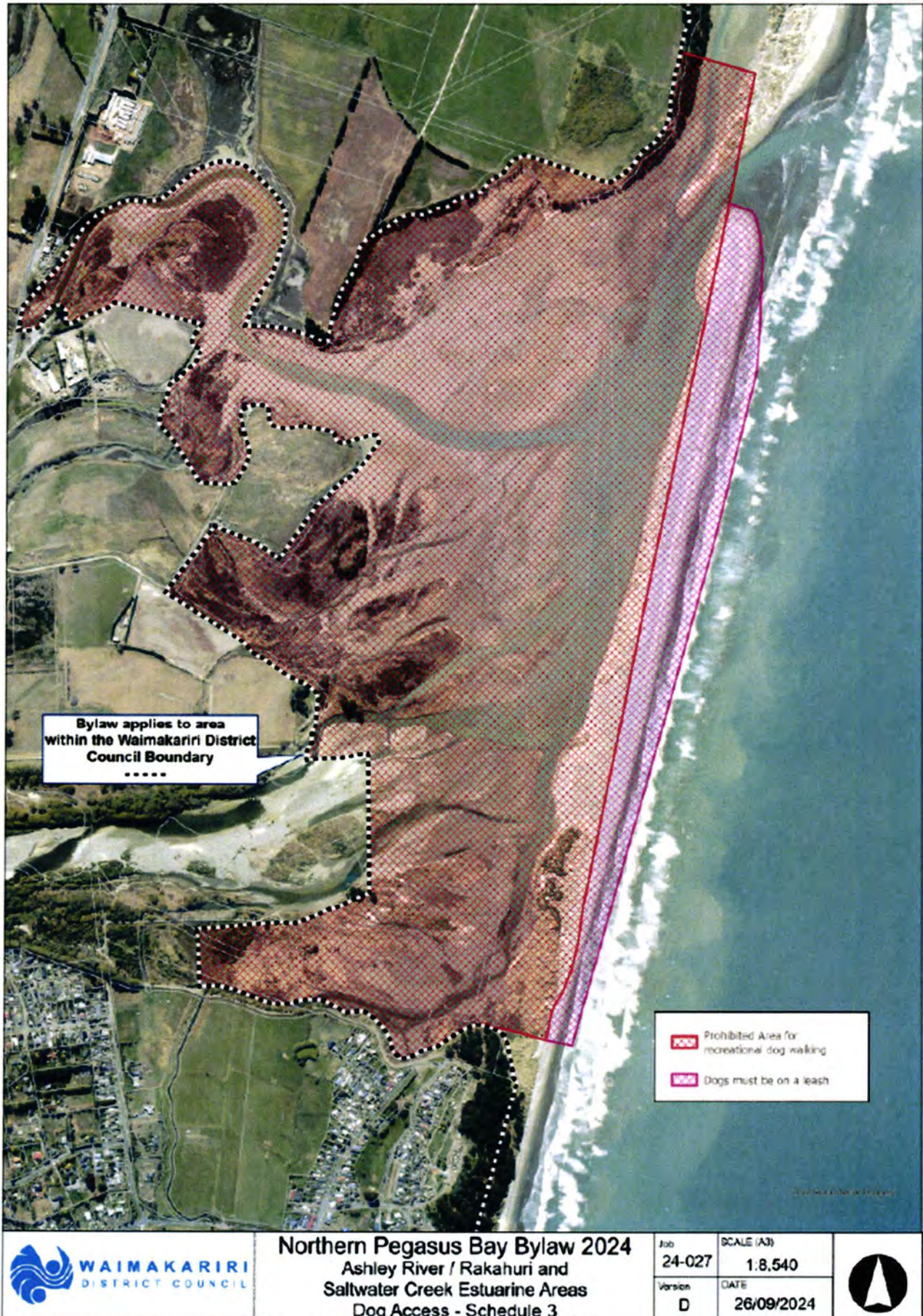
33. **AMENDMENT OF SCHEDULES 1 TO 8**

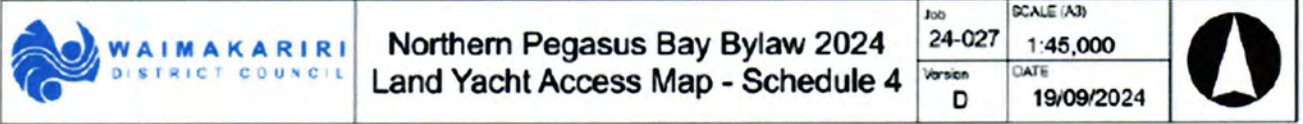
Schedules 1 to 8 may be amended by the Council from time to time as new aerial photography becomes available and/or to indicate physical changes that are occurring to the characteristics or topography of the beaches and estuarine areas included in the bylaw area.

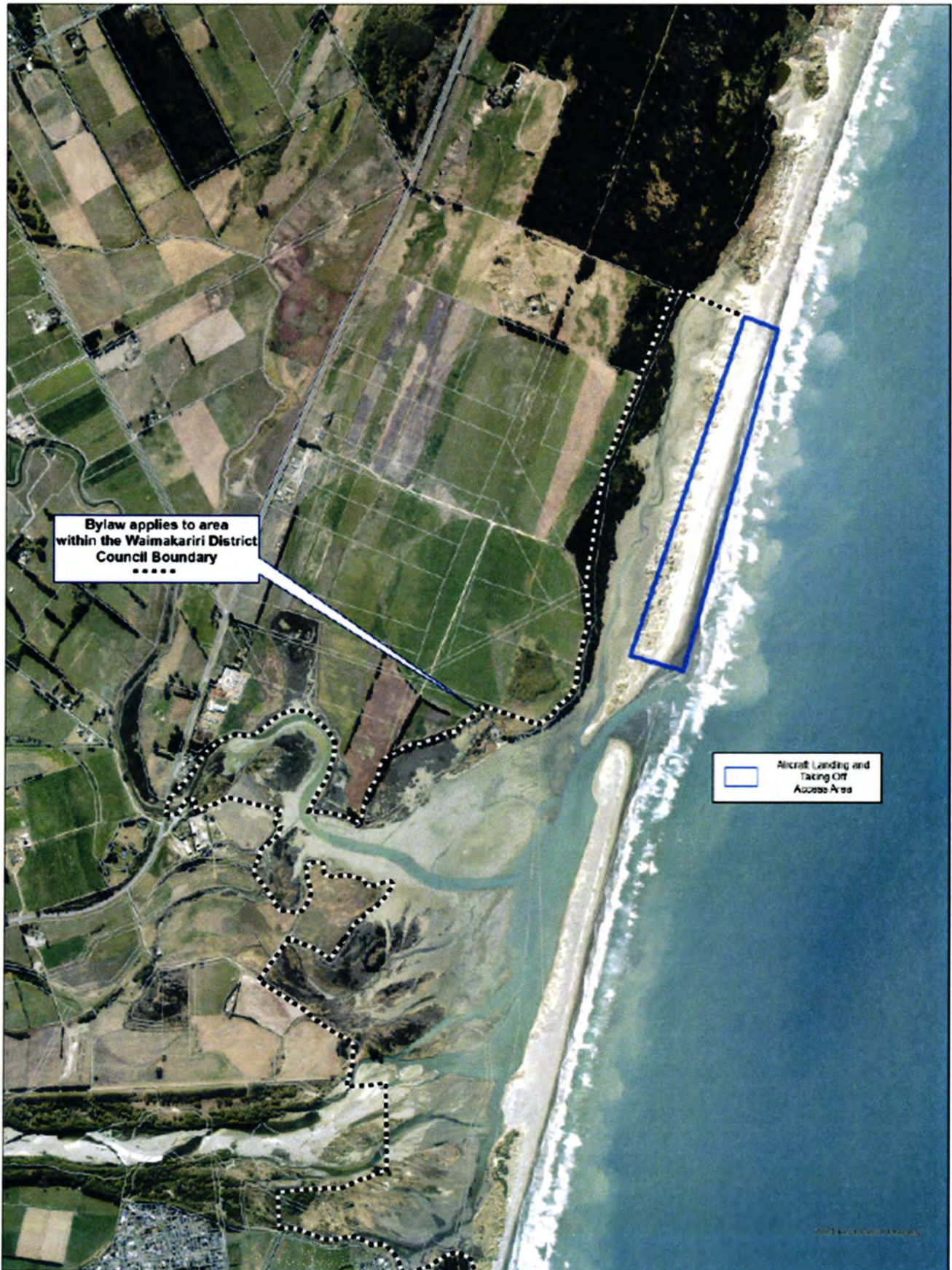


 WAIMAKARIRI DISTRICT COUNCIL	Northern Pegasus Bay Bylaw 2024 Vehicle Access Map - Schedule 1	Job	SCALE (A3)	
		24-027	1:45,000	
		Version	DATE	
		D	19/09/2024	



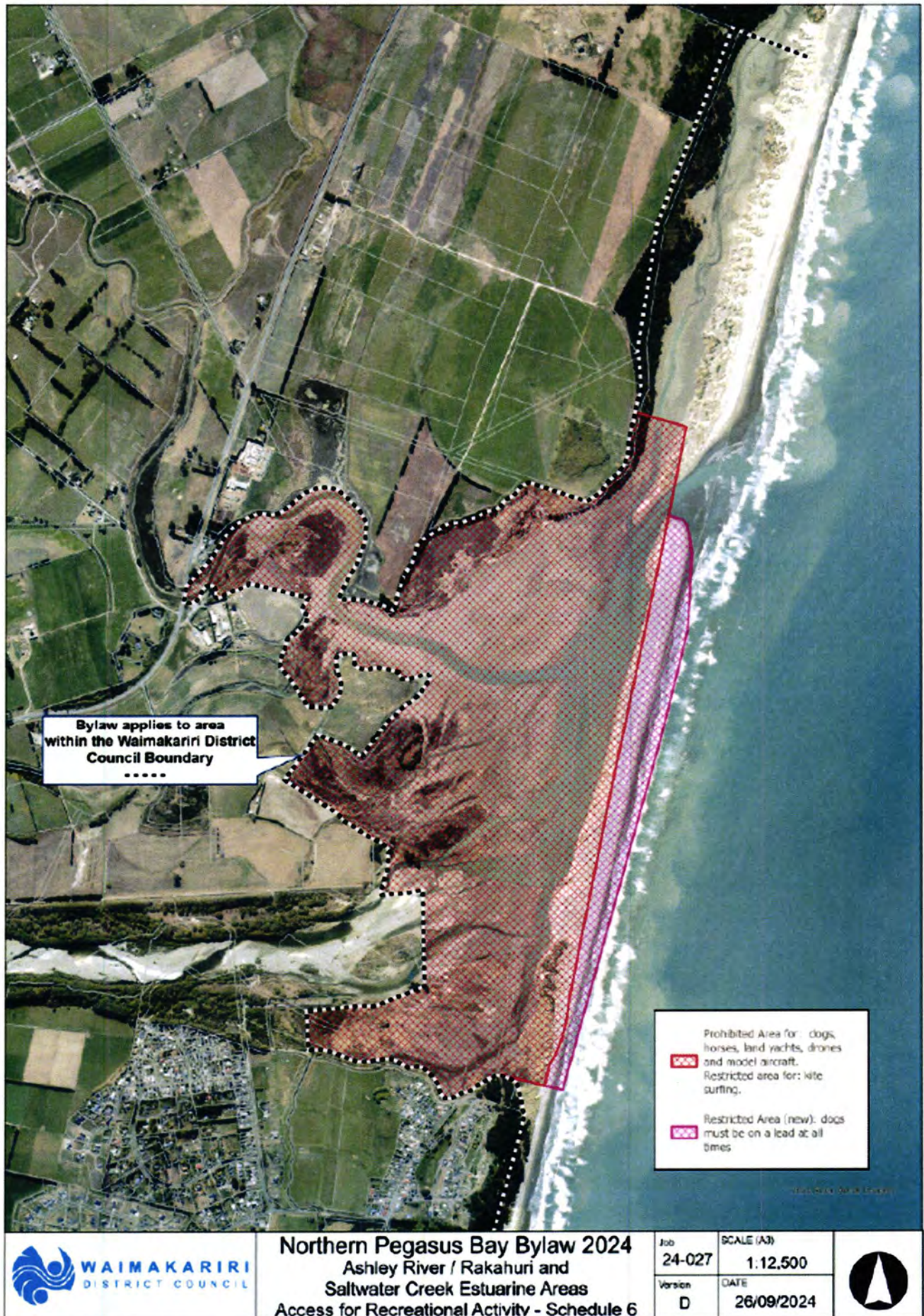


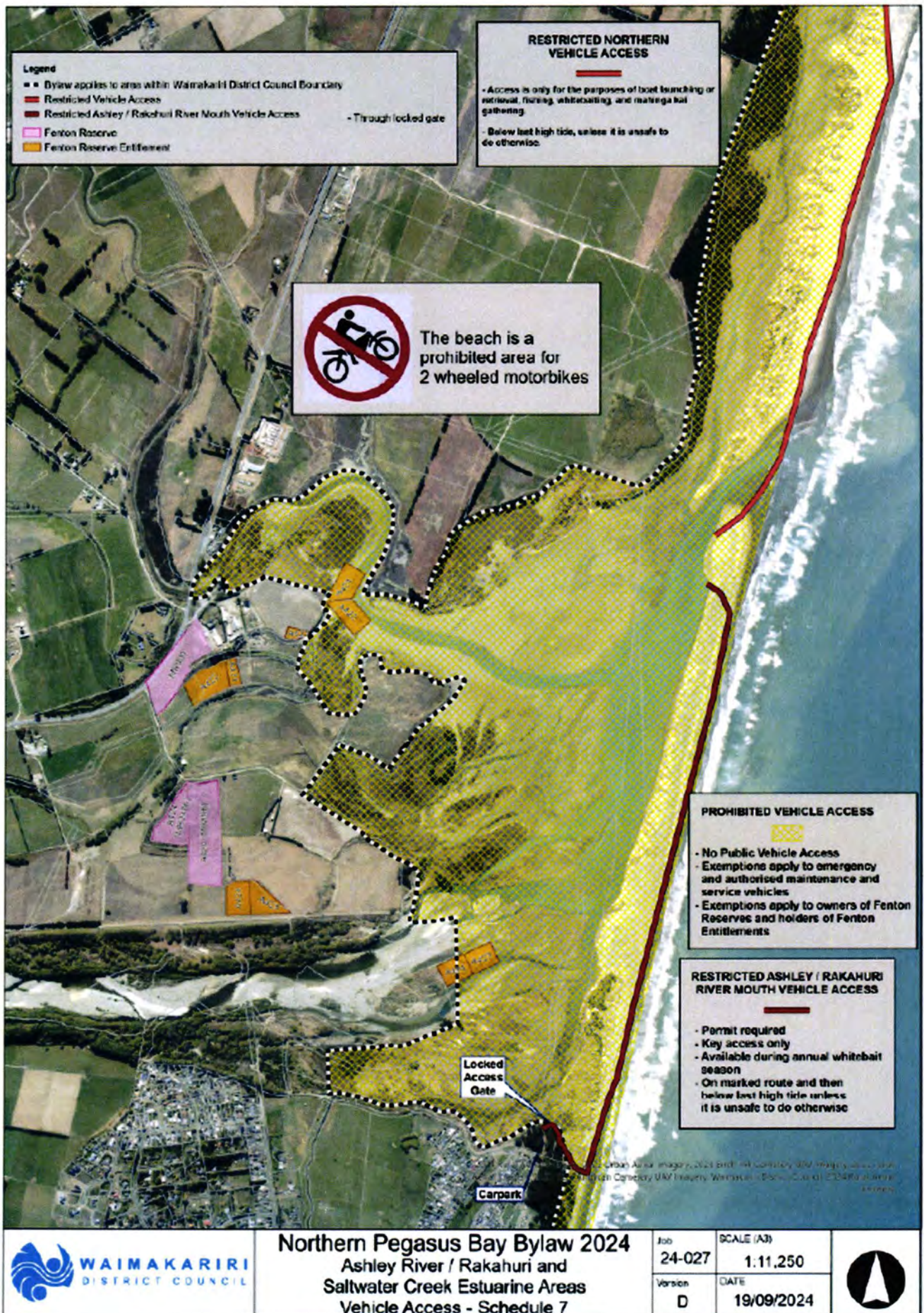




Northern Pegasus Bay Bylaw 2024
Aircraft Landing / Taking Off
Access Map - Schedule 5

Job 24-027	SCALE (A3)
Version D	DATE 19/09/2024







WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BYL-74/250911173416

REPORT TO: MANAGEMENT TEAM OPERATIONS

DATE OF MEETING: 15 September 2025

AUTHOR(S): Sylvia Docherty, Policy and Corporate Planning Team Leader
Mike Kwant, Senior Ranger (Biodiversity)

SUBJECT: Northern Pegasus Bay Bylaw – removal of permitted activity

1. SUMMARY

- 1.1. This report provides an update on freedom camping issues at Kairaki Beach related to whitebait fishing at the start of the 2025 season. It also seeks approval to revoke the current exemption under the Northern Pegasus Bay Bylaw that permits freedom camping and the use of braziers in association with whitebait fishing.
- 1.2. Recent incidents involving physical harm and antisocial behaviour at Kairaki Beach and the Waimakariri River mouth have been attributed to growing tensions between individuals engaged in commercial whitebait fishing and those participating for customary or recreational purposes.
- 1.3. Initial observations by staff and agency partners at the start of the season did not identify any concerns however serious incidents involving the Police quickly escalated the situation requiring a more controlled approach to support public safety and to uphold the purpose of the Northern Pegasus Bay Bylaw, that is:
 - 1.3.1. Protect the natural values of the foreshore and estuary environment while acknowledging community values associated with its use.
 - 1.3.2. Manage recreational uses for the benefit and enjoyment of all users.
 - 1.3.3. Minimise environmental impacts arising from this recreation activity.
 - 1.3.4. Protect, promote and maintain public health and safety.
 - 1.3.5. Protect the public from nuisance.
 - 1.3.6. Minimise the potential for offensive behaviour in public places.
- 1.4. The current exemption that permits freedom camping and the use of braziers is no longer considered an appropriate response to the activity and reinstating enforcement of the Bylaw rules is recommended.

Attachments:

- i. Northern Pegasus Bay Bylaw 2024 (TRIM 241017180425)

2. RECOMMENDATION

THAT the Management Team:

- (a) **Receives** Report No. 250911173416.

- (b) **Approves** the removal of the exemption under the Northern Pegasus Bay Bylaw that currently permits freedom camping and the use of braziers in association with whitebait fishing
- (c) **Notes** Environment Services and Greenspace staff will monitor and enforce the Northern Pegasus Bay Bylaw throughout the whitebait fishing season, in line with enforcement practices for other activities along the coastal strip. The situation will be reviewed at the end of the season.

3. **BACKGROUND**

- 3.1. The *Northern Pegasus Bay Bylaw* (Bylaw) applies to all of the beaches within the Waimakariri District Council's jurisdiction and its purpose is to control activities on the beaches in order to manage conflicting recreational uses, minimise any environmental impacts arising from this activity, protect and promote public health and safety and minimise the potential for offensive behaviour in public places.
- 3.2. Operational management of the Bylaw area is a collaborative effort with Greenspace and Environment Services Units as well as regular Environment Canterbury (ECan) ranger patrols provided through the Northern Pegasus Bay Bylaw Enforcement contract and additional ranger support from the Te Kōhaka o Tūhaitara Trust.
- 3.3. The Northern Pegasus Bay Bylaw prohibits freedom camping across the Bylaw area. The coastal strip at Kairaki beach / Waimakariri River mouth is included in the Bylaw area however, the carpark at Kairaki Beach is not included.
- 3.4. Whitebait fishing regulations are managed by the Department of Conservation. The whitebait fishing season runs from 1 September to 30 October, inclusive nationwide.
- 3.5. Customary fishers in Waitaha/Canterbury are managed by Papatipu Rūnanga o Ngāi Tahu, with support from local and central government agencies, including Environment Canterbury and the Department of Conservation. The Waitaha customary season runs from 15 August to 30 November, inclusive.
- 3.6. During the 2024 season a small number of vehicles parked over multiple nights on Kairaki Beach, in breach of the Bylaw. Council staff and ECan ranger patrols monitored the situation, and it was deemed appropriate to not take enforcement action. At the time the ECan Manager highlighted conflicting rules between the Bylaw area and the nearby Waimakariri River Regional Park. This matter was not raised or considered during the 2023/2024 Bylaw review.
- 3.7. Prior to the 2025 season staff sought management approval to permit freedom camping at Kairaki Beach / Waimakariri River mouth where camping was directly associated with whitebait fishing on a temporary basis. A nearby Council-owned area would be introduced as an alternative location for freedom camping during whitebait season to address potential public health and safety and environmental concerns. Formally permitting the activity would internally address the issue that the Bylaw clause was not being enforced.

4. **ISSUES AND OPTIONS**

- 4.1. Greenspace staff and ECan rangers' initial observations at the start of customary fishing season indicated that the situation was not that different to previous years with no real concerns.
- 4.2. Customer service requests have been received from the community highlighting issues of litter, fires, hygiene, dogs and antisocial behaviour that are attributed to whitebait fishing and the camp sites that have been established at the beach / river mouth.
- 4.3. A site visit on 2 September identified 12 fishermen who were camping in the area. Discussions were had with those on-site regarding relocating camp sites to the new

identified campground area (when it is ready) were mostly positive with only 1 person opposed.

- 4.4. On 8 September local Police contacted staff to advise of several incidents involving whitebait fishing at the following locations:
 - 4.4.1. Kairaki Beach – reports of a stabbing and a firearm.
 - 4.4.2. Saltwater Creek – physical harm assault.
 - 4.4.3. Kaiapoi River – damage to whitebaiters' equipment.
- 4.5. The Police indicated public safety and antisocial behaviour incidents and concerns are likely influenced by the financial opportunities of commercial whitebait fishing impacting the availability for customary and recreational fishing.
- 4.6. Property and Greenspace staff have been working to make the new designated campsite area available however, local Police noted that the public health and safety and antisocial behaviour concerns are not likely to improve significantly by relocation as the same individuals who are connected to the incidents and concerns at beach / river mouth would be likely to be camping together in the new campground location. The decision has been taken to not progress the new designated campsite at this time. Recognising the public health and safety concerns highlighted by the Police, measures are being taken to stop camping activities at Kairaki Beach / Waimakariri River mouth.
- 4.7. A joint agency approach to the situation at Kairaki Beach has meant on 11 September, Environment Services and Greenspace staff worked with ECan rangers and Police officers to speak to all people whitebait fishing at the beach / river mouth. Individuals were advised that all camp sites are to be cleared from the beach no later than 14 September. Only 1 individual was opposed to the request to stop camping. Recreational and customary fishers were supportive indicating that it would be fairer for all to find a fishing spot each morning. Some individuals have indicated that they will relocate their camp site to the car park that is not part of the Bylaw area. Freedom camping in a non-self-contained vehicle in breach of the Freedom Camping Act would be the most likely enforcement option in this circumstance.
- 4.8. Arrangements are in place for any enforcement required after the notice period has ended as well as ongoing monitoring of the situation.
- 4.9. This report seeks to remove the permitted activity that will reintroduce enforcement of Bylaw clause 13 prohibiting freedom camping and Bylaw clause 15 prohibiting fires (braziers) at Kairaki Beach / Waimakariri river mouth when associated with whitebait fishing.

Implications for Community Wellbeing

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

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 Tangata Tiaki Customary Inaka / whitebait fishing representative for the hapū has been in discussion with staff prior to the customary fishing season commencing and during these initial weeks. Staff have kept the hapū informed of the changing situation and response.

The group of customary fishers that are camping in the river mouth area were asked to leave. They responded positively and highlighted an ongoing aspiration to have a place to camp or nohoanga in the future.

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.

There is currently no community representative on the Northern Pegasus Bay Advisory Group for fishing at the Kairaki Beach / Waimakariri River mouth.

Representatives from the Pines Kairaki Residents Association have previously raised concerns regarding overnight activities at Kairaki Beach. Staff will make contact with the representatives of the Residents Association.

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. There have been customer service requests received in relation to anti-social behaviour associated with whitebait fishing that have been responded to by Greenspace staff.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This budget is included in the Annual Plan 2025/2026 and Long Term Plan 2024/2034 as per the table below:

Budgets	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Coastal & Native Conservation Capital Works	\$22,549	\$23,227	\$23,227	\$24,474	\$25,062	\$25,639	\$26,203	\$26,753	\$27,288
Pegasus Bay Bylaw	\$22,730	\$23,413	\$23,413	\$24,670	\$25,263	\$25,844	\$26,412	\$26,967	\$27,507
ECan Ranger Service	\$32,130	\$33,095	\$33,095	\$34,873	\$35,711	\$36,533	\$37,336	\$38,120	\$38,883
Total Budgets	\$77,409	\$79,736	\$81,888	\$84,109	\$86,036	\$88,017	\$89,952	\$91,842	\$93,680

6.2. **Sustainability and Climate Change Impacts**

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

Actions associated with this report that have impacts on sustainability/climate change relate to education, working with others and enforcement to support greater sustainability of the coastal area.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

Actions in this report are in response to public safety concerns identified following serious incidents in the Bylaw area.

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 legislation associated with the contents of this report are as follows:

- Local Government Act 2002.
- Treaty of Waitangi
- New Zealand Bill of Rights Act 1990
- Resource Management Act 1991
- Marine and Coastal Area (Tukutai Moana) Act 2011.
- Wildlife Act 1953.
- Marine Mammals Protection Act 1978.
- Conservation Act 1987.
- Ngai Tahu Claims Settlement Act 1998.
- Land Transport Act 1998.
- Reserves Act 1977.
- Forest and Rural Fires Act 1977.
- New Zealand Coastal Policy Statement 2010.
- Regional Coastal Environment Plan for the Canterbury Region.
- Canterbury Conservation Management Strategy 2016.
- Waimakariri District Council District Plan.
- WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.
- Mahaanui Iwi Management Plan 2013.
- Kemp's Deed

7.3. Consistency with Community Outcomes

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

The Bylaw supports the following community outcomes:

Social: Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Environmental:

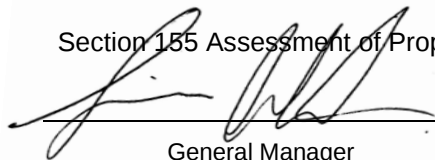
- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. Authorising Delegations

The Community and Recreation Committee has delegated authority to administer bylaws for its activities.

The Council has traditionally been the decision-making body for adopting the Bylaw and any significant changes due to the significance of the coastal area.

Written permission associated with Bylaws is normally granted by staff on a case-by-case basis. The request was initially reported for a management decision noting that the permission was for three fishing seasons.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-41/ 260514116200**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 June 2026**AUTHOR(S):** Gina Maxwell, Business & Projects Advisor
On behalf of the Public Spaces Project Advisory Group**SUBJECT:** Section 155 Assessment of Proposed Public Spaces Bylaw**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to advise Council of the findings and recommendations from the Section 155 Assessment of a Proposed Public Spaces Bylaw.
- 1.2. Council has undertaken a feasibility investigation, including a Section 155 assessment under the Local Government Act 2002, to determine whether a Public Spaces Bylaw is required to address increasing pressures on public places across the Waimakariri District.
- 1.3. Section 155 requires Council to determine whether a bylaw is the most appropriate way to address perceived problems. The assessment identifies that public spaces are experiencing increased use, diversification of activities, and emerging issues that are not adequately addressed through existing provisions.
- 1.4. The current regulatory framework is fragmented, outdated, and does not consistently provide a clear, enforceable, or district-wide approach.
- 1.5. These issues create risks relating to public safety, protection of public assets, equitable access, and consistent enforcement.
- 1.6. A bylaw is considered an appropriate mechanism to provide a clear, enforceable, and district-wide regulatory framework. The threshold test under section 155(1) is satisfied.
- 1.7. Evidence from service requests, community feedback, elected members, and operational data confirms that these issues are recurring, district-wide, and increasing.
- 1.8. Existing tools, while effective in some contexts, are applied across multiple instruments with varying scope and enforceability, and do not provide a comprehensive or consistent approach across all public spaces. Non-regulatory approaches remain important but are not sufficient on their own to address repeat or higher-impact issues.
- 1.9. The Section 155 assessment concludes that the identified issues are real and ongoing, and create risks to safety, accessibility, and community wellbeing. A Public Spaces Bylaw has been assessed as the most appropriate and proportionate response, providing a consistent framework across the district aligned with legislative powers and the New Zealand Bill of Rights Act 1990 (NZBORA).
- 1.10. Engagement with elected members to date has included a councillor workshop on the feasibility of a Public Spaces Bylaw (July 2025). Elected members will continue to be engaged through the bylaw development and consultation process.

- 1.11. The Project Advisory Group—representing key operational and strategic functions across Council—has endorsed the findings of the Section 155 assessment and supports progressing to a bylaw.
- 1.12. **Based on the findings of the Section 155 assessment and advice from the PAG, it is recommended that Council:**
- 1.13. confirm that a bylaw is the most appropriate response;
- 1.14. approve the development of a draft Public Spaces Bylaw and Statement of Proposal; and
- 1.15. proceed to formal public consultation on the proposed bylaw.

Attachments:

- i. Section 155 Assessment of Proposed Public Spaces Bylaw (TRIM: 260511112506)

2. **RECOMMENDATION**

THAT the Council:

- a) **Receives** Report No. TRIM number: 260514116200
- b) **Approves**, in accordance with the requirements of the LGA section 155, the assessment report (attachment I 260511112506), that:
 - the Bylaw is the most appropriate way of addressing the public spaces issues;
 - the Bylaw is the most appropriate form of bylaw; and that
 - the Bylaw is consistent with the New Zealand Bill of Rights Act 1990, with any limitations being reasonable and justified in terms of section 5.
- c) **Endorses** staff proceeding to develop a draft Public Spaces Bylaw and Statement of Proposal
- d) **Notes** Under section 155 of the Local Government Act 2002, Council is required to determine whether a bylaw is the most appropriate way to address the identified issues before a draft bylaw is prepared. Approval of this recommendation does not adopt a bylaw. It enables staff to develop a draft Public Spaces Bylaw and Statement of Proposal, which will be presented to Council for approval prior to public consultation under section 156 of the Act.
- d) **Circulates** the report and attachments to the community boards for their information.

3. **BACKGROUND**

- 3.1. Council has undertaken a feasibility investigation into the potential development of a Public Spaces Bylaw to guide the use and management of public places across the Waimakariri District. This work responds to increasing pressure on shared public spaces arising from population growth, town centre intensification, and changing patterns of use. Public places including roads, footpaths, parks, reserves, and town centres are highly valued community assets and are used frequently by residents, visitors, and businesses for recreation, access, and social interaction.
- 3.2. At present, Council does not have a district-wide Public Spaces Bylaw and instead relies on a combination of bylaws (including Traffic and Parking), policies, operational practices, and national legislation to manage activities in public places. These tools include the Business Zone 1 & 2 Public Spaces Policy (2018), which continues to operate under its original naming, as well as the Signage Bylaw (2019), reserve management plans, and licence-to-occupy processes.
- 3.3. The policy was developed under a previous District Plan framework, and the underlying zoning terminology has since been superseded. Current zones include Town Centre, Local Centre,

Neighbourhood Centre, and Mixed-Use zones. While the policy continues to apply to relevant commercial areas, it no longer aligns directly with the operative planning framework.

- 3.4. While these mechanisms provide guidance for managing activities in public places, they are limited in scope and applied across multiple instruments with varying levels of enforceability, and in many cases are not legally enforceable (see Attachment i, sections 4.8–4.10). This can result in inconsistent application across locations and reliance on reactive, case-by-case responses.
- 3.5. This creates situations where similar activities may be managed differently depending on location or tool, and where Council may have limited ability to require consistent compliance without escalation to more resource-intensive or indirect mechanisms.
- 3.6. For example, the Business Zone Public Spaces Policy applies only to defined commercial areas and relies on voluntary compliance, while Reserve Management Plans under the Reserves Act 1977 apply only to land formally classified as reserve. These plans are site-specific and provide a policy framework to guide the use, management, and protection of individual reserves, but do not in themselves create infringement or enforcement powers. Enforcement on reserve land is instead provided through the Reserves Act offence provisions and any applicable bylaws. As a result, similar issues (such as obstructions or behaviour impacts) may be managed differently depending on whether the land is reserve land or other public space, and on the regulatory tools available in each context.
- 3.7. Through internal engagement, data analysis, and community feedback, Council has identified a range of recurring issues affecting safety, accessibility, amenity, and the protection of public assets. These include footpath obstructions, unsafe activities in parks and reserves, damage to public infrastructure, behavioural issues in shared spaces, and inconsistent commercial or private use of public land. Evidence from service requests and engagement indicates that these issues are ongoing, geographically widespread, and increasing in complexity, reflecting growth pressures and evolving community expectations.
- 3.8. To assess the most appropriate response, Council has undertaken a Section 155 assessment under the Local Government Act 2002. This process evaluates whether a bylaw is necessary, whether it is the most appropriate mechanism to address the identified issues, and whether any proposed bylaw would be proportionate and consistent with the New Zealand Bill of Rights Act 1990. This report presents the outcome of that assessment and the recommendations of the Project Advisory Group regarding the next steps.

4. KEY ISSUES

- 4.1. The Section 155 assessment considered the key issues identified through service request data, community engagement (including the early engagement survey), elected member input, and coordinated advice from internal units through the Project Advisory Group (PAG).
- 4.2. Overall, the evidence demonstrates strong community reliance on public spaces and a consistent expectation that they are safe, accessible, and well-managed. The issues identified relate primarily to recurring safety, access, amenity, and asset protection concerns, rather than whether these matters should be managed.

Key issues identified through the Section 155 assessment include:

- obstructions affecting accessibility and safe movement, including footpath clutter, overhanging vegetation, signage, and temporary activities impacting vulnerable users;
- unsafe or inappropriate activities in parks and reserves, particularly near playgrounds and in shared or high-use areas;
- damage, inappropriate use, and degradation of public assets, including vandalism, unauthorised structures, and vehicle damage;
- behaviours creating nuisance or reduced amenity, impacting public enjoyment, safety, and perceived wellbeing of users;

- inconsistent commercial and private use of public space, including mobile trading, outdoor dining, displays, and encroachments;
- emerging pressures, such as micromobility devices, intensified use of town centres, and new infrastructure impacting access and safety; and
- limitations of existing tools, which are applied across multiple instruments with varying levels of enforceability, or do not apply consistently across public spaces, resulting in reactive and resource-intensive management approaches.

5. **OPTIONS**

Relationship with Existing Bylaws and Controls

- 5.1. The proposed Public Spaces Bylaw is intended to complement and, where appropriate, consolidate existing regulatory tools.
- 5.2. As identified in the Section 155 assessment (see Attachment i, section 4), some matters currently addressed through separate instruments (e.g., signage controls or drone policy) may be reviewed for integration or alignment to avoid duplication and improve clarity.
- 5.3. Any required amendments, revocations, or transitional arrangements for existing bylaws will be considered as part of the bylaw drafting process.
- 5.4. This assessment has considered the following options in relation to the outcome of the Section 155 assessment and the future of the Public Spaces Bylaw.

Option 1: Do not proceed with a Public Spaces Bylaw (Status Quo)

- 5.5. This option would involve relying on existing policies, operational practices, and national legislation to manage activities in public spaces, without introducing a new bylaw.
- 5.6. While this approach avoids introducing additional regulation, the Section 155 assessment found that current tools are applied across multiple instruments, are limited in scope, and do not consistently provide enforceable outcomes. As a result, they are not fully effective in addressing ongoing and district-wide issues.
- 5.7. This option is not recommended by the Project Advisory Group.

Option 2: Progress development of a Public Spaces Bylaw (Preferred Option)

- 5.8. This option involves confirming the outcome of the Section 155 assessment and proceeding to develop a draft Public Spaces Bylaw and Statement of Proposal for formal public consultation.
- 5.9. The proposed bylaw would establish a clearer and consistent framework across public spaces to manage activities, including obstructions, behaviours, commercial use, and protection of public assets. It would complement existing operational and educational approaches, enabling a graduated compliance pathway.
- 5.10. The proposed Public Spaces Bylaw is intended to complement, rationalise, and where appropriate consolidate existing regulatory tools, rather than duplicate them.
- 5.11. As identified in the Section 155 assessment (see Attachment i, section 4), current provisions relating to activities in public spaces are spread across multiple instruments with varied scope and levels of compliance.
- 5.12. As part of the bylaw development process, Council will review how existing bylaws, policies, and controls interact with the proposed framework. This may include:
 - aligning provisions to ensure clarity and avoid overlap (e.g., signage controls);

- retaining specialist bylaws where appropriate (e.g., Traffic and Parking); and
 - considering whether certain provisions (such as those relating to signage or activities in public places) are more effectively managed within a single, district-wide public spaces framework.
- 5.13. Any required amendments, consolidation, or revocation of existing bylaw provisions will be considered as part of the drafting and consultation process.
- 5.14. The Section 155 assessment concludes that this option has been assessed as necessary, proportionate, and the most appropriate way to address the identified issues, and that the proposed bylaw form is consistent with legislative requirements and the New Zealand Bill of Rights Act 1990.
- 5.15. The majority of territorial authorities in New Zealand (well over half) have adopted Public Places or Public Spaces bylaws, or equivalent frameworks regulating activities in public space. Waimakariri is currently an outlier without a modern, district-wide framework
- 5.16. The Project Advisory Group supports this option and recommends that Council proceed with bylaw development and public consultation.
- 5.17. Option 2 is the preferred option as it:
- provides a clear and consistent regulatory framework;
 - addresses recurring safety, access, amenity, and asset protection issues;
 - supports more consistent and equitable management of public spaces; and
 - enables Council to respond to growth and emerging pressures in a proportionate and adaptable way.
- 5.18. The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 6.1. The subject matter of this report is not likely to be of specific interest to mana whenua. Staff attended a Mana Whenua / Rūnanga meeting (18 February 2026). Mana Whenua are supportive of the project progressing and would like to be re-engaged once material is ready for feedback.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, and members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.
- 6.3. Early engagement was undertaken through a targeted Public Spaces survey (see s5.3 in Attachment i), distributed to subscribers with an interest in public space matters. Feedback confirmed high levels of use and reinforced recurring concerns relating to access, safety, and amenity, consistent with internal evidence and supporting the Section 155 assessment findings.

Implications for Community Wellbeing

- 6.4. There are implications on community wellbeing from the issues and options that are the subject matter of this report, as they directly affect the safety, accessibility, and enjoyment of shared public spaces, as well as the ability for all members of the community to participate equitably in public life.

