

**Table 5: Key Utilities and Roading Department Staff with Responsibilities Relating to Water Supplies**

Staff	Role	Qualification	Responsibility
Gerard Cleary	Manager Utilities and Roading	Bachelor of Civil Engineering (BSc, CMEngNZ, CPEng)	Overall responsibility for the roading, solid waste and three waters services within the district. Final level of approval of the Water Safety Plan before submitting to Management Team.
Kalley Simpson	3 Waters Manager	Bachelor of Natural Resources Engineering (MEngNZ)	Overall responsibility for asset management, operation and maintenance of three waters services within the district. Assistance with preparation of Water Safety Plan.
Colin Roxburgh	Water Asset Manager	Bachelor of Natural Resources Engineering (CPEng, CMEngNZ)	Overall responsibility for asset management of all Council water supplies. Assistance with preparation of Water Safety Plan.
Caroline Fahey	Water Operations Team Leader	Masters in Civil Engineering (MEngNZ)	Overall responsibility for operation and maintenance of three waters services within the district. Assistance with preparation of Water Safety Plan.
Daniel Wilkes	Control Systems Engineer	New Zealand Certificate of Engineering (NZCE) in Electronics and Computer Technology.	Responsible for operation and management of three waters SCADA communications systems.
Mark Andrews	Utilities Projects Team Leader	Bachelor of Mechanical Engineering (CEng MCIWEM C.WEM)	Team leader of Utilities Design Team within Council, responsible for designing and review of three waters infrastructure. Reviewer of Water Safety Plan.
Jigyasa Dhakal	Project Delivery Unit Engineer	Bachelor of Civil Engineering (BE civil)	Primary author of Water Safety Plan.

### 1.2.2. Employee awareness and training plan

Process mapping software called Promapp is used by WDC employees to ensure procedures are documented and correctly implemented.

The Water Unit have internal operator procedures specific to the operation of drinking-water supplies. For new and existing employees, actively managed employee awareness and training plans ensure well trained and highly competent staff are operating and maintaining the WDC water supplies. Refer to [Section 4.1](#) for further Water Unit staff training information.

### 1.3. Engaging Community

Methods of community engagement are described in Table 3 within [Section 1.2](#).

Specific contact lists for incidents and emergencies are described in Table 62 within [Section 7.1](#).

## 2. Assessment of the Drinking-Water Supply System

### 2.1. Description, Analysis and Water Quality.

The flow diagram of this scheme has been attached as part of Appendix A.

#### 2.1.1. Catchment Characteristics

Woodend and Pegasus are coastal urban towns between the Ashley and Kaiapoi rivers. The main activities within the area include residential housing, lifestyle properties, commercial activities and farming. Refer to Figure 2 for an aerial photograph of the catchment and the zoning of the land.



Figure 2: Zoning for Woodend and Pegasus (refer to the [District Plan](#) for zone definitions)

Equestrian wells (EQ1, EQ2, EQ3 and EQ4) are located in undeveloped land 500 metres to the south of Gladstone Park, Woodend, within a rural area. PW1 is located in Council owned land on Pegasus Boulevard. Two Gladstone Park Wells (Gladstone 1 and Gladstone 2), are located in Gladstone Park, within 500m of the Equestrian well field.

There is one more well (Chinnerys Road Well) which is located in a below ground chamber within the road reserve of Chinnerys Road, close to the Chinnerys Road Headworks. This is for emergency scenarios only, and is not used during normal operation.

The Community Drinking Water Protection Zone (CDWPZ) available on the Canterbury Maps data base has been considered for this WSP catchment analysis. Non-point source activities located within the CDWPZ have been identified from consents, aerial photographs confirmed by site investigations and by collating and verifying anecdotal information.

The following information has been found within the CDWPZ for the Gladstone and Equestrian wells:

- ECan discharge consents (locations indicated in Appendix B)

The following are within the CDWPZ for Chinnerys Road well:

- Landfill Site

The following are not within the CDWPZ however are considered as part of the risk analysis.

- Unmapped septic tanks
- Pegasus Lake
- Woodend Wastewater Treatment Plant
- Bores within the same aquifer as the source wells that may lead to 'short circuiting'.
- Gladstone Road Rubbish Pit

Refer to Appendix B for a location of the wells including their catchment area and protection zones.

Other risks associated with the catchment include nitrate, arsenic and flooding. These have been discussed in detail within the next sections.

### **Algal Bloom**

All the primary sources for this supply are deep groundwater sources which are isolated from the risk of algal and/ or cyanobacterial bloom.

### **Nitrate**

There are growing concerns regarding the presence of nitrate in groundwater within the Canterbury region. Nitrate levels are checked as part of chemical testing for the scheme. While they are currently significantly less than the Maximum Acceptable Value (MAV) of 11.3 mg/L, they are generally expected to increase over time. ECan has carried out modelling of expected future nitrate values based on a range of potential scenarios. The results of this modelling for this supply are summarised in Table 6.

**Table 6: Nitrate assessment for Pegasus from Environment Canterbury's 2018 Nitrate Assessment for the northern Waimakariri River tributaries catchment (ECan, 2018).**

	Current Actual (mg/L)	Future scenario Modelled			
		Current Management Practices	Good Management Practices	Plan Change 5	Current Pathway
Median Likelihood Expected Value	0.7	2.4	2	2	2
Range 5 <sup>th</sup> percentile to 95 <sup>th</sup> percentile likelihood future values	N/A	1.3 – 4.6	1.1 – 3.9	1.1 – 3.9	1.1 – 3.9

While all scenarios show that nitrate levels will remain well below the MAV, and below 50% of the MAV, the levels will be monitored over time. Ways that Council is monitoring and managing this generally includes the following:

- The issue of nitrates in groundwater has been raised at the Canterbury Drinking-Water Reference Group (CDWRG) which is a group made up of the territorial authorities, the Regional Council and Canterbury District Health Board where matters relating to public drinking-water supplies are discussed to ensure all parties work together for the protection of public health.

- The results of modelling works undertaken by Environment Canterbury to predict future nitrate levels have been presented to Council staff. Council staff will continue to work directly with Environment Canterbury to understand the outputs of this work, and to provide any additional input to Environment Canterbury to assist with refinement of modelling in the future.
- Council staff are working closely with the Waimakariri Water Zone Committee, which provides recommendations to Environment Canterbury on the proposed Waimakariri sub-regional chapter in the Land and Water Regional Plan, in particular regarding setting of nutrient limits within the zone. Potential impacts on drinking-water are considered by the Committee when considering and understanding these nutrient limits.
- All Council's primary wells are now tested for all key chemical parameters (including nitrate) annually to gain further confidence that unexpected changes are not occurring.

### Arsenic

Historically, one of the Pegasus Wells (PW2) had detected presence of arsenic above the MAV. The well has since been capped and decommissioned.

Arsenic has been shown to be present above the MAV within some sources within the Waikuku, Woodend and Saltwater Creek Area. In 2001 a study was commissioned to review the occurrence of arsenic in the groundwater within the Waikuku and Woodend area (WDC TRIM reference number 190301024769). The study found that the confining layers in the Waikuku-Woodend area are much more intermittent than in the areas to the south (such as Kaiapoi). Further to this assessment, WDC is currently investigating the extents of the arsenic within private wells the Kaiapoi area.

The study suggests that arsenic occurs within some layers due to organic materials reacting in an anaerobic environment. The source water from the Gladstone, Equestrian and Pegasus wells have not shown presence of arsenic above detection limits, other than EQ1 which had arsenic measured at approximately 0.003 g/m<sup>3</sup> (30% of MAV). In accordance with DWSNZ, WDC is and will continue to test for arsenic within its source wells in this area as part of ongoing chemical monitoring.

### Climatic Features

The Woodend Pegasus water supply is located close to the coast. The [Ministry for the Environment preparing for Coastal Change](#) guidance document suggests that for planning and decision timeframes out to 2120, councils should use a minimum transitional value for sea level rise of 1 metre relative to the 1986-2005 baseline (Category C).

The Equestrian and Gladstone park wells are greater than 2 km away from the sea at approximately 7m above sea level according the 2018 Lidar data.

The Council has undertaken flood modelling up to a 1 in 500 year event based on a rainfall event, as well as an Ashley River breakout. The results are plotted in the Council's GIS system, and are shown below. This demonstrates that the wells are not within the flood plains.



Figure 3: Flood Modelling for EQ and Gladstone Wells (coloured squares indicates flood zones).



Figure 4: Flood Modelling for PW1 Well (coloured squares indicates flood zones).

### 2.1.2. Source

The primary source for the Woodend Pegasus water supply consists of six secure groundwater wells (PW1, EQ1, EQ2, EQ3, Gladstone 1 and Gladstone 2). The back-up source for the Woodend zone of the supply consists of one non-secure well at the Chinnerys Road Headworks.

PW1, EQ1, EQ2 and EQ3 were drilled as part of the Pegasus development, while Gladstone 1 and Gladstone 2 were originally drilled for the Woodend water supply. The Chinnerys Road wells served the Woodend supply prior to the drilling of the Gladstone Road wells.

#### **PW1 (G01759)**

This well is located in Pegasus Boulevard, approximately 400m northwest of the Pegasus Headworks building.

Table 7 summarises all the relevant data relating to PW1.

Table 7: PW1 Summary information

Component		Detail
Source	Well Name	PW1
	Unique DW-Online identification code	G01759
	Type	Well
	Approximate percentage of supply	15%
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted June 2017)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with 30kW bore pump (installed 2010) (Grundfos SP60-4, 15 L/s, 35m duty head)
	Location	150 Pegasus Boulevard, approx. 400m northwest of the Pegasus Headworks building.
	Ecan Well Number	M35/10908
	Depth	145.8 m
	Diameter	250 mm
	Year	2007
	Ground Level	7.45 m above MSL
	Initial Static Water Level	4.85m BGL
	Screen Depth BGL	142.8 m to 145.8 m
	Original Pump Test Yield*	30 L/s
	Original Pump Test Drawdown*	48 m
	Specific Capacity	0.94 L/s/m
	Driller	McMillan Drilling Ltd
	Drill Method	Rotary/ Percussion

\*In early 2017, Clemence Drilling Ltd. redeveloped the well and carried out another pump test. This showed that the well could achieve a yield of 24 L/s at 7.02 m drawdown.

**EQ1 (G01946)**

Table 8 summarises all the relevant data relating to this well.

**Table 8: EQ1 Summary information**

Component		Detail
Source	Source Name	EQ1
	Unique DW-Online identification code	G01946
	Type	Well
	Approximate percentage of supply	21%
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted June 2017)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with 37kW bore pump (installed 2016) (Vansan VSP SS 08160/03, 30 L/s, 50m duty head)
	Location	207 Gladstone Road, approx. 800m south of the Pegasus Treatment building.
	Ecan Well Number	M35/18017
	Depth	218.8 m
	Diameter	300 mm
	Year	2009
	Ground Level	4.70 above MSL
	Initial Static Water Level	unknown
	Screen Depth BGL	212.2 m to 214.2m
	Pump Test Yield	30 L/s
	Pump Test Drawdown	20.73 m
	Specific Capacity	1.45 L/s/m
	Driller	Clemance Drilling
	Drill Method	Rotary Percussion Tool

EQ 1 was originally reported as yielding in the order of 37 L/s when running concurrently with all other wells, however following redevelopment in 2016 it was recommended that its capacity be limited to 30 L/s to ensure it does not draw through sand (refer 161220131051 for details on replacement pump undertaken at the time of redevelopment).

**EQ2 (G01947)**

Table 9 summarises all the relevant data relating to this well.

**Table 9: EQ2 Summary information**

Component		Detail
Source	Source Name	EQ2
	Unique DW-Online identification code	G01947
	Type	Well
	Approximate percentage of supply	1%*
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted June 2017)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with a 37kW bore pump (installed 2011) (Grundfos SP125-4, 41.1 L/s, 80m duty head)
	Location	207 Gladstone Road, approx. 800m south of the Pegasus Treatment building.
	Ecan Well Number	M35/18018
	Depth	250.7 m
	Diameter	250 mm
	Year	2010
	Ground Level	4.27 m below MP
	Initial Static Water Level	Not recorded
	Screen Depth BGL	244.7 m to 250.7 m
	Pump Test Yield	45 L/s
	Pump Test Drawdown	36 m
	Specific Capacity	1.26 L/s/m
	Driller	Clemence Drilling
	Drill Method	Rotary Percussion Tool

*\*This well is not used during normal operation as manganese removal achieved is not as good as the other wells using a biological process.*

EQ2 is reported as yielding in the order of 37 L/s when running concurrently with EQ 1 and EQ3 as part of the original commissioning.



**EQ3 (G02085)**

Table 10 summarises all the relevant data relating to this well.

**Table 10: EQ3 Summary information.**

Component		Detail
Source	Source Name	EQ3
	Unique DW-Online identification code	G02085
	Type	Well
	Approximate percentage of supply	21%
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted November 2016)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with a 37kW bore pump (installed 2014) (Grundfos SP125-4, 41.1 L/s, 80m duty head)
	Location	207 Gladstone Road, approx. 800m south of the Pegasus Treatment building.
	Ecan Well Number	M35/18019
	Depth	213 m
	Diameter	300 mm
	Year	2014
	Ground Level	3.76 above MSL
	Initial Static Water Level	5.38 m BGL
	Screen Depth BGL	208 m to 212 m
	Pump Test Yield	40 L/s
	Pump Test Drawdown	8.46 m
	Specific Capacity	16.48 L/s/m
	Driller	Clemence Drilling
	Drill Method	Rotary Percussion Tool

EQ3 is reported as yielding in the order of 37 L/s when running concurrently with EQ1 and EQ2 as part of the original commissioning.

**EQ4**

Table 11 summarises all the relevant data relating to this well. It is noted that the final drilling, screening and development were not completed as it was determined by the developer that they had sufficient capacity for the Pegasus supply without requiring this well. While currently capped, it is intended that this well construction be completed and the well utilised in the future to accommodate growth.

**Table 11: EQ4 Summary information.**

<b>Component</b>		<b>Detail</b>
Source	Source Name	EQ4
	Unique DW-Online identification code	Unassigned
	Type	Well
	Percentage of supply	0%
	Reliability	NA
	Water quality issues	NA
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Future source
	Location	207 Gladstone Road, approx. 800m south of the Pegasus Treatment building.
	Ecan Well Number	M35/18020
	Depth	194.40 m
	Diameter	400 mm
	Year	2014
	Ground Level	3.82 above MSL
	Initial Static Water Level	0.15 m BGL
	Screen Depth BGL	No screens installed
	Pump Test Yield	Not developed
	Pump Test Drawdown	Not developed
	Specific Capacity	Not developed
	Driller	Clemence Drilling
	Drill Method	Rotary Percussion Tool

**Gladstone 1 (G01166)**

Table 12 summarises all the relevant data relating to this well.

**Table 12: Gladstone 1 Summary information.**

Component		Detail
Source	Source Name	Gladstone 1
	Unique DW-Online identification code	G01166
	Type	Well
	Percentage of supply	21%
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted October 2018)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with a 30kW bore pump (installed 1998) (Pleuger QN83-4 + M6-600, 40 L/s, 50m duty head)
	Location	202 Gladstone Road (southwest corner of Gladstone park)
	Ecan Well Number	M35/7542
	Depth	205.8 m
	Diameter	200 mm
	Year	1998
	Ground Level	4.92 above MSL
	Initial Static Water Level	2.88 m BGL
	Screen Depth BGL	201.8m and 205.8m
	Pump Test Yield	40 L/s
	Pump Test Drawdown	21 m
	Specific Capacity	3.37 L/s/m
	Driller	Clemence Drilling
	Drill Method	Cable Tool

**Gladstone 2 (G01916)**

Table 13 summarises all the relevant data relating to this well.

**Table 13: Gladstone 2 Summary information.**

Component		Detail
Source	Source Name	Gladstone 2
	Unique DW-Online identification code	G01916
	Type	Well
	Percentage of supply	21%
	Reliability	Good
	Water quality issues	Manganese and iron above guideline values Secure source (granted October 2018)
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Secure deep well with a 37kW bore pump (installed 2009) (Grundfos SP125-4, 41.1 L/s, 80m duty head)
	Location	202 Gladstone Road (southwest corner of Gladstone park)
	Ecan Well Number	M35/11693
	Depth	210 m
	Diameter	300 mm
	Year	2007
	Ground Level	4.89 above MSL
	Initial Static Water Level	Ground Level
	Screen Depth BGL	200.7m and 205.4m
	Pump Test Yield	40 L/s
	Pump Test Drawdown	79.82 m
	Specific Capacity	0.5 L/s/m
	Driller	Clemence Drilling
	Drill Method	Rotary Percussion Tool

### **Chinnerys Road Well 2 (G00152)**

Historically two wells existed on Chinnerys Road. Chinnerys Road Well 1 (M35/0470) and Chinnerys Road Well 2 (M35/0225). Chinnerys Road Well 1 is located within the western border the Chinnerys Road Headworks site. As the well has been capped and disconnected it is not considered suitable for backup supply. The Chinnerys Road Well 2 however is considered a backup well for this supply, although would only be used in an emergency event. It is located in the footpath of Chinnerys Road. When the Ravenswood development was underway and the road reconstructed, the footpath was extended such that the well was not within the road corridor. Refer to Figure 5 for a location of these wells.



Figure 5: Location of Chinnerys Road Wells

Chinnerys Road Well 2 is now referred to as “Chinnerys Road Well” as it is the only remaining Chinnerys Road well since the capping of the first well. Table 14 summarises the key data relating to this well.

Table 14: Chinnerys Road Well Summary information.

Component		Detail
Source	Source Name	Chinnerys Road Well
	Unique DW-Online identification code	G00152
	Type	Well
	Percentage of supply	0%
	Reliability	Good
	Water quality issues	Elevated iron & manganese Non-secure shallow source within footpath of Chinnerys Road.
Source infrastructure	Type (pumped/gravity/equipped bore/etc)	Non-Secure shallow well with 13 kW bore pump (installed 1982) (Pleuger Q83-2 T6, 25L/s)
	Location	Within footpath outside 122 Chinnerys Road
	Ecan Well Number	M35/0225
	Depth	22.7 m
	Diameter	250 mm
	Year	1982
	Ground Level	14.32m above MSL (Lyttelton 1937)
	Initial Static Water Level	10.22m BGL
	Screen Depth BGL	19.7 m to 22.7 m

Component	Detail
Pump Test Yield	25L/s
Pump Test Drawdown	2 m
Specific Capacity	12.5 L/s/m
Driller	A M Bisley & Co
Drill Method	Cable Tool

### 2.1.3. Treatment

The Pegasus Headworks (TP02780) is the primary headworks for the Woodend-Pegasus water supply scheme. In order to ensure reliable operation, the plant is provided with redundancy and automatic changeover, on a timed basis, minimising operator intervention. The following section discusses the treatment and processes in place at the Pegasus and Chinnerys Road Headworks and should be read in conjunction with the flow diagram in Appendix A.

#### Treatment Processes Summary

The following table summarises the key treatment processes for the scheme.

Table 15: Treatment types and target values for the scheme.

Treatment Process	Type	Capacity	Log Credit Achieved	Target Values *
Biological Filter (Chinnerys Road) <i>#offline and capped</i>	2 x Filtec gravity filter with 0.8mm – 1.2mm sand media (5m high, 3 m dia)	45 L/s (50L/s through a clean filter after backwash)	Aesthetic only	90% manganese removal from raw water levels
Biological Filter (Primary)	2 x 0.65 – 0.85 ES sand media 600 – 900mm depth	Hydraulic rate 18 m/hr 65-470 m <sup>3</sup> /hr flow per filter	Aesthetic only	90% manganese removal from raw water levels  When UV Treatment is installed: <1 NTU 95 % of compliance monitoring time and <2 NTU for any three minute duration of the compliance period (DWSNZ section 5.10)
Sodium Hypochlorite (Pegasus Distribution)	Flow proportional dosing from 2,500 L tank	2,500L	< 0.25 for crypto (DWSNZ)	0.4 mg/L
Sodium Hypochlorite (Chinnerys Road Back-up)	Flow proportional dosing from 20 L containers	20L	< 0.25 for crypto (DWSNZ)	0.8 mg/L
UV Disinfection at Pegasus Headworks (Future)	TBC	TBC	3 (DWSNZ)	TBC

\*Note: Operators should be cautious when using these values. CCP values displayed at the headworks site shall take precedence. The target values shown are the values set at the time that this WSP was written.

### **Treatment Plant Process Description**

Water is obtained from the primary wells in a duty assist configuration. All bore pumps on these primary wells have variable speed drivers (VSDs) and are run in pre-determined configurations to meet the required demand. In normal operation the flow portion is generally intended to be balanced as shown. The general intent is that PW1, EQ1, EQ3, Gladstone 1 and Gladstone 2 have equal priority, while EQ2 has lower priority due to poor manganese removal performance if this well is used in isolation for an extended period. PW1 has been assigned a lower proportion of flow as this yields less than the other wells. While it is intended to run for a similar proportion of the time, it will contribute less flow. Over time as the biological manganese removal filter continues to run, the flow split between wells may be optimized further.

**Table 16: Typical flow proportion from wells**

Well	Flow Proportion
PW1	15 %
EQ1	21 %
EQ2	1 %
EQ3	21 %
Gladstone 1	21 %
Gladstone 2	21 %

The raw water from all the secure wells excluding PW1 are delivered to the treatment plant's raw water tank, through a circa 600m long, 400mm OD PE pipe. The raw water from PW1 is delivered to the raw water tank from a 315mm OD PE pipe. The Dissolved Oxygen (DO) blowers, (monitored by a DO sensor) provide air to the raw water tank prior to entering the filters, which is required as part of the biological manganese removal process.

Water passes through the filters and the naturally occurring microbes and air oxidise the manganese and iron so it can be removed through the sand filter. When in the automatic control mode (normal operation), the filters will be in one of three states: in service, back-washing or out of service. Filter flow control is by level and flow cascade controller and sand filter back-washing is programmed to occur once per week. This backwashing is usually carried out by the Council's Control Systems Engineer who monitors the backwash process remotely, or by a plant operator.

Following filtration, the system measures turbidity, and the line that supplies Pegasus is dosed with chlorine. Free Available Chlorine (FAC) is measured downstream of the dosing point, both prior to the reservoir and downstream of the reservoir prior to distribution. Actuated valves are included upstream of dosing points to ensure that, when flow paced chlorination is in use, chlorine does not backtrack into the filter and detrimentally impact the manganese and iron removal process.

The transfer pumps draw from the treated water tank and convey it to the two treated water reservoirs which can be operated either independently or in series. Currently one reservoir is dedicated for unchlorinated water being conveyed to Chinnerys Road for the Woodend reticulation, and the other dedicated to the Pegasus reticulation.

Water from the reservoirs at Pegasus Headworks is conveyed into the Pegasus reticulation via three 18.5kW surface pumps and two 4kW jockey pumps and to the reservoir at the Chinnerys Road plant via three 15kW



surface pumps and a dedicated transfer main. Water from the Chinnerys Road reservoir is conveyed via two 11 kW and two 22kW surface pumps to the Woodend and Tuahiwi reticulation network.

There is a bypass connection between the 400mm OD PE source water transfer pipeline to the Pegasus Headworks and the 355 OD PE/DN250 PVC transfer pipeline between the Pegasus Headworks and Chinnerys Road Headworks. Under normal operation there is an air gap between source water and water transferred to Chinnerys Road Reservoir (blank plates installed in place of short section of pipe in a below ground chamber near Gladstone Road). This bypass would allow source water to be pumped directly to the Chinnerys Road plant without passing through the Pegasus plant, in the unlikely event of a significant issue affecting the Pegasus plant. This adds to the overall resilience of the scheme.

The Chinnerys Road Headworks has a number of bypasses. In normal operation the water from Pegasus Headworks (or the source wells if required) bypass the redundant iron and manganese removal filter at the site. Water can also bypass one or both reservoirs and be distributed via the surface pumps.

The Chinnerys Road Well can also be brought online by opening valves and turning on the well pump. This well is not secure, and therefore would require emergency chlorine treatment to be used.

### **Protozoan Compliance**

The scheme has a protozoal removal requirement of 0 log, based on meeting the secure groundwater criteria as set out in Section 4.4. Age dating analysis was undertaken for the following wells, with the results summarised below:

**Table 17: Mean Age and Calculated Young Fraction from Woodend Pegasus Bores**

Source	Mean Age (Yrs)	Young Fraction	Record number
M35/10908 (PW1)	>182	< 0.005%	170317026200
M35/180174 (EQ1)	>175	< 0.005%	
M35/18018 (EQ2)	>176	< 0.005%	
M35/18019 (EQ3)	> 172	< 0.005 %	150325046830
M35/7542 (Gladstone 1)	>177	< 0.005%	180611064696
M35/11693 (Gladstone 2)	<i>wells hydraulically linked</i>	< 0.005%	

The mean age of the water significantly exceeds the minimum requirements for secure groundwater (> 1 year). The young fraction, shows that less than 0.0005% of the water has been present in the aquifer for less than one year. In addition the well heads have been assessed as being secure. Therefore, all primary wells have been granted secure status and, in accordance with DWSNZ, do not require treatment for bacteria or protozoa (i.e. the protozoal removal required is 0 log).

### **Bacterial Compliance**

Criterion 1 is currently used to demonstrate compliance (E. coli monitoring). The frequency requirements from the DWSNZ are as per Table 4.4 note 5. While E. coli is required to be sampled once per quarter leaving the plant, it is currently programmed for sampling once per month both at each plant, and at each individual primary source well.

## Equipment

A list of all key treatment equipment relevant to the Pegasus Headworks are displayed in the table below:

**Table 18: List of equipment available at the Headworks.**

Equipment	Quantity	Notes	Function
Dissolved Oxygen Blowers	2	Becker VT 4.4 60Hz 3-Phase pump	Provides air to the raw water tank using custom made diffusers. Air is required prior to filtration as air and bacteria oxidises the manganese and iron into chemical form which can be removed using a sand filter.
Filter	2	0.65 – 0.85 ES sand media, 600 – 900mm depth, minimum bed dimensions: 8.0m length, 3.3m width, max hydraulic rate 18 m/hr, 65-470 m <sup>3</sup> /hr flow per filter	Manganese/iron removal is achieved by passing the water supply through two filters supported by Johnson screens. Filters operate in parallel with a maximum filtration rate of 470m <sup>3</sup> /hr (one filter), although normal maximum flow is 240 m <sup>3</sup> /hr The filters are backwashed in regular intervals, or in response to high pressure loss or manual initiation. Backwash takes approximately 1 hour 20 minutes and are generally undertaken each Wednesday (weekly).
Backwash Blowers	2	Longtech Roots Blowers LT-156, 40kW, duty point: 25@ 10.0 psig	The backwash blowers pump air to the filters as part of the combined air and water backwashing sequence. Operate as duty and standby.
Backwash Pumps	2	Goulds GIS 250x200-315 30 kW 150 L/s	Takes water from treated water tank and pumps back through filters as part of combined air and water backwashing sequence. Operate as Duty and Standby.
Treated Water Tank	1	120 m <sup>3</sup> tank	Acts as a balance tank prior to treated water pumps and is also used to supply treated water for backwash of the filters.
Treated Water Pumps	2	VSD controlled Goulds GIS 250x200-315 22kW providing duty of 135 L/s per pump.	Transfers water from the filters into the reservoirs.
Chlorine Dosing Pump	2	VSD controlled Siemens AAC4342 VPP-E peristaltic pumps with AAC4321 15 – 2000 ml/h tube.	The pumps operate on duty-standby configuration to maintain and achieve a target dose. While the system originally used carry water, it was found to be more reliable pumping neat chlorine.
Chlorine Analyser	1	In-line Wallace and Tiernan - Depolox 5 analysers with 4 – 20 mA output.	Chlorine is measured after the dosing point, prior to the reservoir, as well as after the reservoirs. Both points are alarmed and connected to the Council's SCADA system to alarm if levels are outside of target range.
Bulk Chlorine Tank	1	2.5 m <sup>3</sup> bulk storage tank, GRP, Vertical Cylindrical Vessel With Flat Base c/w ultrasonic	Stores the chlorine for the dosing pump the use. The low level alarm for the dosing tank is set at 25%, equating to 6 days remaining storage at average dose, maximum flow.

Equipment	Quantity	Notes	Function
		level sensor and conductivity sensor	
Booster Pumps (Pegasus reticulation)	4	VSD controlled 18.5kW Lowara SV92-03/2F185T	Located after Pegasus reservoir A to boost supply pressure to meet design flow. The 4kW pumps provide for low flow duties and 18.5kW for high flow duties. When the system pressure drops below the set point, the booster pumps operate, firstly using the low flow pumps and then higher flow pumps. The pumps are provided with VSD control to provide flexibility as the town develops to avoid surge and to deliver firefighting requirements.
	2	VSD controlled 4kW Lowara SV16-04F40T	
Booster Pumps (Chinnerys Road Headworks)	3	15kW Lowara 125SV02G150T 15kW (TRIM 190612083208)	Located after Pegasus reservoir B to transfer the water from the Pegasus Headworks to the Chinnerys Road Headworks.
Generator	1	Fixed 230kV Olympian GEH250	A permanent generator is available in the Pegasus headworks to maintain supply during outages
	1	Portable 15KVA	Portable generator available at the Water Unit.
	1	Portable 55kVA	Portable generator stored at the Pegasus Headworks.

The plant has duplication and duty/standby arrangements to allow for repairs/maintenance. The operator carries a spare dosing pump and other replacement equipment such that common faults can usually be repaired on site.

The back-up headworks at Chinnerys Road, Woodend (TP00211) has a decommissioned biological sand filter. Emergency chlorine dosing is also available at this headworks. Currently four surface pumps (2 x Goulds 100x65-100 with 22kW motor & 2 x 11 kW Lowara LM132B14S2/3110)

#### 2.1.4. Reticulation Network

The Woodend Pegasus water supply services the reticulation to achieve the target level of service of a supply pressure at all properties of >250 kPa for 100% of the time and >300kPa for 99% of the time. In order to achieve this, the pressure setpoints that the pressure pumps work to maintain are between 400 and 450kPa at the headworks outlets.

The reticulation network and supplied area is shown on Appendix C.

#### Storage

The Pegasus Headworks has two reservoirs to provide water redundancy and firefighting capacity. One reservoir supplies the Pegasus distribution and the other supplies the Chinnerys Road Headworks for the Woodend supply. The Chinnerys Road Headworks has an additional two reservoirs to supply the distribution. The reservoirs generally operate between 75% and 95% full, leaving 75% for emergency or firefighting storage.

The reservoir supplying the Pegasus reticulation has a storage capacity sufficient to provide approximately 11.5 hours of emergency/firefighting storage at an average daily flow of 2,819 m<sup>3</sup>/day (2017/18 peak demand).

The combined volume of the three Woodend distribution reservoirs is sufficient to provide approximately 30 hours of emergency/firefighting storage at an average daily flow of 2,663 m<sup>3</sup>/day (2017/18 peak demand).

**Table 19: Reservoir Capacity Summary**

Location	Reservoir	Capacity (m <sup>3</sup> )	Combined Storage (hours)
Pegasus Headworks	Pegasus Reservoir A (to Pegasus reticulation)	1,360	11.5
	Pegasus Reservoir B (to Woodend)	2,710	30
Chinnerys Road, Woodend	Chinnerys Reservoir 1	450	
	Chinnerys Reservoir 2	450	

Of the 80 restricted connections within this supply, all are required to provide onsite potable water storage on each dwelling lot equivalent to the minimum of 48 hours supply or 4 m<sup>3</sup>, whatever is greater. Customers may require a pump to provide pressure from the tank to their individual water systems. Note this also provides an additional backflow prevention mechanism to the network with an air gap at the top of the tanks.

### Pipeline

The transfer pipeline between Pegasus Headworks and the Chinnerys Road Headworks is a mixture of 355mm OD PE PE and 250mm PVC.

The pipes within the Pegasus reticulation are a combination of 100mm - 400mm diameter mains (PE or PVC mains) with 63mm OD PE rider mains. The pipes within the Woodend and Tuahiwi reticulation a combination of 100mm - 250mm mains predominantly PE or PVC, with a small proportion of asbestos cement. Generally the vast majority of the pipework is considered to be modern materials, with a large amount of remaining life. Refer to Table 20 for the details of the pipelines materials and sizes.

**Table 20: Water Supply pipe length (m) by diameter and pipe materials**

Pipe Material	Pipe Diameter (mm)									
	< 50	50	100	150	200	250	300	375	Total (m)	Total (%)
Asbestos cement	0	0	2,097	2,183	1,438	26	0	0	5,744	5%
PE	334	45,348	77	13	7	279	3,014	1,148	50,221	44%
PVC	0	9,654	22,375	16,810	3,015	5,802	19	0	57,674	51%
Other	0	7	0	0	0	0	0	0	7	0%
<b>Total (m)</b>	334	55,009	24,549	19,007	4,461	6,107	3,033	1,148	113,647	100%

The asset condition for the Woodend Pegasus water supply reticulation is assessed based on theoretical remaining useful life derived from component age and adopted useful life. Figure 6 below illustrates the remaining useful life profiles based on component age and asset design life.

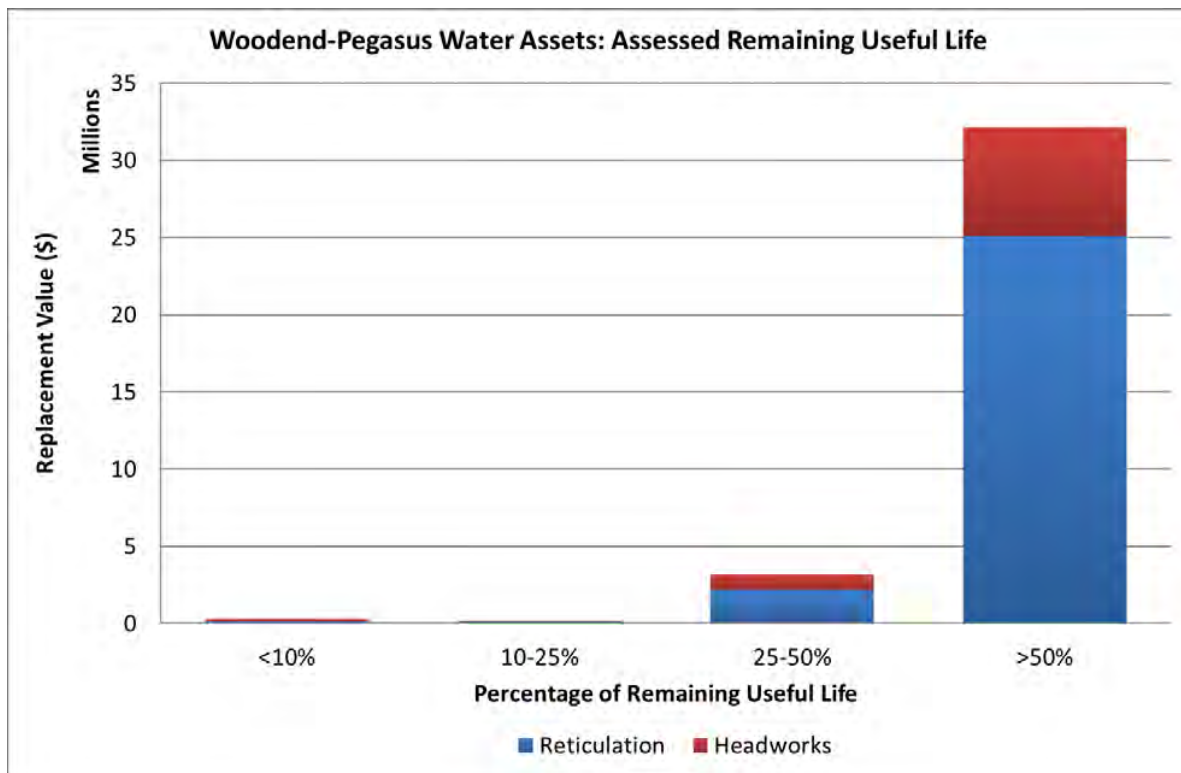


Figure 6: Assessed Remaining Useful Life of the Woodend Pegasus water supply assets

As is demonstrated above, the vast majority of assets have a large amount of remaining useful life.

### **Criticality Based Renewals**

Criticality assessments are undertaken on all pipes, and the planned renewal date calculated using a combination of theoretical life and criticality. Essentially, highly critical pipes are replaced before the theoretical end of life, and lower criticality pipes may be left in service beyond the theoretical end of life if they are continuing to perform well. This ensures that the highly critical pipes are replaced proactively, before they fail, rather than only replacing them as a result of failure or bursts. For this reason, despite the large amount of remaining life, some renewals are undertaken annually in the Woodend scheme.

### **Leakage**

Leakage is measured using the Infrastructure Leakage Index (ILI) from the [Water Loss Guidelines Manual \(2010\)](#).

The ILI method assigns a leakage band to each scheme based on a range of factors. In particular it takes into account the length of pipework, operating pressure, as well as the number of connections.

The ILI is determined to be the ratio of actual leakage relative to a calculated 'Unavoidable Annual Real Losses' (UARL). Essentially accepting that there is a level of leakage that cannot be realistically avoided for a given amount of pipework, connections and pressure and therefore calculating how much actual leakage is occurring relative to this unavoidable amount.

The bands of leakage adopted by Council are shown in Table 16 below:

**Table 21: Performance measures for ILI**

Band	ILI Range	Guideline Description of Real Loss Management Performance Categories for Developed Countries
A	< 2.0	Further loss reduction may be uneconomic unless there are shortages; careful analysis needed to identify cost-effective leakage management
B	2.0 – 4.0	Possibilities for further improvement; consider pressure management, better active leakage control, better maintenance
C	4.0 – 8.0	Poor leakage management, tolerable only if plentiful cheap resources; even then, analyse level and nature of leakage, intensify reduction efforts
D	<8.0	Very inefficient use of resources, indicative of poor maintenance and system condition in general, leakage reduction programs imperative and high priority

The 2017/18 report on leakage (TRIM 190130010451) includes assesses each scheme in the district using the minimum night flow method. The following table shows the results for Woodend and Pegasus scheme, both as separate distribution systems as well as their combined result as a scheme.

**Table 22: Woodend and Pegasus Leakage Results**

Scheme	ILI Score	Leakage Band
Pegasus	0.1	A
Woodend	1.8	A
Combined Total	0.8	A

As is demonstrated above, both schemes perform very well in terms of the ILI performance measure, demonstrating the good condition of the reticulation networks.

An annual leakage report is provided to Council by the Water Asset Manager for review of the systems performance. Leakage is additionally reported in the Activity Management Plans and the Water Safety Plans.

### 2.1.5. Supply and Demand Characteristics

The supply currently has 2,850 on-demand connections and 80 restricted connections. The estimated population is 7,325. The growth projections over the next 50 years is predicted to increase 208% for this supply.

**Table 23: Demand for the Scheme as per WDC flow analysis data (TRIM 121108078783) and AMP (TRIM 161116117754).**

	Current			50 Year
	Pegasus	Woodend	Total	Total
Total Connections	1,611	1,415	2,959	8,469
Average Demand (m <sup>3</sup> /day)	1,032	956	1,751	8,047
Peak Demand (m <sup>3</sup> /day)	2,819	2,663	2,102	21,177

The resource consent for Gladstone Road Well 1 and 2 (CRC074057) permits a combined flow of 80 litres per second, 6,912 m<sup>3</sup>/day, and 1,200,000 cubic metres in any year. The resource consent for the Equestrian Park and PW1 well (CRC167262) permit an allowable combined abstraction from the to 12,288 m<sup>3</sup>/day at a maximum rate of 142 L/s, or 1,756,015 cubic metres per year. The combined total limits for the supply are 222 L/s or 19,200 m<sup>3</sup>/day.

The following table shows the values of the different source capacities.

**Table 24: Capacity provided by each well when run independently.**

Well	Capacity* (L/s)	Comments
Gladstone 1	34	SCADA Measured
Gladstone 2	33	SCADA Measured
Equestrian Park 1 (EQ1)	30	Reduced capacity following advice after re-development in 2016
Equestrian Park 2 (EQ2)	44	Commissioning Testing
Equestrian Park 3 (EQ3)	46	Commissioning Testing
Production Well 1 (PW1)	20	SCADA Measured
Backup Chinnerys Rd Well	25	Bore log

Note that these capacities are when the wells are run independently, flow rates will be different when a combination of wells are in operation.

There is not sufficient capacity at present to meet the 50 year projected demand. There is a well site in the EQ well field (EQ4) which has the potential to deliver similar flows to the other EQ wells, subject to completion of drilling, screening, developing and testing. This additional well would provide a sufficient capacity to meet the 50 year demand. However Council's operational policy is having one additional well available for redundancy reasons. This would mean an additional well would need to be constructed to meet the projected 50 year demands and provide the required level of redundancy, within the 50 year horizon.

There have been investigations undertaken into the feasibility of using a well along Bramleys Road. Initial investigations showed 20 L/s may be able to be drawn from this well. However, following further investigation (TRIM report 180323031876), this well was not considered a viable option due to the potential effects on other well owners in the area, and the potential extensive treatment requirements of this well.

### 2.1.6. Supply Management Systems

All Council owned drinking-water supplies are the responsibility of relevant asset managers. The asset managers are responsible for contracting the Water Unit to undertake the operations of all sites. The Water Unit are the head operation and maintenance contractor, who carry out the majority of the work themselves. Any work that they don't have the resource or expertise to complete is subcontracted out to appropriate specialists in the relevant fields. Examples of specialist work that is performed by subcontractors to the Water Unit are electrical work, generator maintenance and pump servicing. The Management System for the Council drinking water supplies is displayed in Figure 7.

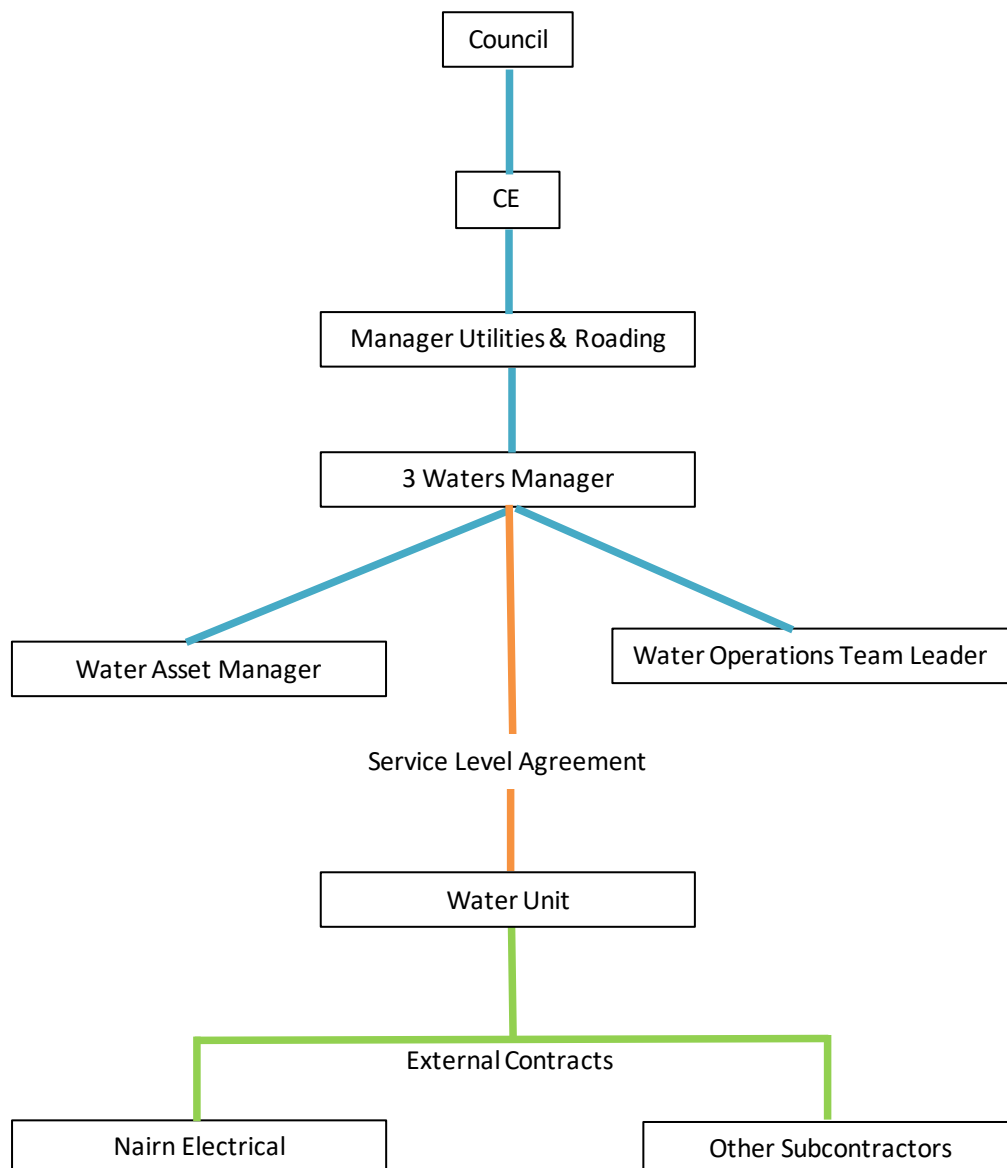


Figure 7: Supply Management Structure



## 2.2. Assessment of Water Quality Data

### 2.2.1. E. coli

The maximum acceptable value (MAV) for E. coli is less than 1 per 100 mL sample. Water samples are collected from this scheme at the headworks (treated and raw) and within the reticulation network. All results on the scheme are recorded in the Drinking Water Online (DWO) database currently, and previously in the WINZ database. There has been no E. coli detected on the Plant or Source however E.coli has been detected within the Woodend Reticulation in 2012, 2013 and 2014. The summary of the results for the last 17 years (which is as far back as the DWO and WINZ databases are available) has been displayed on the Figure 8 below.

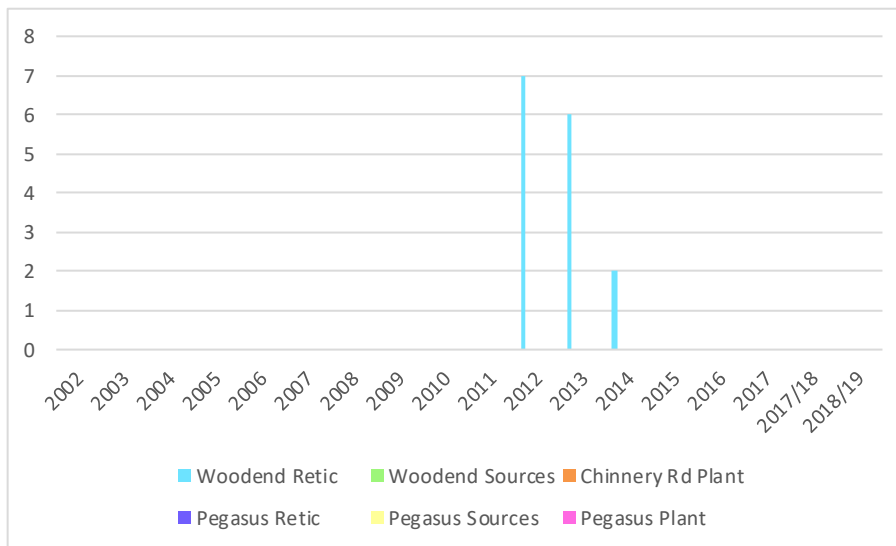


Figure 8: E.coli Sampling Trend for the Pegasus & Woodend Headworks

While discovered in the reticulation, subsequent testing determined that the source of contamination was at the reservoir at the headworks. Since the reservoir was repaired, no further contamination has been found. These events are discussed further in [section 2.2.10](#)

### 2.2.2. Protozoa

The Woodend Pegasus water supply has achieved secure groundwater status. Protozoa monitoring has not been undertaken for the scheme, however it is noted that protozoa has not been detected in a groundwater well within New Zealand, let alone a deep and secure well. This is based on research undertaken by Massey University (Jessamine et al, 2018).

### 2.2.3. Total Coliforms

While the requirement to monitor total coliforms has only recently been introduced into the DWSNZ, the presence of total coliforms have been monitored in conjunction with E. coli monitoring since at least 2002 for the Council's supplies.

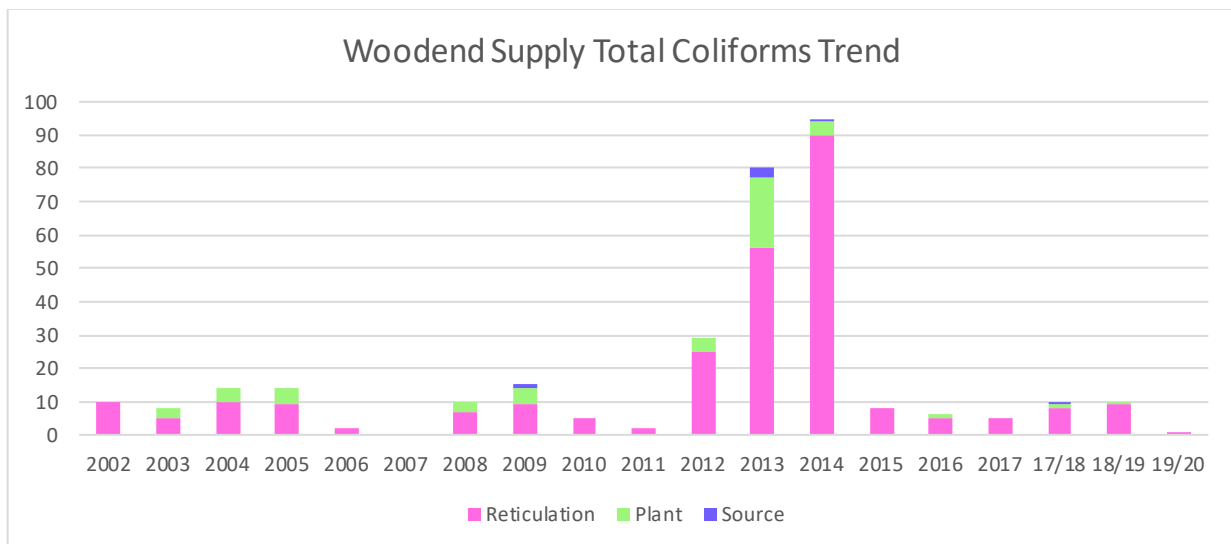
It is important that the manganese removal process is considered, when assessing the total coliform data for this scheme. For aesthetic reasons, the Woodend and Pegasus water supply is treated with a biological filter. Microbes exist naturally within the source water. Once they are abstracted and provided with oxygen, the microbes oxidise the manganese and iron, to allow the manganese and iron to be filtered out of the source water. The microbes are not harmful to humans, however as conditions for them to grow are encouraged as part of the biological filter, they are thought to be a contributing factor to the higher total coliforms levels relative to other schemes within the district. This baseline presence of total coliforms does not indicate a

weakness in the system, but rather means that the use of total coliforms as an indicator for another contamination source is not as straightforward as it would be on other schemes.

To better understand this, a testing programme is proposed with ESR to speciate total coliforms when they are detected, to help confirm their origin.

### **Woodend**

Total coliforms has been part of routine sampling for the Woodend Scheme since 2002 and 2007 for the Pegasus Scheme. 17 years of routine sampling from the source, headworks and reticulation is displayed Figure 9. The number of samples undertaken per year is displayed in Table 25.



**Figure 9: Total Coliforms Events per Year for Chinnerys Road Headworks, Source and Woodend Reticulation (2002 – 2019)**

It is noted that the spike in the total coliforms from 2012 to 2014 is at the same time period of the E.coli detection within the distribution when the total number of samples were increased. This indicates that while there is a normal baseline level, likely attributed to the biological manganese removal process, this increase in presences was an indicator of a weakness in one of the barriers in the system at the time.

Table 25: Total Coliforms Trend for Woodend Supply (2002–2019)

Year	Reticulation			Plant			Source		
	Coliforms samples	Positive Results	Percent	Coliforms samples	Positive Results	Percent	Coliforms samples	Positive Results	Percent
2002	92	10	10.9%	0	0	0.0%	0	0	0.00%
2003	60	5	8.3%	10	3	30.0%	0	0	0.00%
2004	53	10	18.9%	15	4	26.7%	5	0	0.00%
2005	54	9	16.7%	13	5	38.5%	0	0	0.00%
2006	55	2	3.6%	12	0	0.0%	0	0	0.00%
2007	53	0	0.0%	10	0	0.0%	1	0	0.00%
2008	54	7	13.0%	12	3	25.0%	1	0	0.00%
2009	55	9	16.4%	15	5	33.3%	23	1	4.30%
2010	66	5	7.6%	21	0	0.0%	54	0	0.00%
2011	57	2	3.5%	8	0	0.0%	3	0	0.00%
2012	100	25	25.0%	17	4	23.5%	23	0	0.00%
2013	126	56	44.4%	62	21	33.9%	27	3	11.1%
2014	193	90	46.6%	11	4	36.4%	48	1	2.08%
2015	101	8	7.9%	6	0	0.0%	11	0	0.00%
2016	58	5	8.6%	10	1	10.0%	11	0	0.00%
2017	27	5	18.5%	0	0	0.0%	8	0	0.00%
17/18	54	8	14.8%	7	1	14.3%	18	1	5.56%
18/19	52	9	17.3%	12	1	8.3%	22	0	0.00%
19/20	8	1	12.5%	2	0	0.0%	0	0	0.00%
Total	1318	266	20.0%	243	52	21.0%	255	6	2.00%

The data above indicates that while the number of total coliforms presences in the reticulation are greater than the number detected at the plant, the percentage of samples with a presence is essentially the same at the plant and in the reticulation.

The trend in Woodend water supply total coliforms was investigated further in the 2019 annual compliance report (TRIM 190925134493). A graph displaying results from the source, plant and distribution with average the manganese levels are shown on Figure 10.

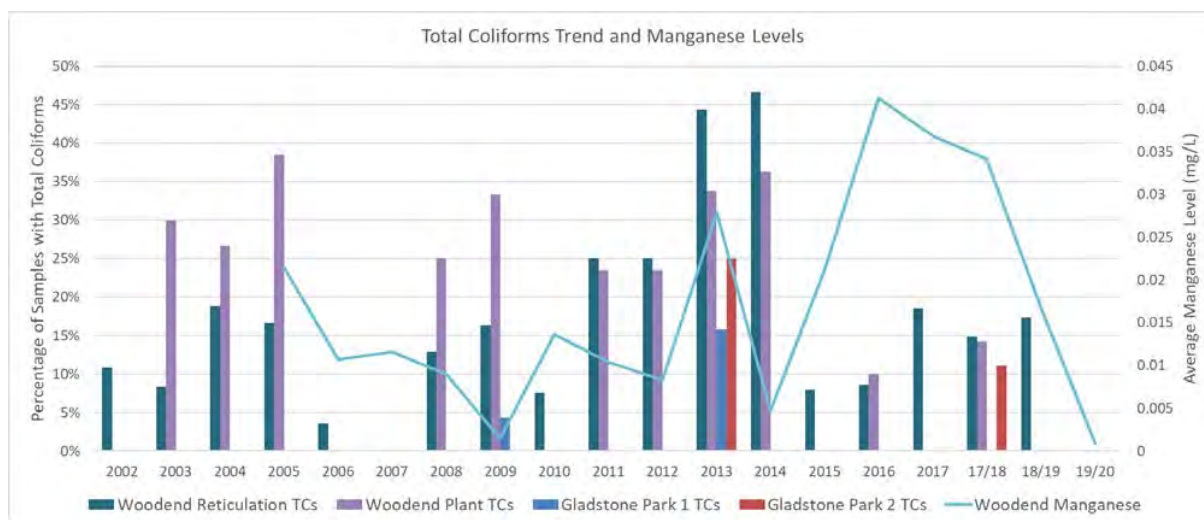


Figure 10: Comparison of Total Coliforms within the Woodend water supply with manganese levels.

### Analysis of Total Coliform Results:

The following conclusions can be drawn from the above:

- The Chinnerys Road Headworks and the Woodend reticulation have had total coliforms present in approximately 20% of the samples over this time. If the 2012-2014 samples were removed (where there was an increased incidence rate), this value decreases to 10.6% in the distribution and 15% for the plant.
- Over time the incidence rate of total coliforms is similar at the plant and within the reticulation for Woodend. This suggests that plant (specifically the biological manganese removal filter), is the source of the total coliforms. Conversely, if the reticulation was the source of coliforms entering the system, a higher incidence rate would be expected in the reticulation samples than the plant samples.
- There have been sporadic incidences of total coliforms in the raw source water. This may either be linked to the naturally occurring microbes that are known to occur in this deep groundwater source, or it could have been linked to a defect with the well heads. It is noted that this has not occurred since well head upgrades were completed in August 2018, following security assessments.
- There is no obvious correlation between the manganese levels and the total coliforms levels.
- There had been issues with the performance of the Woodend filter over recent years, as evidenced by the higher manganese levels since approximately 2013. This has been resolved by the joining of the Woodend scheme to Pegasus, and abandoning the Woodend filter. This occurred at the end of the 2018/19 financial year, with very low manganese levels since this time.

In conclusion, while the data suggests that the total coliforms on this scheme are related to the biological manganese removal filter rather than a weakness in the security of the system, further work is proposed to better understand this. As noted earlier, staff have been working with ESR to speciate total coliforms samples after they are detected to confirm their origin.

As is common with schemes that have manganese in their source water, biofilm has built up in the pipework with the Woodend reticulation. This is managed through routine 3 monthly flushing of the pipe network to scour the pipes, as well as the improved manganese removal filter (since joining with Pegasus) to prevent the optimum environment for biofilm growth. It is however likely that there is a base level of biofilm on the pipework that is not easily removed using the methods above alone.

This biofilm needs to be considered if the emergency chlorination system is implemented. Other schemes that have had manganese that introduce chlorine often experience issues with the chlorine breaking down the manganese, which can cause issues to consumers receiving discoloured water (recent examples are the

Napier and Martinborough water supplies). Further consideration would need to be given to chlorine disinfection by-products in this event as well. While the emergency chlorination system is a useful tool to have available for certain events, the microbiological risk would need to outweigh the other risks that chlorine would introduce when implemented.

### Pegasus

Total coliforms has been part of routine sampling for the Pegasus Scheme since the scheme's inception in 2007. 12 years of routine sampling from the source, headworks and reticulation is displayed in Figure 11. The number of samples undertaken per year is displayed in Table 26.

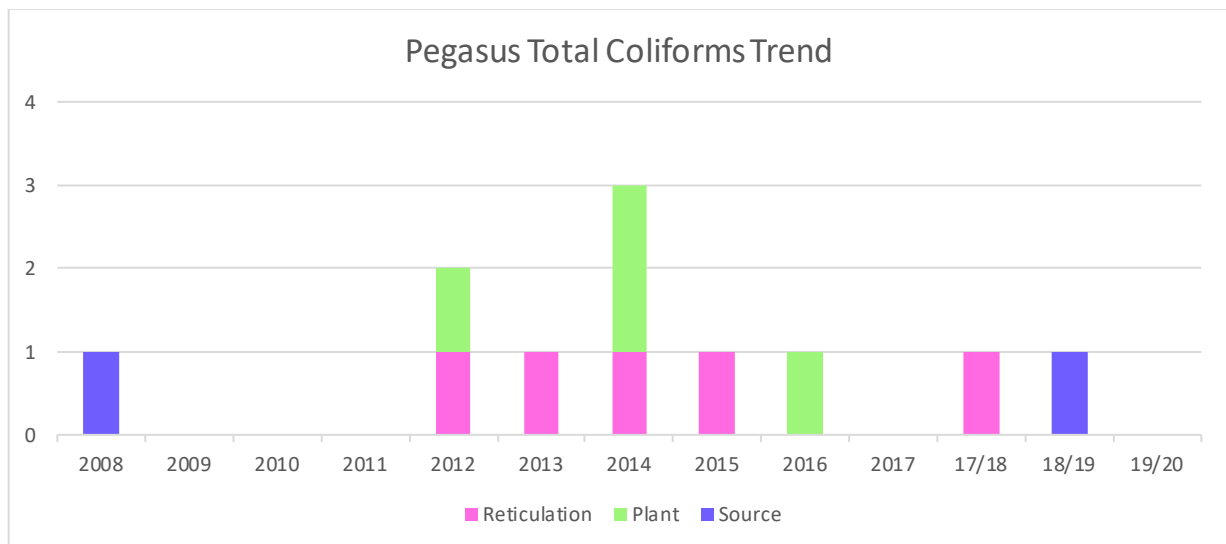


Figure 11: Total Coliforms Events per Year for Pegasus Headworks, Reticulation and Source (Pegasus and Equestrian Wells) (2008 – 2019)

Table 26: Total Coliforms Trend for Pegasus Supply (2008–2019)

Year	Reticulation			Plant			Source		
	Coliforms samples	Positive Results	Percent	Coliforms samples	Positive Results	Percent	Coliforms samples	Positive Results	Percent
2008	18	0	0.00%	28	0	0.0%	10	1	10.0%
2009	14	0	0.00%	55	0	0.0%	54	0	0.0%
2010	28	0	0.00%	63	0	0.0%	56	0	0.0%
2011	16	0	0.00%	33	0	0.0%	42	0	0.0%
2012	35	1	2.90%	7	1	14.3%	35	0	0.0%
2013	60	1	1.70%	6	0	0.0%	1	0	0.0%
2014	58	1	1.70%	7	2	28.6%	1	0	0.0%
2015	58	1	1.70%	7	0	0.0%	1	0	0.0%
2016	57	0	0.00%	6	1	16.7%	18	0	0.0%
2017	27	0	0.00%	0	0	0.0%	15	0	0.0%
17/18	56	1	0.00%	0	0	0.0%	35	0	0.0%
18/19	52	0	0.00%	7	0	0.0%	57	1	1.75%
19/20	8	0	0.00%	8	0	0.0%	0	0	0.0%
Total	487	5	1.03%	227	4	1.76%	325	2	0.62%

Generally chlorine prevents total coliforms from being detected. As there were instances where total coliforms were detected on the Pegasus scheme, which is chlorinated, further analysis was undertaken to determine if chlorine was present in the water when the coliforms were detected.

**Table 27: Positive Samples of Total Coliforms for Pegasus Reticulation and Distribution.**

Date of Positive Sample	Chlorine Residual	Location
19/12/2012	0.08	Reticulation
06/02/2013	-	
31/01/2014	0.1	
30/11/2015	0.09	
26/10/2017	0.3	
8/11/2012	0.15	Plant
10/02/2014	0.08	
18/02/2014	0.2	
14/01/2016	N/A	PW1
10/12/2008	N/A	
9/04/2008	N/A	
20/03/2008	0.01	Reticulation
12/03/2008	0.12	Plant

Note that some of the historic WINZ data does not match the values in the table. When records were checked against the original headworks sampling sheets, these were corrected to show the true value in the table above.

#### Analysis of Total Coliform Results:

The following conclusions can be drawn from the above:

- The chlorine residual was lower than the CCP target of 0.4mg/L during each total coliform incident. It is likely that the naturally occurring microbes that are known to exist (and which are utilised as part of the biological manganese removal process) result in coliforms being present in the Pegasus supply water, but that these are only able to be detected when chlorine has been less than the target level.
- The percentage of coliforms found within Pegasus water supply is much lower than the Woodend water supply. This is likely due to the residual chlorine within the Pegasus supply.

Any total coliforms presences are reported to the Water Asset Manager and Water Operations Team Leader for further consideration. This alert is generated from an automated email from the electronic laboratory book that is used to record samples to the Water Asset email address which is monitored by the Water Asset Manager and Water Operations Team Leader

#### **2.2.4. Iron and Manganese**

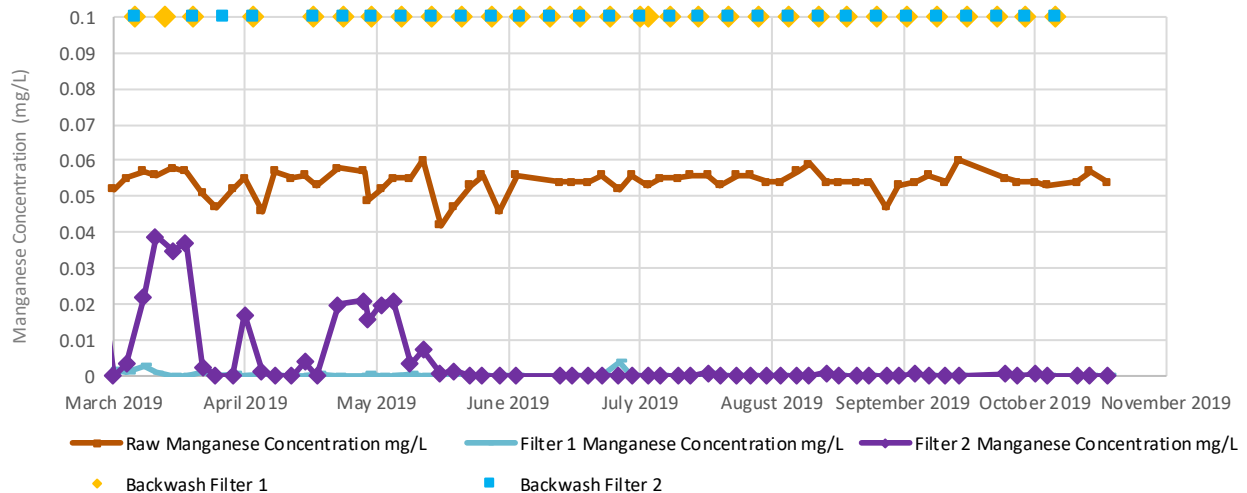
Iron and manganese is present in the source water of all the source wells for the Woodend Pegasus water supply at varying levels. The levels are generally similar to the guideline value within the DWSNZ, but less than the MAV. This means that manganese and iron need to be managed in order to avoid potential aesthetic issues such as staining of laundry, or taste issues.

The raw water manganese and iron levels from the most recent full chemical tests are summarised below, as well as the average treated water levels.

**Table 28: Manganese and Iron Concentrations**

	Manganese (mg/L)	Iron (mg/L)
EQ1	0.111	1.25
EQ2	0.110	1.18
EQ3	0.034	0.049
PW1	0.037	0.168
Gladstone 1	0.051	0.032
Gladstone 2	0.060	0.219
Average Raw	0.067	0.483
Average Treated (since biological filter commissioned)	0.0064	0.0035
GV	0.04 (staining) 0.10 (taste)	0.2
MAV	0.4	NA

Manganese and iron levels are sampled downstream of each filter twice per week at the Pegasus plant. The table above shows the average treated water levels, while the figure below shows the filter performance over time. As is demonstrated, the Filter has generally achieved very good removal rates of both manganese and iron.

**Figure 12: Filter Performance at the Pegasus Headworks.**

### 2.2.5. Priority 2 Determinands

There are no Priority 2 determinands assigned to the Woodend Pegasus scheme.

### 2.2.6. Plumbosolvency

Certain water supplies have a risk of being plumbosolvent. The definition of plumbosolvent water is water that is able to dissolve lead easily. Water that has low pH and alkalinity tends to be slightly corrosive and therefore plumbosolvent. However testing for this characteristic is not an exact science.

The principal risk with plumbosolvent water is that metals from pipe fittings can be dissolved into solution and can consequently be ingested by people drinking the water. The health risks from drinking plumbosolvent water are relatively low as very small quantities are ingested and any health effects are chronic, rather than acute. Therefore many years of consumption of plumbosolvent water is required before the risk of adverse health effects are substantially increased.

Council complies with the requirements of the Drinking Water Standards for plumbosolvency by advertising twice per year advising customers to flush the first 500ml of water before taking water for drinking purposes. Adverts are district wide and do not distinguish between water supplies.

### 2.2.7. Chemical Testing of Raw Water

Chemical testing has historically been carried out every 5 years, as per the requirements of the DWSNZ. From 2019 onwards chemical analysis will be carried out annually, rather than 5-yearly to give a better understanding of any changes that may occur over time. The latest test results for the sources are displayed in Appendix D.

### 2.2.8. pH

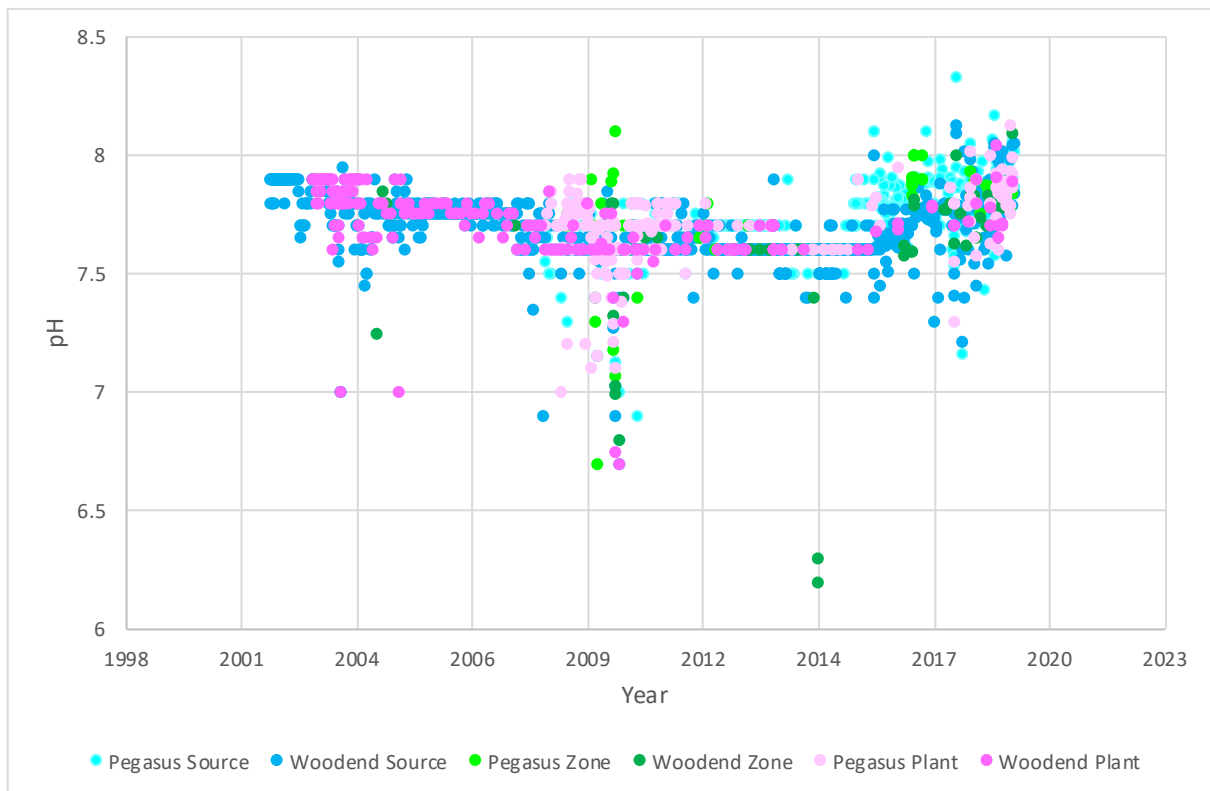
The raw water quality test for the scheme shows pH in the guideline range. Most waters with a low pH have a high plumbosolvency, so with these values consistently above 7, the risk is deemed to be low. Regardless, consumers within this supply are informed twice yearly regarding their plumbosolvent water as part of advice given across the district.

**Table 29: pH Analysis Results**

Location	Sampling Type	Min	Max	Average	GV
Pegasus	Operator Checks	7.24	8.14	7.8	7.0 - 8.5
	Routine Sampling	7.65	7.93	7.83	

pH testing has been undertaken as part of routine sample monitoring since 2002 for Woodend and 2008 for Pegasus. A summary of the pH results within the source, zone and plant is illustrated on Figure 13.





**Figure 13: Routine Sample Monitoring for pH of the Woodend and Pegasus source, distribution zone and headworks**

The above figure shows no distinct changes in pH for the source, plant or reticulation water, and values consistently within the guideline range.

### 2.2.9. Turbidity

Turbidity has historically been analysed by handheld meter as part of E. coli sampling undertaken on the scheme, and by plant operators during weekly operational checks on the plant.

The table below shows the results from turbidity samples taken by operators using their handheld instrument at the plant, as part of the plant operation. This shows the median results all less than 1 NTU, and the maximum below the guideline value, with the exception of one Woodend plant sample in 2004.

**Table 30: Turbidity Analysis Results (2002 – August 2019)**

Location	Sampling Type	Min	Max	Median	GV
Pegasus Source	Routine Sampling WINZ + DWO	0.01	1.5	0.2	<5 NTU
Woodend Source	Routine Sampling WINZ + DWO	0.1	4	0.3	
Pegasus Woodend Combined	Routine Sampling WINZ + DWO	0.01	4	0.25	
Pegasus Plant (Post Treatment)	Operator Check (25/01/19 – 21/10/19)	0.09	0.36	0.19	
	Routine Sampling WINZ + DWO	0.01	2.88	0.18	
Woodend Plant	Routine Sampling WINZ + DWO	0.09	6.2	0.3	
Pegasus Retic	Routine Sampling WINZ + DWO	0	3.6	0.1	
Woodend Retic	Routine Sampling WINZ + DWO	0.02	2.18	0.3	

Turbidity is also monitored as part of E. coli sampling undertaken on the scheme, with data available for this back to 2002 for Woodend, and 2007 for Pegasus. These results are displayed in Figure 14. The vast majority of the results are shown to be below 1 NTU. Some exceptions are seen particularly with raw water samples recently. This is a function of wells being run for monthly sampling that may not have run frequently over the preceding month which can result in moderate turbidity for a short period upon start-up. The results do however show no noticeable change in turbidity from the plant to the reticulation, with median results from the plants and reticulation zones in the range of 0.1 – 0.3 NTU.

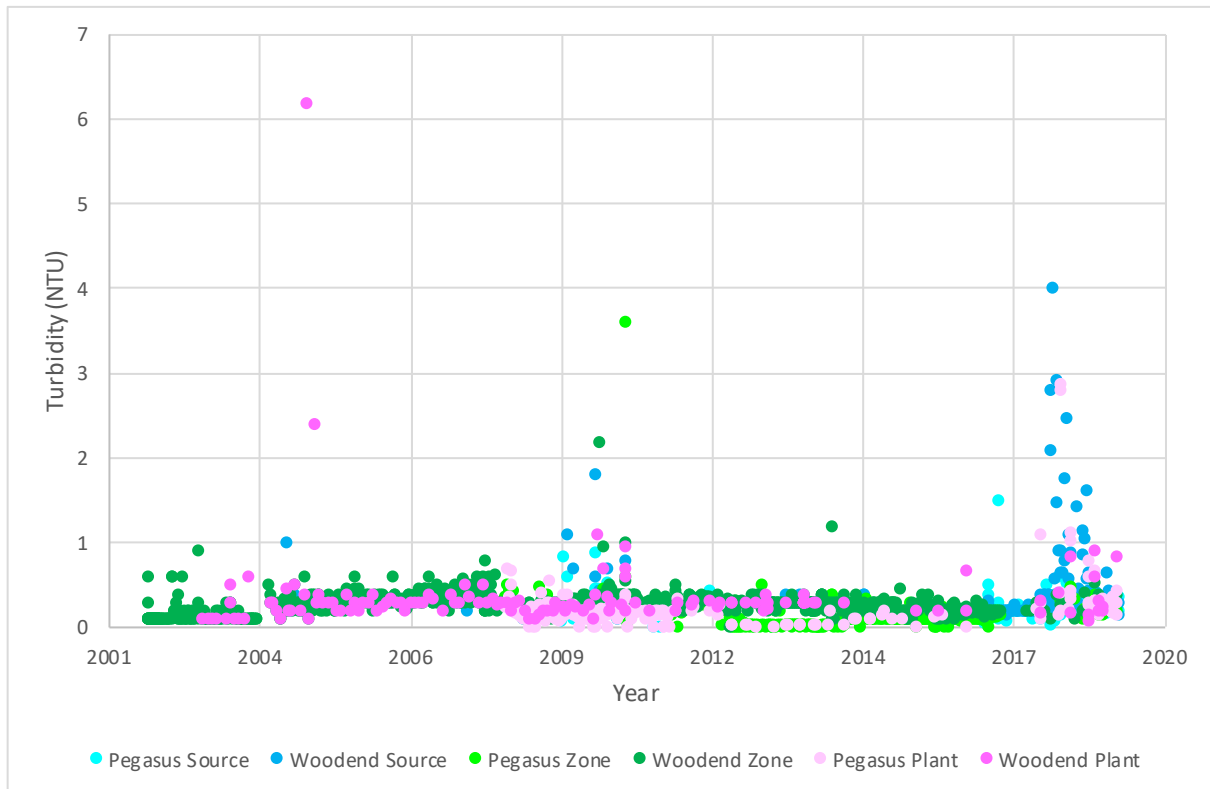


Figure 14: Routine Sample Monitoring for Turbidity of the Woodend and Pegasus sources, reticulation networks and headworks.

### 2.2.10. Free Available Chlorine FAC (Pegasus Only)

Operator checks for FAC are undertaken for the water leaving to the Pegasus treatment plant to supply the Pegasus distribution to ensure DWSNZ targets are met.

Table 31: FAC Analysis Results

Headworks Location	Sampling Type	Min	Max	Average	GV	MAV
Pegasus Post Treatment	Operator Checks	0	1.53	0.396	<0.6 – 1.0	5
Pegasus Post Reservoir	Operator Checks	0.31	0.7	0.453		

### 2.2.11. Water Quality Incidents

Seven positive samples of E.coli was recorded for the Woodend scheme from 2012 to 2014. A number of actions were undertaken during this time period in response to the transgression including, investigations, flushing, increased sampling and issuing a boil water notice. While the transgressions were initially discovered in the reticulation, investigations found the issue was linked to the reservoirs and filter and remedial works were undertaken to rectify this in 2014. Following remedial works, no further positive results have been received for the Woodend Reticulation. Refer to the 2014 transgression report (TRIM 140403034173) for more information.

## 2.3. Hazard, Hazardous Event Identification and Risk Assessment

### 2.3.1. Overview

WDC identifies hazards and evaluates risks within each water supply scheme through a risk assessment process. The process involves a team (Asset Manager, Engineer and Operational staff) assessing hazards and risks relevant to the scheme and using qualitative descriptors to assess the likelihood and consequence. The purpose of the assessment is to highlight and document risks and define actions and responses to eliminate, reduce or manage risks with a view to improving resilience of the supply and ensuring compliance with DWSNZ. The key steps undertaken during the assessment process are identified in Table 32.

**Table 32: Risk assessment process for drinking-water safety.**

Step	Process
Step 1	Identify guidelines applicable as per Table 65.
Step 2	Present guideline in a table format as per Appendix E
Step 3	Identify risk events which are applicable to the scheme (preliminary risk screening).
Step 4	Analyse key risks in more detail that are identified in Step 3, by assessing likelihood and consequence taking into account preventative measures.
Step 5	Determine acceptability of risks
Step 6	Risk identified as unacceptable are prioritised and further analysed within <a href="#">section 3.1</a> (additional preventative measures assigned).

The Pegasus WSP had been approved recently (December 2018), when it was a standalone scheme. Given this was a relatively recent document, the risk assessment from this WSP was used as a starting point, but updated with information pertaining to the Woodend supply which is now joined to Pegasus.

### 2.3.2. Preliminary Screening Results

Following the preliminary screening, 17 hazards were referred for a more detailed risk assessment. This included 5 at the source, 6 at the plant, and 6 in the reticulation. This more detailed analysis involved assigning a consequence, likelihood and overall risk to each of the hazard types to determine a final risk score. The results of this initial screening, and follow up risk assessment are included within Appendix E.

The hazard types that were not escalated as part of the preliminary screening were deemed to be low risk events, for the reasons provided in the justification column of this initial screening document.

### 2.3.3. Risk Assessment Methodology

In order to undertake the risk assessment, definitions of the following were required:

- Likelihood
- Consequence
- Qualitative Risk Analysis Matrix (to convert Likelihood and Consequence into a Risk score)
- Acceptability Definitions

These definitions were generally derived from the WSP Handbook, with some modifications. The following key assumptions were made in the methodology followed in terms of the overall approach to the risk assessment.

The consequence of a microbiological event as a minimum was deemed to be either major or catastrophic in all cases as part of the risk assessment process. In reality, the consequence of a microbiological event could

be anywhere from minor to catastrophic. For example if a transient event occurs where a single colony forming unit of *E. coli* enters a submain within the reticulation and passes through the system without being consumed by anyone, there would be little impact on any of the population, and it would be an isolated exceedance of a MAV, thus fitting the criteria of either an insignificant or minor event. At the other end of the scale, if microbiological contaminants are distributed at high concentrations from the source, without treatment and distributed to the entire population for an extended period of time, the impact would almost certainly meet the definition of a catastrophic event.

The range of possible consequences for a given event type is evidenced in the paper 'Water contamination events in UK drinking-water supply systems' (Journal of Water and Health, 2008). In this paper 467 microbiological contamination events are referenced between 1990 and 2005, as well as a similar number of chemical events, yet it is concluded that 'few have resulted in significant adverse health effects'. This demonstrates that an event of a certain nature can have a range of consequences, depending on the scale and specific details of the event.

Similarly, the Australian Drinking Water Guidelines (2011) states, "in some cases variations of the same type of event can appear at both ends of the spectrum". An example given is "loss of disinfectant residual in the distribution system can have distinctly different meanings. A slight reduction or a loss in parts of a system may be fairly common and have limited health consequences; a total loss of disinfection should be rare but could have potentially severe consequences". While the specific example of loss of disinfectant residual is not relevant in all cases, this again demonstrates the potential range in consequence for a given event type.

The above examples are not to say that microbiological or chemical contamination events cannot lead to serious outcomes, as there are a large number of examples worldwide where they have. Rather, the scale of the event being considered must be determined and considered when assigning a frequency. Generally, the more significant scale of event being considered, the lower the frequency will be (or alternatively, the lower consequence version of the event being considered, the greater the frequency would generally be).

Taking into account the above, there are three potential options for the nature of the hazardous events to consider when assigning consequence and likelihood scores. These are:

1. Assess each event under the lowest conceivable consequence that may result from that event occurring. This would underestimate all events, and would not present a realistic description of the risks on a scheme. This approach was therefore not followed.
2. Assess each event under the most likely consequence to eventuate from the hazard occurring (ie consider what the impact to the population would be in the most common foreseeable case of that event occurring). This would lead to generally the consequence being more severe than the first option, however it may mean that the worst case scenarios are not considered as they may be considered unlikely to eventuate to a certain scale of consequence.
3. Assess each event under the most significant conceivable consequence that could eventuate from the hazard occurring. As worst case eventualities are being considered, this means that the frequency of these events may be less than the frequency of events under one of the first two options. For example the likelihood of an event occurring with moderate consequence may be higher than the assessed likelihood of the same event occurring to a scale and/or duration sufficient to cause either a major or catastrophic consequence.

Of the three possible approaches, the third option above has been followed for the purpose of undertaking the risk assessment, which is consistent with the approach of assuming all microbiological events are either major or catastrophic, as per the Handbook for Preparing a Water Safety Plan (2019).

The following tables summarise the definitions assigned to likelihood, consequence, the risk matrix, and the acceptability of the final risk score.

**Table 33: WDC qualitative descriptors of likelihood for drinking-water safety assessment.**

Likelihood	Description
Almost certain	Occurs more often than once per week
Likely	Occurs more often than once per month and up to once per week
Possible	Occurs more often than once per year and up to once per month
Unlikely	Occurs more often than once every five years and up to once per year
Rare	Occurs less than or equal to once every five years
Very Rare	Occurs less than or equal to once every 20 years

**Table 34: Amended WSP handbook qualitative descriptors of consequence for drinking-water safety assessment.**

Consequence	Description
Catastrophic	<p>Major impact on most of the population, complete failure of systems, requirement for high level of monitoring and incident management. Potential acute harm to people, declared outbreak or widespread illness and possible deaths expected.</p> <p>For a consequence of this scale to occur, the event would need to involve the contaminant affecting a large number of people, for a reasonable duration of time (in order for a large number of people to consume the contaminant at the required dose to be affected), and would be most commonly attributed to events at or close to the source or plant, that are more than transient in nature.</p>
Major	<p>Major impact on a sub-population, significant compromise of systems and abnormal operation, requirement for high level of monitoring and incident management. Potential acute harm to people, declared outbreak or widespread illness expected.</p> <p>In order for only a sub-population to be affected, this is more likely to be attributed to the contaminant either entering the system in such a way that only a proportion of the population has the opportunity to be affected (ie in the distribution system), or the contaminant could only be introduced temporarily and be transient in nature, rather than event types in which the contaminant is introduced over a period of time.</p>
Moderate	Minor impact on most of the population, significant (but manageable) disruption to normal operation, requirement for increased monitoring. Potential widespread aesthetic issues, or repeated breach of maximum acceptable value (MAV).
Minor	Minor impact on a sub-population, some manageable disruption to normal operation. Potential local aesthetic issues, isolated exceedance of MAV.
Insignificant	Insignificant impact, little disruption to normal operation. Isolated exceedance of aesthetic parameter.

Table 35: WDC qualitative risk analysis matrix for drinking-water safety assessment.

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium
	Very Rare	Low	Low	Low	Low	Medium

Table 36: Acceptability matrix for drinking-water safety assessment.

Risk level	Acceptability	Management Actions
Low	Acceptable	Manage within existing processes, adopting continuous improvement. Further improvements still should be considered on a case by case basis to lower risk level further if warranted.
Medium	Acceptable for chemical	Implement short-term measures, and plan and implement longer-term risk reduction measures within x-year timeframe.
	Unacceptable for microbial risk	Implement short-term measures, and investigate measures to reduce level of uncertainty as soon as possible
High	Unacceptable	Implement short-term measures immediately, and prioritise longer-term risk reduction measures.
	Unacceptable	Implement short-term measures immediately, and investigate measures to reduce level of uncertainty as soon as possible.
Extreme	Unacceptable	Implement short-term measures immediately, put emergency plans on stand-by and give longer-term risk reduction measures top priority.
	Unacceptable	Implement short-term measures immediately, put emergency plans on stand-by and immediately investigate measures to reduce level of uncertainty.

#### 2.3.4. Risk Analysis Results

The full risk analysis results are contained within Appendix E. The key results are summarised below:

- There were no risks deemed to be extreme.
- There were no risks deemed to be high.
- There were 2 risks deemed to be medium. These have resulted in additional preventative measures in Section 3.2
- There were 121 risks deemed to be Low. This includes taking the 'No's' from the initial screening as 'Low' risk events. Some preventative measures have still been included for low risk items, as a low risk score is not the sole measure of whether additional actions should be considered.

It is noted that the one medium risk event (excessive formation of chlorine by-products) is not a risk the scheme is routinely exposed to during normal operation, as this risk would only eventuate when emergency chlorine was in use. This risk would have to be weighed up by the microbiological risk that causes the emergency chlorination to be considered for a given event type.



### 3. Existing Preventive Measures for Drinking-Water Quality Management

#### 3.1. Assessment of Existing Preventive Measures and Multiple Barriers

The scheme has four barriers to contamination in place. These have been visually displayed in the [flow diagram](#) and also shown in Table 37.

Table 37: Barriers to Contamination

	Barriers		Preventative Measures	Status
Source	1	Protect the raw water source from contamination	<ul style="list-style-type: none"> <li>Contaminating activities regulated by resource consents.</li> <li>Awareness of catchment from analysis of consents and known activities and land use types. This awareness will be improved through the CDWPZ redefinition.</li> <li>Confined aquifer (mitigates risk of surface contaminants).</li> <li>Caged well head, exclusion zone &amp; check valve on transmission line.</li> <li>Historic raw water sampling has not shown E.coli.</li> <li>Cryptosporidium monitoring has not shown protozoa to exist in the source.</li> </ul>	Effective
	2	Remove particles/chemical determinants from the water	<ul style="list-style-type: none"> <li>Natural filtration within aquifer (raw water quality &lt;1 NTU &gt;99% of the time), verified by good track record of source wells.</li> <li>Sand filter at treatment plant.</li> </ul>	Effective
Treatment	3	Inactivation or disinfection of protozoa and bacteria.	<ul style="list-style-type: none"> <li>Natural treatment of microbiological contaminants, both in terms of filtration provided through aquifer, and age of water significantly exceeding minimum requirements.</li> <li>Chlorination of Pegasus supply</li> <li>Emergency stand-by chlorination system in place for Woodend</li> </ul>	Effective
	4	Prevention of recontamination after treatment	<ul style="list-style-type: none"> <li>Storage reservoirs covered and secured against entry of contaminants.</li> <li>Backflow prevention being implemented through the reticulation in line with Council's Backflow Prevention Policy. Inspections and testing of backflow prevention devices is being implemented.</li> <li>Water Unit (operations/reticulation) staff appropriately trained to maintain integrity of distribution system. Only Water Unit staff work on the live reticulation, or provide stand-overs to other contractors who may carry out connections under their supervision.</li> <li>Pro-active renewals programme based on network models, pipe materials, criticality and previous repair locations.</li> <li>Total coliform analysis shows no measurable difference in incidence rate of coliforms in reticulation relative to plant.</li> <li>Assets have significant amount of useful remaining life.</li> <li>Flow paced chlorination provides residual disinfection for the Pegasus distribution only.</li> </ul>	Effective

### 3.2. Identification of Additional Preventive Measures

Following the risk assessment, the assessment team has determined additional preventative measures to include into the improvement plan to mitigate the unacceptable risks, as well as some of the acceptable risks where there is an opportunity to reduce them further.

**Table 38: Additional preventative measures to manage the risks considered unacceptable during hazard assessment.**

Element	Risk	Cause	Preventative measures	Essential Checks & Records	Immediate Corrective Actions	Additional Preventative Measures / Monitoring to Improve Certainty
S.1.1.4	Source water receives discharge from landfill sites	Historic landfill sites located in proximity of source well	The CDWPZ of the Chinnerys Road Well shows that the landfill site is located within its extents.  Full chemical testing has not shown the landfill to influence the groundwater  Water is used as an emergency back-up only.	Check Full Chemical test.  Undertake E. coli counts for water sample at headworks and within the distribution. Perform tests in accordance with QS-0920. Collect sample as per Drinking Water Online scheduler. Record results on Worksheet QS-0920-AB. Refer Appendix F  Check that turbidity is <1 NTU in the water at the headworks. Perform test procedures in accordance with QS-0910-AB.  Collect samples as per schedule and following significant events (e.g. earthquake).  Record any customer complaints relating to water quality and loss of supply on the Service Request Database. Monitor and respond to customer complaints of discolouration and taste.	Refer Table 49 incident plan for Loss of Source Raw Water Quality	Undertake annual full chemical test of wells, rather than 5-yearly.  Consider whether back-up well is required, or should be removed as an option, due to the highly unlikely nature of event in which it may be required.
S1.1.16	Source water receives discharge from waste disposal	Waste disposal down holes or bores in the same aquifer depth as well	Knowledge of the catchment and the nature of land  Source protection zones  Monitor consents within the surrounding area during WSP (every 5 years)  Treatment provided by aquifer	See above		Use knowledge of other bores within the same aquifer  Consult with Environment Canterbury about further information relating to any other wells penetrating the same aquifer.
S1.1.17	Source water receives discharge from abandoned or decommissioned wells	Abandoned or decommissioned wells which are in the same aquifer depth as wells				Continue flushing mains programme, and consider alternative methods in future such as air-jetting or ice pigging.  Review backwash and air injection systems to optimise if necessary, if less than optimal results are received from filter.
S1.1.19	Source water in contact with mineral deposits	Mineral deposits in catchment	Manganese / iron removal process in place.	If manganese and iron concentrations in samples are higher than historical sample results, GV and MAV:  Check that turbidity is <1 NTU in the water at the headworks. Perform test procedures in accordance with QS-0910-AB.  Collect samples as per schedule and following significant events (e.g. earthquake).  Record any customer complaints relating to water quality and loss of supply on the Service Request Database. Monitor and respond to customer complaints of discolouration and taste.		

Element	Risk	Cause	Preventative measures	Essential Checks & Records	Immediate Corrective Actions	Additional Preventative Measures / Monitoring to Improve Certainty
P7.1.3.1	Excessive formation of chlorination by-products.	Natural organic matter present in the water being chlorinated from the manganese and iron removal process	Consider UV Treatment	Record any customer complaints relating to water quality on the Service Request Database. Monitor and respond to customer complaints of discolouration and taste.	Refer to Table 50 incident plan for Contaminated Distribution System.	Consider installation of UV Treatment which has been shown to reduce biofilm growth further. This is budgeted by Council, but subject to confirmation of future treatment requirements in updated DWSNZ. Consider additional measures to flush mains (air injection or ice pigging) if continued routine flushing not effective at reducing biofilm over time.
D2.3.1.3	Introduction of contaminating material into the distribution system	System pressure drop	Implementation of Backflow Prevention Policy, identify low pressure areas & extremities Scheme doesn't have hills and pressure well understood by reticulation model.	Undertake E. coli counts for the water sample and within the distribution. Perform tests in accordance with QS-0920. Collect sample as per Drinking Water Online scheduler. Record results on Worksheet QS-0920-AB. Refer Appendix A.1.		
D2.3.1.12	Introduction of contaminating material into the distribution system	Cross connections	All new connections are required to be approved by Council and either constructed or overseen by Council's Water Unit. Backflow prevention is considered as part of each new connection, in accordance with Council's Policy. Policy is being retrospectively implemented for all pre-existing connections to mitigate this risk.	Check that turbidity is <1 NTU in the water at the reticulation. Perform test procedures in accordance with QS-0910-AB. Confirm overall status using operator judgement. Collect samples as per Drinking Water NZ schedule and following extreme events (e.g. earthquakes). Record results of testing on the Water Supply Log.	Refer to Table 54 incident plan for Backflow occurs into the Reticulation System	
D2.4.1.1	Water pressure in the distribution system lower than pressure in supplied premises	A pressure drop in the reticulation system	See D2.3.1.3	Record any customer complaints relating to water quality and loss of supply on the Service Request Database.		
D2.4.2.4	No, inadequate, faulty, or incorrectly installed backflow prevention device	No backflow prevention device installed	Backflow prevention policy in process of being implemented.	Undertake E. coli counts for the water sample within the distribution. Perform tests in accordance with QS-0920. Collect sample as per Drinking Water Online scheduler. Record results on Worksheet QS-0920-AB. Refer Appendix F. Carry out annual testing of backflow prevention devices installed, in accordance with Backflow Prevention Policy and Health Act requirements.	If location is known, install backflow prevention device. If contamination event occurs, refer to Table 54 Backflow occurs into the Reticulation System	Continue to implement Backflow Prevention Policy. Continue to test existing back flow prevention devices annually in accordance with Health Act and Backflow Prevention Policy

## 4. Operational Procedures

This scheme is operated by the WDC in-house contractor the Water Unit in accordance with the Service Level Agreement. Scheme performance information is relayed to the Water Asset Manager (WAM) / Water Operations Team Leader (WOTL) via a number of different mechanisms. Some of these methods are for the purpose of longer term monitoring of data, while others are to respond to issues as they arise.

- By phone call if a critical event occurs (refer contingency plans, and Critical Control Point Plans which give guidance on this).
- By automated email for key exceedances in the water sampling data entered into the electronic log book.
- Headworks assessment data is uploaded to online reports which are available for viewing by the WAM / WOTL.
- Via monitoring of the SCADA system which alerts operators to issues who may escalate to the WOTL or WAM if necessary. Some targeted alerts are also built into the SCADA system to email the WAM / WOTL directly. The data within the SCADA system is also monitored by the Council's Control Systems Engineer who reports issues to the WOTL / WAM as they arise. Issues with the SCADA system itself are covered in the monthly SCADA report.
- Service request data is automatically linked to KPI data on the Council's intranet system to alert the WAM / WOTL of any increases in complaints or issues that may trigger a failure of a KPI. These KPIs are also reviewed periodically by the Council's Management Team, and feed into the Annual Report. Changes in service request patterns may indicate an issue with a water supply system.
- Water demand data is linked to the Council's intranet page on a district wide basis. If demand patterns change in order for the KPI for reasonable water use to fail, this would trigger an investigation.
- The Network Planning Team analysis night flow data annually to assess leakage and assign an ILI value to each scheme. This data is passed on to the WAM and any increasing trends in leakage investigated further, as well as reported to the Council's Utilities and Roading Committee.
- There are monthly meetings between the Water Unit staff and the WOTL to relay other operational issues that may have arisen that staff have not become aware of through the other mechanisms above.

In addition to the above, a new Asset Management Information System (AMIS) is currently being implemented. This will allow for key information about assets, faults, performance to be better tracked to assist with decision making going forward. This is due to be operational in early 2020.

### 4.1. Operational Procedures

#### 4.1.1. Service Level Agreement

The Water Unit / 3 Waters Service Level Agreement (SLA) is an operations and maintenance contract which is currently being finalised. The purpose of this SLA is to clarify the requirements of the Water Unit, 3 Waters Team and other relevant parties with regard to the provision of 3 waters services that are the responsibility of WDC. The purpose of the SLA is to define the scope of maintenance required for all 3 water assets including drinking-water. The SLA cover all operation and maintenance of the community water supply, wastewater disposal and drainage pumping stations.

The scope of works incorporated within the SLA includes:

**Table 39: Operational procedures as part of the Water Unit SLA.**

Scope of Work	Description
Planned Works	Are programmed operations and maintenance of the water supply intakes/wells, headworks, pumping stations, backflow preventers and wastewater treatment plants; pumps and pump stations; and reticulation.
Reactive Works	Are unforeseen works required to respond to identified issues impacting public or operator health, safety, service delivery or environmental standards, usually reported through service requests, SCADA alarms or consent monitoring.
Instructed Works	Works required to address issues identified during the planned works (including all programmed operations and maintenance) that do not require immediate attention (i.e. that do not trigger immediate reactive works, but may instead first go into a triage system). These are also known as “out of scope” works.
Emergency Works	Works required to plan for or respond to natural events occurring outside of the usual work programme. They may require a coordinated and prioritised response across multiple agencies.

#### 4.1.2. Operation and Maintenance Manual

Each WDC water supply site holds an operation and maintenance manual on site for operators to refer to.

This manual is also electronically available in Council’s digital records database (TRIM 150525082222).

#### 4.1.3. Quality Assurance System

Quality control is defined in the Water Unit Standard Operating Procedures Manual. The procedures documented in the quality management system ensure that controls are in place to ensure that in the field and laboratory agreed standards are met and comply with ISO 9000. Quality improvement is assured through monitoring current documented processes and investigation of any non-compliance. Table 40 details the key subject areas covered by the manual.

**Table 40: Water Unit Operating Procedures Manual Sections**

Section	Reference	Responsible Person
Management	QS-0001	WU Manager
Administration	QS-0030	
Staff Training	QS-0100	
Maintenance – General	QS-0440	
Maintenance – Water	QS-0450	
Operation	QS-0700	
Laboratory	QS-0900	

#### 4.1.4. Operational Procedures

The requirements to operate and maintain the scheme are documented within the 3 Waters / Water Unit SLA document.

The current Standard Operating Procedures relate to the key water treatment operating procedures to ensure the satisfactory performance of the water supply system are detailed in Table 41.

**Table 41: Water Unit Operational Procedures for Water Treatment**

Section	Reference	Description
Grounds Maintenance	QS-0705	Standard Maintenance
Submersible pump maintenance	QS-0706	Maintenance of Well Pumps
Notifications – Public and Internal	QS-0708	Standard Notifications
Water Quality Monitoring and Reporting	QS-0710	Non-routine mechanical & electrical work carried out by operators and external contractors
pH Adjustment	QS-0711	Treatment
Chlorine Disinfection	QS-0712	Treatment
Water Pump Stations – Operation and Maintenance	QS-0714	Operation and Maintenance
Well and Intake Protection	QS-0715	Maintenance
Pipe Line Flushing	QS-07124	Maintenance
Supervision Control & Data Acquisition (SCADA)	QS-0780	SCADA Operating Procedures

#### 4.1.5. Process Mapping

All relevant Water Unit operating procedures are readily available to all staff members online on the Promapp system. Procedures including pipeline repairs, installations, inspections, testing, connections, flushing amongst others are available within this database to readily available standard operating procedures to any staff member.

Refer to attached Appendix K for an example of the processes for pipeline repairs. Note this is provided as an example only for this WSP and operators should use the latest version within Promapp for any required repairs.

#### 4.1.6. Training Record

This supply has one main operator, Bevan Stack who works under the Technicians Team Leader (Darryn Williams) who oversees the system. Four other staff members are capable of performing this role if required. All operators hold a National Certificate in Water Treatment (Site Operator), or are working towards this. Refer to Table 42 for the list of operations staff their relevant training.

**Table 42: Operator Staff Training.**

Staff	Scheme Responsibility	Water Treatment Level
Darryn Williams	Team Leader overseeing main operator.	L4
Bevan Stack	Main Operator	Training towards L4
Josh Palmer	Backup Operator	Training towards L4
Kirk Hindmarsh	Backup Operator	Training towards L4
Les Clarke	Backup Operator	Grade B Water and Wastewater Operator
Daniel Burt	Emergency Backup Operator	L4

## 4.2. Operational Monitoring and Inspection

### 4.2.1. Water Supply Log

Routine monitoring visits are carried out at the water supply headworks site in accordance with the WDC Water Unit SLA. Results and observations from the visits are recorded on tablets and the Water Supply Log when required. All information is maintained in the TechOne asset management system, or the Council's record database (referred to as TRIM). SCADA results are managed by the Council's Control Systems Engineer and is stored in Councils database. Alarms are generated from the SCADA system that go to the duty operator to respond to and resolve or escalate as necessary.

Since September 2018, the Water Unit have been transitioning towards undertaking water supply logs on tablets and phones instead of the paper format. The Collector Survey 123 application allows all Water Unit staff to see the map of the district and the location of all three waters facilities sites. Sites that are due to be inspected show as red, and ones that have been inspected show as green. This improves transparency, and allows the operators to know which site has been visited in that week, and which site still require visiting.

### 4.2.2. Operational Log

A log of all non-routine mechanical & electrical work carried out by operators and external contractors and has been held on site. The log is intended to provide a complete record of faults and changes to how the supply is operated.

There are monthly meetings with supplies operators and periodic site visits to ensure that the activities recorded on the Operational Log are communicated to the Water Operations Team Leader.

### 4.2.3. Sample monitoring requirements

Compliance monitoring is carried out at the headworks and reticulation as per the sampling schedule which is based on DWSNZ requirements. Water Unit laboratory began enumeration samples from the 1<sup>st</sup> March 2019, in line with the DWSNZ requirements. Results of treated water sampling for E. coli, total coliforms, turbidity, FAC and pH are reported on the Drinking Water Online database.

Table 43 provides a schedule of checks carried out during the routine monitoring visits and SCADA Monitoring Results for the scheme.

Table 43: Monitoring, Inspections/ Observations Schedule for the scheme

	Parameter	Manual Monitoring Frequency	Alarmed
OPERATOR CHECKS	Water volume (m <sup>3</sup> )	Weekly	
	Power usage (kWh)	Weekly	
	Pressure pump hours	Weekly	
	pH	Weekly	
	Turbidity	Weekly	
	FAC	Weekly	
	Manganese and Iron	Weekly	
	Generator Run	Monthly	
	Well Head Check	Monthly	
	pH Meter Calibration	In response to discrepancy between handheld and unit	
	Turbidity Meter Calibration	In response to discrepancy between handheld and unit, or monthly.	
SCADA	Mains Pressure	Continuous	Yes
	Outflow	Continuous	Yes
	Reservoir Level	Continuous	Yes
	Reservoir Outflow	Continuous	Yes
	FAC	Continuous	Yes
	Turbidity	Continuous	Yes
	pH	Continuous	No
	Power Supply	Continuous	Yes
DWO SAMPLING	E.coli	Weekly Reticulation	
	Total Coliforms	Monthly Plant and Source	
	Turbidity		
	pH		
	Chlorine		

Exceedance procedures are as per the Critical Control Point Plans, and Contingency Plans included within this document. All critical events are alarmed, ensuring that operators are alerted immediately so that they can either resolve or escalate as necessary.



#### 4.2.4. Sampling Locations

The sampling locations for the supply and frequency of sampling has been listed Table 44. These frequencies are based on DWSNZ requirements. In addition to minimum requirements of plant and distribution zone samples, raw source water samples are taken weekly as well to maintain a good understanding of the source water quality.

**Table 44: Sampling Point Locations**

Sampling Point Type	Location	Frequency
Raw Water (Primary Wells)	Pegasus Headworks Building	Monthly
Raw Water (Chinnerys Road Well)	Chinnerys Road Headworks	Annual Full Chemical, plus E. coli sampling initiated if required to be used.
Treated Water (Primary Sources)	Pegasus Headworks Building	Monthly
Treated Water (Chinnerys Road)	Chinnerys Road Headworks	Monthly
Distribution sampling points	Blackadder Road, Pegasus	Weekly (alternating with other distribution zone point)
	Rapaki Street, Pegasus	
	The Church, Woodend	
	Judsons Road, Woodend	
	Gladstone Road, Woodend	

#### 4.2.5. Sampling equipment

The equipment used to conduct the water analysis for pH, turbidity, chlorine (where applicable) and UVT are listed below. There are DWSNZ 2005 (Revised 2018) requirements to have the equipment standardised for measurement of pH and turbidity as per manufacturer's specifications. These tests are carried out using handheld meters by the Water Unit operators. The hand held equipment is validated / calibrated periodically, and used to verify the online meters at the station.

**Table 45: Water Chemistry Handheld Test Equipment for validation**

Test	Device
pH	Hach HQ11d
Turbidity	Hach/Thermo Fisher Turbidity Meter
Chlorine	Hach Pocket Colorimeter 2
UVT	TBC

#### 4.2.6. E. coli & Coliforms Testing

E. coli and total coliform enumerated tests are carried out at the WDC Water Unit Marsh Road Laboratory. The Laboratory is accredited (No. 827) to perform enumerated tests by International Accreditation New Zealand (IANZ). As part of maintaining accreditation IANZ conduct an annual external audit of equipment, records and processes. IANZ has adopted NZS ISO/IEC 17025:2018 as the general criteria for testing and

calibrating laboratory accreditation. This international standard specifies the general requirements for the competence to carry out tests and/or calibrations, including sampling. It covers testing and calibration performed using standard methods, non-standard methods, and laboratory-developed methods. Testing and calibration laboratories that comply with this International Standard also operate in accordance with ISO9001.

Table 46 lists the operators with Approved Signatory status in the field of drinking water testing by demonstrating the defined technical and professional standards to IANZ. The signatories are approved to sign reports endorsed in the name of IANZ.

**Table 46: IANZ Approved Signatories**

Approved Signatory
Darryn Williams
Susan Dalzell
Daniel Burt

In addition to the above, the Water Unit laboratory is a participant in the Global Proficiency Programme (No. 11062). Every two months a spiked sample is sent, analysed for E. coli and total coliforms via enumeration @MPN/100ml +/-.

#### **4.2.7. Staff Training**

A competency record is being developed at the Water Unit to document staff training of site specific equipment and monitoring requirements at all stations. The intent of the competency record is to refresh operators of the site every 6 months to ensure their competency to operate the site. The record is to be valid for 6 months when another refresher is required of that particular station.

List of staff and qualifications is referenced in Table 4.

#### **4.3. Critical Control Points**

A Critical Control Point (CCP) is an active barrier to contamination. It is required to have a continual monitoring of its performance if there is an issue with the control procedure. Chlorine disinfection for Pegasus (and if in operation at Woodend) are identified as critical control points for this water supply.

A Critical Control Point Plan has been developed and attached in Appendix G. These plans are displayed at the Pegasus and Woodend headworks sites.

#### **4.4. Corrective Actions**

Corrective actions are required for when the performance criteria are outside the target range set in the CCP document. The CCP documents a list of required adjustments and checks for the operators to undertake. Each corrective action is reviewed at the time of this WSP to determine the need for the corrective action.

Four incidents have been recorded where the target value has been greater than the critical limits. These have been stated in [Section 2.2](#).

As part of site specific competency testing, operations staff will be required to read and understand the CCP document within each site.

## 5. Verification Monitoring Programme

### 5.1. Drinking-Water Quality Monitoring

The Woodend Pegasus water supply serves a population of 7,325 people and the monitoring requirements are expected to change with the 50 year predicted growth of 208%.

Table 47 shows a list of sample results taken at the Pegasus Headworks.

**Table 47: Manual Sampling Requirements**

Parameter	Manual Monitoring Frequency	Undertaken By	MAV	Location
Chemical Determinands	Previously 5 yearly, now annually going forward	Eurofins	Refer DWSNZ	Each primary source well
Turbidity (NTU)	Weekly by operators, and as per DWO schedule	Water Unit	< 2.5 NTU (guideline value)	Headworks
E. Coli	As per DWO schedule	Water Unit	< 1 per 100mL	Raw water, headworks and reticulation
Total Coliforms	As per DWO schedule	Water Unit	NA	Headworks and reticulation
FAC	Weekly by operators, and as per DWO schedule	Water Unit	5	Headworks and reticulation
pH	Weekly by operators, and as per DWO schedule	Water Unit	-	Headworks and reticulation

### 5.2. Consumer Satisfaction

The WDC offers a range of options to report issues / feedback from the community. Customers can phone, email, submit a request online, Snap Send Solve or discuss in person at one of the Council Service Centres. All feedback and complaints enter the service request database.

Each type of request gets assigned to a team within Council. For water supply related requests, the Water Unit staff are required to respond and react to operational issues. Any escalations are sent to the Water Operations Team Leader or alternatively the Water Asset Manager.

The response period for service requests varies depending on the type of query. Urgent issues are required to be attended to within 60 minutes, and resolved within 8 hours.

Key Performance Indicators (KPIs) are available online on the Council's intranet. These are monitored by the WAM / WOTL and discretions or issues investigated further. These are also monitored periodically by the Council's Management Team, and ultimately feed into the Council's Annual Report.

Figure 15 shows the trends of complaints for all drinking water supplies owned by the Waimakariri District Council which are regularly reviewed by the Water Asset Manager and periodically by the Management Team.

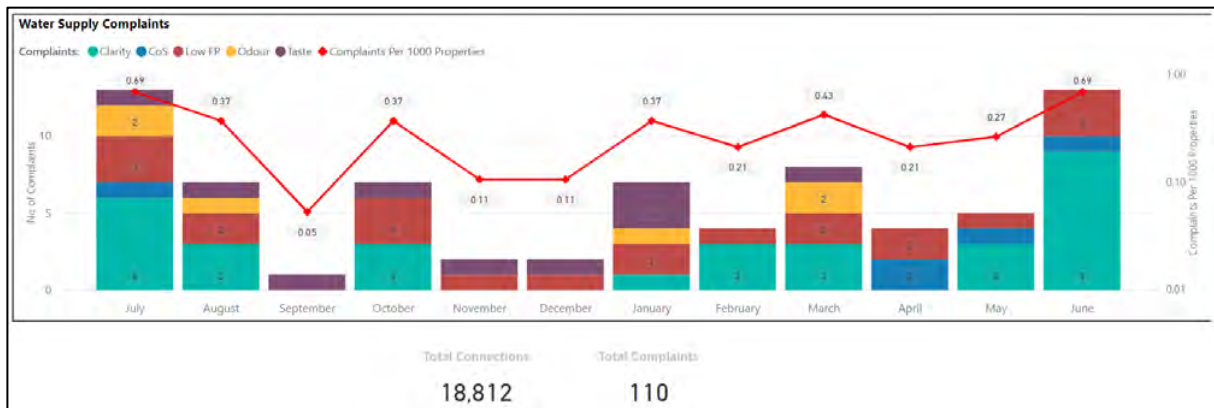


Figure 15: Total customer complains for all drinking water supplies operated by Waimakariri District.

The Service Request database has been interrogated to highlight public health related requests. Appendix I shows the No Water Supply and Water Quality service requests for the past 5 years for the water supply.

### 5.3. Short-Term Evaluation of Results

#### 5.3.1. Continuous monitoring

Continuous monitoring of water quality data is reviewed through the SCADA database where any values outside the range on the CCP sends alerts to the Supply Operators to respond to, resolve or escalate as necessary. Continuously monitored parameters are described in Table 43.

#### 5.3.2. Routine Water Quality Monitoring

The quality of the water being supplied is constantly being monitored, as detailed in Section 5.1. This is carried out both by the Laboratory Technician who undertakes sampling as required for DWSNZ bacterial compliance, as well as by operators who use handheld samples to verify the equipment being used for the online monitoring equipment.

The procedures for responding to exceedances are detailed in the relevant contingency plans (i.e. where E. coli is detected), or in the CCP where an operational parameter is outside of its target range.

For the case of total coliforms which are only a guideline value within the DWSNZ, emails are automatically generated when positive values are entered within the electronic laboratory book, so that the WOTL / WAM can investigate these issues and track any trends.

#### 5.3.3. Full Chemical Testing

The full chemical water quality data is undertaken externally by an independent laboratory. The water quality data is emailed to laboratory staff, Asset Managers and Asset Information Management (AIM) team. The Water Operations Team Leader and Water Asset Manager are responsible for reviewing this full chemical data. Water quality results are compared against MAV and GV. Furthermore, the incident plans are referred to in order to determine an appropriate response in the event of any transgression.

## 6. Improvement Plan

### 6.1. Drinking-Water Quality Management Improvement Plan

The following table details the improvement schedule developed for this supply. While there is not a large degree of capital upgrades for this supply, the organisation is going through a process of improving documentation, systems and processes which is reflected in the improvement schedule below. A number of these items are district wide projects, which are relevant to the Woodend Pegasus water supply. The Water Asset Manager has the overall responsibility of the Improvement Plan.

Each task has been given a priority based on the following:

- Priority 1 is for tasks already committed to and underway. These are tasks that are considered an essential improvement, or where the cost is sufficiently low to allow them to proceed without requiring that a future budget be set.
- Priority 2 is for tasks committed to in a future budget. These are tasks that have been identified as being required, but not with an immediate need, or that may be dependent on an external factor before they can proceed.
- Priority 3 is for tasks where a need has been identified, but where there is currently no budgetary allowance to allow them to occur at this time (meaning that they are required to be proposed to Council as part of an Annual Plan or Long Term Plan process).

**Table 48: Improvement Schedule.**

Improvement	Scheduled	Estimated Cost	Priority
Continue to inform customers about plumbosolvent water	Twice annually	\$100 per year	1
Chemical testing for raw water	Annually	\$1,200 per year	1
Continue with implementation of the Water Conservation Programme	Ongoing	\$15,000 per year	1
AMIS Project and 3 Waters / Water Unit Service Level Agreement	2020	Development included within department overhead budgets	1
Water Unit Mobility System Updates	2020	Funded from department budget	1
Carry out backflow surveys on remaining commercial properties and install backflow preventers as required.	2019/20	\$55,000	1
Water Main Renewals	Ongoing	Approximately \$100,000 per year	1
UV Treatment/ Installation*	2021/22	\$750,000	2
Reticulation Water Quality Monitoring Equipment (Turbidity and Pressure)#	2020/21	\$60,000	3

\*This budget was approved by Council, but the project is subject to confirmation that it will meet the future DWSNZ, which are yet to be released. Therefore, timing may be adjusted depending on timing of new DWSNZ being released.

# Included within Draft 2020 / 21 Annual Plan. Subject to Council confirmation.

## 7. Management of Incidents and Emergencies

### 7.1. Incident and Emergency Response Plan

The following incident and emergency response plans are guides for what to do if an event occurs despite the preventive measures and corrective actions in place to reduce the risk of occurrence.

**Table 49: Loss of Source Raw Water Quality**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• E.coli or coliforms are detected in the raw water quality test.</li> <li>• Widespread complaints of taste and odour from consumers.</li> <li>• Knowledge of sabotage or vandalism.</li> <li>• Damage or wear and tear.</li> <li>• Continuous high turbidity.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Follow the actions given in Figure 4.1 of the DWSNZ.</li> <li>• Consider whether there is any possibility that distribution is contaminated (Refer Table 50 for any untreated distribution zone affected, or if treatment not has not been effective for usually treated zones).</li> <li>• Investigate reasons for loss of quality and rectify if possible.</li> <li>• Consider whether to cease abstraction and switch to an alternative source of potable water (ie take well offline and utilise alternative primary well available) until water of acceptable quality can be again supplied.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 50: Contaminated Distribution System.**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• E. coli or coliforms are detected in the distribution system.</li> <li>• Widespread complaints of taste and odour from consumers.</li> <li>• Widespread levels of illness in the community.</li> <li>• Turbidity fluctuations and levels greater than that in water leaving the treatment plant.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Follow the actions given in Figure 4.2 of the DWSNZ. Refer Appendix F for extract.</li> <li>• Flush distribution system.</li> <li>• If contamination found in one distribution zone, test the other zone, the reservoirs and filters to locate of the source of contamination. Identify the reason for the failure and rectify.</li> <li>• Consider chlorine dosing (refer Table 57).</li> <li>• Consider need for Boil Water Notice. If required refer Table 55.</li> <li>• Record cause of system failure and steps taken to correct.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 51: Back-up Supply Operation.**

<i>Potential Indicator / Cause</i>	<ul style="list-style-type: none"> <li>• Loss of supply of all primary wells or headworks</li> <li>• Multiple mains breaks in delivery main to Chinnerys Road Headworks that are not able to be repaired</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Investigate reasons for loss of supply / loss of water quality. If backup well is required due to: <ul style="list-style-type: none"> <li>• Loss of Supply or Reduction in capacity at Pegasus Headworks. <ul style="list-style-type: none"> <li>- Lower pressure in distribution and implement other demand management strategies as required</li> <li>- Investigate reasons for loss of supply</li> </ul> </li> <li>• Increased Demand at Pegasus Headworks <ul style="list-style-type: none"> <li>- Advise customers to conserve water</li> <li>- Lower pressure in distribution network</li> </ul> </li> </ul> </li> <li>• If the primary sources cannot be treated in the short term or if issues cannot be rectified, consider starting up Chinnerys Road Well: <ul style="list-style-type: none"> <li><b>Step 1 – Communication</b> <ul style="list-style-type: none"> <li>• Correspondence with DWA</li> <li>• Review most recent water quality data, consider need to issue Boil Water Notice / Do Not Drink Water Notice. If required refer Table 55.</li> <li>• Communicate with residents</li> </ul> </li> <li><b>Step 2 – Start-up, Flushing &amp; Monitoring</b> <ul style="list-style-type: none"> <li>• Isolate valve from Chinnerys Road Headworks to the reservoir. Monitor reservoir levels.</li> <li>• Turn on the power to the headworks (pump will be locked out, follow procedure for removing lock-out).</li> <li>• Prepare emergency chlorination system for use with backup well.</li> <li>• Confirm communications are functioning.</li> <li>• Flush the well via a hydrant to waste.</li> <li>• Open valve to Chinnerys Road Headworks and isolate valve connection from Pegasus.</li> <li>• Turn on surface pumps.</li> <li>• Allow water to flush to waste.</li> <li>• Check turbidity and water quality. Thoroughly check if appropriate prior to proceeding with step 3.</li> <li>• Take E.coli / total coliforms sample of the water. If possible, wait for results prior to proceeding to step 3. If sample shows E. coli is present in source, consult with DWA regarding next steps.</li> </ul> </li> <li><b>Step 3 – Flow to Reticulation</b> <ul style="list-style-type: none"> <li>• Open the valves to allow the flow of water into Chinnerys Road Headworks</li> <li>• Close the Pegasus Headworks valves (if required).</li> <li>• Monitor system and maintain as required.</li> <li>• If long term continuous use is required, consider additional treatment options.</li> <li>• Ensure testing is undertaken when the well is in use. The minimum requirements shall be as per the DWSNZ (twice weekly), but consider more frequently during initial period.</li> <li>• Modify WSP if necessary.</li> </ul> </li> </ul> </li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 52: FAC Concentration below Target Level (Pegasus during normal operation and Woodend during emergency operation)**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• A detectable chlorine residual cannot be obtained in the water leaving the treatment plant or in the reticulation.</li> <li>• E. coli or total coliforms are detected in the distribution system or post treatment sample.</li> <li>• Turbidity fluctuations or complaints of turbidity from consumers.</li> <li>• Widespread levels of illness in the community.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• In first instance of FAC dropping before target, refer CCP. If issues continue, consider following steps.</li> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Follow the actions given in Figure 4.2 of the DWSNZ. Refer Appendix F for extract.</li> <li>• Consider increasing chlorine doing as an interim measure.</li> <li>• Consider need to flush distribution system (depending on indicator).</li> <li>• Identify the reason for the failure and rectify.</li> <li>• Record cause of system failure and steps taken to correct.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 53: Tanker Water Supply Operation**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• Loss of supply of all wells.</li> <li>• Water from all wells deemed unsafe.</li> <li>• Increased water demand, insufficient water supply of all wells.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA, and in consultation consider next steps.</li> <li>• Contact Ashburton Contracting Ltd (ACL) – Geoff Haywood 03 308 4039 or 027 678 0515 which is a 24/7 number to access potable water for emergencies. Advise potable water tanker may be required.</li> <li>• Consider how many tanks are required. ACL have four 10,000L tankers capable of carrying potable water. They keep two tankers in potable readiness over the winter and bring the third in during the summer months as demand increases</li> <li>• Investigate causes of loss of supply and rectify if possible.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager



**Table 54: Backflow occurs into the Reticulation System**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>Complaints of discoloured, tasting or smelling water coming from taps.</li> <li>Backflow incident reported by industry.</li> <li>Reports of illness in parts of the community.</li> <li>E.coli or total coliforms found in the reticulation system that cannot be explained from other potential causes.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>Notify the DWA*, and in consultation consider next steps.</li> <li>Follow the actions given in Figure 4.2 of the DWSNZ. Refer Appendix F for extract.</li> <li>Consider need for Boil Water Notice / Do Not Drink notice (depending on nature of contaminant found).</li> <li>Identify the source of the backflow incident, and isolate until a backflow prevention device can be fitted, or the one already installed can be made operational.</li> <li>Flush the affected part of the reticulation system (where practicable), considering the need to flush with elevated chlorine concentrations if the incident may have involved microbiological contaminants.</li> <li>Monitor an appropriate determinand in the affected area to determine the success of the contingency measures.</li> <li>Notify consumers when the supply is safe to use, that they will need to flush their taps until good quality water can again be drawn.</li> <li>Also refer Table 50.</li> <li>Record cause of system failure and steps taken to correct.</li> <li>Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 55: Issuing Boil Water Notice/ Do Not Drink Water Notice**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>Refer to other contingency plans that indicate a Boil Water Notice may be required.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>Consider if Boil Water Notice is required or Do Not Drink Water is required.</li> <li>Water Asset Manager (or Operations Team Leader) must discuss the issue with the 3 Waters Manager and/or Manager – Utilities and Roading to discuss if a Boil Water Notice / Do Not Drink Water Notice is required.</li> <li>The decision to issue Boil Water Notice/ Do Not Drink Water Notice will only be made with approval from the Manger Utilities and Roading or the 3 Waters Manager (in the absence of these two parties, the Project Delivery Unit Manager).</li> <li>Once the decision is made, the Water Asset Manager or 3 Waters Manager will either issue the notice themselves using the TechOne Software, or delegate this task to another staff member with the rights to do so within the software. Refer Appendix I for a boil water notice template.</li> <li>The Communications and Engagement Manager shall be informed of the notice as information will be required to be made available to the public on the Council Website.</li> <li>Notify the DWA*</li> <li>Notify: <ul style="list-style-type: none"> <li>Customer Services</li> <li>Chief Executive</li> <li>Water Unit Manager and Operators</li> <li>Elected Members (Councillors and relevant Community Board).</li> </ul> </li> <li>Identify the reason for the failure and rectify if possible.</li> <li>Record cause of system failure and steps taken to correct.</li> <li>Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

**Table 56: Raw Water (Transmission Line) Pipeline Failure**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• Unable to maintain supply pressure.</li> <li>• Complaints of turbidity or no supply.</li> <li>• Large volumes of water noticed at surface of pipeline, unexplained large volume of water noted within the Gladstone Road Borefield to Pegasus Headworks or imbalance in flows recorded at wells and at headworks inlet.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Undertake E.coli testing at the headworks and within distribution network.</li> <li>• Isolate section of pipeline defective and continue using other primary wells if available.</li> <li>• Fully shut off valve on failed transmission line and supply with reservoir storage. If the repairs can be undertaken quickly, it is recommended that water conservation strategies be undertaken instead of back-up supply operation. Consider which line the break is on, some wells may still be available (ie PW1 on separate line to Gladstone and EQ wells).</li> <li>• Water Unit reticulation team to undertake the repair of the pipeline.</li> <li>• Once a repair has been undertaken (including sterilisation and pressure testing as required), flush the line until turbidity settles to less than 1 NTU and put back into service.</li> <li>• Investigate causes of pipeline failure and rectify if possible. Consider implications for similar materials as part of renewals programme.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 57: Back-up Chlorination Operation at Chinnerys Road Headworks**

<i>Potential Indicator / Cause</i>	<ul style="list-style-type: none"> <li>• Unable to maintain water quality.</li> <li>• E.coli detected within distribution.</li> <li>• Reports of illness in parts of the community.</li> <li>• Chinnerys Road well required to be used.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Water Asset Manager / 3 Waters Manager to make the decision to undertaken chlorine dosing</li> <li>• Consider sending out text alert system to notify resident that water will be chlorinated</li> <li>• Operators to use Pegasus chlorine system as first choice, and only consider using the Chinnerys Road system if the Pegasus chlorine system is unable to be used to send water to Woodend for an unexpected reason, or if the Chinnerys Road well is to be used (which can't be treated at Pegasus). If Chinnerys Road chlorine system is the only option: <ul style="list-style-type: none"> <li>• Bring chlorine tank from Water Unit yard.</li> <li>• Connect chlorine tank to chlorine dosing equipment.</li> <li>• Turn on chlorine analyser and calibrate with handheld device.</li> <li>• Turn on chlorine dosing pump.</li> <li>• Refer CCP for emergency chlorination set points.</li> <li>• Enable chlorine alarms in SCADA.</li> <li>• Flush line (if required) by opening hydrant until chlorine residual can be maintained.</li> <li>• Inform residents of need, and also of possibility of discoloured water due to biofilm build up that may react with chlorine.</li> <li>• Investigate causes triggering chlorination and rectify if possible.</li> <li>• Once causes rectified, plan for discontinuation of chlorine in consultation with DWA.</li> <li>• Modify WSP if necessary.</li> </ul> </li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 58: Chlorine Operation at Pegasus Headworks to supply Woodend Reticulation**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• Unable to maintain water quality.</li> <li>• E.coli detected within Woodend distribution.</li> <li>• Reports of illness in parts of the community.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA*, and in consultation consider next steps.</li> <li>• Water Asset Manager / 3 Waters Manager to make the decision to undertake chlorine dosing. In particular, consider if the residual disinfection will be able to be maintained within the Woodend distribution to improve the water quality.</li> <li>• Consider sending out text alert system to notify resident that water will be chlorinated.</li> <li>• Comms team to inform community via multiple media channels.</li> <li>• Turn off chlorine dosing pump.</li> <li>• Operators to reconfigure chlorination dosing point to the original location prior to where the pipes split to go to the separate reservoirs.</li> <li>• Turn on chlorine dosing pump</li> <li>• Consider increasing the chlorine dosing higher than the set point in the CCP to speed up initial dosing process</li> <li>• Consider flushing or draining reservoir with unchlorinated water at Pegasus WTP to waste to speed up process.</li> <li>• Turn on chlorine analyser at Chinnerys Road Headworks and calibrate using hand held device.</li> <li>• Enable Woodend chlorine alarms in SCADA.</li> <li>• Flush line (if required) by opening hydrant until chlorine residual can be maintained.</li> <li>• Monitor and respond to service requests by Woodend residents regarding water quality.</li> <li>• Investigate causes triggering chlorination and rectify if possible.</li> <li>• Once causes rectified, plan for discontinuation of chlorine in consultation with DWA.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

\*E.coli / widespread illness will require immediate notification. Other indicators may require further investigation and assessment prior to notification. Contact details for incident and emergencies are displayed in Table 62.

**Table 59: Loss of Telecommunications**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• SCADA system not sending responses.</li> <li>• Site shows values outside of the CCP values but no text alerts are being received by operators.</li> <li>• Telecommunications company send alerts about the loss of communications.</li> <li>• Numerous customer complaints regarding an issue.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Operator to check the site to identify any issues onsite. Rectify if possible, or engage electrical subcontractor for assistance.</li> <li>• Control Systems Engineer to investigate any issue with the system. Rectify if possible.</li> <li>• Operators to check if plant processes still continuing as normal. If action is required, refer Table 52.</li> <li>• Operators to periodically check the site (for FAC, supply pressure, reservoir level) until the communications are back online. Note any customer complaints and check the site following issues.</li> <li>• Notify the DWA if any exceedance of the MAV has occurred during the loss of communications.</li> <li>• Investigate causes of loss of communications and rectify if possible.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

**Table 60: Contaminated Reservoir Water**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• E.coli or total coliforms are detectable downstream of the reservoir.</li> <li>• Widespread levels of illness in the community.</li> <li>• Knowledge of sabotage or vandalism.</li> <li>• Leaks/cracks identified at reservoir audit.</li> </ul>
<i>Required Actions</i>	<ul style="list-style-type: none"> <li>• Notify the DWA, and in consultation consider next steps.</li> <li>• Follow the actions given in Figure 4.2 of the DWSNZ. Refer Appendix F for extract.</li> </ul> <p><u>Option 1 - If contaminated reservoir can be taken offline (contamination to one reservoir and not the other):</u></p> <ul style="list-style-type: none"> <li>• Isolate the contaminated reservoir and use alternative reservoir.</li> <li>• Implement water restrictions if necessary and notify residents of potential pressure drop if this is deemed to be a likely outcome.</li> <li>• Investigate potential source by sampling all sources, pre/post reservoir and reticulation.</li> <li>• Remedy identified cause.</li> <li>• Drain reservoir to waste and disinfect, and sample to confirm procedure successful.</li> <li>• Bring reservoir back online.</li> </ul> <p><u>Option 2 – If contaminated reservoir cannot be taken offline:</u></p> <ul style="list-style-type: none"> <li>• Increase chlorine dose rate / set point and consider shock dosing.</li> <li>• Drain 20% of stored water if necessary to get inflow for mixing and shock dosing the rest of the reservoir (2 ppm target). Turn on emergency chlorine system (refer applicable CCP).</li> <li>• Investigate potential source (sampling).</li> <li>• Remedy potential source.</li> </ul> <ul style="list-style-type: none"> <li>• Consider possibility of contaminated distribution system and the need to implement Table 50.</li> <li>• Record cause of system failure and steps taken to correct.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

**Table 61: Elevated Manganese and Iron Levels**

<i>Potential Indicator</i>	<ul style="list-style-type: none"> <li>• Measured value of iron and manganese in the treated water exceeds the GV or MAV</li> <li>• Discoloured water in reticulation.</li> <li>• Customer complaints.</li> </ul>
<i>Required Actions</i>	<p>In all events:</p> <ul style="list-style-type: none"> <li>• Monitor post filter manganese and iron levels.</li> <li>• Check oxygen dosing system, backwash frequency, headloss across filters to determine if anything out of the ordinary that can be rectified.</li> <li>• Review recent cycling of wells, and consider taking a well offline if suspected to be cause.</li> </ul> <p>If levels exceed MAV:</p> <ul style="list-style-type: none"> <li>• Follow the actions given in Section 8.4 of the DWSNZ</li> <li>• Check scheme is compliant as per Section 3.1 of the DWSNZ and confirm the exceedance as per guidelines</li> <li>• Notify the DWA, and in consultation consider next steps.</li> <li>• Investigate reasons for exceedance and rectify.</li> <li>• Consider the need to implement incident plan for Contaminated Reservoir Water (Table 60) and Contaminated Distribution System (Table 50).</li> <li>• Conduct an investigation and determine appropriate remedial action.</li> <li>• All incidents of MAV exceedance must be recorded including monitoring results actions taken and outcomes.</li> </ul> <p>In all events:</p> <ul style="list-style-type: none"> <li>• Investigate reasons for exceedance and rectify.</li> <li>• Record cause of system failure and steps taken to correct.</li> <li>• Modify WSP if necessary.</li> </ul>
<i>Responsibility</i>	Water Asset Manager / 3 Waters Manager

**Table 62: Contact details for incident and emergency reporting**

Organisation	Name	Contact
Canterbury District Health Board	Laura Bruce	<a href="mailto:laura.bruce@cdhb.health.nz">laura.bruce@cdhb.health.nz</a> 03 378 6830 027 348 4513
	Fiona Humpheson	<a href="mailto:fiona.humpheson@cdhb.health.nz">fiona.humpheson@cdhb.health.nz</a> 03 378 6827
	Denise Tully	<a href="mailto:denise.tully@cdhb.health.nz">denise.tully@cdhb.health.nz</a> 03 378 6726 027 458 2552
	After Hours	<a href="mailto:cphoncall@cdhb.health.nz">cphoncall@cdhb.health.nz</a> 03 364 0640
WDC Asset Managers	Colin Roxburgh (Water Asset Manager)	<a href="mailto:colin.roxburgh@wmk.govt.nz">colin.roxburgh@wmk.govt.nz</a> 021481873
	Caroline Fahey (Operations Team Leader)	<a href="mailto:caroline.fahey@wmk.govt.nz">caroline.fahey@wmk.govt.nz</a> 0274065138
	Kalley Simpson (3 Waters Manager)	<a href="mailto:kalley.simpson@wmk.govt.nz">kalley.simpson@wmk.govt.nz</a> 021 223 3428
	General	<a href="mailto:water.asset@wmk.govt.nz">water.asset@wmk.govt.nz</a> 0800 965 468
WDC Water Unit	Darryn Williams (Technicians Team Leader)	<a href="mailto:darryn.williams@wmk.govt.nz">darryn.williams@wmk.govt.nz</a> 021 416 488
	After Hours	03 311 8900

**7.1.1. Review of Incident / Emergency Response Plan.**

The following tasks are carried out to ensure the ongoing adequacy and currency of the District's water safety plans.

1. Water quality monitored in accordance with the DWSNZ. Any exceedances with the MAV reported to the DWA. Annual compliance of sampling programme reported through annual report.
2. If MAV has been exceeded, documentation to be produced to demonstrate what happened and what the response was. This should include a review of information leading up to the event to determine what may have caused the event or what lessons could be learnt.
3. Where lessons are learnt on one scheme, consider their applicability to other schemes and update other WSPs if required.

4. If contingency plan have been implemented, the suitability of the plan should be considered following the event and the plan updated if necessary.
5. Maintain record of key changes to any schemes that have occurred, such that they will be incorporated into future updated of the WSP.

The improvement schedule includes capital projects which go into the Council's capital programme. Progress on the delivery of the capital programme is measured by the Water Asset Manager and reported through to the Manager - Utilities and Roading who reports to the Council's Audit and Risk Committee.

#### **7.1.2. Organisational Level Emergencies**

The WDC's Civil Defence Unit is responsible for the policies, plan and procedures for emergency response. A list of national, regional and local documents have been compiled and is available on our [website](#). These documents provide a list of procedures for major hazardous events. These documents briefly discuss water supply however does not cover step by step response specific to the water supply operation.

## **8. Documentation and Reporting**

### **8.1. Management of Documentation and Records**

#### **8.1.1. Water Supply Log**

As of 2019, the Water Unit are transitioning towards an electronic reporting system where monitoring is recorded on the operators tablets. This allows the information to be uploaded and viewed instantly so that the Water Unit Operations Team Leader can review all sites in a live status and ensure activities are completed on time. This tablet system is currently in progress with majority of the sites transitioned to recording operational data through this method.

Contractors who are undertaking maintenance activities are still required to fill out hard copy Operational Logs which are kept at the relevant sites.

For more information on Water supply logs and operations logs, refer [Sections 4.2.1](#) and [4.2.2](#).

#### **8.1.2. Water Sampling Data**

Water sampling data is recorded by the Water Unit and initially saved into the electronic laboratory book. Each month laboratory reports are generated, and uploaded into Council's record management system. The data is also uploaded into the DWO website by either the WAM or WOTL.

Historic sampling data has been extracted from the WINZ database and saved in a spreadsheet available to staff for analysis and historical trending and investigations.

#### **8.1.3. General Record Keeping**

All Council records are kept in the overarching record management system (TRIM). This ensures that all historical records are easily discoverable and searchable. This ensures that all future decision making is as informed as possible. An example of the file structure for the Woodend Pegasus scheme is below.



<ul style="list-style-type: none"> <li>[-] [Icon] <b>WAT-05-11: Water - Scheme / Supply - Woodend</b> <ul style="list-style-type: none"> <li>[+] [Icon] WAT-05-11-09: Water - Scheme / Supply - Woodend - Woodend - Water Unit Log Sheets Data 1993-2018</li> <li>[+] [Icon] WAT-05-11-08: Water - Scheme / Supply - Woodend - Health &amp; Safety</li> <li>[+] [Icon] WAT-05-11-05: Water - Scheme / Supply - Woodend - Backflow Prevention</li> <li>[+] [Icon] WAT-05-11-04: Water - Scheme / Supply - Woodend - Asset Data</li> <li>[+] [Icon] WAT-05-11-03: Water - Scheme / Supply - Woodend - Water General</li> <li>[+] [Icon] WAT-05-11-06: Water - Scheme / Supply - Woodend - Water Applications &amp; Connections</li> <li>[+] [Icon] WAT-05-11-01: Water - Scheme / Supply - Woodend - Water Advisory Group</li> <li>[+] [Icon] WAT-05-11-02: Water - Scheme / Supply - Woodend - Water Supply Monitoring</li> <li>[+] [Icon] WAT-05-11-07: Water - Scheme / Supply - Woodend - Water Projects &amp; Contracts</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>[-] [Icon] <b>WAT-05-23: Water - Scheme / Supply - Pegasus Town</b> <ul style="list-style-type: none"> <li>[+] [Icon] WAT-05-23-09: Water - Scheme / Supply - Pegasus Town - Pegasus Town - Water Unit Log Sheets Data 1993-2018</li> <li>[+] [Icon] WAT-05-23-08: Water - Scheme / Supply - Pegasus Town - Health &amp; Safety</li> <li>[+] [Icon] WAT-05-23-07: Water - Scheme / Supply - Pegasus Town - Backflow Prevention</li> <li>[+] [Icon] WAT-05-23-06: Water - Scheme / Supply - Pegasus Town - Asset Data</li> <li>[+] [Icon] WAT-05-23-05: Water - Scheme / Supply - Pegasus Town - Water Advisory Group</li> <li>[+] [Icon] WAT-05-23-04: Water - Scheme / Supply - Pegasus Town - Water Applications &amp; Connections</li> <li>[+] [Icon] WAT-05-23-03: Water - Scheme / Supply - Pegasus Town - Water General</li> <li>[+] [Icon] WAT-05-23-01: Water - Scheme / Supply - Pegasus Town - Water Supply Monitoring</li> <li>[+] [Icon] WAT-05-23-02: Water - Scheme / Supply - Pegasus Town - Water Projects &amp; Contracts</li> </ul> </li> </ul>

Figure 16: Record Management Structure for Woodend Pegasus Water Supply

#### 8.1.4. Water Safety Plan

Currently, all WSPs are available via the Council website which operators can access via the internet on their tablets. All headworks sites hold hardcopies of the WSP document and the operations and maintenance manual. All sites also have the latest CCPs available on the wall so that they are visible to operators.

## 8.2. Reporting

### 8.2.1. Internal reporting

Operational reporting of events is covered in Section 4.

The following reports are generated periodically relating to water supply, or with sections relevant to water supply as well as covering wider parts of the business.

Table 63: Reports Summary

Report Description	Frequency/ Timing	Author	Audience
Water Conservation Implementation Report (including update on leakage rates).	Annually after Council financial year end	Water Asset Manager	Utilities and Roading Committee (agenda and report content is publicly available on the Council's website).
Annual Drinking Water Compliance Report	Annually, after annual report from Drinking-water Assessor received	Water Asset Manager	Utilities and Roading Committee (agenda and report content is publicly available on the Council's website).
SCADA Report on overall performance of SCADA system	Monthly	Control Systems Engineer	Water Operations Team Leader / Water Asset Manager

<a href="#">Annual Report</a> . This reports is a comprehensive account of council's activities from the previous year and includes key financial and non-financial performance measures.	Annually after end of Council financial year	Chief Executive Mayor /	General Public
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Other reports currently being developed are as below:

- Monthly operations report from Water Unit to Water Operations Team Leader. This is being developed by the Water Unit Manager.
- Periodic automated reporting on overall system performance from SCADA data (i.e summarising each plant's performance over a given period to allow for easier analysis and potential identification or issues or opportunities for improvements). This is being developed by the Control Systems Engineer.

### 8.2.2. External reporting

No annual reports are prepared directly for external organisations, however the reports that go to either the Utilities and Roading Committee or the general public are publicly available.

### 8.2.3. Annual Report

It is acknowledged that within the Handbook for preparing a Water Safety Plan there are criteria that are to be considered for incorporating into an annual drinking-water report. As an annual drinking-water report is already produced, consideration will be given to broadening the scope of this report to include some of the additional details recommended (performance against Health Act, water quality trends and problems, system failures and remedial actions, etc).

## 9. Investigations

### 9.1. Investigative Studies

Investigations are undertaken following incidents. Refer to [Section 7.1](#) for incident and emergencies which would trigger investigations.

### 9.2. Validation of Equipment, Processes and Practices

Validation of equipment is undertaken to ensure critical assets are performing at the level expected. Table 64 provides an overview of the equipment which operators are required to validate.

**Table 64: Validation of equipment, processes and practices.**

Equipment requiring validation	Person responsible	Performance Value
pH	Main operator	As pre DWSNZ
Turbidity Meter	Main operator	As per DWSNZ
Chlorine Analyser	Main operator	Refer CCP

If unsatisfactory results are received and corrections made, operators must state this in the Water Unit electronic logs. Operational issues that could not be resolved are raised and reviewed at the Water Unit

monthly meeting with the Water Operations Team Leader. Any trends or equipment issues are discussed and considered for further investigation.

Water quality is measured by operators through headworks checks. This is validated by the routine sampling undertaken by Water Unit laboratory staff. For more information on sampling, training and sampling checks, refer to [sections 4.2](#) and [5.3](#).

## **10. Oversight, Review and Continual Improvement**

### **10.1. Long-Term Evaluation of Results**

Every 5 years, or when there is a change to the supply, the Water Safety Plan is updated. This assessment triggers a long term evaluation of the supply where all aspects of the supply and potential new improvements to the supply are considered. In particular this triggers a full review of risks on the water supply, which incorporates a further review and analysis of water quality data trending.

Every 3 years, Council produces Activity Management Plans for each scheme, which feed into the Long Term Plan document. Through this process the capacity of each scheme is considered, growth patterns reviewed, as well as overall asset condition, levels of service, and renewal requirements. The Water Asset Manager is responsible for the water supply Activity Management Plans, as well as input into the Long Term Plan. Through each Long Term Plan, new projects and budgets may be approved. The Water Asset Manager is then responsible for implementing projects that are identified through this process.

### **10.2. Audit of Drinking-Water Quality Management**

Following the launch of AMIS and the Water Unit Service Level Agreement, both the Water Unit and the Asset Management Team will have improved transparency regarding operational and maintenance activities and performance. This system will ensure all activities undertaken by the Water Unit are logged, and more easily auditable. Reports can then be generated to confirm that inspections are being completed as per the requirements.

In the interim, the data uploaded from the operators via their tablets to the TechOne system provides confidence that operational visits to sites are being undertaken as required. Further to this, the Service Request reporting system that tracks median response times and resolution times to urgent and not urgent issues provides a high degree of oversight and accountability that these performance targets are being met.

### **10.3. Review by Senior Leadership**

All Water Safety Plans will be issued to the Utilities and Roading committee for endorsement.

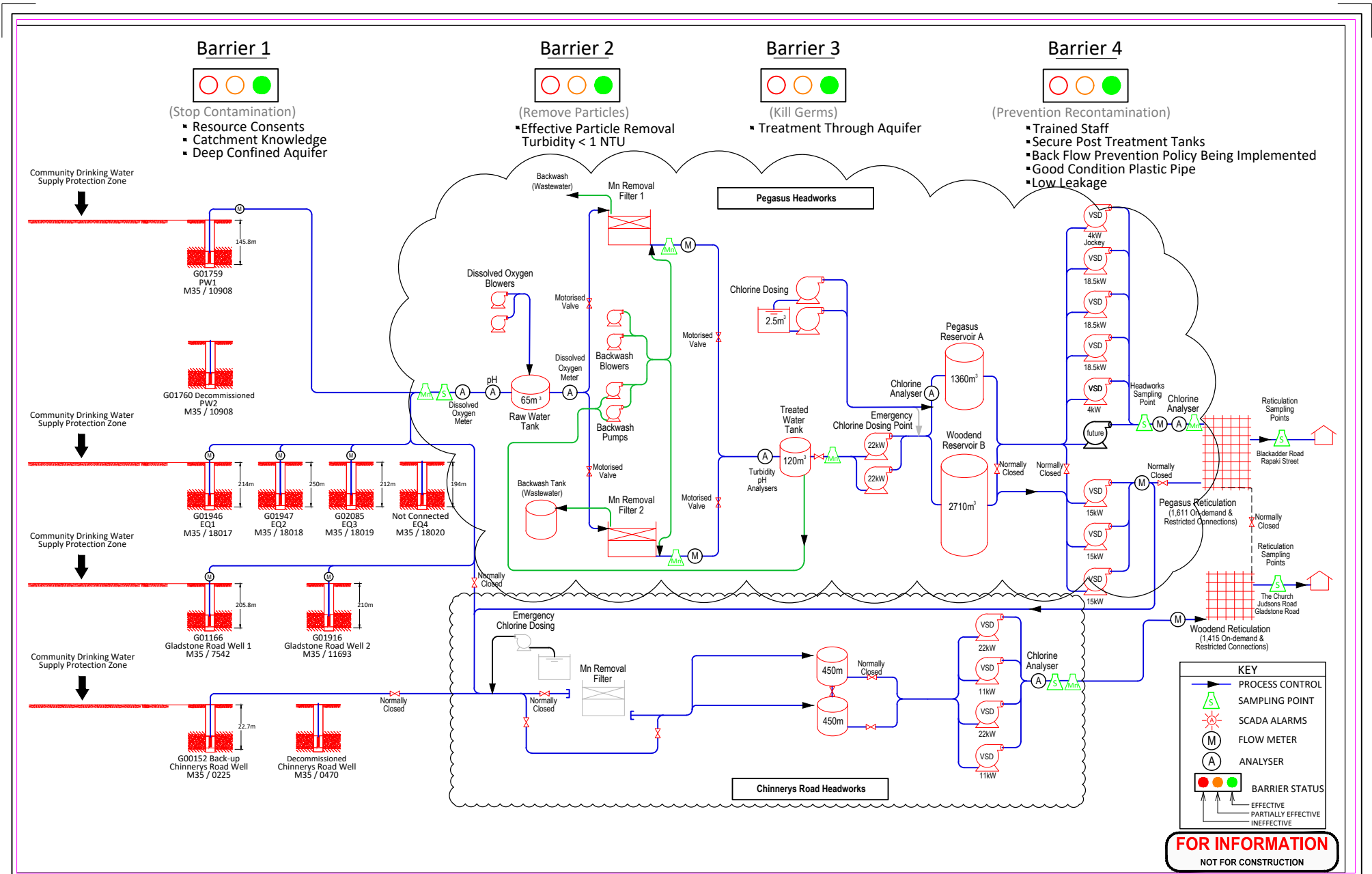
## References Documents

This document has been prepared in accordance with:

- Section 69Z of the Health Act (1956)
- New Zealand Drinking Water Safety Plan Framework (2018)
- Water Safety Plan Guides for Drinking-water Supplies (2018)
- Drinking-water Standards for New Zealand 2005 (Revised 2018)
- Guidelines for Drinking-water Quality Management for New Zealand (2017)
- Handbook for Preparing a Water Safety Plan (2019)
- Ministry for the Environment Preparing for coastal change. A summary of coastal hazards and climate change guidance for local government (2017)

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**APPENDIX A. Flow Diagram**



**FOR INFORMATION**  
NOT FOR CONSTRUCTION



ISSUE	AMENDMENT	DRAWN	CHKD	APPD	DATE	SCALE	NTS
A	FIRST ISSUE	JD	MA	CR	03/12/2019		

SHEET TITLE  
**FLOW DIAGRAM**

PROJECT TITLE  
**WOODEND PEGASUS WATER SAFETY PLAN**

PLAN No.  
**4048**

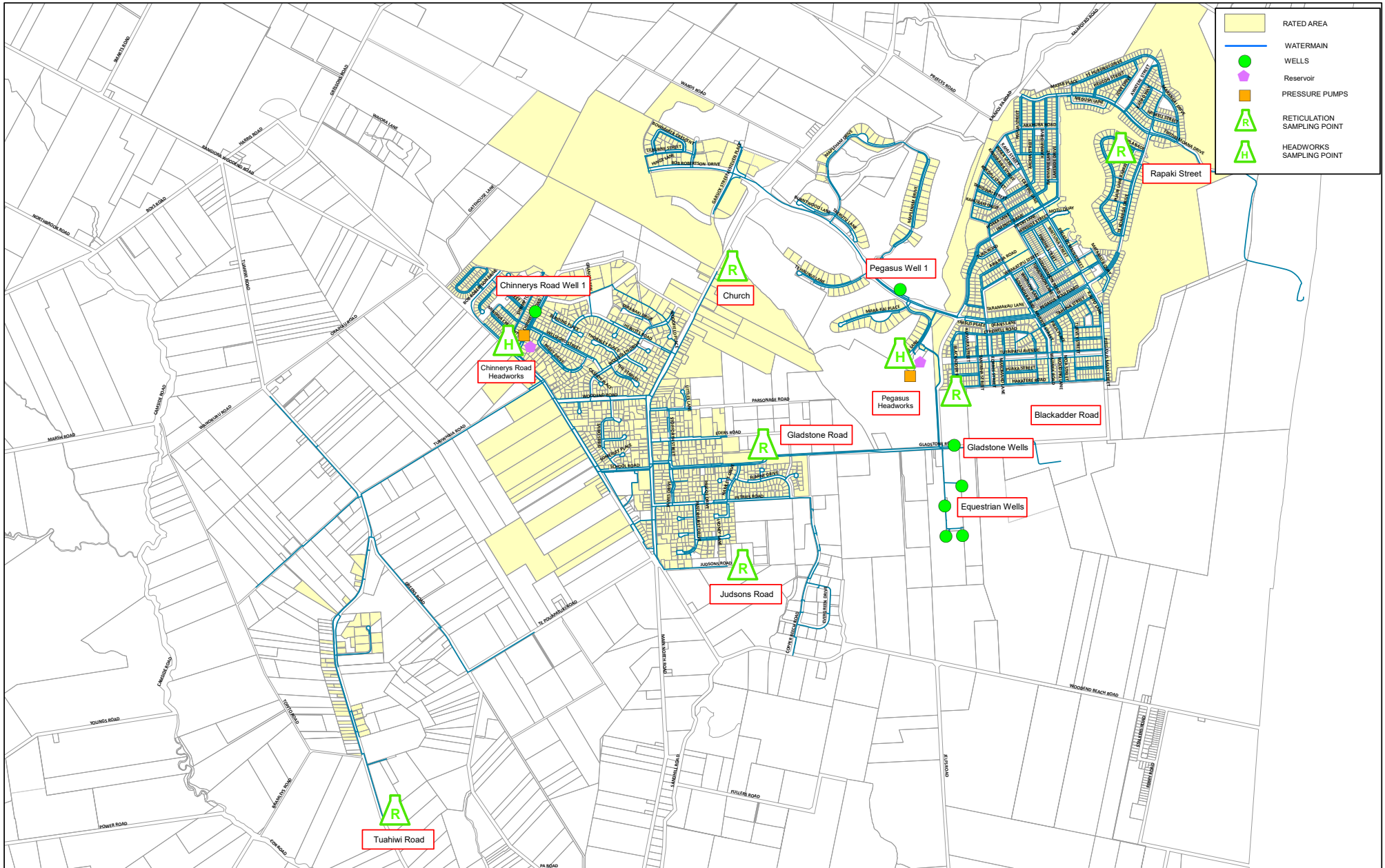
ISSUE A SHEET 1



**APPENDIX B. CDWPZ**



## **APPENDIX C. Supply Area**



	RATED AREA
	WATERMAIN
	WELLS
	Reservoir
	PRESSURE PUMPS
	RETICULATION SAMPLING POINT
	HEADWORKS SAMPLING POINT

	ISSUE	AMENDMENT	DRAWN	CHKD	APPD	DATE	SCALE (A3)	SHEET TITLE	PROJECT TITLE	PLAN No	4048	
	A	FIRST ISSUE REVIEW CHANGES	JD	MA	CR	19.08.19	1:20,000					
									SCHEME BOUNDARY	PEGASUS WOODEND WATER SAFETY PLAN	FILE	Sample scheme Boundary - Service Area.n
											VERSION	B

**APPENDIX D. Full Chemical Data**



## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA

**Analytical Report**

Report Number: 18/46541  
Issue: 2  
09 October 2018

Attention: Susan Dalzell

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46541-01	WDC Domestic Water Supply		01/10/2018 11:00	02/10/2018 07:45	0
Notes: SD18537 Pegasus EQ1					
Test	Result	Units	Comments	Signatory	
0001	pH	7.9	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	0.2	g/m <sup>3</sup> Below US-EPA Limit of 2	Sharon van Soest KTP	
0052	Alkalinity - Total	100	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	23.3	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	128	g/m <sup>3</sup> Below GV of 1000	Gordon McArthur KTP	
0069	Saturation Index	-0.24	Passes GV of -1.5 to 0.5	Gordon McArthur .	
0073	Bicarbonate	99	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0076	Free CO <sub>2</sub>	3	g CO <sub>2</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0084	Turbidity	1.02	NTU Below GV of 2.5	Marylou Cabral KTP	
0601	Fluoride	0.10	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	7.84	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup> Passes MAV Limit of 11.3	Shanel Kumar KTP	
0607	Sulphate	0.05	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of 0.01	Shanel Kumar KTP	
1606	Boron - Acid Soluble	0.02	g/m <sup>3</sup> Passes MAV Limit of 1.4	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	20.2	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1	Shanel Kumar KTP	
1619	Iron - Acid Soluble	1.25	g/m <sup>3</sup> Above GV of 0.2	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	2.52	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.111	g/m <sup>3</sup> Passes MAV Limit of 0.4	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	1.00	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	26.2	g/m <sup>3</sup> Below GV of 200	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1.5	Shanel Kumar KTP	
1642	Total Hardness	61	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of 100	Shanel Kumar KTP	
1644	Calcium Hardness	51	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

**Comments:**

Sampled by customer using ELS approved containers.