Community Outcomes and Strategic Priorities

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

- 6.6. The recommendations relating to the proposed Public Spaces Bylaw support several of Council's adopted community outcomes, particularly those associated with social, environmental, and economic wellbeing.
- 6.7. In particular, the proposed Public Spaces Bylaw contributes to:
- Social wellbeing, by promoting safe, accessible, and inclusive public spaces and supporting equitable access for all users across the district;
 - Environmental wellbeing, by protecting the safety, functionality, and amenity of the natural and built environment within public places, including roads, footpaths, parks, and reserves;
 - Economic wellbeing, by providing a clear, consistent, and enforceable regulatory framework that supports appropriate commercial activity, efficient use of public space, and certainty for businesses and the community.
- 6.8. Overall, the proposed Public Spaces Bylaw supports Council's outcomes for safe, accessible, and well-managed environments that meet the needs of a growing and diverse community now and into the future.
- 6.9. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.
- 6.10. The proposed Public Spaces Bylaw aligns most closely with the following Strategic Priorities adopted through the Long-Term Plan:
- Enhance community wellbeing, safety, inclusivity and connectedness, by establishing safe, accessible, and well-managed public spaces for all users;
 - Support a connected and accessible district, by enabling clear and consistent management of activities that affect movement, access, and use of shared spaces;
 - Protect and enhance the resilience of our natural and built environment, by managing behaviours and activities in a way that protects public assets, amenity, and long-term functionality of public spaces.
- 6.11. The recommendations seek to balance safety, accessibility, and practicality, ensuring regulatory tools remain proportionate while supporting Council's broader strategic direction.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are no immediate financial implications arising from the decisions sought by this report.
- 7.2. Drafting of the Public Spaces Bylaw can be accommodated within existing budgets.
- 7.3. Future costs associated with implementation, compliance, education, and communications will be considered as part of subsequent reporting.

Community Resilience and Sustainability

- 7.4. The sustainability and climate change impacts of this report have not previously been reported and are not subject to a Climate Impact Assessment.
- 7.5. The sustainability and/or climate change impacts of the recommendations in this report have not previously been reported on, but are likely to include minor positive impacts, including:
- supporting safer and more accessible walking environments, which may encourage increased active transport and reduce reliance on vehicle travel;

- improving protection and management of public assets, reducing damage and the need for reactive maintenance or replacement;
 - enabling more efficient use of existing public space, reducing pressure for additional infrastructure; and
 - supporting consistent management of activities in public spaces in a way that protects environmental amenity and promotes responsible use.
- 7.6. No specific mitigation measures are required, as the recommendations do not involve additional emissions beyond existing activity.
- 7.7. The decisions sought in this report are consistent with and support the Council's Natural Environment Strategy Framework by assisting to protect public places and natural assets from damage, misuse, and activities that degrade environmental quality. While not an environmental regulation tool in itself, the bylaw enables better management of behaviours and activities in public spaces, helping to maintain amenity values, reduce avoidable asset damage, and support sustainable use of shared environments. This contributes to broader outcomes relating to environmental stewardship, resilience, and the long-term protection of the district's natural and built environments.

Risk Management

- 7.8. There are risks arising from the adoption and implementation of the recommendations in this report.
- 7.9. These risks are assessed as low and manageable and relate primarily to inconsistent application during implementation, potential public misunderstanding of new rules, and transitional enforcement challenges as behaviours adjust to a new regulatory framework.
- 7.10. Adoption of a modernised bylaw is expected to reduce long-term operational, reputational, and legal risk by providing clear expectations around the use of public space. Identified risks will be mitigated through:
- Clear operational guidance, including internal procedures and case-by-case decision-making frameworks to support consistent enforcement;
 - staff training and alignment across operational and compliance teams;
 - an education-first and proportionate implementation approach; and
 - proactive public communication, engagement, and supporting guidance materials.
- 7.11. These mitigation measures align with Council's Risk Management Framework and established operational risk management practices.

Health and Safety

- 7.12. There are health and safety considerations arising from the adoption and implementation of the recommendations in this report.
- 7.13. The proposed Public Spaces Bylaw enhances public health and safety by supporting safe and accessible use of shared public spaces, reducing obstructions and hazards, managing activities that create safety risks, and protecting public assets and infrastructure.
- 7.14. Implementation and compliance activities may involve public-facing work across a range of environments, including town centres, parks, reserves, and road corridors. These activities will be managed in accordance with Council's Health and Safety Management System and relevant Promapp processes, including:
- Identify, Assess and Manage Health and Safety Risks;
 - Contractor Health and Safety Management; and

- Working Alone and Fatigue Management.

7.15. All activities arising from implementation of the recommendations will be managed in accordance with the *Health and Safety at Work Act 2015* and associated regulations.

8. **CONTEXT**

Consistency with Policy

- 8.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.
- 8.2. It forms part of Council's standard bylaw review and development processes, with opportunities for formal public consultation to be undertaken in accordance with statutory requirements.
- 8.3. The proposed course of action is consistent with the Council's Significance and Engagement Policy 2023.

Authorising Legislation

- 8.4. The recommendations in this report are made pursuant to the following legislation:
 - *Local Government Act 2002 (sections 145, 146, 149, 155 and 156);*
 - Local Government Act 1974 (relevant provisions relating to roads and public places); and
 - Reserves Act 1977 (in relation to the management and control of reserve land).
- 8.5. These provisions authorise Council to regulate activities, behaviours, and use of Council-controlled public places for the purposes of protecting public safety, maintaining accessibility, managing nuisance, and protecting public assets and amenity. They also enable Council to establish a clear and consistent framework for managing the use of public spaces.

Authorising Delegations

- 8.6. Council has authority to make, amend, and revoke bylaws under the Local Government Act 2002. The administration and enforcement of any adopted Public Spaces Bylaw will be carried out by Council staff under delegated authority, in accordance with Council's current Delegations Register and organisational structure.

Proposed Public Spaces Bylaw – s155 Assessment

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1. Executive Summary

1.1. Purpose

This report presents the assessment required under section 155 of the Local Government Act 2002 to determine whether a bylaw is the most appropriate way to address identified issues in public spaces across the district.

The proposed Public Spaces Bylaw 2026 replaces the current bylaw framework to ensure Council can effectively manage public places in response to changing use, increased demand, and emerging activities.

1.2. Threshold Test – Section 155(1)

Section 155 requires Council to determine whether a bylaw is the most appropriate way to address perceived problems. The assessment identifies that:

- public spaces are experiencing increased use and diversification of activities, including events, commercial use, recreational activity, and new technologies
- emerging issues such as micromobility devices, temporary structures, and intensified use of parks and town centres are not adequately addressed through existing provisions

The current bylaw framework is:

- fragmented, with overlapping and inconsistent provisions,
- outdated, with gaps in addressing modern activities, and
- limited in enforceability in some areas.

These issues create risks relating to:

- public safety,
- protection of public assets,
- equitable access to public spaces, and
- effective and consistent enforcement.

A bylaw is considered an appropriate mechanism to provide a clear, enforceable, and district-wide regulatory framework. The threshold test under section 155(1) is satisfied.

1.3. Most Appropriate Way to Address the Issues

Section 155 requires Council to determine whether a bylaw is the most appropriate way to address the identified problems, compared with reasonably practicable alternatives.

The assessment considers alternative tools, including:

- education and advocacy – useful as a supporting measure but not sufficient to manage non-compliance or enforce standards
- policies and guidelines – provide direction but are not legally enforceable
- contractual or permit mechanisms – limited to specific users and do not provide district-wide coverage
- existing legislation – does not adequately address localised issues or enable responsive controls tailored to the district

While these tools play an important complementary role, they do not provide the most appropriate:

- enforceability,
- consistency,
- responsiveness, or
- breadth of application.

The proposed bylaw will:

- establish clear and consistent rules across all public spaces,
- enable proportionate and targeted controls,
- support effective compliance and enforcement, and
- provide flexibility through permits and conditions where appropriate.

This assessment has considered reasonably practicable alternatives. A bylaw is the most appropriate way to address the identified issues under section 155(1).

1.4. Out of Scope

Some matters are linked to public space use but are not regulated through this bylaw. These include:

- freedom camping, which is governed through a separate legislative framework;
- asset, design, and service delivery matters (such as toilets, seating, shade, lighting, planting, CPTED, and public Wi-Fi), which are managed through Council planning, capital programmes, and operational activities;
- social support and mental health-related matters, which require responses outside the bylaw framework.

1.5. New Zealand Bill of Rights Act 1990 (NZBORA)

Under section 155(2), Council must determine whether the proposed bylaw is consistent with the New Zealand Bill of Rights Act 1990.

The proposed bylaw may engage rights including:

- freedom of movement,
- freedom of expression, and
- freedom of peaceful assembly.

The assessment finds that any limitations on these rights are:

- prescribed by law, through clearly defined provisions,
- reasonable and most appropriate to achieve legitimate objectives such as public safety, protection of infrastructure, and equitable access, and
- proportionate, as controls are targeted, activity-specific, and often subject to permitting processes.

Safeguards within the bylaw include:

- the ability to authorise activities through permits,
- discretion applied on a case-by-case basis, and
- a focus on minimising restrictions while managing risk.

The proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.

1.6. Overall Determination

Having completed the section 155 assessment, the report concludes that:

- There are identified and demonstrable issues that warrant a regulatory response.
- A bylaw is the most appropriate mechanism to address those issues.
- The proposed bylaw is consistent with NZBORA.

Final Determination

Council can proceed with the proposed Public Spaces Bylaw 2026, confident that it meets the requirements of section 155 of the Local Government Act 2002.

2. Legislative and Statutory Framework

2.1. Local Government Act 2002 (LGA 2002)

2.2. Section 145 – General bylaw-making power

A territorial authority may make bylaws for one or more of the following purposes:

- a) Protecting the public from nuisance;*
- b) Protecting, promoting, and maintaining public health and safety;*
- c) Minimising the potential for offensive behaviour in public places.*

2.3. Section 146 – Specific bylaw-making powers

A territorial authority may make bylaws for:

- a) Regulating trading in public places,*
- b) Managing signage,*
- c) Controlling parks, reserves, and recreational facilities,*
- d) Regulating the keeping of animals, bees, and poultry, and*
- e) Managing solid waste.*

2.4. Reserves Act 1977

Under this Act, the Council (as an administering body of reserves) may make bylaws for:

- The control and use of reserves,
- Protecting flora and fauna,
- Regulating public conduct, and
- Managing recreational activities.

2.5. Land Transport Act 1998

This Act allows councils to regulate parking, traffic movement, and road safety on local roads.

2.6. NZBORA consistency and legality (social issues):

Any settings must be content-neutral and activity focused. Council cannot regulate status (e.g., homelessness) through a Public Spaces Bylaw. Where behaviours are already covered by national law (e.g., the Trespass Act in Council facilities or the Summary Offences Act for offensive or disorderly conduct), Council will clarify pathways with Police and social support teams and will only consider local bylaw provisions where they are demonstrably most appropriate and proportionate to protect access and safety.

While national legislation addresses specific behaviours and offences, particularly where impacts arise cumulatively or across multiple public space types, it does not provide a comprehensive, effects-based framework for managing recurring access, safety, and amenity issues across all Council-managed public places.

3. Background / Context

3.1. Public Space Use and Growth Pressures

Waimakariri's public spaces, including town centres, footpaths, roads, parks, reserves, river corridors, and other shared community areas, are used extensively by residents, visitors, and businesses. Over the past decade, population growth and increasing urban intensification have contributed to a higher volume and greater diversity of activities occurring in these spaces.

Examples of this change include increased use of micromobility devices on footpaths, expansion of outdoor dining and commercial activity, installation of security infrastructure such as anti-ram-raid bollards, use of drones in parks and reserves, and greater activation of public spaces through events and community activities.

These changes have led to increased interaction between different users and activities, and a corresponding rise in expectations around safety, accessibility, and the use of shared spaces. The key issues arising from these pressures are identified and assessed in Section 6.

Most territorial authorities in New Zealand have adopted Public Places or Public Spaces bylaws, or equivalent regulatory frameworks managing activities in public space.

Waimakariri District is currently an outlier without a modern, district-wide framework of this nature.

3.2. Existing Regulatory Context

Under the Local Government Act 2002, councils may make bylaws to protect the public from nuisance, promote and maintain public health and safety, and minimise offensive behaviour.

Waimakariri District Council does not currently have a district-wide Public Spaces Bylaw. Instead, Council relies on a combination of legislative powers, operational processes, and the Business Zone 1 & 2 Public Spaces Policy (2018), which applies to limited commercial areas and provides guidance rather than enforceable provisions.

As public space use has evolved, these tools are applied across a wide range of scenarios, including managing access, commercial activity, behaviour, and the interface between private use and public space. The effectiveness and limitations of these tools are examined further in Section 4.

3.3. Key Public Space Pressures Identified Across Council

Across Council functions, a range of pressures have been identified in public spaces. These reflect changes in how spaces are used rather than isolated or new issues.

At a high level, these pressures include:

- increasing use of parks, reserves, and town centres for a wider range of recreational, commercial, and community activities
- competing demands for space between pedestrians, vehicles, micromobility users, and commercial activities
- greater use of public space for temporary events, trading, and installations
- emerging technologies and devices influencing how people move through and use public areas
- ongoing expectations for safe, accessible, and well-maintained public environments

These pressures occur across multiple public space types and contribute to the need for clear and consistent approaches to managing activities and their effects.

Detailed issue categories relevant to this assessment are set out in Section 6.

3.4. Additional Drivers Informing the Need for Regulatory Assessment

In addition to changes in public space use, a number of broader factors provide context for this assessment:

- continued population growth and urban development, particularly in town centres and growth areas
- community expectations for safe, accessible, and inclusive public spaces
- the need for consistency and clarity in how activities and uses of public space are managed
- consideration of health, safety, and accessibility outcomes for a diverse range of users
- alignment with regulatory approaches adopted by other territorial authorities

These factors indicate that the way public spaces are used and managed is continuing to evolve. This Section 155 assessment considers whether a bylaw is the most appropriate response to the issues arising from these changes.

4. Current Regulatory and Policy Tools

4.1. Existing Council Tools

Policy and Bylaw Distinction

Council uses a combination of policies and bylaws to manage activities in public spaces. These tools serve different purposes and have different levels of enforceability.

Key differences include:

- policies provide guidance and set expectations for behaviour and use of public space
- policies rely primarily on voluntary compliance and are supported through education and operational responses
- policies do not create offences or provide enforcement powers
- bylaws are made under legislation and are legally enforceable
- bylaws can require or restrict certain activities to manage safety, access, nuisance, and amenity effects
- bylaws provide formal enforcement mechanisms, including infringement offences, directions to comply, and potential prosecution

In practice, policies are effective for supporting day-to-day management and encouraging appropriate behaviour, but they have limited ability to address recurring or non-compliant activities. Bylaws provide a regulatory framework where enforceable and consistent rules are required.

4.2. Business Zone 1 & 2 Public Spaces Policy (2018)

This policy applies only within defined commercial centres (Rangiora, Kaiapoi, Woodend, Pegasus, and Oxford) and sets expectations for:

- use of footpaths and laneways for outdoor dining, displays, and events
- pedestrian accessibility standards (NZS4121:2001)
- amenity expectations for clean, safe, welcoming spaces
- alignment with the Walking & Cycling Strategy and Accessibility Strategy

The policy was developed under a previous District Plan framework and reflects earlier zoning terminology (Business Zones 1 and 2). Since its adoption, the District Plan has evolved, and these zones have been replaced by Town Centre, Local Centre, Neighbourhood Centre, and Mixed-Use zones. As a result, the policy no longer aligns directly with the operative planning framework and its application is limited.

The policy's intent is to support safety, accessibility, vibrancy, and wellbeing in commercial public spaces by guiding behaviour and addressing matters such as smoking, signage, busking, mobile trading, and skateboarding. However, as a non-regulatory instrument, it relies on voluntary compliance and applies only to specific locations, contributing to inconsistent application and limiting its effectiveness in managing issues across the wider public space network.

4.3. Signage Bylaw (2019)

This bylaw regulates the placement, size, and maintenance of signs to prevent obstructions, maintain safety, and allow removal of non-compliant signage.

Future integration considerations

The current Signage Bylaw is due to lapse in February 2027. As part of this review, Council may consider whether signage provisions that relate to activities and effects in public places could be incorporated into the proposed Public Places Bylaw. Consolidating signage controls into a single, effects-based bylaw would reduce duplication, streamline administration, and provide a clearer and more consistent regulatory framework for the management of activities occurring in Council controlled public places.

This approach is consistent with practice adopted by other territorial authorities, where signage controls relating to safety, nuisance, accessibility, and amenity in public places are managed through public places bylaws, while signage on private land continues to be primarily regulated through district planning provisions.

4.4. Reserve Management Plans

While reserve management plans guide use and activity within legally classified reserves, they do not create infringement offences or provide consistent, offence-based enforcement tools across all parks and open spaces. These plans define permitted and controlled activities within specific reserves and support operational management and staff direction, but do not provide a comprehensive enforcement framework for addressing recurring behaviours that create safety, nuisance, or public-asset damage issues.

4.5. Drone Use Policy

Council also holds a Drone Use Policy that manages the effects of drone activity in Council-controlled public places. As part of drafting the proposed Public Spaces Bylaw, Council will assess whether appropriate, effects-based drone provisions can be incorporated, while continuing to rely on national aviation legislation for flight safety matters.

4.6. Operational and Licensing Tools

Parks/Greenspaces, Roading/Transport, ESU, Property, and Town Centre teams respond through:

- licence-to-occupy processes (e.g., outdoor dining, goods on footpath)
- event approvals and temporary traffic management
- hazard/obstruction removal
- education and informal compliance approaches

These tools rely heavily on goodwill, staff intervention, and case-by-case negotiation, rather than enforceable rules.

4.7. Community Feedback on Current Tools

Feedback gathered during the Business Zone 1 & 2 Policy review highlighted:

- strong support for smokefree outdoor dining and shared spaces
- support for high-quality busking, but concerns about aggressive fundraising and poor-quality street performance
- significant concern about skateboards and scooters creating hazards, particularly for older people
- need for safer pedestrian crossings and footpaths to support an age-friendly district

These insights demonstrate an appetite for clearer, enforceable expectations around behaviour, safety, and accessibility.

4.8. Summary of Existing Tools

The table below summarises the primary tools currently used to manage activities in public spaces, their scope, and key limitations identified through this assessment.

Tool	Coverage	Key limitations
Business Zone 1 & 2 Public Spaces Policy (2018)	Applies to defined commercial centres only	Provides guidance only; not enforceable; limited to specific locations
Signage Bylaw (2019)	Regulates placement and condition of signage	Narrow scope; does not address broader public space activities or cumulative effects
Reserve Management Plans	Individual reserves and open spaces	Site-specific; no infringement offences; limited enforcement mechanisms
Drone Use Policy	Drone activity in Council-controlled public places	Relies on voluntary compliance; limited enforcement; overlaps with national aviation rules
Operational and licensing tools	District-wide, applied case-by-case	Resource intensive; relies on staff intervention and goodwill; limited consistency and enforceability
National legislation	Specific behaviours and activities	Does not provide a comprehensive, localised framework for managing access, amenity, and cumulative effects across all public spaces

4.9. Identified Gaps in the Current Framework

Lack of District-wide coverage

- the Business Zone 1 & 2 Public Spaces Policy applies only to defined commercial areas
- public space issues occur across a wider range of locations, resulting in inconsistent coverage
- referenced zoning is no longer current under the partially operative District Plan

Limited enforceability

Existing tools have limited ability to manage activities consistently across all public spaces, particularly where effects are cumulative or occur outside defined areas.

Managing obstructions and access

Current tools have limited ability to manage the following matters in a consistent way:

- A-boards and display clutter on footpaths
- encroachments and structures projecting into public space
- overgrown vegetation narrowing accessibility
- vehicles obstructing pedestrian paths or entering parks and reserves where vehicle access is not permitted

Overhanging and obstructive vegetation along roads is partially addressed through section 355 of the Local Government Act 1974. However, this power is limited in scope and does not provide a consistent, effects-based approach to managing vegetation impacts across all Council-managed public places, including town centres, reserves, and pedestrian-priority areas.

Consistency and coordination

- different tools apply across locations and activities, resulting in variable approaches
- decision-making may rely on case-by-case judgement rather than consistent baseline expectations

Emerging and evolving use of public space

- new activities and technologies are not always clearly addressed through existing tools
- increased intensity of public space use has amplified interactions between users and activities

4.10. Rationale for a Public Spaces Bylaw

Together, the findings indicate that existing tools:

- are applied across different locations and activities,
- rely in part on non-enforceable mechanisms,
- do not provide consistent district-wide coverage, and
- have limitations in managing recurring or cumulative impacts.

A Public Spaces Bylaw would provide a more consistent and enforceable framework to support the management of activities in public spaces, alongside existing operational, planning, and policy tools. The approach proposed is consistent with current local government practice, where most councils regulate activities in public space through a consolidated bylaw or equivalent regulatory framework.

5. Evidence Base and Information Sources

5.1. Overview of Evidence Base

A wide range of quantitative and qualitative evidence has informed this Section 155 assessment. The evidence base reflects operational data, community perspectives, stakeholder insights, and elected member feedback, ensuring a district-wide and multi-demographic understanding of how public spaces are used and where issues consistently arise. Together, these sources provide a robust foundation for defining the perceived issues in public places and assessing whether a bylaw is appropriate, the most appropriate option, and proportionate.

Public places in Waimakariri are among the district's most heavily used assets, with over 90% of residents using them weekly and most of the youth and caregivers using them daily. This high level of use amplifies safety, access, and behaviour impacts and increases the need for clear, consistent, and enforceable expectations.

5.2. Evidence Collection and Engagement Methods

Evidence was gathered through:

- service request and incident record data analysis
- feedback from previous policy processes (e.g., Business Zone 1 & 2 Public Spaces Policy)
- Youth Action Plan Survey 2025
- Under-5s & Caregivers Survey 2025
- Public Spaces Early Engagement Survey 2026
- internal engagement with Greenspaces, Roothing, ESU, Property, Town Centres
- governance workshops (PAG workshops, District Planning & Regulation Committee workshop – 10 Feb 2026)
- Rūnanga engagement (18 Feb 2026)
- relevant legislative and bylaw reviews

These sources cover all major user groups: children, caregivers, youth, older adults, businesses, residents, and mobility-impaired users.

5.3. Primary Evidence Sources

Service Requests and Incident Records

Service request data provides quantitative confirmation that the identified issues are recurring, geographically widespread, and not isolated incidents. Analysis of service requests received between 1 July 2022, and 15 July 2025 identified 8,506 requests directly related to matters that would be managed by the proposed Public Spaces Bylaw. These requests demonstrate recurring issues across a range of public places that impact safety, accessibility, and the protection of public assets, and which cannot be effectively or consistently addressed through education, policy, or operational responses alone.

Key categories include:

- Damage or misuse of public assets – 3,183 requests
- Unauthorised/unsafe signage or projections – 2,623 requests
- Overhanging vegetation obstructing access – 963 requests

- Footpath obstructions – 377 requests
- Encroachments and unapproved structures – 474 requests
- Vehicles or devices damaging public spaces – 161 requests
- Emerging issues related to micromobility devices – 15 requests

Additional patterns:

- Unauthorised motorbikes/ATVs in reserves (41)
- Golf/cricket creating safety risks in reserves (84)
- Fire incidents, predominantly vandalism-related (203)

These patterns demonstrate that harm, nuisance, and obstruction issues are recurring and not isolated, and require enforceable mechanisms.

Elected Member Feedback (qualitative)

Elected members provided place-based, real-world insights that align with operational and community evidence. Themes included:

Town-centre obstructions: A-boards, retail displays, signage clutter, vegetation narrowing paths.

Parks/reserves behaviours: Golf and cricket near playgrounds, youth spaces, accessibility of play surfaces, fencing needs.

Nuisance/social challenges: Facility misuse, hygiene concerns, and uncertainty around enforcement roles.

Youth Action Plan Survey Results

Youth place high value on public spaces (92% consider them important) but identify persistent concerns:

- Antisocial behaviour at skate parks
- Vaping and safety issues in high-traffic areas
- Poor lighting (Rangiora, Kaiapoi)
- Overcrowded footpaths and unsuitable hang-out areas
- Pressure on toilets and public amenities

These insights highlight behaviour-based risks, safety expectations, and the need for youth-appropriate public spaces.

Under 5s and Caregivers Survey Results

Caregivers rely daily on playgrounds, town centres, libraries, and reserves. Key findings include:

- Safety and maintenance as top priorities (78%)
- Age-appropriate equipment (70%)
- Toilets/baby-change facilities as major barriers (57%)
- Travel difficulty: unsafe crossings, narrow/uneven footpaths, limited seating
- Strong expectations for fenced predictable, accessible, and sheltered areas

This demographic highlights risks to vulnerable users and reinforces the need for clear behavioural expectations near playgrounds and family areas.

Public Spaces Pre-engagement Survey Results

A large District-wide sample shows:

- High daily/weekly usage (93% combined)
- Strong dependence on public spaces for relaxation, wellbeing, recreation, and amenities
- Top priorities: safety, cleanliness, accessibility, public amenities, sustainability

Persistent themes:

- Trail bikes and motorised devices
- Obstructed footpaths
- Unsafe pedestrian environments
- Gaps in lighting, toilets, drinking water, seating
- Desire for more shade, maintenance, and accessible paths

This aligns directly with bylaw related issue categories (behaviour, obstruction, safety, asset protection). Overall, the survey highlights a community that highly values public spaces and depends on them daily, but also expects Council to ensure they are safe, accessible, well-maintained, and free from behaviours or obstructions that compromise comfort and safety. These findings reinforce the need for a bylaw framework that supports responsible behaviour, protects shared amenities, and enhances the usability of public spaces across the district.

Customer Satisfaction Survey Results 2025

Findings from the 2025 Customer Satisfaction Survey reinforce community expectations that public spaces including footpaths, parks, reserves and town centres are safe, accessible and well-maintained. Satisfaction with footpaths (66% overall and much lower in rural areas), parks and reserves (78%), and public toilets (50%) indicates both high community reliance on these spaces and ongoing concerns about accessibility, safety and hygiene. These align with themes identified in service request data and targeted engagement, supporting the need for clearer behavioural expectations, better management of obstructions, and tools to address activities that create safety risks or undermine amenity.

5.4. Strategic and Participation Context

Play, Active Recreation and Sport – PARS

Insights from Council's Play, Active Recreation and Sport (PARS) engagement provide additional contextual insight for this assessment. PARS findings show that a significant proportion of recreation and physical activity within the district occurs informally in parks, reserves, beaches, tracks, and other public spaces, with strong community reliance on these environments for health, wellbeing, and social connection.

Engagement also highlights safety, accessibility, and inclusive design as key enablers of participation, alongside concerns about conflicts between different users and activities in shared spaces. While the PARS work does not identify regulatory solutions or form part of the primary evidence base for this Section 155 assessment, it reinforces the identified need for clear, consistent, and proportionate behavioural expectations to support safe access and coexistence across increasingly well-used public places. In this way, PARS insights support the conclusion that a District-wide, effects-based Public Spaces Bylaw can play an enabling role in protecting access, reducing conflict, and supporting community participation as population growth and demands on public spaces continue to increase.

5.5. Stakeholder Engagement & Governance

Governance / Project Advisory Group (PAG):

- Environmental Services Manager
- Team Leader Environmental Compliance
- Roading & Transport Manager
- Senior Transportation Engineer
- Greenspace Manager
- Property Manager
- Strategy & Business Manager

Engagement undertaken as part of this assessment:

- PAG workshops and internal coordination
- District Planning & Regulation Committee workshop (10 Feb 2026)
- Rūnanga engagement (18 Feb 2026)
- Targeted external feedback referencing Business Zone 1 & 2 Policy submitters (e.g., CDHB; Grey Power North Canterbury)
- Public Places pre-engagement Survey March 2026

Collectively, this evidence demonstrates that the perceived issues in public places are recurring, District-wide, and materially affect safety, accessibility, and amenity, providing a sound basis for the issue identification and assessment that follows.

6. Issue Identification

6.1. Issues Relevant to Bylaw Consideration

Engagement, service requests, and internal feedback identify a range of pressures occurring across public spaces in the Waimakariri District.

Not all matters are appropriate for regulation through a bylaw. Some are more effectively addressed through:

- operational service delivery and maintenance
- capital investment and design responses
- planning and transport interventions
- social support and community wellbeing services

This Section 155 assessment focuses only on issues that meet the threshold for regulatory consideration. These are issues that:

- are recurring and district-wide,
- create safety, access, nuisance, or public asset impacts, and
- cannot be effectively addressed through non-regulatory tools alone.

The following issue categories represent the subset of pressures relevant to consideration under a potential Public Spaces Bylaw.

6.2. Bylaw-Relevant Issue Categories

Obstructions and barriers to safe and accessible movement

Recurring obstructions affect safe and equitable access, particularly for vulnerable users.

Evidence includes:

- A-boards, displays, and outdoor dining narrowing footpaths
- overhanging vegetation reducing visibility and access
- temporary clutter from events or construction
- signage and structures projecting into public space
- micromobility devices obstructing pedestrian routes

These issues are recurring and not consistently managed through existing tools.

Unsafe and inappropriate activities in parks and reserves

Certain activities create safety risks, user conflict, and asset damage, particularly in shared recreational spaces.

Evidence includes:

- informal sports near playgrounds or high-use areas
- unauthorised motorised devices
- vandalism and damage to facilities
- conflicts between user groups
- activities occurring outside the intended use of the space

These issues are typically managed through informal intervention, with limited enforceability.

Damage, misuse, and degradation of public assets

Ongoing damage and misuse of public assets creates safety risks and operational costs.

Evidence includes:

- damage to infrastructure and amenities
- vandalism and fire-related incidents
- vehicles accessing or damaging public land
- unauthorised structures or modifications

Existing responses are largely reactive and do not consistently deter repeat behaviour.

Behaviours affecting amenity, safety, and public use

Some behaviours create nuisance, reduce amenity, or affect perceived safety in shared spaces.

Evidence includes:

- disruptive or antisocial behaviour in high-use areas
- misuse of public facilities
- activities that create noise, clutter, or conflict

These behaviours are not consistently addressed through existing policy or legislation.

Inconsistent commercial and private use of public space

Commercial and private use of public land is managed inconsistently across locations.

Examples include:

- mobile trading and vending
- outdoor dining and displays
- temporary structures and installations
- private encroachments into public space

This results in variability, access impacts, and operational inefficiencies.

Emerging pressures and changing use patterns

New and evolving uses of public spaces are not always clearly addressed by existing tools.

Examples include:

- growth in micromobility devices
- installation of security infrastructure such as bollards
- increased use of public space for events
- higher pedestrian activity in urban areas

These trends reflect increasing intensity and complexity of public space use.

6.3. Overall perceived issues

Taken together, the evidence indicates that public spaces are experiencing recurring, district-wide issues affecting safety, access, amenity, and public assets.

These issues reflect evolving and intensified use of public space and are not consistently addressed through existing tools.

7. Section 155 Assessment

7.1. Threshold Test – Section 155(1)

Based on the evidence outlined above, this Section 155 assessment has evaluated whether a bylaw is the most appropriate way of addressing the identified issues in public spaces, alongside non-regulatory options.

Public spaces across Waimakariri are experiencing persistent and district-wide issues relating to access obstructions, unsafe or inappropriate activities, behavioural impacts, damage to public assets, and inconsistent commercial or private use. Existing policy and operational tools are fragmented, geographically limited, and largely unenforceable, meaning they cannot reliably protect public safety, accessibility, amenity, or the fair use of shared spaces.

The proposed bylaw would apply only where activities create demonstrable safety, access, or amenity impacts, and would not regulate ordinary or passive use of public space.

The identified issues meet the threshold under section 155(1) of the Local Government Act 2002 because:

- the issues are real, recurring, and evidenced from multiple independent sources,
- they create actual or potential harm to public safety, mobility, asset condition, and community wellbeing, and
- existing tools cannot effectively prevent or manage these impacts.

This assessment does not approve or adopt a bylaw. It informs Council's consideration of whether a bylaw is an appropriate and proportionate regulatory response, with any draft bylaw to be developed and consulted on separately.

Determination (s155(1))

The identified issues meet the threshold under section 155(1) of the Local Government Act 2002. They are recurring, District-wide, and evidenced from multiple independent sources, and cannot be effectively addressed through non-regulatory tools alone.

Specific matters relating to scope, definitions, exemptions, thresholds, and integration with existing policies and contracts will be considered further during the bylaw drafting and public consultation phase.

7.2. Is a Bylaw the Most Appropriate Way of Addressing the Issues?

Determination (s155(1) – Most Appropriate Way)

Section 155 requires Council to consider whether a bylaw is the most appropriate way of addressing the perceived issues, including an assessment of reasonable alternatives.

This assessment has examined the effectiveness of existing regulatory and non-regulatory tools and evaluated whether they can address the identified issues either individually or cumulatively. The table below summarises the key issue types, the limitations of current tools, and the assessment of whether bylaw regulation is suitable as part of the section 155(1) “most appropriate way” analysis.

7.3. Issues, Limitations of Existing Tools, and Suitability for Bylaw Regulation

Issue	Why current tools are insufficient	Suitable for bylaw regulation
Footpath obstructions affecting safe access	Reactive service requests, informal engagement, and limited signage enforcement do not achieve sustained compliance or manage cumulative obstructions, resulting in repeated safety and access risks for vulnerable users.	Yes
Overhanging vegetation obstructing public space	Existing road-corridor notice powers are limited in scope, apply mainly to roads, and rely on voluntary compliance, resulting in repeated access and sightline issues across non-road public places.	Yes
Retail displays and A-boards obstructing footpaths	Current policy and signage controls focus on placement rather than cumulative accessibility impacts, apply inconsistently outside business zones, and lack enforceable clear-path outcomes.	Yes
Temporary clutter from construction and event pack-in/pack-out	Informal management and contractor engagement lack enforceable, time-limited occupation controls, leading to repeated obstructions and ongoing operational burden.	Yes
Temporary event infrastructure beyond approved areas	Event approvals and reserve powers do not consistently manage spill-over impacts into adjoining roads, footpaths, and non-reserve public spaces once events are underway or completed.	Yes
Unformed legal roads functioning as public space	Behavioural expectations and access standards are unclear, and existing tools do not provide consistent enforcement where these areas function as informal pedestrian routes.	Yes
Fences and barriers affecting public access or safety	Informal engagement and limited road-corridor powers do not address fencing or barriers that create access or safety risks in public places, resulting in repeated non-compliance and inconsistent outcomes.	Yes (limited, effects-based)
Unauthorised planting or removal in public spaces	Internal policies and informal approvals do not provide a consistent or enforceable mechanism to prevent private modification of public assets, leading to repeated issues and long-term maintenance impacts for Council.	Yes

Unauthorised safety or security infrastructure in public space	Reactive removal requests lack upfront authorisation requirements and effective cost-recovery tools, resulting in inefficiencies, safety risks, and inequitable outcomes where Council absorbs remediation costs.	Yes
Private occupation of public space (general)	Discretionary and inconsistent use of licences-to-occupy and informal permissions creates inequity, loss of public access, and ongoing disputes that cannot be resolved without district-wide baseline rules.	Yes
Temporary community signage in public spaces	Existing signage and event controls do not clearly address short-term community signage, resulting in cumulative clutter, access impacts, and inconsistent treatment across locations and events.	Yes (limited scope)
Private structures and projections into public space	Building consent processes do not consistently capture projections into public space or airspace, leading to retrospective negotiation, safety and liability risks, and long-term asset management issues.	Yes
Mobile trading and commercial sales in public spaces	Informal engagement and discretionary expectations do not provide enforceable, district-wide rules for location, duration, access, or amenity effects, resulting in confusion and inequitable enforcement.	Yes (emerging issue)
Outdoor dining and hospitality use of public spaces	Legacy arrangements, informal agreements, and non-standardised permits result in inconsistent access outcomes and unclear expectations that cannot be resolved without enforceable baseline rules.	Yes
Events and organised activities extending into public spaces	Reserve bookings and traffic management processes manage approved footprints but do not consistently address spill-over impacts into adjoining public spaces.	Yes
Large-scale and major events (including sporting and participation events)	Existing booking and consent processes lack tools to manage widespread, scale-related impacts across the broader public-space network.	Yes
Street performance and public solicitation activities	Current tools focus on fundraising or rely on informal management, leaving access, location, duration, and amenity effects unmanaged in busy pedestrian environments.	Yes (limited scope)
Temporary structures and installations in public spaces	Event and health and safety processes rely on compliance with plans rather than enforceable thresholds, limiting Council's ability to proactively prevent access and safety hazards.	Yes
Use of motorised devices in parks and reserves	Existing tools rely on reserve booking conditions and general powers, which do not consistently manage informal or unbooked use or apply uniformly across non-reserve public spaces.	Potentially (limited scope)
Behaviour creating risk near playgrounds and vulnerable users	General behavioural expectations and informal intervention provide no consistent, enforceable mechanism to manage high-risk behaviour near playgrounds and family areas outside reserve land.	Yes (narrow, location-specific scope)
Damage and misuse of public places	Existing tools are primarily reactive, addressing clean-up and serious offending but lacking mechanisms to deter repeated low-level damage or enable cost recovery for cumulative impacts.	Yes (with caution)
Micromobility devices affecting access and safety in public spaces	Contractual controls apply only to shared operators and do not address impacts created by privately owned devices, resulting in ongoing access and safety risks that cannot be managed through existing tools alone.	Yes

Taken together, this analysis demonstrates that a Public Spaces Bylaw is the most appropriate and effective regulatory option for addressing a defined and recurring set of access, safety, amenity, and asset-protection issues that cannot be reliably managed through existing tools alone, while still allowing for proportionate and targeted regulation where appropriate.

The alternatives this assessment has considered are summarised in the options analysis below.

7.4. Options Considered Under Section 155(1)

Option	Description	Advantages	Limitations / Risks	Assessment
1. Do nothing / Status quo	Continue relying on existing policies, operational responses, and national legislation.	No change required.	Issues continue; cannot compel compliance; issues remain frequent; inconsistent management; high operational burden.	Not appropriate – does not address the identified issues.
2. Non-regulatory approaches only (education, guidance)	Increase signage, campaigns, voluntary codes, public guidance.	Supports awareness; low regulatory impact.	Proven insufficient; repeated behaviours persist; no enforcement pathway; cannot address encroachments or unsafe activities.	Insufficient on its own – useful but cannot replace regulation.
3. Rely on existing national legislation	Apply LGA 1974/2002, LTA 1998, Health Act 1956, Dog Control Act 1996, Reserves Act 1977.	Some tools exist for specific issues.	Does not provide a district wide, effects-based mechanism; cannot regulate access obstructions, trading, micromobility, street performance, or private structures in public space.	Not appropriate – legislative gaps remain.
4. Expand non-bylaw policies	Review and broaden the Business Zone 1 & 2 Policy into a wider Public Spaces Policy.	Clarifies expectations; helpful for operations.	Policies are unenforceable; cannot compel compliance; issues already shown to persist despite guidance.	Not suitable as standalone option.
5. Create a district-wide Public Spaces Bylaw (Preferred)	Adopt a modern, effects-based bylaw regulating access, behaviours, commercial use, private structures, and activities in public places.	Clear rules; enforceable; District-wide consistency; supports operational tools; adaptable when paired with education and policy guidance; addresses emerging issues; aligns with national practice.	Requires drafting, consultation, education and proportionate enforcement.	Preferred option – most appropriate, justified, proportionate, and effective under s155.

To ensure a bylaw is applied fairly and flexibly, complementary measures including public education, clear operational policies, transparent assessment criteria, and robust internal processes would continue to be used alongside the bylaw. These measures support voluntary compliance and allow public spaces to remain active and well used, while providing an enforceable regulatory backstop where most appropriate.

Determination

This Section 155 assessment concludes that a Public Spaces Bylaw represents the most appropriate way of addressing the identified issues.

A bylaw:

- provides consistent, district-wide, enforceable expectations,
- addresses behaviours and activities that create safety, access, and amenity impacts,
- complements (rather than replaces) operational and educational tools,
- enables a graduated compliance approach (education → warning → enforcement), and
- provides the only effective mechanism for managing repeated or serious impacts where other tools are insufficient.

Given the scale, recurrence, and distribution of the issues across public spaces, a bylaw is most appropriate, proportionate, and justified, subject to Council's consideration and decision.

7.5. Is the Proposed Bylaw the Most Appropriate Form?

Clarity and readability

The proposed draft will be written in plain language, structured around effects-based categories (e.g., access, behaviours, assets, structures, trading), making it easy for the community and staff to understand.

Alignment with legislative powers

The bylaw will be made under:

- s145, s146 of the Local Government Act 2002,
- the general purpose of local government (s10), and
- relevant powers for roads under the Local Government Act 1974.

The draft provisions fall squarely within powers relating to:

- protection of the public from nuisance,
- health and safety,
- minimising offensive behaviour, and
- managing and protecting public places and infrastructure.

Proportionality of measures

The bylaw will be:

- effects-based (focused on harm, obstruction, safety, and nuisance),
- outcome oriented rather than prescriptive,
- flexible to allow licensing, permitting, exemptions, and temporary approvals, and

- controls will be tailored by location, activity, and effect, rather than applying blanket prohibitions.

Regulatory impact will be minimal for public users and appropriately targeted at those whose activities create safety, access, or amenity risks.

Workability and enforceability

The bylaw is designed to be:

- practical for staff to apply,
- enforceable through clear definitions (e.g., “obstruction,” “private structure,” “micromobility device”),
- supported by existing Council licensing and compliance processes, and
- flexible enough to accommodate local contexts (e.g., rural vs town centre).

Fit with WDC bylaw framework

Its scope aligns with:

- existing WDC bylaws (Dog Control, Traffic & Parking, Waste, Signs),
- previous District-wide effects-based bylaw drafting conventions, and
- the approach used by comparable councils with Public Places/Public Spaces Bylaws.

To ensure the proposed bylaw is legally robust, its form has been assessed against the key invalidity tests under the Bylaws Act 1910 and the Local Government Act 2002. The bylaw is not ultra vires, as its provisions are clearly grounded in the general and specific bylaw-making powers in sections 145 and 146 of the Local Government Act 2002 and apply only to activities within Council-managed public places. The draft is not repugnant to any other enactment and does not conflict with the District Plan or national statutes governing roads, reserves, or enforcement powers. The bylaw will avoid uncertainty through plain language, effects-based drafting with clear definitions that enable the public to understand their obligations and allow for consistent enforcement. The bylaw is not unreasonable, as any limitations on public or private rights are proportionate, targeted to address demonstrable safety and access issues, and supported by non-regulatory measures within Council’s broader operational framework.

Determination (s155(2)(a))

The proposed Public Spaces Bylaw is the most appropriate form of bylaw. It is effects-based, proportionate, enforceable, and aligned with Council’s statutory powers and existing regulatory framework.

7.6. NZBORA Assessment

Rights potentially engaged

The bylaw has the potential to intersect with the following rights:

Freedom of expression (s14) Examples: busking, signage, protests, creative expression

Freedom of movement (s18) Examples: access restrictions in specific high-risk areas, skate/scooter rules

Freedom of peaceful assembly (s16) Examples: large gatherings, protests, events

Freedom of association (s17) Examples: youth gathering spaces

Right to be free from unreasonable search or seizure (s21) Applies only if enforcement involves seizure of property (unlikely except micro-devices or signage)

Reasonableness and Justification

Any limitations must be:

- Lawful,
- Reasonable, and
- demonstrably justified in a free and democratic society.

The proposed bylaw meets these tests because:

- Limits apply to time, place, and manner, rather than restricting the rights themselves.
- Controls are effects-based, targeting behaviour that creates safety, nuisance, obstruction, or asset damage.
- The bylaw supports, rather than restricts, public participation and expression by ensuring public spaces remain safe and accessible.
- Non-regulatory alternatives have been considered by staff and are insufficient on their own.
- Enforcement follows a graduated and proportionate pathway, with education as the first response.
- Impacts on vulnerable populations are carefully considered by staff, and the bylaw does not regulate status-based conduct.

Determination (s155(2)(b) – NZBORA Consistency)

The proposed Public Spaces Bylaw is consistent with the New Zealand Bill of Rights Act 1990. Any limitations on rights are minimal, relate only to the manner of activities in public spaces, and are reasonable, most appropriate, and demonstrably justified to protect public safety, accessibility, and amenity.

The bylaw does not prohibit expression, movement, assembly, or association; it regulates the effects of activities in order to maintain fair and safe access for all users.

Any limitations arising from the bylaw are reasonable limits prescribed by law and demonstrably justified under section 5 of the NZ Bill of Rights Act 1990.

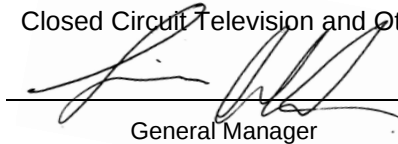
8. Conclusion

The Section 155 assessment concludes that Waimakariri's public spaces are experiencing ongoing, District-wide issues that materially affect safety, accessibility, amenity, and the fair use of shared spaces. These issues cannot be adequately addressed through education, voluntary compliance, operational practices, or existing policies and legislation.

Future opportunities to streamline and align related public-space controls, including signage provisions as existing bylaws reach the end of their lifecycle, can be considered as part of the bylaw drafting and review process.

A Public Spaces Bylaw is the most appropriate and proportionate way to address these issues. It would provide a clear, District-wide, enforceable framework to regulate behaviours, prevent obstructions, protect public assets, manage commercial use of public space, and address new and emerging pressures. The proposed bylaw is the most appropriate form, being effects-based, practical to administer, and aligned with statutory powers. Any limitations on rights are minimal, appropriately targeted, and demonstrably justified, ensuring consistency with the New Zealand Bill of Rights Act 1990.

It is therefore recommended that Council proceed with drafting the Public Spaces Bylaw and preparing associated consultation materials. Implementation would continue to rely on a graduated compliance pathway supported by education, guidance, and non-regulatory approaches. The detailed form and regulatory settings of the bylaw will be developed through the drafting process and formal public consultation.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-81 / 260507111042**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 June 2026**AUTHOR(S):** Katherine Brocas, Senior Advisor Strategy and Delivery**SUBJECT:** Closed Circuit Television and Other Recording Devices Policy**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


General Manager



Chief Executive
1. SUMMARY

- 1.1. This report seeks Council approval to release the draft Closed Circuit Television ("CCTV") and Other Recording Devices Policy for public consultation. Council does not currently have a policy that provides a clear framework for the use of CCTV or other recording devices.
- 1.2. The primary purpose of the Council's CCTV network, and our other recording devices, is to enhance community safety and protect Council assets by deterring criminal and antisocial behaviour. While CCTV does not prevent crime, it is intended to act as a deterrent and can be used to support the New Zealand Police and other agencies through the provision of recorded information where appropriate.
- 1.3. This public facing Policy will provide assurance to users of Council facilities that personal information will be collected, stored, used and protected in line with the requirements of the Privacy Act 2020. The Policy will also support consistent practice across Council and help ensure recording devices are managed in an effective, efficient, and privacy-compliant manner, consistent with guidance from the Office of the Privacy Commissioner.

Attachments:

- i. Draft Closed circuit television and other recording devices policy TRIM: 260311073917
- ii. CCTV and Recording Devices Policy – Communications and Engagement Plan TRIM: 260514115523

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 260507111042.
- (b) **Approves** the Draft Closed Circuit Television and Other Recording Devices Policy (attachment i) for public consultation.
- (c) **Notes** the proposed consultation period of 5 June to 3 July 2026 and the proposed adoption date of 7 August 2026.
- (d) **Notes** that upon review of submissions received on the draft, a final Closed Circuit Television and Other Recording Devices Policy will be prepared and presented to Council for adoption in August 2026.
- (e) **Circulates** this report and its attachments to the Community Boards for information.

3. **BACKGROUND**

- 3.1. The purpose of this report is to seek Council approval to release the draft Closed Circuit Television ("CCTV") and Other Recording Devices Policy (the "Policy") for public consultation. Council does not currently have a policy governing the use of recording devices. The draft Policy (attachment i) is intended to provide a clear and transparent framework for Council's decision-making and use of recording devices. Council own and operate a number of CCTV recording devices across the business units, with a variety of storage providers. Access to, and deletion of recorded data is not consistent between business units, and this draft Policy and its implementation steps will align these practices across the organisation.
- 3.2. The draft Policy establishes a framework for the collection, management, storage and disposal of personal information captured through recording devices owned and operated by the Council. The framework has been prepared with reference to the Privacy Act 2020 and the Privacy Principles and is intended to support alignment with current good practice.
- 3.3. A primary driver for the drafting of this Policy is the continued advancement of recording technology and the need to ensure its use is consistent with relevant legislative requirements. Under the Privacy Act 2020, personal information is broadly defined and includes audio and visual recordings. The use of recording devices in public places must therefore be for a lawful purpose connected with Council's functions or activities, and the information collected must be necessary for that purpose.
- 3.4. The draft Policy was circulated to business units for review and feedback in mid-2025. That process resulted in substantial feedback and a number of amendments to the original draft. Feedback also broadened the scope of the Policy to include other recording devices and identified implementation work required across business units.
- 3.5. Further feedback was received following presentations to the Management Team on 9 October 2025 and to staff on 27 November 2025. A briefing was subsequently provided to elected members on 21 May 2026.
- 3.6. The draft Policy has been developed to provide transparency about Council's practices, support public confidence in the management of personal information, raise awareness of privacy obligations, and assist Council to meet its obligations under the Privacy Act 2020.

4. **KEY ISSUES**

- 4.1. CCTV cameras and other recording devices are used in Waimakariri for our lawful purposes, including to improve security and deter offending, enhance public safety, protect Council assets and finances, monitor and manage traffic, and support staff in carrying out regulatory functions. Council's recording network does not in itself prevent criminal activity. However, it is expected to deter offending and support the New Zealand Police by capturing visual evidence.
- 4.2. Council's business units have also requested the installation of additional CCTV cameras and the use of other recording devices across the district. If a final Policy is not adopted following public consultation, Council risks not meeting its obligations under the Privacy Act 2020 and may apply inconsistent practices across business units.
- 4.3. Consultation and engagement will provide relevant agencies, including New Zealand Police, and other interested parties, with an opportunity to contribute to the development of the Policy. This process will also assist Council to identify any improvements that may be required to the existing CCTV network and associated operational practices.

5. **OPTIONS**

- 5.1. Option 1: Approve the draft CCTV and Other Recording Devices Policy (Attachment i) for Public Consultation

If approved, the draft Policy, which forms Attachment i, will be released for public consultation for approximately one calendar month from 5 June. At the end of this period, any responses received will be reviewed and assessed, and any necessary amendments be made to the Policy. The final

Policy would then be reported to Council for adoption in August 2026. *This is the recommended option.*

- 5.2. Option 2: Request changes to be made to the draft CCTV and Other Recording Devices Policy (Attachment i) and that an updated version is reported to Council for consideration and approval to consult

If further amendments are required, staff would be directed to amend the draft Policy and submit this to Council at a later date for consideration and approval to consult.

- 5.3. Option 3: Withdraw the Policy and retain the status quo

This option would cease the development of a CCTV and Other Recording Devices Policy. If a draft Policy is not released for public consultation and is not adopted, Council risks failing to meet its obligations under the Privacy Act 2020 and applying inconsistent practices across business units.

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

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. These stakeholders will have an opportunity to provide feedback through the proposed public consultation process.

Implications for Community Wellbeing

- 6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The matters addressed in this report have implications for community wellbeing, particularly in relation to public safety, privacy, and confidence in Council's use of recording devices.

Community Outcomes and Strategic Priorities

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

Social

- Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.

Environmental:

- The natural and built environment in which people live is clean, healthy and safe.

Economic:

- There is access to meaningful, rewarding, and safe employment within the district.
- Infrastructure and services are sustainable, resilient and affordable.

- 6.5. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.

- Enhance community wellbeing, safety, inclusivity and connectedness.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

Financial Implications

- 7.1. There are no financial implications for the decisions sought by this report. Any cost associated with developing this Policy (e.g. staff time) have been met within existing resources.

Community Resilience and Sustainability

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

Risk Management

7.3. There are no risks arising from the adoption/implementation of the recommendations in this report. There are risks in not adopting the recommendation in this report, including not meeting the organisation's obligations under the Privacy Act 2020, and may result in continued inconsistent practice across business units.

Health and Safety

7.4. There are no health and safety risks arising from the adoption/ implementation of the recommendations in this report. Instead, the implementation of this Policy will result in better outcomes for the health and safety of staff and members of the public. Accessing recorded data following an incident will become a more streamlined process and sharing recorded data with third parties such as the Police will follow the same process across all business units.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

8.2. Local Government Act 2002

Authorising Delegations

8.3. The Council has the authority to approve draft policies for public consultation.

Closed Circuit Television (CCTV) and Other Recording Devices Policy

1. Introduction

Waimakariri District Council (WDC) owns, operates and manages devices capable of recording information in the Waimakariri District. WDC must comply with the provisions of the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1997 (LGOIMA) in the collection, dissemination, storage and removal of personal information, and this policy follows best practice in relation to individual's rights to privacy in accordance with the Privacy Act 2020.

2. Policy Context

WDC, in operating recording devices, will maintain the protection of individuals' privacy by:

- ensuring information is collected for necessary and lawful purposes only
- taking reasonable steps to make individuals aware that information is being collected and the reason for such collection
- ensuring that information is collected in a fair manner
- ensuring the appropriate management and security of recorded information
- ensuring information is used only for the purpose for which it was collected
- complying with Principles 6, 9 and 11 of the Privacy Act relating to access to and retention and disclosure of information.

3. Policy Objective

This Policy sets out the purpose for collecting audio and visual recordings, how the information is collected, how long it is retained and how the privacy impacts will be minimised. Access to Council recorded information is limited and controlled by the WDC.

This policy applies to all Council employees, contractors to Council, elected members, the New Zealand Police (Police) and the general public who may access areas where recording devices may be operating.

4. Policy Statement

4.1. Purpose of collection of personal information

- 4.1.1. The WDC operates or facilitates recording devices to support public and staff safety on Council property, facilitate regulatory enforcement and support the closed-circuit television network that is utilised by the Police. These purposes align with Principle 1 of the Privacy Act 2020, specifically:

- Personal information is connected with the function or activity of the agency;
- and

- The collection of the information is necessary for that purpose.

4.1.2. The WDC Privacy Policy is located on the WDC website and is available in hardcopy by request. This Policy sets out the following:

- General notice that information is being collected
- The purpose/s of that information being collected
- Advising other external agencies may access the information collected

4.2. CCTV Recording

4.2.1. WDC facilitates or operates CCTV in locations for the following purposes:

- Crime Prevention Through Environmental Design (CPTED)
- Community-led initiatives involving government agencies, social service agencies, businesses and community groups or volunteers
- To provide a security presence during seasonal/short term issues
- Compliance and enforcement of bylaws, resource consent conditions and legislation
- Managing traffic and monitoring traffic movements in particular areas
- Enhancing public safety and community wellbeing by deterring and preventing criminal and antisocial behaviour in public places throughout the district
- Providing for the protection of public assets, including critical assets from acts of vandalism or damage

4.2.2. Signage notifying that CCTV is operating within public buildings is displayed in a prominent position. The sign should be prominent enough to advise the public that cameras are operating before they are close enough to be filmed.

4.2.3. Only authorised people will be able to watch the CCTV footage for the purposes mentioned above or to regularly check the system is working. We will not actively attempt to identify individuals from the CCTV footage unless a reported or suspected incident needs investigation.

4.2.4. WDC does not accept ownership or operational control over any vested cameras from third parties. Cameras that are erected without written prior approval, on Council assets or in public areas owned or controlled by Council, will be removed.

4.3. Live streaming and recording of meetings and ceremonies

4.3.1. In the interests of making our decision-making process transparent and accessible, public Council meetings are broadcast live online and then made available on our website.

4.3.2. Meetings that are being filmed will be signposted clearly stating they are filmed at the entry into the meeting room. Most of the filming will cover elected members as they speak and debate at the meeting, however, the filming may also include members of the public in the background and of anyone speaking at a public forum. The footage will be publicly available and can be accessed from our website.

4.3.3. Photos or video footage may be recorded by WDC at civic events in Waimakariri (e.g. citizenship ceremonies and other public or community events that we manage) for internal or external publications. Signage on display or other communication at an event will let members of the public know if photography or filming will be taking place. Members of the public who do not want to be included in any photos or video footage may request this of our staff members present at the event.

4.4. Body worn cameras

- 4.4.1. Cameras are worn by our compliance officers as a deterrent to anti-social behaviour towards them and to provide a clear record of events if an altercation occurs. The officer will only start recording if an interaction escalates and will notify those present when the recording device is activated.
- 4.4.2. When inside a building where public are excluded or within a private property the compliance officer will inform that footage is being recorded and gain consent at the time.
- 4.4.3. When in a publicly accessible space, or outside of a building, the compliance officer will inform those present of the recording device in situations where it is safe to do so.
- 4.4.4. Body-worn cameras are always recording but do not store the information until activated. The only time this footage is stored is if a staff member activates their camera. The last 30 seconds of video is clipped to the recording to add context to the video (e.g. how a situation unfolded prior to the staff member pressing record).
- 4.4.5. All authorised staff who are equipped with body worn cameras are also equipped with appropriate signage on their uniform to indicate an audio and visual recording device is being worn at that time.

4.5. Audio only recording devices

- 4.5.1. Audio only recording devices may be used for the purposes of regulatory enforcement. In circumstances where audio monitoring devices are to be used on a property, the informed written consent of the homeowner will be obtained prior to placing the device within their property.
- 4.5.2. Placement of the device will be made in a way that minimises the incidence of inadvertently collecting other audio and will be within the boundaries of the property that has given permission to record.
- 4.5.3. Audio only recordings made for any other purposes must comply with this Policy and with the Privacy Principles. This could include, but it not limited to, recording of phone calls and meetings, where express permission is gained from all parties prior to the start of the audio recording.

4.6. Request for official Information from the public

- 4.6.1. LGOIMA provides for people to make a request for official information held by government agencies. Any person may make a request for information held by WDC.
- 4.6.2. Official information requests for CCTV images made under LGOIMA will be processed by the Governance team and managed in accordance with section 7 of LGOIMA.
- 4.6.3. If CCTV footage is requested because of an incident or alleged crime, the first point of contact is the local Police who can request the footage from Council.

4.7. Requests by WDC staff for release of footage

- 4.7.1. Internal requests made by WDC staff shall be made using the footage request form available on the WDC intranet. Requests for footage require approval from the General Manager of the department requesting the footage. Release of the footage is at the discretion of the nominated staff roles found in Schedule 1 to this Policy.
- 4.7.2. Internal requests for camera footage must:
 - 4.7.2.1. Be recorded in the WDC's information management system

4.7.2.2. The use of the information must be for the purpose that it was collected

4.7.2.3. Is subject to the provisions of the Privacy Act 2020

4.7.3. All internal requests for footage will be reported to the *nominated persons/business unit* and will include the requestors details, the authoriser's name, the reason for accessing the data and the period and location covered by the footage.

4.7.4. Each time the footage is accessed it will be recorded electronically in a log, including access by Elected Members, individuals and the Police. This log will be presented at the *nominated persons/business unit* for review.

4.8. New Zealand Police and other agencies

4.8.1. WDC undertakes to cooperate and assist the New Zealand Police (Police) where requests for footage are made and are justifiable. Should a member of the public request footage relating to a criminal matter, this will be referred to Police who may, at their discretion, request the footage, complying with the provisions of the Privacy Act 2020.

4.8.2. WDC makes its properties available for Police and Waka Kotahi to install monitored CCTV equipment. These cameras are owned and operated by the Police and WDC does not have access to this footage.

4.9. Retention and disposal of recorded information

4.9.1. Video and audio will be recorded and retained on secure servers for a period of up to 90 days from recording. All footage will remain the property of WDC during this time until it is erased in line with this Policy. Servers and technology containing recorded footage are housed in a secure location and accessible only by those authorised personnel only. A record of those personnel is held and maintained by the Privacy Officer.

4.9.2. The only exception to the 90-day retention period is where an incident of a serious or potentially serious nature has been captured on the footage. Retention of the footage will be used for investigation or resolution of the incident, or for use by the Police or potential legal proceedings.

4.9.3. Written permission of the Privacy Officer is required for partial retention of the footage over and above the 90-day period.

4.9.4. Public requests for images or footage relating to a criminal matter will be referred to the Police in the first instance.

5. Definitions

5.1. CCTV

5.1.1. In this policy, the phrase "CCTV" is used to mean any type of camera, recording device, or other related technology. It is recognised that CCTV is a legacy term, specific to an increasingly redundant technology. However, it is widely understood to refer to the types of surveillance and monitoring technologies with which this Policy is concerned.

6. Links to legislation and other policies

Legislation:

- [Privacy Act 2020](#)
- [Local Government Official Information and Meetings Act 1987](#)
- [Health and Safety at Work Act 2015](#)

- [Local Government Act 2002](#)

Other Policies:

- [Privacy Policy](#)
- [Privacy Commissioners Guidance on CCTV](#)

7. Questions

Any questions regarding this policy should be directed to the **Position Title of Policy Owner** in the first instance.

8. Relevant documents and legislation

9. Effective date

Date Month Year

10. Review date

Date Month Year

11. Policy owned by

Manager, **Insert Department Name e.g. Regulation**

12. Approval

Approved:

**INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT**

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on **Date Month Year**

Schedule 1 – Nominated Roles

General Manager Community and Recreation

- District Libraries Manager
- Aquatic Facilities Manager

General Manager Utilities and Roading

- Roading and Transport Manager
- Solid Waste Asset Manager
- Water and Wastewater Asset Manager
- Three Waters Manager
- Stormwater and Waterways Manager

General Manager Organisational Development and Human Resources

- Health Safety and Wellbeing Manager

General Manager Finance and Business

- Chief Information Officer
- Governance Manager (as Privacy Officer)
- Customer Services Manager

General Manager Planning, Regulation and Environment

- Environmental Services Manager

General Manager Strategy, Engagement and Economic Development

- Manager of Emergency Management

CCTV and Other Recording Devices Policy – Communications and Engagement Plan

Version 0.1

1. Project Background

- Waimakariri District Council has developed a proposed CCTV and Other Recording Devices Policy to provide a clear framework for the operation, management and use of CCTV, audio and visual recording devices, live-streaming technology and body-worn cameras across the district.
- The policy has been developed to ensure Council meets its obligations under the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987 (LGOIMA), while balancing privacy considerations with the need to support public safety, staff safety, regulatory enforcement and community wellbeing.
- The policy outlines:
 - Why and where recording devices may be used
 - How recorded information will be collected, stored, retained and disposed of
 - How privacy impacts will be managed
 - The circumstances under which footage may be accessed or released
 - Council's use of livestreaming technology and recording at public meetings and civic events
 - The use of body-worn cameras by compliance officers
- Council has determined that the proposed policy should undergo public consultation prior to adoption. The Communications and Engagement Plan is designed to ensure residents, businesses, stakeholders and community organisations are appropriately informed about the proposed policy and have the opportunity to provide feedback.
- Public consultation is expected to occur through the Let's Talk platform over a four-week period.
- The communications approach is intended to be clear, transparent and informative, recognising that privacy and the use of recording devices can generate strong public interest and differing viewpoints.

2. Communications Objectives

- Ensure residents and stakeholders are aware Council is consulting on the proposed CCTV and Other Recording Devices Policy
- Clearly explain the purpose of the policy and why it is required

- Provide transparent information around how recording devices and footage are managed by Council
- Build public understanding around Council's obligations under the Privacy Act 2020 and LGOIMA
- Encourage participation and feedback through the Let's Talk consultation platform
- Ensure stakeholders most likely to be affected by the policy are directly informed
- Support elected members and Community Boards with clear and consistent information
- Proactively address misinformation or misunderstanding regarding the purpose and scope of the policy
- Deliver the consultation using primarily in-house communication channels

3. Communications Approach

IAP2 Level : CONSULT

Public Participation Goal:

- To provide residents, businesses and stakeholders with clear information about the proposed CCTV and Other Recording Devices Policy and seek feedback on how Council manages the use of CCTV and other recording devices in public spaces, facilities and operational activities.

Telling the Story:

- A key component of the communications approach will be clearly explaining why the policy is being proposed and reassuring the public about how recorded information is managed.

The narrative will focus on:

- Council already uses a range of recording technologies across its operations and facilities
- The policy provides a clear and transparent framework for how these technologies are used
- The policy supports public safety, staff safety, regulatory enforcement and protection of public assets
- Council has legal obligations under the Privacy Act 2020 and LGOIMA which this policy helps formalise and strengthen
- The policy also places clear controls around access, retention and management of recorded information
- Public feedback is important to ensure the policy reflects community expectations around privacy and transparency

4. Audience and Stakeholders

Directly affected

- Residents and users of public spaces and Council facilities
- Businesses and property owners within CBD areas where CCTV may operate
- Community members attending public meetings or civic events
- Individuals interacting with compliance officers
- Users of Council-managed facilities

Internal

- Governance
- Environmental Services Unit
- Community and Recreation
- Communications and Engagement Team
- Information Services / ICT
- Health, Safety and Wellbeing
- Customer Services
- Mayor and Councillors
- Community Boards

Other Stakeholders

- New Zealand Police
- Waka Kotahi
- Community organisations
- Interest groups
- Local media
- WDC social media followers
- Let's Talk subscribers

5. Key Messages

Consultation launch

- Council is seeking public feedback on its proposed CCTV and Other Recording Devices Policy.
- The proposed policy sets out how Council manages CCTV, recording devices, livestreaming and body-worn cameras across the district.
- The policy has been developed to support public safety, staff safety, regulatory enforcement and community wellbeing, while ensuring privacy obligations are met.
- The policy outlines how recorded information is collected, stored, accessed and retained.
- Public feedback is important to help ensure the policy reflects community expectations around privacy, transparency and safety.
- Consultation is open for four weeks through the Let's Talk platform.

During consultation

- Council wants to hear your views on the proposed CCTV and Other Recording Devices Policy.
- Feedback can be provided online through the Let's Talk platform.

- The policy aims to provide transparency and consistency around the use of recording devices across Council operations.
- Council is committed to balancing public safety and operational needs with privacy considerations.
- Consultation closes on [DATE].

Post consultation

- Thank you to everyone who provided feedback on the proposed policy.
- Feedback will now be reviewed and considered before the policy is presented back to Council for adoption.
- A summary of consultation feedback will be made publicly available.

6. Risks and Mitigation

Risk	Mitigation
Public concern around privacy and surveillance	Clearly explain the purpose of the policy, privacy protections, retention periods and limits on access to footage.
Misinformation regarding Council “monitoring” residents	Use plain language and consistent messaging to explain where and why recording devices are used. Correct misinformation promptly if required.
Stakeholders misunderstand the purpose or scope of the policy	Develop FAQs and ensure consultation material clearly explains operational use cases and legal obligations.
Low public participation in consultation	Use multiple communication channels including social media, email databases, flyer drops and Community Board engagement.
Negative commentary on social media	Monitor channels regularly and respond factually where appropriate.
Businesses or community groups feel they were not adequately informed	Undertake targeted communications to stakeholders most likely to be affected, particularly within CBD areas.
Frontline staff receive questions they are unable to answer	Provide internal briefing material and FAQs to Customer Services and relevant staff
Media portray the policy negatively or inaccurately	Provide proactive media information and ensure key messages are clear and consistent

7. Communication Channels

Product	Notes	Who	When (stage)	Budgeted Cost
Elected Member Updates	Internal updates and key messages provided to elected members and Community Boards	Project lead / Comms	Pre-consultation / Consultation	In-house
Let's Talk Consultation Page	Main consultation hub including policy, FAQs and survey	Comms/ Project lead	Consultation launch	In-house
Social media – launch posts	Facebook and Instagram posts directing residents to consultation	Comms	Consultation launch	In-house
Social media – ongoing	Reminder posts during consultation period	Comms	Throughout consultation	In-house
Key stakeholders email	Project updates to targeted stakeholders	Project lead	Pre-consultation Consultation	In-house
Social media tiles	Branded graphics promoting consultation and closing dates	Comms	Consultation	In-house
Let's Talk subscriber email	Targeted email to relevant stakeholders and subscribers	Project team	Consultation	In-house
Media response / reactive media	Media responses and interviews where required	Comms to lead	Consultation period	In-house
Council website news story / update	News story explaining policy and how to provide feedback	Comms	Consultation period	In-house

Product	Notes	Who	When (stage)	Budgeted Cost
Social media – Initial / ongoing posts	Project specific posts and updates.	Comms	Construction Ongoing from launch; updates throughout project	In-house
Community Board presentations	Presentation and briefing to relevant Community Boards	Project lead	Construction Pre consultation	In-house
Customer Services briefing	FAQs and briefing notes for frontline staff	Comms / Customer Services	Consultation Ongoing as required	In-house

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57/260519119577

REPORT TO: COUNCIL

DATE OF MEETING: 2nd June 2026

AUTHOR(S): Jeff Millward - Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – April 2026 to May 18th 2026

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

General Manager

Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between 17th April 2026 and 18th May 2026. The dashboard reporting in the appendices cover trends between June 2025 and May 2026.
- 1.2. There were 19 incidents which occurred from 17th April 2026 and 18th May 2026. There are 85 lost time hours to the organisation.
- 1.3. Flamingo Scooter did not report any incidents within this period.
- 1.4. Rangiora Airfield reported 3 incidents, inclusive of CAANZ within this period.
- 1.5. Aquatic Facilities staff incidents are included in this report. Public incidents are included in the graphs in Appendix B.

Attachments:

- i. Appendix A: Incidents, Accidents and Near misses
- ii. Appendix B: Health, Safety and Wellbeing Dashboard Reports.
- iii. Appendix C: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 260519119577.
- (b) **Notes** that there were no Worksafe notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015
- (c) **Circulates** this report to the Community Boards for their information.

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. Mayor, Councillors and the Chief Executive are considered to be Officers of the Waimakariri District Council.

4. **ISSUES AND OPTIONS**

4.1. **Incidents, Accidents & Hazards**

- 4.1.1. 17th April 2026 to 18th May 2026 shows an increase of Property and Vehicle Damage and Near Misses for both members of the public and Contractors.
- 4.1.2. Injuries incurred have been due to staff being unaware of their surroundings and general slips, trip and falls by members of the public. Staff injuries have been managed and return to work plans are in place where necessary.
- 4.1.3. Vehicle and Property damages reported are consistent with members of the public and contractors, some staff related.
- 4.1.4. Adverse Interactions have consisted of threatening behaviour from members of the public towards staff. We continue to involve the Police as necessary to ensure the safety and wellbeing of our staff.
- 4.1.5. No Flamingo Scooter incidents for this reporting period
- 4.1.6. No Rangiora Airfield incidents have been reported to CAANZ for comment and feedback. No responses to WDC have been received.
- 4.1.7. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough. Communication with contractors and members of the public where applicable.

4.2. **Implications for Community Wellbeing**

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

- 4.3. 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 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 was some lost time as per reported incidents. There are no financial implications of the decisions sought by this report.

Budget is included in the Annual Plan/Long Term Plan in association to some leave of absence only and minor correction to processes and associated incident correction.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

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.

6.3 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

WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
17/04/2026	A cleaning contractor got stuck in the lift.	Other	Contractor	Security was called and the person was guided on how to get out. The lift has been serviced with instructions for the contractor in case of another instance.
22/04/2026	Power Cable strike. A contractor cut through a power cable while chain trenching outside a property. The Service location did not pick up the cable as it was positioned incorrectly.	Property Vehicle Damage	Contractor	Main power repaired and replaced the cable immediately. No incidents of further damage incurred. No damage to equipment and no injuries.
27/04/2026	Ongoing incidents at Tyler Court	Adverse Interaction	Member of the Public	Tenancy remedy request (From Tuesday 28th April 2026 to remedy date Tuesday 12th May 2026) Investigation ongoing. (Property)
29/01/2026	A staff member bumped their shoulder on some shelving in the library.	Injury	Employee	Staff member ok. No first aid applied.
29/04/2026	Staff members were verbally abused.	Adverse Interaction	Employee	Two Compliance officers attended a property to complete an inspection, and they were verbally abused. H&S Alert updated for future inspections and security of staff.
4/05/2026	A cleaning contractor discovered a member of the public hiding in an accessibility toilet, consuming alcohol after hours.	Adverse Interaction	Contractor	Staff completed the checked the premises but missed the member of public who had locked themselves in the toilets.
4/05/2026	A staff member injured their lower back while lifting the ramp on the digger trailer.	Ergonomic Pain & Discomfort	Employee	Staff member is having ongoing treatment. Currently off work due to muscle strain. Further appointments booked.
6/05/2026	Windows were broken in a digger when a staff member was manoeuvring around a truck. The digger tilted slightly on uneven ground, causing the digger window to contact the stationary truck.	Property or Vehicle Damage	Employee	Digger being repaired. No damage to the tuck or injuries to staff. Tool box discussions on safe manoeuvring and close contact while operating machinery.

6/05/2026	Staff received threat of harm via a service request.	Adverse Interaction	Employee	Staff have been offered support and the member of public has been contacted. The abusive language used by the member of the public was passed on in the service request. This was confronting for the staff member receiving it. Discussions with receiving staff should be had prior to forwarding on.
6/05/2026	A resident drove into trench line while staff were working. Staff had just trenched past the entrance to her home. One of our team waved to her to stop as she approached but she later stated that she thought they were waving her through and she then drove right into the trench line.	Near Miss	Member of the Public	Staff waved to stop the resident as they had only just finished trenching. The resident assumed they were waving them through, so drove right into the trench line. No injuries or damage to the vehicle. They reversed the car and parked in a safe place Access to the residence was then reinstated soon after.
7/05/2026	A member of the public's dog entered the ponds at Woodend WWTP	Property or Vehicle Damage	Member of Public	A member of the public was walking their dog when it ran through a small gate which was open due to the padlock being cut. They pulled the dog out of the ponds. The dog has been to the vet and just requires monitoring and a good wash. The padlock was immediately restored. There are currently no CCTV camera's for the WWTP. This is being considered for safety reasons.
8/05/2026	An elderly member of the public fell outside the Kaiapoi Library.	Injury	Member of the public	Staff administered first aid and contacted the member of the public carer.
8/05/2026	Out of hour Rangiora Town Hall access by a contractor.	Near Miss	Contractor	A staff member discovered the contractor when they were there setting up for training. The contractor signed in and the contract Manager was notified immediately. Processes being reviewed to prevent recurrence.
4/05/2026	An aircraft landed at the Rangiora Airfield while the runway was occupied.	Near Miss	Member of the Public	An Aviation Related Concern has been provided to CAANZ including the radio data and video of landing. Investigation ongoing.
29/04/2026	Aircraft attempted to cross a section of the closed taxiway	Property or Vehicle Damage	Member of the Public	A pilot attempted to cross the closed section of the main taxiway, adjacent to the marked and NOTAM notified crossing area. A hovering helicopter pilot notified the aircraft pilot that the area he was crossing was closed. Report filed with CAANZ. Investigation ongoing.
11/05/2026	Youth climbing on roof at Trevor Inch Memorial Library around 7pm. During this time the contractor cleaner was in the building and witnessed the youth kick the emergency door. This resulted in the internal exit lighting	Property or Vehicle Damage	Contractor	Police have been notified. CCTV footage is being obtained. Cleaning contractor was offered support.

	breaking and some damage to the panel above a window where they climbed up.			
11/05/2026	Aircraft landing and taking off on closed section of runway.	Property or Vehicle Damage	Member of the Public	The closed section has been de-compacted and re sewn. Aircraft landing on the closed surface are damaging the work undertaken.
5/05/2026	Adverse interaction with members (group) of the public directly after a Council meeting.	Adverse Interaction	Member of the Public	Staff member dealt with the many requests from a group of around 15 members of the public regarding rates. This took place at the Kaiapoi customer services counter. Staff member was ok. Police notified of the interaction.
15/05/2026	A staff member teaching learn to swim, accidentally kicked the bottom of the pool and bruised their toe.	Injury	Employee	Staff member ok. No first aid applied.