Report re-issued with amended conductivity result

This report cancels and replaces report 18/46541-1. Please dispose of all previous versions.

**Comments on Individual Test Results****pH**

Report Number: 18/46541-2 ELS

85 Port Road Seaview

Page 1 of 4

Lower Hutt 5045 New Zealand

09 October 2018 16:31:17

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## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA

**Analytical Report**

Report Number: 18/46542  
Issue: 2  
09 October 2018

Attention: Susan Dalzell

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46542-01	WDC Domestic Water Supply		01/10/2018 11:20	02/10/2018 07:45	0
Notes: SD18538 Pegasus EQ2					
Test	Result	Units	Comments	Signatory	
0001	pH	7.9	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	0.8	g/m <sup>3</sup> Below US-EPA Limit of 2	Sharon van Soest KTP	
0052	Alkalinity - Total	103	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	25.7	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	141	g/m <sup>3</sup> Below GV of 1000	Gordon McArthur KTP	
0069	Saturation Index	-0.41	Passes GV of -1.5 to 0.5	Gordon McArthur .	
0073	Bicarbonate	102	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0076	Free CO <sub>2</sub>	2	g CO <sub>2</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0084	Turbidity	1.12	NTU Below GV of 2.5	Marylou Cabral KTP	
0601	Fluoride	0.15	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	13.5	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	0.01	g/m <sup>3</sup> Passes MAV Limit of 11.3	Shanel Kumar KTP	
0607	Sulphate	0.03	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of 0.01	Shanel Kumar KTP	
1606	Boron - Acid Soluble	0.02	g/m <sup>3</sup> Passes MAV Limit of 1.4	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	11.4	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1	Shanel Kumar KTP	
1619	Iron - Acid Soluble	1.18	g/m <sup>3</sup> Above GV of 0.2	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	1.95	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.110	g/m <sup>3</sup> Passes MAV Limit of 0.4	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	0.97	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	39.6	g/m <sup>3</sup> Below GV of 200	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	0.012	g/m <sup>3</sup> Below GV of 1.5	Shanel Kumar KTP	
1642	Total Hardness	36	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of 100	Shanel Kumar KTP	
1644	Calcium Hardness	28	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

**Comments:**

Sampled by customer using ELS approved containers.

Report re-issued with amended conductivity result

This report cancels and replaces report 18/46542-1. Please dispose of all previous versions.

**Comments on Individual Test Results****pH**

Report Number: 18/46542-2 ELS

85 Port Road Seaview

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09 October 2018 16:31:52

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## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA

**Analytical Report**

Report Number: 18/46545  
Issue: 2  
09 October 2018

Attention: Susan Dalzell

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46545-01	WDC Domestic Water Supply		01/10/2018 11:40	02/10/2018 07:45	0
Notes: SD18539 Pegasus EQ3					
Test	Result	Units	Comments	Signatory	
0001	pH	7.8	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	< 0.1	g/m <sup>3</sup> Below US-EPA Limit of 2	Sharon van Soest KTP	
0052	Alkalinity - Total	98	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	23.1	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	127	g/m <sup>3</sup> Below GV of 1000	Gordon McArthur KTP	
0069	Saturation Index	-0.27	Passes GV of -1.5 to 0.5	Gordon McArthur .	
0073	Bicarbonate	97	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0076	Free CO <sub>2</sub>	3	g CO <sub>2</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0084	Turbidity	0.35	NTU Below GV of 2.5	Marylou Cabral KTP	
0601	Fluoride	0.10	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	7.44	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup> Passes MAV Limit of 11.3	Shanel Kumar KTP	
0607	Sulphate	0.69	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of 0.01	Shanel Kumar KTP	
1606	Boron - Acid Soluble	< 0.01	g/m <sup>3</sup> Passes MAV Limit of 1.4	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	22.1	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1	Shanel Kumar KTP	
1619	Iron - Acid Soluble	0.049	g/m <sup>3</sup> Below GV of 0.2	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	3.04	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.034	g/m <sup>3</sup> Below GV of 0.04	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	1.07	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	21.5	g/m <sup>3</sup> Below GV of 200	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	0.006	g/m <sup>3</sup> Below GV of 1.5	Shanel Kumar KTP	
1642	Total Hardness	68	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of 100	Shanel Kumar KTP	
1644	Calcium Hardness	55	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

**Comments:**

Sampled by customer using ELS approved containers.

Report re-issued with amended conductivity result

This report cancels and replaces report 18/46545-1. Please dispose of all previous versions.

**Comments on Individual Test Results****pH**

Report Number: 18/46545-2 ELS

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Page 1 of 4

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09 October 2018 16:33:06

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## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA

**Analytical Report**

Report Number: 18/46546

Issue: 2

09 October 2018

Attention: Susan Dalzell

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46546-01	WDC Domestic Water Supply		01/10/2018 12:00	02/10/2018 07:45	0
Notes: SD18540 Pegasus PW1					
Test	Result	Units	Comments	Signatory	
0001	pH	7.8	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	0.1	g/m <sup>3</sup> Below US-EPA Limit of 2	Sharon van Soest KTP	
0052	Alkalinity - Total	97	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	22.6	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	124	g/m <sup>3</sup> Below GV of 1000	Gordon McArthur KTP	
0069	Saturation Index	-0.40	Passes GV of -1.5 to 0.5	Gordon McArthur .	
0073	Bicarbonate	96	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0076	Free CO <sub>2</sub>	3	g CO <sub>2</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral .	
0084	Turbidity	0.44	NTU Below GV of 2.5	Marylou Cabral KTP	
0601	Fluoride	0.10	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	7.59	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup> Passes MAV Limit of 11.3	Shanel Kumar KTP	
0607	Sulphate	0.04	g/m <sup>3</sup> Below GV of 250	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of 0.01	Shanel Kumar KTP	
1606	Boron - Acid Soluble	0.01	g/m <sup>3</sup> Passes MAV Limit of 1.4	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	15.9	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1	Shanel Kumar KTP	
1619	Iron - Acid Soluble	0.168	g/m <sup>3</sup> Below GV of 0.2	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	3.49	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.037	g/m <sup>3</sup> Below GV of 0.04	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	0.97	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	25.9	g/m <sup>3</sup> Below GV of 200	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of 1.5	Shanel Kumar KTP	
1642	Total Hardness	54	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of 100	Shanel Kumar KTP	
1644	Calcium Hardness	40	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

**Comments:**

Sampled by customer using ELS approved containers.

Report re-issued with amended conductivity result

This report cancels and replaces report 18/46546-1. Please dispose of all previous versions.

**Comments on Individual Test Results****pH**

Report Number: 18/46546-2 ELS

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## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA  
Attention: Susan Dalzell

## Analytical Report

Report Number: 18/46547  
Issue: 3  
21 November 2018

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46547-01	Gladstone Number 1 Well	G01166	01/10/2018 12:20	02/10/2018 07:45	0
Notes: SD18541 Gladstone #1					
Test	Result	Units	Comments	Signatory	
0001	pH	7.8	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	0.2	g/m <sup>3</sup> Below US-EPA Limit of	Sharon van Soest KTP	
0052	Alkalinity - Total	98	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	23.0	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	127	g/m <sup>3</sup>	Rob Deacon KTP	
0069	Saturation Index	-0.24		Rob Deacon .	
0073	Bicarbonate	97	g CaCO <sub>3</sub> /m <sup>3</sup>	Rob Deacon .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup>	Rob Deacon .	
0076	Free CO <sub>2</sub>	3	g CO <sub>2</sub> /m <sup>3</sup>	Rob Deacon .	
0084	Turbidity	0.17	NTU Below GV of	Marylou Cabral KTP	
0601	Fluoride	0.10	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	7.44	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
0607	Sulphate	0.44	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
1606	Boron - Acid Soluble	< 0.01	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	21.3	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1619	Iron - Acid Soluble	0.032	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	2.81	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.051	g/m <sup>3</sup> Passes MAV Limit of 0.4	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	1.08	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	22.9	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	0.011	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1642	Total Hardness	65	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of	Shanel Kumar KTP	
1644	Calcium Hardness	53	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

## Comments:

Sampled by customer using ELS approved containers.

Report regenerated to include DWO Location Code.

This report cancels and replaces report 18/46547-2. Please dispose of all previous versions.

## Comments on Individual Test Results

## pH for sample 18/46547-01

pH measures how acidic or basic the water sample is. Waters with low pH can be corrosive and those with a high pH can promote scale formation in pipes and hot water cylinders. The guideline value for pH in the NZ Drinking Water Standards is 7.0 to 8.5 so the pH of this sample complies with this value.

## Total (NP) Organic Carbon for sample 18/46547-01

Total Organic Carbon can be seen in water as particulate or sometimes colour (ie humic acid) and is not listed in the NZ Drinking Water Standards. However, the US EPA gives a maximum drinking water limit of 2 g/m<sup>3</sup>. The result for this sample is below this limit indicating there is very little organic matter in the water.



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Report Number: 18/46547-3 ELS

21 November 2018 14:48:57



## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA  
Attention: Susan Dalzell

## Analytical Report

Report Number: 18/46548  
Issue: 3  
21 November 2018

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/46548-01	Gladstone Number 2 Well	G01916	01/10/2018 12:40	02/10/2018 07:45	0
Notes: SD18542 Gladstone #2					
Test	Result	Units	Comments	Signatory	
0001	pH	7.9	Passes GV of 7.0 to 8.5	Marylou Cabral KTP	
0040	Total (NP) Organic Carbon	< 0.1	g/m <sup>3</sup> Below US-EPA Limit of	Sharon van Soest KTP	
0052	Alkalinity - Total	98	g CaCO <sub>3</sub> /m <sup>3</sup> Not a NZDWS test	Marylou Cabral KTP	
0055	Conductivity at 25°C	22.9	mS/m Not a NZDWS test	Gordon McArthur KTP	
0055B	Total Dissolved Solids	126	g/m <sup>3</sup>	Rob Deacon KTP	
0069	Saturation Index	-0.22		Rob Deacon .	
0073	Bicarbonate	97	g CaCO <sub>3</sub> /m <sup>3</sup>	Rob Deacon .	
0074	Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup>	Rob Deacon .	
0076	Free CO <sub>2</sub>	3	g CO <sub>2</sub> /m <sup>3</sup>	Rob Deacon .	
0084	Turbidity	0.84	NTU Below GV of	Marylou Cabral KTP	
0601	Fluoride	0.10	g/m <sup>3</sup> See Notes Below	Shanel Kumar KTP	
0602	Chloride	7.40	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
0605	Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
0607	Sulphate	0.39	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1602	Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
1606	Boron - Acid Soluble	< 0.01	g/m <sup>3</sup> Passes MAV Limit of	Shanel Kumar KTP	
1610	Calcium - Acid Soluble	21.4	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1615	Copper - Acid Soluble	< 0.005	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1619	Iron - Acid Soluble	0.219	g/m <sup>3</sup> Above GV of	Shanel Kumar KTP	
1622	Magnesium - Acid Soluble	2.90	g/m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
1623	Manganese - Acid Soluble	0.060	g/m <sup>3</sup> Passes MAV Limit of 0.4	Shanel Kumar KTP	
1629	Potassium - Acid Soluble	1.08	g/m <sup>3</sup> Not a NZDWS test	Shanel Kumar KTP	
1634	Sodium - Acid Soluble	22.7	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1641	Zinc - Acid Soluble	0.039	g/m <sup>3</sup> Below GV of	Shanel Kumar KTP	
1642	Total Hardness	66	g CaCO <sub>3</sub> /m <sup>3</sup> Below Moderate Hardness Level of	Shanel Kumar KTP	
1644	Calcium Hardness	54	g CaCO <sub>3</sub> /m <sup>3</sup> See Total Hardness	Shanel Kumar KTP	
M0403	Total Coliforms	< 1	MPN/100ml No limit listed in NZDWS	Juana Tamayo KTP	
M0404	E. coli	< 1	MPN/100mL Passes MAV Limit of 0	Juana Tamayo KTP	
Z9602B	Overall Compliance	NZDWS	See Notes Below		

## Comments:

Sampled by customer using ELS approved containers.

Report regenerated to include DWO Location Code.

This report cancels and replaces report 18/46548-2. Please dispose of all previous versions.

## Comments on Individual Test Results

## pH for sample 18/46548-01

pH measures how acidic or basic the water sample is. Waters with low pH can be corrosive and those with a high pH can promote scale formation in pipes and hot water cylinders. The guideline value for pH in the NZ Drinking Water Standards is 7.0 to 8.5 so the pH of this sample complies with this value.

## Total (NP) Organic Carbon for sample 18/46548-01

Total Organic Carbon can be seen in water as particulate or sometimes colour (ie humic acid) and is not listed in the NZ Drinking Water Standards. However, the US EPA gives a maximum drinking water limit of 2 g/m<sup>3</sup>. The result for this sample is below this limit indicating there is very little organic matter in the water.



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Report Number: 18/46548-3 ELS

21 November 2018 14:48:57



## Eurofins ELS Limited

Waimakariri District Council  
Private Bag 1005  
RANGIORA  
Attention: Susan Dalzell

## Analytical Report

Report Number: 18/54250  
Issue: 1  
28 November 2018

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
18/54250-01	Waimakariri DC		13/11/2018 09:00	14/11/2018 07:50	0
Notes: SD18663, Chinnerys Road Well Woodend					
Test	Result	Units	Comments	Signatory	
0001 pH	7.0			Marylou Cabral KTP	
0040 Total (NP) Organic Carbon	0.3	g/m <sup>3</sup>		Sharon van Soest KTP	
0052 Alkalinity - Total	50	g CaCO <sub>3</sub> /m <sup>3</sup>		Marylou Cabral KTP	
0055 Conductivity at 25°C	13.3	mS/m		Marylou Cabral KTP	
0055B Total Dissolved Solids	73	g/m <sup>3</sup>		Marylou Cabral KTP	
0069 Saturation Index	-1.54			Sharon van Soest .	
0073 Bicarbonate	50	g CaCO <sub>3</sub> /m <sup>3</sup>		Marylou Cabral .	
0074 Carbonate	< 1	g CaCO <sub>3</sub> /m <sup>3</sup>		Marylou Cabral .	
0076 Free CO <sub>2</sub>	9	g CO <sub>2</sub> /m <sup>3</sup>		Marylou Cabral .	
0084 Turbidity	11.0	NTU		Jennifer Mont KTP	
0601 Fluoride	0.09	g/m <sup>3</sup>		Amit Kumar KTP	
0602 Chloride	4.43	g/m <sup>3</sup>		Amit Kumar KTP	
0605 Nitrate - Nitrogen	< 0.01	g/m <sup>3</sup>		Amit Kumar KTP	
0607 Sulphate	2.40	g/m <sup>3</sup>		Amit Kumar KTP	
1602 Arsenic - Acid Soluble	< 0.005	g/m <sup>3</sup>		Shanel Kumar KTP	
1606 Boron - Acid Soluble	0.02	g/m <sup>3</sup>		Shanel Kumar KTP	
1610 Calcium - Acid Soluble	12.4	g/m <sup>3</sup>		Shanel Kumar KTP	
1615 Copper - Acid Soluble	< 0.005	g/m <sup>3</sup>		Shanel Kumar KTP	
1619 Iron - Acid Soluble	1.19	g/m <sup>3</sup>		Shanel Kumar KTP	
1622 Magnesium - Acid Soluble	3.27	g/m <sup>3</sup>		Shanel Kumar KTP	
1623 Manganese - Acid Soluble	0.008	g/m <sup>3</sup>		Shanel Kumar KTP	
1629 Potassium - Acid Soluble	1.34	g/m <sup>3</sup>		Shanel Kumar KTP	
1634 Sodium - Acid Soluble	7.57	g/m <sup>3</sup>		Shanel Kumar KTP	
1641 Zinc - Acid Soluble	0.011	g/m <sup>3</sup>		Shanel Kumar KTP	
1642 Total Hardness	44	g CaCO <sub>3</sub> /m <sup>3</sup>		Shanel Kumar KTP	
1644 Calcium Hardness	31	g CaCO <sub>3</sub> /m <sup>3</sup>		Shanel Kumar KTP	
M0403 Total Coliforms	< 1	MPN/100ml		Juana Tamayo KTP	
M0404 E. coli	< 1	MPN/100mL	Complies	Juana Tamayo KTP	
Z9602B Overall Compliance	NZDWS				

## Comments:

Sampled by customer using ELS approved containers.

## Test Methodology:

Test	Methodology	Detection Limit
pH	Dedicated pH meter following APHA Online Edition Method 4500 H.	0.1
Total (NP) Organic Carbon	Total Non-Purgeable Organic Carbon using TOC analyser. APHA Online Edition 5310B,C, ASTM D2579, D4839.	0.1 g/m <sup>3</sup>
Alkalinity - Total	APHA Online Edition Method 2320 B	1 g CaCO <sub>3</sub> /m <sup>3</sup>
Conductivity at 25°C	APHA Online Edition Method 2510 B.	0.1 mS/m
Total Dissolved Solids	Conductivity reading in mS/m x 5.5. The result by this method should be considered approximate only.	1 g/m <sup>3</sup>
Saturation Index	This result is a calculation based on APHA Online Edition Method 2330B using results from the pH, Alkalinity, Conductivity, Calcium Hardness and Temperature tests. (Note: A default temperature of 15°C is used if this is not provided). A negative value of <-1.5 indicates the water is corrosive, while a positive value of >0.5 indicates the water will form scale.	n/a



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## APPENDIX E. Risk Analysis

Table 65: Guidelines considered applicable to supply.

Source		
<b>S1</b>	<b>Raw water</b>	
S1.1	Surface and Groundwater Sources	X
S1.2	Roof Water Sources	
<b>S2</b>	<b>Development of new supplies</b>	
S2	Development of New Supplies	
Treatment Processes		
<b>P1</b>	<b>Source abstraction</b>	
P1.1	Surface Water Abstraction – Rivers, Streams and Infiltration Galleries	
P1.2	Surface Water Abstraction – Lakes and Reservoirs	
P1.3	Ground Water Abstraction – Bores and Wells	X
P1.4	Ground Water Abstraction – Springs	
<b>P2</b>	<b>Water transmission</b>	
P2	Treatment Processes – Water Transmission	X
<b>P3</b>	<b>Pre-treatment storage</b>	
P3	Treatment Processes – Pre-Treatment Storage	
<b>P4</b>	<b>Pre-treatment processes</b>	
P4.1	Algicide Application	
P4.2	Destratification	
P4.3	Pre-oxidation	
P4.4	Waste Liquor Reintroduction	
<b>P5</b>	<b>Coagulation/flocculation processes</b>	
P5.1	Conventional Coagulation/Flocculation/Sedimentation	
P5.2	Dissolved Air Flotation	
P5.3	Direct Filtration	
<b>P6</b>	<b>Filtration</b>	
P6.1	Rapid Sand Filtration	
P6.2	Slow Sand Filtration	
P6.3	Cartridge Filtration	
P6.4	Diatomaceous Earth Filtration	
P6.5	Membrane Filtration	
<b>P7</b>	<b>Disinfection</b>	
P7.1	Chlorine Disinfection (Pegasus Only)	X
P7.2	Chlorine Dioxide Disinfection	
P7.3	Ozone Disinfection	
P7.4	Ultraviolet Irradiation Disinfection	

<b>P8</b>	<b>Aesthetic property adjustment</b>	
P8.1	pH Adjustment	
P8.2	Iron and Manganese Removal	X
P8.3	Softening	
P8.4	Trace Organics Removal	
<b>P9</b>	<b>Fluoridation</b>	
P9	Fluoridation	
<b>P10</b>	<b>Pump operation</b>	
P10	Pump Operation	X
<b>P11</b>	<b>Plant construction and operation</b>	
P11	Plant Construction and Operation	X
<b>Distribution System</b>		
<b>D1</b>	<b>Post-treatment storage</b>	
D1	Post-Treatment Storage	X
<b>D2</b>	<b>Reticulation network</b>	
D2.1	Construction Materials	X
D2.2	System Pressure	X
D2.3	Operation	X
D2.4	Backflow Prevention	X
<b>General Elements</b>		
G1	Staff Training	X
G2	Monitoring	X

## Risk Checklist

## Pegasus Risk Checklist

MoH Potential Risk Identification (Guides)				WDC Risk Analysis		
Ref	Event	Cause <sup>1</sup>	Preventative Measures	Initial Risk Screening: yes = analyse in detail no = risk adequately managed	Justification/Action	
<b>Surface and Groundwater Sources</b>						
S1.1.1	Source water receives discharge from, or is influenced by	Contaminated sites	Knowledge of catchment and nature of land. Source protection zones.	No	Water obtained from deep reservoirs.	
S1.1.2		Domestic or industrial processes		No	Groundwater has achieved secure status.	
S1.1.3		Mining operations		No	Discharge consents in the area are analysed.	
S1.1.4		Landfill site		Yes	Landfill site identified within protection zone of backup well at Chinnerys Road. Refer to WSP risk table. Chemical testing has not shown contaminants.	
S1.1.5		Waste discharge to land		No		
S1.1.6		Storage of hazardous substances		No		
S1.1.7		Septic tanks		No		
S1.1.8		Urban or industrial run-off		No		
S1.1.9		Surface impoundments		No	Water obtained from deep and secure aquifers.	
S1.1.10		Effluent ponds		No	Groundwater has achieved secure status.	
S1.1.11		Animals and faecal matter		No	Discharge consents in the area are analysed.	
S1.1.12		Agrichemicals		No		
S1.1.13		Irrigation		No		
S1.1.14		Forestry		No		
S1.1.15		Fertiliser		No		
S1.1.16		Waste disposal down holes or Bores		Yes	Transferred for more detailed assessment	
S1.1.17		Abandoned or decommissioned wells		Yes	Transferred for more detailed assessment	
S1.1.18		Geothermal activity		No	No evidence of geothermal activity in area.	
S1.1.19		Mineral deposits		Monitoring	Yes	Manganese in source water above guideline value in standards. Risk discussed in section 11 of WSP.
S1.1.20		Saline water		No	Deep bores have no evidence of connection to sea water	
S1.1.21		Algal bloom		Limit nutrients	No	No connection between surface activities and deep groundwater
S1.1.22		Insufficient water		Abstraction does not exceed consent	No	Redundant capacity available with large number of primary wells and storage. Demand management could be utilised, or lowering reticulation pressure could be considered in an extreme event.
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<b>Groundwater Abstraction</b>						
P1.3.1.1		Drought	Water conservation	No	Initiate water restrictions if necessary and lower pressure in distribution	
P1.3.1.2	Not enough source water available for abstraction	Resource consent limitations	Consent valid till 2043, water conservation	No	Redundant capacity available to serve scheme for next 20 years (approx), after this time additional wells can be brought online.	
P1.3.2.1	Contamination of bore/well during construction	Cross-contamination of drilling equipment	Follow NZDS's requirements	No	Wells drilled in 1998, 2007, 2009, 2010, 2014 and subsequent testing and checks are undertaken to ensure the quality is good.	
P1.3.2.2		Residual substances used in drilling	Follow NZDS's requirements	No	See above	
P1.3.3.1	Contaminated water getting into the bore/well from shallower depths	Corrosion and cracks in bore casing	Appropriate casing material	No	Wells are new relative to expected life, and no evidence of damage. Turbidity and quality parameters are regularly monitored.	
P1.3.3.2		Drawdown bringing contaminants	Water conservation	No	Secure well heads and assessed regularly	
P1.3.4.1		Inappropriate bore/well head design or poor construction	Follow NZDS's requirements	No	Relatively new wells built to modern standards, or recently upgraded as required prior to recent security assessments.	
P1.3.4.2	Contaminated water getting into the bore/well from the surface	Bore/well head or casing damaged	Regular inspection, intake fenced	No	Primary well heads protected, located on fenced Council sections, regularly inspected.	
P1.3.4.3		Contamination sources too close to the bore/well head	Construct fence	No	Well heads fenced to ensure no sources of contamination close to well heads.	
P1.3.4.4		Bore/Well situated in low ground	Elevated bore/well	No	Wells not located within flood zone (based on 500 year flood mapping).	
P1.3.4.5		Back - siphoning	Bore equipped with backflow prevention.	No	Backflow prevention for all wells and air gap where well water enters treatment plant	
P1.3.5.1	Contamination of the aquifer	Stock, septic tanks, chemicals in closer proximity	Investigate vulnerabilities and restrict activities	No	Refer to S1.1.7 and S1.1.13	
P1.3.5.2		Aquifer is not secure	Restrict activities in the recharge zone	No	Deep aquifer certified as secure by age dating data	
P1.3.6.1	Too little water can be drawn from intake to meet demand	Damage to the pump or bore/well head by animals	Regular inspection, intake fenced	No	No animals in the vicinity of the well head. Redundant wells in case of damage to an individual well.	
P1.3.6.2		Catastrophic intake failure	Inspect after earthquake/flood, alarm low flows.	No	System has redundant wells with individual alarms	
P1.3.6.3		Pump failure	Maintenance, standby pump, alarmed	No	System has redundant pumps with individual alarms	
P1.3.6.4		Power failure	Portable generator, inspections	No	Fixed generators at headworks sites, and portable generator available for wells, and storage to meet short term power outage at wells.	
P1.3.6.5		Vandalism sabotage	Fence off intake, intruder alarm	No	Wells in secure locked enclosures, in fenced sections.	
P1.3.6.6		Screens damaged or clogged	Regular inspection & cleaning of screens	No	Screen is within deep well and protected by gravels. Water quality and flow monitoring data would show any issues if they arise. Redundant wells available in the event of an issue.	
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<b>Treatment Process - Water Transmission</b>						
P2.1.1	Contamination gets into the trunk mains	Mains breaks	Regular inspections	No	Modern materials used for the pipeline reduces risk of failure. The flow is measured at both ends of the network to monitor leaks. Any repairs are carried out by Council's Water Unit who are experienced and qualified to work on water mains.	
P2.1.2		Air release valves entrain contaminated water or air	Monitor demand and pressure	No	Air release valves at well heads are above ground. Air release valves specified have ingress protection.	
P2.1.3		Leaks	Leak detection and repair programme	No	Modern materials used for the pipeline reduces risk of failure. The flow is measured at both ends of the network to monitor leaks. Any repairs are carried out by Council's Water Unit who are experienced and qualified to work on water mains. Proactive renewal programme where critical assets are renewed prior to end of useful life.	
P2.1.4		Incidental damage	Regular inspections	No	Adequate cover for trunk mains. Before-U-dig permit system for any works close to trunk mains.	
P2.1.5		Poor repairs of breaks, leaks, incidental damage		No	Only internal trained and qualified staff undertaken repairs on water mains, following standard procedure.	
P2.2.1	Sediment containing contaminants stirred up	Sediment or biofilm allowed to develop	Refer guides D2.3	No	The constant high velocity from the well pumps ensures biofilm doesn't develop. This was verified during construction phase of joining of schemes where the delivery main was inspected.	
P2.2.2		Velocity too high		No		
P2.3.1		Contamination gets into open channel conduits and break-pressure tanks	Stock access to the channel and break tanks		No	
P2.3.2			Surface run-off and sub-surface leaching of contaminated water	Secure channel and tanks and control activities in the area	NA	No open channels or break pressure tanks
P2.3.3	Deterioration of water quality					
P2.3.4		Collapse of the channel sides				
P2.4.1	No flow through the trunk mains	Mains breaks	Refer guides P2.1.1	No	Storage allows adequate time to undertake repairs without a loss of supply. Maintenance contractor is on-call. There are two trunk mains (one from PW 1, and one from the other wells) so that some well supply could continue if either of the supply line breaks.	



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<b>Treatment Processes - Iron and Manganese Removal</b>					
P8.2.1.1	Not all Manganese removed	Treatment option not right for the water chemistry	Adequate treatment design	No	Plant infrastructure in good condition, trained operators, extensive trialling of methodology, dual filters, very good track record in results. Continuous monitoring of key parameters (turbidity, DO) and regular manganese checks.
P8.2.1.2		pH level is unsatisfactory for the water chemistry	Adequate treatment design	No	pH constant among deep wells and compatible with treatment system, regulary checked by operators. No pH correction required.
P8.2.1.3		Oxidant concentration is too low	Refer to P7.1, P7.2 or P7.3	Yes	Transferred for more detailed assessment
P8.2.1.4		Dose set-point incorrect	Calculation checks	No	DO meter to monitor correct oxygen level which can be adjusted if outside of design parameters
P8.2.1.5		Dosing controller incorrectly calibrated	Calibrate controller	No	Trained and experienced staff, regular manganese samples to verify process is functioning correctly
P8.2.1.6		Supply exhausted	Online monitoring	NA	No inputs to treatment other than air
P8.2.1.7		Dosing pump failure or dosing line blocked	Online monitoring	NA	Redundancy in pumps (ie duty / standby)
P8.2.1.8		Dose controller malfunction	Routine maintenance	No	DO meter to monitor correct oxygen level which can be adjusted if outside of design parameters
P8.2.1.9		Dosing solution incorrect	Check chemicals specification	NA	No chemicals required
P8.2.1.10		Poor air circulation for droplet	Adequate treatment design	NA	No droplet in design
P8.2.1.11		Poor nozzle design in spray aerator	Adequate treatment design	No	DO meter monitors this parameter so it can be remedied if necessary
P8.2.1.12		Poor design of aerator	Adequate treatment design	No	Experienced engineers designed plant which has a succesful track record. Pilot trials proved concept prior to full scale
P8.2.1.13		Poor removal of precipitated metal by filtration	Refer to P6	No	Monitoring of sand level, and sampling to verify process. Dual filters if an issue with one of them.
P8.2.1.14		Greensand performance inadequate	Adequate treatment design	No	Filter media has proven successful.
P8.2.1.15		Power failure	Portable generator, inspections	No	Generator on site, regular testing and maintenance
P8.2.2.1	Oxidant dose too high	See individual oxidants	Refer to P7.1 and P7.2	No	DO meter to monitor correct oxygen level which can be adjusted if outside of design parameters
P8.2.2.2		Dose rate set incorrectly	Calculation checks	No	Dose rate verified by pilot trials
P8.2.2.3		Dosing controller malfunction	Routine maintenance	No	Trained and experienced staff, regular manganese samples to verify process is functioning correctly. Dual vacuum pumps to inject oxygen.
P8.2.2.4		Dosing controller incorrectly calibrated	Calibrate controller	No	Trained and experienced staff, regular manganese samples to verify process is functioning correctly
P8.2.2.5		Dosing solution concentration too high	Controller maintenance	NA	Only air is injected
P8.2.3.1	Germs introduced during aeration	Germs introduced by airstream or animals	Secure the area against larger animals	No	Treatment housed in headworks building, not accessible by animals. Air pump rated for food grade to ensure sanitary.
P8.2.4.1	Incomplete removal of manganese	Ion-exchange resin exhausted		No	Not applicable
P8.2.4.2		Ion-exchange resin is fouled		No	Not applicable
P8.2.4.3		Channels in the ion-exchange resin bed		No	Not applicable
P8.2.5.1	Build-up of germs in the resin bed	Organic matter and micro-organism trapped		No	Not applicable
<b>Treatment Processes - Chlorine Disinfection at Pegasus Headworks</b>					
P7.1.1.1	Not enough free available chlorine	Dosing malfunction	Dose pump & controller maintenance, FAC alarm	Yes	Transferred for more detailed assessment
P7.1.1.2		Dose control sensor incorrectly calibrated	Manual checks on calibration of FAC sensor		
P7.1.1.3		Dose controller set point incorrect	Manual FAC checks, calculation checks		
P7.1.1.4		High chlorine demand & poor dose control	Monitor process to ensure FAC at all times		
P7.1.1.5		Power failure	Portable generator, inspections	No	Generator on site
P7.1.1.6		Chlorine supply exhausted	Regular inspection of Chlorine tanks	No	Online monitoring, and regular site visits.
P7.1.1.7		Low concentration in dosing solution	Solution kept dark, check FAC after adding solution	No	Quality control procedures & experienced operators, set-point control system would accommodate this, or would alarm if it couldn't.
P7.1.1.8		Insufficient chlorine reaching dosing point	Visual, flow meters, record any blockages	No	Trained operators, alarms to notify them of any issues with water entering reservoirs so that issues can be resolved.
P7.1.1.9		Inadequate output from chlorine booster		No	Not applicable
P7.1.1.10		FAC monitoring samples taken incorrectly	Staff training, monitoring schedule	No	Online monitoring verified by handheld meters during weekly site visits. Handheld meters calibrated externally.
P7.1.1.11	Method of FAC measurement incorrect	Staff training, record keeping	No	Online monitoring verified by handheld meters during weekly site visits. Handheld meters calibrated externally.	
P7.1.1.12	pH too high	Refer to Guide 8.1	No	pH levels not adjusted, and constant with deep groundwater sources.	
P7.1.2.1	Too much free available chlorine	Dosing malfunction	Dose pump & controller maintenance, FAC alarm	No	Trained operators, alarms to notify them of any issues with water entering reservoirs so that issues can be resolved.
P7.1.2.2		Dose control sensor incorrectly calibrated	Manual checks on calibration of FAC sensor	No	Online monitoring verified by handheld meters during weekly site visits. Handheld meters calibrated externally.
P7.1.2.3		Dose controller set point incorrect	Manual FAC checks, calculation checks	No	Trained operators, alarms to notify them of any issues with water entering reservoirs so that issues can be resolved.
P7.1.2.4		Low chlorine demand & poor dose control	Link dose control to FAC residual sampling point	No	Very low chlorine demand in deep secure source water
P7.1.2.5		Chlorine solution concentration too high	Check FAC when new chlorine added	No	Quality control procedures & experienced operators, set-point control system would accommodate this, or would alarm if it couldn't.
P7.1.2.6		Spillage of chlorine concentrate into dosing solution	Staff training on chemical handling	No	Quality control procedures & experienced operators, set-point control system would accommodate this, or would alarm if it couldn't.
P7.1.2.7		Chlorine overdose at a chlorine booster station		No	Not applicable
P7.1.3.1	Excessive formation of chlorination by-products	Natural organic matter in water being chlorinated	Treatment upstream to reduce organic matter	Yes	Potential risk of chlorine by-products reacting with biofilm in Woodend system. Regular flushing of Woodend mains to manage this, but some residual risk.

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<b>Treatment Process - Pump Operation</b>					
P10.1.1	Changes in pressure, or water hammer, suck contaminants into the water	Pump failure due to mechanical failure or overload	Maintenance & replacement programme, standby pumps, installation of water hammer reducing devices.	No	Sufficient pumps in both headworks to allow redundancy in the event of an issue. Regular inspections by operators, and maintenance as required. Pumps are alarmed which is sent to operators 24/7 if they go into fault, and standby pumps automatically start in this event. Pumps operate on VSD to maintain stable pressure.
P10.1.2		Pump failure due to no power	Check power source every 2 years, standby generator.	No	Generator at both headworks which starts automatically and portable generator for wells. Maintenance contract for generators, plus monthly checks by operators. Generators and power supplies are alarmed.
P10.1.3		Pump failures due to flooding or other damage	Design pumps above flood level, bolt pumps to plinth, protect pump from weather.		No
P10.2.1	Incorrect chemical dosing leads to poor treatment	Incorrect dosing	Maintenance, calibration, standby pumps, daily checks, post treatment tank to buffer spikes.	No	For Pegasus distribution zone which is chlorinated, there is a standby pump, analyser pre and post tank which are verified regularly and calibrated as required, analysers are connected to SCADA and alarmed if high or low residual, and there is a post treatment tank to buffer spikes.
P10.2.2		Monitoring equipment fail	Maintenance, use strainers to remove debris, check pump is fit for purpose and rate is within manufacturers recommendations.	No	No pumps required for the specific purpose of delivering water to the analyser. The analyser is located very close to the treated water line and is fed by the pressure already in the treated water line.
P10.3.1	Changes in pressure from the bore suck contaminants into the water	Failure of bore pump	Monitoring and maintenance.	No	There is sufficient source capacity and redundancy such that a bore pump failure would not lead to any change in the pressure able to be delivered to the reticulation.
<b>Treatment Process - Plant Construction and Operation</b>					
P11.1.1	Treatment plant cannot produce water of satisfactory quality	Poor plant design	Adequate plant design	No	Plant infrastructure in good condition, and has a good track record of producing high quality water. Designed by qualified engineers.
P11.1.2		Structural failure of part of the plant	Adequate plant design	No	Plant infrastructure in good condition. Designed by qualified engineers. Structural inspections would be undertaken following sufficiently sized seismic events.
P11.1.3		Inadequate maintenance resulting in mechanical failure	Maintenance schedule	No	Trained staff undertaking regular inspections and maintenance as required.
P11.1.4		Inadequate quality assurance systems	Quality assurance systems in place	No	Regular monitoring of performance parameters by trained staff. Performance data captured in SCADA system and on tablets to allow trending and analysis.
P11.1.5		Inadequate monitoring	Monitoring plan	No	Secure plant
P11.1.6		Inadequate security measures to prevent vandalism/sabotage	Secure the plant	No	Secure plant
P11.1.7		Event affecting the source	Water monitoring	No	Deep secure wells with redundancy. Monitoring of key quality parameters.
P11.1.8		Unhygienic practices	Plant code of practice	No	Adequate maintenance procedures, trained staff. Standard operating procedures on key tasks incorporate consideration of hygiene.
P11.1.9		Inadequate labeling of chemicals	Manufacturer certification	No	Sufficient signage on site, experienced operators.
P11.1.10		Destruction by fire or explosion	Proper storage	No	Diesel in certified double skinned tank. Fire extinguishers on site. Hot works permit system in place.
P11.1.11	Lack of chemicals due to industrial action	Back-up storage	No	Sufficient storage on site for reasonably foreseeable events.	
P11.1.12	Power failure	Generator strategy	No	Fixed generator available	
P11.2.1	Treatment plant cannot produce enough water	Structural failure of part of the plant	Adequate plant design	No	Plant infrastructure in good condition. Designed by qualified engineers. Structural inspections would be undertaken following sufficiently sized seismic events.
P11.2.2		Inadequate plant design	Adequate plant design	No	Plant infrastructure in good condition, and has a good track record of producing high quality water. Designed by qualified engineers.
P11.2.3		Inadequate maintenance resulting in mechanical failure	Maintenance schedule	No	Trained staff undertaking regular inspections and maintenance as required.
P11.2.4		Inadequate security measures to prevent vandalism/sabotage	Secure the plant	No	Secure plant
P11.2.5		Destruction by fire or explosion	Proper storage	No	Diesel in certified double skinned tank. Fire extinguishers on site. Hot works permit system in place.
P11.2.6		Power failure	Generator strategy	No	Fixed generator on site, portable generator available for wells.
P11.2.7		Natural disasters	Adequate plant design	No	Seismic Design of plant by experienced and qualified engineers.
<b>Distribution System - Post Treatment Storage</b>					
D1.1.1	Not enough water in post-treatment storage to meet demand	Insufficient supply of raw water	Raw water storage, auxiliary source	No	6 primary wells available to ensure sufficient redundancy if any issues arise to still be able to meet demand.
D1.1.2		Insufficient water treatment capacity	Treatment capacity, WSP to limit down time	No	Treatment is for aesthetic compliance only, no treatment required for microbiological compliance. The manganese filter has the capacity for the expected demand, and there is redundancy in the filters to still provide treatment during maintenance works on any one filter.
D1.1.3		Inadequate post-treatment storage capacity	Additional storage, water conservation	No	Adequate storage volume, 2 reservoirs at Pegasus and 2 at Woodend.
D1.1.4	Introduction of contaminated material into service reservoir	Inability to transmit water	Standby generation, pipeline inspections	No	Generators at the two headworks sites, portable generator can be used for wells. Automated checks being put in place between source and treatment plant to check for leaks or changes.
D1.1.5		Leakage from storage facility	Test water tanks for leaks	No	Tanks in excellent condition and regular inspection in place. Sealant recently replaced at Pegasus.
D1.2.1		Access by animals/birds	Covered, mesh, inspections, document condition	No	Tanks covered, secured, and inspected regularly by operators.
D1.2.2		Unauthorised access/ vandalism/ sabotage	Locked fence, locked hatches, intruder alarm	No	Locked security fencing at headworks sites, ladders required to access top of reservoir, and access hatches are locked.
D1.2.3		Human access for sampling	Staff training for entering tanks, chlorine residual	No	Internal access not required for sampling.
D1.2.4		Leaching/ corrosion from construction material	Specify material, low residual time in tanks	No	Tanks in good condition. Scheduled full internal inspections every 5 years, as well as regular external inspections. Water is not acidic so unlikely to corrode concrete.
D1.2.5		Entry of roof drainage	Rainwater discharge, restrict access, hatch design	No	Tanks covered & secured. Hatches raised so do not receive runoff from roof. Sealant recently replaced at Pegasus.
D1.2.6		Entry of contaminated groundwater		No	Tanks above ground.
D1.2.7		Animal entry from upstream source	Screen source outlet	No	Groundwater sources with secure well heads.
D1.2.8	Chemical contamination from incorrect dosing	Train staff to optimise treatment, document procedures	No	Chlorine analysers both upstream and downstream of tank at Pegasus which are alarmed	
D1.2.9	Backflow from drains	Air gap between tank overflow and drains	No	Air gap for overflow, valve used to isolate drain, plus non-return fitted at outlets	
D1.3.1	Development, or re-suspension, of sediment within tank or reservoir	Sediment/ slime accumulation & release	Regular cleaning of reservoirs	No	Schedule to clean tanks every 5 years. High quality groundwater sources mitigate risk of contaminant / sediment entry. Turbidity meter at outlet of Pegasus filter prior to tanks to alert of any issues.
D1.4.1	Chlorine contact time too short	Storage tanks too small	Check hydraulics using model	No	Storage hydraulics checked by reticulation model.
D1.4.2		Short circuiting	Audit tanks for baffles, top fill bottom drain	No	Pegasus tanks are top fill bottom drain. Woodend is currently bottom filling (since filter was bypassed) however design is underway to construct new riser.

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<b>Distribution System - Construction Materials</b>					
D2.1.1.1	Dissolution of chemical from construction materials	Poor quality materials.	Use of approved or certified materials	No	Engineering Code of Practice to ensure suitable materials are used. Renewals programme to replace pipes at end of asset life. Majority of pipes (95%) are plastic (PE or PVC) with small proportion of AC (5%)
D2.1.1.2		Inadequate flushing of new materials.	Develop flushing protocol	No	Flushing required as part of Engineering Code of Practice requirements for new pipework. Periodic flushing scheduled on all schemes.
D2.1.1.3		Inadequate maintenance or replacement of worn materials.	Monitor the condition of assets and develop a renewal programme.	No	Renewals programme based on asset age and criticality, with more critical assets replaced before end of life. AMP shows no reticulation assets within 25% of end of useful life.
D2.1.1.4		Materials insufficiently resistant to dissolution by the water and the surrounding environment.	Ensure materials are resistant to dissolution by the water and the surrounding environment. Ensure the treatment of water minimises its ability to dissolve materials it contacts	No	Materials are specified based on ECoP requirements, and ground conditions considered as part of new designs. Water pH is non-acidic, and not at risk of dissolving pipe materials. Water quality parameters actively monitored as part of routine sampling. Pipes are in good condition.
D2.1.2.1	Germes enter the distribution system through failed construction materials	Deterioration of distribution system, leading to ingress of micro-organisms.	Routine maintenance, renewal programme, use of resistant materials	No	Engineering Code of Practice to ensure suitable materials are used. Renewals programme to replace pipes at end of asset life. Majority of pipes (95%) are plastic (PE or PVC) with small proportion of AC (5%). Renewals programme in place to proactively replace pipes, AMP shows no reticulation assets within 25% of end of useful life.
D2.1.2.2		Biofilm development sustaining pathogens	Routine maintenance, use of materials resistant to biofilm	Yes	Regular flushing in Woodend to manage biofilm (currently 3-monthly), dead-ends being eliminated to ensure circulation of water. Manganese levels significantly reduced after joining to Pegasus, so less prone to future biofilm development. Pilot trials undertaken to minimise biofilm growth.
D2.1.3.1	Entry of chemical contaminants through pipe materials	Inappropriate materials in use (predominantly occurs with plastic pipes)	Investigate the possibility of sources of organic chemical contamination in the soil before laying new plastic pipes.	No	Hazardous activities leading to ground contamination controlled by Ecan. Risk assessed as part of new asset designs as part of consideration of alignment and/or materials used.
D2.1.4.1	No water available	Material Failure	See D2.1.1.1, D2.1.1.3 and D2.1.1.4	No	Engineering Code of Practice to ensure suitable materials are used. Renewals programme to replace pipes at end of asset life. Majority of pipes (95%) are plastic (PE or PVC) with small proportion of AC (5%). Renewals programme in place to proactively replace pipes, AMP shows no reticulation assets within 25% of end of useful life.
<b>Distribution System - System Pressure</b>					
D2.2.1.1	Introduction of contamination by pressure fluctuations	Mains pressure failure or high instantaneous demand	Model network, mains repairs, leak detection	No	Network modelled and upgrades planned to ensure demand can be met at all times. Night flow analysis indicates an Infrastructure Leakage Index of A, indicating pipework is in good condition and leakage rates are low. Only trained and qualified staff undertake repairs, following standard procedures.
D2.2.1.2		Pipe failure or accidental penetration	Monitor flow & reservoir levels, service targets	No	Before-u-dig system triggers alerts to any contractor undertaking repair work, which links to GIS map of assets. Standovers for critical mains and locates initiated as required. Marker tape required through ECoP. Reservoirs alarmed when level lower than normal.
D2.2.1.3		Unpredicted event such as major fire	Check air valves, locate reservoirs to minimise impact	No	Schemes designed to provide fire flows while still maintaining pressure, and this is verified by reticulation models. Air valve inspections are scheduled through new AMIS system.
D2.2.1.4		Failure of network pumps	Standby pump, backup generator, pump maintenance	No	Standby pumps, generators at both headworks, regular inspections conducted by operators. Alarms for any faults.
D2.2.1.5		Failure of bore pumps	Bore performance, preventative maintenance	NA	Bore pumps not directly linked to reticulation.
D2.2.2.1	Resuspension of sediment or biofilm within the mains by pressure fluctuation	Sediment or biofilm allowed to develop		Yes	Regular flushing in Woodend to manage biofilm (currently 3-monthly), dead-ends being eliminated to ensure circulation of water. Manganese levels significantly reduced after joining to Pegasus, so less prone to future biofilm development. Pilot trials undertaken to minimise biofilm growth.
D2.2.2.2	Significant fluctuations in reticulation pressure			No	Reticulation pumps on variable speed drives to maintain pressure and minimise risk of fluctuations.
<b>Distribution System - Operation</b>					
D2.3.1.1	Introduction of contaminating material into the distribution system	Breaks, leaks, incidental damage to water mains	Refer guides P2 & D2.2	No	Before-u-dig system triggers alerts to any contractor undertaking repair work, which links to GIS map of assets. Standovers for critical mains and locates initiated as required. Marker tape required through ECoP. Reservoirs alarmed when level lower than normal. Pipes not yet at end of useful life and renewed proactively, so rate of breaks is low. Water Unit have SoP for repairing pipes and managing contamination risk.
D2.3.1.2		Affected area not correctly isolated	Network plans, service valves, staff training,	No	GIS map available on tablets which reticulation staff have available in the field, maintenance staff are internal, experienced and qualified, and have good knowledge of systems. Isolation valves installed in accordance with ECoP to minimise the number of valves required per shutdown. A valve maintenance programme is scheduled for all criticality A or B valves.
D2.3.1.3		System pressure drop	Backflow prevention, ID low pressure areas & extremities	Yes	Scheme doesn't have hills, pressure well understood by reticulation model. Backflow prevention policy is in place to mitigate this risk. See WSP for more detail.
D2.3.1.4		Flow direction in affected area unknown	Determine flow direction	No	Good understanding of network supported by model. Experienced maintenance staff who are employed by Council and have good local knowledge and experience. Staff have information available on tablets in the field to determine flow direction if any uncertainty.
D2.3.1.5		Standard hygiene practices not adopted	Work practices comply with standard procedures	No	Standard procedures developed for all key maintenance tasks, which include reference to hygiene requirements. Staff who work on water supplies are qualified to do so, and specialise in this work.
D2.3.1.6		Inadequate staff training	Staff training	No	Only internal and qualified staff undertake work on reticulation system. This is their core work, and they are very experienced in work of this nature.
D2.3.1.7		Inappropriate materials used	Certified materials	No	Only certified materials used which comply with relevant Australian / New Zealand standards and Council's Engineering Code of Practice, and the contract specifications where relevant.
D2.3.1.8		Inadequate flushing & disinfection practices	CoP for cleaning & disinfection, chlorine residual	No	All new mains are sterilised and flushed before being brought online as per ECoP requirements. This is always overseen by an appropriately qualified and experienced engineer, and signed off before being brought online. A standard form has been developed to ensure all checks are completed before connection is made. For repairs, Water Unit staff follow sterilisation requirements as detailed in standard procedure (chlorine spray etc).
D2.3.1.9		Unsuitable temporary bypass	Dedicated water supply equipment, chlorine residual	NA	Bypasses are not required as part of repair process as systems are ring fed, so can be adequately isolated during any repairs. If a temporary feed is used during the installation of a new main (ie for water main renewal) this is only done by internal qualified staff using new pipework etc dedicated to this task.
D2.3.1.10		Contamination during sampling	Sampling locations reduce risk of introduction	No	Only trained and qualified operators & appropriate and dedicated sampling locations which are protected from contaminants.
D2.3.1.11		Unsatisfactory location of water pipes	Proximity to sewer, contaminated sites	No	Water and sewer mains are constructed in accordance with Engineering Code of Practice requirements, which have minimum separation and cover requirements. All designs are reviewed and accepted by appropriately qualified Council staff before acceptance. Checks for contaminated sites are considered as part of design process.
D2.3.1.12		Cross connections	Inspect system, qualified personnel	Yes	All new connections are required to be approved by Council and either constructed or overseen by Council's Water Unit. Backflow prevention is considered as part of each new connection, in accordance with Council's Policy. Policy is being retrospectively implemented for all pre-existing connections to mitigate this risk.

## Pegasus Risk Checklist

MoH Potential Risk Identification (Guides)				WDC Risk Analysis	
Ref	Event	Cause <sup>1</sup>	Preventative Measures	Initial Risk Screening: yes = analyse in detail no = risk adequately managed	Justification/Action
D2.3.2.1	Re-suspension of contaminants in sediments in the distribution system	Sediment or biofilm allowed to develop	Treatment to remove manganese forming minerals Regular cleaning and flushing programme	No	Regular flushing in Woodend to manage biofilm (currently 3-monthly), dead-ends being eliminated to ensure circulation of water. Manganese levels significantly reduced after joining to Pegasus, so less prone to future biofilm development. Pilot trials undertaken to minimise biofilm growth.
D2.3.2.2		Water velocity too high	Controlled valve & pump operation, pipe design	No	Distribution network design confirmed by modelling to ensure velocities not excessive, by ensuring pipe sizes adequate for demand. Regular flushing ensures high velocity events occur in controlled manner. Pumps are all on variable speed drives to ensure no excessive fluctuations, and multiple pumps with redundancy place.
D2.3.3.1	Development of sediment or biofilm	Poor chemical water quality leaving treatment plant	Optimise treatment, regular flushing / cleaning	No	Filter performance very good after changing to Pegasus filter and abandoning Woodend filter. Quality of water monitored frequently to ensure continued good performance. Turbidity monitored at plant and is reliable with high quality secure source wells.
D2.3.3.2		Poor microbiological water quality leaving plant	FAC, regular flushing / cleaning	No	Microbiological quality at treatment plant has a very good track record with high quality source water, turbidity monitored at plant, and filter and reservoirs are secured from contaminant entry and inspected regularly.
D2.3.3.3		Water flows too low resulting in decay of chlorine	Review zones, good design to ensure flows	No	Adequate water flows confirmed by modelling. Rings mains designed as standard practice to ensure water circulates, small number of existing dead ends are being eliminated through renewals / upgrades.
D2.3.3.4		Poor repair practices allowing colonisation	Refer D2.3.1.5 & D2.3.1.8	No	Refer to D2.3.1.5 (Hygiene) & D2.3.1.8 (Flushing)
D2.3.3.5		Inadequate cleaning programme	Regular cleaning / flushing, ID low flows & dead ends	No	Refer to D2.3.1.8 (Flushing & Disinfection) and D2.3.2.1 (Sediment and Biofilm).
D2.3.4.1		Insufficient water available from the source/plant	Refer P1	No	Refer to source water abstraction (P1.3)
D2.3.4.2	Failure to maintain sufficient water pressure	Leaks in reticulation	Refer P2	No	Leakage rate relatively low, and plant has adequate surplus capacity to cater for demand while maintaining pressure. There is sufficient redundancy in pumps.
D2.3.4.3		Transmission pump failure	Refer P10	No	Sufficient redundancy in transmission pumps (ie standby pump available).
				-	
				-	
<b>Distribution System - Backflow Prevention</b>					
D2.4.1.1	Water pressure in the distribution system lower than pressure in supplied premises	A pressure drop in the reticulation system		Yes	Refer D2.3.1.3.
D2.4.1.2		An elevated pressure in the premise above system	Install approved backflow device, inspect & test devices	No	System elevation is flat so unlikely to have pressures higher than those supplied. Backflow prevention policy mitigates this risk if there were any relevant cases.
D2.4.2.1	No, inadequate, faulty, or incorrectly installed backflow prevention device	Backflow prevention device connected improperly		No	Backflow preventers either installed by the Council's Water Unit who are suitably qualified, or by a suitably qualified plumber. After installation they are tested and certified annually to confirm continued satisfactory performance.
D2.4.2.2		Illegal cross connection to the reticulation system	Annual inspection & test, qualified connection work	No	All new connections are required to be approved by Council and either constructed or overseen by Council's Water Unit. Backflow prevention is considered as part of each new connection, in accordance with Council's Policy. Policy is being retrospectively implemented for all pre-existing connections to mitigate this risk.
D2.4.2.3		Fail safe backflow device removed	Spare parts policy	No	Annual inspection and testing by Council's Water Unit. Backflow preventer types are being standardised to ensure parts are easily accessible. Common sizes are readily available.
D2.4.2.4		No backflow device installed	Annual inspection & testing	Yes	Backflow surveys are required on all commercial properties to identify risk level, in accordance with Council's Backflow Prevention Policy. Steps are then put in place to ensure appropriate device is installed.
D2.4.2.5		Failure of backflow device	Annual inspection & testing	No	Annual testing and inspection by Council's Water Unit. Issues are then either rectified by the Water Unit, or the property owner if identified.
D2.4.2.6		Vandalism or accidental damage	Lockable enclosure for backflow device	No	Backflow preventers either in toby box to protect from damage / interference for medium hazard sites, or within above ground box for high hazard (RPZs). Annual inspections / testing would identify any issues. Boxes are lockable, and locks provided for sites where there is perceived to be risk.
				-	
				-	
<b>General - Monitoring</b>					
G2.1.1	Incorrect water quality data used for supply management	Inappropriate / incorrect sampling	Prepare a sampling plan, frequency, location, procedure	No	Comprehensive sampling plan, daily checks that correct samples are taken, only trained internal staff take samples and process in accredited laboratory.
G2.1.2		Inadequate / incorrect test equipment or uncalibrated	Routine equipment maintenance & calibration	No	Council operators and samplers are appropriately trained and qualified. Laboratory is accredited to ensure correct QA is in place. Handheld instrumentation is required to be externally calibrated as per recommended frequencies.
G2.1.3		Inadequate reagents	Reagent shelf life & storage, cross check quality	No	Trained and qualified staff operate laboratory which is IANZ accredited.
G2.1.4		Inappropriate method or incorrect calibration	Staff training, calibration method	No	Trained and qualified staff maintain equipment. Manuals of equipment are followed. Equipment is standardised where possible to ensure consistent methodology.
G2.1.5		Inadequate monitoring records	Audit records, staff training	No	Records are kept on tablet based system which is available to 3 Waters staff for oversight, and linked to asset database for sound record keeping. Duplicate records, both in tablets from handheld devices plus in SCADA for continuous monitoring, which can be used to cross check each other accuracy.
G2.1.6		Failure of staff to follow analytical methods	Split sample for independent analysis	No	Water quality parameters are checked by different staff members which verifies the accuracy and reliability of data received (i.e key parameters measured both as part of routing sampling, and operator checks).
G2.1.7		Use of non MoH approved laboratory	Consult Register of Approved Laboratories	No	Only accredited and reputable laboratories are used.
				-	
				-	
<b>General - Staff Training</b>					
G1.1.1	Introduction of microbiological, & inadequate inactivation or removal	Inadequate training	Prepare a sampling plan, frequency, location, procedure	No	Water supplies are managed by the Council's Water Unit, who ensure staff undertake appropriate training. Standard procedures developed for core tasks to ensure correct systems followed.
G2.1.2	Introduction of chemical, & inadequate inactivation or removal	Inadequate training	Routine equipment maintenance & calibration	No	
<b>Notes</b>					
1	Events in blue text indicate highest risk as defined by MoH Guides				

Element	Ref	Risk Event	Potential Cause	Hazard	Consequence	Likelihood	Risk	Rational
Groundwater Source and Abstraction	S1.1.4	Source water receives discharge from or is influenced by	Landfill Site	Microbial and Chemical Determinands	Moderate	Very Rare	L	Full chemical testing of Chinnerys Road Well has not shown signs of influence from the landfill site. There are multiple sources for the supply and and redudant capacity available, therefore this emergency well is very likely to be used. If influence were to occur, scheme is able to cope with just primary wells therefore consequence is minor.
	S.1.1.16	Source water receives discharge from, or is influenced by	Waste disposal down holes or bores	Microbial and Chemical Determinands	Insignificant	Very Rare	L	Modern bores are required to have backflow prevention in place. No evidence has been found of contaminants from these activities affecting source based on record of no E.coli within raw source water. Full chemical tests have not shown any evidence of this activity occurring with a connection to the source wells.
	S.1.1.17		Abandoned or decommissioned wells	Microbial and Chemical Determinands	Insignificant	Very Rare	L	Consequence is considered insignificant as the hazard is likely to be diluted within the aquifer, and treated through filtration provided by gravels in aquifer prior to abstraction. Consequence deemed to be insignificant, due to treatment process provided by aquifer, and verification by track record of sources.
	S.1.1.19	Source water in contact with mineral deposits	Mineral deposits in catchment	Chemical (manganese)	Insignificant	Almost Certain	M	Manganese and iron removal process in place, therefore while it is known there are mineral desposits the consequence is insignificant, as there is a suitable treatment process in place.
Treatment	P8.2.1.3	Not all managense removed	Oxidant concentration is too low	Managense	Minor	Unlikely	L	Manganese is an aesthetic determinand only. Raw water managense is below MAV
	P7.1.1.1	Not enough free available chlorine	Dosing malfunction	Bacteria & Viruses	Insignificant	Unlikely	L	Chlorine is not used for compliance. Secure source ensures bacteria and viruses are not within the source water. Additionally, FAC is alarmed and the Pegasus reservoir would buffer low chlorine untill operators can fix the issue.
	P7.1.1.2		Dose control sensor incorrectly calibrated	Bacteria & Viruses	Insignificant	Unlikely	L	
	P7.1.1.3		Dose controller set point incorrect	Bacteria & Viruses	Insignificant	Unlikely	L	
	P7.1.1.4		High chlorine demand & poor dose control	Bacteria & Viruses	Insignificant	Unlikely	L	
	P7.1.3.1	Excessive formation of chlorination by-products	Natural organic matter in water being chlorinated	Disinfection by-products	Moderate	Unlikely	M	If chlorination was to begin in Woodend, the chlorine would likely react with the manganese biofilm. It is expected that this would cause widespread aesthetic issues (ie moderate event). This is considered unlikely, as this is not usually in place and would only be used in the event that the microbiological risk was deemed to outweigh the risk of byproducts and aesthetic issues.
D2.1.2.2	Germs enter the distribution system through failed construction materials	Biofilm development sustaining pathogens	Microbial Determinands	Major	Very Rare	L	Regular flushing in Woodend to manage biofilm (currently 3-monthly), dead-ends being eliminated to ensure circulation of water. Manganese levels significantly reduced after joining to Pegasus, so less prone to future biofilm development. Pilot trials undertaken to minimise biofilm growth. While contamination has been found in the reticulation, the source of this has been the plant. When the issues in the plant were resolved, the contaminants were no longer found (verifying that this issue did not eventuate in reality during the previous event).	



**APPENDIX F. Bacteria Testing For E.coli and Total Coliforms (WDC & DWSNZ)**



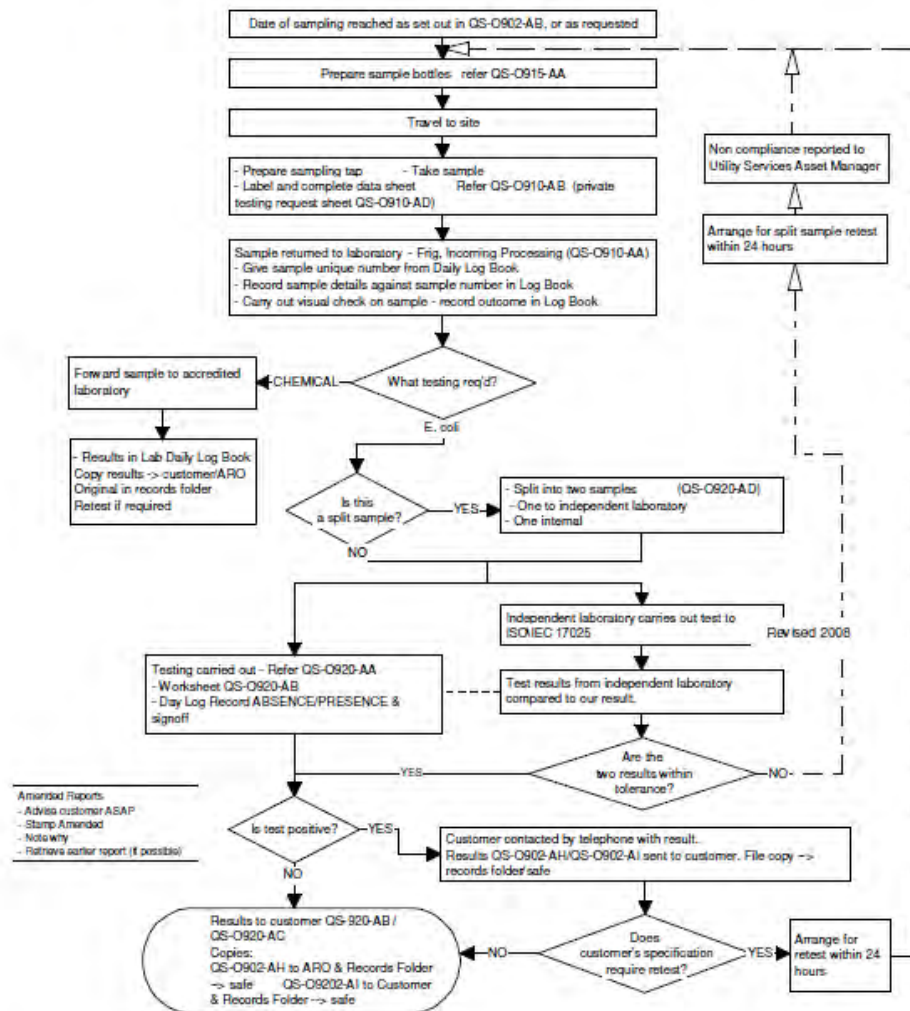
WAIMAKARIRI  
DISTRICT COUNCIL

WATER QUALITY TESTING

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LABORATORY TESTING OF DRINKING WATER

9. Bacteriological Testing for E. coli and Klebsiella (total coliforms)

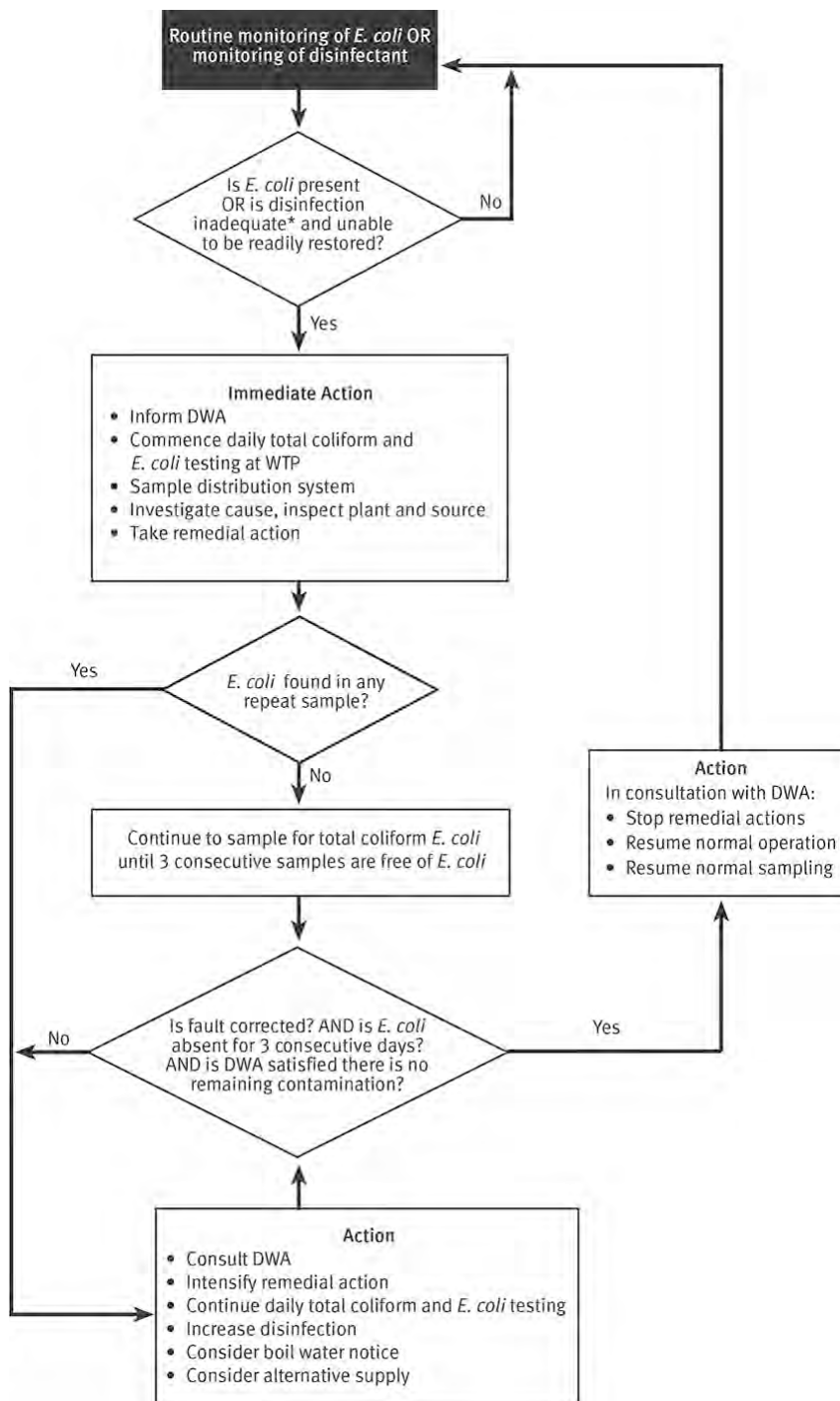


9.1 Unexpected results – retest.

120727047987



**Figure 4.1: Response to a transgression in drinking-water leaving the treatment plant**

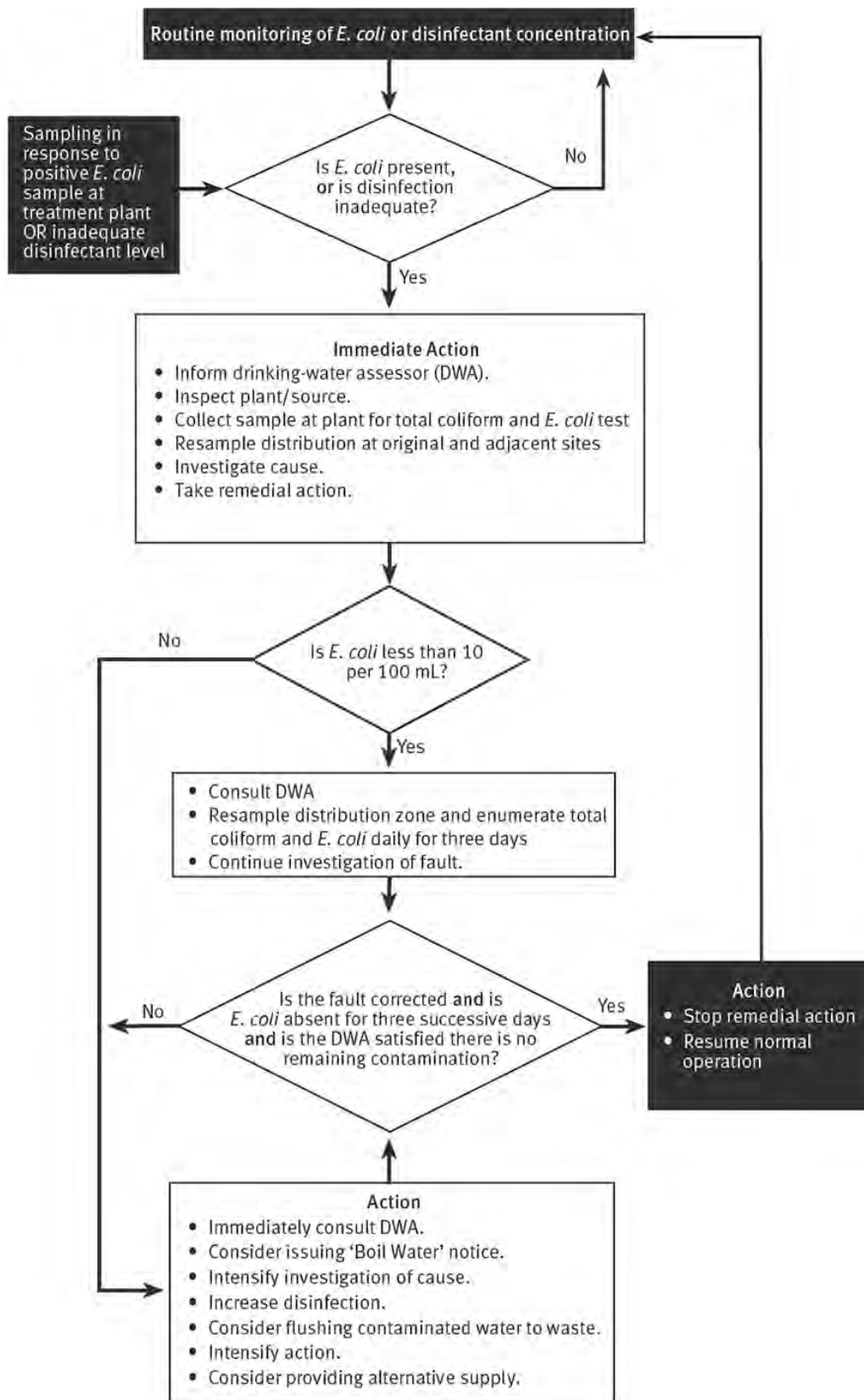


**Notes:**

\* Inadequate disinfection occurs in the following situations.

- For FACE and chlorine dioxide (criteria 2A, 2B and 3): when the residual in the water leaving the plant is less than 0.20 mg/L for more than an hour or falls below 0.10 mg/L.
- Ozone (criterion 4): when the ozone C.t value is not achieved.
- UV (criterion 5): when the target UV dose or intensity is not achieved.
- When turbidity or UV transmittance are outside the compliance criteria.

**Figure 4.2: Response to a transgression in a drinking-water supply distribution zone**



## APPENDIX G. Critical Control Point Plan

# Critical Control Point Process Summary

## Woodend Pegasus Water Supply [v2]

A Critical Control Point (CCP) is a point, step or procedure at which controls can be applied and a water safety hazard can be prevented, eliminated or reduced to an acceptable level.

### Pegasus Headworks

The Pegasus Woodend water supply abstracts secure bore water from the Equestrian wells (EQ1, EQ2 and EQ3), PW1 well on Pegasus Boulevard and Gladstone Road Wells 1 and 2. Under normal circumstances no disinfection process is required for this system for compliance with the Drinking-water Standards for New Zealand, however for the Pegasus water, chlorine is injected downstream of a biological manganese removal filter to provide an additional barrier to contamination and to mitigate the risk of biofilm growth within the reticulation.