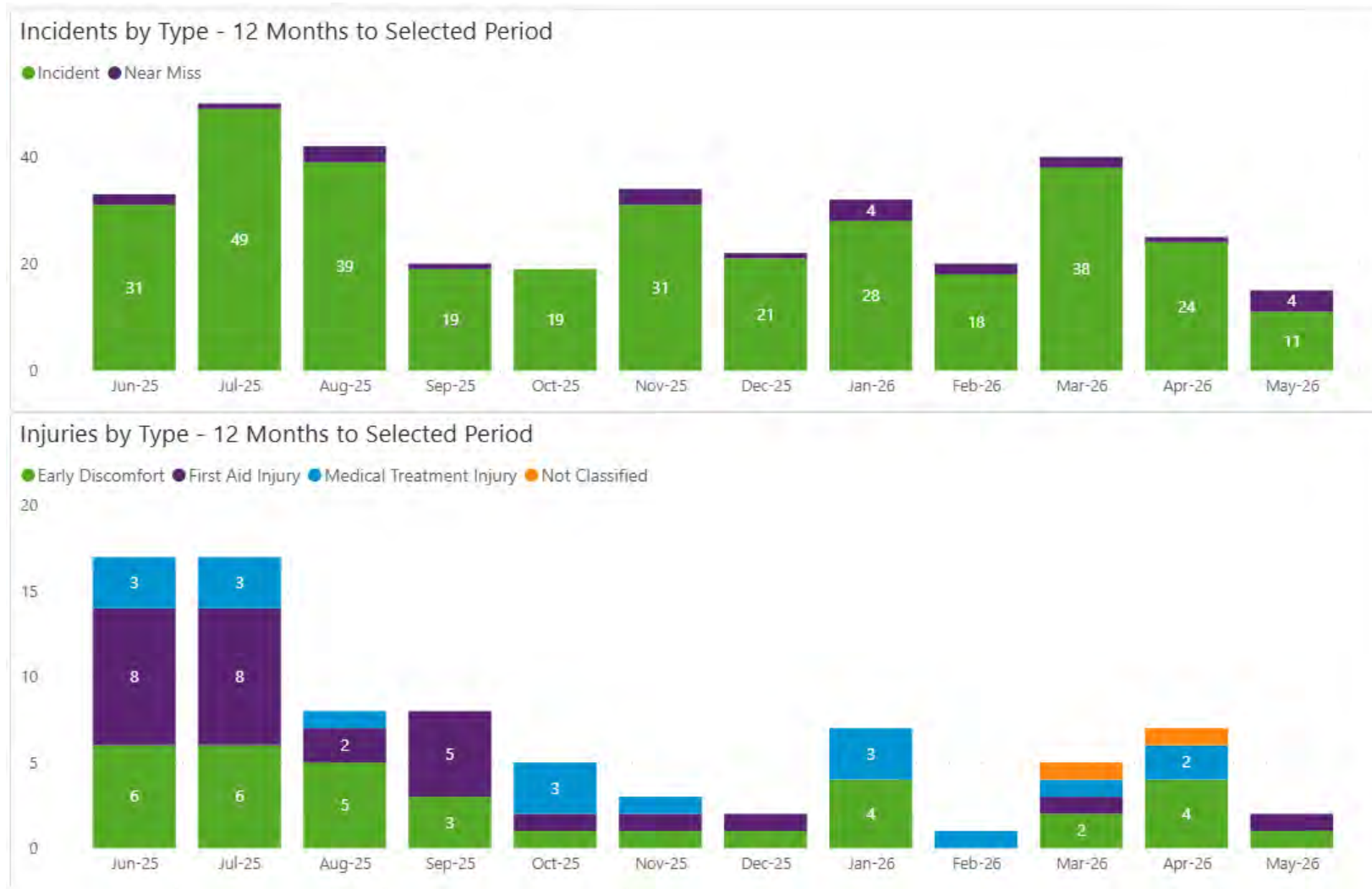
Airfield Incident Reports – Included in this report. All reported incidents have been reported to the CAA
Aquatic Facilities staff incidents are included in this report. Public incidents are included in the graphs in Appendix B.
Flamingo Scooter Incident Reports: No incidents reported for this period.

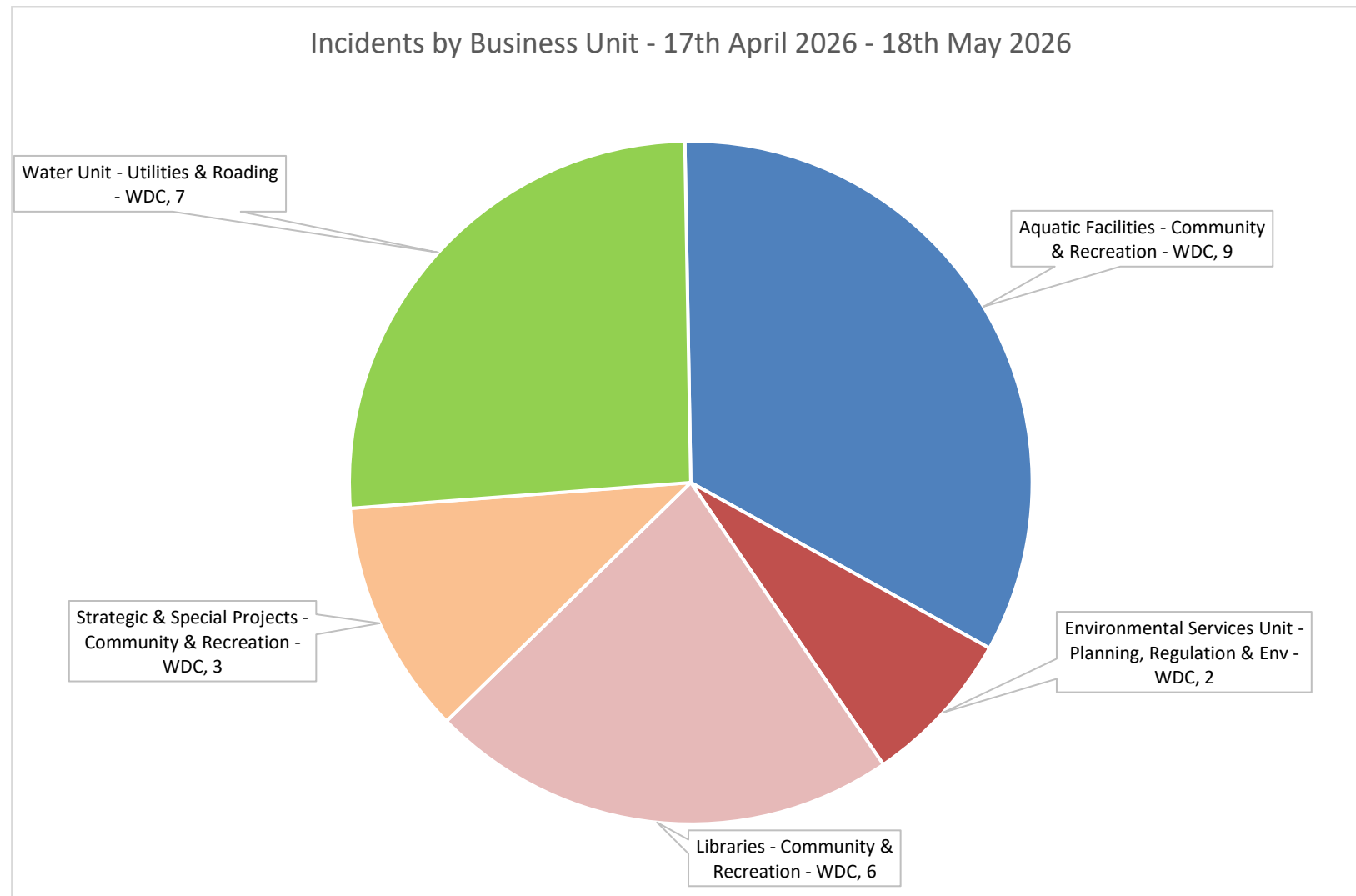
Safety Inspections (Workplace Walkarounds)	Workplace Walkaround & First Aid Kit Checks next due June 2026
Training Delivered	- Fire Extinguisher Training 23 April 2026 (12 Staff/Fire Wardens) - Permit to Work Issuer 24 April 2026 (3 WU staff) - First Aid Training 8 May 2026 (26 staff) - TDDA Drug & Alcohol Training 15 May 2026 (13 staff) - Permit to Work Issuer & Receiver 15 May 2026 (1 WU staff)
Scheduled Training	- Situational Safety 21 May 2026 (up to 16 staff per session) - EWP Legislation + Scissor & Self-propelled Boom Lifts 17 June 2026 (1 WU staff) - First Aid Training 1 July 2026 (up to 25 staff) - Permit to Work Issuer & Receiver 2 & 3 July 2026 (1 WU staff)

Appendix B

(All graphs in Appendix B show information recorded in the new Health and Safety Management System to date)

June 2025 – May 18th 2026:





Hazards in 12 Months to Selected Period

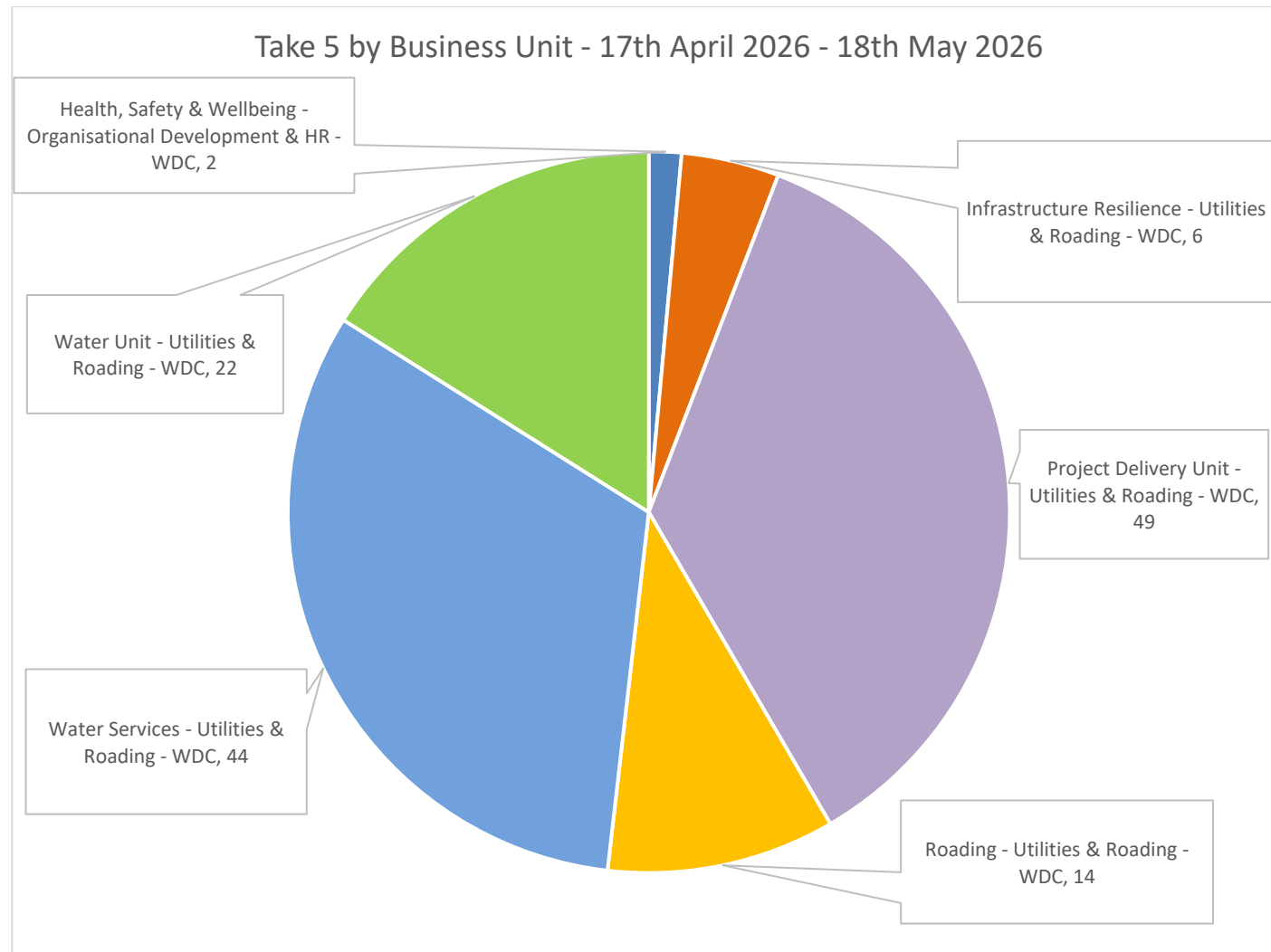


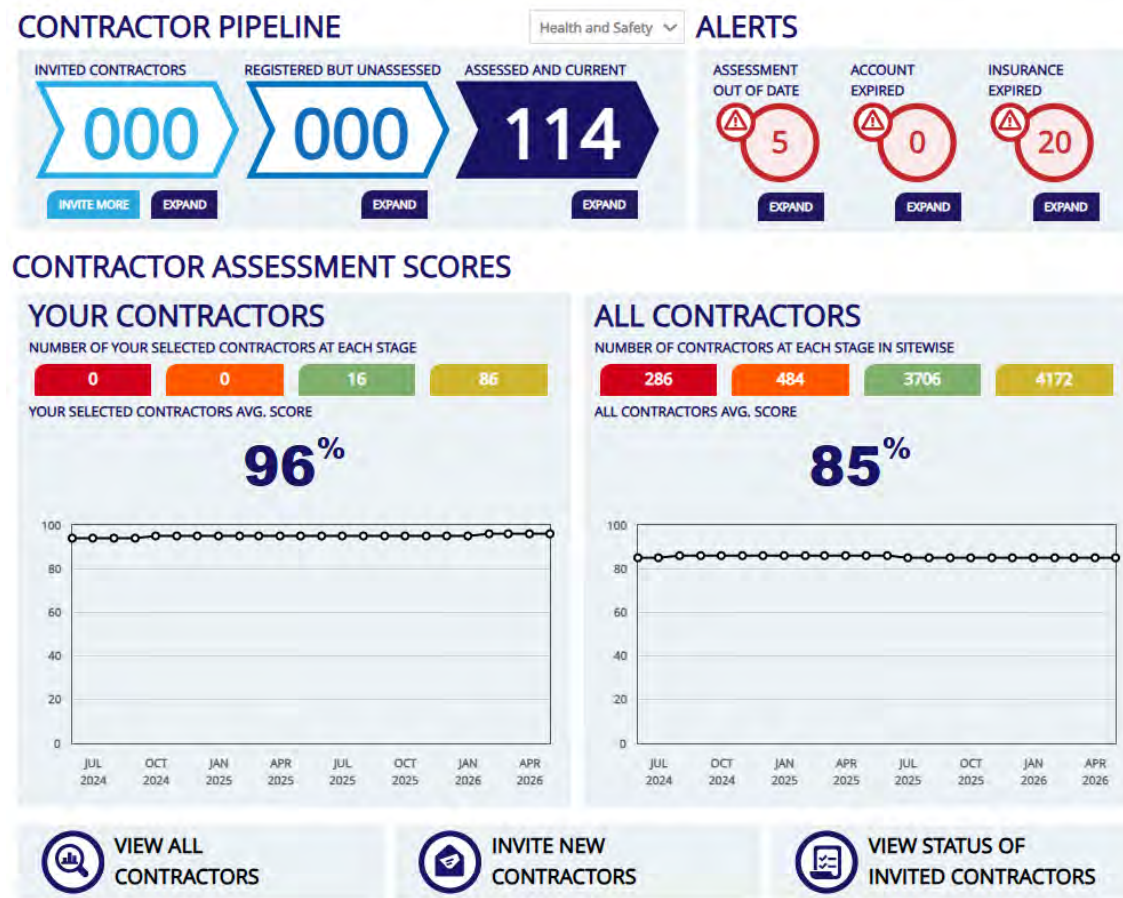
Take5 in 12 Months to Selected Period



Lost Hours in 12 Months to Selected Period







Above is the current status of our preferred contractor database held within SiteWise.

Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-15 / TRIM 260507111258**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 19 May 2026**AUTHOR(S):** Chris Genet, General Manager Finance and Business Support**SUBJECT:** 2026 Audit Planning Letters from Audit New Zealand**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to present the Audit Plan for the Committee's consideration and the Audit Engagement Letter and Audit Proposal Letter for recommendation to the Council.
- 1.2. The Audit Plan is received by the Council annually and sets out the plan for the audit for the year ended 30 June 2026. It outlines the areas of focus for the audit, and logistics including the staff assigned to the audit and the audit timetable. The focus areas and logistics have been reviewed by staff and are considered to be appropriate.
- 1.3. The Audit Engagement letter is received every three years. It sets out terms for the audit contract (along with the Audit Proposal Letter) and outlines the auditor's and Council's responsibilities in relation to the audit.
- 1.4. The Audit Proposal letter is received every three years. This sets out the expected hours to complete the audit and the proposed audit fee. The proposed audit fee (excluding disbursements) is \$314,858, reflecting an estimated 1216 hours of audit effort. The Audit Proposal Letter includes a fee for the year ended 30 June 2026 only, with fees for the following two years to be agreed in the years of the audits. This approach has been taken for all local authority audits due to uncertainty in audit scope for the sector given the current programme of local government sector reform.
- 1.5. Dereck Ollsson (Audit Director, Audit New Zealand) will be in attendance at the meeting to present the letters and answer any questions the Committee may have on their contents.

Attachments:

- i. Audit New Zealand Audit Plan for the year ending 30 June 2026 (TRIM 260507111261)
- ii. Audit New Zealand Audit Engagement Letter for the three years ending 30 June 2028 (TRIM 260507111267)
- iii. Audit New Zealand Audit Proposal Letter for the three years ending 30 June 2028 (TRIM 260507111272).

2. RECOMMENDATION**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 260507111258.
- (b) **Agrees** to the audit plan for the year ended 30 June 2026, as provided by Audit New Zealand.

AND

THAT the Audit and Risk Committee recommends:

THAT the Council:

- (a) **Approves** the Audit Engagement Letter and Audit Proposal Letter for the three years ending 30 June 2028, with the Mayor to sign both letters on behalf of the Council.
- (b) **Notes** the contents of the Audit Plan, including the areas of audit focus and timetable for the audit.
- (c) **Approves** additional budget of \$29,978 for the audit fee in the 2025/26 financial year.
- (d) **Notes** the audit fee has increased \$29,787 from \$285,071 to \$317,158. The increase in audit fee is attributed to a revised staffing mix for the audit, increased charge out rates for auditors, an increase in the OAG Audit Standards and Quality support fees, and removal of the previous \$15,004 discount to the audit fee.

3. **BACKGROUND**

- 3.1. The Auditor-General is the auditor of all public entities under statute including the Waimakariri District Council. The Auditor-General allocates audits to audit service providers to conduct audits on his behalf. For the audit of Waimakariri District Council the Auditor-General has allocated the audit for the three-year period ending 30 June 2028 to Audit New Zealand, and appointed Dereck Ollsson as the Appointed Auditor.
- 3.2. The Annual Report includes financial statements, performance measures and other disclosures required under the Local Government Act 2002 and other regulations. The Annual Report is required to be prepared and audited annually.

4. **ISSUES AND OPTIONS**

- 4.1. Audit New Zealand have supplied the following planning letters in relation to the audit:
 - 4.1.1. The Audit Plan, which outlines the focus areas of the audit, areas of interest in local government audits, the audit team assigned to complete the audit and the audit timetable for the year ending 30 June 2026.
 - 4.1.2. The Audit Engagement Letter, which outlines the terms of the audit engagement and respective responsibilities of the Appointed Auditor and the Council in respect of the audit. The letter covers the three years ending 30 June 2028.
 - 4.1.3. The Audit Proposal Letter, which outlines the proposal to conduct the audit for the three years ending 30 June 2028. This includes the expected hours and fees for the audit. The proposal covers three years but sets hours and fees for one year only. This approach has been taken for all local authority audits due to uncertainty in audit scope for the sector given the current programme of local government sector reform.
- 4.2. The areas of audit focus, timetable and audit hours and fees are the matters of most significance within these letters. We have summarised these below.

4.3. The areas of audit focus in the audit plan are:

- 4.3.1. Valuation of infrastructure assets – infrastructure assets are required to be revalued periodically. Specifically, valuations are required whenever it is expected that there is a material difference between the value they are carried at in the financial statements, and the value that is expected if a valuation was undertaken. This year three waters and roading assets are being revalued. Valuations are an area of audit focus because of the significance of the asset values to the financial statements, and the fact they require the use of significant assumptions and judgements to determine valuation.
- 4.3.2. Fair value assessment of infrastructure assets – for assets which are valued periodically, but we choose not to value in any given year we must complete a fair value assessment to prove they don't require valuation. This means we need to demonstrate the difference between what assets are currently held at, and what they would be valued at is not materially different from each other. We assess this using information from valuers, internal costing information, and published indices. This is an audit risk as judgements and assumptions used in the assessment can be subjective, and if the assessment was incorrect further asset valuations would be required.
- 4.3.3. Completeness and valuation of vested assets and development contributions – as a growth Council we have a significant level of development contributions and vested assets pertaining to development in the district. Complex arrangements or delays in the receipt of asset information can lead to accounting errors. Specifically, a charge may not be recognised in the correct year, or charged at the correct amount.
- 4.3.4. Capital asset additions and work in progress - the Council has a significant capital programme and high volume of capital asset additions. The value and volume of these transactions, along with manual processes for capitalisation mean there is inherent risk that costs are not capitalised correctly. The risk relates to determining which costs are operating or capital in nature, the timing of capitalisation and its resulting impact on when an asset is depreciated from.
- 4.3.5. Implementation of Datascope - the Council is currently implementing Datascope from 1 July 2026. The implementation doesn't directly implement the current year that is being audited, with the exception of ensuring costs incurred for the project are treated correctly. Management considers there is a low risk around this treatment given software as a service costs have been assessed previously and expensed. Audit New Zealand also highlight there is a risk that existing controls are not effective in the current year, given the focus on implementation of the new system.
- 4.3.6. The risk of management override of internal controls - this is a mandatory risk under audit standards and is required to be considered on all audits. The risk highlights that there is an inherent risk management can override controls that are in place. This is inherent due to management's position and access to accounting systems and records.

4.4. The areas of audit focus have been discussed and agreed with key finance staff and the General Manager Finance and Business Support. The Chief Executive, Mayor, Chair of the Audit & Risk Committee and portfolio holder have also met with Audit New Zealand to discuss audit planning, including the contents of the letters.

- 4.5. A summary of the timetable for the audit is as follows:

Interim audit commenced	27 April 2026
Pre final audit (bringing forward audit procedures)	6 July 2026
Final audit begins	24 August 2026
Verbal audit clearance given	30 September 2026
Audit opinion and draft report to the Council issued	6 October 2026

- 4.6. The proposed audit hours for the audit are 1216, a full breakdown of this is provided in the letter. This reflects an increase of 16 hours from previous contracts and reflects a revised staffing mix for the audit, including inclusion of an engagement quality review director for the audit.
- 4.7. The audit fee has increased \$29,787 from \$285,071 to \$317,158 (excluding disbursements). Disbursements are estimated at \$2,300. The increase in audit fee is attributed as follows:

Revised staff mix for the audit and update to staff charge out rates	\$14,462
Increase in OAG Audit Standards and Quality Support fees	\$ 321
Removal of previous discount to the audit fee	\$15,004

- 4.8. A discount was previously applied to the audit fee over the previous three-year contract period. This was due to significant increases in audit fees in the last three-year contract round to re-baseline audit fees in line with the required audit effort. Discounts were used to phase in the impacts of significant increases.
- 4.9. The audit fee does not include audit effort relating to implementation of the Council's Financial Management Information System Datascape. Any work that is necessary pertaining to the Datascape implementation will be negotiated and billed separately.
- 4.10. The Audit and Risk Committee has the following options:

- 4.10.1. Option 1: Agree to the Audit Plan and recommend the Audit Engagement Letter and Audit Proposal Letter to the Council for approval (staff recommended option).

This is the recommended option from staff following review of the audit planning letters. Staff consider the arrangements for the audit can be accomplished within the required timeframes, and audit focus areas are relevant to the audit.

- 4.10.2. Option 2: Seek to negotiate other arrangements for the audit with Audit New Zealand.

The Committee could instruct staff to seek other arrangement for the audit with Audit New Zealand. This is not the recommended option following review of the audit planning letters. The Committee may wish to consider this option if there are matters or terms which they believe need to be considered further.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Annual Report reports service performance of the Council against the performance measures and targets set out in the long-term plan. This demonstrates council's performance against intended levels of service, which contribute to community outcomes outlined in the long-term plan.

The audit provides assurance that reported performance fairly presents in all material respects, the Councils actual levels of service compared with the intended levels of service planned in the long-term plan.

- 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.

The audit provides assurance that Council's financial statements are presented fairly in all material respects and comply with generally accepted accounting practice. It also provides assurance that service performance measures are fairly presented and reflect the Council's actual level of service, compared to its intended level of service from the long-term plan.

Te Ngāi Tūāhuriri will be interested in the reported performance of the Council in the Annual Report as it relates to their interests in the District.

5.2. Groups and Organisations

Groups and organisations are likely to be affected by, or to have an interest in the subject matter of this report as readers of the annual report.

5.3. Wider Community

Readers and stakeholders of Council have an interest in the Annual Report, including the Auditor's Report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

This budget is included in the Annual Plan.

Year ended 30 June 2026	\$
Audit fee	314,858
Estimated disbursements	2,300
Total cost	317,158
Budget in Annual Plan 25/26	\$287,180
Shortfall	\$29,978

The proposed fee results in a budget shortfall of \$29,978. Approval of the additional budget is sought in the recommendations to Council in the report.

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

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

6.4. **Health and Safety**

There are not health and safety risks arising from the 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**

The Auditor-General is the statutory auditor of the Waimakariri District Council under section 14 of the Public Audit Act 2001. Audit New Zealand have been appointed under sections 32 and 33 of the Act.

Under section 99 of the Local Government Act 2002, the annual report is required to include an audit report.

7.3. **Consistency with Community Outcomes**

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

The audit process contributes to the community outcome that "Public organisations make information about their plans and activities readily available".

7.3.1. Public organisations make information about their plans and activities readily available.

7.3.2. Public organisations make every effort to accommodate the views of people who contribute to consultations".

7.4. **Authorising Delegations**

Under Policy S-DM1022, the Audit and Risk Committee has the jurisdiction to "Liaise with and manage the Council's relationship and arrangements with the Council's external auditors".

Audit plan

Waimakariri District Council

For the year ending 30 June 2026

AUDIT NEW ZEALAND
Mana Arotake Aotearoa



Executive Summary

I am pleased to present our audit plan for the audit of Waimakariri District Council for the year ending 30 June 2026. Our role as your auditor is to give an independent opinion on the financial statements and service performance information. We also recommend improvements we identified during the audit.

We have developed the contents of this plan through discussions with the Mayor, Chair of the audit and risk committee, Chief Executive, and other members of senior management. We are happy to elaborate further on the matters raised.

Yours sincerely



Dereck Ollsson
Appointed Auditor
16 April 2026

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Focus areas: Risks and issues



Based on the planning work and discussions we have completed to date; we set out the main audit risks and issues in the table below. These will be the focus areas during the audit. Additional risks may also emerge during the audit. These risks will be factored into our audit response and our reporting to you.

Risk/issue	Our audit response
Valuation of infrastructure assets The Council revalues its infrastructure assets whenever there is expected to be a material movement in the fair value of those assets. We understand that the Council intends to revalue its three waters, as well as its roading and bridges assets as at 30 June 2026. The reasonableness of the valuation depends on the valuation method applied, the completeness and accuracy of the source data, and the appropriateness of key assumptions. Some valuations are inherently complex and involve the use of numerous data sources and key assumptions that can have significant impacts on valuations and the future depreciation expense. One of the key assumptions in a depreciated replacement cost valuation is the unit rate adopted for significant components. When developing the unit rates, the Council should have a documented methodology and database of cost information to support the unit rate applied in the valuation. The Council should ensure the scope of the valuation work is sufficient and the reasons for the movement in the valuation are documented and justified. As a minimum, the reasons for the movement should identify and explain movements at an asset component level since the last	
	We will: • review the valuation reports to assess the objectivity and competence of the valuers and whether the requirements of accounting standard, PBE IPSAS 17, <i>Property, Plant and Equipment</i>, have been met; • assess relevant quality controls that support the integrity of the underlying data and assumptions schedules used in the valuations; • obtain an understanding of and test the underlying source data used in the valuations; • review the methodology used to develop unit rates and test those rates back to the Council's analysis of recent contract costs; • engage with the valuers as necessary when assessing the reasonableness of the assumptions and methodology used and the reasons for movements in key asset components; • review the accounting entries and the fixed asset register to ensure the values are correctly updated; and • review the appropriateness of the disclosure, including any narrative.

Risk/issue	Our audit response
valuation due to changes in source data (for example, lengths and volumes), unit rates and any other significant adjustments. Valuations prepared by a firm external to the Council should be subject to quality reviews by the valuation firm and suitably experienced members of the Council's management team. When a valuation is completed internally this should be peer reviewed by a suitably experienced and qualified person, for example an external valuation firm would be considered appropriate.	
Fair value assessment of infrastructure assets (non-revaluation year)	
For those assets carried under the valuation model that the Council does not plan to revalue, the Council needs to perform a fair value movement assessment (assessment) to determine whether there could be a material difference between the fair value and the carrying value. An assessment should: • factor in local cost information; • utilise relevant and reliable price movement indicators; and • involve consultation with valuers, where necessary. If the fair value movement of the assets, individually or in combination with other asset classes, is likely to be material, the Council will need to complete a full revaluation. If specified criteria are met, the Council may be able to undertake an index-based- revaluation.	We will review the reasonableness of the Council's assessment including the appropriateness of the assumptions used in the assessment.

Risk/issue	Our audit response
Completeness and valuation of vested assets and development contributions	
The Council has previously identified errors relating to the completeness of vested assets in the previous years. Due to the history of errors, and the level of growth in the district, the completeness of vested assets remains an area of audit focus for the audit. Based on discussions with management and from results of our review in the prior year, there are plans in place to continue to improve the current system to prevent further errors and reinforce the processes. Development contributions (and financial contributions, which are levied under the Resource Management Act) are an important funding tool for the Council. High growth in the Council and a history of complex offsetting arrangements with developers create risks that development contributions are not recognised correctly in the financial statements. Development contributions can be contentious. There is an inherent risk that developers may challenge Council's compliance with legal requirements. The Council may also face the risk of needing to repay contributions if developments do not proceed. To manage this, the Council needs adequate records.	In response to this risk, we will: • obtain a list of section 224c certificates issued during the year and after year end, and select a sample to check that assets included in as-built plans, have been correctly recognised; • review Council's assessment in relation to the classification between vested assets and Council contributed/purchased assets; • review the Council's reconciliation of land it holds title to, to the district rating roll, and confirm the valuer performed appropriate title searches; • review the unit rates applied in the valuation of assets for vested assets; • review the Council's controls to ensure all development contributions are charged in accordance with the policy; • confirm whether the use and application of funds received for development contributions is appropriate and has been correctly accounted for; and • ensure the appropriateness of relevant disclosures in the financial statements.

Risk/issue	Our audit response
Capital asset additions and work in progress (WIP)	
The Council continues to have a significant ongoing capital programme. Accounting for capital projects, that are either completed during the year or in progress at balance date, requires assumptions and judgements to be made that can have a significant impact on the financial statements, including: • assessment of the nature of costs and either capitalisation of them as work in progress, or their recognition as expenses; • identification of asset components and assignment of appropriate useful lives to these components; • identification of the appropriate date of capitalisation of the asset, transfer of costs from work in progress to asset additions and the commencement of depreciation of the asset; and • incorrect classification of costs between capital and operating expenditure, and delays in charging depreciation after an asset enters use. The current capitalisation process is highly manual and conducted only once a year. Consequently, projects completed during the year are capitalised solely at year-end, resulting in bottlenecks during this period. To mitigate these delays, the frequency of capitalising completed projects should be increased to a quarterly basis.	We will review the accounting for costs incurred on capital projects, including: • the correct classification of costs as either capital or operating in nature; • appropriate capitalisation of completed assets, including transfers from work in progress; and • the reasonableness of depreciation rates and useful lives applied to asset components; and the disclosures within the financial statements.

Risk/issue	Our audit response
Upcoming implementation of new Financial Management Information System (FMIS) - from TechOne to CES	
The Council will transition from TechOne to the Council Enterprise System (CES) as its FMIS from 1 July 2026. While the change does not affect the current-year financial reporting, preparations for the transition may influence existing processes and internal controls. There is a risk that activities associated with the upcoming system implementation may: • affect the effectiveness of existing internal controls during the current year; and • create risks relating to data migration and opening balances that will be relevant for next year's audit.	We will: • obtain an understanding of the implementation plan and any system-related changes occurring during the year; • consider whether preparations for the new FMIS have affected existing controls or financial reporting processes; and • factor the upcoming system change into our planning for next year's audit, including considerations of data migration risks.
The risk of management override of internal controls	
There is an inherent risk of fraud in every organisation due to management override of internal controls. Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Auditing standards require us to treat this as a risk on every audit.	Our audit response to this risk includes: • testing the appropriateness of selected journal entries; • reviewing accounting estimates for indications of bias; and • evaluating any unusual or one-off transactions, including those with related parties.

Other areas of interest across the local government sector

There are a number of sector wide issues significant to most local authorities. These include areas of interest that are not necessarily significant to the Council but are areas we monitor as part of our responsibility to consider the broader risks affecting local authorities. We have reviewed the specific areas of interest for the 2025/26 year and have not identified any areas of focus, over and above, those already covered in this plan. Should any additional areas be identified during the year we will notify the Council separately.

Local Government (System Improvements) Amendment Bill

The System Improvements Bill aims to reduce pressure on council rates by amending the Local Government Act 2002 to:

- refocus the purpose of local government (removing the four well-beings);
- improve measurement and public reporting of council performance;
- prioritise core services in council spending decisions;
- strengthen transparency and accountability (mandatory codes of conduct and standing orders); and
- provide regulatory relief by reducing or clarifying certain requirements.

The Council should consider the implications for financial and non-financial performance reporting, compliance with new disclosure requirements, and any adjustments needed to planning and reporting frameworks to align with the amended legislation.

Resource Management Act reforms

The Government is progressing reforms to replace the Resource Management Act 1991 (RMA) through the introduction of the Planning Bill and the Natural Environment Bill, with enactment expected by mid-2026. Under the new planning system, councils' will have statutory responsibilities to:

- jointly make and maintain a spatial plan for the region;
- make and maintain a regulatory plan (a regional council makes a natural environment plan, each territorial authority makes a land-use plan, and a unitary authority prepares both); and
- administer and implement their regulatory plans including consenting/permitting, monitoring and enforcing compliance, and regulating and managing effects.

The spatial plan, natural environment plan and land-use plans are proposed to be brought together into a combined regional plan.

As your auditors, understanding how the Council is responding to these significant changes and what systems and processes are being established, will be important for long-term plan planning and future audit rounds.

Materiality

Materiality refers to information that, if omitted, misstated, or obscured, could reasonably be expected to:

- influence readers' overall understanding of the financial statements and service performance information; and
- influence readers in making decisions about the stewardship and allocation of resources or assessing your performance.

This definition of materiality is broader than the one used in the private sector.

It is a matter of judgement whether information is material considering the surrounding circumstances and its impact. Qualitative considerations are just as important as quantitative considerations.

The Council and management needs to make their own assessment of materiality from a preparer's perspective. The Council and management should not rely on our materiality assessment as a basis for making its own judgements about the integrity of the financial statements and service performance information.

Financial statements materiality

Overall materiality - used for asset revaluations	\$255,000,000
Specific materiality - used for all other items	\$4,700,000
Clearly trivial threshold	\$235,000

This materiality is subject to change once the actual results for the current year are available.

We design our audit procedures to detect misstatements at a lower level than overall materiality. This takes account of the risk of cumulative misstatements and provides a safety net against the risk of undetected misstatements.

We will report all uncorrected misstatements to the Council other than those

Misstatements

Misstatements are differences in, or omissions of, amounts and disclosures that may affect a reader's overall understanding of your financial statements and service performance information. We assess the effects of any detected and uncorrected misstatements, individually and in aggregate, against materiality and qualitative considerations.

that are **clearly trivial** with no relevant qualitative considerations. Where management does not wish to correct a misstatement, we will seek written representations from the Council on the reasons why the corrections will not be made.

Materiality for service performance information

At an overall level, we assess whether the service performance information is suitable, given your purpose and the nature of your activities, and whether the reporting allows for an informed assessment of the council's performance. In doing this, we consider whether the information is relevant, complete, reliable, neutral, and understandable.

We set materiality for service performance information at an individual measure level based on what we expect would influence readers' overall understanding, decision-making, or assessment of council's performance. We normally express this materiality as a percentage of the reported result.

Outlined below are the measures we assessed as material and our materiality for planning purposes. We will reassess this during the audit.

Material measure	Materiality
Safety of drinking water The extent to which the local authority's drinking water supply	Quantitative materiality is not applicable. The reported result is

Material measure	Materiality
complies with the drinking water quality assurance rules.	to be qualitatively consistent with supporting information.
Water supply - Customer satisfaction The total number of complaints received by the local authority about any of the following: a) drinking water clarity; b) drinking water taste; c) drinking water odour; d) drinking water pressure or flow; e) continuity of supply, and f) Council's response to any of the above expressed per 1,000 connections to the local authority's networked reticulation system.	8% of result.
Wastewater – system adequacy The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1,000 sewerage connections to that sewerage system.	8% of result.

Material measure	Materiality
Wastewater - Discharge compliance/ management of environmental impacts Compliance with resource consents for discharge from the sewerage system measured by the number of: a) abatement notices; b) infringement notices; c) enforcement orders, and d) convictions received in relation to those resource consents.	The reported result is to be qualitatively consistent with supporting information. If a compliance event is disclosed, materiality is 5% of result.
Road - Asset quality – renewal of assets The percentage of the sealed local road network that is re-surfaced.	8% of result.
Roading - response times The percentage of customer service requests relating to roads and footpaths responded to within 10 working days.	8% of result.

Material measure	Materiality
Building services The percentage of building consent applications processed within the statutory 20 working days.	8% of result.

Expectations

For the audit process to go smoothly for both you and us, there are expectations that each of us need to meet. Our respective responsibilities are set out in our audit engagement letter. Your responsibilities, with appropriate assistance from management, include:

- preparing the financial statements and performance information in accordance with legal requirements and financial reporting standards;
- providing us with access to all relevant records and providing information in a timely manner;
- providing access to staff, who will provide an appropriate level of assistance;
- providing draft financial statements and performance information, including all relevant disclosures, in accordance with the agreed timetable;
- maintaining accounting and other records supporting the information in the financial statements and providing us with access to those records; and
- subjecting the annual report, financial statements, and Service Performance Information to appropriate levels of quality review before they are provided to us.

Our responsibilities include carrying out the audit, maintaining our independence, and providing you with an audit report.

To help you prepare for the audit, we will liaise with management and provide them with a detailed list of the information we will need for the audit. We will use AuditDashboard to make these requests and for transferring files as part of the audit.