There is one critical control point relating to the Pegasus water supply at this site.

Critical Control Points:

- CCP-02 Permanent Chlorination (Secure Source)

There are no critical control points relating to the primary Woodend Township water supply where controls can be applied.

### Chinnerys Road Headworks (Back-up Headworks)

In an emergency, the Chinnerys Road Headworks can abstract secure bore water from the Gladstone Park wells (1 and 2) and the Pegasus Equestrian Wells (EQ1, 2 and 3) to supply the Woodend Reticulation Network. Under normal circumstances, no disinfection process is used and untreated water is distributed to consumers. In this situation, there are no critical control points within the supply system where controls can be applied. However, chlorine dosing equipment is installed at this site and would be used in an emergency event or if the Chinnerys Road well is operated (to supply directly to the reservoir).

There is a back-up biological filter at the headworks for manganese removal (aesthetic). This is not considered to be a Critical Control Point as this relates to the water meeting the aesthetic requirements of the Drinking-water Standards for New Zealand only (i.e. does not affect the safety of the water).

Provision is made at the supply headworks to operate a disinfection process (chlorination) when the Chinnerys Road back-up source is operational. When this is operational there is one of two critical control point.

Critical Control Points:

- CCP-01 Stand-by Chlorination (Non-Secure Source)
- CCP-01 Stand-by Chlorination (Secure Source)

## CCP-02 Permanent Chlorination (Secure Source)

Sodium hypochlorite dosing is set-point controlled to achieve a target concentration.

### Process Objectives:

- i. Provide a **primary disinfection critical control point** to inactivate bacterial, viral and some protozoan pathogens that may have entered the water supply system upstream of the dosing point, and
- ii. Provide **residual disinfection quality control point** to help inactivate pathogens entering downstream of the dosing point.

<i>Operational day-to-day monitoring of control process</i>	
What	Chlorine residual (FAC) in mg/L
When	Continuous, on-line & Manual check by operators when on site
Where	Continuous data from chlorine analyser located in headworks building Manual samples from post reservoir sample tap
How	Manual data from operators hand-held chlorine analyser Continuous data from chlorine analyser connected to SCADA
Who	WDC operator records manual readings via tablet when visiting site WDC operator(s) alerted via mobile phone when result is outside of target range
Records	All data are recorded digitally to the Council SCADA system, and accessible to Council staff and Operators using the Datrans software The manual data is stored in TechOne via tablets for manual readings

Sites: Pegasus Headworks	
CCP-02: Permanent Chlorination (Secure Source)	
Process performance criteria at the operational monitoring point.	
Correction required if performance criteria are not met.	
<b>Target Range</b>	FAC 0.2 - 0.8 mg/L Target = 0.4 mg/L
<b>Action Limits</b>	FAC <0.2 mg/L (15 min duration) FAC >0.8 mg/L (15 min duration)
<b>Critical Limits</b>	FAC <0.1 mg/L (15 min duration) FAC >1.6 mg/L (15 min duration)

**Operator** to check accuracy of reading with handheld instrument during routine operational checks and adjust dosing system as necessary to achieve target range.

**Duty Operator** to attend site, **check accuracy of reading with handheld instrument** and resolve by trying the following tasks in order to achieve target range:

- **Check for faults with dose pump.**
- **Check for faults with line to analyser.**
- **Calibrate analyser.**
- **Replace dose pump with spare if faulty.**
- **Adjust dose rate if incorrect rate.**

**Duty Operator to:**

- **If dosing pump still not dosing sufficient chlorine pre reservoir:**
  - o **Shut down well pumps** and operate supply from storage until problem rectified and parameters return within critical limits.
- **If dosing into reservoir is now functioning, but lower chlorine water going out of reservoirs:**
  - o **Increase dose rate** into reservoirs manually to compensate for lower chlorine water, then return to normal operation.
- **If high chlorine water leaving reservoir,** turn off chlorine dose pump and consider flushing system to clear high chlorine water.

**Duty Operator** to notify **Duty Supervisor** and discuss additional measures to identify and rectify fault / provide assistance if required.

**Duty Supervisor** to notify **Water Asset Manager / Water Operations Team Leader**.

**Water Asset Manager** not required to notify **DWA** if inadequately disinfected water needs to be supplied or has been supplied (as source is secure).#

#Chlorination at the Pegasus headworks, when in normal operation, is not required for compliance of the scheme but just to provide an additional barrier to contamination and to mitigate the risk of biofilm growth within the reticulation.

<0.1	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0	1.1	1.2	1.3	1.4	1.5	1.6	>1.6
Critical	Action	Target Range							Action							Critical	

Figure 17: Summary of target, action and critical range (chlorine level, mg/L)

## CCP-01 Stand-by Chlorination (Secure Source)

Sodium hypochlorite dosing is flow controlled to achieve a target concentration.

### Process Objectives:

- iii. Provide a **primary disinfection critical control point** to inactivate bacterial, viral and some protozoan pathogens that may have entered the water supply system upstream of the dosing point, and
- iv. Provide **residual disinfection quality control point** to help inactivate pathogens entering downstream of dosing point.

<i>Operational day-to-day monitoring of control process</i>	
What	Chlorine residual (FAC) in mg/L
When	Continuous, on-line ( <u>when process is operational</u> ) & Manual check by operators when on site
Where	Continuous data from chlorine analyser located in headwork buildings Manual samples from treated water sample tap in treatment building
How	Continuous data from chlorine analyser connected to SCADA Manual data from operators hand-held chlorine analyser
Who	WDC operator records manual readings in site log book when visiting site WDC operator(s) alerted via mobile phone when result is outside of target range
Records	All data are recorded digitally to the Council SCADA system, and accessible to Council staff and Operators using the Datrans software The manual data is stored in TechOne via tablets for manual readings

<b>Sites: Chinnerys Road Headworks supplied by Gladstone Park Wells</b>		
<b>CCP-01: Stand-by Chlorination (Secure Source)</b>		
<b>Process performance criteria at the operational monitoring point.</b>		<b>Correction required if performance criteria are not met.</b>
<b>Target Range</b>	FAC 0.6 - 1.2 mg/L Target = 0.8 mg/L	<b>Operator</b> to check accuracy of reading with handheld instrument during routine operational checks and adjust dosing system as necessary to achieve target range.
<b>Action Limits</b>	FAC <0.6 mg/L (15 min duration) FAC >1.2 mg/L (15 min duration)	<b>Duty Operator</b> to attend site, <b>check accuracy of reading with handheld instrument</b> and resolve by trying the following tasks in order to achieve target range: <ul style="list-style-type: none"> <li>- <b>Check for faults with dose pump.</b></li> <li>- <b>Check for faults with line to analyser.</b></li> <li>- <b>Calibrate analyser.</b></li> <li>- <b>Replace dose pump with spare if faulty.</b></li> <li>- <b>Adjust dose rate if incorrect rate.</b></li> </ul>
<b>Critical Limits</b>	FAC <0.4 mg/L (15 min duration) FAC >1.6 mg/L (15 min duration)	<b>Duty Operator</b> to <b>shut down well pump</b> and operate supply from storage until problem rectified and parameters return within critical limits.  <b>Duty Operator</b> to notify <b>Duty Supervisor</b> and discuss additional measures to identify and rectify fault / provide assistance if required.  <b>Duty Supervisor</b> to notify <b>Water Asset Manager / Water Operations Team Leader</b> and consider additional interventions (shock dosing reservoirs) if risk of running out of water or non-chlorinated water being sent out before problem rectified.  <b>Water Asset Manager</b> to notify <b>DWA</b> if inadequately disinfected water needs to be supplied or has been supplied.  <b>Water Asset Manager</b> in consultation with <b>DWA</b> , considers the need to <b>issue a boil water notice.</b> <sup>#</sup>

**#Need for boil water notice depends on reason for implementing chlorination as it would not normally be required to be added.**

<0.4	0.4	0.5	0.6	0.7	0.8	0.9	1.0	1.1	1.2	1.3	1.4	1.5	1.6	>1.6
Critical	Action			Target Range						Action			Critical	

Figure 18: Summary of target, action and critical range (chlorine level, mg/L)

Sites: Chinnerys Road – Chinnerys Road Well Operation		
CCP-01: Stand-by Chlorination (Non-Secure Source)		
Process performance criteria at the operational monitoring point.		Correction required if performance criteria are not met.
<b>Target Range</b>	FAC 0.6 - 1.2 mg/L Target = 1.0 mg/L	<b>Operator</b> to check accuracy of reading with handheld instrument during routine operational checks and adjust dosing system as necessary to achieve target range.
<b>Action Limits</b>	FAC < 0.6 mg/L (15 min duration) FAC > 1.2 mg/L (15 min duration)	<b>Duty Operator</b> to attend site, <b>check accuracy of reading with handheld instrument</b> and resolve by trying the following tasks in order to achieve target range: <ul style="list-style-type: none"> <li>- <b>Check for faults with dose pump.</b></li> <li>- <b>Check for faults with line to analyser.</b></li> <li>- <b>Calibrate analyser.</b></li> <li>- <b>Replace dose pump with spare if faulty.</b></li> <li>- <b>Adjust dose rate if incorrect rate.</b></li> </ul>
<b>Critical Limits</b>	FAC < 0.4 mg/L (15 min duration) FAC > 1.6 mg/L (15 min duration)	<b>Duty Operator</b> to <b>shut down well pump</b> and operate supply from storage until problem rectified and parameters return within critical limits.  <b>Duty Operator</b> to notify <b>Duty Supervisor</b> and discuss additional measures to identify and rectify fault / provide assistance if required.  <b>Duty Supervisor</b> to notify <b>Water Asset Manager / Water Operations Team Leader</b> and consider additional interventions (shock dosing reservoirs) if risk of running out of water or non-chlorinated water being sent out before problem rectified.  <b>Water Asset Manager</b> to notify <b>DWA</b> if inadequately disinfected water needs to be supplied or has been supplied.  <b>Water Asset Manager</b> in consultation with <b>DWA</b> , considers the need to <b>issue a boil water notice</b> .

<0.4	0.4	0.5	0.6	0.7	0.8	0.9	1.0	1.1	1.2	1.3	1.4	1.5	1.6	>1.6
Critical	Action			Target Range						Action			Critical	

Figure 19: Summary of target, action and critical range (chlorine level, mg/L)




**APPENDIX H. Service Requests**

Full Details	Primary Address	Received On	Resolution
Water - No Supply - Private- New connection made but no water coming through. Called through to WU	5 Copper Beech Road, WOODEND	8/10/2018 2:19:49 PM	No water. Connection no hole in 63 main. Dug out lateral drill hole in main
Water - No Supply - water pressure went low about 30 minutes ago and now no water. Called Cheryl at WU to advise. Please call Jasmine back on 039203304.	8 Mapleham Drive, PEGASUS	10/10/2018 3:20:47 PM	techs were working in area and valves shown on waimap are wrong, therefore a valve had been shut off turning the water off incorrectly. This was rectified as soon as advised of no water
Water - No Supply - Water out all day - caller Scott 02108887702	14 Woodend Beach Road, WOODEND	23/10/2018 11:58:22 AM	no work done owner called back saying water back on
Water - No Supply - has no water - please call	33 Taranaki Drive, WOODEND	22/10/2018 8:06:13 PM	was called out to woodend, then owner called back saying problem was fixed
Water - No Supply - no water at the property. Called the Water Unit and spoke with Phil. Please call Deidre back once resolved to advise what had happened as she does not live at the property	9 Copper Beech Road, WOODEND	29/11/2018 10:26:00 AM	spoke to owner. restrictor is working and flow pressure is correct. advised to contact plumber to check private side from restrictor to tank
Water - No Supply - Preschool has no water, They realise they are flushing the pipes - But they have no water - Please can you contact Sue 03 3122179.	6 Judsons Road, WOODEND	9/01/2019 9:25:13 AM	water lost due to flushing of hydrants in area. water back on when Arch called into preschool to check.
Water - No Supply - Caller advised that he has had no water since 10.30am. ***I called WU and advised Cheryl. ***13.02.19 1.49pm Owen called back and advised they have Water now, Turned off at the mains. Please cancel the request. JW	28 Taranaki Drive, WOODEND	13/02/2019 1:34:38 PM	turned off at mains
Water - No Supply Filter was blocked and Allan has cleaned out. the They now need a quick fill please. He said that he also noted that there is a leak at the flush point. I mentioned the charge but he mentioned that it was our filter that was blocked.	390 Tuahiwi Road, TUAHIWI	21/02/2019 10:41:34 AM	No water. Return quickfill
Water - No Supply - Tank empty last night, No water, Got some water from the neighbour, Please can we look into this. Mark said is may have a blockage in the pipe after the last flush. Please all Mark on 0275349112	250 Woodend Beach Road, WOODEND	30/04/2019 9:28:42 AM	blocked restrictor/ dirty filter
Water - No Supply - Tania called and advised that they have no water. I called WU and spoke with Cheryl and she advised that there are Technicians nearby to the site and they will go there to fix the issue. Caller wants to know how long this will take as they have toilets, coffee machines and food to prepare. Please call her on 037415741 to advise her when this will be fixed by as she has to inform her manager.	8 Bob Robertson Drive, WOODEND	6/05/2019 11:48:34 AM	Josh R has spoken to BP and advised that OnGrade are working in area. WU is on site to try and fix the issue of no water and low pressure

Full Details	Primary Address	Received On	Resolution
Water - No Supply - have no water checked valves they seem ok, no cold water at all. Water unit duty has message.	42 Gibbs Drive, WOODEND	18/05/2019 12:40:00 PM	Private Issue.
Water - No Supply - Notes: No water in woodend Photos: none	15 Thornley Place, WOODEND	4/06/2019 3:02:37 PM	after hours reported late. storm event. lightening strike in woodend pump station. 31/5/2019 - 3/6/2019 comms failure.
Water - No Supply - no water - heaps of calls	185 Tuahiwi Road, TUAHIWI	3/06/2019 7:25:00 PM	monday 03/06/2019 - respond to straight away comms issue resulting in reservoir running out of water, had to manually drill reservoir to turn woodend water supply back on 03/06/2019 9.30. lightening strike, storm event 31/5 - 03/06/19
Water - No Supply - has no water or pressure - neighbours are the same.	116 B Rangiora Woodend Road, WAIMAKARIRI DISTRICT	3/06/2019 6:50:00 PM	monday 03/06/2019 - respond to straight away comms issue resulting in reservoir running out of water. had to manually drill reservoir to turn woodend water supply back on. 3/6/19 9.30pm
Water - No Supply - has no water.	120 Chinnerys Road, WOODEND	3/06/2019 6:53:00 PM	monday 3/6/19 respond to straight away comms issue resulting in reservoir running out water. had to manually drill reservoir to turn water supply back on 03/06/2019 9.30 pm
Water - No Supply - has no water	15 Bowie Drive, WOODEND	3/06/2019 7:01:00 PM	monday 03/06/2019. respond to straight away comms issue resulting in reervoir running out of water. had to manually drill reservoir to turn woodend water supply back on
Water - No Supply has no water	8 Bunting Place, WOODEND	3/06/2019 6:56:00 PM	monday 03/6/2019 respond to straight away. comms issue resulting in reservoir running out of water. had to manually drill reservoir to turn woodend water supply back on
Water - No Supply - caller had no water earlier, now has hot water but no cold water coming through. Please ring,, advised caller water being pumped through and could take a while to settle down. Passed to oncall duty.	2 A Bowie Drive, WOODEND	3/06/2019 9:25:00 PM	monday 3/6/2019 respond to straight away comms issue esulting in reservoir running out of water. had manually drill reservoir to turn water back on
Water - No Supply - function to be held at the above address today. No water in the back building. There was water yesterday. Passed to water unit.	206 Tuahiwi Road, TUAHIWI	8/06/2019 12:29:00 PM	No Water, Spoke to Melanie, sounds like their pump on site failed. Resulted in private issue.
Water - No Supply - Property has little to no water coming through the taps and toilet won't flush. Please investigate***23072019 Customer called to say water toby was turned off and no assistance required. DW	5 Main North Road (Sh 1), WOODEND	23/07/2019 10:07:17 AM	
Water - No Supply - Public-No water -called through to WU- also reported from near golf course, Tahuna Lane	18 Mara-Kai Place, PEGASUS	10/10/2018 3:29:18 PM	refer wa1801052
Water - No Supply - water is totally off for the 2nd time tonight. Duty has message	62 Pegasus Main Street, PEGASUS	14/01/2019 9:02:00 PM	pipeline inspection - flushed 8 f/h

Full Details	Primary Address	Received On	Resolution
Water - No Supply - No Supply of water last night for about 30 minutes to an hour. Andy wants to know why they lost Water. Please can someone call him 021946798	52 Pegasus Main Street, PEGASUS	15/01/2019 11:00:06 AM	Talked to Andy on the phone and explained what happend. All ok.
Water - No Supply - have no cold water. Passed to water unity duty.	53 Kawari Drive, PEGASUS	27/01/2019 10:39:00 AM	Tank quick fill.
Water - No Supply No water (down to a trickle) and Lynn needs to have a shower and get to work. Water Unit advised they will attend.	1 Blackadder Road, PEGASUS	13/05/2019 9:51:30 AM	darryn already on site trying to resolve issue

## APPENDIX I. Template Boil Water Notice

 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	215 High Street Private Bag 1006 RANGIORA 7440 New Zealand	Phone: (03) 311 8900 or: (03) 327 6834 Fax: (03) 313 4432 www.waimakariri.govt.nz
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Our Reference: **File Number** / **Record Number**

**DATE**

Dear Resident

**Scheme Name** Water Supply

### BOIL WATER NOTICE

The Waimakariri District Council advises that routine sampling has detected low levels of contamination in the **Scheme Name** Water Supply.


**As a precautionary measure you are advised to boil water used for drinking until further notice.**

Please boil your water, on a rolling boil for at least 3 minutes, before consuming.


Please pass this information on to any other people on the scheme to advise them of this notice.

When the boil water notice is lifted, this will be made public through the Council's website (waimakariri.govt.nz).

Yours sincerely



**Kalley Simpson**  
**3 Waters Manager**

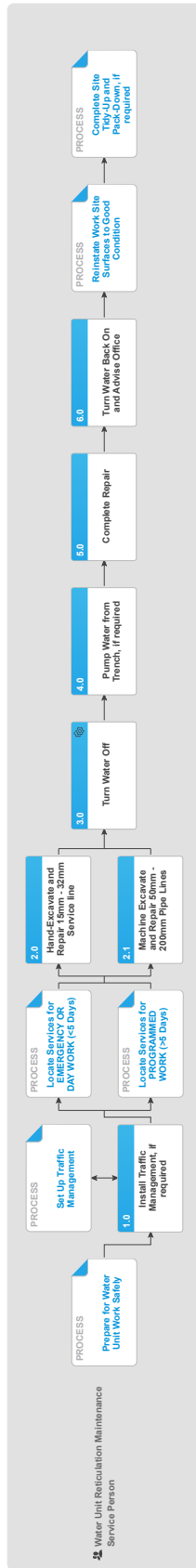


Accredited as an International 'Safe Community'  
by the World Health Organisation Collaborating Centre on Community Safety.

**APPENDIX J. Promapp Process Example – Pipeline Repairs**

Note: Attached as an example only. Operators to refer to latest version on Promapp.

# Complete Pipeline Repairs v4.0



# Complete Pipeline Repairs v4.0

## Summary

### Objective

This process provides the safe guidelines for pipeline repairs.

### Background

Traffic management is the most important hazard control. Underground services must be carefully excavated. Other risks include conflicts with public (following water disconnection).

@todo: complete hazard/risk assessment below:  
HAZARDS:

RISKS ASSOCIATED WITH THOSE HAZARDS:

RISK CONTROL FRAMEWORK:

Elimination:

Substitution:

Isolation:

Engineering controls:

Administrative controls:

PPE:

Recovery Controls:

**Owner** Richard Cookson

**Expert** Phil Drozdowski

## Procedure

- PROCESS** **Prepare for Water Unit Work Safely**  
Water Unit Reticulation Maintenance Service Person

### 1.0 Install Traffic Management, if required

Water Unit Reticulation Maintenance Service Person

- CONDITIONAL** **Set Up Traffic Management**  
Water Unit Reticulation Maintenance Service Person

- PROCESS** **Locate Services for EMERGENCY OR DAY WORK (<5 Days)**  
Water Unit Reticulation Maintenance Service Person

- PROCESS** **Locate Services for PROGRAMMED WORK (>5 Days)**  
Water Unit Reticulation Maintenance Service Person

### 2.0 Hand-Excavate and Repair 15mm - 32mm Service line

Water Unit Reticulation Maintenance Service Person

- a** Use hand excavation for <32mm pipelines.
- b** Clamp <32mm service line, if possible, and complete repair.

**NOTE** **What do I do if the line cannot be clamped prior to the repair?**

Notify the office that you need to turn water off to complete the repair, if the line cannot be clamped, and complete the repair.

### 2.1 Machine Excavate and Repair 50mm - 200mm Pipe Lines

Water Unit Reticulation Maintenance Service Person

- a** Turn water off when required in order to see within trench, and notify Main Office immediately.
  - NOTE** **How do I notify Main Office?**  
Call Customer Services on 0800 965 468 to inform them of any disruption to water supply.
- b** Excavate the work area carefully.
  - NOTE** **How should excavation be carried out?**  
Refer to the process below.
    - PROCESS** Operate an Excavator
- c** Stop excavating at 1.4m and notify WorkSafe of Notifiable Work if the excavation is likely to be over 1.5m.
  - NOTE** **How do I notify WorkSafe of Notifiable Work?**  
The notification can be completed online by using the website form attached below.
    - WorkSafe Hazardous Work Notification Form  
<https://forms.worksafe.govt.nz/hazardous-work-notification>
- d** Get or request trench box if excavation is going to be over 1.5m deep, or if the ground conditions require shoring.
  - NOTE** **How do I install a trench box safely?**  
Refer to the process below.
    - PROCESS** Complete Installation of Trench Box (Shoring)

### 3.0 Turn Water Off

Water Unit Reticulation Maintenance Service Person

- a** Check WAIMAP to determine which valves to isolate to make repair, and so you can advise Main Office.
- b** Confirm there are no dialysis patients in the area that need to be notified.
  - NOTE** **Where do dialysis patients live currently?**  
Refer to the list here.
    - PROCESS** Locate Registered Dialysis Patients (Locations from DHB)
- c** Notify Main Office that water is being turned off and advise them all areas that will be affected.
  - NOTE** **How do I notify Main Office?**  
Call Customer Services on 0800 965 468 to inform them of any disruption to water supply.
- d** Turn water off.
- e** Care must be taken if valves are located in the road. **CAUTION:** Traffic management will be required if the valve is in the live lane.
- f** Use hydrant or flush point in isolated area to bleed water pressure, if available.
- g** If there is no hydrant or flush point available then a V should be cut in the bottom of the pipe to relieve the water pressure.

**4.0 Pump Water from Trench, if required**  
Water Unit Reticulation Maintenance Service Person

**NOTE** How do I pump water from a trench?  
Use a mechanical pump to remove excess water in order to be able to see work area.  
See the below process for full guidance.

**PROCESS** Operate a Pump (Trash/Volume)

Up and Pack-Down, if required

Locate Registered Dialysis Patients (Locations from DHB)

Locate Services for EMERGENCY OR DAY WORK (<5 Days)

Locate Services for PROGRAMMED WORK (>5 Days)

Operate a Pump (Trash/Volume)

Operate an Excavator

Prepare for Water Unit Work Safely

Reinstate Work Site Surfaces to Good Condition

Set Up Traffic Management

Note

Process

Process

Note

Note

Process

Process

Conditional

Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

Water Unit Reticulation Maintenance Service Person

**5.0 Complete Repair**

Water Unit Reticulation Maintenance Service Person

- a** Use 1% chlorine spray to disinfect all fittings and pipes throughout the repair.
- b** Complete repair.
- c** Backfill and haunch over the pipe to add weight so that repair does not rupture.

**6.0 Turn Water Back On and Advise Office**

Water Unit Reticulation Maintenance Service Person

- a** Turn water back on.
- b** Advise the Main Office that the water is back on.

**PROCESS** Reinstate Work Site Surfaces to Good Condition  
Water Unit Reticulation Maintenance Service Person

**PROCESS** Complete Site Tidy-Up and Pack-Down, if required  
Water Unit Reticulation Maintenance Service Person

**Triggers & Inputs**

**TRIGGERS**

None Noted

**INPUTS**

None Noted

**Outputs & Targets**

**OUTPUTS**

None Noted

**PERFORMANCE TARGETS**

None Noted

**Process Dependencies**

**PROCESS LINKS FROM THIS PROCESS**

Process Name	Type of Link	Assigned Role
Complete Installation of Trench Box (Shoring)	Note	Water Unit Reticulation Maintenance Service Person
Complete Site Tidy-	Process	Water Unit

**PROCESS LINKS TO THIS PROCESS**

None Noted

**RACI**

**RESPONSIBLE**

Roles that perform process activities

Water Unit Reticulation Maintenance Service Person

Systems that perform process activities

None Noted

**ACCOUNTABLE**

For ensuring that process is effective and improving

**Process Owner** Richard Cookson

**Process Expert** Phil Drozdowski

**CONSULTED**

Those whose opinions are sought

**STAKEHOLDERS**

None Noted

**STAKEHOLDERS FROM LINKED PROCESSES**

Process	Owner	Expert	Process
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**Group**

Cresswell

Complete Installation of Trench Box (Shoring)	Richard Cookson	Daniel Burt	Water Unit Reticulation Processes
Complete Site Tidy-Up and Pack-Down, if required	Richard Cookson	Phil Drozdowski	Water Unit Reticulation Processes
Locate Registered Dialysis Patients (Locations from DHB)	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes
Locate Services for EMERGENCY OR DAY WORK (<5 Days)	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes
Locate Services for PROGRAMMED WORK (>5 Days)	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes
Operate a Pump (Trash/Volume)	Richard Cookson	Phil Drozdowski	Water Unit Reticulation Processes
Operate an Excavator	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes
Prepare for Water Unit Work Safely	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes
Reinstate Work Site Surfaces to Good Condition	Richard Cookson	Phil Drozdowski	Water Unit Reticulation Processes
Set Up Traffic Management	Richard Cookson	Sean de Roo	Water Unit Safe Work Processes

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Published on 08-07-2019 (GMT) by Adam Cresswell

**INFORMED**

Those notified of changes

All of the above, as well as; Sheryl Cowan[System Stakeholder], GIS Team[System Stakeholder]. These parties are informed via dashboard notifications.

**Systems**

WAIMAP

**Lean**

None Noted

**Process Approval**

Date	Approver	Type
Approval bypassed	Adam Cresswell	Process Group Approver
Approval bypassed	Phil Drozdowski	Process Expert
Approval bypassed	Richard Cookson (DELETED)	Process Owner
08-07-2019 (GMT)	Adam	Promaster

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

**FILE NO and TRIM NO:** RDG-32-61 / RDG-32-80 / 191125164829

**REPORT TO:** Kaiapoi-Tuahiwi Community Board

**DATE OF MEETING:** 16 December 2019

**FROM:** Kieran Straw, Civil Project Team Leader  
Bill Rice, Senior Transport Engineer  
Joanne McBride, Roading & Transportation Manager

**SUBJECT:** Belfast to Kaiapoi Cycleway - Report seeking approval to proceed with detailed design for preferred option

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

_____	_____
Department Manager	Chief Executive

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**1. SUMMARY**

- 1.1 This purpose of this report is to:
- 1.2.1 Provide the Community Board with an overview of the feedback following the second phase of consultation with the community on the proposed Main North Road Cycle Route (as previously identified and including Vickery Street and Peraki Street) from Tram Road to connect with the existing Passchendaele Path, via Kaiapoi.
  - 1.2.2 Seek approval of the concept design to allow detailed design of the cycleway along the proposed cycle route to commence.
- 1.2 The second phase of the consultation consisted of two community drop-in sessions held at Enterprise North Canterbury on the evenings of Monday 25 November, and Tuesday 26 November.
- 1.3 At these drop-in sessions, the project team presented several potential cycleway options, and treatments along the route, and discussed these with attendees of the drop-in sessions with a view to balance the requirements of the cycleway users, with the needs and concerns of the residents along the route.
- 1.4 Upon assessment of all consultation completed to date, the Project Team has developed a preferred option from the variety of potential treatments presented. This preferred option is presented as "Option One" within Section 4.1 of this report.

**Attachments:**

- i. Previous Report to Utilities & Roading Committee (TRIM No. 190412055544)
- ii. Previous Report to KTCB (Trim No. 190806109321)
- iii. Letter to Stakeholders, inviting them to drop in sessions (TRIM No. 191107155704)
- iv. Drawing set detailing "Option One", noting that this is a combination of options presented during the drop in sessions. (TRIM 191128167435)
- v. Drawing set detailing "Option Two", noting that this is a combination of options presented during the drop-in sessions. (TRIM 191128167476)

## 2. RECOMMENDATION

**THAT** the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** report No. 191125164829

**AND**

**RECOMMENDS THAT** the Council

- (b) **Approves** the concept and development of the detailed design options for the cycleway along the western side of Main North Road, and along Vickery Street and Peraki Street, as per Option One (Section 4.1) of this report.
- (c) **Notes** that approximately 30 residents along the route attended the drop-in sessions and that further consultation will be required for specific residents that may be directly affected by proposed features of the cycleway.
- (d) **Notes** that a further project information notice will be issued to all residents and stakeholders advising them of the proposed detailed design, and inviting for further feedback on specific concerns that they may have.
- (e) **Notes** that funding has been approved by NZTA and is available for a shared cycleway along Main North Road.
- (f) **Approves** a speed limit review being undertaken for Main North Road, Tram Road, and on the Neighbourhood Greenways on Vickery Street, Peraki Street and Raven Quay in conjunction with this project.
- (g) **Notes** that minor improvements on Main North Road (near Hellers and Clemence Drilling) are proposed to be designed and built in conjunction with this project, with funding from the Minor Improvements budget.
- (h) **Notes** that staff are currently working to have the cycleway completed by late June 2020 to coincide with the opening of the CNC cycleway, however there is a risk this may not be achieved.
- (i) **Notes** that NZTA will fund and construct the cycleway between the Waimakariri Motorway Bridge and Tram Road. Their proposed route will run along the eastern side of the motorway onramp and the southern side of Tram Road to new traffic signals at the Tram Road, Main North Road intersection. The timing of this work is currently being confirmed.
- (j) **Notes** that staff expect the detailed design along Main North Road to Vickery Street to be completed first and as such the two projects will progress and be reported separately from here onwards.

## 3. BACKGROUND

- 3.1 Two previous reports have being presented to the Kaiapoi Tuahiwi Community Board (refer Attachment i, and ii)
- 3.2 Prior to presenting the first report (attachment i), all possible routes were assessed through an extensive "MCA Process" This process assessed all identified possible routes against the following criteria:
- Σ Road Safety
  - Σ Social Safety, comfort, and attractiveness
  - Σ Directness & Coherence

- ∑ Connectivity to other destinations
  - ∑ Local Business Impact
  - ∑ Local Resident / Wider Community Impact
  - ∑ Operational & Network Impacts
  - ∑ Ease of Construction & Costs
  - ∑ Risks to delivery
- 3.3 The first report sought to approve the commencement of the first phase of consultation for the cycleway route following the MCA process. This process identified the route along Main North Road, and through Kaiapoi to the Mafeking Bridge as the preferred route.
- 3.4 Upon completion of the first phase of consultation, the second report (attachment ii) sought approval to confirm the preferred route, and to commence the second phase of consultation for design options available along the route.
- 3.5 In addition to the commuter “urban cycleway”, approval was also given to instruct staff to work with Enterprise North Canterbury, Environment Canterbury, and the Kaiapoi Promotion Association to prepare a proposal and cost estimate for the development of a recreational link via the Stopbank for consideration by Council as part of the 2020 / 21 Annual Plan.
- 3.6 The second phase of consultation consisted of two community drop in sessions. These were held at Enterprise North Canterbury on the evenings of Monday 25 November and Tuesday 26 November. Staff presented several possible options for the cycleways including the following:
- ∑ **Shared Path:** a 2.5m (minimum) footpath that is shared with both pedestrians, and cyclists, located between the kerb, and the property boundaries. Like footpaths, shared paths are separated from motor vehicles. The separation can consist of kerbing and/or horizontal separation which may include grass or garden. Shared paths are typically two way paths
  - ∑ **Separated Cycle Path:** This is a separate facility constructed specifically for cyclists, usually located within the existing carriageway width, but separated from both pedestrians and motor vehicles. The separation can consist of kerbing and/or horizontal separation which may include grass or garden. Separated paths can be either one way or two way paths. One way paths are often located on either side of roads to match the direction of vehicle traffic. On-road cycle lanes are not regarded as shared paths.
  - ∑ **Neighbourhood Greenway (also called “Quiet Streets”):** This option seeks to install traffic calming to reduce vehicle speeds to a similar speed as a bicycle (ie. 30km/hr) to provide for a cycle-friendly street. This option may also seek to reduce traffic volumes by making the route less desirable to motor vehicles. Neighbourhood Greenways are typically two way to reflect vehicle direction of travel.
- 3.7 Upon completion of the second phase of consultation, the project team have developed a “recommended option”. This is discussed in detail in section 4.1 below.

## 4. ISSUES AND OPTIONS

### 4.1. OPTION ONE:

“Option One” has been developed based on an overall assessment of the feedback and discussion held with stakeholders during the two drop-in sessions. Option One is the recommended option, and is as follows:

#### **Main North Road: Tram Rd to Williams Street**

This section of the cycleway is proposed to be a 2.5m minimum wide shared path with a minimum off-set of 1.5m to the traffic lane. A greater off-set than 1.5m will be investigated and designed where possible.

Direct engagement will be carried out with affected businesses along Main North Road to ensure a suitable and safe crossing of all commercial vehicle entrances is provided.

#### **Williams Street: Main North Road to Vickery Street**

This section of the cycleway is proposed to be a continuation of the shared path from Main North Road with a width between 2.5 to 3.0m wide, and will be located within the existing wide grass berm on the western side of Williams Street.

The “pinch point” at the Kaikanui Stream is proposed to be addressed by relocating the existing central median island, and removing the existing painted median to create the required road space. At this point, the cycleway would have Kerb & Channel separation from the traffic lane.

#### **Vickery Street: Williams Street to Isaac Wilson Road**

This section of the cycleway is the first section to enter the “urban” environment with existing footpath users, and vehicle entrances.

The proposal is to continue with the 2.5m to 3m wide shared path along this short length as a continuation of the shared path from Main North Road, and Williams Street before the cycleway treatment type changes at the Isaac Wilson Drive intersection. Although a shared path provides a lower level of service in this environment, it does provide consistency for path users, and maintains on-street parking for residents.

The shared path will cross 3 vehicle entrances along this section. The path will be located 2.0m clear of the property boundaries, so as to provide a clear space between the boundary and the path to help with visibility between car drivers exiting driveways, and cyclists on the shared path.

To ensure adequate sight distances at the Isaac Wilson Road intersection, traffic calming measures are proposed.

#### **Vickery Street: Isaac Wilson Road to Parnham Lane**

Feedback from residents on Vickery Street strongly supported the development of a neighbourhood greenway due to help slow traffic which is using the road. Neighbourhood greenways provide a higher level of service for both cyclists and pedestrians than shared paths in urban environments, provided that vehicle speeds and volumes are reduced.

As part of the design process staff will discuss the project with the Greenspace team and consider opportunities to utilise urban design principles and incorporate landscaping to help reduce speed.

#### **Vickery Street: Parnham Lane to Ohoka Road**

This section of the cycleway is proposed to be a Neighbourhood Greenway, with additional traffic calming features. This would include the intersection of Ohoka Road, where narrowing of the intersection would be utilised to help reinforce the lower speed environment (refer to attachment iv. of this report).

Cyclists will be able to cross Ohoka Road using one of two proposed pedestrian refuge islands.

**Peraki Street: Ohoka Road to Methodist Church**

This section of the cycleway is proposed to be a Neighbourhood Greenway, with additional traffic calming features.

As detailed above, the intersection of Ohoka Road is proposed to have traffic calming treatment, where narrowing of the intersection would be utilised to help reinforce the lower speed environment (refer to attachment iv. of this report).

This narrowing is intended to discourage through traffic and promote lower vehicle speeds when entering Peraki Street from Ohoka Road.

At the northern end, south of the parking outside the Methodist Church, options will be assessed for the best way to transition between the Neighbourhood Greenway, and the shared path to the north.

In addition to this, side streets at Hugh Street, and Carew Street will receive similar treatments to communicate to motor vehicle drivers that they are entering a different road environment, and to adjust their speed and behaviour accordingly.

**Peraki Street: Methodist Church to Fuller Street**

Due to the angle parking located outside the Church, a Neighbourhood Greenway is not recommended over this short section. Instead, the project Team is proposing a shared path.

Although this urban environment with vehicle entrances provides a lower level of service and the shared path would have 10 vehicle entrances to cross, the proposed shared path will be designed to provide a clear space between the boundary and the path to help with visibility between car drivers exiting driveways, and cyclists on the shared path.

**Peraki Street: Fuller Street to Hilton Street**

This section of the cycleway will remain unchanged from the current layout, however intersection improvements may be required at the Peraki Street / Fuller Street intersection to help cyclists safely cross Fuller Street.

**Black Street: Hilton Street to Raven Quay**

This section of the cycleway will remain unchanged from the current layout and will utilise the existing shared path.

**Raven Quay: Black Street to Mafeking Bridge**

This section of the cycleway is proposed to be a return to the Neighbourhood Greenway that then connects to the stop bank at the end of Raven Quay opposite the Kaiapoi Borough School, cyclists will also have the option of utilising the existing path along the stop bank.

Minimal changes are required to the existing layout due to the existing traffic calming features that are already in place.

## 4.2. OPTION TWO:

“Option Two” has been developed as an alternative for the Board to consider. Option Two is similar to the recommended option, but has alternative treatments suggested for the following two sections of the cycleway:

**Vickery Street: Isaac Wilson Road to Parnham Lane**

For Option Two, this section of the cycleway would continue the shared path along the existing wide berm outside the cemetery.

This option was not included in Option One above as it is desirable to provide a consistent treatment through Vickery Street and Peraki Street. Selecting this option would not address the concerns of residents in regards to their goal of reducing vehicle speeds on this section of Vickery Street however it is noted that traffic calming could be considered separately from the cycleway treatment.

**Vickery Street: Parnham Lane to Ohoka Road**

For Option Two, this section of the cycleway could transition from the shared path outside the cemetery to a short section of separated cycle path (i.e. separated from both pedestrians and motor vehicles). Although this provides a good level of service for both cyclists and pedestrians, it is inconsistent with treatments proposed along the wider route.

It is considered important that consistency on each side of Ohoka Road be provided and that this would on balance be the safer option for cycleway users for the following reasons:

- Σ Cyclists do not have to 'transition' at the Ohoka Road intersection;
- Σ Cyclists can choose the best option of crossing Ohoka Road, based on their own experience and skill level (i.e. they do not have to utilise the crossing refuges that will be provided).
- Σ Cyclists have more separation from the Kindergarten car-park.
- Σ Due to the intersection layout at Isaac Wilson Drive, the transition to a shared path is easier to manage than at either Ohoka Road intersection, or Parnham Lane intersection.

- 4.3. The table below provides a summary of the proposed treatment types along the length of the cycleway:



		<b>Option One (Recommended)</b>	<b>Option Two</b>
<b>ROAD NAME</b>	<b>SECTION OF CYCLEWAY</b>	<b>PROPOSED TREATMENT TYPE</b>	<b>PROPOSED TREATMENT TYPE</b>
Main North Road	Tram Road to Williams Street	Shared Path	Shared Path
Williams Street	Main North Road to Vickery Street	Shared Path	Shared Path
Vickery Street	Williams Street to Isaac Wilson Road	Shared Path	Shared Path
Vickery Street	Isaac Wilson Road to Parnham Lane	Neighbourhood Greenway	Shared Path
Vickery Street	Parnham Lane to Ohoka Road	Neighbourhood Greenway	Separated Path
Peraki Street	Ohoka Road to Methodist Church	Neighbourhood Greenway	Neighbourhood Greenway
Peraki Street	Methodist Church to Fuller Street	Shared Path	Shared Path
Peraki Street	Fuller Street to Hilton Street	Shared Path (Existing)	Shared Path (Existing)
Black Street	Hilton Street to Raven Quay	Shared Path (Existing)	Shared Path (Existing)
Raven Quay	Black Street to Mafekin Bridge	Neighbourhood Greenway	Neighbourhood Greenway

- 4.4. Each of the “Neighbourhood Greenway” treatment sections require intersection treatments and mid-block treatments to aid the goal of reducing traffic speeds to make the streets attractive and safe for cyclists.

As part of the proposed detailed design, the project team will assess the route to select the appropriate intersection treatments.

- 4.5. Alternative suggestions discussed at the drop in sessions included the following:

- 4.5.1. Converting Peraki Street to One-Way between Carew and Fuller Streets

This concept was raised during both drop-in sessions, and provides the following advantages to cycleway design:

- ∑ Reduces traffic volumes significantly within Peraki Street
- ∑ Creates space within the existing road carriageway to construct a separated path for cyclists, while allowing on-street parking on one side to be retained.

This was considered however it is not proposed to investigate this further as this concept will have a significant impact on resident parking (still requires full no-stopping) along the western side of Peraki Street, would restrict access to properties on Peraki Street and increase traffic on Williams Street.

- 4.5.2. Restricting through-traffic in Peraki Street at the Hugh Street, and Carew Street intersections.

This concept was provides the following advantages to cycleway design:

- Σ Reduces traffic volumes significantly within Peraki Street by not allowing south-bound motor-vehicle traffic to pass through the Peraki Street / Carew Street intersection and directing them into Carew Street.
- Σ Reduces traffic volumes significantly within Peraki Street by not allowing north-bound motor-vehicle traffic to pass through the Peraki Street / Hugh Street intersection and directing them into Hugh Street.

This was considered however it is not proposed to investigate this further as this concept would require a significant change in driver behaviour, and would affect residents located outside the proposed cycleway route, and would increase traffic volumes on Williams Street. It would also have impacts on residents in Hugh Street and Carew Street.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Consultation Process**

#### 5.1.1 Phase 1 (Completed August 2019)

The first phase of the Consultation Phase outlined the investigations carried out to date and a proposed route to be developed for the Belfast to Kaiapoi Cycleway. Consultation took place between July 29 to August 12, and invited feedback on the proposed Main North Road route, as identified during the MCA process.

Phase 1 included the following methods of seeking feedback:

- Σ A “Let’s Talk” campaign that was widely advertised in local papers, and social media, and linked through the Council Website, and consisted of a “Survey Monkey” questionnaire or feedback via a submission form.
- Σ Letter-box drop for affected residents, businesses and/ property owners along the proposed route(s), with same questionnaire attached as the on-line form.
- Σ Two public drop-in sessions (one in Rangiora, one in Kaiapoi), both of which had survey forms available for people to fill out, and access to the on-line survey.
- Σ Let’s Talk website link was displayed on TV’s in the Council Service Centres.
- Σ Individual discussions with businesses along Main North Road (Clemence Drilling, Hellers, and Easy Lawn) regarding potential concerns, and safety issues, particularly those regarding commercial vehicle accesses that will significantly impact the cycleway.

The objective of the Phase 1 of the consultation was to confirm that the proposed route was suitable for the end user prior to developing detailed options of what the cycleway may look like.

The results of Phase 1 are detailed within the previous report to the Kaiapoi Tuahiwi Community Board, Trim No. 190806109321.

### 5.1.2 Phase 2 (Completed November 2019)

The second phase of the consultation consisted of two community drop in sessions held at the ENC building on the evenings of Monday 25 November, and Tuesday 26 November.

Invitations to these drop in sessions were mailed out to over 400 properties (consisting of residents, property owners along the route) as well as being e-mailed out to other interested parties that registered their interest during the first phase of consultation).

The drop in sessions were also promoted through Waimakariri District Council's Facebook Page to encourage the wider community to attend

30 people in total attended the drop in sessions over both nights. Ten written submissions were collected from attendees with comments and concerns detailed and recorded (Trim No. 191127166374).

The objective of the second phase of the consultation was to present the three potential treatment types as below, as well as various potential treatments for cyclists to safely cross intersections. :

The three treatment types are outlined below:

- ∑ **Shared Path:** a 2.5m (minimum) footpath that is shared with both pedestrians, and cyclists, located between the kerb, and the property boundaries. Like footpaths, shared paths are separated from motor vehicles. The separation can consist of kerbing and/or horizontal separation which may include grass or garden. Shared paths are typically two way paths
- ∑ **Separated Cycle Path:** This is a separate facility constructed specifically for cyclists, usually located within the existing carriageway width, but separated from both pedestrians and motor vehicles. The separation can consist of kerbing and/or horizontal separation which may include grass or garden. Separated paths can be either one way or two way paths. One way paths are often located on either side of roads to match the direction of vehicle traffic. On-road cycle lanes are not regarded as shared paths.
- ∑ **Neighbourhood Greenway (also called "Quiet Streets"):** This option seeks to install traffic calming to reduce vehicle speeds to a similar speed as a bicycle (ie. 30km/hr) to provide for a cycle-friendly street. This option may also seek to reduce traffic volumes by making the route less desirable to motor vehicles. Neighbourhood Greenways are typically two way to reflect vehicle direction of travel.

In addition to the three treatment types, potential options for intersection crossings were developed for the following locations:

- ∑ Isaac Wilson Drive / Vickery Street
- ∑ Vickery Street / Ohoka Road / Peraki Street

Results of the consultation are outlined in Section **Error! Reference source not found.** below.

### 5.1.3 Phase 3 (Future Consultation)

The third phase of consultation will include a “Project Update Notice” to all stakeholders. This notice would advise all stakeholders of the approved design concept, and commencement of the detailed design\*.

As part of this process, the Project Team will individually discuss design features with residents along the proposed route, to ensure that specific design features have minimal impact on adjacent residents.

## 5.2. Results of the second phase of Consultation

The two drop in sessions sought to generate discussion from stakeholders, and to gain feedback on the variety of options, and possible treatments along the length of the route that were presented during the evening drop-in sessions.

Feedback can be broken down into the following perspectives:

### 5.2.1 Resident Views

Feedback from residents demonstrated a variety of views in regards to the three potential treatments. Note that only residents from Vickery Street and Peraki Street attended. There was no attendance from Main North Road, Black Street, or Raven Quay were in attendance.

A summary of their feedback is outlined below:

#### Shared Path

- Σ Opposed the removal of existing street trees to make way for a widened path
- Σ Liked that on-street parking is retained

#### Separated Path

- Σ Strongly opposed the associated loss of parking.

#### Neighbourhood Greenway

- Σ Liked the opportunity to create additional landscaping opportunities
- Σ Like the concept of reducing vehicle speeds
- Σ Like the concept of discouraging through traffic, especially heavy vehicles (trucks and buses – refer 5.3.2)
- Σ Some residents did not like the concept of reducing vehicle speeds within their street.
- Σ This was perceived this as a cheaper option.

### 5.2.2 Cycleway User Views

Feedback from cyclists in regards to the three potential treatment types is as follows:

#### Shared Path

- Σ Would require the “commuter” cyclist to go slower due to proximity of adjacent driveways, stating that they would remain on the road. They confirmed that they would likely use this route over Williams Street.
- Σ Considered that a shared path may be better suited to younger children on bikes.

- Σ Concerns raised in regards to vehicles exiting driveways without looking for people on bikes, and also the undulations as the shared path transitions across driveways / kerb cut-downs.

#### Separated Path

- Σ Felt that this option is the best for cycling, but cyclists were realistic that this was unlikely to be achieved due to the requirement to remove on-street parking along Peraki Street to fit this.
- Σ A suggestion was made that to fit in the separated path, and to allow parking, that the Council could consider making Peraki Street one-way to reduce the road width required. The project team have considered this idea, and concluded that it is unlikely to be accepted by the residents, and do not propose to investigate this option further.

#### Neighbourhood Greenway

- Σ Cyclists thought that this treatment type was the best compromise between their needs and the resident's needs.
- Σ If done correctly, can be a pleasant cycling environment.
- Σ Some commuter cyclists would not use the alternative shared path option, and would use the road regardless. Therefore, funding better spent on Greenway treatments.

#### 5.2.3 Conclusion

For the Tram Road to Vickery Street section, only the shared path option is feasible.

For the Vickery Street to Mafeking Bridge section, a Neighbourhood greenway is proposed as per Option One (Section 4.1) for all areas with the following exceptions:

- Σ Vickery Street, between Williams Street & Isaac Wilson Drive.

Due to the increased traffic volumes, and proximity to Williams Street and Isaac Wilson Drive intersection, it is proposed to keep the cycleway separated from the motor vehicle traffic by way of a shared path. A shared path in this location is considered the best option as it provides continuity from the shared path to the south, and does not impact on residents on-street parking.

- Σ Peraki Street (outside the Methodist Church) through to Raven Quay.

Due to the angle parking outside the Methodist Church, a "neighbourhood greenway" is not considered appropriate. However as the existing shared path starts north of the Fuller Street intersection, it is considered appropriate to extend this to commence the "neighbourhood greenway" in Peraki Street south of the Church.

The existing shared path along the western side of Peraki Street, and Black Street is to remain as it is currently without significant changes.

### 5.3. Wider Community

#### 5.3.1 Waimakariri Access Group

A representative from the Waimakariri Access Group attended a drop-in session. The Waimakariri Access Group expressed concern with the potential “shared path” treatment, stating that it was unacceptable in an urban environment due to the potential for conflicts between their vulnerable path users (mobility and vision impaired), and cyclists.

With the increasing popularity of electric scooters, they were also concerned about an increasing potential of conflict between electric scooter users and the access group clients.

For the rural environment between Tram Road and Vickery Street, the concerns in regards to the shared path were in relation to the proposed 2.5m width. Their recommendation is that the width is increased to 3.0m if this can be achieved, and that there is a (preferably) grass strip between the path, and the road carriageway.

### 5.3.2 Countdown Supermarket & Go-Bus / Torlesse Transport

A number of residents raised concerns at the number of trucks and buses that currently use Peraki Street. A consistent theme among attendees was that the “Neighbourhood Greenway” option would help deter this traffic.

As a result of a recent service request (unrelated to the cycleway), Roding staff met with the management of Countdown to discuss the logistics of their delivery operations. During this meeting, Countdown advised that they can specify to their delivery drivers which route they must take to access the Kaiapoi store, and demonstrated a willingness to do this if required. Following the concerns raised by residents of Peraki Street, it is proposed that a further meeting be held with Countdown to discuss further.

A meeting will also be held with Go-Bus and Torlesse Transport to discuss travel routes.

## 6. **IMPLICATIONS AND RISKS**

### 6.1. **Financial Implications**

#### 6.1.1 Main North Road Route - Tram Road to the Southern Urban Boundary of Kaiapoi

Council’s 2018 to 2028 Long Term Plan includes a total budget of \$950,000 for the design and construction of Council’s section of the Kaiapoi to Belfast cycleway over the 2018/19 to 2020/21 financial years.

The scheme estimate for this section of the cycleway is \$946,000. This is funded from the Low Cost Low Risk Funding Category and has a maximum funding cap of \$1 million.

#### 6.1.2 Vickery Street / Peraki St Route - Southern Urban Boundary of Kaiapoi to Passchendaele Path

\$500,000 per annum has been budgeted for Urban Cycleway Projects over the next 10 years. This will be allocated to different cycling projects. The 2019/20 funding will cover the section of cycleway between the urban edge of Kaiapoi and the Passchendaele Path. This financial year there is available budget of \$870,000, which includes carry-over from the 2018 / 2019 budget.

The scheme estimate for this section of the cycleway is \$808,000.

#### 6.1.4 Main North Road Minor Improvements

Additional Minor Safety Improvements are planned for Main North Road in the vicinity of Clemence Drilling and Hellers. There is a separate budget of \$35,000

allocated in the 2019 / 2020 Minor Improvements budget fund to carry out this work.

6.1.5 The table below outlines the estimated cost of the recommended option:

Component of Works	PJ Code	Budget	Option A (Total Cost)	NZTA Subsidy (%)	Option One: Council Share  (Less NZTA Subsidy)
Waimakariri Bridge to Kaiapoi	101100.000.5135	\$950,000.00	\$946,000.00	51%	\$463,540.00
Walking & Cycling: Kaiapoi Town Connection to Mafeking Bridge	101229.000.5135	\$870,000.00	\$808,000.00	51%	\$395,920.00
Main North Road Improvements	100185.000.5133	\$35,000.00	\$35,000.00	51%	\$17,150.00
<b>Sub-Total (Option A)</b>		<b>\$1,855,000.00</b>	<b>\$1,788,710.00</b>		<b>\$876,610.00</b>

**Note:**

1. The cost estimate is based on a high-level estimate completed prior to confirmation of the recommended option within this report, and is therefore subject to change. Every effort will be made to ensure the project is delivered within the existing budgets.

**6.2. Community Implication**

- 6.2.1 The primary purpose of the cycleway is to provide an alternative mode of transport for commuting between Christchurch and the Waimakariri District, and within the District.
- 6.2.2 The proposed cycleway will provide a sense of security and therefore may encourage 'interested but concerned' riders to consider cycling as a viable alternative for travel, where the previously may not have considered this option.
- 6.2.2 The recommended Option One is made up of a variety of treatments appropriate for each section of the cycleway. For some of these treatments, changes to the existing road layout may be required, including the removal of a small number of on-street car parking spaces.

**6.3. Risk Management**

- 6.3.1 The early MCA process included consideration of likely risks to the project, including risks to delivery such as land purchases, legal issues, land use agreements, archaeological & ecological risks. This process resulted in a proposed option to consult on, however did not manage, or eliminate the potential project risks. These risks have now been added to the projects Risk Register, and will be monitored and addressed at Monthly Project Control Meetings. .

6.3.2 During the design and consultation phase of the project, there is a high risk that public reaction will be negative. To minimise this risk, staff are working closely with residents, property owners, and business owners along the route to minimise negative impacts on these stakeholders.

6.3.3 Staff will issue all stakeholders with a copy of the proposed detailed design, allowing all residents and stakeholders one final opportunity to carry out design review prior to going to tender for construction.

#### 6.4. **Health and Safety**

6.4.1 The Main North Road Route has identified safety risks for the end user. These risks are primarily regarding the proximity of adjacent vehicles, conflicts between path users, and commercial vehicles entering properties along the route. The risks associated with this aspect of the project will be mitigated by working closely with affected businesses, undertaking a robust Safety in Design process, and commissioning an independent Safety Audit during the design process.

6.4.2 The physical works for this project will be tendered. The health & Safety aspects of the works will be managed through the physical works contract.

## 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**

The Land Transport Management Act and Local Government Act are relevant in this matter.

### 7.3. **Community Outcomes**

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

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

#### ***There is a healthy and sustainable environment for all***

- ∑ Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised

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

- ∑ The standard of our District's roads is keeping pace with increasing traffic numbers.
- ∑ Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.
- ∑ Opportunities to increase the occupancy of commuter vehicles is actively encouraged.

### 7.4. **Delegations**

The Utilities & Roading Committee have the delegated authority to approve this report and its recommendations, however due to the sensitive nature of cycleway projects, this report is seeking Council approval.



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

**FILE NO and TRIM NO:** RES-20 / 191205171941

**REPORT TO:** Community and Recreation Committee

**DATE OF MEETING:** 17 December 2019

**FROM:** Chris Brown, Manager Community and Recreation

**SUBJECT:** Coldstream Road Rangiora Tennis Development

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

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

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

**1. SUMMARY**

1.1 The purpose of this report is to seek approval from the Community and Recreation Committee to proceed with the preparation and lodgement of a resource consent for the Coldstream Road Rangiora Tennis Centre.

**Attachments:**

- i. Report – Tennis Development Coldstream Road May 2019 Trim 190404050422
- ii. Letter from Rangiora Tennis Club Trim 191206172036
- iii. Letter from Southbrook Tennis Club Trim 191206172037
- iv. Valuation Rangiora Tennis Club Trim 191206172031
- v. Valuation Southbrook Tennis Club. Trim 191206172033

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No.191205171941.
- (b) **Notes** the attached letters from both the Southbrook and Rangiora Tennis Clubs regarding their intention to sell their current land.
- (c) **Approves** staff proceeding with Resource Consent for the development of a 10 court tennis centre on Coldstream Road in Rangiora.
- (d) **Circulates** this report to the Rangiora - Ashley Community Board

**3. BACKGROUND**

- 3.1 As part of the 2019/20 annual plan the Council approved a \$1 million contribution towards the development of a tennis centre on Coldstream Road, Rangiora. The attached report which was presented to Council in May 2019 provides the background regarding the work which has been done to try and provide better facilities for tennis in Rangiora.
- 3.2 As part of the May 2019 report Council approved that no expenditure will occur until Council has agreed that the two Tennis Clubs have the necessary funding to complete the development.

- 3.3 The Council also agreed that a heads of agreement between the Tennis Clubs and Council would be prepared which identified the key responsibilities. Corcoran French Lawyers have been engaged to prepare the heads of agreement. This should be ready for the Committee to approve in the new year.

#### 4. ISSUES AND OPTIONS

- 4.1. The resolution passed by Council in May as discussed above referred to no Council expenditure until such time as Council is satisfied the Tennis Clubs have sufficient funding to complete the development. The resolution was not specific in terms of what was required to satisfy Council of funding surety.
- 4.2. In order to progress the development staff proposed that the funding surety be provided to Council in the following two stages:
- Stage one - letter from both Clubs outlining their intention to sell their respective land and details of valuation. On completion of part one, Council will start the process of gathering the appropriate information for the Resource Consent.
  - Stage two - once Council has seen a signed Sale and Purchase Agreement for both properties Council will be in a position, subject to the outcome of the resource consent to start the detailed design and subsequent tendering and construction of the development.
- 4.3. Having the two-stage process allows the project to proceed without waiting for the properties to be sold, while not exposing the Council to a high degree of expenditure. The resource consent process will involve traffic, noise and light assessments and cost between \$10,000 and \$25,000. The large range is because at this stage it is not known if the consent would be notified and if a hearing would be required. This funding is currently allocated within existing budgets.
- 4.4. In order to proceed past the resource consent process itself staff propose that the Clubs will have to satisfy stage two funding surety. Before progressing staff would bring back another report to the Committee.
- 4.5. Both tennis clubs have provided letters stating their intentions to sell their respective land. These are attached to this report. In the letters attached the tennis clubs have confirmed their intention to sell as well as their requirement to end up debt free and retain some funding to be used as seed capital for ongoing operations.
- 4.6. Valuations have also been received which are also attached to this report. The valuations identify the Rangiora Tennis Club as having a value of \$800,000 while the Southbrook land a range between \$300,000 and \$370,000.
- 4.7. The Committee has a number of options which they can consider including the following:
- Provide approval to start the process of resource consent for the 10 court tennis centre noting that any further expenditure in relation to the detailed design, tender and construction will be subject to stage two funding surety as described in section 4.2 above. This is the recommended option.
  - Wait until both Clubs have sold their properties and provided proof they have sufficient funds in place to proceed with the development. This is not the recommended option. This will delay the process. There is a risk that the Council fund the resource consent and then the Tennis Clubs do not sell their current properties. If this was the case the Council would lose up to \$25,000. Staff believe that the risk of this happening vs the potential financial loss to Council is acceptable.

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

## **5. COMMUNITY VIEWS**

### **5.1. Groups and Organisations**

- 5.1.1. Both the Rangiora and Southbrook Tennis Clubs have been consulted as part of the preparation of this report.

### **5.2. Wider Community**

- 5.2.1. The development of the Rangiora Tennis Centre on Coldstream Road was consulted on as part of the 2019/20 Annual Plan. This consultation informed Council in order for them to make a decision to allocate funding towards the development. Staff do not believe the recommendations in this report require any additional community consultation.

## **6. IMPLICATIONS AND RISKS**

### **6.1. Financial Implications**

The Council has allocated \$1million towards the development of the Rangiora Tennis Centre on Coldstream Road. This report seeks approval to proceed with the preparation and lodgement of a resource consent. The estimated cost of the resource consent is between \$10,000 and \$25,000. This estimate is based on previous costs for similar resource consents. The size of the range is largely due to the current uncertainty regarding notification of the consent and any possible requirement to have a hearing.

- 6.2. This report proposes that the costs of the resource consent are paid for from the \$1million capital funding currently allocated in the recreation account.

### **6.3. Community Implication**

6.3.1. The attached report prepared for the May 2019 Council meeting identifies the community implications associated with the tennis development on Coldstream Road.

6.3.2. This report is asking for approval to proceed with resource consent. The resource consent will require the effects of the development are determined and managed appropriately for those in the community considered effected.

### **6.4. Risk Management**

6.4.1. There is a risk that the resource consent is prepared and lodged and the two Tennis Clubs do not sell their properties and continue with the development. Staff believe that this risk or likelihood is low and due to the relatively low cost of the resource consent that the consequence is also low.

### **6.5. Health and Safety**

6.5.1. Staff do not believe there is any notable health and safety consideration required in regards to the recommendations in this report.

## **7. CONTEXT**

### **7.1. Policy**

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

## 7.2. **Legislation**

7.2.1. Resource Management Act 1991

## 7.3. **Community Outcomes**

### ***Public spaces and facilities are plentiful, accessible and high quality***

- People enjoy clean water at our beaches, rivers and lakes.
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

## 7.4. **Delegations**

7.4.1. This report is seeking a recommendation from the Community and Recreation Committee. The committee does not have the delegation to approve additional grant funding. This delegations lies with the Council.

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

**FILE NO and TRIM NO:** RES-24 /190404050422

**REPORT TO:** Council

**DATE OF MEETING:** 28 May 2019

**FROM:** Chris Brown, Manager Community and Recreation

**SUBJECT:** Tennis Development Coldstream Road

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

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

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

**1. SUMMARY**

- 1.1 The purpose of this report is to seek a decision from Council as to whether it wishes to contribute funding towards the development of a ten court tennis centre in Rangiora at Coldstream Road.
- 1.2 The proposal consulted on in the Draft Annual Plan was that the Council would provide the land, car parks, water and sewer infrastructure and the base course of the tennis courts and the clubs would pay for the tennis court surfacing and nets, fencing and lighting, as well as a club room.

If the Council does decide to contribute funding to the development it would be on the basis of a formal Heads of Agreement being signed by both Rangiora and Southbrook Tennis Clubs and evidence of available funding from the Clubs to complete the development.

**Attachments:**

- i. Draft Business Case New Tennis Club (Trim 190502062504)
- ii. Review of Business Case – Richard Lindsay (Trim 190502062506)
- iii. Coldstream Road Site Master Plan (Trim 181123137746)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 190404050422
- (b) **Notes** the tennis clubs draft business case (Trim 190502062504)
- (c) **Notes** the Peer Review of the business case ( Trim 190502062506)
- (d) **Approves** staff developing a Heads of Agreement, for approval by Council, with the Southbrook and Rangiora Tennis Clubs with the key responsibilities as outlined in the Section 4.6 of this report.
- (e) **Approves** the provision of \$1 million as signalled in the Annual Plan for the development of the infrastructure and base for the ten court tennis development at Coldstream Road.

- (f) **Notes** that, in accordance with the key terms of the proposed Heads of Agreement, no expenditure will occur until Council has agreed that Tennis Clubs have the necessary funding to complete the development.
- (g) **Approves** the funding provision over two financial years with existing funding of \$515,000 being available for use during 19/20 financial year and the balance of \$485,000 to be funded in the 20/21 financial year.
- (h) **Notes** that a resource consent will be required before any construction can commence.
- (i) **Notes** that timing of construction will be managed so as not to conflict with the construction of the multi sports facility in Coldstream Road.

### 3. **BACKGROUND**

- 3.1. Council staff have been having on-going discussions regarding the provision of tennis courts in Rangiora for many years. In the past there have been proposals for tennis to be installed at Southbrook Sport and Recreation Park and Arlington Park and Pentecost Road.
- 3.2. In 2013 Council staff in the Greenspace Team were approached by Ron van Till in regards to a proposal to build a district wide tennis centre. This development which was for 16 courts did not proceed due to withdrawal of the key funder.
- 3.3. Council had supported the proposal and agreed to contribute approximately \$315,000 towards the construction of a car park in 2015/16 financial year and this budget provision has been carried forward.
- 3.4. Subsequently representatives from both the Southbrook and Rangiora Tennis Clubs have had several conversations with Staff about potential locations of a Tennis Centre for Rangiora.
- 3.5. The Coldstream Road land was identified as a good location and the indicative plans for that land incorporate a ten court tennis development with a Plan.
- 3.6. The Tennis Clubs have continued to discuss with staff the concept of a development and have prepared a draft business plan which details the projected growth and income.
- 3.7. Note that for the development to proceed a resource consent will be required. The resource consent will cover impact effects such as noise, scale of intensity, type of use, hours of operation, car parking requirements, traffic impact etc. The current functional design layout which is included as attachment (iv) represents that the tennis centre can fit into the site. This design layout will need to be modified to show the plans for the tennis clubrooms before lodging a resource consent.
- 3.8. Council currently provides a number of community tennis courts. A number of these tennis courts have clubs associated with them, however they are relatively small and not centrally located. The Rangiora Tennis Club and Southbrook Tennis Clubs are both located on private land.
- 3.9. The following table lists the locations of the tennis courts in the District that the Council currently owns and maintains. In addition to the list is the Kaiapoi Tennis Club which the Council has financially contributed to in the mid-2000s.

Gladstone Park	Woodend Recreation Ground	Tuahiwi
Lees Valley	Ohoka Domain	Waikuku Beach
Loburn Domain	View Hill Domain	Bayliss Drive Reserve
Mandeville	Pearson Park	Swannanoa Domain
Cust	West Eyreton Domain	Sefton Domain
Eyreton Domain		

- 3.10. Note that the Council does not currently own or maintain any tennis courts in the Rangiora area. The Fernside, Southbrook and Rangiora Clubs all provide facilities independent of Council.
- 3.11. The court surfaces at the Southbrook Club is in need of replacement and neither Rangiora nor Southbrook Clubs have any courts with lights for evening games. The nearest lit courts are at Kaiapoi.
- 3.12. There are courts at Rangiora High School but they are for school use and the School has confirmed that while members of the community can use the courts outside of school hours they do not encourage community use and prefer them to be used by their students.

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

##### 4.1. Business Case

- 4.1.1. The Tennis Clubs have prepared a draft business case for the Coldstream Road Tennis Development.
- 4.1.2. The Clubs are intending to rapidly grow their membership and to actively encourage casual use by non-members at a suitable fee.
- 4.1.3. They are also planning on revenue from a bar in the clubrooms on site to assist as a revenue stream.

##### 4.2. Peer Review

- 4.2.1. The draft Business case prepared by the Tennis Clubs has been peer reviewed by Richard Lindsay at the request of staff.
- 4.2.2. Richard was asked to review the business case from two key perspectives:
  - Are the projected membership numbers like to be achieved
  - Are the proposed membership fees realistic
- 4.2.3. A copy of the full report is attached (Trim 190502062506) but the key findings in relation to membership projections were:

- Ratio numbers of members to population used in the Business Case were based on miscalculated ratios in a 2013 report. We have re-adjusted these ratios which demonstrate that the Business Case's 1.75% of the population being members is at the high end of existing membership rates.
- This membership growth would be reversing a regional and national trend of declining Tennis club membership.
- Several strategies have been identified to grow membership (particularly focussing junior development and school partnerships). These will all need to be proactively managed to ensure membership levels are sustained over time.
- How casual players are brought into the fold is a critical factor to the ongoing success of the proposed club, and Tennis in general.

4.2.4. In relation to membership fees the key findings were:

- The forecast membership fees are within an acceptable level to similar clubs in the Canterbury region that have a similar offering.
- There is a significant increase in membership fees from year one to year two that will need to be carefully communicated to ensure members return.

4.3. Community Use

- 4.3.1. Preliminary discussions about the conditions for a Council contribution had had an assumption that at least one of the courts would be available for community use, similar to other Council provided tennis courts in the District.
- 4.3.2. The basis of the business case and also referenced in the Peer Review is the need to provide for casual use whereby people can have a game of tennis without necessarily belonging to a club.
- 4.3.3. The following is an extract from the conclusion of the Peer Review:  
 "Capturing the casual "pay to play" participation and generating revenue opportunities from these participants will be a key strategy for ongoing sustainability and this warrants further investigation."  
 ( Page 9)
- 4.3.4. There is a national trend for many sports to operate on a pay to play basis.
- 4.3.5. Tennis is part of that trend and the membership of tennis clubs nationally is declining with many people opting to pay to play when it suits them with no obligations to be part of an organised club.
- 4.3.6. The online infrastructure already exists to facilitate customers booking a court. There is a website called "Pay2Play" that currently hosts 36 different clubs spread throughout NZ. On the site customers can book and pay online to participate in a variety of racquet sports at 36 different venues throughout NZ. The site offers the following services:



- Keyless controlled access
- Member court / facility booking
- Casual booking, payment and access
- Membership management / online payment
- Automatic membership reminders and renewals
- Court / facility lighting control – bookings based
- Coach lesson / class online booking and payment
- Event registration and payment

- 4.3.7. The site is supported by both Tennis NZ, Squash NZ and Badminton NZ.
- 4.3.8. It is likely that the Tennis Club at Coldstream Road will adopt a similar service for people wishing to play on a casual basis.
- 4.3.9. As the Club will be responsible for all of the ongoing operating and maintenance costs (with the exception of the car park area) it will be important for the Club's financial security to maximise revenue from the courts.
- 4.3.10. For that reason staff are not recommending that a court, or courts, be retained for free access for the community.
- 4.3.11. The courts will offer a high level of service compared with Council maintained and operated courts both in terms of the type of playing surface and the fact that the courts will be lit to facilitate twilight and evening tennis.
- 4.3.12. From a community perspective, players of many different codes are used to pay for play – current examples in our community include: squash, badminton, basketball, netball, swimming and all users of the new Multi sports facility will also be paying. Hockey players also pay club membership as well as paying for each use of the artificial turf.
- 4.4. For the development to proceed a resource consent will be required. The resource consent will cover impact effects such as noise, scale and intensity, type of use, hours of operation, car parking requirements, traffic impact etc.
- 4.5. The Resource consent preparation process will take some time as the Club will need to have a design of their clubrooms completed as well as a traffic impact assessment completed and this will have to be done after a resource consent is granted for the Multi Use Sports Facility.
- 4.6. Staff have had discussions with the Tennis Club representatives on various options for progressing a development. The outcome was agreement on three principal options with the Club and Staff preferring Option 1.
- 4.7. **Option 1.**
- 4.7.1. The concept is that the Council would undertake the formation of the base course and asphalt surface of the courts and the Clubs would complete the development. The key proposed responsibilities of the Council and the Tennis Clubs are summarised in the table below. If the Council supports the development the points in the table would be incorporated into a Heads of Agreement which would be concluded prior to any expenditure by the Council.
- 4.7.2. The Council would need to have evidence from the Clubs of their financial ability to complete the courts (nets/line markings/fencing and lights) before the Council committed to any development on site.

4.7.3. Key responsibilities of the Council and Tennis Clubs:

The Council will:

- Prepare the Resource Consent application
- Complete the subbase for the courts and the asphalt surface, including drainage and stormwater treatment
- Provide ducting for electrical cables for lighting to each Court and ducting to the pavilion site.
- Provide water and sewer connections to the edge of Pavilion site
- Provide car parking to meet the requirements of the Resource Consent
- Maintain car parking areas
- Provide and maintain whatever landscaping is required for a Resource Consent.
- Lease the land to the Tennis Club for a term of 30 years at a peppercorn rental.

The Tennis Club will:

- Provide to the Council's satisfaction funding surety prior to the commencement of any development.
- Complete the construction of ten tennis courts, prior to the construction of a clubrooms, including the court surfacing, fencing, lights, nets and line markings within 12 months from the handover from Council.
- Maintain the tennis courts and equipment and meet all associated operational costs.
- Be responsible for ongoing maintenance and replacement of the courts including the playing surface
- Provide opportunities for casual (non-member) use of the courts.

4.7.4. Staff would ensure that site works do not cause any delay to the completion of the Sports Facility and if the tennis development happens once the Sports Facility is open, staff will work with the contractor/s to ensure that work does not interfere with access to the Sports Facility.

4.7.5. Note that if the clubrooms are not available for use when the tennis courts are completed there will be toilet facilities available at the Multi Use Sports Centre.

4.7.6. This is the recommended option.

4.8. **Option 2**

4.8.1. Under this option the Council would complete all of the development, excluding the clubrooms.

4.8.2. The Tennis Clubs would meet the cost of the above ground developments (nets/line markings/fences/lights/court playing surface) and reimburse the Council for the actual costs incurred for completing those items.

4.8.3. The advantage of this option is that the Courts would be completed and ready to be used for match play at the time of handover to the Club.

4.8.4. The Tennis Clubs do not support this option as they consider that they can complete the work much cheaper than Council employed contractors can do.

4.8.5. The Clubs are basing that assumption on the basis of the cost estimates for the work that the Council has received from Ross Davidson.

4.8.6. Ross Davidson's estimates were prepared with close reference to a recently completed large scale tennis development in Christchurch.

4.8.7. This option is not recommended.

#### 4.9. **Option 3**

- 4.9.1. Under this option the Council would make a financial grant to the Tennis Club and the Club would undertake all of the development of the Courts, with the exception of the car park area.
- 4.9.2. To protect Council it would be possible to make sums of money available conditional upon certain milestones being completed.
- 4.9.3. Milestones could include:
- Resource consent approval
  - Completion of connections for power/water/sewer/stormwater
  - Completion of base course
  - Completion of asphaltic surface
- 4.9.4. It would also provide the potential for the Tennis Clubs to source external funding for some of the work.
- 4.9.5. When Staff discussed this option with representatives from the Tennis Clubs they were reluctant to undertake this work and their clear preference was for the Council to undertake the ground preparation and sealing etc.
- 4.9.6. After discussion with the Clubs this is not a preferred option.

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

### 5. **COMMUNITY VIEWS**

#### 5.1. **Groups and Organisations**

5.1.1. Several of the tennis clubs in the District support the Coldstream Road development as they think it will benefit the development of tennis in the District.

#### 5.2. **Wider Community**

The proposal was consulted on in the Draft Annual Plan and there were a total of 127 submissions to the Plan of which:

- 58 were in favour of the proposal (46%)
- 25 were against (20%)
- 3 asked to reserve judgement (2%)
- 41 did not comment on the tennis facility (32%)

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

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

6.1.1. Staff have had two cost estimates prepared by Ross Davidson at AECOM. The first estimate, prepared in 2017, was for the total tennis development and was for a total of \$2.73 million – the following is an extract from that estimate:

## 2.0 Cost Plan

Our preliminary assessment of likely cost is \$2,726,000 (Two million seven hundred and twenty six thousand dollars) broken down as follows:-

Clubhouse	210 m2	4,000	840,000
Flexi-pave Tennis Court including Fencing	10 No.	95,000	950,000
Tennis Court Lighting (per Court)	5 No.	60,000	300,000
External Works	920 m2	200	184,000
			2,274,000
Building Consent			20,000
			2,294,000
Professional Fees (8%)			184,000
			2,478,000
Contingency (10%)			248,000
			<u>\$2,726,000</u>

- 6.1.2. The Tennis Club representatives, disagree with the figures and consider that they could build the whole complex for \$1.71million (excluding any car parking).
- 6.1.3. Staff subsequently got another cost estimate in Oct 2018 on just building the tennis courts without the flexipave surfacing, fencing, nets, lighting etc and with no provision for car parking, for a total cost of \$750,000.
- 6.1.4. There is also a need to provide infrastructure such as water/sewer and power. The Sports Facility project is including provision of those services to the boundary of the tennis development and that cost (which will be separately identified in the tender) should be a cost to the tennis development.
- 6.1.5. We have not yet got a resource consent for the tennis development and it is likely that there will be a requirement to provide additional car parking. The \$250k is a guesstimate provision for car parking and services. The car parking is based on a lower level of service and could be gravel (this will be determined as part of the resource consent process)
- 6.1.6. It will be important to ensure that the Tennis Clubs complete the development of the courts prior to committing any funding to the development of a club rooms.

## 6.2. Community Implications

The project was included in the consultation material for the Draft Annual Plan.

## 6.3. Risk Management

- 6.3.1. The development will require a Resource Consent and there is a risk that the requirements of a Consent may not be acceptable to the Club or require additional financing for car parking.
- 6.3.2. If the development does proceed there is a risk that the Clubs may not have sufficient funding to complete the project. To minimise that risk, the Clubs will need to complete the courts ready for playing prior to expenditure on a club rooms.

## 6.4. Health and Safety

- 6.4.1. This will be addressed through the construction contract.
- 6.4.2. Staff will work with the Tennis Club to ensure that there is a health and safety plan for the balance of the work to complete the courts.

## 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**

The development will require Resource Consent under the Resource Management Act 1991

7.3. **Community Outcomes**

- Public spaces and facilities will be accessible and of a high standard.
- People will involve themselves in a range of recreation activities.

7.4. **Delegations**

The Council is the appropriate decision making body.

## BUSINESS PLAN

### FIVE YEARS 2019/20 – 2023/24

#### “NEW” (Coldstream Rd) TENNIS CLUB

#### **MISSION STATEMENT**

The primary mission of the “New” tennis club is to revitalise and promote the sport of tennis in the Rangiora community and district by providing a new quality tennis facility incorporating tennis programmes, competitions and coaching. The club will actively support all age groups and offer extended playing time in a safe and enjoyable environment.

#### **VISION STATEMENT**

The vision of the “New” tennis club is to have a new debt free 10 court tennis facility in place for the 2019/20 season and to increase the membership of the Rangiora and Southbrook tennis clubs from their current base of 70 members (45 seniors, 25 juniors) to 380 (160 seniors, 220 juniors) in five years. Courts with lights will enable the community to have greater access to tennis day and night for member and community participation in competitive and social tennis.

#### **CURRENT SITUATION**

**Rangiora Tennis Club (RTC).** The official address of the RTC is 229A King Street. However, the car park and courts are best accessed and visible from Church Street. The location is in a residential area. The car park is alongside WDC owned land which is set aside for a reserve. The land area 5,651 sqm. The club was established on its present site 1929. There are 5 asphalt tennis courts and a two storey wooden clubhouse built around 1960. The courts are in good order. Membership is 20 seniors, 25 juniors

**Southbrook Tennis Club (STC).** The STC is situated in 2 Buckleys Rd, behind the Weston Milling factory buildings. The land area is 2,285 sqm. The club was established in 1958. There are 4 asphalt tennis courts and a small old block clubhouse. The courts are in urgent need of re-surfacing. Membership is 25 seniors, no juniors.

Both clubs were well supported and had good membership up until around the turn of the century. Since then membership has declined significantly, attributable primarily to not having a modern court playing surface, lack of lighting, clubhouses which are no longer considered “fit-for-purpose”, and lack of associated integral elements (coaching, a youth/development programme, a recognised centre/base, spectatorship) which makes the sport attractive for people to join.

Both Rangiora Tennis Club (RTC) and the Southbrook Tennis Club (STC) have the following common deficiencies compared to successful tennis clubs:

- Poor membership for both seniors and juniors;
- No consistent programme for the coaching, development and promotion of junior tennis;
- Asphalt courts – RTC are in good condition, STC are in bad condition;

- No court lighting enabling both social/competitive play and coaching programmes in the evening;
- Clubhouse buildings which are old and not considered "fit-for-purpose". The RTC building is in reasonable condition, the STC building is small and not in good condition;
- Lack of visibility to the public. Both clubs are located well away from public view. Southbrook has been locked from public use for some years. In the case of the RTC, the courts have had to be locked recently to benefit members only as there was an on-going issue with anti-social behaviour (drug use, drinking etc.)
- Lack of funds to make any substantial improvements to their facilities;
- Administration of tennis activities and compliance with legislative requirements has become increasingly difficult with reliance on a few volunteers.

On the positive side, junior tennis across North Canterbury has grown in numbers in recent years which is stretching other club facilities. This increase is predominantly in beginner and younger grades. If these players can be retained through the provision of appropriate facilities and player development opportunities, then this bodes well for the future of the game in the region.

## RESEARCH AND FINDINGS

1. **Population.** As at June 2017, the population of Rangiora was 18,100 and this is projected to double in the next 30-50 years. Christchurch city comprises six wards and each ward has a total population of between 55,000 and 65,000. Excluding the Riccarton-Wigram ward (3 clubs), the other wards have between 4-6 clubs. The % range of the population who are tennis club members is between 1.13% (Hagley-Ferrymead) to 3.14% (Fendalton-Waimari). (Source: "Future of Tennis – A Strategic Review of the Current Situation and Options for the Future" Tim Shannahan, Sport Canterbury, May 2013. Section 4.4, pages 40-51). Using this data, and based on a 1.75% factor, the number of tennis members for Rangiora should currently be 317 and, given the WDC population projections, then potentially over 600 members. The financial five year budget assumes a conservative 380 members by Year 5.
2. **Participation Motivators.** The same report ("*Shannahan Report*") identified the seven drivers of a positive club member experience as being (*Appendices 1 & 2*): good social environment, decent facilities, great coaches, good communications, fulfilling potential, friendly and welcoming, professionalism and expertise. The report also stated that "based on the results of statistical significance testing, it was identified that enjoyment, general fitness and friendship were similar enough to consider all three the leading motivators, without rating one as more significant than the others" (*page 37-39*).
3. **Participation Growth.** The "*Shannahan Report*" (*page 71-72*) highlighted areas that could potentially assist club membership growth. The main recommendation was to reduce barriers to participation and allow people to play as much as they wish. In particular, for clubs to recognise the continuing strong trend toward casual "pay for play" participation and to develop and offer greater flexibility in membership options. Casual tennis includes both organised programmes (Easi Tennis, Cardio Tennis, Fast4 Tennis, Business House etc) and the "off the street" players.

4. **Club Sustainability.** The two threats to club future sustainability noted in the "*Shannahan Report*" are financial (refer financial section) and the lack of volunteers "... to operate effectively thereby placing a greater workload on a few willing volunteers" (*summary page 20*). The clubs with smaller memberships are most at risk through the lack of volunteers, whereas the larger clubs have a greater pool of members to call upon and to spread the workload. Larger clubs can also generally support a paid administration.
5. **Competition.** RTC and STC are the only clubs in Rangiora. Other clubs in close proximity are Fernside (5 asphalt courts, 20 seniors, 65 juniors), Clarkeville (3 asphalt courts, ? seniors, ? juniors), Ashley (2 asphalt courts, 18 seniors). These clubs are not considered to be of any threat to the "New" club. In fact, the opposite, members are likely to transfer to the "New" club.
6. **Successful Clubs.** Five town clubs were identified as being representative of "successful" clubs (there are others). Information has been obtained from their websites, annual reports and financial statements, as well as discussions with key personnel. A brief profile of each:
  - Waimairi. Membership 143 seniors, 369 juniors. Their excellent website tells it all. This is a land-locked club with houses on three sides. They have just completed a court redevelopment programme and their seven courts which are now 4 Rebound Ace (hard) courts and 3 Tigerturf (astrograss) courts. The project cost \$500,000 with funding from grants (\$200,000), earthquake insurance proceeds and club investments. They are embarking on replacing their lights.
  - Elmwood. Membership ??? seniors, ??? juniors. All nine courts recently resurfaced with Rebound Ace. A few years back also added an upstairs outdoor viewing area.
  - Cashmere. Membership 127 seniors, 243 juniors. Twelve courts – 6 plexipave. 6 astrograss. The courts were re-surfaced a few years back, while two years ago the clubhouse was renovated and extended with outside decking.
  - Shirley. Membership 137 seniors, 183 juniors. An amazing earthquake recovery story (*website: about > earthquake recovery*). Basically, a new club facility with nine courts (4 synpave hard courts and 5 astrograss), new clubhouse and lights on the hard courts.
  - Burwood Park. Membership 79 seniors, 106 juniors. Seven courts – 4 plexipave, 3 astrograss. The earthquake impacted on this club, not with damage so much, but being adjacent to large red zone areas. In 2010, there were 123 seniors and 175 juniors.
7. **ClubMark.** An accreditation tool which provides a format for clubs to assess their performance across seven (7) key measurement criteria – planning for success, growing the club, developing coaches and umpires, playing the game, looking after volunteers, facilities, and well-being of club members. For a "New" club starting from low base membership, the Planning for Success section has perhaps the initial key elements. The components in this section are:
  - Planning – strategic plan in place with regular reviews;
  - Finances – financial sustainability with alternative income streams;



- Sponsorship & grants – specific group responsible for sponsorship and grant applications;
- Administration – policies and procedures in place and regularly reviewed;
- Management – members with a cross mix of skills;
- Communication – regular communications with members and community;
- Affiliation – affiliated to, and participates with, a parent body;
- Paid employees – appraisal process in place.

### **KEY ELEMENTS FOR A SUCCESSFUL CLUB**

1. Courts and facilities that are of a high quality, are well maintained and retain relevance to members and the wider tennis community.
2. An organisation structure that enables the management committee members and volunteers to provide good governance, risk assessment, and financial accountability.
3. Programmes and services that provide for the playing and coaching of tennis for all members in both a competitive, casual and social environment.
4. Financial sustainability.

## BUSINESS PLAN

### Build Cost and Funding

1. The total cost of the new facility is estimated to be approx. \$1,750,000 comprising:
  - \$750,000 for ground works, infrastructure requirements (electricity, water, sewerage etc) and car parking. It is assumed that the WDC will pay for these works.
  - \$1.0m for the "above ground" costs being the laying of the top court surface (eg plexipave), fencing, clubhouse, volley board, fit-out costs and office equipment. Funding for this cost will come from the sale proceeds of the existing club properties and application to, and approval from, grant funding bodies (eg Rata Foundation).
2. *A critical element in the set-up and transition phase (Years 1 & 2) is to have sufficient seed capital available (a) to fund the administrative, coaching and promotional costs required to move from essentially a new club to an established club – estimated at approx. \$100k; and (b) to retain funds for operating working capital, future deferred maintenance, and a prudent risk reserve contingency – estimated at \$100k.*
3. Hence, for the club, a total of \$1.2m funding is estimated to be required.

### Transition

1. The transition from two existing clubs to form one "new" club will require a separate set of procedures. Matters to be covered will include, but not be limited to, the sale of two club properties, who is authorised to sign documents, engagement of lawyers, statutory compliance requirements (eg Incorporated Societies Act, Charities Commission, IRD), new constitution, new club name, setting up an initial transition management committee, etc etc.

## Tennis Operations – Goals, Targets and Plans Years 1 to 5

### Overview

*To achieve the outcomes that the club's vision contemplates, a critical determinant for success will be setting up the governance and administration structure to implement the tennis programmes, promote the facility and ensure future financial sustainability. To this end, funding will be required to employ a part-time Manager/Secretary/Treasurer/Marketer who will be the "glue" to co-ordinate club activities and promote the club, along with the professional coach.*

The goals, targets and plans for the period groupings are addressed against four strategic pillars:

- Facilities
- Organisation
- Membership and participation
- Tennis delivery and performance

## Year 1: Transition and Set-Up

### Facilities

- Ensure the set up and fit-out of the new facility is of a high standard that will meet the needs of members and the wider community.
- Set up administration, accounting and communication systems.
- Investigate and develop an online court booking system.
- 

### Organisation

- Appoint an interim transition committee to manage the club's activities and responsibilities.
- Appoint a part-time manager/administrator capable of undertaking the task in the position description.
- Determine the coaching requirements of the club and how these are best met.
- 

### Membership and participation

- Retain the existing membership of the previous two clubs.
- Actively encourage new members and casual "pay for play" players with a structured advertising and promotional programme.
- Visit local schools and provide promotional material.
- Ensure contact details of all people visiting the facility who may have an interest in playing tennis are maintained.
- Research with other successful tennis clubs the tactics they use to increase membership and participation.

### Tennis delivery and performance

- Continue with the existing junior coaching and competitive team play.
- Continue with existing senior social and competitive programmes.
- Research how other tennis clubs
- Plan a profile of the range of tennis programmes and activities that could be developed in the future.

## Year 2-3: Promotion

### Facilities

- Gain feedback from members to review and enhance the facilities being offered.
- Implement an online court booking system and other available technological advances.
- 

### Organisation

- In accordance with the constitution, ensure an organisation and committee structure is formed with the right mix of skills to manage the club's activities and responsibilities.
- 

### Membership and participation

- Develop and implement a structured marketing and promotional programme designed with specific strategies to recruit new members and casual players.
- Create a follow up process of all potential members and visitors.
- Actively promote with schools what the new tennis club can provide.
- Create and provide an environment of "belonging" to the club, particularly for families.
- 

### Tennis delivery and performance

- Begin the pathway for the delivery of a quality junior tennis programme that allows juniors to reach their potential.
- Begin the pathway for providing a range of quality tennis experiences, both social and competitive, for both senior and junior players.
-

## Year 4-5: Consolidation

### Facilities

- 

### Organisation

- 

### Membership and participation

- 

### Tennis delivery

- 

## Financial Sustainability

### Overview

1. Legal Status. Given the general dependence of sport, including tennis clubs, on funding from external sources, adherence to funding eligibility requirements is important. Most funding bodies (eg Rata foundation, gaming trusts) only support organisations that are either an incorporated society or a charitable trust. "Tennis clubs should be either an incorporated society or a charitable trust to maximise potential funding from funding bodies and achieve tax exempt status " (*Shannahan Report, page 66*).
2. GST. Registration and compliance with IRD GST legislation is required. Whilst it may not be considered essential for routine operating income and expenditure, it is essential for capital expenditure items when the GST component can be claimed back. This is particularly relevant given the large capital expenditure for the new facility.
3. Financial Prudence. The "*Shannahan Report*" (*pages 67-68*) set out the following recommendations for tennis clubs (in fact, any club) with respect to financial sustainability:
  - Aim to achieve an annual breakeven financial position after depreciation.
  - A breakeven budget should require dependence on funding from gaming trusts and grants to be less than 20% of revenue. Outcomes greater than 20% can be targeted and achieved, but only if the amount above the 20% threshold is not critical to club sustainability.

- Establish a depreciation reserve/capital replacement fund into which the annual depreciation expense amount should be deposited to fund on-going management of assets. Club policy should be developed and agreed depending on what future asset replacements are planned, and when, plus realistic expectations of grant funding.
- Establish a cash reserve to provide for operational capacity in difficult times. A benchmark is for the cash reserve to be the equivalent of six months operating expenditure.
- Make informed financial decisions that involve a clear understanding of the affects on the short-term and long-term position of the club (eg paid coaching of juniors, subscription discounts etc).

### **General Financial Assumptions**

The following general assumptions underpin the five year financial projections:

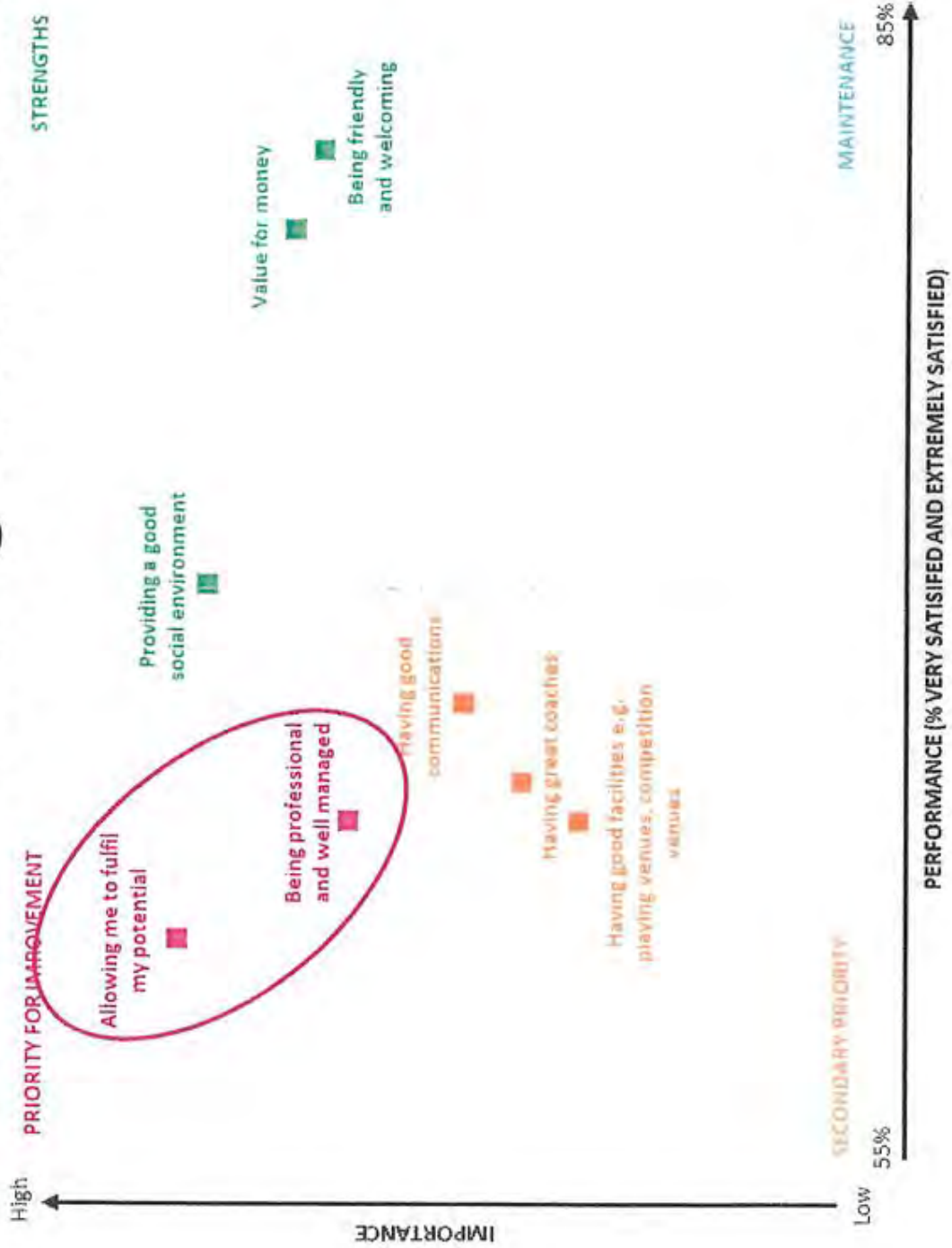
1. The budget aims to be in surplus by Year 5 before depreciation. Up to Year 5, the club will have sufficient funds in reserve for deferred maintenance/capital replacements and operating capacity risk. With the club then fully established and experience gained, a policy on these aspects will need to be developed and agreed.
2. The junior programme will be funded by 70% of junior subscriptions, parent contributions (eg interclub players) and grants for coaching, balls etc. While clubs have variations the funding of their junior programmes, these are the three main sources of income.
3. funding of other club costs come from senior subscriptions, bar profits, tournament profits, grants, sponsorship etc.

### **Specific Financial Assumptions**

Refer five year budget.

APP 1

# What is driving satisfaction?



# Seven drivers of a positive club member experience

## experience

DECENT FACILITIES



GOOD SOCIAL ENVIRONMENT



PROFESSIONALISM & EXPERTISE



GREAT COACHES



GOOD COMMUNICATIONS



## POSITIVE CLUB MEMBER EXPERIENCE



FRIENDLY & WELCOMING



FULFILING POTENTIAL



**"NEW" (Coldstream Rd) TENNIS CLUB****FINANCIAL BUDGET ASSUMPTIONS**

- 1 -

**INCOME****1 REVENUE FROM MEMBERS - SUBSCRIPTION INCOME****1.1 Membership Numbers**

Currently, the total combined membership of the two clubs is 70 (45 seniors & 25 juniors).

In section ?? of the Business Plan, research is detailed on the current and projected future population growth in the Rangiora district, the findings and analysis contained in the extensive report titled "Future Delivery of Tennis" (prepared by Tim Shannahan for Canterbury Tennis), and comparisons with five town clubs and the Kaiapoi Club. Based on this research, the assumption is that membership numbers will (conservatively) be as follows:

			Current	Projected Increase				
				Year 1	Year 2	Year 3	Year 4	Year 5
Senior			45	60	90	110	130	150
Tertiary Student				5	10	10	10	10
<b>Total Senior</b>			<b>45</b>	<b>65</b>	<b>100</b>	<b>120</b>	<b>140</b>	<b>160</b>
Junior - competitive	12 - 16 years	60%	13	48	72	96	120	132
Junior - hot shots	11 & under	40%	12	32	48	64	80	88
<b>Total Junior</b>		<b>100%</b>	<b>25</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>200</b>	<b>220</b>
<b>Total Members</b>			<b>70</b>	<b>145</b>	<b>220</b>	<b>280</b>	<b>340</b>	<b>380</b>

**1.2 Member Subscriptions**

Membership categories, and what programmes and coaching are included in the category, vary between clubs. The standard categories are senior, tertiary student, junior interclub and junior "hot shot" beginners. Some clubs have packages for families, couples, parentplus, social (non playing) and first time trial subscriptions. Midweek and social (playing) memberships have almost disappeared on the basis that such members have as much use of courts and facilities as ordinary members or, alternatively, they can pay a casual court hire fee.

Subscriptions received from members include affiliation fees and GST (if registered) which are then paid over to the local Association or IRD. The net income to the club excludes these items. This is important to recognise when setting subscription rates.

For simplicity, the budget projections cover the four standard membership categories and **excludes** affiliation fees that may be paid to the local/regional body. These vary and also depend on adherence policies.

The budget assumes a first year "promotional" subscription similar to current Rangiora/Kaipoi rates, and then increasing by Year 5 to (approx) to a realistic and financially sustainable subscription.

Net Revenue to Club	% to Senior	Base Sub	Less GST	Projected Increase				
				Year 1	Year 2	Year 3 5%	Year 4 5%	Year 5 5%
Senior		115	15	100	220	231	243	255
Tertiary Student	80%			80	176	185	194	204
Junior - competitive	70%			70	154	162	170	178
Junior - hot shots	50%			50	110	116	121	127

**1.3 Income from Subscriptions**

	Year 1	Year 2	Year 3	Year 4	Year 5
Senior	6,000	19,800	25,410	31,532	38,202
Tertiary Student	400	1,760	1,848	1,940	2,037
<b>Total Senior</b>	<b>6,400</b>	<b>21,560</b>	<b>27,258</b>	<b>33,472</b>	<b>40,239</b>
Junior - competitive	3,360	11,088	15,523	20,374	23,532
Junior - hot shots	1,600	5,280	7,392	9,702	11,206
<b>Total Junior</b>	<b>4,960</b>	<b>16,368</b>	<b>22,915</b>	<b>30,076</b>	<b>34,738</b>
<b>Total Members</b>	<b>11,360</b>	<b>37,928</b>	<b>50,173</b>	<b>63,548</b>	<b>74,977</b>

**1.4 Levy on Members**

Typically, a court maintenance and/or building levy which is added to the subscription and set aside into a specific fund for future costs. Given the tennis complex is new, it is assumed such a levy will not be set until after Year 5.

**"NEW" (Coldstream Rd) TENNIS CLUB****FINANCIAL BUDGET ASSUMPTIONS**

- 2 -

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>INCOME (cont'd)</b>					
<b>2 TRADING ACTIVITIES</b>					
<b>2.1 Bar</b>					
Bar sales for the clubs surveyed (excluding one) ranged from \$6,000 to \$27,000 with a gross margin of 44%-60%. The <u>assumption</u> is that revenue from bar sales will be \$15,000 by Year 5 at a gross margin of 50%.					
Sales	3,000	6,000	10,000	12,500	15,000
Less: Cost of goods sold	-1,500	-3,000	-5,000	-6,250	-7,500
Surplus	GP \$ 1,500	3,000	5,000	6,250	7,500
	GP % 50.0%	50.0%	50.0%	50.0%	50.0%
<b>2.1 Other Trading</b>					
Other club activities in this category include the sales and cost of sales of tennis clothing/uniforms, court keylock cards, kitchen/shop food etc. Generally, the aim is to either break even on such activities or make a small profit. The budget <u>assumes</u> a break even on these activities.					
Other trading activities	0	0	0	0	0
<b>3 SENIOR TENNIS ACTIVITIES</b>					
<b>3.1 Tournaments</b>					
Seniors (veterans) tournaments, business house nights, specific groups etc. For the five clubs surveyed, profits ranged from \$2,500 to \$7,200. The budget <u>assumes</u> one veterans tournament being held from Year 3 (\$3,000 profit) and other tennis events also from Year 3 (\$1,000 profit).					
	0	0	4,000	4,000	4,000
<b>3.2 Court Hire - Casual Fees "Pay for Play"</b>					
An participation area which has been identified (refer Section ?? In Business Plan) as an area for growth plus the availability of lighted courts allows for greater court time access.					
Assume no of times a court is hired during the year	50	75	100	150	200
Assume court hire fee of \$20 per hour	\$20 1,000	1,500	2,000	3,000	4,000
<b>3.3 Court Hire - North Canterbury Tennis</b>					
Assume no of times all courts hired during the year	5	10	10	10	10
Assume court hire fee of \$100 per day	\$100 500	1,000	1,000	1,000	1,000
<b>3.4 Other Events/Activities</b>					
EG Court hire to schools etc.	0	0	0	0	0
<b>Total for Senior Tennis Activities</b>	<b>1,500</b>	<b>2,500</b>	<b>7,000</b>	<b>8,000</b>	<b>9,000</b>
<b>4 JUNIOR TENNIS ACTIVITIES</b>					
Clubs have varying "models" for the operation of junior tennis whether it be the coaching programme and how it is funded, additional parent contributions, the extent to which grants cover junior expenses, payment of a junior administrator etc.					
However, the general "rule of thumb" is that approx. 70% of junior subscriptions go towards coaching costs and 30% towards club overhead expenses. Other costs associated with juniors (eg balls, equipment) are funded by grants. Income from junior subscriptions is shown "revenue from members" and junior costs in "expenses".					
<b>5 FUNDRAISING</b>					
<b>5.1 Grants &amp; Donations</b> (Note: Excluding grants for capital projects)					
Grant funders are more focused towards juniors and increasing community participation. The budget <u>assumes</u> that costs of tennis balls and equipment used in the junior programme are offset by grant income. Some clubs are getting funding for coaching, but it is inconsistent.					
Funding for junior programme costs	2,400	3,600	4,800	6,000	6,600
Funding for other "eligible" club costs			2,000	2,500	3,000
	2,400	3,600	6,800	8,500	9,600
<b>5.2 Sponsorship</b>					
Sponsorship is a valuable source of "certain" annual income if it can be obtained, but this is difficult. The major clubs do have court sponsors (as do golf courses) sometimes with a connection to a member. The budget <u>assumes</u> a court sponsor at \$300 per court pa from Year 2.					
	0	3,000	3,000	3,000	3,000

**"NEW" (Coldstream Rd) TENNIS CLUB**  
**FINANCIAL BUDGET ASSUMPTIONS**

- 3 -

<u>INCOME (cont'd)</u>	Year 1	Year 2	Year 3	Year 4	Year 5
<b>5 FUNDRAISING</b>					
<b>5.3 Other Fundraising</b>					
General fundraising activities undertaken by the club (eg raffles) and those promoted by fundraising organisations which may be of interest to the club (eg entertainment books). Most clubs do run fundraising activities of some type. Of the clubs surveyed, the range of income from fundraising activities ranged from \$1,000 to \$5,000. The budget <u>assumes</u> a modest income from fundraising.					
	0	0	1,500	2,000	2,500
<b>6 OTHER REVENUE</b>					
<b>6.1 Interest Received</b>					
The <u>assumption</u> is that of the initial "seed capital" used for the set up and promotion costs in the first two years, \$100,000 will be retained for future deferred maintenance and as a contingent "risk management" fund. Interest on bank operating balances is not likely to be material.					
Funds invested	200,000	150,000	100,000	100,000	100,000
Interest rate	4%	8,000	6,000	4,000	4,000
<b>6.2 Social Events</b>					
Generally, the aim is to either break even on such activities or make a small profit. The budget <u>assumes</u> a break even position on social events.					
	0	0	0	0	0
<b>6.3 Sundry Income</b>					
Items not covered in other categories					
	0	0	0	0	0

**EXPENSES**

The **key assumption** is that approx. \$100,000 is available from the property sale proceeds as "seed capital" to fund, for the first 2/3 years, costs associated with staff resourcing, coaching, advertising and promotion. These are detailed as a note to the expenses.

**7 Courts & Buildings**

Costs have been estimated from available information and benchmarked against other tennis clubs.

**8 Tennis Activities/Programmes**

Apart from costs funded under the "seed capital" criteria, expenses have been estimated from available information and benchmarked against other tennis clubs.

**9 Administration**

Apart from costs funded under the "seed capital" criteria, expenses have been estimated from available information and benchmarked against other tennis clubs.

**"NEW" (Coldstream Rd) TENNIS CLUB****FINANCIAL STATEMENTS BUDGET PROJECTIONS**

- 4 -

	Ref	Year 1	Year 2	Year 3	Year 4	Year 5
<b>FINANCIAL</b>						
<b>Revenue</b>						
<u>Revenue from Members</u>	<b>1</b>					
Subscriptions - senior		6,400	21,560	27,258	33,472	40,239
Subscriptions - junior		4,960	16,368	22,915	30,076	34,738
		<u>11,360</u>	<u>37,928</u>	<u>50,173</u>	<u>63,548</u>	<u>74,977</u>
Member Levy (specific purpose)		0	0	0	0	0
		<u>11,360</u>	<u>37,928</u>	<u>50,173</u>	<u>63,548</u>	<u>74,977</u>
<u>Trading Activities</u>						
<u>Bar</u>	<b>2</b>					
Profit from bar trading		1,500	3,000	5,000	6,250	7,500
<u>Other Trading</u>						
Club tennis clothing, court keys, shop/food etc		0	0	0	0	0
		<u>1,500</u>	<u>3,000</u>	<u>5,000</u>	<u>6,250</u>	<u>7,500</u>
<u>Senior Tennis Activities</u>						
<u>Tournaments - veterans/business house etc.</u>	<b>3</b>					
		0	0	4,000	4,000	4,000
Court hire - casual fees		1,000	1,500	2,000	3,000	4,000
Court hire - regional events		500	1,000	1,000	1,000	1,000
Other - refer assumptions		0	0	0	0	0
		<u>1,500</u>	<u>2,500</u>	<u>7,000</u>	<u>8,000</u>	<u>9,000</u>
<u>Junior Tennis Activities</u>						
Refer assumptions / expenses	<b>4</b>	0	0	0	0	0
<u>Fundraising</u>						
<u>Grants &amp; donations</u>	<b>5</b>					
		2,400	3,600	6,800	8,500	9,600
Sponsorship		0	3,000	3,000	3,000	3,000
Other fundraising		0	0	1,500	2,000	2,500
		<u>2,400</u>	<u>6,600</u>	<u>11,300</u>	<u>13,500</u>	<u>15,100</u>
<u>Other Revenue</u>						
<u>Interest received</u>	<b>6</b>					
		8,000	6,000	4,000	4,000	4,000
Social events		0	0	0	0	0
Sundry income		0	0	0	0	0
		<u>8,000</u>	<u>6,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>Total Revenue</b>		<b>24,760</b>	<b>56,028</b>	<b>77,473</b>	<b>95,298</b>	<b>110,577</b>
<b>Expenses</b>						
Less: Expenses		(61,512)	(70,842)	(88,777)	(94,151)	(101,844)
<b>Operating Profit / (Loss) before depreciation</b>		<b>(36,752)</b>	<b>(14,814)</b>	<b>(11,304)</b>	<b>1,147</b>	<b>8,733</b>
<u>Non-operating/one-off Items</u>						
Plus: Grants for capital items						
Less: Depreciation						
<b>Profit / (Loss) after depreciation</b>		<b>(36,752)</b>	<b>(14,814)</b>	<b>(11,304)</b>	<b>1,147</b>	<b>8,733</b>
<b>CASH FLOW</b>						
Opening cash & funds invested		100,000	63,248	48,434	37,130	38,278
Operating Profit / (Loss) before depreciation		(36,752)	(14,814)	(11,304)	1,147	8,733
Plus: Grants for capital items						
Less: Capital developments						
<b>Opening cash &amp; funds invested</b>		<b>63,248</b>	<b>48,434</b>	<b>37,130</b>	<b>38,278</b>	<b>47,011</b>

**"NEW" (Coldstream Rd) TENNIS CLUB****FINANCIAL STATEMENTS BUDGET PROJECTIONS**

- 5 -

	Ref	Year 1	Year 2	Year 3	Year 4	Year 5
<b>EXPENSES</b>						
Inflationary % increase where applicable			2%	2%	2%	2%
<b>Courts &amp; Buildings</b>						
Cleaning/refuse etc		500	510	520	531	541
Insurance		6,000	6,120	6,242	6,367	6,495
Power & heating		3,000	3,060	3,121	3,184	3,247
Lease cost & rates (WDC)		2,000	2,040	2,081	2,122	2,165
Repairs & maintenance		1,000	1,020	1,040	1,061	1,082
Minor equipment purchases		500	510	520	531	541
		<u>13,000</u>	<u>13,260</u>	<u>13,525</u>	<u>13,796</u>	<u>14,072</u>
<b>Tennis Activities/Programmes</b>						
<b>Junior</b>						
Junior administrator retainer/wages (10 hours/week x 30 weeks @ \$25)	A			7,500	7,500	7,500
Professional coach retainer	A	5,000	5,000	7,500	7,500	10,000
Coaching (70% of junior subscriptions)	4.0	3,472	11,458	16,041	21,053	24,317
Coaching subsidy	A	6,000	4,000	2,000		
Team fees (6 players per team @ \$40/team)		160	240	320	400	440
Tennis balls & equipment (refer grant income) (\$30 per junior)	5.1	2,400	3,600	4,800	6,000	6,600
<b>Senior</b>						
Team fees (2>6 teams @ \$40/team)		80	120	160	200	240
Tennis balls (\$40 per senior)		3,200	4,800	6,400	8,000	8,800
Uniforms/clothing (refer trading income)	2.1	0	0	0	0	0
Presentations & prizes		300	306	312	318	325
		<u>20,612</u>	<u>29,524</u>	<u>45,033</u>	<u>50,972</u>	<u>58,221</u>
<b>Administration</b>						
Administrator/manager retainer/wages (15-20 hours/week X 40 weeks @ \$25/hour)	A	15,000	15,000	20,000	20,000	20,000
Advertising, marketing & promotions	A	5,000	5,000	2,000	1,000	1,000
Accounting and audit		1,500	1,530	1,561	1,592	1,624
Bank fees & charges		250	255	260	265	271
Computer/Eftpos/Website/Xero		1,500	1,530	1,561	1,592	1,624
Compliance costs (licences etc)		500	510	520	531	541
General expenses		1,000	1,020	1,040	1,061	1,082
Legal & consulting		500	510	520	531	541
Office expenses		500	510	520	531	541
Printing & stationery		500	510	520	531	541
Telephone/internet/wifi		1,500	1,530	1,561	1,592	1,624
Security		150	153	156	159	162
		<u>27,900</u>	<u>28,058</u>	<u>30,219</u>	<u>29,384</u>	<u>29,551</u>
<b>Total Expenses</b>		<u><b>61,512</b></u>	<u><b>70,842</b></u>	<u><b>88,777</b></u>	<u><b>94,151</b></u>	<u><b>101,844</b></u>

**NOTE A:**

It is assumed that \$100,000 is available from the property sale proceeds to apply as "seed capital" to pay for resources for staff, coaching, advertising and promotion of the "new" club over the first 2/3 years as follows:

Administrator/manager retainer/wages	15,000	15,000	20,000
Professional coach retainer	5,000	5,000	7,500
Coaching subsidies	6,000	4,000	2,000
Advertising, marketing & promotions	5,000	5,000	500
	<u>31,000</u>	<u>29,000</u>	<u>30,000</u>

# Coldstream Tennis Centre

## Executive Summary

RSL Consultancy has reviewed the Business Case from two main perspectives. Firstly, are the projected membership numbers likely to be achieved, and secondly; are the proposed membership fees realistic.

In our opinion, projected membership of 380 by year five can be achieved, however noting the following:

- Ratio numbers of members to population used in the Business Case were based on miscalculated ratios in a 2013 report. We have re-adjusted these ratios which demonstrate that the Business Case's 1.75% of the population being members is at the high end of existing membership rates.
- This membership growth would be reversing a regional and national trend of declining Tennis club membership.
- Several strategies have been identified to grow membership (particularly focussing junior development and school partnerships). These will all need to be proactively managed to ensure membership levels are sustained over time.
- How casual players are brought into the fold is a critical factor to the ongoing success of the proposed club, and Tennis in general.

In our opinion, projected membership fee levels are realistic, noting the following:

- The forecast membership fees are within an acceptable level to similar clubs in the Canterbury region that have a similar offering.
- There is a significant increase in membership fees from year one to year two that will need to be carefully communicated to ensure members return.

## **1.0 Purpose of Peer Review**

The purpose of this peer review is to provide feedback on the internal Business Case that has been developed in support of the development of the Coldstream Tennis Centre. In particular, RSL Consultancy has been requested to provide an assessment of the projected Membership and Membership Fees.

This review has not considered the wider network of tennis facilities or clubs. We have also not analysed any ancillary facilities proposed or implied, such as a clubrooms, given we do not have all information at hand.

## **2.0 Project Vision**

The vision of the new Coldstream Tennis Club is to have a debt free 10 Court tennis facility at the Coldstream Road sporting precinct in place for 2019/20 season. The sport aims to increase the membership of the Rangiora and Southbrook Tennis clubs from their current base of 70 members (45 Seniors, 25 juniors) to 380 (160 Seniors, 220 Juniors) in five years.

The Business case outlines several proactive strategies to increase membership including implementing more development opportunities, encouraging casual “pay to play” participants, engaging local schools and general promotions.

Membership fees are proposed to be set at a “promotional” subscription in year one, similar to Rangiora and Kaiapoi rates, and then increasing to a financially sustainable membership by Year 5.

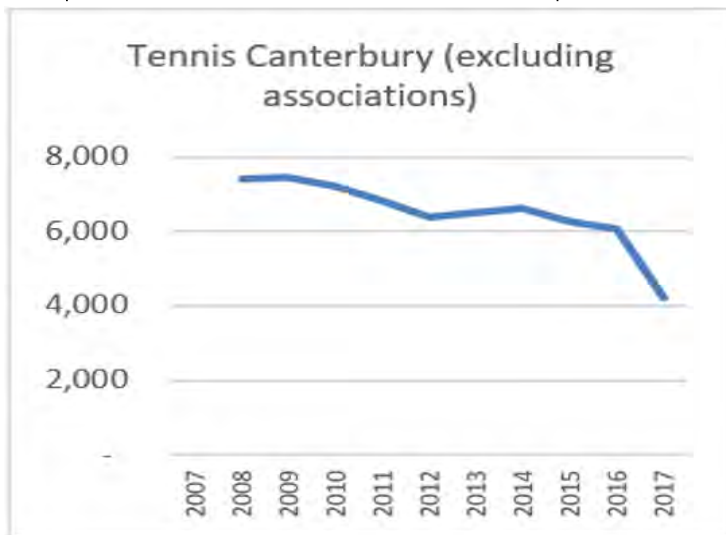
## **3.0 Participation Trends**

### **3.1 Participation Trends for Canterbury**

Longer term membership trends in Tennis, along with other sports, have been gathered by Sport Canterbury. This is known as the Sport Canterbury Report Card and is the main source of information to understand membership trends. Note, the membership figures are for the entire Canterbury region, not just the Christchurch numbers that have been used in the previous section to determine a membership as a percent of population.

Current participation trends for Tennis in the Canterbury region shows that there has been a steady decline in membership. From 2016 to 2017 tennis membership in the Canterbury region was down 31% (-1,857 members).<sup>1</sup>

The following graph shows the membership trend of tennis in the Canterbury Region.



It has been suggested that following a trend of decline in Tennis in Canterbury there is a need for more tennis courts to meet the needs of competition and casual participation, however, the addition of courts at Nga Puna Wai and the development of community hubs will help meet the demand.<sup>2</sup>

### 3.2 National Trends

National Tennis trends show that overall Tennis, as with other traditional sports, has seen a decline in participation over the years (this is mirrored in Canterbury). Based on Sport NZ insights data between 1997/98 and 2013/14 tennis participation has declined 45% with the biggest drop in young men.<sup>3</sup> However, following the implementation of the Strategic Framework recommendations in 2017 –2018 there was a 3% increase in overall recorded participation in 2018. 51% of tennis participation came through national programmes – Tennis Hot Shots, Cardio Tennis and Tennis Xpress, 28% through traditional adult and junior club memberships and 21% through casual players (business house, pay per play, secondary schools etc).<sup>4</sup>

Another major national trend is a move towards casual 'pay as you play' participation which requires greater flexibility in membership options giving individuals the ability to engage in Tennis as they desire. A major challenge for tennis is turning participation into club members as well as membership retention. Data shows that 75% of those participating are not club members. This suggests that Tennis needs new avenues to gain greater membership numbers along with new approaches including the addition of digital technologies.<sup>5</sup>

In terms of membership retention, 90% of club members plan to re-join, but only 44% of new are satisfied with their joining experience. 50% of lapsed members still play tennis

<sup>1</sup> Sport Canterbury Report Card (2017)

<sup>2</sup> Sport Canterbury Report Card (2017)

<sup>3</sup> Sport NZ Insights (A strategic framework for tennis in New Zealand 2017-2022)

<sup>4</sup> Tennis NZ Annual Report (2018)

<sup>5</sup> A strategic framework for tennis in New Zealand 2017-2022



and 80% want 'pay for play' options. 75% of club members support casual hire at off-peak times.<sup>6</sup>

Tennis NZ Annual report 2018 showed that national programmes are adding value to tennis clubs with participation in Tennis Hot Shots nationally growing to almost 62,000 children during 2017-2018, with 20% more players joining the coaching component of the programme than last year. The proposed Business Case identifies Hot Shots as a key programme for attracting juniors. The success of this programme nationally is a good indicator of its likely ongoing success in Rangiora.

The following figures show the national participation numbers from 2017 – 2018 as well as a breakdown of casual and national programme numbers.

**Table 3.1 National Participation Numbers (2017-2018)<sup>7</sup>**

CLUB MEMBERS										
REGIONS	# OF CLUBS	Senior (35+)		Adult (19-34)		Junior		T2U		TOTAL MEMBERS
		Male	Female	Male	Female	Male	Female	Male	Female	
NORTHERN	49	1,419	1,330	111	66	604	499	665	501	5,195
AUCKLAND	57	2,199	1,669	496	288	1,049	822	1,092	868	8,483
WAIKATO-BAYS	54	1,573	1,407	220	85	537	407	808	561	5,598
CENTRAL	81	1,265	1,213	242	148	798	697	780	616	5,759
CANTERBURY	116	1,841	1,455	60	48	954	790	1,280	1,082	7,510
SOUTHERN	63	391	382	61	62	258	189	257	175	1,775
TOTAL 17/18	420	8,688	7,456	1,190	697	4,200	3,404	4,882	3,803	34,320
TOTAL 16/17	419	8,560	7,638	1,040	614	4,625	3,795	4,544	3,741	34,557

CASUAL PLAYERS			NATIONAL PROGRAMMES		
REGIONS	Casual Players	REGION TOTALS	TENNIS HOT SHOTS	16/17	17/18
NORTHERN	2,059	7,254	SCHOOLS	46,614	47,230
AUCKLAND	7,759	16,242	COACHING	8,790	10,625
WAIKATO-BAYS	3,316	8,914	COMMUNITY PLAY	3,864	3,528
CENTRAL	4,679	10,438	COMPETITIONS	335	434
CANTERBURY	5,123	12,633	CARDIO TENNIS	485	1,057
SOUTHERN	2,566	4,341	TENNIS XPRESS	473	719
TOTAL 17/18	25,502	59,822	TOTAL	60,561	63,593
TOTAL 16/17	24,683	59,240			

<sup>6</sup> Membership Insights (A strategic framework for tennis in New Zealand 2017-2022)

<sup>7</sup> Tennis NZ Annual Report Card – Participation Number (2017-2018)

## 4.0 Membership

### 4.1 Current Membership

Current tennis membership in the Rangiora community is reported to be declining.

The Rangiora Tennis Club has a total of 45 members (20 Seniors, 25 Juniors)<sup>8</sup>.

Southbrook has a total of 25 members. These are all Senior members.

### 4.2 Membership Projections

The Business Case projects membership to increase 443% within five years.

Projecting future membership is often challenging. There are a wide variety of factors that impact on participants choices. Two key factors that we have considered are demographic projections in the Waimakariri and membership rates as a proportion of the population.

### Population Projections

It is projected that the Waimakariri district population will increase by another 36,600 over the next 25 years<sup>9</sup>.

- The key growth areas are identified as:
  - Rangiora at 7,915
  - Kaiapoi at 3,580
  - Woodend-Pegasus at 7,600

The following table outlines the population growth by age group. The majority of the projected increase in population is among those who will be 65 years or older.

Customised higher projection - WDC	2013	2018	2023	2028	2033	2038	2043	change 2013-2043	% change
0-14 years	10,600	11,550	11,650	12,100	12,950	13,700	14,200	3,600	34
15-39 years	13,300	16,100	18,000	19,450	19,900	20,250	20,950	7,650	58
40-64 years	19,700	22,250	22,800	22,900	23,300	23,900	25,250	5,550	28
65+ years	8,700	12,150	15,400	19,100	22,750	26,150	28,350	19,650	226
Total	52,300	62,050	67,850	73,550	78,900	84,000	88,750	36,450	70

Assuming the proportion of the population participating in Tennis remains relatively constant there will be a likely increase in participation in Tennis based purely on population growth.

<sup>8</sup> Data shows that in 2012 Rangiora Tennis Club membership was at 62, indicating a decrease of 27.4% since 2012.

<sup>9</sup> Census 2018 data still unavailable so we have used previously accepted population projection data supplied by WDC.

### Membership as a Proportion of Population

Membership as a proportion of population is a key assumption in the Business Case. In the report referenced within the Business Case, 2012 tennis membership rates as part of the population in Christchurch (by ward) are outlined below<sup>10</sup>.

	Burwood – Pegasus	Fendalton - Waimairi	Hagley – Ferrymead	Riccarton- Wigram	Shirley – Papanui	Spreydon - Heathcote	Christchurch Total
Membership Numbers	840	1,878	613	251	237	865	4,684
Membership as % of Population in Area	1.57%	3.14%	1.13%	0.4%	0.38%	1.5%	1.32%

When using these percentages with the current population of Rangiora we can make assumptions on the range of expected members at both the low and high end.

The Business Case states it uses a tennis membership capture rate of 1.75% of the population, equating to a membership that should currently be 317 members., growing to a total of 380 members by Year 5 (2024/25). The Business Case states the 1.75% ratio is used as the range % range of the population wo are tennis club members is between 1.13% and 3.14%. When reviewing the source of this membership percentage we have discovered an error in the reporting of these figures.

Where the report stated a minimum membership rate of 1.13% our calculations of this data show the minimum membership rate to be 0.38%, with the Christchurch wide average being 1.32%. It is also important to note these are 2012 figures and tennis has had a downward trend in membership since this point, with approximately a third less members by 2017. Given the lower average membership rate, and continued membership declines in recent years, we believe the 1.75% rate of tennis membership in Rangiora could be artificially high.

Using the population figure of 18,100 used in the Business Case the following are some alternative tennis membership rates:

0.75%	-	136 members
1.00%	-	181 members
1.25%	-	226 members
1.50%	-	272 members
1.75%	-	317 members

The Business Case is projecting 145 members in year one which is comfortably within the lower end of tennis membership rates. The membership of 380 by year five would require a membership rate of approximately 2%.

<sup>10</sup> Shanahan (2013) Future of Tennis – A Strategic Review of the Current Situation and Options for the Future.

## 5.0 Membership Fee Comparisons

The following table outlines membership fees for various tennis clubs in the Canterbury Region. These clubs have been recognised as being representative of 'successful' clubs.

Club	Membership Fees				Membership Numbers	Notes
	Senior	Junior	Tertiary	Family		
Waimairi Tennis Club	\$175/ Half Season	\$80 (age 4- 6) \$119 (age 7 & over) \$150 (age 8 & over)	\$125/ Half Season	\$400/ Half Season	Seniors – 143 Juniors - 369	-All memberships include coaching -Parent and Couple memberships available
Elmwood Tennis Club	\$330	12+ Interclub- \$230 11 under Interclub - \$220 Hotshots -\$190	\$245	\$795	unknown	
Cashmere Tennis Club	\$360	\$236 Interclub \$215 Hotshots	\$215		Senior – 127 Junior - 243	Couple and mid-week memberships available
Shirley Tennis Club	\$220	\$100	\$140		Senior – 137 Junior - 183	Offer family discounts
Burwood Tennis Club	\$170 \$220 (returning members)	\$120 (Under 19) \$100 Hotshots (age 6-10) \$70- Hotshot (age 3-5)	\$170		Senior – 79 Junior - 106	Offer family discounts

### Coldstream Members Subscription

The following figures from the Business Case shows the membership subscription developed for the current business case.

Net Revenue to Club	% to Senior	Base Sub	Less GST	Projected Increase				
				Year 1	Year 2	Year 3 5%	Year 4 5%	Year 5 5%
Senior		115	15	100	220	231	243	255
Tertiary Student	80%			80	176	185	194	204
Junior - competitive	70%			70	154	162	170	178
Junior - hot shots	50%			50	110	116	121	127

The adult membership rate proposed at Coldstream Road by year five is \$255 (excl. GST). When comparing with existing clubs, this sits well within the range of Adult tennis club membership fees currently offered. The junior membership of approximately \$180 (excl. GST) by year five also sits within the range. These subscription rates exclude affiliation fees which will vary dependent on the level of inter-club competition that is accessed by the member.

Managing the expectations of members as the fees are increased significantly between year one and year two will be crucial to retaining membership. While acknowledging the motivation behind providing a very low subscription fee in the first year there may be counter-arguments that should be considered.

Another important factor in the level of membership fee is the value received. If members can receive a quality product (the facility) and service (the experience) they will be prepared to pay more. If it is perceived that this value proposition is maintained and improved on over time, then members are likely to return and pay a reasonable level of subscription. If it is not maintained then members will consider alternative ways to invest their hard-earned money.

#### Casual Use

Given the large number of participants who do not wish to belong to a formal club to play tennis, an opportunity is available to ensure reasonable access and use of these courts.

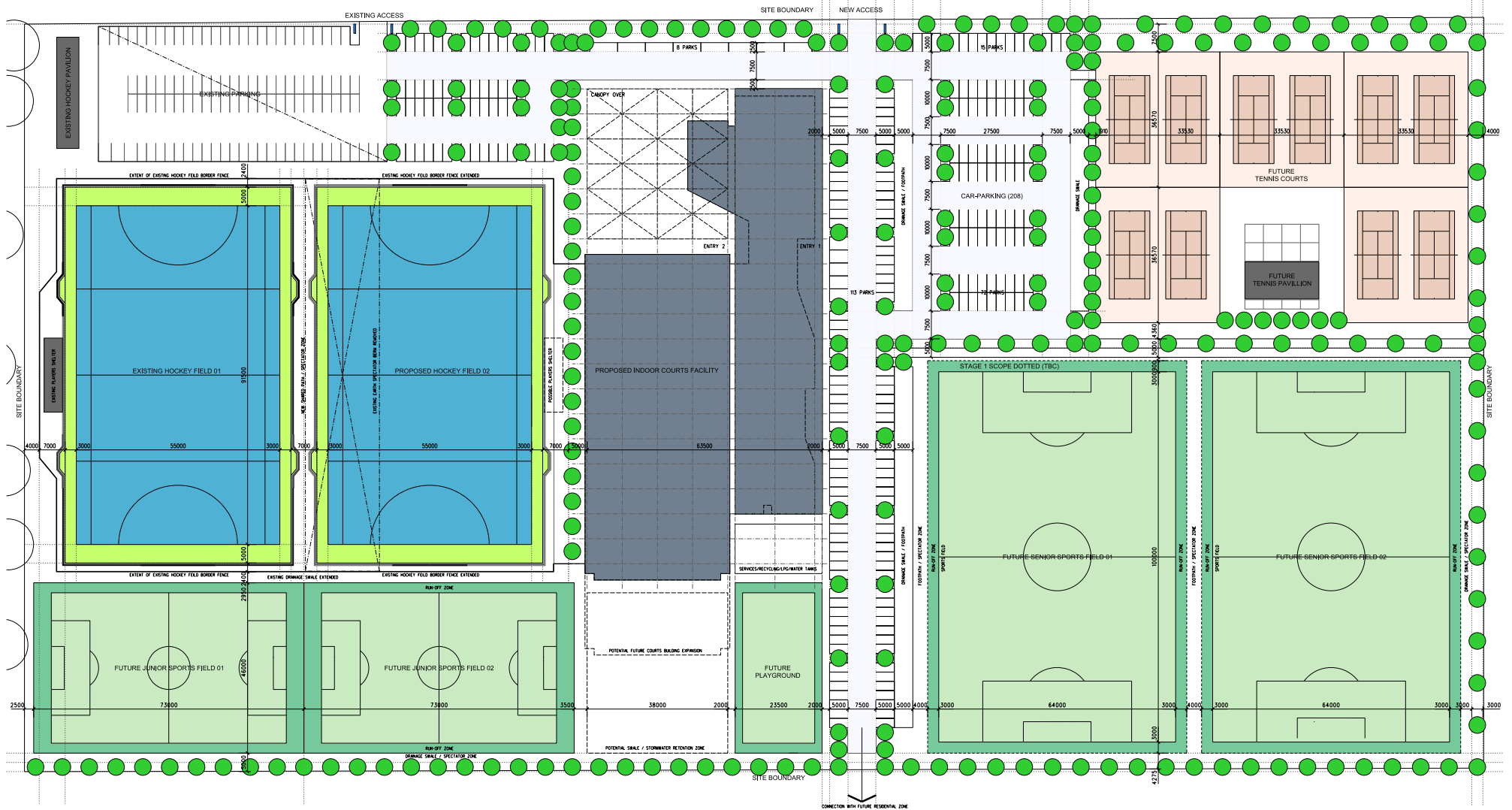
While not members of a club, these participants are an important part of the fabric that makes up the tennis community. The club that will be based at Coldstream Road, should this facility be built, will need to agree an appropriate access agreement that factors in casual use.

## **6.0 Conclusion**

This short report has considered the current and projected membership for Coldstream Road Tennis Facility alongside both Canterbury and national trends. Membership subscription levels of various tennis clubs in the Canterbury region have also been gathered to assess the proposed fee structure. The Business case is assuming an increase of membership to around 380 members by year five.

For this to occur the new club will need to reverse national and regional trends through the implementation of the strategies outlined in the Business Case to attract and retain members. Certainly, a new facility will assist this and having the courts as part of a wider sporting precinct will assist in profile.

Capturing the casual “pay to play” participation and generating revenue opportunities from these participants will be a key strategy for ongoing sustainability and this warrants further investigation.



RANGIORA INDOOR COURTS FACILITY

A00.02 SITE OVERALL MASTER PLAN

SKETCH ISSUE

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# Rangiora Tennis Club (Inc)

North Canterbury, New Zealand

1 Oakwood Drive  
Rangiora, 7400

0272749507

1 December 2019

Mr Chris Brown  
Manager, Community & Recreation  
Waimakariri District Council  
215 High St / P O Box  
Rangiora

Dear Chris

## **Notification of motions passed by the Rangiora Tennis Club (Inc)**

At a Special General Meeting of the Rangiora Tennis Club (RTC) held on Wednesday 13th November 2019, the following motions were passed:

1. That the RTC committee be authorised to sell the club property and to use the proceeds to fund a new tennis complex in Coldstream Road.
2. That the new complex be debt free upon completion.
3. That a certain portion of monies be retained from the sale proceeds to provide "seed capital" to (a) fund administrative and promotional costs in the initial years essential for the expanded new facility; and (b) provide funds for operating working capital, future deferred maintenance, and a prudent contingency reserve.

Kind regards

A handwritten signature in blue ink that reads 'L R Smith'.

**Laurence Smith**

President, Rangiora Tennis Club (Inc)



SOUTHBROOK TENNIS CLUB (INC)  
2 BUCKLEYS RD  
RANGIORA

28 November 2019

Mr Chris Brown  
Manager, Community & Recreation  
Waimakariri District Council,  
215 High St  
Rangiora.

Hi Chris,  
Re: Southbrook Tennis Club (Inc)

At a Annual General Meeting of the Southbrook Tennis Club (STC) held on 19<sup>th</sup> August 2019, the following motions were passed:

1. That the committee of the STC be authorised to sell our property at Buckleys Road and invest 90% of the money received into the new tennis complex at Coldstream Road.
2. That the 10% of the proceeds retained from the sale of the property be used for the promotion of tennis and the new tennis complex.
- 3.1 That the new complex will be debt free when it opens.

Kind regards,



Johnny Carter  
President, Southbrook Tennis club (Inc)



## Market Valuation

229A King Street  
Rangiora  
Waimakariri District

Client: Rangiora Tennis Club Incorporated

Valuation Date: 14 August 2019

TelferYoung (Canterbury) Limited



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Appendix A: Record of Title

Appendix B: Additional Photographs

## 1.0 Valuation Summary

**Address:** 229A King Street, Rangiora,  
Waimakariri District 7400

**Instructed By:** Laurence Smith of the Rangiora  
Tennis Club.

**Report Prepared For:** Rangiora Tennis Club Incorporated  
229A King Street  
Rangiora 7400



Attention: Laurence Smith

**Purpose of Valuation:** Market Value for sale purposes.

**Brief Description:** This valuation is for the Rangiora Tennis Club complex which is located within a prime residential area in inner Rangiora, Waimakariri District.

The property is held in two titles and has a total land area of 5651m<sup>2</sup>. It is zoned Residential 1 in the Waimakariri District Plan which provides for high density residential development.

The tennis club has been developed with five sealed tennis courts, a two level club room building, a rebound wall, court shelters, court fencing and general landscaping (lawn, shelter plantings, mature trees).

The proposal is to place the property on the market for sale. Although this is an extensively developed tennis club, a purchaser of such a property would most likely be a residential developer. A property of this nature on the northern fringe of the town centre and with the Residential 1 zoning would attract good interest from a wide variety of purchasers.

**Floor Areas:** Clubrooms (excluding decking): 115.0 m<sup>2</sup>

**Valuation Date:** 14 August 2019

**Valuation:** Eight Hundred Thousand Dollars (\$800,000) including GST (if any).

**Type of Property:** Tennis Club with underlying residential zoning.

**Significant Risks:** The property is considered to be of a low to medium risk which reflects the combination of current market conditions, premium inner township location, large potentially subdividable landholding (in two titles), and the type, extent and overall quality of the improvements.



**Significant Assumptions and Special Assumptions:**

- + The property can freely transfer on the open market.
- + We have not undertaken a geotechnical investigation of the land and the valuation is conditional upon the land being free of contaminants and of a sound load bearing capacity.
- + In accordance with our comments in 'Section 10.1 Highest and Best Use' of this report, we have determined that the most likely use of the property is for a residential subdivision. Our approaches to value reflect the future development potential. We have not been provided with a development scheme plan which relates specifically to the section yield / layout, subdivision costings or inputs. We proceed on the basis of the most likely development applying market benchmarks and known facts (where possible) to established market value. Should the information contained in this document is found to be inaccurate we reserve the right to amend our valuation assessment accordingly.

**Report Issue Date:** 11 October 2019

**Prepared By:** Nik Butler - B Com VPM (Hons), PG Dip Com, Grad Dip (Applied Computing), ANZIV, SPINZ  
Registered Valuer

*TelferYoung policy requires that reports cannot be reassigned for any purpose beyond 90 days from the date of valuation. This policy has been set to meet professional indemnity insurance requirements. It is a condition of this report that any valuation needing to be reassigned beyond 90 days may require re-inspection by the valuer with an update fee charged.*



## 2.0 Scope of Work

### 2.1 The Valuer

The valuation has been undertaken by Nik Butler who provides this objective and unbiased valuation. The valuer has no material connection with the instructing party or interest in the property and has the appropriate qualifications and experience to undertake the valuation.

### 2.2 Our Client

Rangiora Tennis Club Incorporated.

Other than the client or addressee, the report may not be relied upon by any third party. We accept no liability to third parties. Written consent is required for any third party wishing to rely on this report. We reserve the right to withhold that consent, or to review the contents of the report if consent for third party use is sought.

### 2.3 Other Intended Users

Nil.

### 2.4 Purpose of the Valuation

Market Value for sale purposes.

### 2.5 Asset Valued

229A King Street, Rangiora, Waimakariri District 7400.

### 2.6 Basis of Valuation

Market Value, which is defined in International Valuation Standards 2017 as:

*The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties have each acted knowledgeably, prudently and without compulsion.*

### 2.7 Valuation Currency

All dollars quoted in this report are NZD.

### 2.8 Important Dates

Inspection Date: 14 August 2019

Valuation Date: 14 August 2019



## 2.9 Extent of Investigations

We have carried out an inspection of exposed and readily accessible areas of the improvements. However, the valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.

This report has been prepared for valuation purposes only and is not a geotechnical or environmental survey. If any defect is found, including structural defects, this information could impact on the value of the property.

No allowances are made in our valuations for any expenses of realisation, or to reflect the balance of any outstanding mortgages either in respect of capital or interest accrued thereon.

We have not been provided with an environmental audit of the property and we are not aware of any potential environmental concerns. Our valuation and report assume that the land and buildings are unaffected by harmful contaminants or noxious materials which may impact on value. We refer you to our Statement of Limiting Conditions and Valuation Policy on matters relating to potential contamination.

We have not conducted a land survey of the subject property and assume all improvements lie within the title boundaries.

We have not sighted a current Land Information Memorandum for the subject property during the course of this valuation. Our report is subject to there being no outstanding requisitions or adverse information affecting the property.

## 2.10 Nature and Source of Information Relied Upon

Information used to prepare the valuation has been obtained from our property inspection and public records.

## 2.11 Assumptions and Special Assumptions

Standard valuation assumptions made in completing the report are stated in 'Extent of Investigations' and 'Statement of Limiting Conditions and Valuation Policy'.

Significant Assumptions and Special Assumptions made within the valuation are as follows:

- + The property can freely transfer on the open market.
- + We have not undertaken a geotechnical investigation of the land and the valuation is conditional upon the land being free of contaminants and of a sound load bearing capacity.
- + In accordance with our comments in 'Section 10.1 Highest and Best Use' of this report, we have determined that the most likely use of the property is for residential subdivision. Our approaches to value reflect the future development potential. We have not been provided with a development scheme plan which relates specifically to the section yield / layout, subdivision costings or inputs. We proceed on the basis of the most likely development applying market benchmarks and known facts (where possible) to established market value. Should the information contained in this document is found to be inaccurate we reserve the right to amend our valuation assessment accordingly.



## 2.12 Reporting Format

We have prepared a formal valuation report meeting appropriate professional standards.

This report must be read in conjunction with TelferYoung (Canterbury) Limited's Statement of Limiting Conditions and Valuation Policy.

## 2.13 Valuation Standards

Our valuation has been prepared in accordance with International Valuation Standards 2017 and Australia and New Zealand Valuation Guidance Notes and Technical Information Papers.





### 3.0 Legal Description

The property is held in the following two Record of Titles:

<b>Identifier:</b>	<b>CB9B/1316</b>
Land Registration District:	Canterbury
Legal Description:	Lot 4 Deposited Plan 20861
Estate:	Fee Simple
Area:	5,499 m <sup>2</sup> (more or less)
Registered Owner/s:	Rangiora Tennis Club Incorporated
Interests:	<ul style="list-style-type: none"> <li>+ 524914 Transfer creating a sewer easement for Lot 1 DP 20861 over Lot 4 DP 20861.</li> <li>+ 524915 Transfer creating a sewer easement for Lot 3 DP 20861 over Lot 4 DP 20861.</li> <li>+ 532157 Transfer creating a sewer easement for Lot 2 DP 20861 over Lot 4 DP 20861.</li> <li>+ Subject to a right (in gross) to drain sewage over part marked A on DP 435504 in favour of Waimakariri District Council created by Easement Instrument 8652574.4 - 23.12.2010.</li> </ul>
Comments:	<p>The sewage easements that have been granted to Lot 1 - Lot 3 DP 20861 extend part way along the southern boundary.</p> <p>There is also a sewage easement in favour of the Waimakariri District Council which extends along the eastern boundary.</p> <p>The above interests have been taken into account in our valuation considerations.</p>
<b>Identifier:</b>	<b>CB39B/1324</b>
Land Registration District:	Canterbury
Legal Description:	Lot 12 Deposited Plan 14827
Estate:	Fee Simple
Area:	152 m <sup>2</sup> (more or less)
Registered Owner/s:	Rangiora Tennis Club Incorporated
Appendix:	Copy of each Record of Title is included as <b>Appendix A</b>



## 4.0 Resource Management

Territorial Authority: Waimakariri District

Plan Status: Operative

Zone: Residential 1

Zone Description: The Residential 1 zone is the highest density living environment in the Waimakariri District. The zone surrounds the town centres of Rangiora and Kaiapoi. The Residential 1 zone provides an opportunity for higher density living which is in walking distance of town centre facilities. The zone is sensitive to adverse effects that may spill over from the adjacent Business 1 zone.

Within the Residential 1 zone the predominant activity is living. Facilities include schools, limited commercial activities, reserves, churches and service related businesses. This is the highest density of dwellings within the Waimakariri District.

Development Controls:

- + A minimum lot size of 300m<sup>2</sup>.
- + A maximum site coverage of 50%.
- + Flat and townhouse developments are more common than in Residential 2.

Comments: The Rangiora Tennis Club is located in a popular residential area just north west of central Rangiora.

The Residential 1 zone provides for some of the highest density of residential type development in the Waimakariri District. The location, zoning and the configuration of the property clearly suggests the highest and best use of a property of this nature is for residential development.



## 5.0 Rating Valuation and Statutory Charges

### 5.1 Rating Valuation

As at 1 August 2016

Land Value	\$250,000
Improvements Value	<u>\$135,000</u>
Capital Value	\$385,000

The Rating Land Value equates to \$44.24/m<sup>2</sup> over the land area.

The Rating Value appears to reflect a sports or reserve type use and does not reflect an open market value for the property.

Rating Valuations are conducted on a mass appraisal basis, generally once every three years, in order to provide a basis to assist territorial authorities to collect revenue through rates. Individual properties are not inspected on a regular basis and changes in the improvements may not be recorded. The rating values are expressed on a Freehold Estate basis, even when the property might be leasehold.

### 5.2 Statutory Charges

As at the date of valuation, the rates per annum (inclusive of GST) are as follows:

Territorial Authority	\$2,044.01
-----------------------	------------

### 5.3 Land Information Memorandum

We have not obtained a Land Information Memorandum (LIM) report for this property. Our report is subject to there being no outstanding requisitions or adverse information affecting the property.



## 6.0 Location



The property is situated at the northeastern end of Church Street, which is a cul-de-sac that runs off Blackett Street to the south. The property has a street address of 229A King Street and there is an access lane / driveway that extends from King Street to the east through to the southeast corner of the site proper. The access leg on King Street is located south of Seddon Street and to the north of Blackett Street. This is a popular residential location that is located just north-west of central Rangiora, Waimakariri District. The location of the property is shown on the location map above outlined in red.

This is an inner township location just north of the central shopping precinct of Rangiora. It was originally settled in the early 1900's and development has continued to the present day. Surrounding property comprise a mix of family sized homes interspersed with more intensive flat and townhouse development.

Rangiora is the largest town in the Waimakariri district. It has an established commercial and retail precinct, primary and secondary schooling, public bus service to Christchurch and a good range of community facilities and amenities. Christchurch city is approximately 25 kilometres to the southeast within easy commuting distance.

Rangiora has been relatively unaffected by the Christchurch seismic activities, with no land damage nor significant damage to structures noted in the immediate location. As a result, the township has been subject to significant increases in purchaser demand which in turn led to a marked increase in prices during the 2012 - 2014 period.



## 7.0 Land



Area:	Combined area of 5651 m <sup>2</sup> (more or less)
Shape:	<p>The site proper is near rectangular in shape and has an access leg that extends from King Street to the east through to the southwest corner of the site proper.</p> <p>The site is made up of two titled lots. Lot 12 DP 14827 is the smaller 152m<sup>2</sup> parcel which is a narrow strip of land that extends along the western boundary fronting Church Street. Lot 4 DP 20861 has an area of 5499m<sup>2</sup> which includes the King Street access leg and the majority of the tennis club site.</p> <p>We have discussed the configuration with a planner from the Waimakariri District Council who advised us that vehicle access could be obtained from the Church Street frontage.</p> <p>The shape and configuration of the site is best shown on the above site and aerial plan.</p>
Contour:	Near level to slightly undulating.
Services:	All normal town services are available in the wider area including water, power and sewer. The WDC sewer line extends along the eastern boundary of Lot 4 DP 20861.



**Views:** The property has a wide northerly aspect with localised town views. Adjoining the property to the north is a local council carpark and reserve. Any residential development of the property would enjoy a northerly outlook to the reserve area.

**Comments:** This is a large 5651m<sup>2</sup> property with the land held in two titles. The combined site has a regular configuration with a wide boundary to the west along Church Street and an access leg which extends from the east from King Street.

We have not been provided with an environmental audit of the property and we are not aware of any potential environmental concerns. We refer you to our Statement of Limiting Conditions and Valuation Policy on matters relating to potential contamination.



## 8.0 Improvements

### 8.1 Overview

The property has been developed for the Rangiora Tennis Club and the improvements reflect this type of use.

The main improvements comprise the following:

- + Situated in the southeast corner of the site is the two level club room building. The club room has an area of approximately 115m<sup>2</sup> and was officially opened in 1961. The ground floor has a male and female locker room with associated toilet and wash facilities. Stairs provide direct access to the first floor accommodation. The first floor accommodation extends over the ground floor and creates a lower level verandah type area. This level has a kitchen and an open plan lounge/dining area. The lounge area has a northwest aspect and enjoys views over the court area. There is an indoor-outdoor flow to a large northwest facing deck. The building appears in sound condition with the facilities of an older / original nature.
- + The majority of the site is taken up by five sealed tennis courts.
- + Positioned towards the northeastern side of the site is a rebound wall with a concrete pad either side.
- + The northern side of the property situated between the tennis court area and the local carpark features grassed areas and mature trees. The court complex is set well back from the southern boundary and the majority of this area has lawn cover with shrubs/trees.



Clubrooms exterior and deck



Kitchen



First floor lounge area



Ground floor changing room and ablutions



View west over the tennis courts



Rebound wall

See **Appendix B** for additional photographs.

Our valuation has been prepared on the basis of the improvements being located within the site boundaries and constructed strictly in accordance with the recommended practices, and free from any defect; unless otherwise stated within this report.

## 8.2 Canterbury Earthquakes

In preparing this report we have used all reasonable skills as a valuer, but we are not qualified to assess the structural integrity of the improvements on the property. We have not seen anything during our inspection of the property that would, as a valuer acting reasonably, alert us to any issue in respect of the structural integrity of the improvements on the property. We give no warranty as to the structural integrity of the improvements.

You may wish to check the structural integrity of the improvements on the property and/or the stability, load bearing capacity and integrity of the land by requesting a report from a suitably qualified person.





## 9.0 Market Summary

### 9.1 Economic Overview

New Zealand has continued its period of sustained economic growth which began back in 2010, although the rate of increase in economic activity has started to slow. New Zealand's economy grew in line with market expectations in the March 2019 quarter and increased by 0.6% (2.7% annual average growth). The outlook for global economic activity has weakened which will have a flow-on effect on the demand for New Zealand's goods and services. There is also heightened uncertainty as a result of lower levels of international trade and descent over international trade policies which is expected to result in lower trading-partner growth. Central banks around the world are easing monetary policy to support their economies. Global long-term interest rates have declined to historically low levels, consistent with low expected future inflation and economic growth rates.

Despite the building headwinds, New Zealand's economy is expected to continue to grow, albeit at a slower rate than in the recent past. The factors which underlie future growth in our local economy include: the RBNZ continuing to have supportive monetary policy settings and recently reduced the official cash rate by 0.5 percentage points; increased Government spending on infrastructure, housing and other social services; strong population growth, driven by net overseas migration gains in excess of 50,000 people per annum. In addition, labour market conditions remain tight with low levels of unemployment, ongoing employment growth and modest growth in wages.

Across New Zealand as a whole, house price growth is expected to slowly increase over the next 12 to 18 months to average 5% to 7% per annum, although significant regional differences are expected. The increase in prices will, in part, result from constrained supply as population growth continues to outstrip the pace of new housing construction. Recent falls in mortgage interest rates will also be a strong stimulus for demand and consequently increase pressure on prices.

Housing affordability, even with the fall in mortgage interest rates, remains a concern in most markets, most notably in Auckland. Poor housing affordability can affect a region's ability to attract and retain key workers, essential for their economies. For example, although Auckland's population is continuing to benefit from strong overseas migration gains, the region lost over 32,000 through internal migration over the last four years.

Other factors influencing the market include the Government's decision not to introduce a capital gains tax, which may assist in maintaining investor confidence, although their inability to offset losses against other income could limit their desire to invest in more units. Consequently, investor activity is likely to continue to be mixed.

At this stage of the housing cycle, the impact of these changes has been unevenly distributed around the country. Sales volumes have generally fallen in most regions, which can make sales price statistics volatile as the composition of dwellings sold can vary between sales periods, masking actual changes in values.



## 9.2 Regional Property Market

Canterbury's regional economy has experienced steady growth over the last year with regional GDP increasing by 4.0%. However, Canterbury region's economic confidence fell by three percentage points over the last quarter and however the region's employment outlook improved by 12 percentage points.

Labour market conditions in Canterbury improved with the number of people employed increasing by 0.7% in the 12 months ended June 2019 and the unemployment rate fell from 4.0% in June 2018 to 3.5% in June 2019.

The region's population increased by 2.0% over the last year. Waimakariri District's population is estimated to have increased by 2.4% and Hurunui's 0.4% over the last 12 months. The estimated population growth is, in part, a result of net overseas migration to the region which totalled approximately 49,400 nationally in the year ended June 2019.

Ongoing population growth combined with improving local economic conditions have had an impact on the local housing market. Although the total number of consents have eased post 2010/2011 earthquake rebuild, the volume of houses being built in the greater Christchurch metropolitan area is still higher than the lows experienced in 2008 to 2011. The number of residential building consents in Waimakariri District totalled 655 in the 12 months ended June 2019 while 117 consents were issued in Hurunui District.

Figure 1 presents the trend in the number of sales and median residential property sale prices. The median sale prices were \$448,000 in Waimakariri District and \$381,000 in Hurunui District in the June 2019 quarter.

**Figure 1: Quarterly residential property sales volumes and median sale prices**





## 10.0 Valuation Rationale

### 10.1 Highest and Best Use

The Market Value of an asset will reflect its 'highest and best use'. The highest and best use is the use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible. The highest and best use may be for continuation of an asset's existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid.

The property is fully developed for the Rangiora Tennis Club use with the improvements comprising tennis courts, club room and associated improvements. However, the highest and best use of the property is considered to be for residential development (i.e. subdivision). This reflects the location, intensive residential zoning and the size of the landholding.