Draft financial statements and performance information

We expect that we will need to perform a detailed review of three versions of the annual report:

- A good quality draft set of financial statements and performance information (including notes) that is reasonably complete, received before or at the start of the final audit visit.
- A final set of financial statements and performance information incorporating all changes identified during the audit, received at the end of the audit.
- A final signed annual report or printers proof version.

We do not intend on performing a detailed check of additional versions. If this becomes necessary, we will discuss this with you first and there will be an additional cost.

Year-end processes

The year-end financial statement close process and the preparation of the annual report require significant time and effort to complete

them effectively. We want the audit process to run smoothly, and we will work with management to achieve this.

Bringing forward audit procedures

Substantive audit procedures are traditionally performed after the year end. Where possible, we will aim to bring audit procedures earlier in the year. This will likely be focused on fair value assessments, PPE testing, service performance reporting, year-end revenue and expenditure, and payroll testing. Completion of these tests earlier in the year should allow for more timely identification and resolution of errors.

We will work with management to understand the best audit procedures to bring forward. We will communicate with management if information is not available as agreed, including any impact on the year-end audit.

Data and Analytics

We intend to obtain the Council's full general ledger data for our audit this year. The data will be transferred and stored securely in our environment, with access restricted to the necessary audit team members for audit purposes only.

The purpose of obtaining this data is to streamline our audit processes and reduce the amount of information we need to request from your staff. Once we have the data, the audit team can use it to make audit testing more efficient.

We will provide guidance to your team on the process for supplying the data and information on security. We are happy to answer any questions your Chief Security Officer or IT team may have.

Reporting

Communication with the Council and management

We will meet with the Council and management throughout the audit. We will maintain ongoing, proactive discussion of issues as and when they arise to ensure there are "no surprises".

Reports to the Council

At the end of the audit, we will report to the Council on:

- our findings on the audit risks identified in this plan;
- any other significant matters found during our audit, including significant deficiencies in internal controls;
- the level of prudence in key judgements made by management in preparing the financial statements; and
- the quality and timeliness of information provided for audit by management.

At our discretion, we may also provide an interim report to the Council and separate reports to management on less significant findings arising from our audit. We will advise the Council if we issue a report to management.

Our team

Our engagement team is selected to ensure that we have the right subject matter expertise and sector knowledge. Each member of the audit team has received tailored training to develop their expertise.

Our senior audit team members are:

Dereck Ollsson	Appointed Auditor
Rudie Tomlinson	Engagement Quality Review Director
April Rosales	Audit Manager
Tammy Cross	Audit Supervisor
Thembi Mpofu	ISAA Specialist Auditor

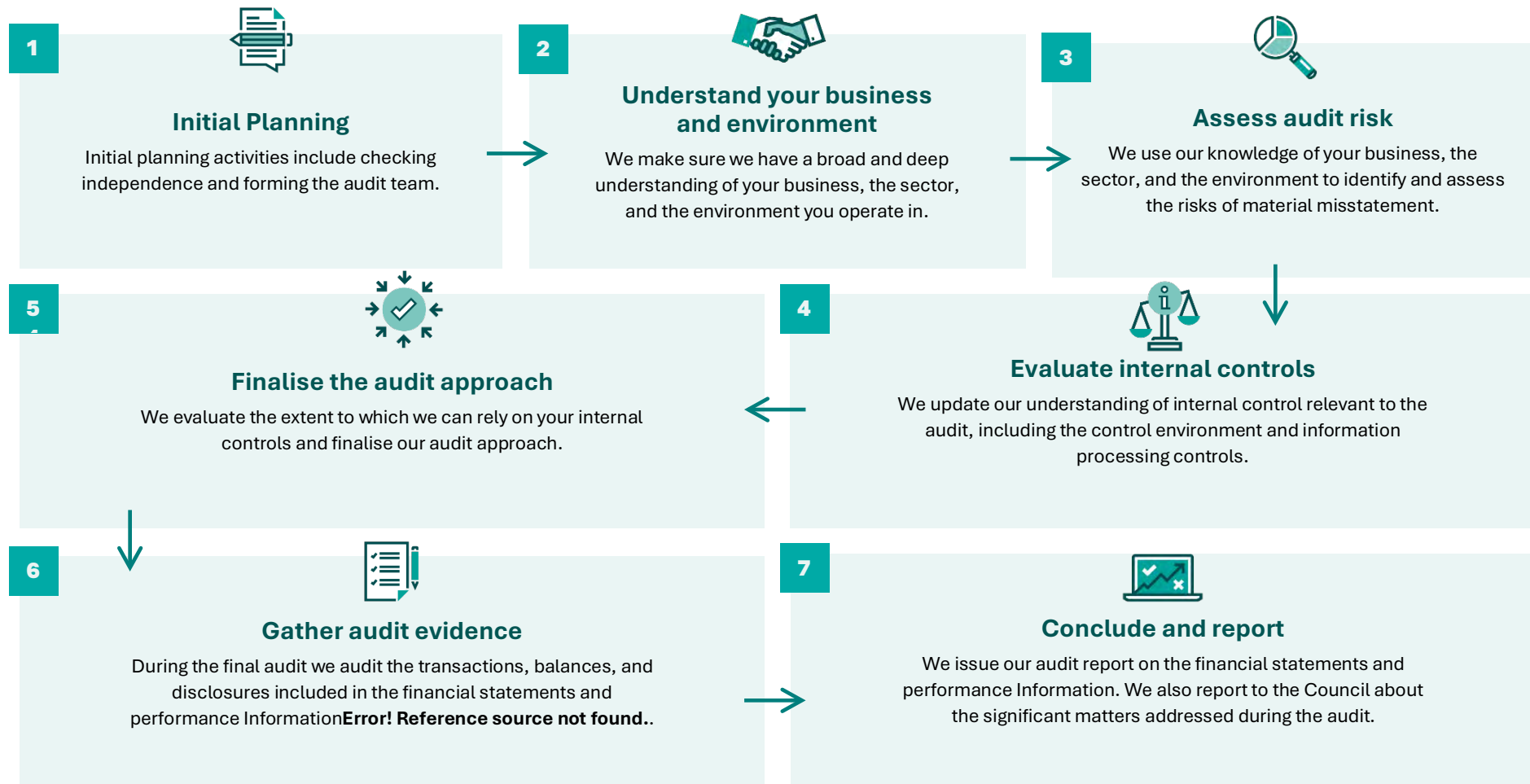
The Engagement Quality Review (EQR) Director forms an important part of our internal quality assurance process to maintain and enhance the quality of your audit. They are independent from the day-to-day audit field work and so can provide an independent challenge to the audit team on their judgements. The EQR will work with your Appointed Auditor and the audit team but will not have direct contact with you.

Timetable

Our proposed timetable is:

Interim audit begins	27 April 2026
Draft interim report to the Council issued	29 May 2026
Pre final audit (bringing forward audit procedures)	6 July 2026
Final trial balance with updated financial statement mapping information to be provided to audit team	17 August 2026
Draft financial statements and service performance information available for audit (including notes) with actual year-end figures Three waters and roading revaluation to be provided to audit team	24 August 2026
Final audit begins	24 August 2026
Final financial statements and service performance information available, incorporating all agreed amendments	22 September 2026
Final annual report available, including any Chair and Chief Executive's overview or reports	22 September 2026
Verbal audit clearance given	30 September 2026
Audit opinion and draft report to the Council issued	6 October 2026

Our audit process



Fraud risks

Misstatements in the financial statements and Performance Information can arise from either fraud or error. The distinguishing factor between fraud and error is whether the underlying action is intentional or unintentional. Our consideration of fraud risk covers both misstatements resulting from fraudulent reporting and misstatements resulting from misappropriation of assets.

Your responsibility

The primary responsibility for the prevention and detection of fraud and error rests with the Council, with assistance from management.

Our responsibility

Our responsibility is to obtain reasonable, but not absolute, assurance that the financial statements and service performance information are free from material misstatement, including any resulting from fraud. Our approach to obtaining this assurance is to:

- identify fraud risk factors and evaluate areas of potential risk of material misstatement;
- evaluate the effectiveness of internal controls in mitigating the risks;
- perform audit testing to address the risks identified; and
- remain alert for indications of potential fraud in evaluating audit evidence.

The Auditor-General has published useful information on fraud that can be found at oag.parliament.nz/reports/fraud-reports.

Professional judgement and professional scepticism

Auditing standards require us to maintain professional scepticism throughout the audit. Professional scepticism is an attitude that includes a questioning mind and a critical assessment of audit evidence. Professional scepticism is fundamentally a mindset that leads to a questioning approach when considering information and forming conclusions. It means not accepting information at face value, being alert for inconsistencies or anomalies, and considering the possibility of fraud or error.

Exercising professional scepticism means that we will not accept everything you tell us at face value. We will ask you and management to provide evidence to support what you tell us. We will also challenge your judgments and assumptions and weigh them against alternative possibilities.

It also means we do not assume that what was true last year remains true this year. Because of this, the audit team will ask management some of the same questions we asked last year. Circumstances can change, information can become outdated, and our audit evidence needs to be current.

Wider public sector considerations

A public sector audit also examines whether:

- A public entity carries out its activities effectively and efficiently;
- waste is occurring or likely to occur because of any act or failure to act by a public entity;
- there is any sign or appearance of a lack of probity because of any act or omission by a public entity or by one or more of its members, office holders, or employees; and
- there is any sign or appearance of a lack of financial prudence because of any act or omission by a public entity or by one or more of its members, office holders, or employees.

How we manage quality



We apply a risk-based approach to designing, implementing, and operating the components of our system of quality management (SOQM) in an interconnected and coordinated manner to proactively manage the quality of our audits.

Quality objectives

Quality objectives are the desired outcomes for each component of the SOQM.

Audit quality encompasses the key elements that create an environment which maximises the likelihood that we perform quality audits on a consistent basis. Audit quality is about more than issuing the right audit opinion, it is also about how we reach that opinion. We maintain a persistent focus on audit quality and on continuing improvement to audit quality over time.

Quality objective	What this involves
Governance and leadership	Establishing an environment that supports the system of quality management.
Relevant ethical requirements	All staff understand and fulfil their responsibilities regarding ethical requirements.
Acceptance and continuance	Making judgments about accepting or continuing engagements and our ability to perform each engagement.
Engagement performance	Performing a quality engagement, including directing and supervising the team, exercising professional judgment, consulting on difficult or contentious matters, and ensuring appropriate engagement documentation.
Resources	Having sufficient and appropriate human, technological, and intellectual resources.
Information and communication	Maintaining and communicating information regarding the quality management system both internally and externally.

Risk identification and key responses included in our SOQM

We perform an annual risk assessment to identify any risks to achieving our quality objectives. We then implement responses to address these risks. The combination of responses ranges from specific controls to developing policies and procedures for our audit teams. Some of these operate at a firm level, while others are applied to each individual audit.

Of these numerous responses, there are two notable responses that we would like to share as examples:

Independence

Our independence and conflicts of interest policy require all employees to be scrupulous about identifying and managing any conflicts of interest or independence risks. We manage this through our ethics and independence declarations for every staff member, including a compulsory annual review, supplemented by individual independence declarations for each engagement.

Internal and external inspections

All our Appointed Auditors are subject to internal and external inspections on a cyclical basis to ensure that our engagements comply with standards. The Office of the Auditor-General, the Financial Markets Authority, and the New Zealand Institute of Chartered Accountants perform the external inspections. We perform a root cause analysis on selected findings from these

reviews and develop action plans to address the identified root causes.

Monitoring and assessing the SOQM

Monitoring and assessment of the SOQM is ongoing. We perform regular monitoring which informs our annual assessment of whether we are achieving our quality objectives and therefore complying with professional requirements. Our most recent assessment to June 2025 noted that our system was effective, with some improvements needed around the timeliness of completing some monitoring activities.

The NZICA review, conducted in 2022, raised relatively few findings from the files they inspected and made the following observation:

It was evident from our review that Audit New Zealand seeks to apply a high standard of quality in its audits, which is comparable with the major commercial audit firms. Since Audit New Zealand does not have the resources of a global network behind it, maintaining this standard requires significant investment in local technical resources to keep the audit methodology up to date. A high level of technical competence was apparent both from our file reviews and the FMA's review of the quality control system.

Level 3, 335 Lincoln Road
PO Box 2
Christchurch 8140

www.auditnz.parliament.nz



AUDIT NEW ZEALAND
Mana Arotake Aotearoa

16 April 2026

Level 3, 335 Lincoln Road
Addington
PO Box 2, Christchurch 8140

Dan Gordon
Mayor
Waimakariri District Council
215 High Street
Rangiora 7440

CC Jeff Millward, Chief Executive
Chris Genet, General Manager Finance and Business Support

Dear Dan

Audit Engagement Letter

This audit engagement letter is sent to you on behalf of the Auditor-General who is the auditor of all “public entities”, including Waimakariri District Council (the Council) under section 14 of the Public Audit Act 2001 (the Act). The Auditor-General has appointed me, Dereck Ollsson, using the staff and resources of Audit New Zealand, under sections 32 and 33 of the Act, to carry out the annual audits of the Council’s financial statements and performance information. We will be carrying out these annual audits on the Auditor-General’s behalf, for the years ending 30 June 2026 to 30 June 2028.

This letter outlines:

- the terms of the audit engagement and the nature, and limitations, of the annual audit; and
- the respective responsibilities of the governing body (the council) and me, as the Appointed Auditor, for the financial statements and performance information.

The objectives of the annual audit are:

- to provide an independent opinion on the Council’s financial statements and performance information; and
- to report on other matters that come to our attention as part of the annual audit (typically those matters will relate to issues of financial management and accountability).

We will carry out the audit in accordance with the Auditor-General’s Auditing Standards, which incorporate the Professional and Ethical Standards, the International Standards on Auditing (New Zealand), and New Zealand Auditing Standard 1 (Revised): The Audit of Service Performance Information issued by the New Zealand Auditing and Assurance Standards Board (collectively the Auditing Standards). The Auditing Standards require that we comply with ethical requirements, and plan and perform the annual audit to obtain reasonable assurance about whether the Waimakariri District Council’s financial statements and performance information are free from material

misstatement. The Auditing Standards also require that we remain alert to issues of concern to the Auditor-General. Such issues tend to relate to matters of financial management and accountability.

The council's responsibilities

Our audit will be carried out on the basis that the council, as the governing body, acknowledges that it has responsibility for:

- preparing the financial statements and performance information in accordance with any applicable legal requirements and financial reporting standards;
- preparing and reporting the information required by the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations) and schedule 10 of the Local Government Act 2002;
- having such internal control as determined necessary to enable the preparation of financial statements and performance information that are free from material misstatement, whether due to fraud or error; and
- providing us with:
 - access to all information relevant to preparing the financial statements and performance information such as records, documentation, and other information;
 - all other information, in addition to the financial statements and performance information, to be included in the annual report;
 - additional information that we may request from the Council for the purpose of the audit;
 - unrestricted access to council members and employees that we consider necessary; and
 - written confirmation concerning representations made to us in connection with the audit.

In addition, the council is responsible for:

- the preparation of the summary financial statements and summary performance information;
- making the audited summary financial statements and summary performance information readily available to the intended users of that information; and
- including our audit report on the summary financial statements and summary performance information in any document that contains that information and that indicates that we have reported on that information.

The council's responsibilities extend to all resources, activities, and entities under its control. We expect that the council will ensure:

- the resources, activities, and entities under its control have been operating effectively and efficiently;
- it has complied with its statutory obligations including laws, regulations, and contractual requirements;
- it has carried out its decisions and actions with due regard to minimising waste;
- it has met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector in that it has carried out its decisions and actions with due regard to probity; and
- its decisions and actions have been taken with due regard to financial prudence.

We expect the council and/or the individuals within the Council with delegated authority, to immediately inform us of any suspected fraud, where there is a reasonable basis that suspected fraud has occurred – regardless of the amount involved. Suspected fraud also includes instances of bribery and/or corruption.

The council has certain responsibilities relating to the preparation of the Council's financial statements and performance information and in respect of financial management and accountability matters. These specific responsibilities are set out in Appendix 1. Appendix 1 also contains some additional responsibilities relating to the health and safety of audit staff. We expect members of the council to be familiar with those responsibilities and, where necessary, have obtained advice about them.

The council should have documented policies and procedures to support its responsibilities. It should also regularly monitor performance against its objectives.

Our responsibilities

Carrying out the audit

We are responsible for forming an independent opinion on whether the financial statements of the Council:

- present fairly, in all material respects:
 - its financial position; and
 - the results of its operations and cash flows for the financial year;
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.

We are also responsible for forming an independent opinion on whether the performance information of Council:

- provides an appropriate and meaningful basis to enable readers to assess the actual service provision for each group of activities; determined in accordance with generally accepted accounting practice in New Zealand; and
- fairly presents, in all material respects, the actual levels of service for each group of activities, including:
 - the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved; and
 - the reasons for any significant variation between the levels of service achieved and the intended levels of service; and
- complies with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.

In addition to the above we are also responsible for forming an independent opinion whether:

- the statement comparing actual capital expenditure to budgeted capital expenditure for each group of activities of Council, has been prepared, in all material respects, in accordance with clause 24 of schedule 10 to the Act;
- the funding impact statement for each group of activities of Council, has been prepared, in all material respects, in accordance with clause 26 of schedule 10 to the Act; and
- the funding impact statement of Council, has been prepared, in all material respects, in accordance with clause 30 of schedule 10 to the Act.

We are also required to report on whether the Council has:

- complied with the information disclosure requirements of Part 3 of schedule 10 to the Act; and
- included complete and accurate disclosures about its performance against benchmarks required by Part 2 of the Regulations.

An audit involves obtaining evidence about the amounts and disclosures in the financial statements and performance information. How we obtain this information depends on our judgement, including our assessment of the risks of material misstatement of the Council's financial statements and performance information, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the Council's financial statements and performance information.

We do not examine every transaction, nor do we guarantee complete accuracy of the Council's financial statements and performance information. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some

material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the Auditing Standards.

During the audit, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal controls. However, we will communicate to you in writing about any significant deficiencies in internal control relevant to the audit of the financial statements and performance information that we identify during the audit.

During the audit, the audit team will:

- be alert for issues of effectiveness and efficiency – in particular, how the council and the Council have carried out their activities;
- consider laws and regulations relevant to the audit;
- be alert for issues of waste – in particular, whether the council obtained and applied the resources of the Council in an economical manner, and whether any resources are being wasted;
- be alert for issues of a lack of probity – in particular, whether the council and the Council have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector; and
- be alert for issues of a lack of financial prudence.

Our independence

It is essential that the audit team and Audit New Zealand remain both economically and attitudinally independent of Council; including being independent of management personnel and members of the council. This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with the objectivity of the audit team and the Audit New Zealand.

To protect our independence, specific limitations are placed on us in accepting engagements with the council other than the annual audit. We may accept certain types of other engagements, subject to the requirements of the Auditing Standards. Any other engagements must be the subject of a separate written arrangement between the council and me or Audit New Zealand.

Reporting

We will issue an independent audit report that will be attached to the Council's financial statements and performance information. This report contains our opinion on the fair presentation of the financial statements and performance information and whether they comply with the applicable reporting requirements. The audit report may also include comment on other financial management and accountability matters that we consider may be of interest to the addressee of the audit report.

In addition, we will issue an audit report that will be attached to the summary financial statements and summary performance information. This audit report will include our opinion about whether:

- the summary of the annual report represents, fairly and consistently, the information regarding the major matters dealt with in the annual report; and
- the summary statements comply with PBE FRS-43: *Summary Financial Statements*.

We will also issue a report that will be sent to the council. This report communicates any matters that come to our attention during the audit that, in our opinion, are relevant to the council. Typically, those matters will relate to issues of financial management and accountability. We may also provide other reports to Council from time to time. We will inform the council of any other reports we have issued.

Please note that the Auditor-General may publicly report matters that are identified in the annual audit, in keeping with section 21 of the Public Audit Act 2001.

Next steps

Please acknowledge receipt of this letter and the terms of the audit engagement by signing the letter in the space provided and returning a copy to me. The terms will remain effective until a new Audit Engagement Letter is issued.

If you have any questions about the audit generally or have any concerns about the quality of the audit, you should contact me as soon as possible. If, after contacting me, you still have concerns, you should contact the Director of Auditor Appointments at the Office of the Auditor-General on (04) 917 1500.

If you require any further information or wish to discuss the terms of the audit engagement further before replying, please do not hesitate to contact me.

Yours sincerely



Dereck Ollsson
Appointed Auditor
On behalf of the Auditor-General

I acknowledge the terms of this engagement and that I have the required authority on behalf of the Council.

Signature: _____

Date: _____

Name: Dan Gordon

Title: Mayor

Appendix 1: Respective specific responsibilities of the council (as the governing body) and the Appointed Auditor

Responsibilities of the council	Responsibility of the Appointed Auditor
Responsibilities for the financial statements and performance information	
You are required by legislation to prepare financial statements and performance information in accordance with legal requirements and financial reporting standards. You are also responsible for preparing and reporting the information required by the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations) and schedule 10 of the Local Government Act 2002. You must also ensure that any accompanying information in the annual report is consistent with that reported in the audited financial statements and performance information. You are required by legislation to prepare the financial statements and performance information and provide that information to us before the statutory reporting deadline. It is normal practice for you to set your own timetable to comply with statutory reporting deadlines. To meet the reporting deadlines, we are dependent on receiving the financial statements and performance information ready for audit and in enough time to enable the audit to be completed. "Ready for audit" means that the financial statements and performance information have been prepared in accordance with legal requirements and financial reporting standards and are supported by proper accounting records and complete evidential documentation.	We are responsible for carrying out an annual audit, on behalf of the Auditor-General. We are responsible for forming an independent opinion on whether the Council's financial statements: • present fairly, in all material respects: ○ the financial position; and ○ the results of the operations and cash flows for the financial year; and • comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards. We are also responsible for forming an independent opinion on whether the performance information: • provides an appropriate and meaningful basis to enable readers to assess the actual service provision for each group of activities; determined in accordance with generally accepted accounting practice in New Zealand; and • fairly presents, in all material respects, the actual levels of service for each group of activities, including: ○ the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved; and ○ the reasons for any significant variation between the levels of service achieved and the intended levels of service; and • complies with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards.

Responsibilities of the council	Responsibility of the Appointed Auditor
	In addition to the above we are also responsible for forming an independent opinion whether: - the statement comparing actual capital expenditure to budgeted capital expenditure for each group of activities of Council, has been prepared, in all material respects, in accordance with clause 24 of schedule 10 to the Act; - the funding impact statement for each group of activities of Council, has been prepared, in all material respects, in accordance with clause 26 of schedule 10 to the Act; and - the funding impact statement of Council, has been prepared, in all material respects, in accordance with clause 30 of schedule 10 to the Act. We are also required to report on whether the Council has: - complied with the information disclosure requirements of Part 3 of schedule 10 to the Act; and - included complete and accurate disclosures about its performance against benchmarks required by Part 2 of the Regulations. We will also read the other information accompanying the financial statements and performance information and consider whether there are material inconsistencies with the audited financial statements and performance information. Materiality is one of the main factors affecting our judgement on the areas to be tested and on the timing, nature, and extent of the tests and procedures performed during the audit. In planning and performing the annual audit, we aim to obtain reasonable assurance that the financial statements and performance information do not have material misstatements caused by either fraud or error. Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence the audit report addressee's overall understanding of the financial statements and performance information.

Responsibilities of the council	Responsibility of the Appointed Auditor
	If we find material misstatements that are not corrected, they will be referred to in the audit opinion. The Auditor-General's preference is for you to correct any material misstatements and avoid the need for them to be referred to in the audit opinion. An audit also involves evaluating: • the appropriateness of accounting policies used and whether they have been consistently applied; • the reasonableness of the significant accounting estimates and judgements made by those charged with governance; • the appropriateness of the content and measures in any performance information; • the adequacy of the disclosures in the financial statements and performance information; and • the overall presentation of the financial statements and performance information. We will ask you for written confirmation of representations made about the financial statements and performance information. In particular, we will seek confirmation that: • the adoption of the going concern basis of accounting is appropriate; • all material transactions have been recorded and are reflected in the financial statements and performance information; • all instances of non-compliance or suspected non-compliance with laws and regulations have been disclosed to us; and • uncorrected misstatements noted during the audit are immaterial to the financial statements and performance information. Any representation made does not in any way reduce our responsibility to perform appropriate audit procedures and enquiries.

Responsibilities of the council	Responsibility of the Appointed Auditor
	We will ensure that the annual audit is completed by the reporting deadline or, if that is not practicable because of the non-receipt or condition of the financial statements and performance information, or for some other reason beyond our control, as soon as possible after that. The work papers that we produce in carrying out the audit are the property of the Auditor-General. Work papers are confidential to the Auditor-General and subject to the disclosure provisions in section 30 of the Public Audit Act 2001.
Responsibilities for the accounting records	
You are responsible for maintaining accounting and other records that: • correctly record and explain the transactions of Council; • enable you to monitor the resources, activities, and entities under your control; • enable Council's financial position to be determined with reasonable accuracy at any time; • enable you to prepare financial statements and performance information that comply with legislation (and that allow the financial statements and performance information to be readily and properly audited); and • are in keeping with the requirements of the Commissioner of Inland Revenue.	We will perform sufficient tests to obtain reasonable assurance as to whether the underlying records are reliable and adequate as a basis for preparing the financial statements and performance information. If, in our opinion, the records are not reliable or accurate enough to enable the preparation of the financial statements and performance information and the necessary evidence cannot be obtained by other means, we will need to consider the effect on the audit opinion.
Responsibilities for accounting and internal control systems	
You are responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of Council), supported by written policies and procedures, designed to provide reasonable assurance as to the integrity and reliability of financial and performance information reporting.	The annual audit is not designed to identify all significant weaknesses in your accounting and internal control systems. We will review the accounting and internal control systems only to the extent required to express an opinion on the financial statements and performance information. We will report to you separately, on any significant weaknesses in the accounting and internal control systems that come to our notice and that we consider may be relevant to you. Any such report will provide constructive recommendations to assist you to address those weaknesses.

Responsibilities of the council	Responsibility of the Appointed Auditor
Responsibilities for preventing and detecting fraud and error	
The responsibility for the prevention and detection of fraud and error rests with you, through the implementation and continued operation of adequate internal control systems (appropriate to the size of Council) supported by written policies and procedures. We expect you to formally address the matter of fraud and formulate an appropriate policy on how to minimise it and (if it occurs) how it will be dealt with. Fraud also includes bribery and corruption. We expect you to consider reporting all instances of actual, suspected, or alleged fraud to the appropriate law enforcement agency, which will decide whether proceedings for a criminal offence should be instituted. We expect you to immediately inform us of any suspected fraud where you, and/or any individuals within Council with delegated authority have a reasonable basis that suspected fraud has occurred – regardless of the amount involved.	We design our audit to obtain reasonable, but not absolute, assurance of detecting fraud or error that would have a material effect on the financial statements and performance information. We will review the accounting and internal control systems only to the extent required for them to express an opinion on the financial statements and performance information, but we will: • obtain an understanding of internal control and assess its ability for preventing and detecting material fraud and error; and • report to you any significant weaknesses in internal control that come to our notice. We are required to immediately advise the Office of the Auditor-General of all instances of actual, suspected, or alleged fraud. As part of the audit, you will be asked for written confirmation that you have disclosed all known instances of actual, suspected, or alleged fraud to us. If we become aware of the possible existence of fraud, whether through applying audit procedures, advice from you, or management, or by any other means, we will communicate this to you with the expectation that you will consider whether it is appropriate to report the fraud to the appropriate law enforcement agency. In the event that you do not report the fraud to the appropriate law enforcement agency, the Auditor-General will consider doing so, if it is appropriate for the purposes of protecting the interests of the public.

Responsibilities of the council	Responsibility of the Appointed Auditor
Responsibilities for compliance with laws and regulations	
You are responsible for ensuring that Council has systems, policies, and procedures (appropriate to the size of Council) to ensure that all applicable legislative, regulatory, and contractual requirements that apply to the activities and functions of Council are complied with. Such systems, policies, and procedures should be documented.	We will obtain an understanding of the systems, policies, and procedures put in place for the purpose of ensuring compliance with those legislative and regulatory requirements that are relevant to the audit. Our consideration of specific laws and regulations will depend on a number of factors, including: • the relevance of the law or regulation to the audit; • our assessment of the risk of non-compliance; and • the impact of non-compliance for the addressee of the audit report. The way in which we will report instances of non-compliance that come to our attention will depend on considerations of materiality or significance. We will report to you and to the Auditor-General all material and significant instances of non-compliance. We will also report to you any significant weaknesses that we observe in internal control systems, policies, and procedures for monitoring compliance with laws and regulations.
Responsibilities to establish and maintain appropriate standards of conduct and personal integrity	
You should at all times take all practicable steps to ensure that your members and employees maintain high standards of conduct and personal integrity. You should document your expected standards of conduct and personal integrity in a “Code of Conduct” and, where applicable, support the “Code of Conduct” with policies and procedures. The expected standards of conduct and personal integrity should be determined by reference to accepted “Codes of Conduct” that apply to the public sector.	We will have regard to whether you maintain high standards of conduct and personal integrity – particularly in matters relating to financial management and accountability. Specifically, we will be alert for significant instances where members and employees of Council may not have acted in accordance with the standards of conduct and personal integrity expected of them. The way in which we will report instances that come to our attention will depend on significance. We will report to you and to the Auditor-General all significant departures from expected standards of conduct and personal integrity that come to our attention during the audit.

Responsibilities of the council	Responsibility of the Appointed Auditor
	The Auditor-General, on receiving a report from us, may, at his discretion and with consideration of its significance, decide to conduct a performance audit of, or an inquiry into, the matters raised. The performance audit or inquiry will be subject to specific terms of reference, in consultation with you. Alternatively, the Auditor-General may decide to publicly report the matter without carrying out a performance audit or inquiry.
Responsibilities for conflicts of interest and related parties	
You should have policies and procedures to ensure that your members and employees carry out their duties free from bias. You should maintain a full and complete record of related parties and their interests. It is your responsibility to record and disclose related-party transactions in the financial statements and performance information in accordance with generally accepted accounting practice.	To help determine whether your members and employees have carried out their duties free from bias, we will review information provided by you that identifies related parties and will be alert for other material related-party transactions. Depending on the circumstances, we may enquire whether you have complied with any statutory requirements for conflicts of interest and whether these transactions have been properly recorded and disclosed in the financial statements and performance information.
Responsibilities for publishing the audited financial statements on a website	
You are responsible for the electronic presentation of the financial statements and performance information on Council's website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the data presented. If the audit report is reproduced in any medium, you should present the complete financial statements, including notes, accounting policies, and any other accountability statements.	Examining the controls over the electronic presentation of audited financial statements and performance information, and the associated audit report, on your website is beyond the scope of the annual audit.

Responsibilities of the council	Responsibility of the Appointed Auditor
Responsibilities under the Health and Safety at Work Act 2015	
We expect you to work with us to ensure the health and safety of our audit staff. You must ensure, so far as is reasonably practicable, the health and safety of our audit staff while they are on your premises or otherwise engaging with you on their audit work. We expect you to provide a safe and healthy work environment, which includes, but is not limited to, providing: • information, training instruction, and supervision to protect them from work related health and safety risks, including inductions on workplace emergency evacuation procedures; • suitably designed workstations that support and maintain an ergonomically correct body posture, including adequate lighting and ventilation; • adequate welfare facilities, such as appropriate bathroom and washing amenities, suitable drinking water, and rest facilities; • appropriately labelled and equipped first-aid kits; • personal protective equipment (PPE) when all other control measures can't adequately eliminate or minimise risks to a worker's health and safety; and • protection from offence conduct such as aggressive slurs and/or behaviours, physical assaults or threats, intimidation, ridicule or mockery, insults, or put-downs. We expect you to work with us to resolve any health and safety concerns related to our audit staff.	The Auditor-General and Audit New Zealand take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015, as a person conducting a business or undertaking (PCBU), we will make arrangements with you to keep our audit staff safe while they are working at your premises or otherwise engaging with you on their audit work. We will obtain an understanding of health and safety systems, policies, and procedures put in place for the purpose of ensuring compliance with legislative and regulatory requirements. We will take reasonable care of our own health and safety, and we will take reasonable care that what we do or do not do does not adversely affect the health and safety of other people. We will co-operate with the workplace health and safety policies and procedures of the Council and comply with any reasonable instructions given. We will monitor the health and safety of our audit staff (in particular, to ensure you are providing the things listed under your responsibilities to ensure a safe and healthy work environment for our audit staff when they are on your premises), and we may advise someone at your premises (such as a Chief Financial Officer and/or a health and safety representative) if we have a health and safety concern related to our audit staff. We will work with you to resolve any health and safety concerns related to our audit staff.

16 April 2026

Level 3, 335 Lincoln Road
Addington
PO Box 2, Christchurch 8140

Dan Gordon
Mayor
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Ref: EN/LCA/03-0045/ C275 26J
Copy: Director Auditor Appointments
Office of the Auditor-General
PO Box 3928
Wellington 60140

Dear Dan

Proposal to conduct the audit of Waimakariri District Council on behalf of the Auditor-General for the 2026, 2027 and 2028 financial years

1 Introduction

The Auditor-General proposes to appoint me to carry out the audit of your organisation for the next three years. As required by the Office of the Auditor-General (OAG), I set out below information relating to the audit for the three financial years ending 30 June 2026, 2027, and 2028. We will set out a fee for the 2026 year only. The fees for 2027 and 2028 will be agreed after the conclusion of the 2026 audit. The purpose of this proposal is to provide information on:

- the statutory basis for the audit and how audit fees are set;
- the entities covered by this proposal;
- key members of the audit team;
- the hours we plan to spend on the audit and reasons for any change in hours;
- our proposed fee for the audit for the financial year ending 30 June 2026 and reasons for any change. ***Given the ongoing changes in the sector, we will agree the fees for the financial years ending 30 June 2027 and 30 June 2028 at a future date;***
- assumptions relating to the proposed audit fees, including what we expect of your organisation;
- what the OAG Audit Standards and Quality Support (ASQS) fee provides;
- certification required by the Auditor-General; and

- our commitment to conduct the audit in accordance with the Auditor-General's Auditing Standards.

2 Statutory basis for the audit and how audit fees are set

The audit of your organisation is carried out under section 15 of the Public Audit Act 2001 **(the Act)**, which states that “the Auditor-General must from time to time audit the financial statements, accounts, and other information that a public entity is required to have audited”.

Fees for audits of public entities are set by the Auditor-General under section 42 of the Act. The Auditor-General has asked auditors to ensure that the audit hours included in their proposals reflect the time that is required to complete a quality public sector audit efficiently, and that the fees proposed are reasonable.

You and I have the opportunity to reach agreement first and recommend those fees for approval. The Auditor-General, with assistance from the OAG, will set audit fees directly only if we fail to reach agreement.

There is much that the Council can itself do to ensure the efficiency and effectiveness of the audit. This includes being well prepared for audit, having good systems and controls, and ensuring staff are available to assist the auditors as they carry out their audit work.

Our proposed audit fees are set out in this letter and include an estimate of the reasonable cost of disbursements (including travel and accommodation where necessary).

3 Entities covered by this proposal

This proposal covers the audit of Waimakariri District Council.

A separate Engagement Letter and fee proposal will be provided for the Debenture Trust Deed audit.

Separate audit proposals will be agreed for each of the council-controlled organisations, trusts and any other entities that make up the group, where an audit is required.

Any additional reviews or agreed upon procedures that we are requested to complete will also be covered by a separate fee proposal or engagement letter.

4 Key members of the audit team

Appointed Auditor	Dereck Ollsson
Engagement Quality Reviewer (EQR)	Rudie Tomlinson
Audit Manager	April Rosales
Information Systems Audit Specialist	Thembi Mpofu

In accordance with normal professional practice, the key members of the audit team named in this proposal are subject to change. For example, a change made to comply with the Auditor-General's independence requirements.

5 Estimated audit hours

We have prepared a one-year fee budget with the budgeted fees for the two outer years of this proposal to be prepared and negotiated with you following completion of the 2026 audit.

We estimate that the following hours will be required to carry out this year's audit (compared to the budgeted and actual data from the previous financial year):

Audit team member	2025 budget	2025 actual*	2026
Appointed Auditor	95	97	95
Engagement Quality Reviewer (EQR)	–	–	16
Audit Manager	150	101	150
Audit Staff	924	949	932
Information Systems	23	32	23
Tax Specialists	–	–	–
Other specialists	8	21	–
Total audit hours	1,200	1,200	1,216

***Note** – actual hours have been adjusted to eliminate any hours that were due to auditor inefficiencies. The actual hours that remain are the reasonable hours that were attributable to the audit in that year.

6 Proposed audit fees

Our proposed fees for this year's audit (compared to budgeted and actual data from the previous financial year) is:

Structure of audit fees	2025 budget fees	2025 actual fees charged (*)	2026
	\$	\$	\$
Net audit fee (excluding OAG ASQS charge and disbursements)	275,152	275,152	289,614
Previous discount agreed through negotiations	(13,758)	(13,758)	–
OAG ASQS charge	24,923	24,923	25,244
Previous discount agreed through negotiations	(1,246)	(1,246)	–
Total audit fee (excluding disbursements)	285,071	285,071	314,858
Estimated disbursements	2,300	716	2,300
Total billable audit fees including ASQS and disbursements	287,371	285,787	317,158

The audit fees allow for the audit team to carry out specific tasks identified in the OAG Sector Brief and for the OAG Audit Standards and Quality Support fees.

We have also estimated the reasonable cost of disbursements (including travel and accommodation where necessary). Disbursement costs are indicative only and will be charged on an actual and reasonable basis.

Please note that any changes to the Council's Financial Management Information System (FMIS)— including system upgrades, transitions, module changes, data migration, configuration adjustments, or implementation of a new FMIS—are not included in the proposed audit fee. Any additional audit work arising from such FMIS changes will be considered out of scope and billed separately.

6.1 Reason for changes in audit fees

The cost impacts of the changes in audit fees are shown in the table below.