### 10.2 Valuation Approaches and Methods

We have utilised the development approach (hypothetical subdivision) and the comparable transaction approach (with net rate) to establish the indicative value of the property.



## 11.0 Comparable Transactions

This method involves reference to sales of properties which have similar attributes to the subject property. Comparisons are drawn between the subject property and the sales evidence. Subjective adjustments are applied where necessary to account for factors which have a direct impact on the sale price and value. These include the following:

Land:	Location, area, shape, position, aspect, view, contour and standard of surrounding development.
Site Development:	Landscaping, improvements, any additional features.

When assessing land values it is common to break down the comparables to a unit of comparison which in this case is a rate per square metre of land area (\$/m<sup>2</sup>). The most comparable rate is then applied back to the subject property with the resultant amount the indicative subject value.

The following is a selection of single and multiple unit land sales from Rangiora and Waimakariri market. The sales considered include (but are not limited to) the following:

### Single Site Land Sales

#### + 31 Salisbury Avenue, Rangiora

Sale Date:	10 October 2018
Sale Price:	\$160,000
Land Area:	437 m <sup>2</sup> (more or less)
Comparison:	Modern subdivision location but more outlying.



Comment: A near level front site on the eastern side of Salisbury Avenue. A single site sale which equates to \$366/m<sup>2</sup>.

#### + 51 Salisbury Avenue, Rangiora

Sale Date:	23 August 2018
Sale Price:	\$167,000
Land Area:	491 m <sup>2</sup> (more or less)
Comparison:	Irregular in shape. Modern subdivision location but more outlying.



Comment: A near level but irregular shaped section on the eastern side of Salisbury Avenue. The sale equates to \$340/m<sup>2</sup>.

#### + 7 Lewis Close, Rangiora

Sale Date:	10 October 2018
Sale Price:	\$180,000
Land Area:	504 m <sup>2</sup> (more or less)
Comparison:	A larger single unit site. More outlying location.



Comment: A near regular shaped corner site. Equates to \$357/m<sup>2</sup>.



+ **46 Highgate Drive, Rangiora**

Sale Date: 25 January 2019  
 Sale Price: \$189,000  
 Land Area: 623 m<sup>2</sup> (more or less)  
 Comparison: Modern subdivision on the eastern side of Rangiora. Inferior location.  
 Comment: A slightly irregular shaped corner site to Watkins Drive. Equates to \$303/m<sup>2</sup>.



+ **14 Valour Drive, Rangiora**

Sale Date: 11 February 2019  
 Sale Price: \$190,000  
 Land Area: 601 m<sup>2</sup> (more or less)  
 Comparison: Modern subdivision on the western side of Rangiora.  
 Comment: A rectangular, level site situated to the western side of Valour Drive within the Lions Gate subdivision. Equates to \$316/m<sup>2</sup>.



+ **169B Ashley Street, Rangiora**

Sale Date: 11 April 2019  
 Sale Price: \$193,000  
 Land Area: 904 m<sup>2</sup> (more or less)  
 Comparison: Northern fringe location.



Comment: A near regular shaped rear site that is accessed from a long sealed driveway off Ashley Street. Backs onto the Rangiora hospital grounds. Equates to \$213/m<sup>2</sup>.

+ **5 Ward Place, Rangiora**

Sale Date: 26 February 2019  
 Sale Price: \$225,000  
 Land Area: 1083 m<sup>2</sup> (more or less)  
 Comparison: Located south of the town centre. Less appealing location overall.



Comment: An irregular shaped rear site that has a southern boundary to the stream. The sale equates to an overall rate of \$208/m<sup>2</sup>.

+ **11 Sloan Av, Rangiora**

Sale Date: 6 March 2018  
 Sale Price: \$295,000  
 Land Area: 913 m<sup>2</sup> (more or less)  
 Comparison: Popular modern subdivision location to the north. Some of the higher prices in the Rangiora residential market.



Comment: A regular shaped front site on the southern side of Sloan Avenue. Popular northern suburbs location. Equates to \$323/m<sup>2</sup>.



+ **46 Enverton Drive, Rangiora**

Sale Date: 14 June 2018

Sale Price: \$320,000

Land Area: 1166 m<sup>2</sup> (more or less)

Comparison: Popular modern subdivision location to the north. Some of the higher prices in the Rangiora residential market.

Comment: A regular shaped site on the eastern side of Enverton Drive. Elevated and with a good north-west aspect. Equates to \$274/m<sup>2</sup>.



**Potentially Multiple Unit Land / Redevelopment Sales**

+ **173A West Belt, Rangiora**

Sale Date: 8 March 2018

Sale Price: \$335,000

Land Area: 1947 m<sup>2</sup> (more or less)

Comparison: A large site but long access leg.

Comment: A large rear site accessed from a long right of way (driveway) from West Belt. The site has an effective area of approximately 1,700m<sup>2</sup>. The sale equates to an overall rate of \$172/m<sup>2</sup> or \$197/m<sup>2</sup> over the net area. Since purchase a single dwelling has been built on the site.



+ **29 Victoria Street, Rangiora**

Sale Date: 5 August 2015

Sale Price: \$345,000

Land Area: 1930 m<sup>2</sup> (more or less)

Comparison: This is an older transaction with the market having advanced since this time. However, it is worthy of consideration given the paucity of larger inner township site sales. The subject is larger with a more intensive zoning.

Comment: A large vacant site that is zoned Residential 2. A central Rangiora location on the corner of Victoria Street and George Street. It had previously included a large brick convent building which was damaged in the 2010-2011 earthquakes and cleared from the site. The site sold after good open market exposure. Since this time the site has been developed with 8 attached townhouse units that are serviced by a central lane. Each unit has a freehold title that has an average net area overall of 217m<sup>2</sup>. The sale equated to an overall land rate of \$179/m<sup>2</sup> or \$43,125 per unsurveyed unit.





+ **18 Main Street, Oxford**

Sale Date: 9 August 2018  
 Sale Price: \$350,000  
 Land Area: 4407 m<sup>2</sup> (more or less)  
 Comparison: Inferior Oxford location and a much smaller site.



Comment: A large section in a rear position off Main Street. It has a wide northerly aspect and is regular in shape. Open market sale which required an extended sales and promotion period to achieve a sale. Equates to \$79/m<sup>2</sup>.

**Potentially Multiple Unit Land / Redevelopment Sales - Improved**

+ **115 East Belt, Rangiora**

Sale Date: 14 December 2018  
 Sale Price: \$575,000  
 Building Area: 190 m<sup>2</sup> (recorded)  
 Land Area: 4047 m<sup>2</sup> (more or less)  
 Comparison: A smaller site overall and inferior location.



Comment: A large 4047m<sup>2</sup> site that has a 1920's weatherboard bungalow. The property is on the southern boundary of the Rangiora High School who were the vendors. The four bedroom dwelling has been used for a variety of activities and is in sound though somewhat dated condition. An open market sale which was purchased by the Baptist Church (adjoining owners to the south). The land is zoned Residential 2 and the land component analyses to \$95/m<sup>2</sup>.

+ **61 Enverton Drive, Rangiora**

Sale Date: 28 February 2019  
 Sale Price: \$950,000  
 Building Area: 160 m<sup>2</sup> (recorded)  
 Land Area: 9100 m<sup>2</sup> (more or less)  
 Comparison: A larger site with some added value for the improvements. However, it is in a more outlying location and has a less extensive zoning.



Comment: A substantial property that is located towards the northern fringe of Rangiora township. The property included a three bedroom 1980's bungalow, a two bedroom self-contained cottage, a carport, store sheds and a 160m<sup>2</sup> freestanding garage/workshop. The land is zoned Residential 2 and the property is readily subdividable. The sale equates to approximately \$69/m<sup>2</sup> for the land component.



#### + Reconciliation of Sales Evidence

Address	Date	Price	Site Area	Land Rate \$/m <sup>2</sup>
31 Salisbury Avenue	10 October 2018	\$160,000	437 m <sup>2</sup>	\$366
51 Salisbury Avenue	23 August 2018	\$167,000	491 m <sup>2</sup>	\$340
7 Lewis Close	10 October 2018	\$180,000	504 m <sup>2</sup>	\$357
46 Highgate Drive	25 January 2019	\$189,000	623 m <sup>2</sup>	\$303
14 Valour Drive	11 February 2019	\$190,000	601 m <sup>2</sup>	\$318
169B Ashley Street	11 April 2019	\$193,000	904 m <sup>2</sup>	\$213
5 Ward Place	26 February 2019	\$225,000	1083 m <sup>2</sup>	\$208
11 Sloan Av	6 March 2018	\$295,000	913 m <sup>2</sup>	\$323
46 Enverton Drive	14 June 2018	\$320,000	1166 m <sup>2</sup>	\$274
173A West Belt	8 March 2018	\$335,000	1947 m <sup>2</sup>	\$187 net
29 Victoria Street	5 August 2015	\$345,000	1930 m <sup>2</sup>	\$179
18 Main Street	9 August 2018	\$350,000	4407 m <sup>2</sup>	\$79
115 East Belt	14 December 2018	\$575,000	4047 m <sup>2</sup>	\$95
61 Enverton Drive	28 February 2019	\$950,000	9100 m <sup>2</sup>	\$69

61 Enverton Drive sold in February 2019 for \$950,000. This is a large 9,100m<sup>2</sup> property which is located on the northern fringe of Rangiora. It is an improved property which includes a dwelling, granny flat and a large freestanding garage. The land analyses to \$69/m<sup>2</sup> which suggests a subject rate above this level due to size, location and more intensive zoning.

18 Main Street in Oxford is a 4407m<sup>2</sup> site is in a rear position on the northern side of Main Street. It sold in August 2018 for \$350,000 after an extended sales and promotion period. The sale equates to \$79/m<sup>2</sup>. Due to the much smaller size we would expect a subject land rate well below this transaction level. This property is clearly inferior due to the Oxford location, size of the land, less intensive zoning and the rear position.

115 East Belt is another improved sale. This is a smaller property at 4,047m<sup>2</sup> which is bounded to the north by Rangiora High School. It includes a relatively large early 1900's dwelling which is in a fairly dated state. The property was purchased by an adjoining owner which may have included some premium for this aspect. The subject property is in a superior residential location and on the market would achieve a higher rate than \$95/m<sup>2</sup> as shown by this sale.

29 Victoria Street is worthy of consideration due to the inner township location and intensive development. However, this is an older 2015 transaction and the market has advanced since this time. This is a much smaller land holding of 1,930m<sup>2</sup> which is in a prominent corner position to the south of the town centre. It has a more extensive Residential 2 zoning though post sale it was intensively subdivided into eight individually titled townhouse units which have an average area of \$179/m<sup>2</sup>. Notwithstanding the difference in zoning we believe this sale points to a subject rate just below this level due to size and corner influence aspects.





In conclusion, we are of the opinion that the appropriate land rate for the property is in the order of \$150/m<sup>2</sup> - \$160/m<sup>2</sup>. The value is therefore calculated as follows:

Sales Comparison Approach			
Component	Area	Rate	Total
<b>Land</b>			
Land	5651 m <sup>2</sup>	@ \$150 per m <sup>2</sup> =	\$847,650
		@ \$155 per m <sup>2</sup> =	\$875,905
		@ \$160 per m <sup>2</sup> =	\$904,160
<b>Total Land Value</b>			<b>\$875,000</b>
<b>Adjustments</b>			
Site clearance / demolition			<b>-\$60,000</b>
<b>Total Other Items Value</b>			<b>-\$60,000</b>
<b>Market Value</b>			
			\$795,000
		<b>Adopt</b>	<b>\$800,000</b>

This method returns a value range that is in the order of \$770,000 to \$825,000.



## 12.0 Hypothetical Subdivision Method

### 12.1 Overview

The hypothetical subdivision method is a traditional approach for the valuing land with subdivisional potential.

The methodology requires the assessment of the gross realisation from section sales from which costs of sales (real estate commissions and legal expenses) are deducted followed by a deduction of profit and risk to arrive at an outlay. From the outlay, development costs (including network infrastructure and reserve contributions, advertising costs, and interest are deducted) to derive a residual block value for the land, which is the sum a developer could afford to pay for the land for subdivision.

### 12.2 Potential Development

The zoning of this property allows subdivision into 300m<sup>2</sup> lots. For valuation purposes we have adopted a subdivision of 14 freehold lots which have an average site area of 315m<sup>2</sup>. This is considered the maximum yield within the zone after deducting the Kings Street access lane and estimated roading / lane ways etc.

### 12.3 Section Yield and Values

To determine the value of the individual residential zoned lots, we have had regard to the following evidence:

Address	Date	Price	Site Area	Land Rate \$/m <sup>2</sup>
9 Becks Street, Kalapoi	4 September 2018	\$95,000	180 m <sup>2</sup>	\$519
18 Shrimpton Avenue, Woodend	7 February 2019	\$149,000	450 m <sup>2</sup>	\$331
31 Salisbury Avenue	10 October 2018	\$160,000	437 m <sup>2</sup>	\$366
7 Winterslow Lane	23 January 2019	\$165,000	373 m <sup>2</sup>	\$442
23 Cleland Crescent, Kalapoi	1 February 2019	\$168,000	325 m <sup>2</sup>	\$517
51 Salisbury Avenue	23 August 2018	\$167,000	491 m <sup>2</sup>	\$340
1 Corich Lane, Kalapoi	4 March 2019	\$172,000	350 m <sup>2</sup>	\$491
7 Lewis Close	10 October 2018	\$180,000	504 m <sup>2</sup>	\$357
24 Durrells Crescent	269 April 2019	\$182,000	395 m <sup>2</sup>	\$461
46 Highgate Drive	25 January 2019	\$189,000	623 m <sup>2</sup>	\$303
23 Footbridge Tce, Kalapoi	1 November 2018	\$180,000	378 m <sup>2</sup>	\$475
14 Valour Drive	11 February 2019	\$190,000	601 m <sup>2</sup>	\$316
169B Ashley Street	11 April 2019	\$193,000	904 m <sup>2</sup>	\$213
5 Ward Place	26 February 2019	\$225,000	1083 m <sup>2</sup>	\$208
11 Sloan Av	6 March 2018	\$295,000	913 m <sup>2</sup>	\$323
46 Enverton Drive	14 June 2018	\$320,000	1166 m <sup>2</sup>	\$274



We have employed individual section values that average out to \$175,000 (\$555/m<sup>2</sup>). Variation is due to:

- + Size
- + Shape
- + Street / subdivision position
- + Aspect
- + Access / egress

#### 12.4 Realisation Period

To establish a realisation period, we have had regard to absorption rates from Rangiora, Woodend, Kaiapoi and Oxford. Part of this process is to consider the likely competition from other developments in North Canterbury and the northern suburbs of Christchurch.

We have adopted a sell down period of 1.25 years (15 months) which equates to just over 1.13 lots selling per month. It is likely that a number of sections would be pre-sold prior to release of title as is commonplace in the Christchurch and North Canterbury markets.

#### 12.5 Cost of Sales

Commission	3.00% on the GST inclusive sale price
Legal Fees	\$1,000 per site plus GST
Promotion	\$1,000 per site plus GST

These allowances are market derived and consistent within the Christchurch and North Canterbury (Rangiora, Woodend, Oxford and Kaiapoi) markets at this time.



## 12.6 Profit and Risk

The sales evidence detailed in the table below has been analysed to provide the profit and risk rate that the developer anticipated when purchasing the block land.

Address	Zone	Sale Date	Price	Hectares	Profit & Risk
447 Prestons Rd, Marshland	Living G (Prestons)	1/12/2013	\$1,310,000	2.7998	22.31%
391 Prestons Rd, Marshland	Living G (Prestons)	1/12/2013	\$3,000,000	5.9429	24.19%
40 Colwyn St, Bryndwr	Living 1	3/06/2014	\$1,910,000	1.7222	29.19%
22 Carrs Rd, Halswell	Living G (Awatea)	12/12/2014	\$1,500,000	2.0244	27.11%
63 Kearneys Rd, Bromley	Living 1/RS	6/04/2016	\$1,000,000	2.7804	25.00%
140 Prestons Rd, Redwood	Living G (Highfield)	1/06/2016	\$2,470,644	5.6151	25.08%
163 Styx Mill Rd, Casebrook	RNN	6/07/2016	\$2,753,100	1.7857	19.46%
158-160 Awatea Rd, Halswell	RNN	27/07/2016	\$3,422,000	4.0460	21.17%
12 Quaifes Rd, Halswell	RNN	21/02/2017	\$1,891,304	4.2125	22.97%
232 Hightsted Rd, Casebrook	RNN	1/07/2018	\$7,250,000	5.3775	13.63%

We adopted profit and risk allowance of 15%. At this level we believe it represents an adequate return for a developer to carry out a subdivision on a site within this location.

## 12.7 Direct Development Costs

We have not been provided with development costings. We have based our inputs on market knowledge and benchmarks. For direct development costs we have adopted \$47,500 per lot which equates to an overall estimated cost of \$618,000/m<sup>2</sup> (excluding council contributions).

## 12.8 Holding Cost

We have adopted an interest rate of 6.00%. We have calculated the interest on the outlay over half the realisation period. The interest rate adopted reflects an opportunity cost of capital, not an actual debt funding rate.

## 12.9 Reserve and Development Contributions

As per the Waimakariri District Council online 'contributions calculator', we have adopted \$11,087 excluding GST per additional site as a development contribution levy and \$12,328 excluding GST per additional residential site as a reserve contribution.



## 12.10 Hypothetical Subdivision Budget

The value is calculated as follows:

### Hypothetical Subdivision Budget

#### Basis

Total Realisation	\$2,275,000
Sections	13
Existing Titles	2
Average Section Area (m <sup>2</sup> )	315
Average Section Price Inc GST	\$175,000
Legal On Sale	\$1,000
Commissions On Sale	3.00%
Promotion Per Lot	\$1,000
Profit & Risk	15.0%
Direct Development Costs Per Lot (inc Contingency)	\$47,500
Reserve Contribution Per Lot (excl GST)	\$11,087
Development Contribution Levy Per Lot (excl GST)	\$12,328
Development Period (Years)	1.25
Interest Rate	6.00%

#### Calculations & Conclusion

<b>Gross Realisation</b>	<b>\$2,275,000</b>
Less GST	\$296,739
	<u>\$1,978,261</u>
Less Costs Of Sale	
	+ Legal \$13,000
	+ Agent Commissions \$68,250
	<u>\$81,250</u>
<b>Net Realisation</b>	<b>\$1,897,011</b>
Less Profit & Risk on Outlay	\$247,436
<b>Outlay</b>	<b>\$1,649,575</b>
Less Development Costs	
	+ Direct Development Costs \$618,000
	+ Reserve and Network Infrastructure \$257,565
	+ Promotion \$13,000
	+ Interest \$61,859
	+ Purchase Costs \$5,000
	<u>\$955,424</u>
<b>Residual Value Excluding GST</b>	<b>\$694,000</b>
Plus GST	\$104,100
	<u>\$798,100</u>
<b>Market Value including GST</b>	<b>Adopt \$800,000</b>



### 13.0 Valuation Summary and Reconciliation

Methods		Value
Comparable Transactions	(Range: \$770,000 - \$825,000)	\$800,000
Hypothetical Subdivision		\$800,000
<b>Market Value - Adopt</b>		<b>\$800,000</b>

The approaches show a range in value that is in the order of \$775,000 - \$825,000. The most reliable method for establishing Market Value is typically by direct comparable transactions as this reflects existing market conditions and movement. In this case the hypothetical subdivision approach clearly supports the direct comparison technique.



## 14.0 Valuation

### 14.1 Valuation Assessment

We assess the Market Value as at 14 August 2019 at:

**\$800,000**

**Eight Hundred Thousand Dollars** including GST (if any).

## 15.0 Significant Assumptions and Special Assumptions

- + The property can freely transfer on the open market.
- + We have not undertaken a geotechnical investigation of the land and the valuation is conditional upon the land being free of contaminants and of a sound load bearing capacity.
- + In accordance with our comments in 'Section 10.1 Highest and Best Use' of this report, we have determined that the most likely use of the property is for residential subdivision. Our approaches to value reflect the future development potential. We have not been provided with a development scheme plan which relates specifically to the section yield / layout, subdivision costings or inputs. We proceed on the basis of the most likely development applying market benchmarks and known facts (where possible) to established market value. Should the information contained in this document is found to be inaccurate we reserve the right to amend our valuation assessment accordingly.

TelferYoung policy requires that reports cannot be reassigned for any purpose beyond 90 days from the date of valuation. This policy has been set to meet professional indemnity insurance requirements. It is a condition of this report that any valuation needing to be reassigned beyond 90 days may require re-inspection by the valuer with an update fee charged.



## 16.0 Risk Analysis

This Risk Analysis reflects the current impact on the subject property of a number of specific factors. Eight factors are considered, four property specific aspects and four market related aspects. Each individual Risk Rating is determined by considering a factor (such as Location or the Local Economy) and the effect that may have on the subject property's value and marketability. Lower Risk Ratings are an indication of a property that should perform well in the market place. However a higher Risk Rating may indicate a property that, in comparison with other similar properties, may be inferior in terms of value stability and marketability.

A numerical Risk Rating is provided for each factor and has been graphed as follows:

Property Risk Rating*	1	2	3	4	5	Market Risk Rating*	1	2	3	4	5
+ Location/Neighbourhood						+ Recent Market Direction					
+ Land (inc. planning & title)						+ Market Volatility					
+ Environmental Issues						+ Local Economy Impact					
+ Improvements						+ Market Segment Conditions					

\*Risk Ratings: 1 = Low, 2 = Low to Medium, 3 = Medium, 4 = Medium to High, 5 = High

A Risk Rating of 1–2 is an indication of no aspect warranting comment. Risk Ratings of 3–4 are an indication of an adverse aspect that is detailed below. A Risk Rating of 5 indicates an adverse aspect that could have a major impact on value and/or marketability. Risk Ratings are a subjective indicator only and should not be relied upon alone when purchasing or lending.

### + Improvements

Specialised tennis type improvements which if the property is placed on the open market would be considered mostly redundant.

### + Property Risk Overview

The property is considered to be of a low to medium risk which reflects the combination of current market conditions, premium inner township location, large potentially subdividable landholding (in two titles), and the type, extent and overall quality of the improvements.





## 17.0 Statement of Limiting Conditions and Valuation Policy

### Purpose

This valuation report has been completed for the specific purpose stated. No responsibility is accepted in the event that this report is used for any other purpose.

### Responsibility to Third Party

Our responsibility in connection with this valuation is limited to the client to whom the report is addressed and to that client only. We disclaim all responsibility and will accept no liability to any other party without first obtaining the written consent of TelferYoung (Canterbury) Limited and the author of the report. TelferYoung (Canterbury) Limited reserves the right to alter, amend, explain or limit any further information given to any other party.

### Reproduction of Report

Neither the whole nor any part of this valuation and report or any reference to it may be included in any published document, circular or statement without first obtaining our written approval of the form and context in which it may appear. Our report is only valid when bearing the Valuer's signature.

### Date of Valuation

Unless otherwise stated, the effective date of the valuation is the date of the inspection of the property. This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

### Legislation

We have not obtained a Land Information Memorandum (LIM) or Property Information Memorandum (PIM) for this property which, unless otherwise stated, is assumed to conform to all requirements of the Resource Management Act 1991, the New Zealand Building Code contained in the First Schedule to the Building Regulations 1992, the Building Act 2004 and any Historic Places Trust registration. Our valuation reports are prepared on the basis that properties comply with all relevant legislation and regulations and that there is no adverse or beneficial information recorded on the Territorial Local Authority (TLA) property file, unless otherwise stated. Legislation that may be of importance in this regard includes the Health & Safety at Work Act 2015, the Fire Safety and Evacuation of Buildings Regulation 1992, and the Disabled Persons Community Welfare Act 1975.

### Registrations

Unless otherwise stated, our valuation is subject to there being no detrimental or beneficial registrations affecting the value of the property other than those appearing on the title. Such registrations may include Waahi Tapu and Heritage New Zealand registrations.

### Reliability of Data

The data and statistical information contained herein was gathered for valuation purposes from reliable, commonly utilised industry sources. Whilst we have endeavoured to ensure that the data and information is correct, in many cases, we cannot specifically verify the information at source and therefore cannot guarantee its accuracy.

### Assumptions

This report contains assumptions believed to be fair and reasonable at the date of valuation. In the event that assumptions are made, based on information relied upon which is later proven to be incorrect, or known by the recipient to be incorrect at the date of reporting, TelferYoung (Canterbury) Limited reserves the right to reconsider the report, and if necessary, reassess values.



## **GST**

The available sources of sales data upon which our valuation is based generally do not identify whether or not a sale price is inclusive or exclusive of GST. Unless it has been necessary and possible to specifically verify the GST status of a particular sale, it has been assumed that available sale price data has been transacted on a GST inclusive (if any) basis, which is in accordance with standard industry practice for most residential property. Should this interpretation not be correct for any particular sale or rental used as evidence, we reserve the right to reconsider our valuation.

## **Land Survey**

We have made no survey of the subject property and assume no responsibility in connection with these matters. Unless otherwise stated, the valuation has been assessed conditional upon all improvements being within the title boundaries.

Unless otherwise stated, we have not undertaken investigations or been supplied with geotechnical reports with respect to the nature of the underlying land. Unless otherwise stated, the valuation has been assessed conditional upon the land being firm and suitable ground for the existing and/or potential development, without the need for additional and expensive foundation and retaining work or drainage systems.

## **Contamination**

We have not undertaken an environmental audit of the property. Unless otherwise stated, our valuation and report is conditional upon the land and buildings being unaffected by harmful contaminants or noxious materials which may impact on value. Verification that the property is free from contamination and has not been affected by noxious materials should be obtained from a suitably qualified environmental expert.

## **Not a Structural Survey**

Our inspection has been undertaken for valuation purposes only, and does not constitute a structural survey. Verification that the building is sound should be obtained from a suitably qualified building engineer. If the building is found to be unsound, this finding/new information is likely to impact on the value of the property.

## **Earthquake-Prone Buildings**

We are aware that a number of buildings are, or may be potentially, affected by local territorial authority policies for 'earthquake-prone' buildings (Earthquake-Prone Building Policies) required to be in place under the Building Act 2004. The Earthquake-Prone Building Policies may require building owners to undertake engineering investigations and subsequent structural upgrading, demolition or other steps to meet the requirements of the Earthquake-Prone Building Policies. Unless otherwise stated, our valuation makes no allowance for any costs of investigation, upgrading, demolition or other steps which may be incurred by the building owner to meet the requirements of Earthquake Prone Building Policies. We are not qualified to determine the 'earthquake-prone' status of the buildings. Our valuation is therefore subject to a review, investigation and assessment of seismic performance of the building, by a suitably qualified building engineer, to determine the 'earthquake-prone' status of the building and where required, an estimate of any costs for structural upgrading, demolition or other steps required for the building to meet the requirements of Earthquake-Prone Building Policies. If the building is found to be 'earthquake-prone', this finding is likely to impact on the value of the property, and our valuation may materially alter as a result.

## **Systems**

Our valuation has been assessed conditional upon all hot and cold water systems, electric systems, ventilating systems and other devices, fittings, installations or conveniences, including lifts and escalators where appropriate, as are in the building, being in proper working order and functioning for the purposes for which they were designed.

## **Market Valuations**

Market valuations are carried out in accordance with the Valuation Standards and Guidance Notes. Market Value is defined "The estimated amount for which an asset or liability should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties have each acted knowledgeably, prudently and without compulsion".

No allowances are made in our valuations for any expenses of realisation, or to reflect the balance of any outstanding mortgages either in respect of capital or interest accrued thereon.



### Water Leaks & Penetration Effects

We are aware that a number of buildings have developed problems associated with water leaks, water penetration, weather-proofing, moisture and water exit control systems, mould, fungi, mildew, rot, decay, gradual deterioration, microorganisms, bacteria, protozoa or like forms. Problems can result from defects in design, construction methods and materials used, or any combination of defects.

Our valuation has been assessed conditional upon all buildings and structures being constructed strictly in accordance with recommended practices and free from defect unless otherwise stated. We are not qualified to undertake, nor have we undertaken, a structural survey of the buildings or structures. We accept no liability for any defects that may arise as a result of poor building design, construction methods or building materials. If you have any concerns, you should engage a suitably qualified person to report on this matter. Defects revealed by a suitably qualified expert may affect the value of the property.

### Risk Analysis

The Risk Analysis is a simplified analysis based on the current experience and knowledge of the Valuer and is not a technical analysis. Those relying on the valuation cannot expect that the Valuer brings to the task any greater level of common knowledge or ability to foresee events than can be expected of persons experienced in the market for that class of property in its market place (which may be local or broader). The risk analysis is the product of the current experience of the Valuer based on information that is common knowledge and/or readily ascertainable in the market for that class of property in its market place. The risk analysis does not reflect information that is privileged or to which the market for that class of property in its market place does not have ready access and it does not reflect decisions, announcements, releases, articles and the like that the Valuer has not had reasonable time and opportunity to assess and consider, or would in the ordinary course of acting as a valuer become aware of or have access to. Subject to these limitations, the risk analysis indicates the level of adverse impact each stated aspect has on the subject property's value and marketability as at the date of valuation.

### Professional Indemnity Cover

We have in force at the time of supplying the above valuation, current professional negligence insurance appropriate to the nature and level of our business activities. The Registered Valuer is covered by the policy.

### Valuer's Statement

This report has been undertaken by Nik Butler who has inspected the property externally and internally. The Registered Valuer holds an Annual Practicing Certificate.

Please contact the writer should you wish to discuss any matters raised in this report.

Yours faithfully

**TelferYoung (Collection) Limited**

Nik Butler - B Com VPM (Hons), PG Dip Com,  
Grad Dip (Applied Computing), ANZIV, SPINZ  
Registered Valuer

Email: [nik.butler@telferyoung.com](mailto:nik.butler@telferyoung.com)



**Appendix A**  
**Record of Title**



**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Search Copy**



*R. W. Adams*  
Registrar-General of Land

**Identifier**                    **CB9B/1316**  
**Land Registration District**   **Canterbury**  
**Date Issued**                    **08 January 1970**

**Prior References**  
CB835/91

**Estate**                    Fee Simple  
**Area**                    5499 square metres more or less  
**Legal Description**   Lot 4 Deposited Plan 20861

**Registered Owners**  
Rangiora Tennis Club Incorporated

**Interests**

524914 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 1 Deposited Plan 20861 - CT CB2A/36	

524915 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 3 Deposited Plan 30861 - CT CB2A/37	

532157 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 2 Deposited Plan 20861 - CT CB2A/502	

Subject to a right (in gross) to drain sewage over part marked A on DP 435504 in favour of Waimakariri District Council created by Easement Instrument 8652574.4 - 23.12.2010 at 9:39 am

*Transcript ID*  
*Client Reference*    *publch001*

*Search Copy Dated 14/08/19 10:45 am, Page 1 of 2*  
*Register Only*





**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Historical Search Copy**



R. W. Atair  
Registrar-General  
of Land

Constituted as a Record of Title pursuant to Sections 7 and 12 of the Land Transfer Act 2017 - 12 November 2018

**Identifier** CB9B/1316  
**Land Registration District** Canterbury  
**Date Issued** 08 January 1970

**Prior References**  
CB835/91

**Estate** Fee Simple  
**Area** 5499 square metres more or less  
**Legal Description** Lot 4 Deposited Plan 20861

**Original Registered Owners**  
The Rangiora Lawn Tennis Club (Incorporated)

**Interests**

524914 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 1 Deposited Plan 20861 - CT CB2A/36	

524915 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 3 Deposited Plan 20861 - CT CB2A/37	

532157 Transfer creating the following easements

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewer	Lot 4 Deposited Plan 20861 - herein	Part herein	Lot 2 Deposited Plan 20861 - CT CB2A/502	

8652574.2 Change of Name of The Rangiora Lawn Tennis Club (Incorporated) to Rangiora Tennis Club  
Incorporated - 23.12.2010 at 9:39 am

Subject to a right (in gross) to drain sewage over part marked A on DP 435504 in favour of Waikakariri District  
Council created by Easement Instrument 8652574.4 - 23.12.2010 at 9:39 am

Transaction ID: 000066109  
Client Reference: 000066109

Historical Search Copy Dated 14/08/19 10:30 am, Page 1 of 2



Identifier **CB9B/1316**

Reference  
Prior C/T: 835/91  
Transfer No.  
N/G Order No. 7/19863 - 22.12.1989



Land and Title 03

No. 9B / 1316

**CERTIFICATE OF TITLE UNDER LAND TRANSFER ACT**

This Certificate dated the 5th day of January 1990 was issued and sealed and seventy under the seal of the District Land Registrar of the Land Registration District of CANTERBURY

WITNESSETH that THE RANGIORA LAKES TENNIS CLUB (INCORPORATED) a duly incorporated society under the Incorporated Societies Act 1908 and having its Registered Office at Rangiora

is seized of an estate in fee-simple (subject to such reservation, restriction, easement, right, and incumbrance as are notified by memorial and/or other or otherwise) in the land hereafter described, delineated with bold black lines on the plan hereon, to the several allotments a title more or less, that is to say: All that parcel of land containing 1 acre, 1 rood, 17.4 perches or thereabouts situated in the Borough of Rangiora, being Lot 4 on Unsubdivided Plan 20865 part Rural Sections 1602 and 1656



*Simson*  
Assistant Land Registrar

Subject to Lower Easements over part appurtenant to Lots 1, 2 and 3 B.1. 20865 (O's T. 21/50, 2A/502 and 2A/577) created by Transfers 52474, 532457 and 534955 respectively.

*Excess shall be collected for next duty*

*Simson*  
A.L.R.

I certify that this certificate replaces C.T. 835/91 which is now cancelled.

*Simson*  
A.L.R.



Scale: 1 inch = 2 chains  
METRIC AREA = 5498 m<sup>2</sup>

No. 9B / 1316





**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Search Copy**



R. W. Aitken  
Registrar-General  
of Land

**Identifier** CB9B/1324  
**Land Registration District** Canterbury  
**Date Issued** 22 December 1969

**Prior References**  
CB836/23

<b>Estate</b>	Fee Simple
<b>Area</b>	152 square metres more or less
<b>Legal Description</b>	Lot 12 Deposited Plan 14827

**Registered Owners**  
Rangiora Tennis Club Incorporated

**Interests**

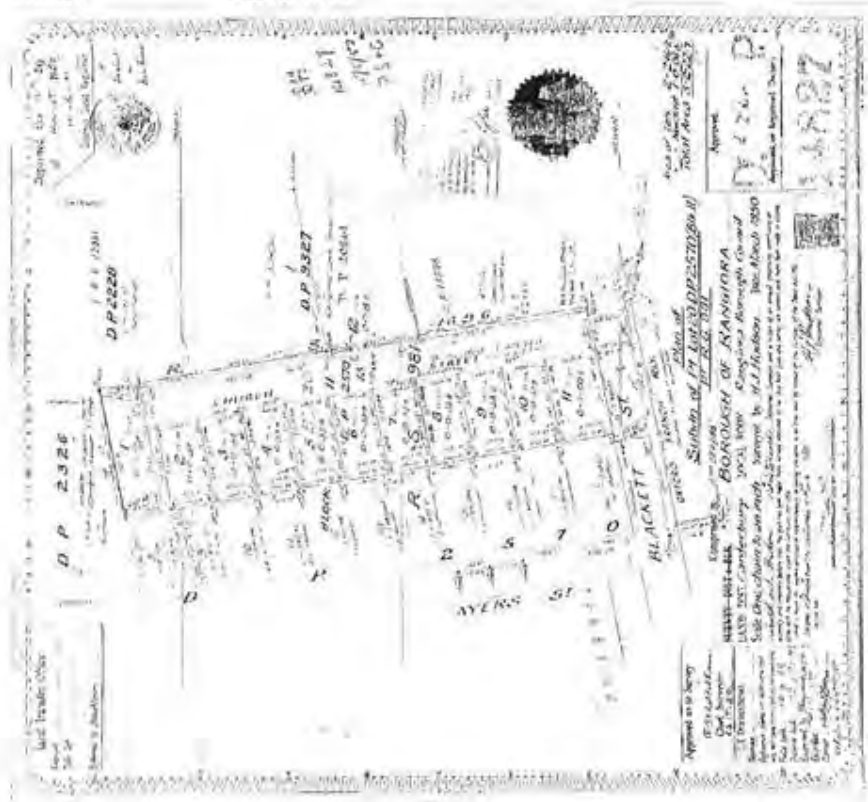
*Transaction Id*  
*Client Reference*    *andholdam1*

*Search Copy Dated 14/06/19 10:51 am, Page 1 of 2*  
*Register Only*



Identifier

CB9B/1324



Transaction Id  
 Client Reference: mshch001

Search Copy Dated 14/08/19 10:51 am, Page 2 of 2  
 Register Only



**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Historical Search Copy**



R. W. Atair  
Registrar-General  
of Land

Constituted as a Record of Title pursuant to Sections 7 and 12 of the Land Transfer Act 2017 - 12 November 2018

**Identifier** CB9B/1324  
**Land Registration District** Canterbury  
**Date Issued** 22 December 1969

**Prior References**  
CBS36/23

**Estate** Fee Simple  
**Area** 152 square metres more or less  
**Legal Description** Lot 12 Deposited Plan 14827

**Original Registered Owners**  
The Rangiora Borough Council

**Interests**

8652574.1 Change of Name of The Rangiora Borough Council to Waimakariri District Council - 23.12.2010 at 9:39 am  
8652574.3 Transfer to Rangiora Tennis Club Incorporated - 23.12.2010 at 9:39 am

Document ID  
Client Reference: 00000001

Historical Search Copy Dated 14/08/19 10:31 am Page 1 of 2



Identifier

CB9B/1324

Reference  
Price C/T: 330/73

Transfer No. 729663 - 20/12/1969  
N/O. Order No.



Land and Title 09

No. 98 / 1324

**REGISTER**

**CERTIFICATE OF TITLE UNDER LAND TRANSFER ACT**

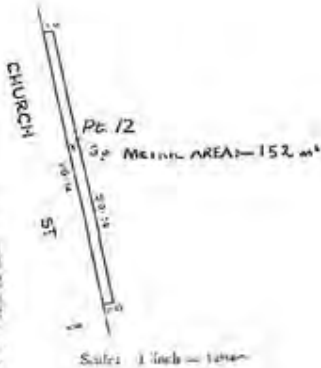
This Certificate was the 22nd day of December 1969 issued and signed and sixty nine under the seal of the District Land Registrar of the Land Registration District of Canterbury

WITNESSETH that THE MAYOR, COUNCILLORS AND CITIZENS OF THE BOROUGH OF RANGIORA

is held of an estate in fee simple (subject to such reservations, conditions, covenants, easements, fees, and incumbrances as are notified by marginal instructions or endorsed herein) in the land hereinafter described, defined with bold black lines on the plan hereon, for the several advantages a full meter or less, that is to say: All that parcel of land containing 10.102000 square metres situated in the Borough of Rangiora being part of Lot 10 on Deposited Plan 16572 part of Eural Section 201



*K. Davis*  
District Land Registrar



No. 98 / 1324



Transaction Id  
Client Reference: ashtcd001

Historical Search Copy Dated 14/08/19 10:51 am, Page 2 of 2



## Appendix B Additional Photographs



Southern side of the clubrooms



Rear of the clubrooms



Lounge area (with seating)



Ground floor changing room and ablutions



Pavilion opening



Deck



View west along the northern boundary



Court view north over eastern end



Access lane from King Street



King Street lane entrance



Western Church Street boundary



View east along the southern side



View west along the southern side



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Tinaru 7910  
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Email: canterbury@telferyoung.com

23 Medway Street  
PO Box 334  
Gore 9740  
Email: southland@telferyoung.com

Level 1, 130A Percival Street  
PO Box 138  
Rangiora 7440  
Telephone: 03 313 5355  
Email: rangiora@telferyoung.com



## Market Valuation

**Southbrook Tennis Club, 2 Buckleys Road  
Rangiora  
Waimakariri District**

**Client:** Southbrook Tennis Club Incorporated

**Valuation Date:** 8 August 2019

**TelferYoung (Canterbury) Limited**


**TelferYoung**

Valuers Property Advisors

## 1.0 Valuation Summary

**Address:** 2 Buckleys Road, Rangiora,  
Waimakariri District

**Instructed By:** Brian Heron

**Report Prepared For:** Southbrook Tennis Club  
Incorporated  
C/- Brian Heron  
3 Peter Place  
Rangiora 7400



**Purpose of Valuation:** Market Value for sale purposes.

**Brief Description:** This valuation is for the Southbrook Tennis Club complex that is at 2 Buckleys, Rangiora.

The property has land area of 2285m<sup>2</sup> which is zoned Business 2 in the Waimakariri District Plan.

The tennis club has been developed with four sealed tennis courts, a club room building, a rebound wall and court fencing. It is bounded to the south by a large iron clad industrial building while industrial type operations are also to the east and west. Extending along the northern side of the property is an access lane which in turn is bounded by residential properties.

The proposal is to place the property on the market for sale. Although this is an extensively developed tennis club, a purchaser of such a property would most likely convert the property to a business type use which reflects the location and underlying zoning.

**Floor Areas:** Clubrooms: 62.0 m<sup>2</sup>

**Valuation Date:** 8 August 2019

**Valuation:** **Three Hundred and Seventy Thousand Dollars (\$370,000)** plus GST (if any).

**Type of Property:** Tennis club

**Significant Risks:** Overall this property is considered to be of a medium risk due to the combination of market conditions, secondary business location, large freehold site and the type (specialised), extent and quality of the improvements.

The most likely purchaser of this property would be a business orientated purchaser. The most difficult aspect of this property is to determine the added value of the specialised improvements (i.e. alternative use value).



## 2.0 Scope of Work

### 2.1 The Valuer

The valuation has been undertaken by Nik Butler who provides this objective and unbiased valuation. The valuer has no material connection with the instructing party or interest in the property and has the appropriate qualifications and experience to undertake the valuation.

### 2.2 Our Client

Southbrook Tennis Club Incorporated.

Other than the client or addressee, the report may not be relied upon by any third party. We accept no liability to third parties. Written consent is required for any third party wishing to rely on this report. We reserve the right to withhold that consent, or to review the contents of the report if consent for third party use is sought.

### 2.3 Other Intended Users

Nil.

### 2.4 Purpose of the Valuation

Market Value for sale purposes.

### 2.5 Asset Valued

2 Buckleys Road, Rangiora, Waimakariri District.

### 2.6 Basis of Valuation

Market Value, which is defined in International Valuation Standards 2017 as:

*The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties have each acted knowledgeably, prudently and without compulsion.*

### 2.7 Valuation Currency

All dollars quoted in this report are NZD.

### 2.8 Important Dates

Inspection Date: 8 August 2019

Valuation Date: 8 August 2019



### 3.0 Legal Description

Identifier:	CB25A/315
Land Registration District:	Canterbury
Legal Description:	Lot 1 Deposited Plan 20360 and Rural Section 41610
Estate:	Freehold
Area:	2,285 m <sup>2</sup> (more or less)
Registered Owner/s:	The Southbrook Tennis Club Incorporated
Interests:	+ 491267.2 Mortgage to (now) Westpac New Zealand Limited - 1.6.1984 at 11.40 am.
Comments:	In completing our valuation we have disregarded the existing mortgage interest, with the property valued as if unencumbered by mortgage or other charge.
Appendix:	Copy of the Record of Title is included as <b>Appendix A</b>



Retailing in the Business 2 Zone is intended to cater for such activities with potential environmental effects unsuited to a town centre location, or which are conducted in conjunction with a primary activity. New development which contains retailing will be assessed to ensure that significant adverse effects on the town centres are avoided, remedied or mitigated. The District Plan's provisions are not intended to stifle economic growth, prevent trade competition, or to promote the use and development of poorly located, managed or designed commercial or industrial activities by restricting new activities elsewhere. Such an outcome as this could reduce community choice, convenience and the range of locally available services and facilities.

**Development Controls:**

Minimum site size for subdivision: 700m<sup>2</sup>  
 Setback to road boundary: 10m  
 Height Limit: 15m

**Comments:**

The most likely use of this property would be for a business type use which is a reflection of the low building site coverage, surrounding property uses (especially to the west, east and south) and the business zoning.



## 6.0 Location



The property is located at the south-eastern end of Buckleys Road, which at this end is effectively a culdesac that extends off Coronation Street to the north. This location is in the southern suburbs of Rangiora township in an area known as Southbrook. The location of the property is shown outlined in red on the plan above.

The property is bounded to the south by a large iron clad industrial building which extends fully along this boundary. Industrial activities are also undertaken to the west and east of the property. Extending along the northern side of the site is an access lane which in turn is bounded to the north by residential properties.

The land that is to the south of Coronation Street and west of Buckleys Road is of a rural nature though this area is also zoned Business 2. At the time of inspection construction work had just commenced three large silos that are to be positioned just west of Buckleys Road.

Rangiora is the largest town in the Waimakariri district. It has an established commercial and retail precinct, primary and secondary schooling, public bus service to Christchurch and a good range of community facilities and amenities. Christchurch city is approximately 25 kilometres to the southeast within easy commuting distance.

Rangiora has been relatively unaffected by the Christchurch seismic activities, with no land damage nor significant damage to structures noted in the immediate location. As a result, the township has been subject to significant increases in purchaser demand which in turn led to a marked increase in prices during the 2012 - 2014 period.



## 8.0 Improvements

### 8.1 Overview

The property has been developed for the Southbrook Tennis Club and the improvements reflect this type of use.

The main improvements comprise the following:

- + Situated toward the north-west front corner of the site (adjoining Buckleys Road) is the clubrooms. This is a single level building that was built around the 1980's and has an area of approximately 62m<sup>2</sup>. Accommodation comprises a kitchen (part open to the lounge), an open plan lounge / meeting room and male / female locker rooms with toilets and wash facilities. The building appears in reasonably sound condition with the facilities of an older / original nature.
- + The majority of the site is taken up by four sealed tennis courts. The eastern end court is currently used by a neighbouring business for parking purposes.
- + Tall wire mesh court fencing with gates.
- + Basic landscaping.
- + Paths.
- + Rebound wall.



View over courts to clubrooms



Clubroom exterior



Kitchen



Lounge

See **Appendix B** for additional photographs.





## 9.0 Market Summary

### 9.1 Economic Overview

New Zealand has continued its sustained period of economic growth that began back in 2010. New Zealand's economy grew in line with market expectations in the December 2018 quarter, increasing by 0.6% (2.8% annual average growth). Market expectations are for the economy to continue to grow albeit at a slightly slower rate than in the past.

Supportive monetary policy settings, ongoing growth in government spending on social services and infrastructure, strong population growth and increased construction activity are all supporting ongoing future economic growth. Labour market conditions remain strong in most regions, with low levels of unemployment, and businesses are continuing to report problems employing skilled labour. Despite the tight labour market conditions, household incomes are only increasing at a moderate pace.

The potential impact of external factors on our future economic performance have increased. Increased uncertainty over the future direction of world economic growth, the growing trade conflict between the USA, China and Europe, uncertainty around Brexit, and the simmering uncertainty for countries with high levels of debt and their ability to access financial markets all have the potential to have a local impact.

A number of factors are continuing to support current house prices. Strong population growth, driven in part by net overseas migration gains of 56,000 per annum (March 2019 year), is supporting demand both within our main metropolitan areas and surrounding regions. This continues to run substantially higher than the longer-term average for the cycle. The ten-year average net overseas migration gain now stands at 29,000 people per annum. Other factors continuing to support the housing market includes further falls in mortgage interest rates and the level of construction activity continuing to lag population growth. The recent confirmation the Government will not introduce a capital gains tax or extend the five-year holding period test has also removed some uncertainty from the market. Offsetting these positive factors, banks' tightening of bank lending criteria, making it harder for purchasers to access credit and poor housing affordability has slowed market growth.

Housing affordability remains a concern in most markets. Recently a number of commercial organisations have started promoting shared equity products for home buyers. The BNZ (YouOwn product owned by Bancorp) and Miuwi (a co-ownership product connecting first home buyers with shared equity capital investors) have announced they will offer shared equity products to assist first home buyers. These types of products were previously dominated by community housing providers. The objective is to increase, at the margin, the number of households that can affordably purchase a dwelling. Commercial operators' interest in products like these underpin the concern about the poor levels of housing affordability.

At this stage of the housing cycle, the impact of these changes has been unevenly distributed around the country. Sales volumes have generally fallen in most regions, which can make sales price statistics volatile as a mix of properties sold in any one quarter can change, masking actual movements in value.



## 10.0 Valuation Rationale

### 10.1 Highest and Best Use

The Market Value of an asset will reflect its 'highest and best use'. The highest and best use is the use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible. The highest and best use may be for continuation of an asset's existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid.

The proposal is to place the property on the market for sale. Although this is an extensively developed tennis club, a purchaser of such a property would most likely convert the property to a business type use which reflects the location and underlying zoning. Therefore, the highest and best use of the property is considered to be for an industrial type activity.

When specialised sports or community properties are placed on the open market the improvements are typically considered mostly redundant. In this situation the value reflects the underlying land value less the cost of clearing the site of the improvements. Additional value is placed on improvements if they can be utilised for an alternative use.

The most difficult aspect of this assessment is to determine how the market would view the existing tennis club improvements. We consider that some added value is attributable to the existing improvements due to the surrounding land use, configuration of the site (land and improvements) and the potential for at least some of the improvements to be effectively utilised for business purposes.

- + The eastern most court area is currently being used by a neighbouring business for sealed parking. We are unable to clarify if the courts would be able to accommodate heavy vehicles, but it would appear that they can provide adequate parking areas and yard storage. However, the court cover would most likely be removed there was to be an industrial building constructed (i.e. warehouse, workshop etc).
- + The existing clubroom building could be utilised as an amenity / staffroom type building and / or as a compact administration type building. The building incorporates toilet, wash and kitchen facilities as well as having an open plan lounge area which could easily be used for an office. The building is positioned towards the north-west front corner of the corner and is set back from the main site area. It would appear that vehicle access would be possible in the north-west corner of the site (to the north of the building). If access is available, then we consider it likely that a buyer would be able to utilise the building. We note at the date of inspection workers building the silos on the property to the west were using the building for amenities and site office.

### 10.2 Valuation Approaches and Methods

To establish the Market Value of the property, we have utilised the following approaches:

- + Comparable Transactions
- + Capitalisation of Income



+ **14B Newnham Street, Rangiora**

Sale Date: 26 July 2016

Sale Price: \$225,000

Land Area: 1005 m<sup>2</sup> (more or less)

Comparison: A smaller site in a rear position. The rate is around 8% lower than the July 2016 sale of 14C Newnham Street which is in a front position.

Comment: A rectangular shaped site in a rear position. The land is zoned Business 2 and it has a net area excluding the access lane of 855m<sup>2</sup>. The sale equates to an overall rate of \$224/m<sup>2</sup> or \$263/m<sup>2</sup>.



+ **20 Kingsford Smith Drive, Rangiora**

Sale Date: 12 April 2018

Sale Price: \$285,000

Land Area: 1000 m<sup>2</sup> (more or less)

Comparison: Near regular shaped front site. Good street location and profile. Clearly superior in terms of rate.

Comment: A regular shaped front site on the eastern side of the street. Modern commercial – industrial subdivision location. The sale equates to an overall rate of \$285/m<sup>2</sup>.



+ **30 Newnham Street, Rangiora**

Sale Date: 11 December 2015

Sale Price: \$385,000

Land Area: 3714 m<sup>2</sup> (more or less)

Comparison: Older sale of a larger property. Inferior in terms of siting and land characteristics (i.e. extended depth, narrow).

Comment: The property is situated in a rear position accessed from a long shared driveway extending from Newnham Street. The property included two older workshop type buildings having an area of approximately 190m<sup>2</sup>. The balance of the site was used for open storage and comprised metal yard and undeveloped land to the rear. The property sold with vacant possession. The site has a net effective area of 3489m<sup>2</sup> excluding the driveway. The sale equates to an overall rate on effective area of \$110/m<sup>2</sup> or \$106/m<sup>2</sup> for the land component. An open market sale which sold after good exposure.



+ **2 Kingsford Smith Drive, Rangiora**

Sale Date: 30 November 2016

Sale Price: \$918,000

Land Area: 4511 m<sup>2</sup> (more or less)

Comparison: Prominent corner site. Prime location. Larger but clearly superior.

Comment: A large Business 2 zoned site on the north-west corner of Flaxton Road and Kingsford Smith Drive. An open market sale after an extended sales and promotion period. The property has been developed into a car sales yard with a sealed yard and prominent administration and sales building. Equates to \$204/m<sup>2</sup>.





+ **3 Lilburne Street, Ravenswood**

Sale Date: 13 November 2018  
 Sale Price: \$167,500  
 Land Area: 777 m<sup>2</sup> (more or less)  
 Comparison: Smaller site in untested Ravenswood market.  
 Preferred front position.



Comment: A regular shaped site on the southern side of the street. Zoned Business 2. Located within the new Ravenswood industrial / commercial precinct. The sale equates to \$215.57/m<sup>2</sup>.

+ **6 Lilburne Street, Ravenswood**

Sale Date: 5 April 2018  
 Sale Price: \$270,000  
 Land Area: 1504 m<sup>2</sup> (more or less)  
 Comparison: Smaller site in untested Ravenswood market.  
 Preferred front position.



Comment: A slightly irregular shaped site on the northern side of the street. Zoned Business 2. Located within the new Ravenswood industrial / commercial precinct. The sale equates to \$179.52/m<sup>2</sup>.

+ **865 Jones Road, Rolleston**

Sale Date: 1 July 2019  
 Sale Price: \$283,050  
 Land Area: 2037 m<sup>2</sup> (more or less)  
 Comparison: Rear site with wide access leg.



Comment: Near regular shaped rear site on the southern side of Jones Road. The third lot in a development of three. The site has a wide access drive and a net effective area excluding the access leg of some 1,520m<sup>2</sup>. The sale equates to an overall rate of \$139/m<sup>2</sup> or \$186/m<sup>2</sup> over the net area.

+ **15 John Morten Place, Rolleston**

Sale Date: 1 September 2019  
 Sale Price: \$385,200  
 Land Area: 2140 m<sup>2</sup> (more or less)  
 Comparison: Front position in modern business development.  
 Superior overall.



Comment: A near rectangular site within the Izone industrial subdivision. It is situated in a cul-de-sac with limited profile. The sale equates to \$180/m<sup>2</sup>.



A wide range of land sales have been investigated which encompasses the local Rangiora market as well as other locations from throughout the region (Christchurch, Rolleston, Amberley, Kaiapoi, Woodend). They sales analyse to rates of between \$100/m<sup>2</sup> through to \$285/m<sup>2</sup>.

The lower rate is from the older 2015 transaction of 30 Newnham Street. This inferior due to the rear position, shape and the extended depth. It clearly points to a subject land value that is above the \$100/m<sup>2</sup> level. We also note that the market has advanced since the mid-2000's.

The value sits below the \$225/m<sup>2</sup> to \$300/m<sup>2</sup> level. Conventional industrial sites that sit in this value band are typically smaller with areas below 1,500m<sup>2</sup>. Examples being the 1000m<sup>2</sup> site at 20 Kingsford Smith Drive (\$285/m<sup>2</sup>) and the 700m<sup>2</sup> site at 14C Newnham Street (\$286/m<sup>2</sup>). We also see larger sites transact within this range though these tend to be for sites that have good traffic exposure and incorporate potential for commercial / retail use. An example being the large corner site at 2 Kingsford Smith Drive (\$204/m<sup>2</sup>) which has since been developed into a vehicle sales yard.

In conclusion, we consider the land has a value that is in the order of \$150/m<sup>2</sup>. Adjustments are made to reflect the added value of the improvements and costs associated with clearance etc.

We have looked at the value under two scenarios. The first scenario takes the view that a purchaser would award no value to the existing improvements. In this scenario the price that is paid is based on the land value less the costs associated with clearing the site. The value calculated under this scenario is as follows:

Comparable Transaction Approach			
Component	Area	Rate	Total
<b>Land</b>			
Land	2285 m <sup>2</sup>	@ \$145 per m <sup>2</sup> =	\$331,325
		@ \$150 per m <sup>2</sup> =	\$342,750
		@ \$155 per m <sup>2</sup> =	\$354,175
<b>Total Land Value</b>			<b>\$345,000</b>
<b>Adjustments</b>			
Full site clearance / demolition			-\$50,000
<b>Total Other Items Value</b>			<b>-\$50,000</b>
<b>Market Value</b>			\$295,000
		<b>Adopt</b>	<b>\$300,000</b>



#### 10.4 Investment Approach – Income Capitalisation

The property has a business zone and 'specialised' tennis club improvements. As previously mentioned, the most likely purchaser of the property would seek to use the site for business purposes.

This method encompasses the conversion of net income (actual, market or notional) to value via the application of a capitalisation rate or yield (investment return). The basic premise of income capitalisation is that a property investor expects a pre-determined rate of return on their investment. The yield varies according to a number of factors including: risk, type and scale of investment, location, residual lease term and expected income and capital value growth. The two main variables, namely income and yield, are analysed from available rental and sales evidence.

Implicit adjustments are made when determining an appropriate yield to apply, however, in instances where the contract rent varies from market rent, the present value of the variation is adjusted against the capitalised value. The capitalised value may also be adjusted for costs associated with vacancy if existing or imminent, refurbishment/incentives and capital expenditure.

##### Commercial Basis

We have assumed the property is notionally leased under the terms and conditions as set out in the standard Auckland District Law Society form of lease. The term is to be for 2 years with market based rental reviews as two yearly intervals. The rental is to be paid on a net basis with the lessee paying a proportional share of all normal outgoings (rates, insurances etc). As the property is to be sold unoccupied with have factored in a lease up period (i.e. vacancy).

##### Rental Assessment

Income-based valuation assessments consider the cash flow that could be, or is, generated from the property. Part of the process is a review of the potential rental earning capacity, or Market Rent. Market Rent is defined in International Valuation Standard 104 as:

*'The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.'*

To establish a market rental for the premise, we have made comparison with rental settlements for industrial property within the local Rangiora market as well as specialised food processing type property (which are in this case all Christchurch based).

In terms of warehouse and workshop type accommodation, the outlined evidence in Rangiora analyses to a rental rates that range from \$70/m<sup>2</sup> to \$120/m<sup>2</sup>. Typically rentals for modern warehouse and workshop accommodation is at the \$80/m<sup>2</sup> to \$120/m<sup>2</sup> which is similar to what is found in the likes of Rolleston and the Christchurch industrial precincts of Belfast, Hornby and Wigram. Older 1960's and 1970s type warehouse/workshop buildings are well below modern structures with rentals in the order of \$40/m<sup>2</sup> - \$70/m<sup>2</sup>. Office type accommodation returns a rental range of between \$115/m<sup>2</sup> through to \$215/m<sup>2</sup>. The evidence analysing to the lower end of the range refers to fairly basic office accommodation within an industrial building. The upper rate is for modern air-conditioned space which in some cases has potential for retail use.



For this assessment we have adopted a market yield of 7.50%.

### Calculations

Our investment calculations are as follows:

Income Capitalisation		
Net Market Income		\$31,423
Net Market Income Capitalised	@ 7.50%	
<b>Market Value- Fully Leased at Market Level</b>		<b>\$418,967</b>
<b>Adjustments</b>		
+ Present Value of Initial Vacancy Void		(\$15,384)
+ Leasing Costs		(\$5,342)
+ Present Value of OPEX During Vacancy		(\$7,208)
+ Present Value of Short Term Capital Expenditure		(\$23,256)
<b>Total Capital Adjustments</b>		<b>(\$51,190)</b>
<b>Market Value</b>		<b>\$367,777</b>
	<b>Adopt</b>	<b>\$370,000</b>

Sensitivity Analysis		Benchmark Analysis	
Equivalent Yield @ 7.25%	= \$380,000	+ Yield on Market Income	8.49%
@ <b>Adopted</b>	= <b>\$370,000</b>	+ Initial Yield	N/A
@ 7.75%	= \$355,000	+ Equivalent Yield	7.48%
		+ \$/m <sup>2</sup> of Rentable Floor Area	\$5,968

### Value Composition



This method returns a value range of \$355,000 to \$380,000.



## 11.0 Valuation

### 11.1 Valuation Assessment

We assess the Market Value as at 8 August 2019 at:

**\$370,000**

**Three Hundred and Seventy Thousand Dollars plus GST (if any).**

The value can be apportioned as follows:

Land	\$345,000
Improvements	\$25,000
<b>Market Value</b>	<b>\$370,000</b>

### 11.2 Reasonable Selling Period

The valuation is based on a selling period of up to 3 - 6 months.

## 12.0 Significant Assumptions and Special Assumptions

- + The property is freely transferrable.

TelferYoung policy requires that reports cannot be reassigned for any purpose beyond 90 days from the date of valuation. This policy has been set to meet professional indemnity insurance requirements. It is a condition of this report that any valuation needing to be reassigned beyond 90 days may require re-inspection by the valuer with an update fee charged.





## 14.0 Statement of Limiting Conditions and Valuation Policy

### Purpose

This valuation report has been completed for the specific purpose stated. No responsibility is accepted in the event that this report is used for any other purpose.

### Responsibility to Third Party

Our responsibility in connection with this valuation is limited to the client to whom the report is addressed and to that client only. We disclaim all responsibility and will accept no liability to any other party without first obtaining the written consent of TelferYoung (Canterbury) Limited and the author of the report. TelferYoung (Canterbury) Limited reserves the right to alter, amend, explain or limit any further information given to any other party.

### Reproduction of Report

Neither the whole nor any part of this valuation and report or any reference to it may be included in any published document, circular or statement without first obtaining our written approval of the form and context in which it may appear. Our report is only valid when bearing the Valuer's signature.

### Date of Valuation

Unless otherwise stated, the effective date of the valuation is the date of the inspection of the property. This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

### Legislation

We have not obtained a Land Information Memorandum (LIM) or Property Information Memorandum (PIM) for this property which, unless otherwise stated, is assumed to conform to all requirements of the Resource Management Act 1991, the New Zealand Building Code contained in the First Schedule to the Building Regulations 1992, the Building Act 2004 and any Historic Places Trust registration. Our valuation reports are prepared on the basis that properties comply with all relevant legislation and regulations and that there is no adverse or beneficial information recorded on the Territorial Local Authority (TLA) property file, unless otherwise stated. Legislation that may be of importance in this regard includes the Health & Safety at Work Act 2015, the Fire Safety and Evacuation of Buildings Regulation 1992, and the Disabled Persons Community Welfare Act 1975.

### Registrations

Unless otherwise stated, our valuation is subject to there being no detrimental or beneficial registrations affecting the value of the property other than those appearing on the title. Such registrations may include Waahi Tapu and Heritage New Zealand registrations.

### Reliability of Data

The data and statistical information contained herein was gathered for valuation purposes from reliable, commonly utilised industry sources. Whilst we have endeavoured to ensure that the data and information is correct, in many cases, we cannot specifically verify the information at source and therefore cannot guarantee its accuracy.

### Assumptions

This report contains assumptions believed to be fair and reasonable at the date of valuation. In the event that assumptions are made, based on information relied upon which is later proven to be incorrect, or known by the recipient to be incorrect at the date of reporting, TelferYoung (Canterbury) Limited reserves the right to reconsider the report, and if necessary, reassess values.



### Water Leaks & Penetration Effects

We are aware that a number of buildings have developed problems associated with water leaks, water penetration, weather-proofing, moisture and water exit control systems, mould, fungi, mildew, rot, decay, gradual deterioration, microorganisms, bacteria, protozoa or like forms. Problems can result from defects in design, construction methods and materials used, or any combination of defects.

Our valuation has been assessed conditional upon all buildings and structures being constructed strictly in accordance with recommended practices and free from defect unless otherwise stated. We are not qualified to undertake, nor have we undertaken, a structural survey of the buildings or structures. We accept no liability for any defects that may arise as a result of poor building design, construction methods or building materials. If you have any concerns, you should engage a suitably qualified person to report on this matter. Defects revealed by a suitably qualified expert may affect the value of the property.

### Risk Analysis

The Risk Analysis is a simplified analysis based on the current experience and knowledge of the Valuer and is not a technical analysis. Those relying on the valuation cannot expect that the Valuer brings to the task any greater level of common knowledge or ability to foresee events than can be expected of persons experienced in the market for that class of property in its market place (which may be local or broader). The risk analysis is the product of the current experience of the Valuer based on information that is common knowledge and/or readily ascertainable in the market for that class of property in its market place. The risk analysis does not reflect information that is privileged or to which the market for that class of property in its market place does not have ready access and it does not reflect decisions, announcements, releases, articles and the like that the Valuer has not had reasonable time and opportunity to assess and consider, or would in the ordinary course of acting as a valuer become aware of or have access to. Subject to these limitations, the risk analysis indicates the level of adverse impact each stated aspect has on the subject property's value and marketability as at the date of valuation.

### Professional Indemnity Cover

We have in force at the time of supplying the above valuation, current professional negligence insurance appropriate to the nature and level of our business activities. The Registered Valuer is covered by the policy.

### Valuer's Statement

This report has been undertaken by Nik Butler who has inspected the property externally and internally. The Registered Valuer holds an Annual Practising Certificate.

Please contact the writer should you wish to discuss any matters raised in this report.

Yours faithfully

**TelferYoung (Gunterbury) Limited**

Nik Butler - B Com VPM (Hons), PG Dip Com,  
Grad Dip (Applied Computing), ANZIV, SPINZ  
Registered Valuer

Email: [nik.butler@telferyoung.com](mailto:nik.butler@telferyoung.com)



**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Search Copy**



*H. W. Muir*  
Registrar-General  
of Land

**Identifier** CB25A/315  
**Land Registration District** Canterbury  
**Date Issued** 20 April 1983

**Prior References**  
CB6B/1022

**Estate** Fee Simple  
**Area** 2285 square metres more or less  
**Legal Description** Lot 1 Deposited Plan 20360 and Rural  
Section 41610

**Registered Owners**  
The Southbrook Tennis Club Incorporated

**Interests**

491267.2 Mortgage to (now) Westpac New Zealand Limited - 1.6.1984 at 11.40 am

*Transaction Id*  
*Client Reference* 201604001

*Search Copy Dated 8/08/19 2:33 pm, Page 1 of 2*  
*Register Only*



**RECORD OF TITLE  
UNDER LAND TRANSFER ACT 2017  
FREEHOLD  
Historical Search Copy**



*R. W. Asher*  
Registrar-General  
of Land

Constituted as a Record of Title pursuant to Sections 7 and 12 of the Land Transfer Act 2017 - 12 November 2018

**Identifier** CB25A/315  
**Land Registration District** Canterbury  
**Date Issued** 20 April 1983

**Prior References**  
CB6B/1022

**Estate** Fee Simple  
**Area** 2285 square metres more or less  
**Legal Description** Lot 1 Deposited Plan 20360 and Rural  
Section 41610

**Original Registered Owners**  
The Southbrook Tennis Club Incorporated

**Interests**

491267.2 Mortgage to Canterbury Savings Bank - 1.6.1984 at 11.40 am  
7095691.1 Application pursuant to Section 99A Land Transfer Act 1952 vesting Mortgage 491267.2 in Westpac  
New Zealand Limited - 2.11.2006 at 9.00 am

*Transaction Id*  
*Client Reference* wht06001

*Historical Search Copy Dated 8/05/19 2:34 pm Page 1 of 1*



Identifier

CB25A/315

CERTIFICATE OF TITLE No. /

19274-52,000/0124K

Transaction Id  
Client Reference    *anichls001*

Historical Search Copy Dated 8/30/19 2:34 pm, Page 3 of 3



Clubrooms exterior (court face)



Northern side of the clubrooms



Lounge



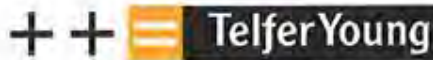
Toilet & wash area



View from Buckleys Road to clubrooms



Western end of the property



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

**FILE NO and TRIM NO:** EXC-34-20 / 200121007045  
**REPORT TO:** Council  
**DATE OF MEETING:** 4 February 2020  
**FROM:** Jim Palmer, Chief Executive  
**SUBJECT:** Health and Safety Report to Council January 2020

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

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

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

**1. SUMMARY**

1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of January 2020.

**Attachments:**

- i. Discharging Officer Health and Safety Duties
- ii. January 2020 Health and Safety Dashboard Report

**RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No 200121007045
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

**2. BACKGROUND**

- 2.1. 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. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.
- 2.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.



### 3. ISSUES AND OPTIONS

3.1. There are 16 new work-related incidents in this report, 4 of which require further investigation.

Date	Occurrence	Event description	Response
12/11/2019	Injury	Blister on thumb caused by working with hand tools (shovel). No lost time.	Worker had reason not to use a digger, and did not use PPE that is supplied to all staff (gloves). Recurrence can be prevented by wearing PPE when completing this task. CLOSED.
20/11/2019	Property or Vehicle Damage	Worker was checking that the tablets were charging in the staff room, as she went to move one it felt very hot at the charge point. The charger was smoking so she pulled it out of the tablet and the charge port on the tablet and the charger were slightly melted.	The charging cable and tablet have been taken to IT (to remove from service). No further investigation is required. CLOSED.
20/11/2019	Injury	Tripped in hallway by Chambers (due to 'stepping out of sandals'), landing hard on shoulders. Slight stumble in loose fitting sandals and tripped, stepping out of shoes and fell flat to the ground. Worker has already taken physio for injury. No lost time.	There appear to be no contributing factors - it was a flat surface, no other trip hazard. There were no raised areas of the carpet. Just appears to be the type of foot wear. Worker has indicated that they won't wear those shoes to work again. No further corrective action to be taken. CLOSED.
22/11/2019	Injury	Worker tripped over a flower/plant while turning around while doing an inspection of caravan dump site. Hurt elbow. No lost time.	There appear to be no contributing factors. The worker didn't see the plant and tripped over it. A recurrence can be prevented by being aware of surroundings. No further action is required. CLOSED.
23/11/2019	Illness/Medical Event	While at our Aquatic staff Christmas party a worker had a seizure. Despite being off site, staff responded as per previously detailed response plan, no ambulance was called due to shortness of event. Staff contacted worker's parent who came to pick worker up. No lost time.	The incident was caused by a pre-existing medical condition. A contributing factor was spirited conversation: worker recalls being excited about a topic of conversation. Recurrence cannot be prevented, however medication can manage these events but otherwise it is something the worker lives with and WDC support as best we can. No further corrective action required. CLOSED.
28/11/2019	Adverse Interaction	Resident has been calling worker on numerous occasions regarding people in breach of the NPBB. Resident generally uses pretty foul language and sometimes refers to his wish to physically hurt those in breach.	Worker has advised Kaiapoi Police by email of verbal threats and to harm people, and has blocked calls from this resident on their phone. Resident already has a Health and Safety Alert raised due to prior adverse interactions with other staff. This has been updated with current

			information. Management have advised Elected Members to ensure that they are aware of potential for adverse interaction with this resident. No further action required at this stage. CLOSED.
2/12/2019	Injury	Walked from vehicle to sample point and stepped in a rabbit hole, fell to knees. No lost time.	PENDING INVESTIGATION.
2/12/2019	Near Miss	Trailer popped off Towball connection in water unit yard.	PENDING INVESTIGATION
3/12/2019	Illness/Medical Incident	Worker fainted at her desk and hit her head on the desk and floor. Was 'out' for about a minute. Staff provided first aid. Ambulance attended and they suggested a visit to doctor which was arranged. Staff drove worker to doctor's and took car home. Lost time illness.	Potential causes could be time of year and work stress, with contributing factor of temperature in office. Issue of rising temperature in office was discussed at team meeting. Consideration could be given to timing of office moves through the corporate accommodation project, with the top floor of main building moving first (or other areas where there are known environmental issues). CLOSED.
5/12/2019	Near Miss	Near miss report on hazard lights in vehicle - these are too bright to work with them in their current location, they need shifting. Current brightness and location causes headaches almost instantly.	Lights were shifted on the vehicle. The lights are now located in the door itself. They don't protrude into any space, they flash way behind where the staff member stands, so don't cause any headache and eye issues. CLOSED.
9/12/2019	Near Miss	Toe of shoe caught on the anti-trip matting covering the Torlesse Portacom ramp as matting has lifted between the two points where it is fixed to the ramp. Worker tripped but did not fall. No lost time.	Property have fixed the areas that caused the worker to trip. CLOSED.
19/12/2019	Near Miss	Worker was plugging in monitors and computer into a multibox which was plugged into the wall and turned on. As they plugged in 1 item, there was a crack, a spark and bang, and the multibox was no longer live. Upon resetting the multibox and plugging it in again, it became apparent that none of the wall powerpoints running down the inside wall of the large room in the Parkside Portacom was live.	Member of Property Team came over, and a circuit had tripped. He reset it, and all was OK again. No further investigation required. CLOSED.
7/01/2020	Injury	Burned leg on hot face of jumping Jack trench compactor. Worker has been to the doctor's and received antibiotics to prevent infection. No lost time.	PENDING INVESTIGATION.

08/01/2020	Injury	Tripped up the stairs by IT, and fell. No lost time.	Accident was caused by tripping over own shoes up the steep stairs by IT Contributing factor was rushing to start work. Recurrence can be prevented by not rushing, slow down, careful of steep stairs. Further corrective action to be taken: stairs are likely to be reconfigured as part of the corporate accommodation project in 2020/21. CLOSED.
15/01/2020	Injury	Pierced skin under fingernail. While cleaning step screen at sewer plant at Woodend. Worker has been to the doctor's to complete any infection testing required. No lost time.	PENDING INVESTIGATION.
16/01/2020	Injury	Worker was walking across a field after partaking in a learn to swim training and put foot in a hole and twisted ankle. Lost time injury.	No further investigation required. Went home after training finished and was going to elevate and ice. OPEN.

- 3.1. Staff have investigated the public incident at the Kaiapoi Marine precinct where a man fall off the edge of the pontoon and needed assistance to get out of the water and subsequent medical assistance, and have put in place interim measures to prevent recurrence of the same or similar type of incident, and are working with contractors to provide permanent fixes.
- 3.2. The Health and Safety Team and Water Unit Management have completed further investigation into the recent increased trend in telecom cable strike incidents. Although these particular incidents do not present a significant safety risk, the trend required further investigation as there appeared to be an increasing number being reported within the last few months. In particular, there were 2 strikes in one day on a contract site. It has been determined that part of the increase is attributable to improved reporting practices by workers, which is a behaviour that should not be discouraged. It was also determined that current control measures are adequate, and that there is little potential for anything further that can be done from an operational perspective to prevent these property damage incidents.
- 3.3. The Health and Safety team have completed all 2019 health and safety 'deep-dive' audits. The audits for this round focused on three key risk areas: contract health and safety management, hazardous substances documentation compliance and plant and equipment maintenance scheduling. The results of the audits have been presented to Management Team in December and will be presented to Audit and Risk Committee in February. It is of note that there was significant improvement in compliance to processes in this round of audits.
- 3.4. In addition, the Health and Safety Team will have scheduled the next Health and Safety Online Assessment (SafePlus) that was completed in December 2018. This assessment round will be held in January 2020. Given the limitations of the initial SafePlus online questionnaire format (i.e. no N/A option available for risk questions) the team will be copying the survey questions into SurveyMonkey and using that as the survey tool, as it will give the team the option to add "not applicable to my role" to any risk questions. This will ensure that all data that is collected is accurate and relevant.
- 3.5. The Management Team have reviewed this report and support the recommendations.

## **4. COMMUNITY VIEWS**

### **4.1. Groups and Organisations**

- 4.1.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

#### 4.2. **Wider Community**

- 4.2.1. The community has not been consulted with regard to this matter, as this is internal compliance reporting, relating to Health and Safety at Work.

### 5. **IMPLICATIONS AND RISKS**

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

- 5.1.1. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs (such as Promapp implementation), or via departmental budgets already allocated to health and safety.

#### 5.2. **Community Implications**

- 5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

#### 5.3. **Risk Management**

- 5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register Action Plan is a key aspect of this monthly report (see Attachment 2).

#### 5.4. **Health and Safety**

- 5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 1 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

### 6. **CONTEXT**

#### 6.1. **Policy**

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

#### 6.2. **Legislation**

- 6.2.1. The key legislation is the Health and Safety at Work Act 2015.
- 6.2.2. The Council has a number of Human Resources policies, including those related to Health and Safety at Work.
- 6.2.3. The Council has an obligation under the Local Government Act to be a good employer.

#### 6.3. **Community Outcomes**

- 6.3.1. There is a safe environment for all

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: ta mātou mauri.

#### 6.4. **Delegations**

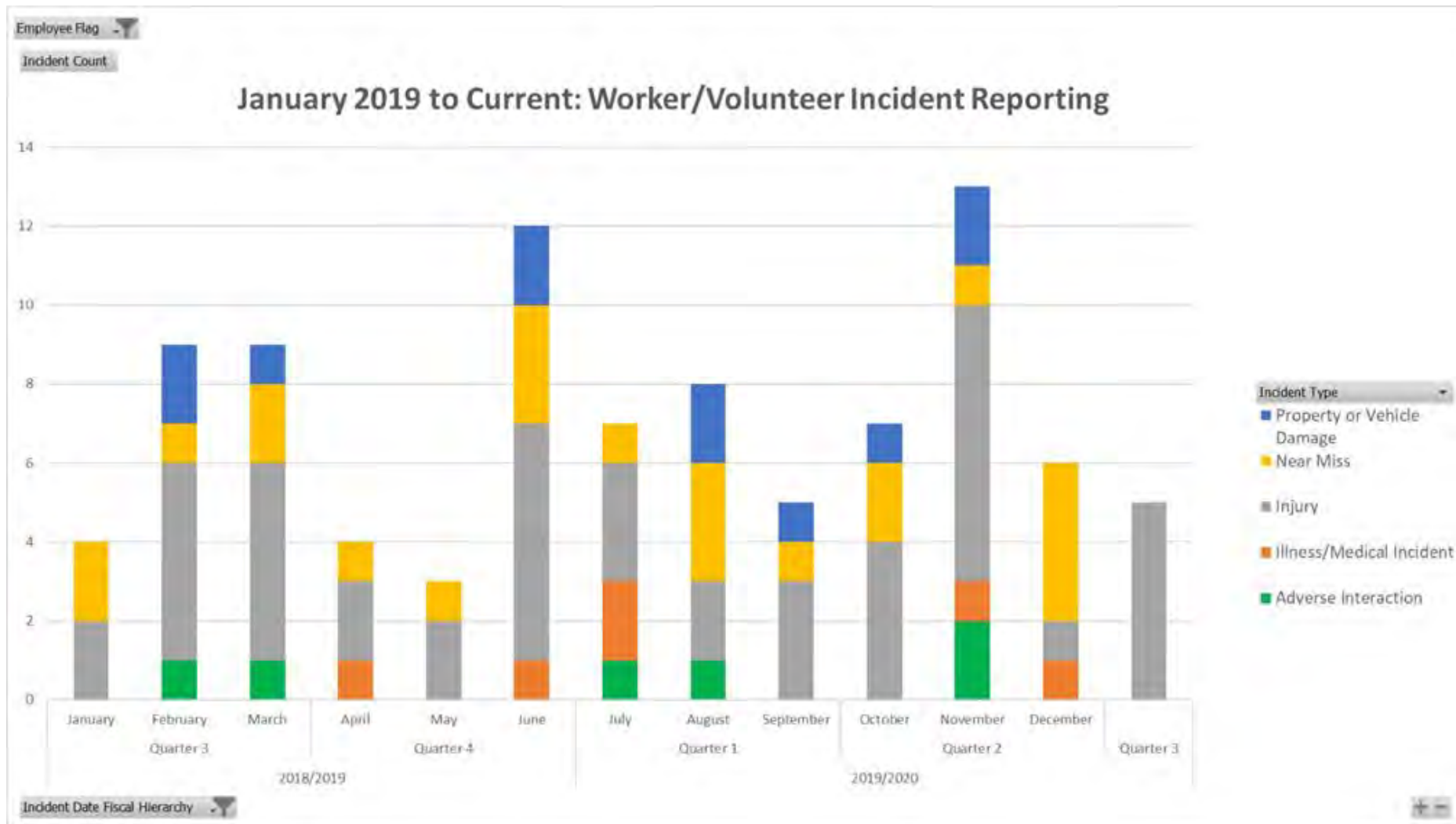
- 6.4.1. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers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

### Discharging Officer Health and Safety Duties

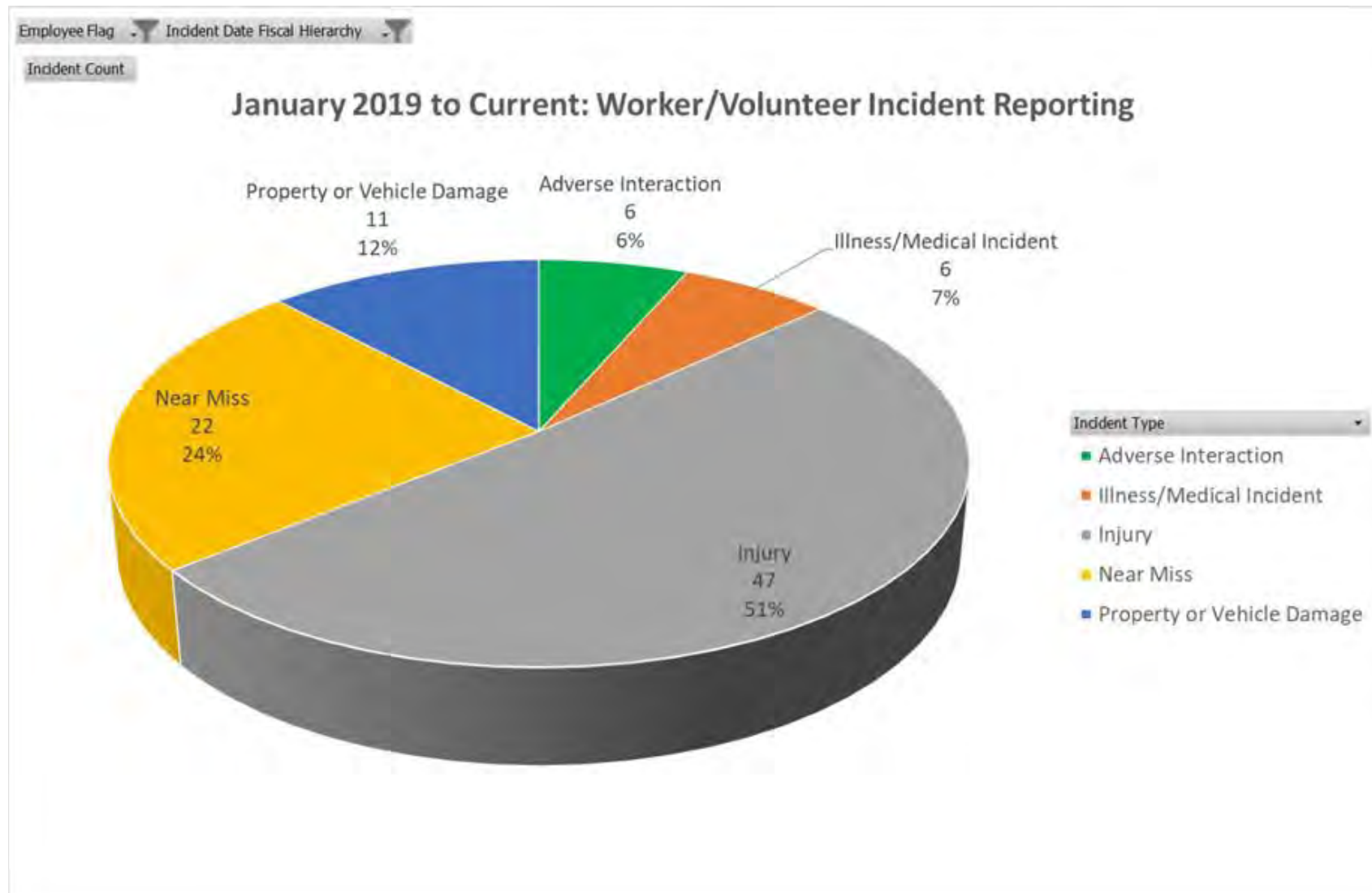
OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
<p style="text-align: center;"><b>KNOW</b></p> <p>(To acquire, and keep up to date, knowledge of work health and safety matters)</p>	<ul style="list-style-type: none"> <li>Σ Updates on new activities/major contracts</li> <li>Σ Council reports to include Health and Safety advice as relevant</li> <li>Σ Audit Committee to receive minutes of Health and Safety Committee meetings</li> <li>Σ Update on legislation and best practice changes to Audit Committee</li> </ul>	<p>Various Committee reports Monthly, as required</p> <p>Quarterly</p> <p>As required</p>
<p style="text-align: center;"><b>UNDERSTAND</b></p> <p>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</p>	<ul style="list-style-type: none"> <li>Σ Induction of new Council through tour of District and ongoing site visits.</li> <li>Σ H&amp;S Risk register to Audit Committee</li> <li>Σ Training on H&amp;S legislation and best practices updates</li> <li>Σ CCO activities reported to the Audit Committee</li> </ul>	<p>Start of each new term and as required</p> <p>Six monthly, or where major change</p> <p>At least annually</p> <p>At least annually</p>
<p style="text-align: center;"><b>RESOURCES</b></p> <p>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</p>	<ul style="list-style-type: none"> <li>Σ LTP or Annual Plan to have a specific report on H&amp;S resources</li> <li>Σ Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</li> </ul>	<p>Annually</p> <p>As required</p>
<p style="text-align: center;"><b>MONITOR</b></p> <p>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</p>	<ul style="list-style-type: none"> <li>Σ Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</li> <li>Σ Risk register review by Audit Committee</li> </ul>	<p>Monthly</p> <p>Six monthly, or where major change</p>
<p style="text-align: center;"><b>COMPLY</b></p> <p>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</p>	<ul style="list-style-type: none"> <li>Σ Programme of H&amp;S internal work received by Audit Committee</li> <li>Σ Internal Audit reports to Audit Committee</li> <li>Σ Incident Investigations reported Audit Committee</li> <li>Σ Worksafe review of incidents/ accidents reported to Audit Committee</li> </ul>	<p>Annually</p> <p>As completed</p> <p>As required</p> <p>As required</p>
<p style="text-align: center;"><b>VERIFY</b></p> <p>(To verify the provision and use of the resources and processes)</p>	<ul style="list-style-type: none"> <li>Σ Receive any external audit results and remedial actions (if any) reported to Audit Committee</li> <li>Σ Worksafe audits, if undertaken</li> <li>Σ Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee</li> </ul>	<p>Two yearly</p> <p>As completed</p> <p>As completed</p>

Progress against 2019/20 Workplan – November 2019 (*as at 18 October 2019)		
Major Projects	Current Progress	Comment
<p><b>Action 1:</b> Review and re-develop Take-5 hazard assessment mobile form to account for variations in worker requirements.</p>	<b>COMPLETE</b>	<p>Review of the Take-5 form with all relevant stakeholders is complete:</p> <ul style="list-style-type: none"> <li>- Non-Water Unit Field Staff: a simplified version of the mobile form has been created, tested and rolled out to all relevant users (<b>action complete</b>).</li> <li>- Water Unit: an improved version of the mobile form has been created, tested and rolled out to all relevant users (<b>action complete</b>).</li> </ul>
<p><b>Action 2:</b> Re-develop Health and Safety presence on WDC intranet to ensure that staff have easy and user-friendly access to Health and Safety systems.</p>	<b>COMPLETE</b>	<p>The HS&amp;Q team have completed development of the health and safety intranet presence, and have ensured that that all assets and links in the current intranet format are transferred into the new intranet format.</p> <p>Intranet has now gone live and this project has therefore been handed transferred to business as usual.</p>
<p><b>Action 3:</b> Investigate and procure improved Health and Safety risk, hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety risks, hazards and incidents.</p>	<b>No change from Dec report</b>	<p>Business case for the procurement of Risk Management software package has been approved by the risk management workgroup, the risk management sponsor group, and the Business Improvement Steering Group. Configuration, and roll-out has commenced and a pilot implementation is being completed with 5 teams.</p> <p>The Health and Safety Team are investigating and reviewing the use of CiAnywhere (TechOne) as an improvement to current systems for the recording and management of hazards and incidents. Investigation and review predicted to be complete by end of 2019.</p>
<p><b>Action 4:</b> Health and Safety participation in Corporate Accommodation working group and/or project team to ensure that the following are considered throughout the project:</p> <ul style="list-style-type: none"> <li>∑ Safety in Design</li> <li>∑ Site security considerations</li> <li>∑ Risk management</li> <li>∑ Contractor health and safety management</li> <li>∑ Site health and safety management</li> <li>∑ Worker wellbeing</li> </ul>	<b>No change from Dec report</b>	<p>Health, Safety and Quality Manager has been involved in initial project team meetings and risk identification sessions, and has raised health and safety risks within relevant forums.</p> <p>Health and Safety have made input into the project risk register to ensure that health and safety risks have been identified.</p>
<b>LEGEND</b>		On track
		Slightly behind schedule (less than one month)
		Behind schedule (greater than one month)

Incidents/Injuries – January 2020 (\*as at 22 January 2020)



## Incidents/Injuries – January 2020 (\*as 22 January 2020)





<b>Lost Time Injuries:</b>	2017/18	4 Injuries - total <b>340.5</b> hours
	2018/19	3 Injuries - total <b>318.2</b> hours
	2019/20	3 Injuries – total of <b>78.3</b> hours ( <i>to date</i> )

**LEAD INDICATORS**

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	Q3 2019	14 out of 17 Workplace Walkarounds completed for Q2 2019/20 (December). Hazards will be raised for any non-compliances.
<b>Training Delivered</b>	2017/18	People Trained: 454
<b>Training Delivered</b>	2018/19	People Trained: 467
<b>Training Delivered</b>	2019/20	People Trained: 324 ( <i>to date</i> )

**Contractor Database (drawn from SiteWise Database)**



**CONTRACTOR ASSESSMENT SCORES**





WDC Health and Safety Risk Register Action Plan (High Risk/High Consequence Actions Only) 2019						
Risk Type	Description	Action	Action Owner	Action Lead	Due Date	Progress
High Consequence	Airfield operations	*Require audits of hangars to ensure that they are in compliance with Building Act and tenancy requirements (including the requirement that hazardous substances are prohibited from hangars).	Grant MacLeod	Chris Brown	31/08/2020 (revised)	In progress
High Consequence	Armed Hold-up/Violent or Abusive Customers (on Council Sites) & Site Security	*Develop and implement action plans based on Site Security Reviews.	Rob Hawthorne	Liz Ashton	Review early 2020	In progress
High Consequence	Boat Operations	*Practise rescue plan drills on regular basis *SOPs have been recently reviewed and require re-training.	Richard Cookson	Jeff Millward	TBC – ON HOLD	In progress
High Consequence	Confined space entry	*Review procedures for any work on Ocean Outfall Pipeline/drop-structure to ensure they are adequate.	Richard Cookson/Kalley Simpson	Gerard Cleary	31/10/2019	In progress
High Risk	Contractor Health and Safety Management	<del>*Contract Management refresher training at least every 2 years (to provide opportunity to review processes to keep up with industry practice).</del>	Charlotte Browne	Gerard Cleary	31/07/2019	COMPLETE
High Risk	Contractor Health and Safety Management	<del>*PDU to create an internal contract management auditing programme which will include H&amp;S requirements.</del>	Kelly La Valley	Gerard Cleary	30/06/2019	COMPLETE
High Consequence	Corporate Accommodation	*Ensure that comprehensive planning for any large-scale staff relocations has been completed, which includes workstation ergonomic assessments (may need contractor based on volume of assessments).	Rob Hawthorne	Liz Ashton	Review early 2020	In progress
High Consequence	Driver Safety	*Encourage staff to find alternatives to driving: e.g. video conferencing, skype etc.	Ashleigh Radford	Jeff Millward/Liz Ashton	Review early 2020	In progress
High Consequence	Electricity & Gas (proximity to overhead/underground lines)	*Ensure that emergency response procedures (i.e. what do to in the event of incident/interaction with underground or overhead power lines) is available, and that all relevant staff are trained,	Richard Cookson	Jeff Millward	30/09/2019	In progress

		in procedure. *Same as above for Gas (Pegasus)				
High Consequence	Electricity (proximity to overhead/underground lines)	*Retrain all Water Unit staff in use of cable locators.	Richard Cookson	Jeff Millward	30/06/2019	COMPLETE
High Consequence	Electricity & Gas (proximity to overhead/underground lines)	*Engagement with Mainpower to improve Before-U-Dig response times (create MOU?). *Engagement with Pegasus Gas to improve Before-U-Dig processes	Richard Cookson	Gerard Cleary	30/09/2019	In progress
High Consequence	Emergency Management (Workers responding to Civil Emergency events) / Volunteers conducting hazardous activities	*Ensure that all of the current control measures are captured in Standard Operating Procedures which are clearly communicated to all relevant workers. *Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&S processes.	Brennan Wiremu	Nick Harrison	Review early 2020	In progress
High Consequence	Emergency response (internal)	*Earthquake seismic sensors to be installed in key buildings to measure potential damage (decision-making as to whether to evacuate or remain in building in earthquake event).	Greig Wilson	Nick Harrison	31/07/2019 (revised)	COMPLETE
High Consequence	Emergency response (internal)	*Ear Protection needs to be considered in Emergency Procedures i.e. every person should have access to ear plugs or muffs in case of being trapped or required to stay in the building.	Health & Safety	TBG	30/06/2019	COMPLETE
High Consequence	Excavations	*Develop/review standard operating procedures and retrain staff in new SOP. *Create and implement Water Unit competency register to ensure ongoing excavator operator competence.	Richard Cookson	Jeff Millward	30/11/2019 (revised)	In progress
High Consequence	Hazardous Substances –BAU Handling & Storage	*Ensure non-compliances and improvements from 2019 audit have been completed.	Health & Safety	Managers & Team Leaders	30/11/2019 (revised)	COMPLETE
High Consequence	Mobile plant and machinery	*Check maintenance records and maintenance schedules are in place to ensure safety of equipment.	Health & Safety	Managers & Team Leaders	30/11/2019 (revised)	COMPLETE

High Consequence	Mobile plant and machinery	*Improve competency records to include a schedule of levels of competency for each staff member/each piece of mobile plant. *Develop/review standard operating procedures and retrain staff in new SOP.	Richard Cookson	Jeff Millward	31/07/2019	COMPLETE
High Consequence/High Risk	Multiple	Review and action of 3-Waters Sites Hazard Review (Dan McNally)	Kalley Simpson	Gerard Cleary	Ongoing	In progress
High Consequence/High Risk	Multiple	Review and action of Water Unit Observation Report (Impac)	Richard Cookson	Jeff Millward	Ongoing	In progress
High Risk	Site Security WWTP	*Site security review to consider any points of access or vulnerabilities to sabotage (in particular pump stations, treatment plants or pipelines)	Kalley Simpson	Gerard Cleary	30/06/2020	N/A
High Consequence	Traffic management	*Review Traffic Management requirements for Greenspace Team, given that the Greenspaces team will be carrying inspections of street trees / street gardens as well as supervision and checking of the contractor working within the road corridor.	Grant MacLeod	Chris Brown	30/11/2019 (revised)	COMPLETE
High Consequence	Violent or Abusive members of public (in the field)	*Consider use of body cameras for enforcement staff	Health & Safety	Nick Harrison	30/11/2019 (revised)	COMPLETE
High Consequence	Violent or Abusive members of public (in the field)	*Enforce mandatory Stop Violence training for all staff that interact with public face to face (needs analysis by role)	Charlotte Browne	Liz Ashton	30/06/2019	COMPLETE
High Consequence	Violent or Abusive members of public (in the field)	*Develop 'key client' staff relationships to ensure that only certain staff deal with identified difficult customers	Managers & Team Leaders	Nick Harrison	TBC	Ongoing
High Risk	Water Safety (Public) Beaches/Natural Environment	*Review of risk and required control measures (based on what is 'reasonably practicable')	Grant MacLeod	Chris Brown	Review early 2020	N/A

High Risk	Water Safety (Public) Stormwater/Stock Races	*Review of risk and required control measures (based on what is 'reasonably practicable')	Kalley Simpson	Gerard Cleary	Review early 2020	N/A
High Risk	Water Safety (Public) WWTP	<del>*Require review of security fencing of all Waste Water Treatment Plant sites (internal review – test against other organisations). Review Stormwater site security (internal review – test against other organisations).</del>	Kalley Simpson	Gerard Cleary	30/06/2020 (revised)	N/A
High Consequence	Working at heights	Water Unit: *Review of all structures which require work at heights to determine the adequacy of the fall protection (in particular the harness systems) and any further procedure/training required to ensure safe use of systems.	Richard Cookson / Kalley Simpson	Gerard Cleary / Jeff Millward	30/06/2020 (revised)	In progress

\*All actions are new since the April 2019 Risk Register review. Reviewed on a monthly basis by Management Team.

\*All actions with ~~strike through~~ have been transferred to department operational risk registers, or completed.

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE  
WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA  
ON TUESDAY 19 NOVEMBER 2019 COMMENCING AT 9:30AM**

**PRESENT**

Councillor S Stewart (Chairperson), K Barnett (until 11.45am), J Ward and P Williams

**IN ATTENDANCE**

Councillors P Redmond and A Blackie (from 11.20am)  
J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), G Cleary (Utilities and Roading Manager), P Christensen (Finance Manager), M Harris (Customer Services Manager), C Browne (Health, Safety and Quality Manager), D Young (Senior Engineering Advisor), S Markham (Manager Strategy and Engagement), J McBride (Roading and Transport Manager), G Meadows (Policy Manager) and E Stubbs (Governance Support Officer)

**1 APOLOGIES**

Moved Councillor Stewart seconded Councillor Barnett

Apologies for absence were received and sustained from Deputy Mayor N Atkinson and Mayor D Gordon.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest reported.

**3 RECEIPT OF MINUTES**

**3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 24 September 2019**

Moved Councillor Stewart seconded Councillor Barnett

**THAT** the Audit and Risk Committee

- (a) **Receives** for information the circulated minutes of a meeting of the Audit and Risk Committee, held on the 24 September 2019.

**CARRIED**

**4 MATTERS ARISING**

**5 PRESENTATION/DEPUTATION**

**6 REPORTS**

**6.1 Audit New Zealand Management Report for the year ended 30 June 2019 - Jeff Millward (Manager Finance & Business Support)**

J Millward introduced Dereck Ollsson (Director, Audit New Zealand).

D Ollsson highlighted some identified issues and topical areas. Firstly D Ollsson noted Council had carried out formal valuations this year on property, plant and equipment. Audit New performed procedures on those valuations and found them appropriate. As a result the value on Council property, plant and equipment increased by \$35.8 million.

Secondly D Ollsson noted ownership of 80 hectares of Crown land was transferred to the Council and to the Te Kohaka O Tuhaitara Trust. This land was received at a nominal value of \$1, however from an accounting perspective that needed to be reflected at the fair value which was \$14.9 million. That should be regarded as revenue in the accounts and also reflected as an asset rather than accounting for it at the \$1 value.

A new item in the report was an emphasis on procurement and contract management. It was a useful tool which gave a picture of where the Council sat in comparison to the rest of New Zealand in terms of the risk associated with procurement and contract management.

D Ollsson highlighted two areas where recommendations had been made. Firstly related to the issues around vested assets and development contributions which had been problematic in the past also. There were five instances of errors identified that needed to be accounted for, fortunately they had been picked up during the financial year and corrected. Recommendations had been made for controls which would improve the process.

The second area where recommendations had been made was related to performance information. Although this had been received on time, the information could be improved. Audit New Zealand believed appropriate quality control procedures were required to ensure the information in the report was accurate and the narrative was tied to figures in the report. Appropriate control mechanisms to ensure accuracy of information were the responsibility of the Council.

Cr Williams questioned the \$14.9 million valuation of red zone land. J Millward advised that it was a QV valuation. The \$14.9 million was a lower valuation and was more based around a reserve land status than a commercial value..

Cr Barnett asked for further explanation on issues with the performance information narrative. J Millward advised that initially there were three measurement types, met measure, almost met measure and did not meet measure, while the LTP had a clear distinction whether it met or did not meet measure. That was the first delay in terms of putting together the information and meant an immediate change so that even at 0.1% it did not meet measure. The second delay was staff being late at providing information.

Cr Barnett asked why the 'almost met' measure had been removed and if there was a work around to make the performance information more realistic and achievable. D Ollsson advised that the role of Audit NZ was to evaluate against the criteria. It was up to the Council to set the criteria.

Moved Councillor Williams seconded Councillor Barnett

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 191106154677.
- (b) **Receives** Audit New Zealand's Management Report for the year ending 30 June 2019;



- (c) **Notes** there are no significant matters arising from the management letter. Audit New Zealand have made a number of recommendations where systems could be improved and these improvements have been made or are programmed to be completed.

**CARRIED**

Cr Barnett commented that it was important the performance measures were reviewed so that it was clear where there was a problem when the performance measures were not met.

Cr Stewart agreed, she believed there needed to be a consistency across documents.

**6.2 Annual Report for Enterprise North Canterbury for the Year Ended 30 June 2019 and Promotion of Waimakariri District Business Plan Report to June 2019 – Simon Markham (Manager Strategy & Engagement)**

Simon Markham introduced Heather Warwick (Enterprise North Canterbury (ENC) General Manager), Holly Sterne (Enterprise North Canterbury Board Chair) and Laetitia deVries (Country Villa Estate, Ohoka).

H Sterne provided an overview of ENC commenting that the Board is made up of a diverse and capable group from the Waimakariri and Hurunui Districts. She acknowledged the previous chair Nick Harris who had served with experience and wisdom on the board for 10 years. The board was looking forward to working with the two new Mayors.

H Sterne noted that the economies of the districts relied on local business strength and also social cohesion. In order to remain attractive for investment and grow prosperity it was reliant on Council providing a streamlined and attractive environment that enabled investors to plan for both innovation and growth.

H Sterne acknowledged the professional and capable staff ENC which had performed very well over the past year under the guidance of H Warwick. As a CCO, ENC was thoroughly audited by Audit NZ and monitored, this included budget and business plan.

H Warwick noted that H Sterne was part of the governance group that she reported to. They endorsed and supported the Annual Report. The Annual Report and accounts were verified by Audit NZ.

H Warwick commented on a number of highlights for the year including the successful Business Awards, a focus on the food and beverage sector, potential PGF Funding and comprehensive business case for the Wheels to Waipara project, investment in the prefeasibility study for the Kaiapoi WWhoW project, continued engagement with the promotions associations for the towns across the two districts and attendance for the first time at TRENZ (NZ Tourism travel and trade event).

Cr Barnett asked about differences between the 2018 and 2019 Financial reports. H Warwick explained that the difference in central government contribution was due to \$24,000 earthquake recovery funding for Kaikoura in 2018, additionally there was a sinking lid funding for New Zealand Trade and Enterprise. This was across New Zealand. The difference in goods and services was due to the biannual running of the business awards, it was a \$100,000 event, in addition the Official Visitors guide was not produced in 2019.

Cr Barnett asked a question that came from ratepayers about what ENC was doing to help small businesses with the increasing cost of regulation. H Warwick noted that was government enforced, there was not a lot ENC could do in that space and it was a 'moving beast'. H Sterne commented that part of ENC's role could be to equip any small business for change, as with new targets and measures there was a different type of reporting environment. She would take it back to the Board to consider how ENC could enable business owners to prepare for change and noted ENC already ran a good number of courses for businesses.

Cr Barnett raised another question from ratepayers which was that as the Council funded ENC should that not entitle ratepayers to free promotion on the North Canterbury Website. H Warwick explained the breakdown of funding from WDC and HDC and noted that pro-rata Hurunui residents paid more. She had previously taken that suggestion to the Board, to identify and put all businesses on the website. As there would be a cost to do that something would need to be charged to every business, the Board at the time noted that would be a business and therefore was not the place of ENC. There were other businesses that provided that service. The ones who did pay were more aligned to promoting a tourist business. H Sterne commented that a service that was provided for free was the advertising of vacancies which was of benefit to small businesses to advertise in the local community. The role of the Promotions Associations was noted.

Cr Williams raised concerns around empty shops in Kaiapoi and Rangiora and the percentage of businesses for sale, he asked if ENC had an understanding of the issue so as to provide guidance on where the Council could help in this area. H Warwick commented that staff talked regularly to businesses. In Kaiapoi there was a shift from the older area to the new as an evolving 'ecosystem'. She noted the large number of hospitality outlets that was making it difficult. ENC assisted developers in finding tenants.

In reference to empty shops, S Markham referred to the underlying business cycle, the increase in quality floor space (which was a good problem to have) and the effect of shopping local. There was still a significant leakage to Christchurch. The Council were currently getting together 'Market View' information which provided data on volume, value and origin of shoppers from electronic sales. J Palmer referred to quality tenancies in Rangiora that were stubbornly vacant. While ENC regularly spoke to national retailers, currently there was not the threshold population that attracted these offerings. These were also generally larger format stores than could be accommodated in a High Street environment.

Cr Williams referred to rates requirements for businesses and J Palmer noted there was a Town Centre amenity rate to cover a higher level of services. The Council tried to have a rate that was fair to all businesses. Going to Capital value had impacted those with a high building improvement value. J Palmer acknowledged it was a cost to business and noted that the Council targeted less cost directly to businesses than other Councils.

Cr Williams asked how much 'buy-in' ENC had to a buy local campaign. H Warwick advised they did not have a budget from Council for a campaign like that. After the earthquakes there had been shop local campaigns. It was necessary to get businesses on board for that and not all were. ENC did have a focus on visitor attraction to the area. S Markham noted the role of business associations in that and the reiterated the need for business 'buy-in'. Shop trading hours were also an issue. J Palmer commented on the need for Council to be specific if they wanted ENC to assist in that space including expectations and outcomes.

Cr Redmond asked about the relationship of ENC with the promotions associations. H Warwick advised they met quarterly with the associations. At those meetings there was a lot of cross sharing and opportunities for combined events.

Cr Ward raised retail accessibility issues. S Markham explained there were regulatory requirements around new buildings, and grant schemes were available to enable upgrades, it was an important ongoing issue.

Cr Stewart asked when the Market View results would be available and S Markham advised they could potentially have numbers for the next Audit and Risk Committee meeting.

Cr Stewart referred to data in the report – there were 654 new businesses established in the Waimakariri in the year and a total increase in businesses from 6366 to 6429 – did that mean there was a loss of 590 businesses. H Warwick replied yes, the information came from Statistics New Zealand. S Markham advised that a report could be brought to the Committee with a more complete data set including a breakdown into towns and a comparison to the rest of New Zealand. H Sterne, from her time in banking noted that there was a 62% failure rate of businesses. By taking a step back they could look at the positives in growth and development and look at assisting those people post business failure.

Cr Stewart was concerned about leakage to Christchurch and asked if benchmark figures could be reported on including number of business, number of jobs and loss of businesses. S Markham suggested a workshop discussion in the New Year that would lead into the ENC Statement of Intent.

There was some discussion about the details of employment and spending leakage into Christchurch.

H Warwick introduced L deVries to speak about her new business and her experience with ENC. L deVries showed a short video of her home stay accommodation business in Ohoka. She explained how she had been introduced to ENC and the benefits of working with them. Staff had provided a wealth of information on what was happening in the community, provided a detailed list of advice and contacts, provided connections and support with requests such as taxes, networking and promotion. As a business owner L deVries commented on the influence of social media.

Moved Councillor Williams seconded Councillor Ward

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 191021146668.
- (b) **Receives** the Annual Report to June 2019;
- (c) **Receives** the Promotion of Waimakariri District Business Plan Report to June 2019;
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury over the year and thanks the Trustees and staff for their efforts;
- (e) **Circulates** the report to the Community Boards.

**CARRIED**

Cr Williams thanked ENC for their report and welcomed the upcoming workshop.

Cr Ward looked forward to working with ENC and congratulated Letitia.

Cr Barnett applauded ENC for the work they were doing. She commented for Sunday trading to work there needed to be an attraction to bring people in. She noted that for some occupations there would never be businesses in the Waimakariri to employ those people. She applauded ENC for keeping pace with changes in promotion.

Cr Stewart endorsed the previous comments. She was keen to get a handle on statistics of business and job growth so that there could be a baseline, strategy and targets. She would like the Council to aim to make a measurable difference to the Christchurch bleed.

### **6.3 Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2019 – Jeff Millward (Manager Finance & Business Support)**

J Millward noted he would take the report as read. He appreciated the working relationship of the Council with the Trust and acknowledged the large disruption to the Trust operation while the Council harvested its coastal forestry. J Millward introduced Greg Byrnes (Te Kōhaka o Tūhaitara Trust General Manager).

G Byrnes commented the year had been one of dramatic change to the Trust. He thanked the Council for its support for the appointment of two full time rangers. The forestry work was now complete and while there were challenges, the process had largely gone to plan. There was good progress on the Regeneration land at Pines and Kairaki.

G Byrnes showed a PowerPoint presentation and highlighted a number of points;

- Σ the support of Project Crimson and Trees that Count,
- Σ successful planting days and volunteer events,
- Σ \$140,000 spent on willow and pine control at Pines Beach wetland,
- Σ new tracks, fencing, gates and signage,
- Σ 2000 animals trapped with the assistance of Pegasus Town residents,
- Σ concerns around vandalism and illegal dumping of rubbish,
- Σ trespassing of neighbours – dumping rubbish, discharge of firearms and use of motor vehicles,
- Σ planting at ridge in Pegasus,
- Σ the necessity for track access in the situation of fire emergency,
- Σ the positive influence of Pegasus Bay bylaw on behaviour,

G Byrnes commented on the recognition of the significance of the park by the Runanga and the assistance they provided.

There was interest in the park by schools and universities as a site for research and education particularly the biota nodes. There were a number of University of Canterbury research projects and collaboration with Canadian and American Universities.

Cr Williams asked if publicising that people who had been caught dumping had been caught and prosecuted would discourage others. G Byrnes noted that the Police had advised using trail cam photos to 'name and shame' was not a good idea.

Cr Williams asked what was the punishment for those who were caught. This query is to be followed up with the Regulation team.

Cr Ward asked if funding was available from central government for planting. G Byrnes advised of the grants that had been received including ECan Immediate Steps funding, DoC Habitat and Trees that Count. The Council had provided \$30,000 to assist with replanting natives along corridors following the harvest. The Trust was currently looking at a 100 hectare planting of kahikatea to support dune health and coastal communities.

Moved Councillor Barnett seconded Councillor Williams

**THAT** the Audit and Risk Committee

- (a) **Receives** report N<sup>o</sup> 191031151371.
- (b) **Receives** the Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2019;
- (c) **Acknowledges** the work carried out by the Trust and thanks the Trustee's, General Manager and staff for their efforts;
- (d) **Circulates** the report to the Community Boards.

**CARRIED**

Cr Barnett thanked G Byrnes for the work of the Trust.

Cr Stewart also expressed gratitude for the work of the Trust.

**6.4 Outcomes of the WDC Health and Safety Risk Register Review September 2019 – Liz Ashton (Manager – Organisational Development and HR)**

C Browne spoke briefly to the report noting it provided an update on the outcomes of the September 2019 Health and Safety (H&S) Risk Register review and associated action plans for high-risk activities. C Browne highlighted two key points.

Firstly, in the most recent six monthly Risk Register review there had been a decrease in the number of H&S risks that fell into that risk register. Four risks had been transferred to departmental operational risk registers. They did not specifically fall under the H&S at Work Act but did still require management.

Secondly, staff were currently working on transferring the risk register across to the Pro-map software system, due to alignment of risk ratings there was potential that it could mean some changes to levels of risk in the next report and the format of the report could be slightly different.

Cr Williams asked about the comment in the report that any vehicles without a camera would be replaced shortly. C Browne clarified that the vehicles would be replaced as part of the renewal programme.

Moved Councillor Williams seconded Councillor Barnett

**THAT** the Audit and Risk Committee

- (e) **Receives** report No 191029149898.
- (f) **Reviews** the outcomes of the WDC Health and Safety Risk Register Review September 2019, and
- (g) **Receives** Risk Register Action Plan outcomes from September 2019 and notes the next steps for implementation.

- (h) **Notes** that the most recent review has reduced the number of Health and Safety related risks.

**CARRIED**

**6.5 Non-Financial Performance Measures 1<sup>st</sup> Quarter Results as at 30 September 2019 – Helene Street (Corporate Planner)**

G Meadows advised he would take the report as read.

Moved Councillor Williams seconded Councillor Ward

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 91023147845.

**CARRIED**

**6.6 Review of Road Maintenance Services under Section 17A of the Local Government Act - Joanne McBride (Roading & Transport Manager) and Gerard Cleary (Manager, Utilities & Roading)**

G Cleary and J McBride presented the report. J McBride noted the purpose of the report was to present a review of the delivery of road maintenance services which the Council was required, under Section 17A of the Local Government Act, to undertake within two years of expiry of a contract or on a six yearly cycle. The last review was in May 2015 and the current contract expires in October 2020.

J McBride advised that as the current delivery provided good outcomes the recommendation was that the current delivery model be continued. A copy of the Draft Roading and Transport Procurement Strategy was attached which specified how procurement was carried out. J McBride noted the Council worked with neighbouring Councils and looked for opportunities to collaborate.

Cr Williams asked with regard to the lighting contract, were there more than two companies available for pricing. J McBride advised the road maintenance services did not include street lighting. That was a procurement question, the street lighting maintenance contract had gone out to tender and staff were currently working through pricing.

Cr Williams suggested the report indicated the staff were happy with the condition of roads. J McBride advised that the report was about delivery of the contract. With regard to the maintenance contract there were two parts firstly the levels of service and secondly ensuring the contract was performing adequately.

Moved Councillor Barnett seconded Councillor Williams

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 191023147994;
- (b) **Receives** the attached 'Review of Delivery of Road Maintenance and Renewal Services under Section 17A of the Local Government Act' (Trim No. 191009141372);
- (c) **Resolves** that the Council's road maintenance and renewal services continue to be provided by a single district wide network management contract covering all road maintenance and renewal activities, including

some minor capital works projects, in a contract form that encourages innovation in a collaborative working environment, using a quality based contractor selection process;

- (d) **Authorises** staff to commence the procurement process for retendering the new road maintenance and renewal contract noting that a report seeking approval to accept a tender will be presented to the Council in September 2020;
- (e) **Notes** that shared services are considered and implemented with neighbouring local authorities where applicable.
- (f) **Circulates** this report to the Utilities and Roading Committee and the Council for information.

**CARRIED**

Cr Barnett commented that the report referred to part one of a process that Council had to go through. There would be chance for discussion as they went through the process.

#### **6.7 Capital Works Quarterly report – Don Young (Senior Engineering Advisor)**

D Young noted that as discussed with the previous Council a lot of work had been put in to try and provide better information on a quarterly basis. Increased detail had been provided in this report. Generally speaking, the Council was largely on track, however there were a number of areas staff had taken the approach to identify matters potentially at risk.

Cr Barnett noted that a lot of the drainage/ wastewater/ roading projects tied up together so if one project was at risk it snowballed. It was noted that last year only 75% of capital projects were completed and Cr Barnett asked was it too early to say what the percentage would be this year. D Young commented that had been debated at staff level before presenting the report, last year the number had been in the high 60s. He noted the effect of the Annual Report. At management level it had been recognised that a number of the projects were having difficulty in lack of leadership to drive the project and that had been addressed. Often in the current financial system the same project appeared multiple times. This was addressed by targeting on percentage of spend not number of projects which assisted with emphasis. In this round a number of calls were made to increase the level of pessimism, in doing so they changed to 'at risk' rather than 'delayed'. By the time of the next report those 'at risk' would either have fallen into the green or red and so provide a better picture.

Cr Barnett referred to fields not being filled out in the report and how that effected levels of confidence in that budget. D Young noted that a number of projects appeared because while they were largely finished they had had expenses this year. For completeness he had included the rows. It was suggested a better approach would be to place those in a separate table. There was one area where he did not have good confidence and that was on campground items.

Cr Barnett noted that the Food Forest project was predicted to be delayed which was not correct. D Young to follow up.

Moved Councillor Williams seconded Councillor Ward

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 191107155304.
- (b) **Notes** the progress of the capital projects as detailed below and in the attached spreadsheets.

**CARRIED**

**6.8 Financial Report for the period ended 30 September 2019 - Paul Christensen (Finance Manager)**

P Christensen the report was for the first quarter of the financial year. He highlighted three points, firstly there was a small surplus of \$0.2 million which was normal for this time of the year. Secondly the external debt had remained unchanged and had not increased for over a year, it would remain the same to the end of the calendar year. Thirdly the cash flow statement showed a cash surplus from operations of \$8.2 million and cash spend on investing was \$7.9 million which showed cash was being spent on capital work.

Moved Councillor Stewart seconded Councillor Williams

**THAT** the Audit and Risk Committee

- (a) **Receives** report No. 191106154552.
- (b) **Notes** that the Council's surplus is in line with the year to date budget.

**CARRIED**

**7 PORTFOLIO UPDATES**

**7.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Joan Ward**

- Σ Met with Waimakariri Access Group who had raised concerns regarding access to retail outlets.
- Σ Understanding operation of Long Term Plan.

**7.2 Communications and Customer Service – Councillor Kirstyn Barnett**

- Σ Met with Alistair Gray, will be attending Customer Services Team Leader meeting in December.
- Σ M Harris had advised that there had been 298 objections to property revaluations, which was 1.1% of the properties in Waimakariri.

*Cr Barnett left following item 7.2 at 11.45am.*

**8 QUESTIONS**

**9 URGENT GENERAL BUSINESS**

**10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved Councillor Stewart seconded Councillor Williams



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

**CARRIED**

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 N°	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
10.1	Report of Maree Harris (Customer Service Manager)	Request to remit penalty charges	Good reason to withhold exists under Section 7	Section 48(1)(a)
10.2	Report of Maree Harris (Customer Service Manager)	Application for a rates remission	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
10.1 - 10.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CLOSED MEETING**

Moved Councillor Stewart seconded Councillor Williams

**THAT**

- (a) Open meeting resumes and the business discussed with the public excluded remains public excluded.
- (b) The Committee's decision on Item 10.2 becomes public record.

**CARRIED**

**OPEN MEETING**

10.1 **Application for a Rates Remission - Maree Harris (Customer Services Manager)**

Moved Councillor Stewart seconded Councillor Ward

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No. 191106154826.
- (b) **Approves** a rates remission of \$1,275.12 under the Policy for Remission of Rates in Miscellaneous Circumstances on the property at 19A Newnham Street (Rates Assessment 2165612900) that is currently uninhabitable due to fire damage.
- (c) **Notes** that the remission will cover the fixed charges that are assessed when a dwelling is present on the property, and value based rates on the "improvements" portion of the capital value, pro-rata for the number of months that the house is uninhabitable. (Expected to be 1 July 2019 to 31 December 2019.)
- (d) **Agrees** that the Committee's decision on this matter becomes part of the public record.

**CARRIED**  
Cr Williams against

There being no further business, the meeting closed at 12.06pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 19 NOVEMBER 2019 COMMENCING AT 4.00PM**

**PRESENT**

Councillor W Doody (Chair), Councillors A Blackie, R Brine, S Stewart and P Williams

**IN ATTENDANCE**

Councillors K Barnett (until 6pm) and J Ward (until 5.15pm)  
 J Palmer (Chief Executive), G Cleary (Manager Utilities and Roding), C Roxburgh (Water Asset Manager), K Waghorn (Solid Waste Asset Manager), J McBride (Roding and Transport Manager), O Davies (Drainage Asset Manager), K LaValley (PDU Manager), D Lewis (Land Drainage Engineer, 3 Waters), S Allen (Water Environment Advisor), J Fraser (Utilities Planner), A Smith (Governance Coordinator)

**1 APOLOGIES**

Moved Councillor Brine                      Seconded Councillor Blackie

(a) **THAT** an apology be received and sustained from Mayor D Gordon.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest noted.

**3 RECEIPT OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roding Committee held on Tuesday 24 September 2019**

Moved Councillor Williams seconded Councillor Blackie

**THAT** the Utilities and Roding Committee:

(a) **Receives** for information, the minutes of a meeting of the Utilities and Roding Committee held on 24 September 2019.

**CARRIED**

**4 MATTERS ARISING**

Councillor Stewart asked for an update on evidence of any further avian botulism. G Cleary advised that there would be information on this matter included in the U&R weekly update.

**5 DEPUTATION**

There were no deputations.

## 6 REPORTS

### 6.1 Drinking-water Quality and Compliance Annual Report 2018-19 – Colin Roxburgh (Water Asset Manager)

C Roxburgh presented this report providing an update on the compliance of the Council's public drinking-water supplies for the 2018/19 period, and of water quality trends of this period.

A significant amount of data was provided in the report, in summary C Roxburgh advised that the rate of total coliforms being detected in the 2018/19 period was 1.3%, which is lower than the long term average rate of 5.1%. There was also a reduced number of complaints, which are measured per 1000 connections, with the last year being 6.4 and the previous year being 8.4. The target that is reported on is 5, though not meeting this target, figures are heading in the right direction. Scheme that dominated the complaints was Woodend (manganese issues in the water) though there has been improvements since joining with the Pegasus water supply.

Improvements that are being worked on for the coming year are improvements in achieving protozoa compliance on more schemes, Garrymere Water Supply, should be achieved during this year and the Poyntz Road project construction should be much closer which will be the last capital work for the Council to achieve compliance.

There are now more checks and balances to make sure the exact number of water samples are taken each day as required. This strict requirement of taking water samples is a reflection that there is a lot less leniency than there has been in the past.

An update was provided on the Cust water supply, noting that the temporary measure of using chlorination treatment is now no longer required, following it being turned off on the weekend. Samples were taken for three consecutive days indicating no coliforms being present and the supply is now back to normal operation with the normal sampling schedule.

It is a challenge for staff to keep up with the rate of change and expectations required for water but Council is trending in the right direction with drinking water quality.

Moved Councillor Williams seconded Councillor Brine

**THAT** the Utilities and Roding Committee:

- (a) **Receives** report No. 181002113999.
- (b) **Notes** that as a drinking-water supplier, Council has met its monitoring and management obligations under the Health Act for all of its public supplies during the 2018/19 compliance period.
- (c) **Notes** that at the treatment plants, all 13 of the Council's drinking-water supplies met the bacterial requirements of the Drinking-water Standards for New Zealand (DWSNZ).
- (d) **Notes** that 11 of Council's 13 drinking-water supplies met the bacterial requirements of the DWSNZ for their distribution zones.

- (e) **Notes** that 8 out of Council's 13 drinking-water supplies met the protozoal requirements of the DWSNZ for the full compliance period, two met the requirements part way through the compliance period (Mandeville-Fernside and Oxford Rural No.1), one requires some further reporting (Waikuku Beach), and two require full capital upgrades (Poyntzs Road and Garrymere).
- (f) **Notes** that all 13 of Council's drinking-water supplies met the chemical requirements of the DWSNZ for the 2018/19 compliance period.
- (g) **Notes** that no E. coli was detected on any of Council's 13 drinking-water supplies during the 2018/19 compliance period.
- (h) **Notes** that the rate of total coliforms being detected in the 2018/19 period was 1.3% which is lower than the long term average rate of 5.1%.
- (i) **Notes** that five Water Safety Plans were submitted and approved during the 2018/19 period, and that implementation visits were completed on eight water supplies to confirm that the Water Safety Plans are being implemented correctly.
- (j) **Circulates** this report to Council and all Community Boards for their information.

**CARRIED**

## **6.2 Cust Headwork's Renewal Project – Colin Roxburgh (Water Asset Manager)**

C Roxburgh presented this report, seeking endorsement of proposed strategy for the Cust headworks renewal, storage upgrade and UV treatment implementation projects and redistribution of the budget for these. All three projects are budgeted to be completed within the 2020/21 financial year. These projects are all interlinked.

An overview of the renewal required for the Cust headworks was provided, and the current storage facility which is not sufficient. There is also an issue with the state of the headworks facility and the concrete tanks. The site is quite constrained with the neighbouring properties, Cust Fire Station and Plunket and there is no room to expand it exactly where it is located. The issue is that the UV upgrade is still subject to confirmation. It is planned to still construct the new headworks and storage facility at the back of the site and make the headworks large enough to accommodate the UV equipment and also accommodate emergency chlorination equipment so the design is flexible for any future eventualities. This addresses existing deficiencies in the facility, without committing to UV treatment. This would mean spending approximately \$700,000 in the next year instead of \$1m that was budgeted in total and then the UV part of the project when those standards are introduced, or any alternative requirements. Key next steps are to have discussions one on one with the direct neighbouring properties, including Cust Fire Brigade, Cust School and Cust Garage, and also with the Cust Community Network and Rangiora-Ashley Community Board. Letters will also go out to residents and information will be made available on the Council website.

Following a question from Cr Stewart, it was advised that the water supply comes from two wells, identified as Springbank 1 and Springbank 2 wells. In response to a question on whether Cust water scheme could join the West Eyreton Summerhill scheme. C Roxburgh advised that this isn't an option as there is a difference in water pressure that would require an additional pump station and other upgrades.

Question from Cr Barnett on what is proposed for the site to be abandoned where the existing headworks is located. C Roxburgh said there will be

discussions with the Cust Community Network and the Community Board on the future use of this. There will also be feedback sought from neighbours on this. There will also be conversation with the school on fencing bordering the school grounds.

Question from Cr Williams on the current condition of the tanks. There are four tanks which will continue to be used until the new headworks is developed. C Roxburgh noted that two of these tanks have had some cracks and leaks detected, but these have been mended. These tanks will not be used at the new site, where plastic tanks will be used.

Moved Councillor Williams seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 191031151907.
- (b) **Notes** that there is an immediate need to renew the Cust water headworks and increase the storage provision at the site, but that the UV treatment project is proposed to be deferred until there is greater certainty about future requirements.
- (c) **Recommends** that the Council, for consideration as part of the Draft 2020/21 Annual Plan, retain the Cust Headworks Renewal (\$400,000) and Cust Storage Upgrade (\$80,000) budgets currently set for the 2020/21 financial years, but defer the majority (\$330,000) of the UV upgrade budget until the 2021/22 financial year, leaving \$220,000 in 2020/21.
- (d) **Endorses** the engagement strategy outlined in Section 5 of this report as the means of informing and gaining feedback from the relevant stakeholders to this project.
- (e) **Circulates** this report to the Rangiora-Ashley Community Board for their information.

**CARRIED**

### **6.3 Ohoka, Central and Coastal Drainage Maintenance Budgets – Owen Davies (Drainage Asset Manager)**

O Davies presented this report advising of the increased maintenance expenditure within the Ohoka Rural, Central Rural and Coastal Rural Drainage Rating areas. Replacement copies of page 61 from the agenda were tabled and circulated, as the agenda version did not print a table complete.

The drain maintenance expenditure has been increasing over the last two years within the Ohoka, Central and Coastal Rural Drainage rating areas, over and above what would have normally been expected. The reason for this increase is down to a number of factors, as noted in the report:

- Σ Reduction of spraying drains and increase in mechanical cleaning
- Σ Removal of all roadside drain cleanings
- Σ Higher levels of service due to increased rural residential development (with increased lifestyle blocks property owners are keeping their road frontages mowed and tidier than if it was a working farm property.
- Σ Warmer winter conditions, causing rapid weed growth in drains.

Staff will undertake some further investigation and the increased budget figures will be included in report to councils draft budget meeting in January.

Cr Barnett asked about the savings regarding use of spraying drains versus cleaning drains. O Davies advised that staff have tried to limit the use of spraying glyphosate in wet drains and use it mostly in dry drains. G Cleary

added that staff are very aware of the costs involved and are using the most practical methods in each situation.

Cr Stewart spoke noting that she is representative of the Council on these Rural Drainage Advisory Groups and commented that the members of these Groups want the drain cleaning funded across a general rate rather than the targeted rate that it is currently. Questioned what proportion of the cost is for the removal of drain cleaning as distinct from the mechanical versus the spray. This is an issue which comes up with the Rural Drainage Advisory groups regularly. O Davies noted the cost involves coming back and re-establishing on site which effectively doubles the cost of the operation. Cr Stewart comment that the Rural Advisory Group members see this as an issue of lifestyle blocks versus the genuine rural land owners, who doesn't mind the drain cleanings being left there. In response to the questions from both Crs Barnett and Stewart, Cr G Cleary noted there are three matters here – level of service, secondly whether Council is removing the cleanings and thirdly the equity, as to whether this is purely borne by the ratepayers on the drainage scheme. G Cleary advised that more detailed information will be provided to Council either during consideration of the draft Annual Plan budget or some of the issues will require further investigation work and could be considered as part of the LTP. O Davies added that the question of the district wide drainage rate will also be coming up for consideration in future.

Cr A Blackie asked is the amount of silt in the wet drains increasing with the mechanical cleaning being undertaken, with the damage to the sides of the drains and this feeding into the Cam and Silverstream and eventually the Kaiapoi River. O Davies believes that mechanical cleaning removes a lot of silt from the drains, and noted that the level of silt is a result of bank failures. Planting of banks will reduce the amount of maintenance work that is required.

Cr Williams asked if the Council had looked into any alternative spray than glyphosate. O Davies noted that over years there has been many of the eco-friendly sprays suggested to the Council to use, but the problem is that the Council is only licensed to use glyphosate over water. A lot of these alternative sprays, which may or may not work, are not licensed by ECan to be used over water and some are not friendly to the fish life. G Cleary added that any investigations that staff have undertaken in the past have not determined any better spray to be used and there has been research done on this, with the help of Canterbury University.

Regarding the bank failures, this is not as a result of spraying by Council contractors (they only spray in the centre of drains). There are a lot of issues with private landowners spraying right up the banks. O Davies advised that staff have spoken with these people who are adjacent landowners, and mostly they don't realise the damage they are doing. They are advised to use a weed eater as an alternative method.

Moved Councillor Doody seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 191104153585.
- (b) **Notes** that there has been a significant increase in the annual drain maintenance expenditure in the Ohoka Rural, Central Rural and Coastal Rural drainage schemes, over the previous two financial years.
- (c) **Notes** drainage staff will continue to monitor drainage maintenance expenditure over the current financial year and will implement cost saving measures where possible.
- (d) **Notes** that even with some cost savings being realised, it is still expected that an increase in the Ohoka Rural, Central Rural and Coastal Rural drainage schemes' drain maintenance budgets in the 2020/21 will be required.
- (e) **Circulates** this report to the Council, Oxford-Ohoka, Kaiapoi-Tuahiwī, Rangiora-Ashley and Woodend-Sefton Community Boards for their information.

**CARRIED**

**6.4 Re-establishment of the Solid and Hazardous Waste Working Party Post the 2019 Elections – Kitty Waghorn (Solid Waste Asset Manager)**

K Waghorn spoke to this report requesting the re-establishment of the Solid and Hazardous Waste Working Party following the recent 2019 elections. The previous Working Party was made up of seven Councillors. The guidance of the working party will be sought for the overview of the new services, planned facility upgrades, input into Annual Plan and LTP Budgets, and input into the future review of the Waste Minimisation and Minimisation Plan.

Following discussion on which members would be interested in being on the Working Party, it was agreed that the membership should number six Councillors (plus Mayor Gordon ex officio), and the Terms of Reference will be updated accordingly.

Moved Councillor Brine seconded Councillor Williams

**THAT** the Utilities and Roading Committee

- (a) **Receives** report No. 191105154393.
- (b) **Establishes** a Solid and Hazardous Waste Working Party.
- (c) **Approves** the Terms of Reference for the Solid and Hazardous Waste Working Party as contained in document 191105154039, subject to change in the membership numbers.
- (d) **Appoints** Councillors Brine, Doody, Stewart, Williams, Blackie and Barnett as members of the Solid and Hazardous Waste Working Party
- (e) **Notes** that Mayor Gordon is an ex-officio member of the Solid and Hazardous Waste Working Party.
- (f) **Circulates** report No. 191105154393 to the Community Boards.

**CARRIED**

Cr Brine supports the increase in the number of members for the Working Party, noting that any recommendations of the working party either come to this Committee or the Council.



**6.5 Update on Solid Waste Services and Waste Quantities to 31 October 2019**  
**– Kitty Waghorn (Solid Waste Asset Manager)**

K Waghorn presented this report and noted that the overall uptake of the bins has exceeded expectations. The overall tonnage of green waste has increased in October. The increase is attributed to the amount of spring growth but is also attributed to the bin swap scheme which saw a lot of residents swap their small green waste bins for larger ones. This has increased the overall tonnages. K Waghorn believes green waste tonnages will reduce again during the summer months. Staff are tracking this and will be adjusting the rates accordingly for next year if the figures are higher than anticipated. This will be part of the draft budget to the Council in January 2020.

The main issue that will impact on this year's overall costs is the continuing changes in the international recycling market which has resulted in an increase this year from \$95 to \$124 a tonne for recycling processing. There has been an indication that this will go up to \$140 a tonne on the 1<sup>st</sup> July 2020 (this is only an indication, it may go up more). The main reason for this is the falling income from paper and cardboard which has usually carried everything through. K Waghorn advised that Eco Central are looking at different ways to see if processing can be brought into New Zealand to try to minimise the amount of processing costs. This would be at least three to four years away if anything does get established. There has been almost 21 tonnes of material diverted from the pit at Southbrook Resource Recovery Park, with the sorting activities. Overall landfill tonnages are about 7.4% less than the same time last year and greenwaste at Southbrook has dropped approx. 28%.

Following a question from Cr Doody on disposing of grass clippings after spraying, K Waghorn said it is recommended that the first three cuts don't get put into the greenwaste bins. It was agreed that this information be included on the website.

Cr Williams asked what the cost of the Cust Recycling drop off centre is, and is this paid for by ratepayers. This is mostly funded out of the Waste Minimisation Account, using Waste Levy funding this year as a trial. If it continues it will come under the general rate, which currently funds a lot of the recycling at Southbrook and Oxford transfer stations. K Waghorn advised the exact figures on this would be provided at the next report.

Cr Williams had some questions on the costs of recycling and the cost of transporting of this. It was agreed that these would be a topic for discussion at a meeting of the Solid and Hazardous Waste Working Party.

Moved Councillor Brine

seconded Councillor Blackie

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 191107155980.
- (b) **Notes** that staff will continue to monitor the weight of waste collected at kerbside over the spring and summer periods, and will regularly report back to the Utilities & Roading Committee on these figures.
- (c) **Circulates** report No 191107155980 to the Council.
- (d) **Circulates** report No 191107155980 to Community Boards.

**CARRIED**

Cr Brine noted the matter of the cost of recycling is a matter for discussion for the Solid and Hazardous Working Party. This is an important discussion to be had.

Cr Barnett said she believes the community has been moving away from the use of the landfill and towards using recycling. There is a push now for “re-use” but there needs to be a balance for the community to accept any changes. For any proposals that the Council consider in the future, communication with the community will be critical.

**6.6 Water Race Management Contract – Renegotiation of Base Payment – Kalley Simpson (3 Waters Manager)**

O Davies presented this report on behalf of K Simpson. The report seeks approval of the committee for an increase in the base payment from \$206,437 to \$244,673 for maintenance of the stock water race system under the Water Race Management Contract 98/62. This is an increase of approximately 18% for the contract which is presently held by Waimakariri Irrigation Ltd. The base payment hasn't been reviewed since 2011. It was also noted that staff believe this increase is justified and have been working with WIL to come to an agreement as to what the increase should be.

Cr Stewart asked why there isn't a regular review of this contract. O Davies noted that under the contract it is supposed to be reviewed every three years, but WIL have not requested a review. A Table in the reports shows that the WIL staff are now dealing with a lot more property owners than previously. This entails a lot more staff time involved and they are now looking at the Council to pay more of the share.

Water is not metered and can be taken from the race for stock and also there is limited use of water for irrigation, which can be drawn off at a certain time of day.

Cr Williams asked if there has been impact on some of the stock water races being closed. O Davies advised that the overall length of closures is fairly limited – the biggest one is the race through the Ngai Tahu property in Eyrewell. Other recent closures have had very little impact on the viability of the system.

Information was provided on rating for stock water – there is a fixed charge of \$110 per property, and there is 1400 properties connected. There is approximately 40,000 hectares subject to a water race charge. For each hectare there is a charge of \$6.90 per hectare. Cr Williams noted that for every property that has a water race going through that is now closed, there is the loss of the water race connection charge. It was pointed out that alternative, when there is a rural subdivision undertaken, any 4 ha blocks that have stock water races going through are charged a connection fee.

Cr Doody noted that the Stockwater races have a historical significance. O Davies added that if a race is over 100 years old, the Council is required to consult with the Historic Places Trusts if there is to be a closure.

Following a question from Cr Blackie on WIL Director fees, Mr Palmer advised that these would have been set at the recent AGM and would require the agreement of the shareholders.

Moved Councillor Doody seconded Councillor Brine

**THAT** the Utilities and Roding Committee

- (a) **Receives** report No. 191107155981.
- (b) **Approves** the increase of \$38,236 as detailed in the WIL letter dated 18 October 2019.
- (c) **Notes** that there is adequate budget available for this increase as the budgets were revised as part of the Drainage & Stockwater – Staff Submission to the Draft 2019-20 Annual Plan, May 2019 (TRIM 190418057971) in anticipation of the increase.
- (d) **Circulates** this report to the Council and community board for their information.

**CARRIED**

**6.7 Urban Stormwater quality baseline results and issues identified – Sophie Allen (Water Environment Advisor)**

S Allen and J Fraser (Utilities Planner) were present for consideration of this report. It was noted that this report will also go to the Land and Water Committee and the Waimakariri Water Zone Committee. S Allen acknowledged the work of the PDU department in the information provided in this report. The Council undertook baseline water quality sampling in 2014 in Rangiora and in Woodend, Kaiapoi Oxford in 2016. Reports of the results of this sampling were appended to the report. This sampling was undertaken to inform network stormwater discharge consent applications which is a requirement from ECan. The Council was advised to provide information on what contaminants come from either the urban or rural areas. This reporting of the baseline stormwater quality monitoring is the first stage of the discharge consent process. A condition of the stormwater discharge consent is Stage 2, being a five year stormwater quality monitoring programme from 2020 – 2025. Stage 3 is stormwater improvements based on results of the monitoring programme 2025 – 2035.

J Fraser spoke on the sources of copper and zink in the water tested, with the sources of these coming from residential properties (external spouting and downpipes), and from brakepads and tyres of vehicles when breaking. It was noted that there is a clear link between high rainfall and increase in the levels of copper. For Zinc levels it is dependent on what catchment the reading was taken in. There will be further monitoring of this, which has \$65,000 in the budget to allow for this. G Cleary added that there is provision in long term budgets for stormwater improvements, but what is required for these improvements is not known at this stage. S Allen noted that if there is any high risk sites identified before 2025, these can be followed up by ECan in their systems.

J Palmer noted the implications of this matter, and the challenges ahead the future.

Moved Councillor Brine

seconded Councillor Williams

**THAT** the Utilities and Roding Committee recommends:

- (a) **Receives** report No. 190618085491.
- (b) **Notes** the issues raised in stormwater quality baseline monitoring reports, summarised in this report, for;
  - i. Rangiora (TRIM 140728079529);
  - ii. Woodend (TRIM 180822095021);
  - iii. Kaiapoi (TRIM 190709096637); and
  - iv. Oxford (report to be completed).
- (c) **Notes** that WDC staff are investigating some issues raised by the stormwater quality baseline monitoring results, in conjunction with Environment Canterbury staff where appropriate.
- (d) **Notes** that a report on the progress on the stormwater network discharge consent applications, associated monitoring programmes, and proposal for data management will be presented to the Utilities and Rooding Committee in early 2020.
- (e) **Notes** that budget allocation for urban stormwater quality improvements is included in the current budgets from 2025/26 onwards.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, Land and Water Committee, and Community Boards.

**CARRIED**

#### **6.8 Cam River floodgate automation for saline intrusion prevention – Sophie Allen (Water Environment Advisor)**

S Allen presented this report which details a proposal from the Kaiapoi River Rehabilitation Working Part to investigate the feasibility for automation of the Cam River Floodgate to become a tidegate, for prevention of saline incursions upstream. The request is for a budget in the next annual plan for this. Noted that Henry Hudson look at this several years ago, but has not been looked at regarding for the saline incursions coming up the Kaiapoi River, which have increased in the last five years. Potentially the closing of the tide gate could prevent some saline incursion upstream, how much is not known. Another benefit would be for the weedbeds in the freshwater. S Allen however note that there are disadvantages of this, including the blocking of fish passage, increasing groundwater levels further upstream, flooding issues if the water is not drained out and the saltwater might permeate around the shallow aquifer of the flood gate.

This recommendation is just for a budget for a feasibility study, being a concept design, a list of the permissions and consents that would need to be obtained which could be quite lengthy and consultation with the Runanga. S Allen said the question is are there enough benefits to warrant a feasibility study.

Cr Brine asked why this would come from the general rate and not a Kaiapoi River Rehabilitation association fund for the \$15,000. S Allen advised that the Kaiapoi River Rehabilitation working party have already allocated their funds for the Kaiapoi River realignment and some other projects.

Cr Blackie noted recommendation (d) and asked why the Council would not get the approval of Environment Canterbury and the Runanga before agreeing to the funding for the feasibility study. It was agreed to amend the recommendation wording in this regard.

There will need to be meters to monitor the salt levels in the water upstream.

Moved Councillor Stewart                      seconded Councillor Brine

**THAT** the Utilities and Roding Committee

- (a) **Receives** report No. 191017145159.
- (b) **Considers** inclusion of a budget of \$15,000 in the Draft Annual Plan from the general rate for 2020-21 to scope feasibility of automating the Cam River Floodgate, to be used as a tidegate against saline incursions.
- (c) **Notes** that a report summarising findings from the feasibility study will be presented to the Utilities and Roding Committee and Environment Canterbury in early 2021, for a decision whether to proceed, and costings in order to obtain required consents / permissions and construct the design.
- (d) **Seeks** approval from Environment Canterbury as the asset owner and the Ngai Tuahuriri Rununga before the Council considers the funding for the feasibility study for the modifications to the Cam River floodgate.
- (e) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board and Waimakariri Water Zone Committee.

Cr Stewart supports this proposal getting wider circulation, particularly with the Kaiapoi-Tuahiwi Community Board and the Waimakariri Water Zone Committee. The suggestion of using this flood gate has been around for a long time and Cr Stewart noted the conflicts that have arisen with this suggestion. This has come up with the Kaiapoi River Rehabilitation Working Party as a technique to potentially halt salt water intrusion going up the Cam, though certainly an issue going up the Kaiapoi River.

Cr Brine believes this matter needs to be explored for the Council to have discussion with ECan and the Runanga. The perception of the community is that something needs to be done and this is an opportunity.

#### **6.9 Approval of the Roding and Transportation Procurement Strategy – Joanne McBride (Roding and Transport Manager)**

J McBride presented this report seeking approval of the committee of the Roding and Transportation Procurement Strategy. It is a requirement of the Council to have this Strategy and for it to be endorsed by NZTA to access funding subsidised through the National Land Transport Programme. The previous Strategy was adopted in 2011 and is out of date and due for review.

The Strategy does not monitor contractors performance, which is more of an operational matter that staff cover. NZTA have provided preliminary feedback on the strategy that it is very thorough and comprehensive and clearly shows strategic thinking.

Following endorsement of the Strategy by this Committee, the next step is for it to go to NZTA for endorsement.

Moved Councillor Williams                      seconded Councillor Doody

**THAT** the Utilities and Roding Committee

- (a) **Receives** report No. 191105154423;
- (b) **Approves** the Roding and Transportation Procurement Strategy (TRIM No. 190417057789);
- (c) **Circulates** this report to Council and the Community Boards for information;
- (d) **Notes** that shared services are considered and implemented with neighbouring local authorities where applicable.

**CARRIED**

## **7 PORTFOLIO UPDATES**

### **7.1 Roding – Councillor Paul Williams**

Nothing to report

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

Cr Stewart asked if there could be a report on the first year of the Stormwater Drainage and Waterways Protection Bylaw – having been in existence for over a year, asked could a report be provided on the number of complaints made, number of actions taken and if it is operating successfully. G Cleary agreed this information could be provided to the committee in a report.

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

Noted the need to recently have the Cust water supply chlorinated.

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

Transwaste AGM is next week. He will not be attending but noted that there will be a more comprehensive meeting early in 2020.

## **8 QUESTIONS**

There were no questions.

## **9 URGENT GENERAL BUSINESS**

There was no urgent general business.

## **NEXT MEETING**

The next meeting of the Utilities and Roding Committee is scheduled for 9:30am, Thursday 19 December 2019 in the Council Chambers.

There being no further business, the meeting closed at 6.09pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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**WAIMAKARIRI YOUTH COUNCIL MINUTES**

*held in the WDC Council Chambers, Rangiora Service Centre, WDC,  
at 7pm on Tuesday 26 November 2019.*

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**PRESENT:**

Dan Gordon (WDC Mayor), Tessa Sturley, Caitlin Tipping, Kirstyn Barnett (WDC Councillor), Jacob Harford, Ellie Tizzard, Jaden Williams, Sasha Crawford, Katie Lange, Luca Hodgson, Hope McCormack, Ben Spark, Bailey Dodd, Damon Galbraith, Nathan Croft, Eris Le Compte (Minute Secretary).

**IN ATTENDANCE:** David Hill. Claire Fletcher (ECan), Kathy Graham, Chris Field (CDEM Cadet Unit), Alex Tindall (WaiYouth)

**APOLOGIES:** Sam Redman (WDC), Nikki Mealings (WDC), Arabella Jarman.

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**1. WELCOME:**

Jacob welcomed guests and committee to the meeting.

Tessa Sturley expressed her thanks to the team for their input over the year and how their commitment has made reporting to the council so much easier.

**2. EXPRESS BUSES AND PARK AND RIDE – CLAIRE FLETCHER and KATHY GRAHAM:**

Claire spoke on plans for the proposed Rangiora/Christchurch direct non-stop bus routes and distributed brochures. Three Park and Ride locations are planned for Rangiora – River Road, White Street (existing) and Southbrook Park and two locations in Kaiapoi; Kaiapoi central and south of Kaiapoi near Tram Road. There will be two separate bus services for each town and depending on funding; there will either be three or four trips each way daily. Five drop off options are being considered at the Christchurch end. Both Claire and Kathy invited questions.

To have your say, committee members are invited to either fill out the form attached to the brochure, or fill in the on-line version before Sunday 8 December. Tessa will circulate the link to committee members.



### **3. CDEM CADET UNIT UPDATE:**

Twenty applications were received although one has since been withdrawn. Therefore 19 interviews were carried out over a two week period. Chris Field is currently working through a cadet training pathway and working with other agencies.

The time line is as follows:

- ∑ Production of a strategy document
- ∑ Produce a document for parents
- ∑ Confirm and acceptance to applicants
- ∑ Confirmation of pathway programme for 2020
- ∑ Official launch and release of the strategic document March 2020

At the moment, this programme is unique to the Waimakariri region with other regions throughout New Zealand interested in future expansion. It is planned to hold the first training night on 11 February 2020.

The winner of the Civil Defence Cadet logo was won by committee member Jaden Williams who received a travel voucher for his efforts.

### **4. REPORTS FOR DISCUSSION – DAN GORDON AND KIRSTYN BARNETT:**

Since taking office Dan has been busy organising council and has created two new portfolios – Climate Change Sustainability and a Transport Portfolio which will cover growth and roading in the region. Discussions on the annual budget will start around the end of January.

One of Dan's highlights recently was his attendance at the Tuahiwi Marae last Friday where he met with Prince Charles and Camilla, Duchess of Cornwall.

Kirstyn announced that Standard and Poor have kept WDC's AA financial rating which the council is pleased with. There is a lot of inclusiveness happening and some council members are learning Te Reo. A Hui will be held at the end of January 2020.

### **5. YOUTH SPACES AND YOUTH DEVELOPMENT INTERNSHIP – NATHAN CROFT:**

All youth services in the district are being catalogued for distribution in schools etc. Nathan is working on Youth Spaces with Sam.

## 6. DUDLEY PARK PLANNING GUIDE:

The Dudley Park sub group met a couple of weeks ago and are open to feedback on the plans and consideration on how the \$20,000 grant from WDC can be best used.

The time plan is as follows:

- ∑ Design and development
- ∑ Start consultations late January to late February
- ∑ Early March start the design development
- ∑ Early May second round of consultations
- ∑ Look at physical work options, depending on funding
- ∑ Start work September 2020

Council Green Spaces are happy to work with the sub group when/if required.

## 7. 2019/2020 FOCUSES REVIEW:

North Canterbury Youth Futures met earlier this week. Due to the success of the Youth Employment Expo held last year at Rangiora High School this will be repeated again next year. There was some discussion around the overcrowding of exhibits and how to work around this. Also to be looked at is a Speed Dating programme working in with future employers – maybe to be held later in 2020. To date, many employers have expressed an interest in this.

Also being investigated is the need for a mentoring/life skills programme to be set up. Kirstyn mentioned that MSD job support payments actually start at age 16. Alex is running a marketing campaign looking into younger ideas.

## 8. END OF YEAR FUNCTION:

After much discussion it was decided to have either fish and chips or a pot luck BBQ at the beach or a pot luck BBQ at the Margaret Mahy playground in Christchurch. Members are yet to decide which is preferred. Tessa said she would pencil in the community van for the dates Thursday and Friday – 12 and 13 December; to be confirmed.

## 9. RECRUITMENT:

This will be carried over to the January meeting.

**10. GENERAL BUSINESS:**

Mayor Dan Gordon invited all those present to the Mayoral Christmas morning tea in the Council Chambers on Wednesday 11 December at 10 am. Also an invitation has been issued to attend the Waimakariri District 20 Year Anniversary celebration of being a member of the International Safer Community group and of which the Waimakariri District is the longest serving member of this organisation. A panel of six will be inspecting the area during the day and the celebration at the Rangiora Town Hall Auditorium starts at 4.30 – 6 pm. Tessa asked either Jacob or Arabella to attend this function as one will be required to sign the document.

Sasha reported that her walk went well and all monies collected were donated to Community Wellbeing North Canterbury to purchase Christmas gifts. Sasha has also made contact with Deidre and is waiting to hear back from her.

**11. ACTIONS:**

**ACTION – Send feedback to ECan re Express Buses and Park and Ride before 8 December. Either by filling out the page in the brochure or by doing it on-line. Tessa will send the online link through.**

**ACTION – Tessa to pencil in a booking for the trailer/van 12 and 13 December. TBC.**

**ACTION – The Mayoral Christmas Morning Tea being held in Council Chambers on Wednesday 11 December 10 am.**

**ACTION – Either Jacob or Arabella are required to attend the Waimakariri District 20 year Anniversary function at the Rangiora Town Hall Auditorium on Wednesday 4 December to sign the document. Everyone invited.**

Meeting closed at **8.30 pm**.

Next meeting is on **Tuesday 28 January 2020** at **7pm**, at the **Rangiora Service Centre**.

**MINUTES OF A MEETING OF THE MAHI TAHI JOINT DEVELOPMENT COMMITTEE HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 26 NOVEMBER 2019 COMMENCING AT 9.30AM.**

**PRESENT**

Mayor Dan Gordon, Deputy Mayor Neville Atkinson, Councillor Al Blackie, Te Maire Tau and Arapata Reuben

**IN ATTENDANCE**

Councillors S Stewart

J Palmer (Chief Executive, S Markham (Manager Strategy and Engagement), N Harrison (Manager District Planning and Regulation), C Brown (Manager Community and Recreation, G Cleary (Manager Utilities and Roothing), Matt Bacon (Planning Manager), T Ellis (Development Planning Manager), S Allen (Water Environment Officer), A Smith (Governance Coordinator)

The Chief Executive J Palmer welcomed all present to the inaugural meeting of the Mahi Tahī Joint Development Committee. The significance of this first meeting was acknowledged in progressing the relationship and business between the Council and the Runanga.