Reasons for increased or decreased audit fees compared to previous period budgeted fees.	2026
Revised staff mix (including EQR) and latest hourly charge out rates	14,462
Increase in OAG ASQS charge	321
Unwind of previous discount	15,004
Total increase in audit fees	29,787

Assumptions relating to our audit fee

You are responsible for the production of your financial statements and anything else that must be audited. Our proposed audit fees are based on the assumption that:

- you will provide to us, in accordance with the agreed timetable, the complete information required by us to conduct the audit;
- your staff will provide us with an appropriate level of assistance;
- your Council's annual report (including financial statements and statements of service performance) will be subject to appropriate levels of quality review by you before being submitted to us for audit;
- your Council's financial statements will include all relevant disclosures;
- we will review up to two sets of draft annual reports, one printer's proof copy of the annual report, and one copy of the electronic version of the annual report (for publication on your website);
- there are no significant changes to the structure and/or scale of operations of the entities covered by this proposal (other than as already advised to us);
- there are no significant changes to the accounting standards or the financial reporting framework that require additional work;
- there are no significant changes to auditing standards that require additional work other than items specifically identified in the tables above;
- there are no significant changes to the agreed audit arrangements that change the scope of, timing of, or disbursements related to, this audit; and
- an EQR will be required for this engagement, providing an independent review of key audit judgements, risk assessments, and significant conclusions to ensure compliance with auditing standards.

Our fee specifically excludes the following:

- Costs associated with the audit of any additional out-of-cycle revaluation of property, plant and equipment.
- Costs associated with the impact of changes resulting from the Government's Local Water Done Well programme.
- Changes to the annual report or financial statements resulting from regulatory or legislative changes.

If the scope and/or amount of work changes significantly, we will discuss the issues and any implications for our audit costs and your audit fees with you and the OAG at the time.

7 What the OAG ASQS fees provides

Parliament has indicated that it expects the cost of annual audits under the Public Audit Act (including an OAG ASQS fees) to be funded by public entities.

The OAG ASQS fees partially fund a range of work that supports auditors and entities, including:

- development and maintenance of auditing standards;
- technical support for auditors on specific accounting and auditing issues;
- ongoing auditor training on specific public sector issues;
- preparation of sector briefs to ensure a consistent approach to annual audits;
- development and maintenance of strategic audit plans; and
- carrying out quality assurance reviews of all auditors, and their audits and staff on a regular (generally, three-year) cycle.

Appointed Auditors are required to return the OAG ASQS fees portion of the total audit fee, to the OAG.

8 Certifications required by the Auditor-General

We certify that:

- the undertakings, methodology, and quality control procedures that we have declared to the OAG continue to apply;
- our professional indemnity insurance policy covers this engagement; and
- the audit will be conducted in accordance with the terms and conditions of engagement set out in the audit engagement agreement and schedules.

9 Conclusion

As the Appointed Auditor, I am committed to providing you and the Auditor-General with the highest level of professional service. I intend to work with you, the OAG, and the Auditor-General in a partnership environment to resolve any issues that may arise.

If you require any further information, please do not hesitate to contact me.

Please counter-sign this letter (below) to confirm that you, and the governing body of your organisation, agree with its contents. This letter will then form the basis for a recommendation to the Auditor-General on the audit fee that should be set. The schedules of audit hours and fees will also be incorporated into my audit engagement agreement with

the Auditor-General to carry out the audit of your organisation as the agent of the Auditor-General.

Yours sincerely



Dereck Ollsson
Appointed Auditor
Audit New Zealand

I accept the audit fees for the financial year ending 30 June 2026 as stated above.

Full name:	<u>Dan Gordon</u>	Position:	<u>Mayor</u>
Authorised signature:	<u></u>	Date:	<u></u>
Entity name:	<u>Waimakariri District Council</u>		

Actions to take when agreement has been reached:

- 1 Make a copy of this signed proposal and keep it for your file.
- 2 Email a PDF copy of the signed letter to: dereck.ollsson@auditnz.parliament.nz

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 17 MARCH 2026, AT 9AM.

PRESENT

Councillors J Goldsworthy (Chairperson), T Bartle, W Doody, T Fulton, B McLaren, J Ward and Mayor D Gordon (arrived at 9.30am).

IN ATTENDANCE

Councillors B Cairns (audiovisual link from 9.30am) and S Powell.

C Genet (General Manager Finance and Business Support), S Hart (General Manager, Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), P Christensen (Finance Manager), H Street (Corporate Planner), A Keiller (Chief Information Officer), O Payne (Cyber Security Analyst), S Nation (Senior Quality and Risk Advisor) and K Rabe (Governance Advisor).

H Warwick (Chief Executive of Enterprise North Canterbury), N Atkinson (Chairperson Te Kōhaka o Tūhaitara Trust) and K Patterson (Trust Manager for Te Kōhaka o Tūhaitara Trust).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Audit and Risk Committee held on Tuesday 17 February 2026

Moved: Councillor McLaren

Seconded: Councillor Bartle

THAT the Audit and Risk Committee:

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

CARRIED

3.2 Matters Arising

Nil.

4. PRESENTATION/DEPUTATION

Nil.

5. REPORTS

- 5.1 **Enterprise North Canterbury's Approved Six-Month Report to Council 31 December 2025, Draft Statement of Intent for the Financial Year Beginning 1 July 2026 and ENC Actual Expenditure to 31 December 2025** – S Hart (General Manager Strategy, Engagement and Economic Development) and C Genet (General Manager Finance and Business Support)

S Hart and H Warwick presented the report, which sought approval of Enterprise North Canterbury's (ENC) financial results to 31 December 2025 and provided the draft Statement of Intent for the 2026/27 financial year. H Warwick provided a six-month activity overview and outlined the planned work for the year ahead, noting that the strategic objectives reflected the work undertaken.

According to the report, 46 startup businesses had approached ENC for assistance. Councillor Ward sought clarification on the types of enterprises involved. H Warwick advised that a detailed breakdown was not available, but noted that only a small number were retail ventures. The majority were home-based service providers, producers of home or farm goods, or hobby-based businesses. She also confirmed that not all enquiries had resulted in new business start-ups.

Councillor Ward further asked how ENC could support the retail sector, given the ongoing impacts of increased online shopping since Covid-19. H Warwick reiterated that ENC's role was to provide business advice, connections, and district-wide promotion rather than direct retail support, though ENC did assist in promoting initiatives led by the local business community. It was agreed ENC would reflect on this feedback before presenting its final statement of intent.

In response to a question from Councillor Bartle regarding the potential impacts of fuel restrictions and pricing, H Warwick acknowledged that the Waimakariri District's diverse industry base could be adversely affected but advised that she was unable to provide specific analysis at this time.

Councillor Fulton referred to the objective relating to increasing bed numbers and encouraging overnight stays. H Warwick confirmed that this had been a priority and highlighted the positive outcomes of the previous "Make a Day of It" campaign. She advised that the team had since shifted its focus toward promoting weekend stays. Capacity, however, remained limited, with only 16 commercial accommodation providers in the district, although a significant number of Airbnb options were available. It was also noted that campgrounds had reached full capacity over the summer period.

Councillor McLaren emphasised ENC's unique position to advocate for the business sector and asked whether this formed part of its role. H Warwick explained that ENC's policy did not permit it to submit on Council matters, as it was not a Chamber of Commerce and did not undertake that form of advocacy. Instead, ENC facilitated discussions when issues were raised, supporting resolution and improved outcomes.

Councillor Goldsworthy sought clarification on the key differences between the current Statement of Intent and the draft for the upcoming financial year. H Warwick explained that the current Statement of Intent included the biannual business awards, which therefore did not appear in the next year's document. Additionally, due to reduced demand for training programmes, these had been discontinued and replaced with the Business Summit, which focused on professional development.

Councillor Doody asked whether ENC offered programmes to support young people into the workforce. H Warwick responded that this work was delivered by other organisations, while ENC's role centred on providing advice to business owners and helping them build networks and connections to strengthen and support their operations, particularly in challenging economic conditions.

Moved: Councillor Ward

Seconded: Councillor McLaren

THAT the Audit and Risk Committee:

- (a) **Receives** report No 260217028407.
- (b) **Receives** the following reports for Enterprise North Canterbury:
 - (i) Enterprise North Canterbury's Draft Statement of Intent for the Financial year beginning 1 July 2026 (Trim 26017028385).
 - (ii) Enterprise North Canterbury Approved Six-Month Report to 31 December 2025 (Trim 260217028384).
 - (iii) Appendix One to ENC Six-Month Report (ENC Accounts) to 31 December 2025 (Trim 260217028387).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Draft Statement of Intent. Enterprise North Canterbury would consider these changes requested and present the final Statement of Intent prior to 30 June 2026.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Ward expressed appreciation to the ENC team for their work and the positive outcomes achieved, noting his view that ENC served as a central force within the business community by maintaining momentum and motivation.

Councillor Fulton commended ENC on its proposed Business Summit initiative, highlighting its strong focus on professional development and its delivery at a highly accessible price point.

5.2 **Six-Month Financial Statements for the Period Ended 31 December 2025 - Te Kōhaka o Tūhaitara Trust** – C Genet (General Manager Finance and Business Support)

N Atkinson and K Paterson attended the meeting to present the Te Kōhaka o Tūhaitara Trust's (the Trust) financial statements for the period ending 31 December 2025. N Atkinson noted that the past few years had been particularly challenging for the Trust, with reductions in grant funding and the significant costs associated with the recent fire event placing pressure on the Trust. He expressed his appreciation to the Council for its support during this period and advised that negotiations with Ngāi Tahu were ongoing.

There were no questions from elected members.

Moved: Councillor Ward

Seconded: Councillor Bartle

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 260219030003.
- (b) **Receives** the Six-Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2025.

- (c) **Notes** the operations for the six months to 31 December 2025 are progressing as planned, as presented in the Statement of Intent.

CARRIED

Councillor Ward thanked N Atkinson for his work as Chairperson of the Trust during this challenging time.

Councillor Bartle acknowledged the challenges faced by the Trust due to reduced funding, which had impacted all areas of the Trust's work.

5.3 **Te Kōhaka o Tūhaitara Trust - Draft Statement of Intent for the Year Ending 30 June 2027** – C Brown (General Manager Community and Recreation) and C Genet (General Manager Finance and Business Support)

N Atkinson and K Patterson presented the Te Kōhaka o Tūhaitara Trust's (the Trust) draft Statement of Intent for the year ending 30 June 2027. N Atkinson advised that the Trust was exploring opportunities to generate revenue from land at Kairaki Beach to improve long-term sustainability. He noted that the primary obstacle to leasing the land was the limitation of a maximum nine-year lease term, with no guarantee of renewal for prospective tenants.

N Atkinson further advised that the sale of the land was unlikely due to its proximity to the coastline and the associated risks posed by sea-level rise. The Trust was currently seeking market advice, and should a viable option be identified, it may return to the Council with a proposed amendment to its Statement of Intent. At present, the Trust's focus remained on maintaining the park to a high standard to ensure there was no reduction in service levels for public trails and plantings.

In response to W Doody's query regarding volunteers, K Patterson confirmed that the park was still receiving volunteers to assist staff with planting and other maintenance around the park.

Moved: Mayor Gordon

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 260220060391.
- (b) **Receives** the Draft Statement of Intent for Te Kōhaka o Tūhaitara Trust for the year ending 30 June 2027 (Trim 260302067398[v02]).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka o Tūhaitara Trust to make changes to the Draft Statement of Intent. Te Kōhaka o Tūhaitara Trust would consider the requested changes and present the final Statement of Intent prior to 30 June 2026.
- (d) **Notes** that the financial forecast for the years 2026/27 through to 2028/29 presents a net loss each year. Te Kōhaka o Tūhaitara Trust acknowledges that it will need to find additional funding sources or make cost savings to balance the budget.
- (e) **Notes** seven proposed changes to the draft Statement of Intent from the 2025/26 Statement of Intent for Te Kōhaka o Tūhaitara Trust as outlined in section 4.3.

CARRIED

Mayor Gordon acknowledged N Atkinson and K Patterson for their leadership and ability to guide the Trust through challenging circumstances. He also recognised the contribution of former Chairperson A Blackie. Mayor Gordon confirmed the Council's support for the Trust's work and highlighted the need to review its governance arrangements to ensure ongoing progress. He supported the draft Statement of Intent, which maintained the current operating approach for the coming year.

Councillor Fulton thanked N Atkinson for a clear overview of the financial position and the Statement of Intent, and commended the Trust for effectively managing a significant community asset during difficult years.

Councillor Goldsworthy supported the earlier comments and endorsed the broad scope of the Statement of Intent, noting that it provided flexibility should circumstances improve.

5.4 **Review of Audit New Zealand Recommendations** – P Christensen (Finance Manager)

P Christensen presented the report outlining Audit New Zealand's previous recommendations and took the report as read.

In response to a query from Councillor Fulton regarding vested interests and the Register of Interests, P Christensen advised that the recommendations related to improving how interests were presented to the public, particularly on the Council's website. He noted that amendments to the format were required to improve transparency, clarify the information, and clearly identify items relating to pecuniary interests. The recommendations focused on supporting full disclosure rather than implying any liability on Councillors

Moved: Councillor Ward

Seconded: Councillor Bartle

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 260202017838.
- (b) **Notes** that the implementation of audit recommendations is either completed, in progress or is waiting for the implementation of Datascope to be completed.

CARRIED

5.5 **Corporate Risks Update** – S Nation (Senior Quality and Risk Advisor)

S Nation presented an update on the Council's Corporate Risks as at 9 March 2026, noting that the report did not reflect risks associated with the emerging fuel crisis, as this issue arose after the report was prepared.

Members expressed concern about the potential impact of rising petrol prices on the Council's operational efficiency and costs. In response, C Genet advised that the Management Team had already met to consider the implications and was assessing how best to manage any effects on current and future Capital Works Programme projects, as well as day-to-day operations. He emphasised the need for a measured and pragmatic approach.

In reply to Councillor Ward's query about the Council's vehicle fleet, C Genet confirmed that not all vehicles were hybrids.

Moved: Councillor Fulton

Seconded: Councillor Doody

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 260223061501.
- (b) **Notes** the current Corporate Risks.
- (c) **Notes** the increase in risk ratings for risks relating to the impact of Local Government reform and implementation of the new Council Enterprise System.
- (d) **Notes** that the Health, Safety and Wellbeing risk register is reported separately and is managed and overseen by the Health, Safety and Wellbeing Manager.

CARRIED

Councillor Fulton noted that global political developments had significant implications for the Council and its community. He commended Management for proactively assessing how rising fuel costs and potential shortages could affect Council operations.

Councillor Doody agreed, observing that the community had shown resilience and that the Council had effectively managed previous challenges, including Covid-19.

Mayor Gordon emphasised that a calm, considered approach was essential and that developing a well-planned strategy should remain the priority.

5.6 **Non-Financial Performance Measures for Financial Year 2025/2026 Quarter Two (October to December 2025)** – H Street (Corporate Planner)

H Street briefed the Committee on the Council's non-financial performance for October to December 2025 and took the report as read.

Councillor McLaren queried the increase in water loss and why it had not been identified sooner. He also asked what actions were planned to improve the target, expressing concern that losing a fifth of extracted water appeared inconsistent with the principles of Te Mana o te Wai. H Street advised that the leak had been reported outside normal hours and was not addressed until the following day. She confirmed that further investigation would be undertaken and that the details would be circulated to members.

Councillor Bartle requested additional information on long-term rubbish volume trends. H Street noted that rubbish volumes had decreased over the past 10 years and agreed to circulate further data for members' information.

Councillor Fulton raised concerns about the resealing road percentage, noting that growth-related demand appeared to be outpacing delivery. He also asked whether a more practical balance could be achieved between meeting healthy home standards and refurbishing elderly persons' housing to reduce the time units were unavailable. C Genet reminded members that the report provided a performance overview and that operational matters should be directed to the relevant departments. He also suggested that staff from those departments could be present at future meetings to assist with questions of a technical nature.

Councillor Goldsworthy asked whether the report was circulated to other Committees or only presented to the Audit and Risk Committee. C Genet advised that the report was available to all elected members but was not specifically circulated to other committees or community boards. Councillor Goldsworthy further asked how many of the unmet measures were statutory or internally set. H Street responded that some measures were internally set, while others were statutory measures. It was agreed future reports would

show which measures are statutory.

Moved: Councillor Fulton

Seconded: Councillor Doody

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 260227066175
- (b) **Receives** the Waimakariri District Council Quarterly Non-Financial KPI Report October to December 2025 (Trim 260212024714).
- (c) **Notes** 79 (88%) of performance measures for the second quarter of the 2025/26 financial year were achieved, and 10 were not achieved. 91% achievement is the forecast result for the year.
- (d) **Notes:** eleven (12%) of the measures did not meet the target, but five were within 5% of being achieved.

CARRIED

Councillor Fulton noted that the report provided a clear overview of the Council's performance but requested that future reports include additional detail on unmet targets.

Councillor Doody noted her satisfaction with the refurbishment of elderly housing, observing that the upgrades appropriately restored units to healthcare-standard condition.

5.7 **Cyber Security – Status Report** – A Keiller (Chief Information Officer) and O Payne (Cyber Security Analyst)

A Keiller and O Payne attended the meeting to present the report on the Council's cyber security compliance score. A Keiller advised that the Council used the SAM for Compliance Framework to assess network performance and noted the growing number of councils subscribing to it.

O Payne provided an overview of his role and outlined how the framework supported the maintenance of a secure operating environment. He explained that, in addition to cybersecurity, the framework analysed data to support continual improvement in technology practices. It assessed approximately 351 factors, including technology systems, vendor relationship management, and the Council's approach to evaluating contractual clauses.

Councillor Fulton asked what would trigger a security alert to the Council and the public, particularly regarding breaches of personal information. A Keiller advised that no single threshold applied and that staff were required to assess the organisational impact and follow the established escalation process.

Councillor Bartle asked whether any significant security breaches had occurred. A Keiller noted that the Council had experienced only minor incidents, all of which had been contained internally.

Councillor Goldsworthy asked when the next penetration test was scheduled, noting that the previous test was conducted in 2021. A Keiller advised that a test was planned for later in the year and explained that the Council engaged an external provider to attempt to access the system to identify potential vulnerabilities.

Moved: Councillor Ward

Seconded: Councillor Bartle

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 260225064191.

- (b) **Notes** that our overall Framework compliance score sits at 85.28% against a New Zealand-wide benchmark of other councils of 63.76%.
- (c) **Notes** that the benchmark score is compared against the progress of 60% of New Zealand Councils that are enrolled and actively using the framework.

CARRIED

Councillor Ward acknowledged the team's vigilance in maintaining the Council's cybersecurity

6. **PORTFOLIO UPDATES**

6.1 **Audit, Risk, Annual / Long Term Plans** – Councillor Joan Ward

- **Annual Plan**
 - The Annual Plan consultation would commence on Friday, 20 March, to 20 of April 2026.
 - Five drop-in events would be held around the district to seek feedback on and provide information to the community. The drop in's were as follows:
 - o 19 March – Rangiora – Council Chambers (5-7pm)
 - o 25 March – Kaiapoi – Ruataniwha Kaiapoi Civic Centre (5-7pm)
 - o 8 April – Woodend Community Centre (5-7pm)
 - o 11 April – Oxford A&P Show – All day
 - o 15 April – Pegasus Community Cuppa – (10 – 12pm)
 - Elected members were encouraged to attend these events to hear community feedback on the draft 2026/27 Annual Plan.
- **External audit of the Council's Annual Report**
 - Planning for the audit was underway - Initial meetings between staff and the auditors had been held to update the auditors on key risks, issues and matters of significance.
 - Further meetings were scheduled with the CE, Mayor and Portfolio holder.
 - The Council's appointed auditor, Dereck Ollsson, would address the next Audit and Risk Committee meeting to present the relevant planning letters.
 - The Council was also working with Audit New Zealand on the timing of the audit of the Long-Term Plan as part of project planning for the LTP.
- **Risk management**
 - Since the time of preparing this report, the war in Iran has escalated considerably.
 - Staff were cognisant of risks to fuel supply and inflationary risks arising from the conflict.
 - Staff continue to monitor economic commentary to inform the Council's Risk Register and planning

6.2 **Communications** – Councillor Shona Powell

- The Local Government Reforms webpage recorded 843 visits since 1 January 2026.
- Engagement metrics for the two live consultation topics were as follows:
 - **Youth Action Plan** (opened 18 February): 311 aware, 62 informed, three engaged.
 - **Woodend/Pegasus Area Strategy Review** (opened 5 March): 104 aware, 18 informed, 18 engaged.
- The Do You Know campaign continued, with digital advertisements displayed in Waimakariri retail locations alongside the online campaign.

- Media queries totalled 33 in February 2026 and 14 to date in March 2026, covering topics including rural hospitals, development levies, rates capping, local waterways, homelessness, and the Woodend/Pegasus Strategy.
- The Draft 2026/27 Annual Plan was scheduled for release later in the week. Drop-in sessions were promoted through social media and EDMs to support accessibility.
- The Social Media Content Strategy, focusing on educational and short-form video content, continued to perform well, attracting 113,000 viewers in the past month. A recent detour-related video reached over 30,000 views.

Councillor Fulton advised that the Oxford–Ohoka Community Board had expressed concern about holding the Annual Plan drop-in session during the A&P Show, noting this could undermine the Board’s efforts to maintain a distinct identity from the Council. He also considered it unreasonable to expect Board members to respond to rate-related queries and the cost of infrastructure. Councillor Doody agreed that the A&P Show was not an appropriate forum for an Annual Plan engagement.

6.3 **Customer Services** – Councillor Wendy Doody

- Thanked C Genet and M Harris for their support in helping her become familiar with her new portfolio.
- Acknowledged the strong performance of Customer Service staff, noting their responsiveness and technical capability.
- Reported that the Kaiapoi Service Centre received commendation from a customer for staff professionalism and their commitment to maintaining safety during an incident.
- Recognised staff for their effective assistance in locating a grave at the Rangiora Cemetery, with visiting relatives expressing appreciation for the high level of service received.

6.4 **Procurement (Efficiencies and Savings)** – Councillor Tim Bartle

- *Procurement Workplan* – the Procurement Workplan for the year was significant, focusing on key activities including procurement support, training, leveraging All-of-Government contracts, a review of the procurement strategy and contract management support.
- *Training* – staff had received recent training on the procurement policy. This focuses on changes to the policy, managing conflicts of interest and what to do when procuring IT solutions.
- *Whitiora* – procurement staff had met with Whitiora staff recently on social procurement. This was a positive initial meeting, focused on identifying areas of commonality between the two parties.

Councillor Fulton advised that he had received feedback from contractors who were dissatisfied after unsuccessful tender bids and sought clarification on how local contractor status was weighted in the evaluation process. C Genet confirmed they could seek feedback from staff involved in the tender process, but if they were unsure who to contact he would act as the initial point of contact where necessary.

7. **QUESTIONS**

Nil.

8. **URGENT GENERAL BUSINESS**

Nil.

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

Moved: Councillor Goldsworthy

Seconded: Councillor Ward

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it was moved that the public be excluded from the following parts of the proceedings of this meeting:

Item 9.1 Minutes of the Public Excluded portion of the meeting of the Audit and Risk Committee held on Tuesday, 17 February 2026

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
CONFIRMATION OF MINUTES			
9.1	Minutes of the Public Excluded portion of the meeting of the Audit and Risk Committee held on Tuesday, 17 February 2026	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons LGOIMA Sections 7(2) (a).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 10.54am to 10.56am.

OPEN MEETING

Moved: Councillor Goldsworthy

Seconded: Councillor Fulton

That the open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

NEXT MEETING

The next meeting of the Audit and Risk Committee was scheduled for Tuesday, 19 May 2026, at 9am to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.58AM.

CONFIRMED



Chairperson

19 May 2026

Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 14 APRIL 2026 AT 9 AM.

PRESENT:

Deputy Mayor Redmond (Chairperson), Councillors T Bartle, T Fulton and J Ward.

IN ATTENDANCE:

Councillors S Powell (via audio/visual link and left the meeting at 9.30am) and B McLaren.

G Cleary (General Manager Utilities and Roading), J Millward (Chief Executive), C Fahey (Water and Wastewater Assets Manager), R Rankin (Project Engineer), J McBride (Roading and Transport Manager), L Cardenas Corrales (Three Waters Compliance Officer) J Recker (Stormwater and Waterways Manager), J Eggleton (Project Planning and Quality Team Leader), K Simpson (Three Waters Manager), M Liu (Infrastructure Resilience manager), and K Rabe (Governance Adviser).

1 APOLOGIES

Moved: Deputy Mayor Redmond Seconded: Councillor Ward

Received and **sustained** apologies from Mayor D Gordon and Councillor N Mealings.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roading Committee held on Tuesday, 10 March 2026

Moved: Councillor Ward Seconded: Councillor Fulton

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 10 March 2026 as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising.

3.3 Notes of a Workshop of the Utilities and Roading Committee held on Tuesday, 10 March 2026

Moved: Deputy Mayor Redmond Seconded: Councillor Fulton

THAT the Utilities and Roading Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Utilities and Roading Committee held on 10 March 2026.

CARRIED

4 DEPUTATION/PRESENTATIONS

Nil.

5 REPORTS

5.1 Woodend-Pegasus Source Capacity Upgrade – Unsuccessful Drilling of Equestrian Bore 4 – C Fahey (Water and Wastewater Asset Manager) and R Rankin (Project Engineer)

C Fahey presented the Woodend–Pegasus Source Capacity Upgrade project and sought approval to abandon the EQ4 bore, as the water quality did not meet the Drinking Water Quality Assurance Rules under the Water Services Act 2021.

In response to a question from Councillor Fulton regarding the presence of sand, C Fahey advised that there had been no cave-in and that the water quality was simply unsuitable. Councillor Powell asked about the water supply for the proposed Stokes subdivision, and C Fahey confirmed that it would be the developer's responsibility.

Deputy Mayor Redmond queried the contractor's experience in the local area. C Fahey noted that McMillan Drilling had undertaken the original work and had already performed the uncapping and drilling contracted in Mandeville. However, any new bore would be tendered. G Cleary added that only a small number of contractors had local expertise, and that staff would seek advice from a hydrologist prior to site selection. He noted that site selection would also depend on factors such as connection requirements and potential land acquisition.

Councillor Bartle noted that three other bores operated in the same area and asked whether the issues encountered with the fourth bore posed any risk to them. C Fahey advised that she did not consider there to be any risk, noting that the other three bores had operated successfully for more than 12 years and that the issues affecting the fourth bore were not related.

And Councillor Ward asked how a contractor would determine whether water was present at the selected site. C Fahey advised that while there was no guarantee of water, small-scale test drilling would indicate whether ground conditions and geological layers were favourable.

Councillor Fulton observed that drilling costs increased with depth and asked how decisions were made about whether to continue drilling or move to an alternative site. C Fahey explained that drilling would continue while indicators of suitable water remained present, until an aquifer was located.

Moved: Deputy Mayor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 260311073671.
- (b) **Notes** that the completion of the drilling and development of the EQ4 bore (which was planned as the next capacity upgrade for the Woodend-Pegasus scheme) was unsuccessful due to poor-quality water that was obtained from the bore, which does not meet the required water quality standards under the Water Services Act.
- (c) **Approves** Option 1: staff to proceed with decommissioning EQ4 and begin investigations into a new water supply bore for the Woodend-Pegasus drinking water supply.

- (d) **Notes** that this project is considered essential to provide redundancy for the Woodend-Pegasus drinking water supply and provide additional capacity for the network based on predicted growth projections. Without the additional bore, there is a risk that Council may be unable to meet peak summer water demand for the Woodend-Pegasus drinking water supply should one of the existing primary bores be taken out of service.
- (e) **Notes** that while there is sufficient budget to fund the investigations and drilling of a new bore, there is insufficient budget to complete the project, and as a result, a staff submission will be made to request \$212,000 additional budget for this project as part of the 2026/27 Annual Plan.

CARRIED

Deputy Mayor Redmond supported the motion, noting that decommissioning the EQ4 bore was a prudent decision. He welcomed the use of an open tender process and noted that a further report would be presented to Council seeking budget approval for a new Woodend well.

Councillor Fulton noted that the report adequately addressed the issues and was satisfied that all reasonable efforts had been made to utilise the EQ4 bore.

5.2 **Approval of the Transportation Procurement Strategy 2026** – J McBride (Reading and Transport Manager) and G Cleary (General Manager Utilities and Roding)

J McBride presented the report seeking approval of the Draft Transportation Procurement Strategy 2026 and outlined the requirements of the NZ Transport Agency Procurement Manual for activities funded through the National Land Transport Programme.

In response to a query from Deputy Mayor Redmond regarding the period following the expiry of the previous strategy in October 2025, J McBride advised that staff had continued to work with NZ Transport Agency personnel during the development of the new strategy and that these personnel were therefore comfortable with the timing of its adoption.

Councillor Bartle asked whether the Council maintained a database tracking contractor performance. J McBride advised that contractors were required to meet specified standards and were responsible for rectifying or redoing work that did not meet these requirements. G Cleary added that contractor performance history and relevant experience were taken into account during tender evaluations. In response to a further query regarding post-completion monitoring, G Cleary confirmed that work was monitored on an ongoing basis.

In response to Councillor Fulton's question regarding opportunities for new contractors, J McBride advised that while larger contracts were typically awarded to experienced contractors, new contractors were considered for smaller, low-risk projects, in line with Council's policy to support local businesses where possible.

G Cleary noted that shorter contract periods had been adopted due to current market uncertainty, allowing greater flexibility and reducing long-term commitments.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Utilities and Roding Committee:

- (a) **Receives** Report No. 260401088729.
- (b) **Approves** the Draft Transportation Procurement Strategy 2026 (Attachment i - TRIM No. 260118007262).
- (c) **Notes** that shared services are considered and implemented with neighbouring local authorities where applicable, and that a shared service Traffic Signals Maintenance Contract is being developed with Selwyn District Council.

- (d) **Notes** that should any changes be required following review by NZ Transport Agency and prior to endorsement, these would be progressed subject to approval by the General Manager Utilities & Roothing and the Chief Executive.
- (e) **Notes** that any major changes would be reported back to the Utilities & Roothing Committee.
- (f) **Circulates** this report to Community Boards for information.

CARRIED

Councillor Ward expressed her support for the strong relationship between Council staff and the New Zealand Transport Agency and noted that this enabled the Council to progress its work effectively.

Deputy Mayor Redmond supported the motion and emphasised the importance of Council accountability to external agencies through audits and strategic frameworks. He also noted the Government's expectation that funded work demonstrate economic benefit, and that this should be reflected in Council policies and strategies.

5.3 New Zealand Transport Agency Procedural Audit Report March 2026 – J McBride (Roothing and Transport Manager) and G Cleary (General Manager Utilities and Roothing)

J McBride presented the results of the New Zealand Transport Agency (NZTA) Procedural Audit, which was carried out in January 2026. The objective of the audit was to provide assurance that NZTA's investment in the Waimakariri District Council's land transport programme was being well managed and delivered value for money.

There were no questions in relation to this item.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 260401088853.
- (b) **Notes** the NZ Transport Agency Procedural Audit Report provided an in-depth report focused on four subject areas, with three being assessed as "Effective" and one as "Some Improvement Needed", resulting in an overall rating of "Effective".
- (c) **Notes** the report made four recommendations for improvement, relating to coding of stock effluent costs, formal post-year reconciliation, reporting on Low-Cost Low-Risk projects and the review of overhead costs.
- (d) **Notes** that a timeframe for implementation has been agreed and staff are working to ensure all actions are completed.
- (e) **Circulates** this report to the Community Boards for information.

CARRIED

Councillor Ward stated that the audit results reinforced her confidence in the capability of Council staff.

Councillor Fulton acknowledged the high standard of staff work, noting both the quality of reports and the responses provided to questions.

Deputy Mayor Redmond commented that the audit outcomes reflected strong organisational performance.

G Cleary recognised J McBride's leadership and her team's contribution to the positive audit result.

5.4 **Annual Stormwater Compliance and Monitoring Reports 2024-2025 for Oxford, Woodend and Kaiapoi** – L Cardenas Corrales (3 Waters Compliance Officer) and J Recker (Stormwater and Waterways Manager)

L Cardenas Corrales presented the report, which summarised key findings on the Oxford, Woodend and Kaiapoi Stormwater Monitoring Reports and sought approval to submit these to Environment Canterbury.

In response to Deputy Mayor Redmond's query on the relationship between stormwater management and stormwater discharge, and why this was the first report to Environment Canterbury, L Cardenas Corrales advised that the stormwater consents required the preparation of stormwater management plans. As the consents for Oxford, Woodend and Kaiapoi were approved in 2024 and monitoring commenced on 1 July 2024, this report represented the first reporting period for the 2024/25 financial year.

Councillor Bartle sought clarification on the meaning of a "global" consent and was advised that it referred to a consent held by Council covering all areas of the district for that consent type.

Councillor Fulton asked whether staff considered the required work achievable before the 2040 deadline. J Recker advised that staff were working proactively with industrial and commercial businesses and were aiming to complete the work ahead of the deadline.

Deputy Mayor Redmond acknowledged the scale of the programme and asked whether staff were confident the deadline would be met. L Cardenas Corrales stated that she was reasonably confident and noted that further details would be provided in a future report to the Committee.

G Cleary noted that funding for the project had been provided for in the Long Term Plan.

Moved: Councillor Fulton

Seconded: Deputy Mayor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 260327085513.
- (b) **Notes** that most conditions for all consents were assessed as compliant, with compliant results achieved during wet weather events for dissolved copper, total ammoniacal nitrogen (TAN) and some sites for total suspended solids (TSS), at Oxford, Woodend and Kaiapoi.
- (c) **Notes** that there were some exceedances (non-compliances) during wet weather events of total suspended solids (TSS), dissolved zinc, dissolved reactive phosphorus (DRP) and E. coli at some sites in Oxford, Woodend and Kaiapoi, which the consents anticipated and required the development of Stormwater Management Plans to set out how targets will be met by 2040.
- (d) **Notes** that follow-up investigations and further improvements summarised in section 4 of this report will be carried out by Water Services staff under existing budgets in 2026-27. These include projects such as Box Drain improvements in Woodend, and upgrades to the Kaikanui Stormwater Management Area (SMA) in Kaiapoi.
- (e) **Notes** that Stormwater Management Plans for 2027-2040 are currently being drafted for Oxford, Woodend and Kaiapoi, to address exceedances and achieve full compliance by 2040.
- (f) **Notes** that there is an existing budget of \$20 million already allocated in the Long Term Plan for the implementation of projects stemming from the Stormwater Management Plans, to achieve compliance with the Land and Water Regional Plan by 2040.

- (g) **Approves** the Annual Reports and Stormwater Monitoring Reports for submission to Environment Canterbury.
- (h) **Circulates** these reports to the Oxford-Ohoka Community Board, Woodend-Sefton Community Board, and Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

Councillor Fulton acknowledged the challenges associated with the project and expressed support for the collaborative approach taken with Environment Canterbury and the business sector.

Deputy Mayor Redmond supported the motion, noting the limited control over stormwater discharges from businesses, residents, and both domestic and wild animals, and considered the initiative a positive step forward.

5.5 Approval of Quarterly monitoring report for January – March 2026 – J Eggleton (Project Planning and Quality Team Leader), K Simpson (3 Waters Manager), and G Cleary (General Manager Utilities and Roading)

J Eggleton presented the report, which sought approval of the Quarterly Monitoring Report relating to the Water Services Delivery Plan, which would subsequently be submitted to the Department of Internal Affairs by 30 April 2026.

In response to a query from Deputy Mayor Redmond regarding the establishment of the internal business unit, K Simpson advised that the framework was scheduled for completion by 1 July 2026, with the unit to be fully operational by 1 July 2027.

Deputy Mayor Redmond also asked whether responsibility for submitting and managing chlorination exemptions would transfer to the new unit. K Simpson confirmed that all existing work would be transitioned to the unit.

Moved: Deputy Mayor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 260331087505.
- (b) **Approves** the attached quarterly monitoring report – water services delivery plan for submission to the Department of Internal Affairs.
- (c) **Notes** that a quarterly monitoring report will be provided for review each quarter prior to submitting to the Department of Internal Affairs.

CARRIED

Deputy Mayor Redmond supported the motion, noting the progress made in establishing the internal business unit and stating that the Council's decision would deliver long-term benefits to district residents.

Councillor Ward concurred, noting that Waimakariri was leading the way in Local Water Done Well.

5.6 **May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26** – M Liu (Infrastructure Resilience Manager), G Cleary (General Manager Utilities and Roading) and J Recker (Stormwater and Waterways Manager)

M Liu presented a progress update on the May 2025 Flood Recovery work programme and a project update on the Infrastructure Resilience Fund for the 2024/25 and 2025/26 financial years.

There were no questions related to this item.

Moved: Councillor Ward

Seconded: Councillor Bartle

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 260330087324.
- (b) **Notes** that all 80 maintenance checks have been completed and service requests have been closed.
- (c) **Notes** that out of 51 investigations, 34 have been completed and 17 are in the detailed investigation phase.
- (d) **Notes** that of the 24/25 projects, seven projects have been completed, one is in the tender stage, and one is under construction.
- (e) **Notes** that of the 25/26 projects, one project is complete, one is under construction, two are in tender stage, two are in design phase, and three projects are in the optioneering phase.
- (f) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Ward acknowledged the volume of work completed and expressed hope that the coming winter would not bring further significant weather events.

Councillor Bartle noted satisfaction with the extent of work completed.

Councillor Fulton concurred with these comments.

Deputy Mayor Redmond supported the motion and suggested that the Communications and Engagement Team develop a web story highlighting the completed works and progress on remaining activities.

6 **PORTFOLIO UPDATES**

6.1 **Roading** – Deputy Mayor Philip Redmond

- Focus areas for staff:
 - Dig-outs and pavement repairs were the main focus ahead of winter.
 - Ashley Street dig-out repairs were coming up. One lane of traffic would be detoured during this work, and temporary traffic lights would be in place.
 - All pavement rehabilitation sites were now complete for the year.
 - Resealing work had been completed with monitoring and sweeping of loose chips continuing as required.
- Roading Capital Projects:
 - The Kaiapoi to Pineacres Cycleway connection was well progressed.
 - Pidgeon Contracting were replacing the kerb and channel in Akaroa Street. This work had been slow to progress.
 - River works were to be undertaken at the Makerikeri River Bridge pre-winter,

- to address scour issues. This included placing rock rip rap.
 - Blake Street's new footpath commenced this week and was expected to take three weeks to complete.
 - Tenders had recently closed for Minor Footpath Improvements, which included construction of the Highfield Lane footpath.
- Other Items:
 - Work was continuing on the new sewer main on Percival Street. The northbound lane on Percival Street had been closed with a detour in place. This had been progressing well.
 - MainPower were working on Island Road in Kaiapoi and had a one-way closure in place.
 - It had been a very busy construction season, with the focus now moving to preparation ahead of winter.

6.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater)** –
Councillor Tim Fulton

- Drinking Water
 - As a precautionary measure, the primary water source bore for the Oxford Rural 1 drinking water supply had been changed to McPhedrons Bore 2. This change was implemented due to an upward trend in nitrate levels in Bore 1 since January 2026. Bore 1 had now been turned off and was no longer used to supply the community's drinking water supply. It was important to note that Bore 1 still fully complied with the New Zealand Drinking Water Standards and had only been turned off as a precautionary measure. A news article had been posted on the Council's website to update the community on this change.
 - The annual Drinking Water Quality Assurance Rules reporting information for the 2025 calendar year had been provided to the Water Services Authority – Taumata Arowai. This was fully compliant, except for some non-compliances related to data outages and chlorination and protozoa compliance before the UV installation project was completed. This would feed into the Council's annual drinking water compliance report for the 2025/26 period, which would be reported through to the Utilities and Roading Committee later this year.
- Wastewater
 - Environment Canterbury had issued an Infringement Notice related to the dry weather overflow from the Rangiora Wastewater Treatment Plant last year. This incident occurred unexpectedly during planned maintenance to divert wastewater through a bypass line. The overflow was quickly stopped, testing of the South Brook was undertaken, and Environment Canterbury was notified. Signage was erected on the lower Cam River at Smith Street as a precautionary measure. Council staff had explained to Environment Canterbury that this was an accidental overflow resulting from an unexpected discharge, and the Council responded in a proactive, responsible, and professional manner. Additionally, the water quality testing undertaken by Council in the South Brook showed elevated E. coli levels; however, these were not above levels that could occur naturally in the stream. However, despite this, Environment Canterbury issued the Infringement Notice with a \$3,000 fine.
 - Percival Street sewer main project was progressing well and was on track to be completed by the end of June 2026.

- Drainage / Stockwater
 - Ohoka Loop maintenance and improvement works had been programmed to be undertaken this month prior to the trout spawning season.
 -
 - Mandeville Resurgence Drainage Upgrade Stage 1A was expected to start construction this month and was planned for completion in June 2026.
 -
 - The first round of the Drainage Advisory Group meeting had been completed. Members were pleased to have the GSL representative attending.

6.3 **Solid Waste** – Councillor Niki Mealings

G Cleary gave the update on behalf of Councillor Mealings.

Nothing of significance to report relating to operational matters.

- Canterbury Waste Joint Committee meeting agenda included regional staff group updates on:
 - Work was being undertaken to develop a Regional Waste and Circular Economy Strategy; this strategy would be brought to the Committee for approval and to agree on priority materials for the staff group to focus on during the next three years.
 - Disaster Waste Management Plans: these were progressing with workshops being held in several districts. Note that ECan and the Waimakariri District had engaged with Whitiara to seek their input into our DWMP.
 - Preparation of regional educational messaging to ensure consistent messaging through the region.
- Canterbury Regional Landfill Joint Committee meeting agenda included:
 - Transwaste presented their draft Statement of Intent –
 - o Landfill operations were compliant with regulations.
 - o Working on a report to distribute to territorial authorities on the emissions generated from each authority's waste;
 - o Looking at the impact of fuel price increases on transportation and disposal operations, and expect that these would be advised in the next few weeks.
 - Remainder of the meeting was in PX, and included a background report by staff for new members' information and a presentation from Transwaste.

6.4 **Transport – Mayor Dan Gordon**

As Mayor Gordon was an apology, there was no update on this item.

7 **QUESTIONS UNDER STANDING ORDERS**

There were no questions.

8 **URGENT GENERAL BUSINESS**

There was no general business.

9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Moved: Deputy Mayor Redmond

Seconded: Councillor Ward

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

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

- 9.1 Confirmation of Minutes 10 March 2026.
- 9.2 Waimakariri District Approved Pressure Sewer Pump Stations.
- 9.3 Contract 25/125 - School Safety Signs - Digital Signs Tender Evaluation and Contract Award Report.

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
CONFIRMATION OF MINUTES			
9.1	Minutes of the Public Excluded Portion of the Utilities and Rooding Committee Meeting 10 March 2026	Good reason to withhold exists under Section 7	To protect the privacy of natural persons, including that of deceased natural persons, maintain legal professional privilege and enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Sections 7 (2)(a), (g) and (i).
REPORT			
9.2	Waimakariri District Approved Pressure Sewer Pump Stations	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities LGOIMA Sections 7 (2)(h).
REPORT FOR INFORMATION			
9.3	Contract 25/125 - School Safety Signs - Digital Signs Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

CLOSED MEETING

The Public Excluded portion of the meeting commenced at 10.32am and concluded at 10.42am.

OPEN MEETING

Moved: Deputy Mayor Redmond

Seconded: Councillor Ward

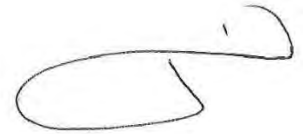
That the open meeting resumes, and the business discussed with the public excluded remains public excluded unless otherwise resolved in the individual resolutions.

CARRIED

NEXT MEETING

The next meeting of the Utilities and Roothing Committee was scheduled for Tuesday 12 May 2026 at 9am in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.45AM.

CONFIRMED


Chairperson

12 May 2026

Date

**Workshop
(11am to 12pm)**

Refer Trim:

- *Speed Limits – S Binder (Senior Transportation Engineer) and P Daly (Journey Planner/Road Safety Co-ordinator) 1 hour*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA HALL, MILL ROAD, OHOKA, ON WEDNESDAY, 8 APRIL 2026, AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, W Godfrey, R Harpur, N Mealings and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Simpson (3 Waters Manager), C Fahey (Water and Wastewater Asset Manager), K Howat (Parks and Facilities Team Leader), G Stephens (Design and Planning Team Leader), S Maxwell (Roading Compliance Officer), S Morrow (Rates Officer – Property Specialist), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were two members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

There was no public forum.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board – 4 March 2026

Moved: S Barkle

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 4 March 2026.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

5.1. Pearson Park Stage Cover - Dave MacPherson

D MacPherson noted that he had reviewed the Council staff's report on the Pearson Park Stage Cover Proposal included in the meeting agenda. He highlighted the following in relation to projects the staff indicated had not been progressed, as the Pearson Park Advisory Group (PPAG) looked at installing the stage cover:

- The community-led bike track project, including the BMX track in Oxford, had involved the PPAG in its early stages; however, it was funded externally, apart from the bollards provided by the PPAG.
- The PPAG had been approached for support to extend the skatepark, and they had provided that support.
- The report also referenced several community and sporting initiatives, such as the Menz Shed, Oxford Football, and the recent gym installation, all of which required funding to progress. He stated that the PPAG did not consider it its responsibility to fund sports clubs or gym facilities.

D MacPherson acknowledged that the stage had not been fully utilised and lacked a presence that attracted people, which was why the PPAG wished to install a roof over it. While the report suggested there was no community support for the proposal, he advised that the PPAG had received support from the Oxford Lions Club, Oxford Promotions, Oxford Area School, the Oxford Community Trust, and other individuals.

D MacPherson advised that, since the construction of the stage, he had been involved in the development of a number of complementary amenities within the park, including the pétanque court, the half-court, pathways, and the installation of tables and seating. He further noted that Bike Oxford had expressed interest in installing a pump track; however, due to opposition to its location in Pearson Park, alternative sites are currently being investigated.

D MacPherson reported that the PPAG had been working with an estimated cost of \$40,000 for the proposed roof structure. He observed that the report assumed a 30-year lifespan, but the PPAG intended to construct the roof with permanent materials, and, in his view, a 30-year lifespan would be inadequate. He added that the structure was not expected to require significant maintenance over its operational life.

M Brown sought clarification on whether the PPAG could fund the proposed roof from its own reserves and D MacPherson confirmed that the PPAG did have the capacity to do so.

Item 7.1 “Pearson Park Stage Cover Proposal” was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

6. **ADJOURNED BUSINESS**

- 6.1. **Request to Approve Intersection Controls on Woodfields Road and Catherwoods Road** – N Puthupparambil (Transportation Engineer) and S Binder (Senior Transportation Engineer)

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 251201228465.

- (b) **Approves** the following intersection control changes pursuant to section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of appropriate signage:

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Woodfields Road	Chapmans Boundary Road	Stop	-

- (c) **Notes** that staff evaluated visibility at the intersection of Powells Road at Barracks Road / Weld Street and considers that the available visibility was appropriate for the existing intersection priority (Powell's Road has a Give Way control).
- (d) **Circulates** this report to the Utilities and Rooding Committee for information.

CARRIED

7. REPORTS

7.1. Pearson Park Stage Cover Proposal – K Howat (Parks and Facilities Team Leader)

K Howat took the report as read and provided an overview of the background information contained within it.

T Fulton asked whether, within the Greenspace Portfolio generally, it was common practice to undertake a Feasibility Assessment. K Howat advised that in most cases, some form of community consultation would be undertaken to determine the level of need.

S Barkle questioned the reason for bringing the matter before the Board. K Howat explained that the original Pearson Park Concept Plan identified the stage as a priority community asset; however, it did not include a roof structure. As a result, the proposal now constituted a standalone project requiring formal approval. Should the Board approve the project, this would form a recommendation to the Council for final approval.

N Mealings noted that the PPAG had been working with an estimated cost of \$40,000, which was below the \$57,000 it holds for capital improvements for Pearson Park, and that the PPAG were proposing to undertake the work. She asked how the project would proceed if it was approved. K Howat advised that, as the funds were currently held by the PPAG, staff would work with the PPAG to access the required funds. He also noted that the PPAG had indicated the potential for additional external funding.

Responding to a question from T Fulton, K Howat advised that during the detailed design and approval process in 2016, the option of a roof was considered but not pursued due to budget constraints. It was explicitly noted that a roof could be added later, subject to external funding supplementing the Council's capital contribution.

S Barkle questioned why, if the roof had not formed part of the original Pearson Park Concept Plan, funding was nevertheless available. G Cleary responded that the construction of the roof would result in the Council inheriting a substantial asset. He noted that the Council provided a \$10,000 annual grant to the PPAG, and the Group had accumulated these funds to enable the construction of a roof. Given the asset's value, it would ultimately be a Council decision whether to assume the ongoing costs of owning and maintaining it.

W. Godfrey asked what elements of the 2015 Pearson Park Concept Plan remained outstanding. K Howat advised that the final component under consideration was the informal dirt track, and that staff were working through Bike Oxford's proposal for a pump track.

T Robson sought clarification on how the funds for capital improvements at Pearson Park could be used. K Howat explained that, because the proposal constituted a high-value capital project, it required Council approval before any funds could be committed.

Moved: T Fulton

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250812148839.
- (b) **Recommends** to Council that the request to install a roof over the Pearson Park stage be approved and that the Pearson Park Advisory Group be authorised to proceed with construction using available allocated funds.
- (c) **Notes** that hiring a covered stage is standard practice across Canterbury for event organisers, and that the associated costs relate to hire only, rather than creating a Council-owned asset that would require depreciation, renewal funding, and ongoing maintenance. This is an avenue that the Pearson Park Advisory Group may be interested in pursuing.
- (d) **Notes** that the Pearson Park Advisory Group are invited to give a deputation to the Community Board to outline recent project proposals from the community and how it intends to use the funds it has from Council to meet these needs.
- (e) **Notes** that the proposal is supported by the Oxford Community Trust, Oxford Promotions Action Committee and Oxford Lions Club.
- (f) **Notes** that no events are currently booked or have enquired about the stage including no indication that the presence of a roof would attract artists.
- (g) **Notes** the supplied concept design is only a visual concept, and no engineering design or costings have been undertaken.
- (h) **Requests** that the Community Board and Council staff work with the Pearson Park Advisory Group to look at other ways to enhance the area to increase activation in conjunction with this.

CARRIED

T Fulton expressed his appreciation to D MacPherson for his efforts on the project and acknowledged the significant contribution he had made to the community. He noted that Pearson Park was an important asset for Oxford, with the potential for further development. T Fulton also thanked K Howat for his work, observing that it had been a lengthy process involving numerous considerations.

Item 7.4 "Nitrate Issue in the Oxford Rural 1 Drinking Water Supply" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

7.2. **Oxford Ohoka General Landscaping Budget** – K Howat (Parks and Facilities Team Leader)

K Howat spoke to the report, noting the proposed six projects to be funded through the Board's general landscape budget in the 2025/26 financial year. He advised that the report had allocated \$6,000 for the Oxford Dog Park shelter; however, as this amount would be insufficient to complete the project, it had, therefore, been withdrawn from the programme. K Howat noted that reinstating the project remained an option should the Board wish to do so.

W Godfrey questioned the cost of the West Eyreton Community Centre shelter, noting that although the amount appeared modest, the work involved seemed substantial. K Howat explained that a degree of community involvement was anticipated. He advised that the Council's arborist contractors would undertake the removal and ringing of the trees, after which volunteers would assist with disposal, thereby reducing overall costs.

Moved: T Robson

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 260316077487.
- (b) **Notes** the Community Board currently has \$14,330 available to allocate to general landscape projects within the Oxford Ohoka ward from the 2026/2027 General Landscaping Budget, plus an additional \$6,000 is available for reallocation following the withdrawal for consideration for the Oxford Dog Park shelter and seating from the 2024/2025 financial year (PJ 101052.000.5223).
- (c) **Approves** the allocation of \$3,000 for a picnic table at West Eyreton Oaks Reserve.
- (d) **Approves** the allocation of \$1,200 for Oxford Cemetery Commemorative Plaque recognising the unmarked graves.
- (e) **Approves** the allocation of \$1,500 for way-finder signage at Ohoka Domain.
- (f) **Approves** the allocation of \$2,000 for stage 2 of Wards Roding walkway planting project.
- (g) **Approves** the allocation of \$3,600 for clearing overgrown shelter trees at West Eyreton Community Centre.
- (h) **Approves** the allocation of \$3,000 for the installation of two railway siding signs in Ohoka and East Oxford.
- (i) **Notes** with the allocation of the funds in recommendation (c) through to (h) there is no further funding available in the current financial year for the Oxford Ohoka Community Board general landscape budget.
- (j) **Notes** that staff will keep the Oxford Ohoka Community Board updated on the above projects and their delivery in the 2025/2026 financial year.
- (k) **Investigate** with the \$6,000 returned from the pavilion project, at the Oxford Dog Park agility equipment.

CARRIED

The meeting adjourned for a workshop from 7.47pm to 8.13pm to discuss the Board's Landscaping Budget Review.

7.3. **Approval to Install Two Cattle Stops on Dixon Road, Between Carleton Road and Wrights Road** – S Maxwell (Roding Compliance Officer) and J McBride (Roding and Transport Manager)

S Maxwell took the report as read.

N Mealings asked whether, in the event that the farmer sold the property, the cattle stops would be required to be removed. S Maxwell advised that if the farm were sold and the new owner wished to retain the cattle stops, the Council would transfer the licence to occupy accordingly.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 260323082003.

- (b) **Approves** the construction of two cattle stops and associated fences on Dixon Road at the location shown on the attached diagram (TRIM no. 260323082001) for the purpose of enabling the efficient movement of cows across Dixon Road while at the same time keeping the road safe and accessible for road users.
- (c) **Approves** the drafting of a Licence to Occupy (LTO) to ensure that all costs for the construction and ongoing maintenance of the cattle stops and associated fences and gates are met by the property owner and enables the Council to require the cattle stops to be removed if, for some reason, circumstances change in the future. (LTO template TRIM no. 230301027827).
- (d) **Notes** that all costs associated with the construction/installation, maintenance, and removal of the cattle stops, fences, gates, permanent warning signs, and sealing of the road up to and between the stops will be met by the property owner.
- (e) **Notes** that the property owner will be required to remove the cattle stops, fences and gates if and when they cease dairy farming operations or if they change their method of operation that does not require the regular movement of cows across Dixon Road.
- (f) **Circulates** this report to the Utilities and Roading Committee for information.

CARRIED

Item 7.5 "Road Naming – Morgan McIntosh Limited" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

7.4. Nitrate Issue in the Oxford Rural 1 Drinking Water Supply – C Fahey (Water and Wastewater Asset Manager)

C Fahey spoke to the report, noting that Oxford was supplied by two wells, Bore One and Bore Two. Bore One, the longest-serving bore, had recently been tested and was found to have elevated nitrate levels. The maximum allowable limit for nitrates was 11.3 mg/L, and testing had shown that Bore One had exceeded half of that limit since January 2026. The Council had continued to monitor the bore; however, it had now been taken offline and was being retained only as a backup source. The Council was currently using Bore Two to supply the Oxford Rural 1 Drinking Water Supply, with nitrate levels recorded at 3.5 mg/L. Council staff were undertaking investigations to determine the cause of the elevated nitrate levels in Bore One.

S Barkle sought clarity on the investigations undertaken to determine why Bore One had elevated nitrate levels. C Fahey advised that the Council had engaged an independent consultant to assess Bore One and compare it with Bore Two. The consultant was reviewing test results to identify potential causes of the elevated nitrate levels. Staff were also examining current and historical trends and considering whether any groundwater-related modifications might be feasible.

N Mealings sought confirmation that Bore One was no longer being used as the primary source for the Oxford Rural 1 Drinking Water Supply and asked under what circumstances Bore One might be used again. C Fahey confirmed that, provided that Bore Two continued to operate as expected, there should be no need to use Bore One. It would only be used as a short-term contingency if Bore Two were to fail.

M Brown enquired what would occur if the nitrate levels in Bore Two increased to the same extent as those in Bore One over a similar timeframe. G Cleary stated that staff were not suggesting that the issues with Bore One had been resolved; Bore One was still under the maximum allowable value (MAV). Rather, Bore Two was currently the better-performing well, and it was therefore appropriate to use the source with lower nitrate levels. C Fahey added that if nitrate levels in Bore Two began to rise, the Council would revert to the Drinking Water Standards and consider all possible measures to improve water quality.

S Barkle sought confirmation that no other water quality parameters had changed. C Fahey confirmed that this was correct and that only nitrate levels had increased.

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 260318078920.
- (b) **Notes** that the Oxford Rural 1 drinking water supply is now solely supplied by McPhedrons Bore 2, which has a nitrate level of 3.9 mg/L (maximum) and 3.5 mg/L (median) to ensure that the community continues to receive drinking water with nitrate levels less than half of the nitrate MAV for drinking water.
- (c) **Notes** that in response to the changes in the nitrate levels in McPhedrons Bore 1, it is no longer being used as a primary source to supply the Oxford Rural 1 drinking water supply. This is now a backup source only.
- (d) **Notes** that Bore 1 has been observed to reach or exceed half of the legislative maximum allowable value (MAV) for nitrates in drinking water (5.65 mg/L NO₃-N per the Water Services (Drinking Water Standards for New Zealand) Regulations 2022) since January 2026. The MAV for nitrate is (NO₃-N) 11.3 mg/L.
- (e) **Notes** that the maximum nitrate level measured to date in Bore 1 is 6.3 mg/L, compared to the historic median of 4.9 mg/L over the previous 12 months.
- (f) **Notes** that all the Waimakariri District Council drinking water supplies, including Oxford Rural 1, provide drinking water that is in compliance with the New Zealand Drinking Water Standards and are safe to drink.
- (g) **Notes** that staff are undertaking some investigations to understand the nitrate levels observed in Bore 1. Results will help inform understanding of trends and potential options for managing the issue in the short- to long-term.
- (h) **Circulates** this report to the Utilities and Rooding Committee for information.

CARRIED

Item 7.3 "Approval to Install Two Cattle Stops on Dixon Road, Between Carleton Road and Wrights Road" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

7.5. **Road Naming – Morgan McIntosh Limited** – S Morrow (Rates Officer – Property Specialist)

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

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 260326084823.
- (b) **Approves** the following proposed road names for the new subdivision shown as Roads 1 to 5 on the subdivision plan (Trim 260326084823):
 - 1. Black Beech Drive.
 - 2. Reevehill Road.
 - 3. Littledene Lane.
 - 4. Kenrick Lane.
 - 5. Mann Lane (Private Road).
- (c) **Notes that** the Oxford Ohoka Community Board may replace any of the names with a name of their own choice.

CARRIED

Item 7.2 “Oxford Ohoka General Landscaping Budget” was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

7.6. **Applications to the Oxford-Ohoka Community Board’s 2025/26 Discretionary Grant Fund** – K Rabe (Governance Advisor)

T Kunkel spoke to the report, noting that the Board had received an application from the Rangiora Boxing Club for a grant to support the provision of medical services at the South Island Golden Gloves Tournament, to be hosted in Kaiapoi. She advised that the application met the Board’s criteria in part, as it was submitted by a community-based organisation and the amount requested fell within the \$750 funding limit. However, only approximately 10 percent of participants were expected to be from the Oxford-Ohoka Ward, and the Board might therefore wish to consider the broader economic benefit of the event to the Waimakariri District.

T Kunkel further noted that the Club had applied to all four Community Boards for funding. The Woodend-Sefton Community Board had declined the application, while the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards had each approved grants of \$500.

P Merrifield noted that the Board was not allowed to fund wages. T Kunkel advised that the application did not state that the funding would be for the payment of medical personnel's wages, but rather for the provision of general medical services. The Board had approved similar applications for events in the past.

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 260220060624.
- (b) **Declines** a grant to the Rangiora Boxing Club.

CARRIED

N Mealings commented that the Board's Discretionary Grant Application Criteria required that grant funding be limited to projects primarily within the Board area or benefiting the residents of the area. She therefore did not believe that the application qualified for funding, as only 10 per cent of the people expected to benefit were from the Oxford-Ohoka Ward. In addition, the event would be hosted by the Rangiora Boxing Club in Kaiapoi.

7.7. **ANZAC Day Services 2026 – K Rabe (Governance Advisor)**

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

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 260316076862.
- (b) **Appoints** Board member(s) R Harpur, W Godfrey and S Barkle to attend the Ohoka Anzac Day Service to be held at 11am on Friday, 24 April 2026, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member(s) T Robson and P Merrifield to attend the Oxford Anzac Day Service at 9.30am on Saturday, 25 April 2026, at the Oxford Cenotaph and lay a wreath. Noting that a Council representative will also be laying a wreath.
- (d) **Appoints** Board member(s) T Robson and S Barkle to attend the West Eyreton Anzac Day Service to be held at 11.30am on Saturday, 25 April 2026, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

7.8. **Approval of the Oxford-Ohoka Community Board Plan 2025-28 – K Rabe (Governance Advisor)**

T Kunkel thanked the members who contributed to the Board's Plan for 2025/28. She highlighted that some minor amendments had been requested by members and asked that any further amendments be emailed to the Governance Team.

Moved: M Brown

Seconded: W Godfrey

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 260309072074.
- (b) **Approves** the Oxford-Ohoka Community Board Plan 2025-28 (Trim: 260112003773).
- (c) **Authorises** the Chairperson to approve the final version of the updated Oxford-Ohoka Community Plan 2025-28 if any further minor editorial corrections are required.

CARRIED

8. CORRESPONDENCE

The Chairperson tabled a letter from West Eyreton residents regarding joyriders damaging the large roadside reserve extending up North Eyre Road from the Poyntzs and North Eyre Roads intersection.

Moved: M Brown

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the letter from Mark Bailly on behalf of West Eyreton residents regarding joyriders damaging the large roadside reserve extending up North Eyre Road from the Poyntzs and North Eyre Roads intersection (Trim 260409092177).

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for March 2026

- Received a Call from a Mandeville Resident, who was concerned about the design of the Mandeville Resurgent Stage 1A design.
- Received an email for the residents maintaining the plantings along the Wards Road walkway, including watering, weed control, and preparation for the next planting day. They had proposed that the next planting day take place on the morning of Wednesday, 15 April 2026. They had potted approximately 150 plants but anticipated that 400 would be required for the next round of planting. She noted that she had spoken with teachers at Te Koromiko School, who were interested in planting some of their Koromiko plants at the site and in propagating additional plants through the Eco Warriors Programme later in the planting season.
- She reported that she had attended the National Council of Women Annual Meeting, along with several other Waimakariri elected members. She noted that it was an enjoyable event and that it provided an opportunity to offer feedback on matters relevant to the National Council of Women. The meeting was held at Rutherford House, which she considered an appropriate venue for the occasion.
- She advised that the Board's submission to ECan's draft 2026-27 Annual Plan was lodged on 31 March 2026. The submission included matters raised in the Board's previous submission, including public transport, water allocations, groundwater and water security, and river maintenance. Additional concerns were raised regarding compliance officers' capacity to follow up on complaints, including the need for adequate staffing and funding. The submission also addressed ECan's Communications Policy, noting the importance of elected members being accessible and responsive to ratepayers' concerns, particularly regarding significant issues within the ward, such as the Woodstock Quarry landfill, Canterbury Landscape Supplies, the Burnt Hill Storage Dam, and the Ohoka development. The submission further highlighted concerns about reduced public engagement resulting from the replacement of formal submissions with drop-in sessions.
- Woodfield's Road/Chapman Boundary Road Intersection – spoke to a number of local residents about this intersection. They felt that the Chapmans Boundary Road was the dominant road, and Woodfield's Road should be the one to stop. This aligned with the recommendation from Council Staff.
- Petition going around in regard to bus services to service the Clarkville/Ohoka/Mandeville area; however, it was more an ECan issue.

Moved: T Fulton

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim: 260401088654).

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 10 March 2026.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 11 March 2026.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 March 2026.
- 10.4. Proposed Stock Movement Bylaw 2026 – Draft for Formal Public Consultation Request – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 10.5. Rangiora Airfield Governance Review 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 10.6. Health, Safety and Wellbeing Report January 2026 to February 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 10.7. Enterprise North Canterbury's Approved Six-Month Report to Council 31 December 2025, Draft Statement of Intent for the Financial Year Beginning 1 July 2026 and ENC Actual Expenditure to 31 December 2025 – Report to Audit and Risk Meeting 17 March 2026 – Circulates to all Boards.
- 10.8. Water Services Alternative Rating Structure Review – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.9. Fee Waiver Terms of Reference and Grants Scheme Update – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.10. Storm Related Tree Damage Response – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.11. Council Submissions to Central Government for the Local Government Consultation Period, February 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.12. ANZAC Day Services 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.13. Adoption of the 2025-2028 Governance Statement – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 10.14. Health, Safety and Wellbeing Report February 2026 to March 16 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards

Public Excluded

- 10.15. Partial Acquisition of Lees Valley Road, Oxford – Report to Council Meeting 3 March 2026 – Circulates to the Oxford-Ohoka Community Board

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.14.
- (b) **Receives** the separately circulated public excluded information in Item 10.15.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

T Robson

- The Woodstock Quarries landfill continued to be a significant topic of concern within the community. He suggested that it might be appropriate for the Board to provide a further update on its Facebook page.
- West Oxford Reserve – He had received calls and emails regarding campers staying for extended periods at the reserve, noting that this remained an issue for nearby residents. There had been a request for additional signage outlining camping rules. He observed that there appeared to be some confusion regarding what actions the Council could and could not take. T Robson suggested that it would be beneficial for the Board to convene a meeting with the Department of Conservation, ECan, and the Council to develop a coordinated approach to resolving the matter.
- Oxford Promotions - He reported that he had attended the organisation's Annual General Meeting in his capacity as a community member.
- Pearson Park Advisory Group - He had attended a Pearson Park Advisory Group meeting, at which a number of long-standing matters were discussed, including the stage roof, the former bowling green and shed maintenance, and the location of the proposed bike track.

W Godfrey

- He reported that the Ohoka Domain Working Bee had proceeded without issue, noting strong engagement from the group. Propagation had commenced for approximately 150 Carex plants intended for stream-side planting.
- He advised that he had attended a meeting of the Northern Biosecurity Advisory Group, which was reviewing the efficiency and effectiveness of the Canterbury Regional Pest Management Plan. The Group discussed what had and had not worked over the past seven years. He noted the significant contribution from Laurence Smith, who had extensive experience in biosecurity with Environment Canterbury. The Group also received a report from Steve Belton, Team Leader (North), providing an update on compliance activities.

R Harpur

- The Waimakariri Access Group's accessibility training was well attended, and there were a lot of new staff. The Group was looking at accessibility at the Mandeville Sports Centre

M Brown

- Attended the Oxford Promotions Association's Annual General Meeting and monthly meeting.
- Noted the letter regarding joyriders damaging the large roadside reserve extending up North Eyre Road from the Poyntz and North Eyre Roads intersection.
- Spoke to a local resident, who was concerned regarding Waimakariri Irrigation's storage ponds being developed at Wrights Road, Burnt Hill.
- A public key stakeholder meeting would be held on 28 April 2026 to discuss Oxford's future health services.

T Fulton

- He was appointed as the Council's representative on the Community Liaison Group for Waimakariri Irrigation's storage ponds being developed at Wrights Road, Burnt Hill.
- He was also appointed as the Chairperson of the Water Services Rating Review Working Group.
- Met with Council staff, also residents D Winter and G Boakes, regarding the Ohoka Loop flood management concerns, including Mandeville 1A works.
- Request from M Brown for an update on the West Eyreton pit assessment for planting.

- Responded to several drainage and roading service requests.
- The work on the Wolffs Road footbridge continued.
- Received an update from M Brown about West Eyreton dirt bike riders.
- Discussions in several forums on the development of land adjacent to the West Oxford Reserve.
- Liaison with staff on artwork for West Eyreton heritage display at the Oak Reserve.
- Advice provided to a Kaiapoi Councillor on placement of a replica railway sign at 'Waverley', near the Mill Road and Island Road intersection in the Kaiapoi Ward.
- Support for Southern Community Hub in Rangiora – as an appointee to the Working Group.
- Pearson Park Advisory Group – advancing sound stage, kids dirt track and pump track consultation.

N Mealings

- She had attended an Ohoka Domain site visit, meeting with members of the Ohoka Domain Advisory Group, the Council Ecologist, and the Council Ranger to discuss proposed underplanting species for the Ohoka Bush within the reserve. She advised that this work was now progressing.
- She had attended the Kate Valley Stakeholders Open Day, a triennial visit for shareholding councils to review progress at the Kate Valley Landfill and Energy Park, as well as the Tiromoana Bush. She noted that several significant developments were underway at what she described as a well-run, world-class facility.
- N Mealings participated in a site tour and meetings with the Mandeville Sports Club. She noted that this had been the final meeting for the current long-serving groundskeeper, who had now concluded his role. The Club expressed its appreciation for his exemplary service to the various sporting codes and the wider community and extended its best wishes for his future. His position had not yet been filled. Prior to his departure, she accompanied him and two new Board members on a tour of the grounds as part of the transition process. During the visit, Board members raised concerns regarding pedestrian safety at the southeast corner of the clubrooms and the condition of the seal. She advised that these matters were now being addressed by the Council through the installation of traffic-calming measures and seal repairs.
- She reported that at a recent Council meeting, the Council had resolved to defer the Mill Road SMA project by three years due to uncertainty in the current regulatory environment and the need for private legal matters to be resolved. At this stage, the Council was unable either to cancel the project or to proceed with it.
- N Mealings had attended a meeting of the Waimakariri Youth Council, which had completed its recruitment process and welcomed nine new Youth Councillors. She noted that the new members were enthusiastic and ready to contribute.
- She had received an email from an Ohoka resident expressing concerns about safe walking and cycling access to the school from areas not served by separated paths. She had arranged a site visit with the Council's Road Safety Coordinator to discuss the matter.
- She had been contacted by Ohoka School, with the principal confirming the time and date for the Ohoka ANZAC service on 24 April 2026. The school was particularly pleased that the service fell within the school term for the first time in ten years. The entire school, along with staff and some whānau, planned to walk to the service. As the event coincided with the Ohoka Farmers Market, it was expected to be a significant occasion.

N Mealings reported that during a conversation with the Ohoka Hall Committee regarding the school's attendance at the ANZAC service, it was noted that the sump in front of the hall was full of gravel and leaves. She submitted a SnapSendSolve service request, and the issue had already been resolved.

- She advised that she had received an email from a Cust resident seeking an update on the replacement site for the Cust Rural Recycling Station. She obtained information from the Solid Waste Manager and provided the resident with an update.
- N Mealings noted that the monthly Ohoka Domain Working Bee had been postponed to Sunday, 12 April, from 9.00 am to 11.00 am due to the Easter period.

12. CONSULTATION PROJECTS

12.1. Waimakariri District Council Draft Annual Plan 2026-27

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2026-27>

Consultation closed on Monday, 20 April 2026.

12.2. Woodend/Pegasus Area Strategy Review

<https://letstalk.waimakariri.govt.nz/woodend-pegasus-area-strategy-review>

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 March 2026: \$2,984.

13.2. General Landscaping Fund

Balance as at 31 March 2026: \$14,330.

The Board noted the funding update.

14. MEDIA ITEMS

Nil.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

17. NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 6.30pm, Wednesday 6 May 2026 at the Oxford Town Hall.

Workshops (7:47pm to 8:13pm)

- *Landscaping Budget Review – Grant Stephens (Design and Planning Team Leader) 20 mins*
- *Members Forum*

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8:52PM.

CONFIRMED



Chairperson

6 May 2026

Date

MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON 8 APRIL 2026 AT 7PM.

PRESENT

L McClure (Chairperson), J Gerard (Deputy Chairperson), R Brine, W Doody, A Geeves, D Hawkins, D Lundy, B McLaren, B Robinson and J Ward.

IN ATTENDANCE

S Hart (General Manager Strategy, Engagement and Economic Development), G MacLeod (Greenspace Manager), and A Connor (Governance Support Officer).

There were no members of the public present.

1. APOLOGIES

Moved: J Gerard

Seconded: W Doody

THAT the Rangiora-Ashley Community Board:

- (a) **Receives and sustains** apologies for absence from K Barnett and J Goldsworthy.

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 – 11 March 2026

Moved: A Geeves

Seconded: B Robinson

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 11 March 2026.

CARRIED

3.2. Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3. Notes of the Rangiora-Ashley Community Board – 11 March 2026

Moved: J Gerard

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the circulated notes of the Rangiora-Ashley Community Board meeting, held on 11 March 2026.
- (b) **Agrees** to use the notes of the Board's workshop on Road Naming as a guide when considering adding new names to the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List until such time as the Council's Naming Policy has been reviewed.

CARRIED

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

In light of the Board's earlier resolution to use the notes from the Road Naming Workshop as guidance when considering additions to the Pre-Approved Rangiora–Ashley Community Board Road and Reserve Names List, J. Gerard moved a Procedural Motion to resume consideration and debate on Item 6.4, *“Request for Inclusion of New Names to the Pre-Approved Rangiora–Ashley Community Board Road and Reserve Names List,”* which laid on the table from the Board meeting of 11 February 2026.

Copies of Item 6.4, “Request for Inclusion of New Names to the Pre-Approved Rangiora–Ashley Community Board Road and Reserve Names List” were tabled.

Moved: J Gerard

Second: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Agrees** to resume the consideration and debate on Item 6.4 *“Request for Inclusion of New Names to the Pre-Approved Rangiora-Ashley Community Board’s Road and Reserve Names List”* which laid on the table at the Board meeting held on 11 February 2026.

CARRIED

5.1. Request for Inclusion of New Names to the Pre-Approved Rangiora-Ashley Community Board’s Road and Reserve Names List – T Kunkel (Governance Team Leader)

B McLaren sought clarity on whether the name Purvis was put forward by a family member. S Hart commented that the name was suggested by Fiona Hill; however, there was no indication in F Hill’s request whether she was a member of the Purvis family.

Moved: J Gerard

Seconded: D Hawkins

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 260126012243.
- (b) **Approves** including the name Dalkeith in the Pre-Approved Rangiora-Ashley Community Board’s Road and Reserve Names List.

CARRIED

Moved: J Gerard

Seconded: D Hawkins

- (c) **Declines** the inclusion of the name Purvis in the Pre-Approved Rangiora-Ashley Community Board’s Road and Reserve Names List.

LOST

In terms of Section 22.9 of the Standing Orders, if a motion is lost, the status quo will remain.

Moved: R Brine

Seconded: J Ward

- (c) **Approves** the inclusion of the name Purvis in the Pre-Approved Rangiora-Ashley Community Board’s Road and Reserve Names List.

CARRIED

J Gerard noted that members would recall that the original report had come before the Board in response to a request from an individual seeking to include a family name on the Pre-Approved Rangiora–Ashley Community Board Road and Reserve Names List. He reminded members that the Board had deemed it prudent to workshop the criteria for adding names to the list before making any further decisions, and that the item was therefore set aside until that workshop was completed.

J Gerard further commented that the Board had since held the workshop and adopted the workshop notes as guidance for determining which names should be included on the list. He observed that the Board's position was clear: it would not consider requests initiated by individuals seeking to have roads or reserves named after members of their own families. While the Board retained the discretion to consider family names where it believed they had merit, such proposals should not originate from family members themselves.

D Hawkins noted that although Dalkeith was associated with the Corbett family, it was not a family name and could therefore be considered for inclusion on the Pre-Approved Rangiora–Ashley Community Board Road and Reserve Names List.

J Ward observed that the Corbett family had made a significant contribution to the Rangiora area over many years. Considering the family history, she expressed strong support for recognising the family's contribution within the subdivision to be developed on a property where the family had lived for a considerable time.

R Brine commented that he struggled to understand why Purvis did not qualify for inclusion on the list, as most of the streets in Rangiora were named after people. The Purvis family had been part of the Rangiora community since 1897 and lost three children who served during the Second World War.

6. **REPORTS**

6.1. **Cust Domain Football Review** – K Howat (Parks and Facilities Team Leader)

G MacLeod spoke to the report, noting that 12 games had been played at the Cust Domain during the 2025 football season. He advised that feedback from other users of the domain had been positive, with the Equestrian Club expressing appreciation for the football club's relocation of the second pitch further from the horse arena, and the local resident representative indicating support for how the season had been managed.

W Doody queried whether the Cust Domain had better drainage than the Pearson Park football ground. G MacLeod clarified that the decision to utilise the Cust Domain had not been related to drainage issues, but rather to accommodate the Oxford Football Club's growing membership and the resulting need for additional field capacity.

L McClure asked what feedback had been received from the Equestrian Club. G MacLeod advised that the feedback had been mostly positive, although some members of the club had chosen not to use their facility during soccer games.

In response to a query from D Hawkins, G MacLeod confirmed that it was generally expected that introducing more legitimate users to a space would contribute to a stronger sense of community.

W Doody further asked whether the toilets were suitable for the increased level of use. G MacLeod noted that the toilets were compliant and not scheduled for renewal in the near future. He added that some users had expressed a desire for upgrades and were willing to contribute to the process.

Moved: B McLaren

Seconded: W Doody

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 260316077481.
- (b) **Notes** that based on the feedback received from the Cust Domain Advisory Group Oxford Football Club will continue to use the Cust Domain.
- (c) **Notes** that feedback on the presence of football remained either positive or with no adverse impacts identified.
- (d) **Notes** that the Cust Domain Advisory Group remains the primary forum for ongoing communication and coordination between football, equestrian, and informal user groups.
- (e) **Notes** that no additional operational costs or maintenance pressures were identified during the season and that the Domain mowing and maintenance programme remained sufficient to support football activities.
- (f) **Notes** that no issues arose relating to parking, toilets, turf condition, or general reserve infrastructure.
- (g) **Notes** that staff will continue to liaise with the Cust Domain Advisory Group to see how the activity mix at the Domain progresses.

CARRIED

L McLaren thanked staff for reporting back to the Board on the agreement's progress and noted that all users had provided positive feedback.

W Doody was pleased to see the Cust Domain being utilised more extensively than in the past.

D Lundy commented that this was a very positive outcome for all users, observing that community assets should be well utilised for the benefit of the wider community.

J Ward noted that it was encouraging to see community groups working collaboratively and making good use of the facility.

6.2. **ANZAC Day Services 2026** – T Kunkel (Governance Team Leader)

S Hart took the report as read, noting the following:

- The Rangiora RSA Dawn Service would be held at 6.30am on Saturday, 25 April 2026.
- The Loburn War Memorial Service was to be held at 1.30 pm.
- The Council had not appointed a representative to the Fernside service, and the Board representative would therefore lay the wreath on behalf of the Board and the Council.

Moved: J Gerard

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 260316076891.
- (b) **Appoints** Board member A Geeves to attend the Dawn Parade to be held at 6.30am on Saturday, 25 April 2026, at the Rangiora RSA.
- (c) **Appoints** Board member R Brine to attend the RSA Memorial Service to be held at 9.30am on Saturday, 25 April 2026, at Rangiora High School and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

- (d) **Appoints** Board member D Lundy to attend the Cust Anzac Day service to be held at 10am on Saturday, 25 April 2026, at the Cust Community Centre and Cenotaph and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (e) **Appoints** Board member L McClure to attend the Fernside Anzac Day Service, to be held at 10am on Saturday, 25 April 2026 at the Fernside Hall and to lay a wreath on behalf of the Council and the Board.
- (f) **Appoints** Board member(s) L McClure, J Gerard and B Robinson to attend the Rangiora Anzac Day Service to be held at 11.30am on Saturday, 25 April 2026, at the Rangiora Cenotaph, and to lay a wreath. Noting that the wreath will be laid by a Council representative.
- (g) **Appoints** Board member(s) D Hawkins and D Lundy to attend the Anzac Day Service at 1.30pm on Saturday, 25 April 2026, at the Loburn War Memorial and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

7. CORRESPONDENCE

Nil.

8. CHAIRPERSON'S REPORT

8.1. Chair's Diary for March 2026

Moved: L McClure

Seconded: D Hawkins

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the report from the Rangiora-Ashley Community Board Chairperson (Trim: 260401088526).

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 4 March 2026.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 10 March 2026.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 March 2026.
- 9.4. Proposed Stock Movement Bylaw 2026 – Draft for Formal Public Consultation Request – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.5. Rangiora Airfield Governance Review 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.6. Health, Safety and Wellbeing Report January 2026 to February 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.7. Enterprise North Canterbury's Approved Six-Month Report to Council 31 December 2025, Draft Statement of Intent for the Financial Year Beginning 1 July 2026 and ENC Actual Expenditure to 31 December 2025 – Report to Audit and Risk Meeting 17 March 2026 – Circulates to all Boards.
- 9.8. Water Services Alternative Rating Structure Review – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.9. Fee Waiver Terms of Reference and Grants Scheme Update – Report to Council Meeting 31 March 2026 – Circulates to all Boards

- 9.10. Storm Related Tree Damage Response – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.11. Council Submissions to Central Government for the Local Government Consultation Period, February 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.12. ANZAC Day Services 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.13. Adoption of the 2025-2028 Governance Statement – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.14. Health, Safety and Wellbeing Report February 2026 to March 16 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards

Moved: D Lundy

Seconded: A Geeves

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.14.

CARRIED

10. **MEMBERS' INFORMATION EXCHANGE**

J Gerard:

- Attended several District Licensing Committee training sessions.
- Attended the Business Breakfast Meeting with Brad Olsen.
- Attended the Waimakariri Access Group's Training Day.
- A Rangiora Town Hall Discussion Group were planning for the organisation of the 100-year celebration of the Rangiora Town Hall.
- Assist with Meals on Wheels.
- Attended Rangiora Museum public meeting with Bernard Kingsbury as the speaker.
- Attended the Council's Draft 2026/27 Annual Plan drop-in session in Rangiora.

B McLaren:

- Attended the Swannanoa School Fair, where Council staff represented several service areas, including Civil Defence, the Pop-up Library, and Resource Recovery.
- Participated in a hui with Ngāi Tūāhuriri, hosted at Tuahiwi Marae. The hui was well attended, with excellent engagement and open discussion on matters of mutual interest.
- Attended the official opening of a new community housing complex in Southbrook, a private initiative supported by the Council.
- Supported the Volunteer Expo at the Rangiora Library, where more than 30 volunteer organisations were represented.
- Attended the "Car Wars" event at the Plough Hotel, organised by Cars'nGoon, a local car-enthusiasts club.
- Visited the new Council pensioner units currently under construction in Kaiapoi.
- Attended the Mayor's Taskforce for Jobs Business Breakfast, featuring guest speaker Brad Olsen.
- Attended the monthly North Canterbury Neighbourhood Support meeting and noted that the organisation had now completed the Charitable Trust process.
- Was interviewed by Danny Cowser, a PhD student whose thesis examines how local government interacts with the public.
- Attended the Doggy Pool Party at the Oxford Pool, held to mark the final day of the outdoor pool season. More than 100 dogs and their owners were in attendance.
- Visited the Kate Valley Landfill, where it was noted that the site had capacity for a further 100–150 years, even if it were to receive all waste from the South Island.

- Attended the LGNZ Zoom meeting with the Minister of Local Government, during which an update was provided on the relationship between central, regional, and local government and the key issues currently facing the sector.
- Attended the Annual Plan drop-in sessions in Rangiora and Kaiapoi; however, only two members of the public were in attendance.
- Attended a street-corner meeting with residents of Baynons Road, Clarkville, who raised concerns regarding the proposed route for thousands of truck movements associated with gravel extraction for the Woodend Bypass.
- Assisted with the Citizenship Ceremony.
- Attended the monthly public speaker event hosted by the Rangiora and Districts Early Records Society. Bernard Kingsbury, known as the unofficial Mayor of Cust, delivered an excellent presentation on the history of Cust and the surrounding area, including his extensive research into early Māori sites. It was noted that the next speaker, Jim Gerard, would present on 23 April 2026 at the Rangiora Museum.
- Attended the Waimakariri Stash Swap at Ruataniwha, Kaiapoi. This was the fourth time the event had been held. Members of the public were able to drop off and collect good-quality, unused, or excess craft supplies at no cost. The event was very popular and well attended.
- Joined the Kaiapoi Museum Committee meeting.
- Completed Situational Safety training delivered by OPSEC Solutions, focusing on techniques for managing aggressive behaviour through de-escalation and disengagement.

A Geeves:

- Attended the Waimakariri Access Group Training Day.
- Attended the Kaiapoi River Carnival.

W Doody:

- The building of new pensioner housing in Kaiapoi was almost complete. As many other Council-owned pensioner housing was out of date, they were being refurbished to modern standards.
- Pop-up libraries would be in Cust on 10 April 2026.
- Fernside residents wanted to create a book exchange located at the Fernside Hall.

R Brine:

- Southern Community Hub Steering Group meetings. They were awaiting the outcomes of funding applications to create a concept plan.

D Lundy:

- Met with a resident regarding a car wrecking yard and its legitimacy. Council staff were investigating.
- Attended an Emergency Hub meeting at Southbrook School
- Organised a Loburn Domain meeting.

D Hawkins:

- Loburn Domain Meeting:
 - o The timing of the ANZAC service was discussed to ensure that parking demands did not conflict with local rugby activities.
 - o The Ashley Rugby Club had requested that the Council investigate the removal of pine and Douglas fir trees, noting that they caused shading and were approaching harvestable age.
 - o It was noted that the exterior toilet doors were lockable from the outside, creating a risk that users could be inadvertently locked in. Council confirmed that addressing this issue would be treated as a safety priority.

- o The bark on the path leading to the lower ground was identified as needing replenishment.
- o Further investigation was required regarding the gum trees located in the lower-ground hedge.
- o The pottery club had suggested installing signage on the rear of the clubrooms to direct visitors to various areas of the grounds and facilities.
- o An ongoing request for lighting at the turn-off from Loburn Whiterock Road into the Loburn Domain was raised. An additional suggestion was to illuminate the Loburn Domain sign.

B Robinson:

- Attended the Mayor's Taskforce for Jobs Business Breakfast with speaker Brad Olsen.
- Attended the Festival of Colour in Victoria Park.
- Attended the Greypower Annual General Meeting and ordinary meeting. Bikes and e-scooters speeding on footpaths were a large concern.

J Ward:

- Attended Audit and Risk Committee meeting.
- Attended the Annual Plan drop-in session. No members of the public attended.
- Attended an Environment Canterbury drop-in session at the Rangiora Airfield, where options for a secondary stop bank along the Ashley River were discussed.
- Met with the Council Auditors.
- Attended the Southern Community Hub meeting.

11. CONSULTATION PROJECTS

11.1. Waimakariri District Council Draft Annual Plan 2026-27

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2026-27>

Consultation closed on Monday 20 April 2026.

11.2. Woodend/Pegasus Area Strategy Review

<https://letstalk.waimakariri.govt.nz/woodend-pegasus-area-strategy-review>

The Board noted the consultation Projects.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as at 31 March 2026: \$7,247.

12.2. General Landscaping Fund

Balance as at 31 March 2026: \$29,290.

The Board noted the funding updates

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

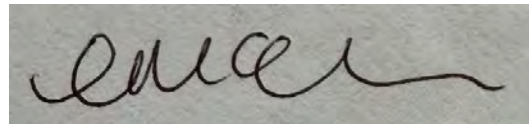
15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

16. NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 13 May 2026 in the Council Chamber.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.0PM.

CONFIRMED


Chairperson

13 May 2026

Date

Workshop

- *Landscaping Budget Review –Grant MacLeod (Greenspace Manager) Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 20 APRIL 2026, AT 5PM.

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, P Redmond and S Stewart.

IN ATTENDANCE

B Cairns and S Powell (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J Recker (Stormwater and Waterways Manager), J McBride (Roading and Transport Manager), D Young (Senior Engineering Advisor), T Stableford (Landscape Architect), G Stephens (Design and Planning Team Leader), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were three members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** an apology for absence from H Carroll.

CARRIED

2 CONFLICTS OF INTEREST

T Bartle declared a conflict of interest in relation to Item 6.5, as he knew the contractor who tendered for the work.

R Keetley declared a conflict of interest for Item 6.1, as he was an employee at Environment Canterbury.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 March 2026

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 March 2026, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Workshop Notes of the Kaiapoi-Tuahiwi Community Board – 16 March 2026**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 16 March 2026.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Pines/Kairaki Roundabout – Bobbie Reeve and Ron Crone**

R Crone addressed the Board and advised that many residents of Pines and Kairaki Beaches had found the current roundabout difficult for larger vehicles to navigate safely and legally. He stated he did not believe it had been designed to be driven over, and that vehicles without power steering were unable to mount it. He suggested that the tar seal surrounding the roundabout could be raised to reduce the transition between the mountable edge and the road surface.

B Reeve commented that he owned a large bus which was unable to use the roundabout legally, and that he had to travel around it on the wrong side. He stated that traffic volumes had increased significantly since the roundabout had been installed, particularly for larger vehicles. He suggested that the top of the roundabout be lowered, reverting it to the previous intersection arrangement with give-way signs.

R Crone further stated that the roundabout was higher than the legal minimum vehicle clearance, which he understood to be 100 mm. He advised that this caused lower vehicles to scrape the underside of the vehicle when attempting to mount the roundabout.

J Watson thanked R Crone and B Reeve for their perspectives on the issue and advised that a report relating to the roundabout would be considered later in the meeting.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

Report 6.2 “Pines Kairaki Beach Roundabout Changes” was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

6.1 **Pines Beach and Kairaki Stormwater Upgrades Report – J Recker (Stormwater and Waterways Manager) and H Wilson (Project Engineer)**

J Recker spoke to the report highlighting the recommended drainage improvement works intended to reduce flooding in residential areas in Pines and Kairaki Beaches during storm events. Whilst the recommendations would not mitigate all flooding risks they would reduce flooding during smaller rain events.

P Redmond asked if the recommendation in the report aligned with the recommendations in the memo attached to the report. J Recker clarified the memo outlined all possible options of which some were recommended to the Board.

Following a further question from P Redmond, J Recker confirmed staff would investigate the small waterway adjacent to the Kairaki Creek and ensure maintenance was completed if necessary.

P Redmond sought an update on Environment Canterbury's programme to raise the stopbanks. D Young advised that Environment Canterbury had two projects under way: the installation of a new floodgate to replace the existing gate on the Beach Road culvert, and associated stopbank remedial works in the immediate vicinity to address deficiencies in the Kairaki stopbanks. Council staff were working alongside Environment Canterbury, and the recommended works were expected to deliver mutual benefits across both projects.

A Campbell questioned if the proposed works would mitigate surface flooding on Featherstone Avenue. J Recker confirmed the intention was to mitigate on road flooding by formalising and creating swales.

A Campbell then asked if the stormwater collection areas would be ground soakage or connected. J Recker noted staff would have to speak with property owners before any decisions were made however they would like some positive drainage.

B Cairns sought clarity if these works would mitigate issues in relation to water inundation in sewage causing problems with toilets flushing in rain events. J Recker stated if ponding was reduced for smaller events there would be a benefit to the wastewater system.

B Cairns further questioned if the proposal included fixing gully traps. J Recker clarified the scope did not include gully trap improvements and was focused on surface flooding.

In response to a query from P Redmond, J Recker confirmed staff would investigate if works were undertaken to cap laterals along Featherstone Avenue.

P Redmond then asked what the return periods were for the May 2025 storm event. J Recker stated it was an 8.1 year occurring event. Rain events with these intensity's were occurring more frequently.

Moved: J Watson

Seconded: A Campbell

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 260305070014.

AND

THAT the Kaiapoi -Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the following proposed infrastructure upgrades within Pines Beach and Kairaki Beach:

1. Dunns Ave (North End) Stormwater Outfall Upgrades and Reticulation Improvements.
2. Kain Street and Batten Grove Corner Swale, Reticulation and Outlet Improvements.
3. Featherstone Ave (North Access Road) Low Point Drainage and Swale Improvements.
4. Featherstone Ave (North Residential Area) Open Drain Capacity and Storage Improvements.

- (c) **Notes** that the recommended upgrades are estimated to cost \$163,791.60 including a 15% construction contingency and that there is a total project budget of \$270,000.00 funded from the Pines Kairaki Stormwater Upgrades budget (102479.000.5123).
- (d) **Notes** that this project is intended to assist mitigate flooding challenges being experienced in the residential areas of Pines Beach and Kairaki Beach during storm events. Acknowledging the proposed upgrades will not remove all risk of future flooding, but will achieve some improvements in smaller to medium events.
- (e) **Notes** that Pines and Kairaki Beach Areas are subject to natural hazards such as flooding and liquefaction. This will be exacerbated in the future by sea level rise. Parts of the area were previously Red Zoned and it is challenging to maintain infrastructure and services in this area.
- (f) **Notes** that these works are programmed to be designed this financial year (2025/26), and tendered and constructed next financial year (2026/27).
- (g) **Requests** the Three Waters Manager to investigate further work be done on the gully traps to alleviate flooding in the area.

CARRIED

J Watson stated this was good timely work that needed to be completed and she hoped the proposed work would mitigate the flooding seen in the past.

A Campbell concurred, noting that residents experienced significant fear during the previous flood event and that any work to mitigate future impacts was welcomed.

P Redmond noted that this was a good report and although these works would not entirely eradicate flooding, any improvements that would decrease the flooding occurring was a step forward.

6.2 Pines Kairaki Beach Roundabout Changes – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)

J McBride spoke to the report noting in 2019 the Board considered a report on shifting the Pines Kairaki Beach Roundabout further south however the Utilities and Roading Committee decided to maintain the status quo. Further feedback from the Pines Kairaki Beaches Association was in relation to the use and height of the roundabout. A review of the Crash Analysis System (CAS) data showed there had been no reported crashes at the intersection in last 10 years, which was likely due to the low speed environment of the intersection. Staffs' consideration of the proposal to lower the height of the roundabout would result in higher speeds and increased issues with vehicles driving directly over the top of the roundabout.

P Redmond questioned what consultation had been undertaken with the Pines Kairaki Beaches Association and residents. J McBride stated a survey was undertaken in 2019 however no further consultation had been completed since then.

Following a query from J Watson, J McBride stated the previous t-intersection had a crash history and post earthquake the opportunity arose to install roundabout to address the safety issues at the intersection.

J Watson further asked if the Road Safety Audit recommendation to realign the approach from Featherstone Avenue would have to be undertaken. J McBride highlighted that Road Safety Audits look at and capture all potential risks. An assessment would then be undertaken comparing the risk of an incident occurring and the benefit of the cost of improvement. This intersection was a low speed environment and the risk of changing the roundabout to decrease inflection in comparison to the cost was not considered a benefit. She noted that whilst it would be great to have everything built to the gold standard it was not possible and not necessary from a risk perspective.

B Cairns questioned if raising the tar seal around the roundabout was a possible option. J McBride noted the roundabout at Williams Street and Charles Street had the same mountable kerb as the Pines Kairaki roundabout and were approximately 130ml high. Raising the area around the roundabout would increase the risk of vehicles driving over the top at speed.

Following a further question from B Cairns, J McBride stated 130ml was the standard height used for mountable roundabouts across the district. This allowed larger vehicles to mount the roundabout and included having no other features on the roundabout such as planting or signage.

S Powell sought clarification if any concerns had been raised by the school bus. J McBride was not aware of any recent complaints from the school bus regarding the roundabout.

T Bartle asked how the issues raised by residents could be addressed. J McBride acknowledge it was difficult to address as the roundabout operated effectively for a large number of users. Whilst raising the asphalt could be effective the balance had to be made to not raise it too much as it could create further issues. Raising the surrounds of the roundabout would also still require larger vehicles to mount the kerb with one wheel.

Moved: P Redmond

Seconded: T Bartle

That the report lies on the table pending a site meeting with the Pines Kairaki Beaches Association, local residents, Board members and staff.

CARRIED

6.3 Request for Approval to Install Raised Safety Platform on Island Road as part of the Sterling Development – J McBride (Roading and Transport Manager) and J McSloy (Development Manager)

J McBride presented the report and advised that the developer of the Sterling Development had requested the installation of a raised safety platform on Island Road. Through the resource consent process, a key pedestrian connection between the development and the Silverstream commercial area had been identified. Similarly, staff had received service requests from the Charles Upham Retirement Village in Rangiora for additional pedestrian crossing points. It was therefore anticipated that similar requests would be received from the Sterling Development.

J McBride further noted the proposed location differed from the previously discussed raised safety platform on Silverstream Boulevard, as Island Road was a local road rather than a collector road and was not a Metro Bus route. The construction design also differed, as there was no separate curve at the base of the ramp, which helped minimise vehicle tyre noise. Additionally, the platform was not located directly outside a residential dwelling.

In response to a query from S Powell, J McBride confirmed this would not be a formal pedestrian crossing as they required 50 pedestrians per 30 minutes to cross the road. Staff would continue to monitor the appropriateness of the raised platform.

T Bartle questioned if any communication had been carried out with the local residents given the negative response from the raised safety platform on Silverstream Boulevard previously experienced. J McBride clarified no consultation had been undertaken with residents as it was proposed through the resource consent process.

J McBride then responded to T Bartle stating the developer would be covering the costs associated with the installation.

T Bartle asked whether consideration had been given to narrowing the road and applying triangle road markings to create the impression of a raised platform. J McBride advised that road markings could only be used in conjunction with a formal pedestrian crossing and could not be applied in isolation. Staff had also considered a pedestrian refuge in the center of the road; however, this would have resulted in a loss of parking.

In response to a question from J Watson, J McBride confirmed the raised platform would be gentler than those on Silverstream Boulevard.

P Redmond asked if there had been a more recent traffic count for Island Road. J McBride stated traffic counts only occurred on most local roads every six years however it was expected that as development occurred traffic volumes would increase.

A Campbell questioned where delivery services for the retirement village would be located. J McBride confirmed The Sterling had a delivery road within the subdivision.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 260408092002.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the installation of a raised safety platform on Island Road, to provide a connection between the Sterling and the reserve walkway.
- (c) **Notes** that the cost of installation of the raise safety platform will be funded by the Developer.

CARRIED

J Watson supported the motion as this was not a busy road and few residents would be affected. She also highlighted the increased in safety for pedestrians.

R Keetley concurred noting he did not anticipate similar problems occurring as did on Silverstream Boulevard.

6.4 **Request to Consult on Proposed Parking Restrictions at 42 Silverstream Boulevard – N Puthupparambil (Transportation Engineer) and S Binder (Senior Transportation Engineer)**

J McBride presented the report which sought approval for consultation to be undertaken on a proposed parking restriction outside the dairy located at 42 Silverstream Boulevard.

J Watson questioned if there was a conflict between businesses who required longer parking. J McBride confirmed this consultation would be undertaken with all businesses in the area. As there was still a large number of parks without time restrictions the ability for longer stay parking existed. The P15 would help facilitate turnover and had been implemented in other areas across the district.

R Keetley asked how the parks would be identified as P 15. J McBride stated there would be signage in front of the parks indicating they were P15.

P Redmond queried if the consultation would include consideration for a P120 restriction for the remaining parks. J McBride confirmed as part of the consultation they could ask a generic question regarding time restrictions for all the parks.

In response to a question from B Cairns, J McBride stated she was not aware of any proposed business or associated parking on Mitchell Lane.

Moved: P Redmond

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 260407090446.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** consultation being undertaken on a possible change to parking time restrictions of two parking spaces in front of the dairy at no. 42 Silverstream Boulevard to 15 minutes parking.
- (c) **Notes** that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

CARRIED

P Redmond considered the issue to be broader than the needs of only a few businesses seeking faster parking turnover. He suggested that introducing a P120 time limit across all parking spaces may better suit the majority of businesses and reduce the need for P15 parking through increased turnover. From his previous experience a key problem was staff parking outside their own business. He was interested to see the result of the consultation.

T Bartle concurred, stating the consultation would identify what needed to be done.

6.5 **Kaiapoi Town Entrance Signs – T Stableford (Landscape Architect)**

T Bartle sat back from the table due to previously identified conflict.

T Stableford spoke to the report highlighting following concern regarding the cost associated with the entrance sign therefore a revised lower cost option was produced. Staff recommend reducing the scope and installing the signs at both the Smith Street and Main North Road locations.

J Watson questioned if the wharf timbers were used would the cost associated be repeated for all signs. T Stableford confirmed it would be.

R Keetley asked if consideration had been given to using an inground concrete plinth for mounting. T Stableford stated the engineer involved in the design had recommended the sign be attached to timber post. A concrete plinth could be an option, but whatever was used needed to be frangible.

J Watson sought clarity on how options 3 and 4 could be combined. G Stephens explained the Board could choose to complete the Main North Road Entrance only or the Smith Street entrance only however with the reduced scope there was sufficient budget to complete both locations.

Following a question from R Keetley, T Stableford confirmed that the annual plants at the existing Main North Road entrance sign could be removed, and that the planting bed could be extended into the remaining grassed area and replanted with low-growing native species.

Moved: P Redmond

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260324082570.
- (b) **Approves** proceeding with the Kaiapoi Town Entrance Project with a lower cost revised sign concept. The estimated cost to implement the revised design at both entrances, along with the enhancements proposed for the existing Main North Road entrance feature is \$58,135.
- (c) **Approves** Town Entrance Sign Concept C.
- (d) **Approves** the installation of the revised Kaiapoi Town Entrance Sign in the shown location on Smith Street (*Attachment i. Proposed Entrance Sign Locations Trim: 260407090573*).
- (e) **Approves** the installation of the revised Kaiapoi Town Entrance Sign in the shown location on Main North Road (*Attachment i Proposed Entrance Sign Locations Trim: 260407090573*).
- (f) **Approves** the minor changes made to the existing entrance sign to become an entrance feature (*Attachment ii. Proposed minor changes to Main North Rd Entrance Sign Trim: 260407090641*) which should include extending the planting bed to the end of the triangular area in front of the sign, replanting with low-growing native species and to retain the lettering on the wall.
- (g) **Notes** that staff will bring a report for the Williams Street and Ohoka Road entrances when there is more certainty around planned road layouts associated with the Woodend Bypass.
- (h) **Requests** staff to arrange for the 'All Together Kaiapoi' sign to be relocated to 'Pachinia's Walkway' and for the Kaiapoi/Rotary sign to be removed.

CARRIED

A Cambell: Against

P Redmond commented the original proposal costs were confronting, however the costs associated with concept c were realistic and meant more signs could be installed in the future. He felt the blue and white sign identified best with Kaiapoi. He further commented the All Together Kaiapoi and Kaiapoi Rotary signs should be removed and if possible relocated. He suspected the lettering on the old Main North Road sign would need to be removed as the letters were crooked. He thanked staff for their work on this project noting it needed to be progressed.

S Stewart concurred with P Redmond's comments noting the blue and white sign being in the location of the All Together Kaiapoi sign was perfect. She suggested the All Together Kaiapoi sign be relocated to Patchina's Walkway to commemorate the history of Kaiapoi. She noted if the lettering on the existing sign did need to be removed it should be kept for future use elsewhere. She also supported planting the grass area on Main North Road.

R Keetley supported the motion despite it being disappointing the wharf timbers would not be used after funds were already spent towards cutting them.

J Watson supported the motion agreeing the All Together Kaiapoi sign should be retained at Patchina's Walkway. She was happy for the lettering to remain on the existing sign if they were straightened. It was disappointing the wharf timber was not being used.

A Campbell was not supportive of the motion as although not using the wharf timber had savings involved funds had already been spent preparing them.

6.6 Kaiapoi-Tuahiwi Community Board General Landscaping Budget – T Stableford (Landscape Architect)

T Stableford spoke to the report highlighting it was seeking allocation of the Boards General Landscaping Budget. The Board identified three projects as priorities which were improvements to Kaiapoi's Southern Entrance, the upgrade of Fuller Street Reserve and Christmas lighting in the town centre. Staff were recommending targeted native planting along Williams Street Reserve at the southern entrance which would provide landscape and biodiversity benefits while enhancing a key gateway into Kaiapoi. The Fuller Street Reserve upgrade was recommended as a practical, high-impact project that would improve seating, planting and accessibility. Whilst smaller-scale decorative lighting could be delivered through the General Landscaping Budget, larger permanent Christmas lighting would require a Long Term Plan approach. This project was therefore not recommended to be progressed but could be retained as a future priority. The Kaikanui Bridge Balustrade was also highlighted as a potential project however would be better suited for the Long Term Plan.

P Redmond sought clarity on the proposed connecting path for Fuller Street Reserve. T Stableford believed despite the narrow site there would be enough room for a path. This would also provided better accessibility to the seating planned for within the reserve.

S Stewart enquired what the planter boxes for Fuller Street would look liked. T Stableford emphasised the concept plan was only a draft and would be further developed if the project was approved to progress. She noted that as the boxes would be visible from the street it would be good to have something with colour and vibrance.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260324082570.
- (b) **Approves** the allocation of \$28,211 from the General Landscaping Budget for native planting along Williams Street Reserve as per the attached plan (*TRIM 260331087936*).
- (c) **Approves** the allocation of \$20,000 from the General Landscaping Budget for the upgrade of Fuller Street Reserve as per the attached plan (*TRIM 260401088936*).
- (d) **Notes** that the Kaiapoi Volleyball Net has been completed and came in at \$3,369 which is under the \$5,000 budget allocation. The remaining (\$1,631) budget is available for re-allocation.
- (e) **Notes** that this would see the full budget allocated to projects for this financial year. Any unused funds from projects including the Town Entrance Sign Project will be returned to the General Landscaping Budget for future re-allocation to other priority projects in the new financial year.
- (f) **Notes** That Christmas lights will be returned as a project priority at the completion of the current Town Entrance project and/or in the 26/27 Financial year.

CARRIED

S Stewart understood the concerns about spending money these projects would provide an opportunity for ecological and cosmetic benefits for the town. The budget had been rolled over for many years to undertake significant projects, and it could be lost if not spent.

P Redmond supported the recommendation highlighting he had been following the potential of Christmas lighting for 10 years and he was hopeful if funding remained it could be put towards that project.

6.7 **Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260316076775.
- (b) **Approves** a grant of \$190 to the Chris Ruth Centre Trust towards the purchase of a portable speaker.

CARRIED

J Watson noted she attended the opening of the mural at the Chris Ruth Centre and felt they did a fantastic job for the community.

6.8 **ANZAC Day Services 2026 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260316076898.
- (b) **Appoints** Board member(s) T Bartle and R Keetley to attend the Kaiapoi Dawn Service to be held at 6.30am on Saturday, 25 April 2026, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member(s) J Watson and A Campbell to attend the Kaiapoi Citizens' Anzac Day Service to be held at 9.45am on Saturday, 25 April 2026, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for March 2026**

- Attended a meeting with Baynons Road residents regarding the gravel haulage route.
- Attended an update on salination.
- Attended Situational Awareness Security training.
- Attended the National Council of Women Elected Members evening.
- Annual Plan submission workshop.
- The mural on the toilets outside Paris for the Weekend was accidentally painted over.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 March 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 10 March 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 11 March 2026.
- 9.4 Proposed Stock Movement Bylaw 2026 – Draft for Formal Public Consultation Request – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.5 Rangiora Airfield Governance Review 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.6 Health, Safety and Wellbeing Report January 2026 to February 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury's Approved Six-Month Report to Council 31 December 2025, Draft Statement of Intent for the Financial Year Beginning 1 July 2026 and ENC Actual Expenditure to 31 December 2025 – Report to Audit and Risk Meeting 17 March 2026 – Circulates to all Boards.
- 9.8 Water Services Alternative Rating Structure Review – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.9 Fee Waiver Terms of Reference and Grants Scheme Update – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.10 Storm Related Tree Damage Response – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.11 Council Submissions to Central Government for the Local Government Consultation Period, February 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.12 ANZAC Day Services 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.13 Adoption of the 2025-2028 Governance Statement – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.14 Health, Safety and Wellbeing Report February 2026 to 16 March 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) Receives the information in Items 9.1 to 9.14.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley:

- Attended an update on salination.
- Attended the March Waimakariri Biodiversity Trust meeting.
- Attended the RSA executive meeting. The current focus was on ANZAC Day. The Annual General meeting would be held in May 2026.
- The Kaiapoi Historical Society Annual General Meeting would be held in May 2026. Access to upstairs was still on ongoing issue.

A Campbell:

- Attended the Waimakariri Access Group Training which was very beneficial. Signs blocking footpaths was a large issue for those with vision impairments as well as access to parks and greenspaces being difficult for those with mobility challenges.
- Attended the Annual Plan drop-in session in Kaiapoi.
- Attended the National Council of Women Elected Members evening.
- Attended the Waimakariri Health Advisory Group meeting. A chemist would be opening in Woodend. Social Services may approach the Board for funding towards a leaflet drop with information on the services available.

S Powell:

- Volunteer Expo at Rangiora Library – this attracted many groups with visitors. Many of the groups found new volunteers.
- Visited the new one bedroom units for the elderly in Kaiapoi. These would be available in early May 2026. They would have a shared energy system which would provide hot water and heating to a minimum temperature and was included as part of the rent. Council received some funding toward the project from the Ministry of Housing and Urban Development and the Rata Foundation.
- A business case for the Rangiora Eastern Link (REL) was submitted to NZTA for co-funding consideration as part of the Governments Nation Land Transport Programme (NLTP).
- The Mayors Taskforce for Jobs Business Breakfast saw representative finding out more about the scheme and some employers were now looking at how they could be part of this initiative.
- Representative from NZ Post answered questions around the proposed closure of local outlets and confirmed the opening of an agency at UniChem Ravenswood. Points raised with them were the rural nature of Waikuku Beach and the reliance on post boxes and the lack of public transport. Concern was also raised around the difficulty Pegasus residents faced getting across SH1 safely and the lack of service particularly for the elderly and those with mobility issues. There were no plans to install a street received in Ravenswood or Pegasus.
- Attended the opening of the Annie Currie viewing platform overlooking the Ashley Rakahuri estuary in Waikuku Beach. The Ashley Rakahuri River Care Group received a bequest from Annie Currie and with help from many people the platform was built and was proving very popular.
- North Canterbury Health Hub and After-hours build in Rangiora had reached a milestone with the roof on.
- Woodend Pegasus Area Strategy Review survey was now live on the Council website. The first of two workshops with stakeholders was held on 1 April. These workshops and the information from the survey would help develop the draft strategy.

B Cairns:

- Food Secure North Canterbury hosted two weekends of edible garden/farm visits to encourage people to learn how to grow their own food. It was popular and would be an ongoing event.
- Discussion regarding homelessness with Rangiora Retailers facilitated by Matt Doocey. Talks were about those taking up residence on the main streets in town centres and the wider issue of homelessness.
- Rangiora Town Hall was celebrating its centenary, and multiple meetings were held to arrange an event to celebrate.
- The new playground at Norman Kirk Park in Kaiapoi had been reviewed following user feedback, and several elements had been adjusted accordingly. Additional signage had also been installed at Currie Park. It was noted that receiving user feedback was valuable, as it enabled the Council's Greenspace team to consider it and make improvements where appropriate.
- The Annie Currie Bird observation platform at the Waikuku estuary was opened.
- Twenty Elder Person units were currently under construction in Kaiapoi and were nearing completion.

- North Canterbury Neighbourhood Support had, after many months of consultation with its members, transitioned from an incorporated society to a charitable trust. It was noted that, in due course, the trust may seek representatives from Community Boards to join its management committee.
- Work was underway on the Events Plan, which considered how the Council provided funding for events and for the various promotions associations. The focus was on identifying opportunities for improvement and ensuring that funding was aligned with desired outcomes.
- The Kaiapoi River Festival had attracted approximately 7,000 attendees. It was anticipated that the 2027 event would be larger.
- Public open discussions on the Draft Annual Plan had experienced low attendance. To date, around 20 submissions have been received, with the submission period closing on 20 April.
- Attended a residents' meeting at the Baynons Road, where concerns were raised regarding the volume of truck movements transporting gravel for the construction of the Woodend Bypass.
- Government officials from Wellington visited the Council to receive an update on the Waimakariri Welcoming Community Plan.
- The Race Unity Poster Competition was held again this year—its fourth year—with schools participating by having students design posters based on a set theme.
- The Woodend–Pegasus Area Strategy event was well run, with a number of constructive ideas presented regarding the future development of the area. It was noted that Ravenswood had the potential to become the central hub.
- A new art gallery had opened in Kaiapoi.
- A new art education business had commenced operation in Rangiora.
- The *Schmuck* Jewellery Exhibition had opened in the Rangiora Chamber Gallery.
- The Indian community celebrated Holi, the festival of colours, in Victoria Park, Rangiora.
- The Pegasus Community Centre in Pegasus had progressed to the stage where the roof had been installed.
- Enterprise North Canterbury was hosting an online discussion with Brad Olsen on the impact of global instability and oil shocks.

S Stewart:

- Attended an update on salination.
- Attended Ashley/Rakahuri River Care Group meeting.

T Bartle:

- Residents were calling for another meeting with elected officials on Friday 24 April regarding Baynons Road.
- Was part of the Parking Bylaw Hearing Panel.

P Redmond:

- Rangiora Airfield Advisory Group Meeting:
 - Restructuring in progress to become a user group.
 - Re-seeding of the runway and taxi area.
 - Over 40,000 movements per annum, considering whether to become a certifying airfield.
- Annual Hui with Ngai Tuahuriri – good dialogue and discussions.
- Waimakariri Passchendaele Advisory Group Meeting:
 - Chaired inaugural meeting.
 - Nominated community representatives to the Council, who were approved – Neville Atkinson, Russell Keetley and Aaron Clark.
 - The Group would be meeting quarterly.

- Volunteer Expo at Rangiora Library:
 - Very well supported and good attendance.
 - One complaint from a user was that it was disruptive and not a good venue.
- Visited the former motel complex on Percival Street:
 - This had been remodelled for social housing.
 - Well run with support from local agencies.
 - Approximately 14 units.
- Pegasus Cuppa.
- Courtenay Drive elderly persons complex visit:
 - Nearing completion.
 - Chaired Property Asset Working Group.
 - Self-supporting overall.
- Mayor's Task Force for Jobs Breakfast.
- Residents meeting at Baynons Road:
 - This was in relation to gravel extraction haulage routes.
 - Ongoing with residents.
 - Mitigations proposed relating to days and hours of operation, speed limits and signage.
 - Residents were seeking an alternative route.
 - Essentially an Environment Canterbury and New Zealand Transport Agency matter.
- Environment Canterbury Drop in at Rangiora Airfield regarding stop bank improvements – several options some of which could prejudice airfield in future e.g. Daniel Smith proposal.
- Opened Annie Currie Platform at Waikuku Estuary and cut the ribbon:
 - A generous legacy from Annie funded this project.
 - Attended by her family and the Ashey Rakahuri Rivercare Group, Friends of Tuhaitara Coastal Park and local residents.
 - An ecological gem.
 - Accessible to all users.
- Oxford A&P Show.
 - Very well attended.
 - Council staff and a few elected members present to discuss the Draft Annual Plan, Get Ready, Library and recycling.
- Baynons Road was still issue. Council issued a temporary traffic management plan however it was unlikely to satisfy all.

11 CONSULTATION PROJECTS

11.1 Draft Youth Action Plan 2026-2029

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2026-27>

Consultation closes Monday 20 April 2026.

11.2 Woodend/Pegasus Area Strategy Review

<https://letstalk.waimakariri.govt.nz/woodend-pegasus-area-strategy-review>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 March 2026: \$4,279.

12.2 General Landscaping Budget

Balance as at 31 March 2026: \$46,580.

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 Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 18 May 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.56PM.

CONFIRMED


Chairperson

18 May 2026

Date

Workshop

(Trim: 260316076551)

- *General Landscaping Budget Review – Grant Stephens (Design and Planning Team Leader) 20mins*
- *Members Forum*