**KARAKIA**

Te Maire Tau offered a karakia for the meeting.

J Palmer provided an overview of the matters that the Committee will be considering and engaging between the two parties, suggesting that it may be beneficial to pause the formal meeting and workshop some of the key matters. It was noted that there are many matters that are wanted to be progressed by this joint committee, key ones being those that are outlined in the report in the agenda. Mr Palmer said the “how” the Council and Runanga work together will be as important as what they work on to have an effective partnership and co-governance in the key areas they are wanting to be progressed. Mr Palmer added that it will be important for each of the partners to fully understand the perspectives that each brings to the table. Discussed the options available for the appointment of Chairmanship of the committee.

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest.

**APPOINTMENT OF CHAIRMAN**

Mr Palmer noted that there are options for how the Committee is chaired – it can be co-Chaired at the head of the table; another option is having the Chairmanship time shared equally between Ngai Tuahuriri and the Council.

Te Maire Tau advised he would prefer not to be in a Chairing role, but advised he is comfortable with interim chairing of the Committee at least until after Christmas.

Mayor Gordon thanked everyone for their attendance at the meeting today and noted the importance of this committee for the districts future. Expressed his enthusiasm for this Committee and in the interests of “working together”, supports a co-Chair role for

the Committee. Mayor Gordon suggests the committee should start where we intend to go, jointly working together and jointly setting the agenda and the topics to be discussed and worked through together.

Arapata Reuben agreed with the co-Chair arrangement, but suggested for this to commence in the New Year.

J Palmer acknowledges this but believes that there needs to be a member of the Committee appointed as Chairperson until after New Year.

Moved Cr Blackie seconded Te Maire Tau

**THAT** Mayor D Gordon is appointed as Chair of the Committee until the New Year 2020, when arrangements will be put in place for a co-Chair of the committee.

**CARRIED**

At this time, J Palmer noted that though it will be his intention to attend these committee meetings, the principal support person for this committee will be Simon Markham (Manager Strategy and Engagement).

### **3 REPORTS**

#### **3.1 Context for and Process of the Mahi Tahī Joint Development Committee – Simon Markham (Manager Strategy and Engagement)**

S Markham spoke to this report, and provided some explanation of the attached relevant documents. These documents relate to the four main components of the Terms of Reference.

The two parties are to provide input to the revision of the current Memorandum of Understanding, and for these Articles of Association to be refreshed and to be forward looking.

The second component relates to the co-governance structures and processes to achieve the required results relating to the Mahinga Kai area(s) within the Kaiapoi South Regeneration area. There has already been some engagement with Ngai Tuahuriri relating to progressing the on the grounds works for this.

The third component relates to all things to do with water. Ngai Tuahuriri have expressed what may best be integrated into structures and processes through the Iwi Management Plan. Ngai Tuahuriri are involved with the Zone Committee and there has been significant progress made in recent times with the Council's involvement, by way of increased level of resourcing for improvements to the water quality and its collaboration through the ZIPA.

The last major component set in the current draft of the Terms of Reference is all things to do with enabling appropriate development that meets the expectations of both parties in relation to Maori Reserve 873. There has been some work done on commission by Maahanui Kurataiao Ltd relating to the Council's District Plan, but this needs a joint governance oversight.

It is recommended that there be a Hui in early 2020 to discuss the four issues, and an appropriate work programme that would address these issues in sufficient detail to allow for Council staff and any other parties involved, to progress these matters.

J Palmer noted a matter for discussion would be Development Contributions and Council would find it helpful to have some advice from this Committee, on the right process to address this, for the whole MR873 reserve rather than just

for Mana Waitaha Trust. This could be an item considered for the Hui. The process around this matter is as important as the answer, and Mr Palmer said it is important to get a result that is considered fair and reasonable for everyone involved. Once discussed at the Hui, this could then come back to this committee and for it to agree on the process to address this matter.

Te Maire Tau supports progressing the development contributions matter.

As some members are unable to attend the scheduled 17 December meeting of the joint committee, an alternative date for a Hui to be held was suggested for Friday 24<sup>th</sup> January 2020.

Moved Te Maire Tau seconded Deputy Mayor Atkinson

**THAT** the Mahi Tahi Joint Development Committee:

- (a) **Receives** report No. 191118160100.
- (b) **Notes** the Mahi Tahi Joint Development Committee terms of reference including the related background information attached to this report.
- (c) **Approves** the first meeting of the committee to be chaired by the Mayor and the co-Chair arrangements beginning in the New Year 2020.
- (d) **Considers** at a Hui early on 24 January 2020 mutual expectations for, and develop a shared understanding of, each of the four main activities within the scope of Committee activity and any other identified priorities it may wish to recommend to both parties.

**CARRIED**

It was agreed at this time for the committee to move into workshop for further discussion.

**NEXT MEETING**

The Mahi Tahi Joint Development Committee will meet again for a Hui on Friday 24 January 2020 in the Rangiora Town Hall Function Room.

There being no further business, the meeting closed at 10.05am.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**NOTES OF MAHI TAHI JOINT DEVELOPMENT COMMITTEE WORKSHOP  
COMMENCED AT 10.20AM ON TUESDAY 26 NOVEMBER 2019**

TOPICS FOR DISCUSSION

Governance

S Markham suggested a discussion needs to be had at the 24 Jan Hui on 'beyond the current Memorandum of Understanding' and so what are the other documents that the members of the Committee need to have to hand to support discussion at the Hui is important. Also important to know who the future MOU/Agreement in future will be held with; would this be with a Charitable Trust, or a holding company, or both. What is the relationship on a governance level between the Council and the holding company? For e.g. when working through development proposals, the issues with Development Contributions, would the Council have engagement with the Charitable Trust, the Holding Company or a subsidiary of the Holding Company? From a council point of view, be good to have a picture at the end of January of what these entities are going to look like and what timing they will be in place. Important to have a successor agreement in place, if the current entity goes out of existence and the current MOU expires.

RMA Powers (S.33) and the recent Tribunal report are relevant information/docs for the Hui

RMA consistency with the Treaty was reviewed by the Waitangi Tribunal. WE all know the RMA is being reviewed, but the Tribe takes the view on the RMA, believing it has had its day in a lot of areas. New language suggests Tribal autonomy for governance of their land. The Tribunal has said that Section 33 needs to be strengthened and the Mana Whakahono a Rohe Agreement is also too weak. For example the Reserve; there needs to be political decisions made, Runanga needs the freedom for how to attract investment in the village and the district. Suggested that there be the ability of funding for infrastructure.

S Markham noted that the current MOU that has been in place for some time, does provide for the devolution of powers, but this just hasn't been considered to this point. Need to come to the workshop/hui in January - what is currently enabled under the RMA?

Te Maire Tau noted that the Tribal budget has been confirmed recently, but Ngai Tuahuriri can't do this in detail as they don't know their requirements until the new structure is in place.

Following question from Mayor Gordon, Te Maire advised that apart from Ngai Tahu Farms, he is not aware of any investment proposals of Ngai Tahu in North Canterbury at this time. Te Maire noted that investment in the Region connects to Development Contributions.

District Plan progress – appropriate Mahi Tahi input and engagement with this

S Markham noted a report has come from MKL. T Ellis (District Plan Manager). Report received in February 2019, from MTL. This was a review of a little bit of contemporary thinking for MR873, but also historical thinking, moving forward to provisions that were inserted in the District Plan in recent years, through the LURP, cluster housing provisions that went in and how well these provisions work (or not) and other matters. It suggested that there was possibly other ways to achieve the outcomes desired by the Runanga in particular. This was a useful report. Council are open minded to changing the current content of the District Plan chapter on this to what is the best option for all concerned. Servicing provisions for infrastructure also need to be taken into account. There are approx. six options that could be available for District Plan purposes, ranging from doing nothing, to doing tweaks, to making radical changes. A version has gone to MKLT which suggests moving away from the descendancy approach to more of a land based approach for District Plan purposes that looks at the Maori Court process etc. for development rights. This is an option on the table. It is important that this committee is leading and knowledgeable and providing comment on

how those provisions progress into next year. Option currently on the table with MKL on MR873 which is a large piece of land and want to get the provisions right.

It is important to be quite clear that MKL has not undertaken any work on the descent issue. MKL has contracted Chapman Tripp to assess the difference between Maori Land and Crown Land on the reserves.

Reports to come before the Committee:

Report from MKL and Report from the WDC contracted Planner.

Question from Te Maire Tau on descendancy and land ownership. T Ellis provided an explanation on the current provisions for this.

It was observed that a key element of any development criteria for MR873 is the whakapapa rights. Mentioned the clauses of the LURP which includes descendancy rights. T Ellis provided explanation on this, based on more of a land based or zoning approach, as opposed to descendancy approach. S Markham said there had been feedback of strong resistance when some whanau have sought to commence development and were asked to prove a descendancy link. T Ellis said the MKL report indicates that there are some concerns with other aspects of delivering that and that on balance there possibly are other options for facilitating development in MR873. The Council's consultant Planner has commenced discussion with the MKT Planner.

J Palmer noted one of the issues to be considered is the servicing of developments in MR873. Whatever provisions are put together, it has to line up with the Greater Christchurch Partnership. Cr Atkinson added that during his involvement as part of the deliberations that MR873 was noted as needing to be included in the projected growth figures for the number of households provided for and density of households per hectare.

Cr Atkinson also commented on the consultation process that was undertaken in 2013. He noted that descendancy was discussed at the hearings and this was fundamental in the decision that this Council made on the descendants use of MR873 and the way they saw fit. Cr Atkinson suggested the minutes would have recorded this, and the decisions made at the time were based on the submissions that came to the Council. Suggested this was important to the upcoming discussion.

S Markham noted that the other piece of significant feedback on the proposals that have come forward is that the Council has tied the housing provisions to unit titling which is proving problematic. It is difficult to try to tie planning provisions to a form of tenure. Need to move beyond that and this needs to be reviewed.

Te Maire Tau suggested that he does not think there will be more than 20 houses in the next five years. Cluster housing could be problematic. Runanga supports zoning to allow for subdivision for this proposal. The Maori Land Court has delayed its decision until February 2020. The decision of the Court is subject to approval of WDC. Clarification of the jurisdiction of the Maori Land Court was sought from Te Maire and it was agreed that this could be a topic for further discussion in future.

G Cleary discussed drainage and servicing and who is paying for this is important to address. Servicing is an enabler of growth, but also can limit it. It is helpful to have an idea of the extent of development growth and what the long term picture is, how many people it is for and what services need to be brought in and then the funding around it. J Palmer pointed out that there will be properties adjoining the MR873 that have been developed with the same services provided and these contributed towards. It was also noted that there could be the argument that development has been precluded in the past and therefore any services that are required now, could have already been in place and this should be acknowledged as though they were already there. The DC process needs to be worked through and the Council needs to work on this and whatever framework is agreed, is fair to those developing within the Reserve, and is not seen as unfair across the district. Acknowledges the pressing need of Mana Waitaha Trust. Council needs to develop an understanding of the perspectives



better before it gets to any point of decision. Suggests that this Committee in particular is the best forum for this.

Te Maire Tau spoke on the expected 20 houses in the next five years. Understands that they know this needs to be paid for, for investment and revenue. It was noted that the Council commenced getting rates in 1958 and the roads were paid for from these rates. Currently the contributions of Ngai Tahu Farms could be considered towards the village, and also for example, the Cust swimming pool. Noted there needs to be discussion about Ngai Tahu Farms as well as rating within the Reserve.

S Markham noted the revenue of Ngai Tahu Farms overall is not just for this district, but for the region. Under the Local Government Act, the Council has obligations through its Revenue and Financing Policy to consider the source of costs and the distribution of benefits and to be explicit as to how it apportions rates and funds services accordingly. Reflects the contribution of Ngai Tahu and Ngai Tuahuriri to the regional economy and the revenue is then paid through rates and how does that get spent. This doesn't just relate to this district, is for a wider conversation with Greater Christchurch and further. J Palmer noted there would need to be a lot of thought on any rebalancing of rates. Te Maire Tau noted that the Reserve was specifically zoned and provides for dairy farming.

#### Topics for Hui in early 2020

Is there any other documentation that should be available for members?–

What entities are in place and any agreements that are current?

Arapata advised that the holding company is to be set, but the current structure will for the time being still be in place.

#### Mahinga Kai area in the (Former) Red Zone

Al Blackie said there has been a walk around in the proposed area on this matter, noting that now Regeneration matters all go to the Kaiapoi-Tuahivi Community Board. Report will come to the Board on this Mahinga Kai area, planting ideas for which has been given approval by the Runanga. WDC Council staff Grant McLeod is the key contact for development of this proposal. WDC are seeking a co-governance arrangement with the Runanga. J Palmer noted the model of the co-governance in the TKTT area which seems to be working very well, from the Council perspective, and asked if this is a model that could assume responsibility over a wider area than the coastal reserve. It is important that the right co-governance arrangements that are put in place for this piece of land.

Al Blackie suggested the possibility of TKTT taking over the “management” of this area could be a positive move. N Atkinson also suggested that the TKTT have the capabilities to manage such an area and the positive progress that has been made on other areas that the Trust have been managing (e.g. 'Western Ridge' area). Brief discussion on the reporting back to the Runanga from TKTT representatives and the General Manager.

#### Water

S Markham suggested that at the Hui in early 2020 that the Council will provide information to the Runanga of the current work that the Council is undertaking, relating to the ZIPA recommendations. Also provide to the table issues arising from the National Policy Statement on Freshwater and its requirements. Te Maire noted that the tribe is taking a strong position on water, and taking action on this. Ngai Tahu need to speak with Ecan, CCC, SDC and WDC on a plan of action in the new year, going for title over water. Noted the water bottling plant in Belfast, and the Waitaha proposal.

J Palmer noted that the January 24 hui will be a time to better understand what the issues are and how to progress these, what workstreams might look like and timing of any milestones that can come to this committee.

Te Maire advised that Gabriel Huria, is heading the Ngai Tahu water team – there are specialists coming from overseas in February and March. This would be a topic for discussion by the Committee, following this time.

#### Development Contributions.

Te Maire and Arapata commented on Development Contributions – the Tribe just need to know how much? J Palmer said the Council needs to determine the rationale for any waiving of charges, and this is a concern. Any waiving of charges is a reallocation of costs. Te Maire does not think there should be a Development Contribution as he does not see that the Runanga are developers, and that it is purely for a social purpose. It is for re-establishing communities. J Palmer provided an explanation on the rationale of development contributions and the benefits to residents of having these. In the absence of these contributions, how else are the servicing costs of any new houses going to be serviced?

Te Maire suggested why there can't be rates from Ngai Tahu Farms – 50% to go to Ngai Tahu villages. S Markham noted that rates cover several different areas and how they are structured. This couldn't be decided in a hurry. J Palmer said this matter is quite complicated from a Council point of view and would need to be decided by the Council and may require public consultation.

Mayor Gordon suggested that there needs to be further discussion on this.

Development costs in Woodend are cheaper, and the costs do effect the economics of building in MR873. J Palmer said a significant time needs to be allocated to discussing this on January 24. Te Maire said there is an economist/technician that would be available for WDC staff to contact for comment, prior to the Hui on 24 January

Mayor Gordon thanked everyone for attending and the spirit of discussion.

Te Maire Tau provided a karakia in closing.

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBER, 215 HIGH STREET,  
RANGIORA ON TUESDAY 26 NOVEMBER 2019 COMMENCING AT 4.00PM**

**PRESENT**

Councillors A Blackie (Chairperson), R Brine, W Doody, P Redmond and Mayor D Gordon.

**IN ATTENDANCE**

Councillors N Atkinson, K Barnett, S Stewart and P Williams.

C Brown (Manager Community and Recreation); M Greenwood (Aquatic Facilities Manager); K Walker (Kaiapoi Aquatic Centre and Facilities Asset Manager); G MacLeod (Greenspace Manager); T Sturley (Community Team Manager); P Eskett (District Libraries Manager) T Kunkel (Governance Team Leader).

**1 APOLOGIES**

An apology was received and sustained from Councillor N Mealings for absence.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest noted.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 17 September 2019**

Moved: Councillor R Brine

Seconded: Councillor W Doody

**THAT** the Community and Recreation Committee:

- (a) **Receives** for information the circulated Minutes of a meeting of the Community and Recreation Committee, held on Tuesday 17 September 2019.

**CARRIED**

**4 MATTERS ARISING**

There were no matters arising.

**5 DEPUTATIONS**

There were no deputations or presentations.

## 6 REPORTS

### 6.1 Recommendation to change chlorine process for Dudley Park Aquatic Centre and Kaiapoi Aquatic Centre – K Walker (Kaiapoi Aquatic Centre and Facilities Asset Manager) and M Greenwood (Aquatics Facilities Manager)

M Greenwood briefly highlighted the benefits of onsite chlorination, the risks associated with the process and the effects on the Council's level of water quality.

Councillor N Atkinson enquired if, the chlorine extracted by the Council's Water Unit could be recycled and used at the Dudley Park and Kaiapoi Aquatic Centres.

M Greenwood advised that the chlorine extracted by the Water Unit was 13% Sodium Hypochlorite and was therefore too strong to be used in the pools.

Moved Councillor W Doody

Seconded Mayor D Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 191017145029.
- (b) **Approves** staff modifying spending of both Dudley Park Aquatic Centre and Kaiapoi Aquatic Centre chlorine expenditure budget, to enter into a lease for onsite chlorine generation and the initial cost of equipment to set this up.
- (c) **Notes** that this will reduce risk associated with the delivery and storage of chlorine.
- (d) **Notes** that onsite chlorine generation provides a more resilient and sustainable chlorine system.
- (e) **Notes** projected annual savings of \$27,799 across Dudley Park and Kaiapoi Aquatic Centres.

**CARRIED**

Councillor W Doody stated she supported the onsite chlorination because, after the initial set up costs, there would be large saving in the annual chlorine costs for the Aquatic Centres.

### 6.2 Aquatic Facilities Update - M Greenwood (Aquatics Facilities Manager)

M Greenwood advised that the North Canterbury Swim Club was still keen on hosting a fund raising race event at Dudley Park Aquatic Centre on Saturday 21 March 2020. The event was previously scheduled for July 2019, but had to be postponed at late notice due to a scheduling issue with one of the other key clubs.

M Greenwood reported that the Aquatic Facilities staff worked closely with the Council's Customer Service Team to develop a feedback template to help staff to respond more effectively to the customers enquiry. Any suggestions, feedback or complaints, which required further investigation would be logged and this would give the Aquatic Facilities staff a greater overview of the number and nature of these issues. It should however be noted that initially the number of Aquatic Service Requests would appear to have significantly increase when compared to previous years. This was however not the case.

M Greenwood confirmed that the Community and Recreation Team was managing the unauthorised access to Dudley Park Aquatic Centre's roof.

Moved: Councillor W Doody

Seconded: Councillor R Brine

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 191025149400.
- (b) **Notes** Aquatic Facilities progress against its key performance indicators including Facility Attendance, Financial results and Water Quality.
- (c) **Approves** the rescheduling of a fund raising event run by the North Canterbury Swim Club involving an early closure of 4pm with a potential income impact of \$200.00, to support the development of both coaching staff and competitive swimmers through additional coaching workshops.
- (d) **Notes** the change of process for tracking Aquatic customer feedback which will present as an increase in Aquatic Service Requests.
- (e) **Notes** the department wide approach of staff from across the Community and Recreation team to resolve issues surrounding teens accessing the roof space at Dudley Park Aquatic Centre.
- (f) **Notes** the updated timeline for opening the seasonal pools.
- (g) **Circulates** the report to the Boards for their information.

**CARRIED**

Councillor Doody acknowledged great working being done by the Aquatic Facilities staff and thanked them for their dedication.

6.3 **Resourcing For Age Friendly Plan Implementation - T Sturley – (Community Team Manager)**

Councillor A Blackie advised that after discussions with other Committee members and also the Community and Recreation Team it was agreed that the report should be withdrawn.

Councillor K Barnett enquired if the withdrawal of the report would delay the implementation of the Waimakariri Age Friendly Plan. C Brown confirmed that the staff member currently dealing with the Waimakariri Age Friendly Plan would continue spearheading the current implantation of the plan. However, the said staff member was also dealing with other community development work and would therefore in future not be able to solely concentrate on the implementation of the plan.

Mayor D Gordon agreed that the abovementioned report should be withdrawn, as he held the opinion that the matter should be dealt with as part of the Annual Plan and budget process.

Moved: Councillor A Blackie

Seconded: Councillor R Brine

**THAT** the Resourcing for Age Friendly Plan Implementation Report (No.190905124534) be withdrawn for the Community and Recreation Committee Agenda.

**CARRIED**

6.4 **Library update to 7 November, 2019 - P Eskett (District Libraries Manager)**

P Eskett, provided updates on various library activities, including the appointment of Laura Caygill as Team Leader Community Experiences and Diversity. She also highlighted the library team members' experiences during their attendance of the Library and Information Association New Zealand Aotearoa (LIANZA) biennial conference held in Auckland from 21 to 23 October 2019.

P Eskett reported that Alan Sutton, Principal of Rangiora Borough School, requested the use of the Rangiora Library as the school library for Term 4, and possibly for the beginning of Term 1 of 2020 as the school's library was being demolished and rebuilt.

In response to a question raised by Councillor K Barnett, P Eskett confirmed that the library operation hours on Saturdays and Sundays would be reviewed in early 2020.

P Eskett also confirmed that she was meeting with Simon Kong, Communities Facilities Co-ordinator, regarding the problems being experienced with the heating/cooling process at the Rangiora Library.

Mayor D Gordon, expressed his appreciation for the work being done by the Library staff. He received positive feedback from numerous members of the public on the work being done on engaging the youth and also making the libraries interesting places for the older members of communities to meet. He stated that that it was important for staff to attend events such as the LIANZA Conference 2019 to ensure that the Waimakariri Libraries stayed relevant.

Councillor W Doody thanked P Eskett for the work she has been doing during the last few months and stated that she was excited about the work planned for the remainder of the financial year.

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 191108156386.
- (b) **Notes** the customer service improvements, including the new RB Digital Comic and Magazine e-platform, activities including October school holidays, events and exhibitions offered by the Waimakariri Libraries during September, October and early November 2019.
- (c) **Circulates** the report to the Boards for their information.

**CARRIED**

Councillor K Barnett stated that a library has become more than a place to house books, it was now a place for community wellbeing. The libraries therefore needed to be developed as safe places for the community to meet and connect.

**7 PORTFOLIO UPDATES**

7.1 **Greenspace (Parks Reserves and Sports Grounds) – Councillor R Brine**

Councillor R Brine advised that his update would form part of the briefing on Significant Projects.

**7.2 Community Facilities (including Aquatic Centres, Halls, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor W Doody**

Councillor W Doody reported that the Age Friendly Advisory Group had been set up in line with the Age Friendly Plan. However, there was currently no funds to facilitate the implementation of the plan.

Councillor Doody advised that the Mandeville Sports Club's Strategy for future development over the next 30 years had been completed. She reiterated the importance of consulting the Waimakariri Access Group regarding mobility issues when planning future developments.

Councillor Doody invited members to attend the Willows Cricket Club's Christmas Party on 15 December 2019. The party was open to the public and children with special needs and their families would be invited.

Councillor Doody also advised that the Canterbury Rural Police's Area Prevention Manager, Senior Sergeant G Cottam, did a presentation at the Waimakariri Social Services Advisory meeting held on 25 November 2019. He highlighted the work he had been doing in preventive and community policing. The presentation was very insightful and she felt that the Community Boards would also benefit from hearing what was being done by the Canterbury Rural Police.

Councillor Doody noted that the Earthquake Commission (EQC) continued to proactively address earthquake related claims.

Councillor K Barnett advised that all the mapping of youth spaces and youth opportunities was underway.

**7.3 Community Development and Wellbeing – Councillor W Doody and Councillor N Atkinson**

Councillor N Atkinson advised that December 2019 marked the 20<sup>th</sup> Anniversary of the Waimakariri District becoming an accredited International Safety Community. A special function would be hosted by the Mayor on 4 December 2019 to celebrate this achievement.

Mayor D Gordon congratulated, the Community Team Manager, T Sturley, on this great achievement and stated that the Council was proud to be an International Safe Community. The Community Team has worked hard to develop initiatives that aim to keep communities safe, resilient and connected.

**8 QUESTIONS**

There were no questions.

**9 URGENT GENERAL BUSINESS**

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.35PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

***Briefing – 4:40pm to 5:10pm***

*At the conclusion of the meeting, a briefing was held to discuss the Significant Projects update – C Brown (Manager Community and Recreation).*



**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE HEARING AND DELIBERATIONS OF THE PROPERTY MAINTENANCE AND NUISANCE CONTROL BYLAW 2019 HEARING PANEL HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, COMMENCING AT 9AM ON MONDAY 25 NOVEMBER 2019**

**PRESENT**

Councillors Al Blackie, Wendy Doody and Sandra Stewart.

**IN ATTENDANCE**

N Harris (Manager Regulation), T Boundy (Environmental Services Manager), G Blay (Consultant Planner), G Maxwell (Policy Technician), H Blacklock (General Inspector), and K Rabe (Governance Adviser).

Meeting adjourned at 9.24am to await for late submitters and reconvened at 10am.

K Rabe opened the meeting and called for nominations for a Chairperson.

**1. APPOINT A HEARING PANEL CHAIRPERSON**

Moved: Councillor S Stewart                      Seconded: Councillor A Blackie

**THAT** Councillor W Doody be appointed as Chairperson of the Property Maintenance and Nuisance Control Bylaw 2019 Hearing Panel.

**CARRIED**

Councillor Doody assumed the Chair at this time.

Councillor Doody introduced the hearing panel and staff and provided an overview of proceedings.

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest.

**4. HEARING OF SUBMISSIONS**

NAME	ORGANISATION	COMMENTS
S Powell	Woodend-Sefton Community Board	S Powell, Chairperson of the Woodend-Sefton Community Board spoke to the Board's submission. S Powell stated that the Board was in support of the proposed Property Maintenance and Nuisance Control Bylaw 2019.

		<p>S Powell highlighted the following points which was included in their submission.</p> <ul style="list-style-type: none"> <li>Σ Developers 'Covenants' not being enforced, resulting in untidy, ill kept sections.</li> <li>Σ Hazards being experienced including fire hazard from long dry grass, abundance of weeds, some of them noxious, increase in residents using sprays to control weeds which in turn increased the harm to the environment.</li> <li>Σ Access issues for mobility scooters, wheel chairs, children on bikes/scooters on footpaths that had overgrown shrubbery and prickly growth from adjoining resident's gardens.</li> <li>Σ Parking of large 'work' vehicles on empty sections causing damage to kerb and channels.</li> <li>Σ Storage containers kept on empty sections causing concern with water run-off and vermin as well as being a target for tagging and being unsightly.</li> <li>Σ And finally that untidy, ill kept sections were unsightly.</li> </ul> <p><u>Questions:</u></p> <p>W Doody thanked S Powell for raising the access issue on footpaths and enquired if this issue could not be dealt with in any other way rather than relying on a Bylaw. S Powell conceded that the Council, when contacted, had responded, by doing footpath maintenance work.</p> <p>S Stewart also questioned the need for a bylaw to deal with what was, essentially a problem with long grass and untidy sections, and if any other bylaw or the District Plan could be used to manage the problems raised. N Harris responded that the proposed bylaw would enable the Council to deal with the problem by getting the sections tidied up and invoicing the relevant property owner.</p> <p>A Blackie questioned what the procedure would be for a skate ramp erected on the footpath and was advised that as it was blocking access and causing a health and safety risk it would be dismantled and removed.</p> <p>The Chairperson thanked S Powell and the Woodend-Sefton Community Board for its submission.</p>
H Ritchie	New Zealand Pork Industry Board	H Ritchie from New Zealand Pork Industry Board did not attend the Hearing to speak to her submission.
S & J Wilson		S and J Wilson did not attend the Hearing to speak to their submission.
P & L Frew		<p>L Frew spoke to her submission in support of the proposed Bylaw. She raised concerns regarding a large skateboard ramp in their neighbour's driveway. This ramp was situated close to their main living area and although it complied with regulations regarding to distance from the boundary it still caused them distress with noise.</p> <p>They had sought help in dealing with this problem from the Council, the local Community Board as well as legal advice but was unable to find a way of dealing with the matter.</p> <p>L Frew stated that the skate ramp made them feel vulnerable and that they had a lack of privacy and they could no longer use their outdoor living area comfortably.</p>

	<p>L Frew also told the Panel that the noise of the skateboards on the ramp could be heard two to three sections away and even with double glazing and the TV playing the noise was intrusive. She also felt that this ramp was devaluing her property.</p> <p>L Frew felt there should be some protection put in place by the Council to restrict 'anti-social' activities in a residential area.</p> <p><u>Questions</u></p> <p>S Stewart queried if the ramp was already there when the Frews bought their property and was answered in the negative.</p> <p>N Harris informed the Panel that this matter had been brought to the Council's attention through a Customer Service Request (CSR) but that there was no policy, bylaw or provision in the District Plan to deal with such a matter.</p> <p>S Stewart asked what other Councils were doing to combat this sort of problem and N Harris replied that most local authorities were looking at similar bylaws to deal with a range of issues experienced by residents.</p> <p>A Blackie asked what the noise was like and was told that other residents in the area had also complained about the noise. Staff explained that the noise was difficult to monitor as the ride on the ramp was not long enough to get an accurate decibel reading which could be used to evoke the Noise Control Bylaw. A Blackie commented that as the ramp was hollow it increased the volume and noise of 'landings' at the top of a jump.</p> <p>L Frew commented that she had been told by Council staff that if a complaint was made it would take Environmental Officers about five minutes to respond. The one time she did phone it took them over half an hour to respond and by that time the youths had gone back inside.</p> <p>The Chairperson thanked Mr and Mrs Frew for their submission.</p>
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The meeting adjourned to await H Ritchie from the New Zealand Pork Industry Board and S and J Wilson to arrive to speak to their submissions. At 10am the Chair reconvened the meeting.

Moved: Councillor A Blackie Seconded: Councillor S Stewart

The consideration of all public submissions be received, proforma, noting the decisions would be finalised at the end of the meeting.

**CARRIED**

## 5. STAFF REPORT

### 5.1. Proposed Property Maintenance and Nuisance Bylaw – G Blay (Consultant Planner)

The report was taken as read.

Moved: Councillor Doody Seconded: Councillor Blackie

That the Property and Nuisance Control Bylaw 2019 Hearing Panel:

- (a) **Receives** report No 191118160104.

- (b) **Received** and considered all submissions to the Property Maintenance and Nuisance Control Bylaw 2019.

**CARRIED**

**6. CONSIDERATION OF SUBMISSIONS TO THE PROPERTY MAINTENANCE AND NUISANCE CONTROL BYLAW 2019**

During the consideration of the submissions the Panel questioned whether the proposed Property Maintenance and Nuisance Control Bylaw was necessary, and if so, was it more appropriate to have separate bylaws for urban/residential areas as opposed to rural/farming areas.

The Panel also considered various definitions ie. what was the definition of a nuisance or the definition of offensive and was this subjective to whether it applied to urban or rural areas. The definition of long grass would probably be considered with different criteria in a residential development as opposed to a rural setting. It was agreed that in this instance 'one size fits all' was not an appropriate option.

The Panel acknowledged that the change in legislation, giving Fire and Emergency New Zealand (FENZ) the task of determining possible fire hazards caused by long dry grass had caused issues for residential neighbourhoods. It was also acknowledged that FENZ had different criteria when ascertaining the fire danger.

Due to the change in legislation the Council no longer had the option of arranging for the mowing/tidying up sections and charging the property owner. As a result, when receiving complaints from residents, the Council's only recourse was to speak to the property owner and request compliance.

The Panel then considered the matter of the nuisance component of compost. In residential areas where compost was for personal use the matter was negligent, as would farm composting. The problem however arose if composting was done on a commercial basis, but the proposed bylaw would probably be not be applicable. The Health Act may be a better method of dealing with possible vermin, flies or offensive odors resulting from compost heaps.

The Panel also considered the matter of keeping livestock. They saw little problem with the keeping of chickens as long as there was no rooster and noted that in fact this practice was found reasonably often in residential areas with few problems. Staff advised that in some cases people had pet pigs, especially those who were on the fringes of a residential area or people who lived in a rural residential areas.

Subsequently, the Panel concluded that the District Plan or the Health Act would provide guidance to small holding on the fringes of residential developments.

With regard to containers on sections, it was felt that in the case of residential areas, consideration should be given to the size of the container verses the size of the section and that it should be a temporary structure. In the case of rural areas the Panel agreed that there was no issue or concern as long as the containers were not on the property boundary. Staff noted that there was concern regarding the run off from containers and noted that sheds and other outdoor storage buildings usually had gutters and spouting to mitigate run off problems.

Specific points noted by the Panel when considering the submissions were as follows:

Σ **NB2019.15.1**

In the matter of 'Small/Tiny houses" - situations would be dealt with by legislation and the Building Act.

Σ **NB2019.16.3**

Overgrown vegetation covering footpaths/cycleways – definition: Is long grass on the edge of a cycleway a nuisance? Roothing contractors to deal with long grass next to footpaths and overgrown shrubs obstructing footpaths would be dealt with by Greenspace maintenance contractors.

Acknowledge that “Covenants” in some developments were not enforced but this would be a civil matter rather than for Council to manage on behalf of the Developers.

Σ **NB2019.16.4**

Fireworks not relevant to this Bylaw.

Σ **NB2019.25.1**

Noise generated by heat pumps and visual impact would fall under the District Plan in the future.

Σ **NB2019.26.1**

The concerns raised by the NZ Pork Industry Board falls under the rural area and should not be considered in the same context as urban/residential.

Σ **NB2019.32.1**

Porter loos on construction sites – not really relevant as they are temporary structures and were able to stay on site for two years, especially for a self-build project.

Σ **NB2019.17.1**

Old cars – subjective as to whether scrap of collection. Needed better definitions.

**General**

- Σ The Panel agreed that the Hoarding section should be withdrawn from any proposed Bylaw as this was a medical issue and not for the Council to become involved.
- Σ Tagging was not seen as relevant as other mechanisms were in place to deal with this issue.
- Σ Wandering stock would be dealt with Animal Control Bylaw so was not relevant.
- Σ Noxious weeds were dealt with by Environment Canterbury and so not relevant.

Staff informed the Panel that Bylaws are reviewed every five years, but if the Panel chose it could request that the proposed bylaw be reviewed after a year or any other period it felt was appropriate.

After a detailed discussion of the proposed Bylaw and reviewing the submissions, the Panels raised concerns regarding the suitability of a Bylaw to deal with such a wide variety of issues over such a diverse area. The Panel felt that it may be more realistic to split the Bylaw so as to focus on specific areas for example one section for urban/residential areas and a separate section for rural/farming areas.

The Panel agreed to request staff to rework the proposed bylaw focusing on issues raised in residential areas and to consider other options of dealing with these matters. Councillor Stewart also asked staff to investigate the actual costs involved for mowing/maintaining untidy sections.

Moved: Councillor Doody

Seconded: Councillor Blackie

- (a) **Requests** staff to prepare an updated Bylaw to adapt the proposed Bylaw to reflect issues pertaining to residential areas only and to note possible options of managing issues if the Property Maintenance and Nuisance Bylaw was not adopted.

**CARRIED**

Staff noted Councillor Stewart’s request that staff collate complaints regarding long grass/ untidy sections over the next six months and estimate the costs to the Council in

relation to staff time and the cost of Contractors to mow/tidy sections if the Council decided to enact the proposed Bylaw.

Staff also noted that due to the change of the proposal from the initial consultation, the Panel would be required to reconvene in 2020 after new district wide consultation on the new proposal was undertaken.

There being no further business, the meeting adjourned at 11.27am Monday 25 November 2019.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE LAND AND WATER COMMITTEE HELD IN THE  
WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA  
ON THURSDAY 12 DECEMBER 2019 COMMENCING AT 9:30AM**

**PRESENT**

Councillor S Stewart (Chairperson), N Atkinson, K Barnett, A Blackie, N Mealings and P Williams

**IN ATTENDANCE**

Mayor D Gordon (until 10.00am)

C Brown (Manager Community and Recreation), G Cleary (Utilities and Roading Manager), K Simpson (3 Waters Manager), G Bennett (Stormwater Engineer), J Fraser (Utilities Planner) and S Allen (Water Environment Officer) and E Stubbs (Governance Support Officer)

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest.

**3 RECEIPT OF MINUTES**

**3.1 Minutes of a meeting of the Land and Water Working Group held on Thursday 26 September 2019**

Moved Councillor Williams seconded Councillor Blackie

**THAT** the Land and Water Committee:

- (a) **Receives** for information the circulated minutes of a meeting of the Land and Water Working Group held on 26 September 2019.

**CARRIED**

**4 MATTERS ARISING**

Councillor Stewart asked if there had been involvement from the Next Generation Farmers Trust. The Committee had asked for the Terms of Reference to be sent to the Trust as they may provide a better understanding of what the Council was able to do. It was confirmed that they had been sent the Terms of Reference. S Allen had been in contact and they had assisted with the nitrate pilot study.

In relation to the Action Points raised at the last meeting S Allen advised the 'rough track' was scheduled for development in autumn. Taranaki Stream required mowing not weed control.

## 5 DEPUTATION

### 5.1 Waimakariri Irrigation – Biodiversity project – Dan Cameron (Project Lead, Dan Cameron Landscape Architecture) and Paul Reese (Waimakariri Irrigation Limited (WIL) Environmental Manager, Water Strategies Ltd)

D Cameron commented the objective of speaking to the committee was to share dialogue of what WIL was doing in the biodiversity space. Farmer shareholders of the WIL scheme were well equipped to be leaders to achieve scheme wide restoration.

D Cameron spoke to a Powerpoint presentation on a project started in 2018 looking at biodiversity in the scheme area. The first part of the project was to identify remnant sites. Desktop studies were undertaken to identify natural waterways and what was there to protect. A scoring method was used for the identified sites. The next part was to look at attitudes on ground, how willing were the landowners, and who had already started. Following that was “ground truthing” (verification of the studies in the field).

Burgess Stream was identified as an area of focus. It was a spring fed stream on a farm with motivated owners. More detailed planning was undertaken on plant species and communities and looking at opportunities to re-establish wetlands. Vision was needed to coordinate landowners over a wider area and promote benefits of integrating biodiversity with functional farms.

D Cameron noted that the biggest challenge was cost barriers and reflected the scale of planting and restoration needed. P Reese commented that Burgess Stream was a pilot scheme, if the cost barrier could be overcome and it was shown to work then they could move into other catchments. It was an excellent opportunity to ‘bridge the gap’ from the scheme to a wider focus including mana whenua.

P Reese commented that an understanding of what they were trying to build was coming out in Farm Environment Plans (FEPs). The understanding was growing but there were still some barriers. Farmers had a lot of pride in their farms and many were spending a lot on native planting.

Councillor Barnett noted that a large barrier was maintenance and asked how that was managed. D Cameron agreed that it was hard work, but there were some resources such as the Dairy NZ Riparian Planner.

Councillor Blackie referred to changes in fencing requirements for riparian planting and asked what was the feedback from farmers. D Cameron noted that there was frustration they were being asked to repeat what they had already done. He believed setbacks should be on site by site basis. P Reese commented from a farm audit perspective auditors would look at the overall site for example farmers who had variable setback widths but were still achieving the objectives.

Councillor Atkinson asked if ‘naturalising’ man-made cuts was being considered. D Cameron advised that was a recommendation. For wetland restoration the key was residents time.

Councillor Stewart noted that FEPs did not have a provision for waterway enhancement and asked if that had been explored. P Reese commented there were biodiversity ‘comments’ not targets. In terms of advocating he was not sure if that was WIL’s responsibility. Farmers looked for leadership and there was an opportunity there. He was happy to discuss with the auditing group to see how it could be integrated.

Councillor Stewart asked if public access to areas such as Burgess Stream had been factored in. P Reese commented it was being discussed, however there were concerns around public on farms for example around biosecurity. D Cameron commented on the importance of bridging the ‘town and country’ gap.



He suggested the Committee could view the Burgess Stream in its unenhanced state.

Councillor Stewart asked if detail was being shared with WDC /ECan or the Water Zone Committee. D Cameron replied yes, he was in discussion with the planning team.

Councillor Mealing asked if WIL had considered engaging schools to increase goodwill and asked if WIL was getting this information out. D Cameron noted there were farm discussion groups facilitated by Dairy NZ. There was a lot of resource required to get the community involved and coordinate events.

Councillor Atkinson asked if WIL had a relationship with the te Kohaka o Tuhaitara Trust (TKT) as they had good resources and knowledge. P Reese commented they had not had a meaningful discussion. Councillor Stewart suggested that Councillor Atkinson should assist with liaison between the organisations. D Cameron noted that he had assisted in the partnership between Silverstream and Clarkville School which had terrific outcomes. There was a larger hurdle with private land. Councillor Atkinson suggested that if the goals were the same it should not be a hurdle. P Reese commented on potential farmer reaction.

Councillor Stewart thanked P Reese and D Cameron for speaking to the Committee and noted the importance of making connections between organisations and of public access.

## 6 **REPORTS**

### 6.1 **Stormwater Network Discharge Consents Issues and Implications – Janet Fraser (Utilities Planner)**

J Fraser spoke to the report noting it was to update the Committee on the lodgement of the stormwater discharge consent. It was a multiyear programme with a baseline report that involved several years of water sampling. The proposed monitoring programmes involved comprehensive sampling of stormwater over the next five years. The target agreed with ECan was to ensure Council was achieving water quality improvements to meet required standards by 2040. Currently there were a number of exceedances, the monitoring programme would identify sub-catchments where problems occurred and prioritise budgets to achieve standards.

Councillor Barnett asked if all Canterbury Councils were operating under the same regime. J Fraser commented some of the other Councils had taken a catchment approach managing rural and urban contaminants, staff believed that may be slower. In the Waimakariri the baseline had been separated out into rural and urban.

Councillor Barnett commented 2025 was not far away and asked if WDC was moving further ahead than other Councils. J Fraser commented that there was a belief that 2040 was ambitious to achieve standards. Exceedances in sub-catchments could be pinpointed and priorities budgeted to get to Schedule 5 standards. If there were targets there could be priorities to demonstrate measureable improvements.

Councillor Barnett asked how much increase in budget was required. J Fraser noted there was the \$20million that had been budgeted from 2025 to 2035 and there would not be an indication of what would be needed beyond that until 2040.

Councillor Atkinson asked if they needed to bring forward budget spend earlier than 2025 to get 'ahead of the game' and gain better confidence. K Simpson provided background information to the \$20 million. It effectively started from 2025 for a 10 year period. To come up with the \$20 million figure that looked

at Christchurch City Council work, who did targeted catchment based stormwater management plans, staff focused on the Styx as it had similar characteristics to Rangiora. By extrapolating staff could have come up to a figure of \$200 million, that was rationalised down to \$20 million. K Simpson advised that the money being spent over the next five years was to develop the stormwater management plan and to do the baseline monitoring to determine what were the issues and the range of solutions to address. In the meantime there were already stormwater quality improvements in the budget for the next five years. That budget would be spent on those improvements or repurposed for immediate upgrades such as addressing higher levels of zinc in the Middlebrook sub-catchment. N Atkinson commented on the need to be flexible and fast enough to react.

Councillor Stewart commented baseline results identified where the issues were and asked why not start now. K Simpson commented that while that information was nearly complete for Rangiora it was only just starting for areas like Kaiapoi, Woodend and Oxford.

Councillor Stewart asked if by 2025 all that information would be available and solutions prepared. K Simpson replied yes, and it would be in Management Plans submitted to the Regional Council.

Councillor Barnett asked for clarification of ECan/WDC responsibilities in regard to rural versus urban catchments. K Simpson commented at a simplistic level the Council was responsible for urban storm water, they still had a responsibility to make sure discharge did not have an adverse effect so the receiving environment needed to be monitored. It was one of the reasons why they looked upstream verse downstream. If there was contamination coming in they did not need to address that but they could not make it worse. There was complexity in this issue.

Councillor Barnett asked how the Council could work with ECan to ensure the water coming into townships was at an acceptable level. K Simpson commented he believed that was part of the role of this Committee and the Zone Committee. The appointment of the Water Environment Advisor would assist in that space as well to fill in gaps and make sure there were improvements in the rural areas.

Councillor Stewart asked if the applications were on track. J Fraser replied they were waiting on input from Mahaanui Kurataiao Ltd and ECan were advised of that.

Moved Councillor A Blackie seconded Councillor P Williams

**THAT** the Land and Water Committee:

- (a) **Receives** report No. 191128167199.
- (b) **Notes** the ongoing lodgement and processing of stormwater network consent applications, including applications for Kaiapoi and Oxford to be submitted by 20 December 2019, introducing new regulation of urban stormwater quality and stormwater quantity.

**CARRIED**

Councillor Atkinson commented on the role of ECan setting the rules however lacking the funding to fix. They were able to 'dodge' by getting around regulatory requirements.

Councillor Barnett commented on the partnership between ECan and Council, in many cases the problems came from rural areas and she wanted solutions to come from the correct budget where it was ECan's responsibility.

Councillor Stewart suggested there be an invitation to ECan's new Councillors to talk through the relevant budgets and what they would be delivering to address rural issues. She noted Plan Change 7 would not be operative for at least a couple of years.

## **7 REPORTS FOR INFORMATION**

### **7.1 Urban Stormwater water quality baseline results and issues identified – Sophie Allen (Water Environment Advisor) - (Report from the Utilities and Roding Committee meeting 19 November 2019)**

S Allen noted the report presented monitoring from 2014-2016. There had been four rounds of sampling. In reality more information was required. There was a budget for investigations from that. It was important to note that targets may be changing. For example dissolved inorganic nitrogen reducing from 1.5mg/L to 1mg/L.

Councillor Barnett referred to new targets and asked if there was any idea of the time frame they would be required. S Allen commented on the steps that would need to be taken from where it was now (in Central Government consultation) to where it would take effect, it would be at least three years.

Councillor Barnett asked if there was anything further Council could do to encourage urban residents to prepare. S Allen commented there was a budget of \$20,000 approved for education in schools and a wider range in the community. The website had been updated however a lot more was needed in that space.

Councillor Williams asked about dissolved lead and S Allen commented lead was decreasing in every city, it was a legacy issue and would not be part of future programmes.

Councillor Atkinson asked how up to date detectors were. S Allen commented there would be differences in contaminants measured as staff had evaluated what was worthwhile measuring. Contaminants could be removed from monitoring when the levels started showing a decrease rather than a decrease at source.

### **7.2 Cam River floodgate automation for saline intrusion prevention – Gerard Cleary (Manager Utilities and Roding) – (Report from the Utilities and Roding Committee meeting 19 November 2019)**

S Allen advised that there had been a significant change to the recommendation at the U&R Committee meeting. It was requested that before any funding was sought through the Annual Plan for the floodgate that the Rūnanga and ECan provide approval. Initial conversations with the Rūnanga showed the response was not favourable. The request had come forward from the Kaiapoi Rehabilitation Working Party.

Councillor Barnett expressed surprise that the report had been presented and asked if a floodgate had been successful anywhere, staff were meant to provide expert advice and a common sense way forward. G Cleary commented the report was fulfilling a request from the Kaiapoi Rehabilitation Working party and the report was provided highlighting pros and cons to the project. It was not for staff to second guess direction given from elected members. Councillor Blackie noted that the change had been made to the recommendation that required the approval of the Rūnanga.

7.3 **ZIPA Implementation – Update - Sophie Allen (Water Environment Advisor)**  
*(Report from the CWMS Waimakariri Zone Committee meeting 2 December 2019)*

Councillor Stewart commented the report updated the Zone Committee on work the Council had done and work ECan should have completed as a result of ZIPA funding. S Allen provided context, it was the first progress report with the funding starting in July, ongoing there would be quarterly updates. There would be joint reporting between the Council and ECan to assist with the overview for the Zone Committee and this Committee. The template required some work. The Council had started a number of the items.

Councillor Barnett commented on the importance of the report and asked if there was a time frame from ECan to provide further reports on monitoring of the Kaiapoi River. S Allen believed there was an annual seasonal update. The dataloggers had been reinstalled.

Councillor Stewart asked for an update on maintenance and minor works waterways consent, had that advanced. S Allen advised there had been a Section 92 request asking for further information. Significant amounts of information was required and that information was lodged two weeks ago, there was a possibility of a response before Christmas. It was a major requirement for doing stream rehabilitation work throughout the district. It would potentially be non-notified.

Moved Councillor Stewart seconded Councillor Atkinson

**THAT** Items 7.1 – 7.3 be received for information.

**CARRIED**

Councillor Atkinson believed it was absolutely appropriate that the Cam River Floodgate report had been presented to the Utilities and Roading Committee. It was an idea that the Kaiapoi Rehabilitation Working Party had discussed since its inception and it was important to get a resolution. It had been agreed by all the Working Party for it to be moved through to Council and should come as no surprise. If the Runanga gave the 'go' then it could be asked if there was support for funding.

Councillor Barnett explained she was happy for reports to be presented however she did not believe the floodgate appeared to be a mechanism to resolve issues. She was concerned about staff time if something was not likely to proceed. She looked forward to more information.

Councillor Blackie referred to the wording in 7.3 of the report and asked that the worked connect was removed as it gave the impression there was a connection when in reality there was not.

**8 QUESTIONS**

**9 URGENT GENERAL BUSINESS**

**NEXT MEETING**

The next meeting of the Land and Water Committee is scheduled for 9:30am, Thursday 13 February 2020 in the Council Chambers.

There being no further business, the meeting closed at 11.26pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES OF A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 17 DECEMBER 2019 at 1.00PM.**

**PRESENT**

K Barnett (Chair), Mayor D Gordon (ex Officio), N Atkinson, N Mealings, P Redmond, and J Ward.

**IN ATTENDANCE**

Cr A Blackie, Cr S Stewart, Cr W Doody (arrived 1.06pm), J Palmer, (Chief Executive), N Harrison (Manager Regulation), S Markham (Manager Strategy and Engagement) and K Rabe (Governance Adviser)

**1. APOLOGIES**

Moved: Councillor Barnett      Seconded: Cr Mealings

There were no apologies.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest.

**3. RECEIPT OF MINUTES**

**3.1 Minutes of a meeting of the District Planning and Regulation Committee held on 24 September 2019**

Moved: Mayor D Gordon      Seconded: Councillor N Atkinson

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

- (a) **Receives** for information the minutes of the meeting of the District Planning and Regulation Committee held on 24 September 2019.

**CARRIED**

**4. MATTERS ARISING FROM THE MINUTES**

Nil.

**5. DEPUTATION**

Nil.

**6. REPORTS**

**6.1 Appointments of Liz Ashton, Matt Bacon and Don Young as CDEM Local Controllers – B Wiremu (Emergency Management Advisor)**

N Harrison advised that the purpose of the report was the appointment of additional Civil Defence Emergency Management (CDEM) Local Controllers. He advised that at present the Council had five Controllers, however with retirement of some of the incumbent Controllers in the next few years, it was deemed prudent to appoint new Controllers.

N Harrison also advised that although the Committee approved the appointments the Committee's decision would be forwarded to the CDEM Group Controller.

Moved: Councillor P Redmond                      Seconded: Mayor D Gordon

**THAT** the District Planning and Regulation Committee

- (a) **Receives** report No.191202168762.
- (b) **Appoints** Liz Ashton as a CDEM Local Controller.
- (c) **Appoints** Matt Bacon as a CDEM Local Controller.
- (d) **Appoints** Don Young as a CDEM Local Controller.
- (e) **Notes** that the resolution of the Committee will be provided to the CDEM Group Controller.

**CARRIED**

Councillor Redmond commented that it was a sensible move to appoint new Controllers at this time and to consider succession training for the future.

Mayor D Gordon concurred with Councillor Redmond's comments.

## 7. **PORTFOLIO UPDATES**

### 7.1 **District Planning Development** - Councillor Kirstyn Barnett (lead) and Niki Mealings (support)

A Briefing on the Biodiversity portfolio and funding mechanisms within the Council structure would be presented to the full Council early in 2020.

### 7.2 **Regulation and Civil Defence** – Councillor Philip Redmond

A meeting with N Harrison was postponed and would be rescheduled for early 2020.

### 7.3 **Business, Promotion and Town Centres** – Councillor Joan Ward

- Σ Successful Christmas promotions were held in all town centres.
- Σ Successful Rangiora Celebration Night.
- Σ Rangiora Promotions was very active and had success in fund raising and support from the business community.
- Σ There was general acknowledgement that Kaiapoi as a town needs different marketing strategies to Rangiora.
- Σ Met with Enterprise North Canterbury (ENC) and would be working with them early next year to assist them with Annual Plan reporting. Councillor Ward had attended a briefing at ENC and is of the opinion that the I-site, venue and meeting rooms were a valuable resource.

8. **QUESTIONS**

There were no questions under Standing Orders.

9. **URGENT GENERAL BUSINESS**

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 1.10pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**BRIEFING**  
**(1.15 – 2.58pm)**

*At the conclusion of the meeting there will be a briefing;*

- Σ Designations – Neil Sheerin (Senior Policy Planner)*
- Σ Coastal Environment – Andrew Willis (Planner)*
- Σ Natural Features and Landscapes – Andrew Willis (Planner)*



**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBER, 215 HIGH STREET,  
RANGIORA ON TUESDAY 17 DECEMBER 2019 COMMENCING AT 4.00PM**

**PRESENT**

Councillors A Blackie (Chairperson), R Brine, W Doody, N Mealings, P Redmond and Mayor D Gordon.

**IN ATTENDANCE**

Councillors K Barnett, S Stewart and J Ward.

J Palmer (Chief Executive) C Brown (Manager Community and Recreation); M Greenwood (Aquatic Facilities Manager); P Eskett (District Libraries Manager) G MacLeod (Greenspace Manager); T Sturley (Community Team Manager); D Roxborough (Implementation Project Manager – District Regeneration); V Thompson (Business and Centres Advisor); T Kunkel (Governance Team Leader).

**1 APOLOGIES**

None

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest noted.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 26 November 2019**

Councillor K Barnett requested that paragraph 6, Item 7.2 on page 5 be amended to read as follows:

*“Councillor K Barnett advised that all the mapping of youth spaces and youth opportunities was underway.”*

Moved: Councillor W Doody

Seconded: Councillor R Brine

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Community and Recreation Committee, held on Tuesday 26 November 2019.

**CARRIED**

**4 MATTERS ARISING**

There were no matters arising.

**5 DEPUTATIONS**

There were no deputations or presentations.

## 6 REPORTS

### 6.1 Town and Settlement Entrance Strategy (Phase One: Towns) – V Thompson (Business and Centres Advisor)

V Thompson tabled a copy of the revised report and highlighted the proposed amendments. She advised that the strategy was previously presented at the All Boards Briefing held on 24 June 2019, where the Community Board members requested that the following be included:

- Σ That Coldstream Road be added to Rangiora's priority roads;
- Σ That provision be made for the rural settlements;
- Σ That "greening" be prioritized for all entrance treatments;
- Σ That communities be consulted before entrance treatments are implemented.

V Thompson confirmed that the strategy was amended to include the abovementioned request from the Community Boards. The Council would now focus on the implementation of phase one of the strategy that dealt especially with town entrances.

Councillor Stewart enquired if the Council had consulted with the Rūnanga on the proposed design of the town entrances. V Thompson advised that the Rūnanga would be consulted as part of the public consultation process.

Councillor Barnett asked why Johns Road was not included in the strategy, as a large amount of traffic from Oxford entered Rangiora via Johns Road. V Thompson stated that the possibility of including Johns Road would be investigated.

Councillor Barnett stated that there were many roads providing entrance to Rangiora, some more important than others. She therefore suggested that the implementation of the strategy should be staggered.

Moved: Mayor D Gordon

Seconded: Councillor W Doody

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 190703093939.
- (b) **Adopts** this Strategy as a basis for consideration of town entrance treatment improvements as they might arise.
- (c) **Notes** that 'Phase One – Towns' provides a decision-making framework for entrance treatments in the short term and for consideration through the 2021-31 Long Term Plan preparation process.
- (d) **Notes** that 'Phase Two – Settlements' will be completed in time to be combined with 'Phase One' as a basis for consideration of programme funding through the 2021-31 Long Term Plan process.
- (e) **Circulates** the Strategy to the Community Boards noting that it will provide the basis for considering any Council budget contributions toward entrance enhancement projects that the Boards may wish to provide funding for.

**CARRIED**

Mayor Gordon thanked the staff for the work they have been doing and expressed his appreciation that smaller rural settlements would also be recognised during the implementation of phase two of the strategy.

Councillor Doody also thanked staff for the assistance they have been giving the smaller rural settlements with their entrances. Councillor Ward expressed her admiration for the entrances to Ravenswood from Rangiora/Woodend Road

## 6.2 Aquatic Facilities Update – M Greenwood (Aquatic Facilities Manager)

M Greenwood reported that the Oxford Community Trust (the Trust) ran after school and holiday programmes and had requested that their entry rate be discounted to that of the schools recreation rate. The standard child entry was \$3.50 and the Council currently offer discounted rates to large groups at \$2.70 per person and a schools recreation rate of \$2.50 per child. Staff were however weary of the precedent that would be set by given the Trust a discounted rate of \$2.50 per child. The Council had multiple bookings at its Aquatic Facilities from after school and holiday programmes and the role-on effect could be substantial.

In response to a question raised by Councillor Doody, M Greenwood advised that he would recommend to the Trust to apply to the Oxford-Ohoka Community Board for Discretionary Grant Funding to resolve the matter. Mayor Gordon suggested that the Trust should also consider making a submission to the Council as part of the Annual Plan process.

Mayor Gordon enquired if there were concession cards available that the Trust might purchase. M Greenwood explained that the Council had various concession types such as 10, 20 and 50 person swims that would enable the Trust to pay \$2.70 per child.

M Greenwood reported that, with the recent opening of Oxford Community Aquatic Centre, staff had received a few queries relating to the operation of this pool from customers and elected officials. He highlighted some of the queries received. He assured the Committee that the queries were being dealt with.

Councillor Doody asked about the complaints received regarding the heating of the Oxford pool. M Greenwood advised that the boiler was tested pre-season and it was found to be working well, but problems arose approximately a week and a half after opening. The service provider had some difficulties in identifying the underlying problems, but the main control board and the burner had now been replaced, and the boiler seemed to be operating properly. However, the temperature of the outdoor pool was not currently ideal, due to the problems with the burner and the weather, but it was raising steadily.

Councillor Redmond inquired if the Oxford Community Aquatic Centre had a greater ratepayer contribution than other Council Aquatic Centre. M Greenwood advised that the Council targeted a 40/60 split of income versus rates recovery, however the Oxford Community Aquatic Centre had only been able to recovered 16% income. M Greenwood further confirmed that the granting of the a discount rate to the Trust would not influence the abovementioned 16% income.

Moved: Councillor R Brine

Seconded: Councillor W Doody

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 191126165641.
- (b) **Notes** Aquatic Facilities progress against its key performance indicators including Facility Attendance, Financial results and Water Quality.

- (c) **Declines** the request from Oxford Community Trust's Waimak Kids Oscar programme for a discounted pool entry rate of \$2.50 per child as this rate is for school recreation groups and would set a precedent.
- (d) **Notes** the rate offered of \$2.70 per child is consistent across our network being the rate offered to other community groups which still reflects a saving on the full per child rate of \$3.50.
- (e) **Notes** response to questions from the community regarding the operation of the Oxford Community Aquatic Centre.
- (f) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Councillor Brine stated that although the request from the Trust seemed small, the larger implication to Council should be considered, if this precedent was set.

Councillor Doody reminded the Committee that the Oxford-Ohoka Community Board had limited Discretionary Grant Funding and would therefore not be able to assist every organisation that applied.

**6.3 Football/Rugby Post installations on Neighbourhood Parks/Reserves – G MacLeod (Greenspace Manager)**

G MacLeod advised that earlier in the year a young member of the Pines Beach Community made a deputation to the Kaiapoi-Tuahiwi Community Board requesting that a rugby goal post be installed at the Pines Oval. This was considered a good initiative and the Greenspace Team was therefore requested to ascertain where other such assets were located and to identify any options for possible future installations. It was recommended that any proposed future installations would be done through the Community Boards' General Landscaping Funds.

Councillor Barnett stated that about two years ago the Cust Community Network requested that a football/rugby goal post be erected in the Cust Domain. She therefore requested that Domain Advisory Groups could be consulted on where such assets were needed.

Councillor Brine asked if the implementation of the initiative would be phased over consecutive financial years, due to the cost involved in erecting rugby goals. G MacLeod confirmed that the gradual phasing of the initiative was being considered.

C Brown stated that as the initiative would be funded through the various Community Boards' General Landscaping Funds, it would be up to the Community Boards to identify parks/reserves in their areas where the assets could be erected and the timeframe thereof.

Moved: Councillor W Doody

Seconded: Councillor R Brine

**THAT** the Community and Recreation Committee:

- (f) **Receives** report No.191205171663
- (g) **Notes** that the potential list of locations for football goals will be circulated to the Community Boards in early 2020.

**CARRIED**

Councillor Doody expressed her appreciation and support for the initiative as it would provide children with facilities within their local park. Councillor Brine concurred and stated that it would encourage children to play outside.

Councillor Barnett stated that the initiative should be rolled out where these assets were needed the most, including in the rural areas where people may not be able to afford such facilities on their own. Councillor Ward also supported the initiative as it would assist with the development of children's sport abilities.

Councillor Redmond suggested that the initiative should be rolled out if and when requested by the community to ensure that the assets were really wanted and needed. He therefore supported that implementation of the initiative via the Community Boards' General Landscaping Funds.

#### **6.4 Coldstream Road Rangiora Tennis Development – C Brown (Manager Community and Recreation)**

C Brown provided background on the proposed development of a tennis centre on Coldstream Road in Rangiora. He explained that the Council resolved that no expenditure should occur until the Council had confirmation that the two Tennis Clubs had the necessary funding to complete the development. The Clubs have provided the Council with an outline of their intention to sell their respective land and detailed valuations. The Council could therefore now start with the Resource Consent process.

Councillor Redmond enquired about the proposed ownership structure of the new tennis centre, especially in light of the Council's \$1 million investment. C Brown advised that it was envisaged that the Council would retain ownership of the land and that the Clubs would own the facilities. The Clubs would therefore be expected to enter into a ground lease with the Council for the land.

In response to questions, C Brown confirmed that the Council would fund the subbase services and the asphalt surface, including drainage and stormwater treatment; ducting for electrical cables.

Councillor Ward enquired if the new tennis centre would have lights at the courts to extend the time that they could be used. C Brown advised the Resource Consent application would make provision for the Clubs to provide lights at the courts.

Councillor Barnett inquired if the Resource Consent application could be funded from any other budget. However, C Brown confirmed the Resource Consent application would be funded for the Council's approved \$1 million contribution.

Councillor Barnett sought clarity on whether the Committee had the delegation to overrule the Council decision of May 2019 that stated that *"no expenditure would occur until Council has agreed that the two Tennis Clubs have the necessary funding to complete the development."*

J Palmer advised that if the Committee was uncertain that they had the authority to make the decision, it should recommend the matter to Council for consideration.

Councillor Mealings asked what the arrangements were with Tennis Clubs in the Waimakariri District about making courts available to community members. She expressed a concern that staff were not recommending that the new tennis centre should retain a court for access for the community, especially in light of the Council's large investment in the proposed tennis centre. C Brown reported that the access and management of the tennis courts fell under the auspice of the various Clubs in the district. The different

Clubs had individual agreements with the Council based on their financial position. However, community members would be allowed to play at the new tennis centre, if they paid the required court fees. It was envisaged that members of the public would be able to book the courts on-line.

Councillor Redmond enquired how the \$1 million would be funded and what influence it would have on the Council rates. J Palmer advised that the Council had already made provision in its Annual Plan for the \$1 million that would be mainly loan funded at a service cost of between \$50,000 and \$60,000 per annum.

In response to questions, C Brown confirmed that the Heads of Agreement between the Tennis Clubs and Council, which identified the key responsibilities, would be submitted to Council for consideration.

Mayor Gordon stated that the Southbrook and Rangiora Tennis Clubs could not grow in their current locations and the Clubs had therefore been in discussion with the Council for a few years. The proposed relocation of the Clubs to Coldstream Road was extensively debated during the 2019/20 Annual Plan process and many submissions were considered. He agreed that there should be some degree of public access to the courts.

Councillor Blackie concurred that the matter was extensively debated during the Annual Plan process. He acknowledged that it may be a risk to release some of the funding before the two Clubs have proven that they had the necessary funding, but it was a minor risk that needed to be taken to enable the development to proceed.

Councillor Barnett stated that she was in favour of the Coldstream Road development. However, she held the opinion that the Committee did not have the delegation to overrule the Council decision of May 2019 and that the matter should therefore be recommended to Council.

Moved: Mayor D Gordon

Seconded: Councillor A Blackie

**THAT** the Community and Recreation Committee:

(a) Receives report No.191205171941.

**THAT** Council :

(b) **Notes** the attached letters from both the Southbrook and Rangiora Tennis Clubs regarding their intention to sell their current land.

(c) **Approves** staff proceeding with Resource Consent for the development of a 10 court tennis centre on Coldstream Road in Rangiora.

(d) **Circulates** this report to the Rangiora-Ashley Community Board.

**CARRIED**

Councillor Redmond stated that he had some reservations, but supported proposed development. However, he agreed that the matter should be referred to Council for consideration.

Councillor Blackie reminded members that the Clubs current courts were dilapidated. The Clubs were sure that they would increase their dwindling membership with new facilities. Councillor Brine agreed and stated that the proposed development would also make provision for the population growth.

Councillor Mealings advised that most Tennis Clubs have launched initiatives to grow their membership. Some of the Clubs were concentrating on youth

development and she was sure that the proposed new tennis centre would be popular with community members of all ages.

**6.5 Cure Boating Club Clubroom Renovation – Chris Brown (Manager Community and Recreation)**

C Brown explained that the Cure Boating Club (the Club) had been a prominent presence on the Kaiapoi River for many years. The Club's clubrooms were damaged during the Canterbury Earthquakes, and therefore required a rebuild. He reported that the Club was currently out to tender for the construction of the building with a view to start construction in March 2020. Going out to tender was seen by the Club as important in order to obtain the real cost for completing the building.

Councillor Brine expressed concern that the Club had previously secured funding from the Rata Foundation for the project, but was unable to spend the funding. C Brown advised that the Rata Foundation had indicated that they would be willing to again offer funding, provided there was certainty that the money would be used and the project completed.

In response to questions, C Brown confirmed that the Council had previously made a commitment to the Club to look into the option of being a guarantor for loan funding. The Club had however not taken the Council up on its offer.

Councillor Barnett enquired whether the Club was just replacing their current building or if they were building better clubrooms. C Brown clarified that the Club would be building and upgrading their building by including an eight meter storage extension for boats, they would also improve their gym and the entertaining area which was outdated.

Councillor Barnett also enquired if the Council had provided such a large amount of funding for any other sports clubs in the Kaiapoi area. C Brown reported that although the Council might not have previously provided such a large sum of money to clubs, it has been provided funding to numerous sports and recreation facilities for infrastructure projects such as car parks, changing rooms and sport fields.

Councillor Barnett stated that the proposed renovation of the building was an earthquake recovery project and she was under the impression that all the earthquake recovery projects had been finalised. She therefore sought clarity on the prioritising of the earthquake recovery projects for the proposed funding of the said projects.

C Brown reminded the Committee that the Implementation Project Manager: District Regeneration, D Roxborough, had identified a number of earthquake recovery projects that still needed to be finalised, which currently did not have funding. The proposed clubroom renovation was considered a priority as the project has been dragging for nearly eight years. However, the Club was now able to raise a hefty amount of funding and was also able to secured funding from the Canterbury Earthquake Appeal Trust. The project therefore now had enough funding to proceed, especially in light of the Rata Foundation's willingness to also offer funding.

Councillor Brine inquired why the Club would not be applying for a liquor licence. C Brown explained that the Club would not be applying for an on-site liquor licence, as they would not be opening a bar on the premises. However, they still had the option to apply for a temporary liquor licence if they wanted to host functions such as weddings.

Moved: Mayor D Gordon

Seconded: Councillor A Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. TRIM number 191205171301.

- (b) **Recommends** to Council that as part of the 2020/21 annual plan deliberations Council could consider a grant of \$100,000 to the Cure Boating Club for the purpose of renovating their clubrooms located on the banks of the Kaiapoi River.
- (c) **Notes** that the grant is subject to the following conditions:
  - (i) The grant funding is valid for the 2020/21 financial year and if not used in this financial year will have to be re-applied for.
  - (ii) The grant can only be used for the costs of the rebuild of the Cure Boating Club clubrooms.
  - (iii) The grant will be released subject to the Cure Boating Club proving to Council that they have sufficient funds to complete the rebuild.
- (d) **Notes** that the Cure Boating Club were granted Building Consent in July 2019 for the rebuild. The cost of building consent was paid from the recreation account which is relief commonly provided to sporting groups in the district.
- (e) **Notes** that should the Cure Boating Club be unable to obtain sufficient external funding to complete the rebuild of their clubrooms the Council would be open to discussing the potential for a loan to cover any shortfall.
- (f) **Notes** that the Cure Boating Club have gone out to tender for the construction of the building and will receive tenders before Christmas 2019.
- (g) **Notes** that the Grant could be funded from the earthquake recovery loan and will have an average impact on total rates of %0.01 in the 2020/21 financial year.

#### **CARRIED**

Mayor Gordon stated that he supported the project being submitted to Council for consideration as part of the 2020/21 Annual Plan. He hoped the Club would be able to fulfil its expectations for the new clubrooms and would remain in Kaiapoi. He also stressed that the granting of the funding would be discussed in detail during of the Annual Plan deliberations.

Councillor Brine supported the project, only if that the Club provided confirmation that they would be accessing the grant funding from the Canterbury Earthquake Appeal Trust and the Rata Foundation. As it would be useless for the Council to grant funding to the Club if they were not going to complete the project as soon as possible and their funding therefore lapsed again.

Councillor Barnett concurred with the previous speakers. However, she stated that the Club was not just renovating its clubrooms due to earthquake damage but was in fact upgrading and extending the building. The proposed funding should therefore be done through the Council's Sports and Recreation Budget and not the Earthquake Recovery Loan.

Councillor Redmond also supported the project as the Club was a vibrant part of the Kaiapoi River community. Due to the location of the Club building its renovation would uplift the overall amenity of the river environment.



## 7 **PORTFOLIO UPDATES**

### 7.1 **Greenspace (Parks Reserves and Sports Grounds) – Councillor R Brine**

Councillor Brine provided updates on the following:

- Σ Service requests were at 100% completion, this was an increase from the 74% the previous month.
- Σ 220 street and reserve trees were planted over the winter/spring period.
- Σ There have been a perceived increase in vandalism over the past six months centred mainly around public ablution facilities.
- Σ A successful annual plant giveaway was held in November 2019 during the changeover of seasons.
- Σ The Greenspace Team was commencing regular cleaning and safety checks at the Kaiapoi pontoon facility.
- Σ A security camera installation was arranged in Kaiapoi to cover William Street Bridge area.
- Σ Sportsfield fertiliser applications were completed in November 2019.
- Σ The irrigation repairs and replacement of six controller stations in High Street, Rangiora was completed.

### 7.2 **Community Facilities (including Aquatic Centres, Halls, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor W Doody**

Councillor Doody reported as follows:

- Σ The West Eyreton Hall was broken into.
- Σ She congratulated the Community Team on the lovely function held on 4 December 2019 to celebrate the 20<sup>th</sup> Anniversary of the Waimakariri District becoming an accredited International Safety Community.
- Σ She received many complaints about the temperature of the Oxford pool. The matter has however been dealt with by the Aquatic Facilities Manager, M Greenwood.
- Σ She attended a meeting regarding the Waimakariri Multi Sport Centre
- Σ She attended functions in Oxford and Rangiora held to thank the Library volunteers for the work they have done during the year.

### 7.3 **Community Development and Wellbeing – Councillor W Doody and Councillor N Atkinson**

No discussion emanated from this point.

## 8 **QUESTIONS**

There were no questions.

## 9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.50PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**BRIEFING**

***Briefing – 5:50pm to 6:50pm***

*At the conclusion of the meeting a Briefing was held on the Value Proposition for Community Development – Tess Sturley (Community Team Manager)*

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON THURSDAY 19 DECEMBER 2019 COMMENCING AT 9.32AM**

**PRESENT**

Councillor W Doody (Chair), Mayor D Gordon (from 9.34am until 11.47am), Councillors A Blackie, S Stewart (from 9.40am) and P Williams

**IN ATTENDANCE**

Councillors K Barnett (until 11.35am), P Redmond, J Ward  
G Cleary (Manager Utilities and Roading), C Roxburgh (Water Asset Manager), K Waghorn (Solid Waste Asset Manager), J McBride (Roading and Transport Manager), K Simpson (3 Waters Manager), G Hutchison (Wastewater Asset Manager), D Young (Senior Engineering Advisor), K LaValley, (Project Delivery Manager), S Allen (Water Environment Advisor), J Fraser (Utilities Planner), G Kempton (Project Engineer), K Straw (Civil Projects Team Leader), A Smith (Governance Coordinator)

**1 APOLOGIES**

Moved Councillor Doody seconded Councillor Blackie.

**THAT** an apology for absence be received and sustained from Cr R Brine.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 19 November 2019**

Moved Councillor Blackie seconded Councillor Williams

**THAT** the Utilities and Roading Committee:

- (a) **Confirms** the circulated minutes of a meeting of the Utilities and Roading Committee held on 19 November 2019, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

There were no matters arising.

**5 DEPUTATION**

There were no deputations.

## 6 REPORTS

### 6.1 Adoption of Drinking-water Commitment Statement and Approval of Draft Water Safety Plan for Woodend Pegasus – Colin Roxburgh (Water Asset Manager)

C Roxburgh and K Simpson presented this report recommending that the Council adopt the proposed commitment statement relating to drinking-water and also to approve the Woodend Pegasus Water Safety Plan (WSP) for submission to the Council's Drinking-water Assessor.

Under legislation of the Health (Drinking Water) Amendment Act 2007, water suppliers must prepare a Water Safety Plan for each water scheme supplying drinking water to more than 500 consumers and ensure that each supply complies with the Drinking-water Standards for New Zealand. The Ministry of Health has released new requirements that each Water Safety Plan just contain a "commitment statement" to be endorsed by senior management. To meet this requirement, it is recommended that all Water Safety Plans be approved by the Utilities and Roding Committee prior to adoption going forward, rather than being approved at a staff level.

Ministry of Health has released a WSP handbook which details the specific requirements that must be included in a WSP. It is recommended that the Utilities and Roding Committee recommend to Council that this Commitment Statement be adopted, and be included in all future WSPs.

Cr Williams questioned the use of the word "continuous" in the Commitment Statement. K Simpson provided an explanation as to the use of this word and C Roxburgh added the use of the word is to align with the Council's values of "We'll do better every day" and "We'll take responsibility".

Cr Barnett asked how updates regarding the Woodend-Pegasus water scheme were being conveyed to the communities. K Simpson said an update has been provided to the Woodend-Sefton Community Board, explaining the need for the continued use of chlorine in the water supplies, with the water supply coming from various sources. Cr Barnett suggests there needs to be information provided to the communities explaining that it was originally intended that the chlorine would have been removed from the water supply by this time, but the situation with the Havelock North Water supply has meant a change.

Cr Doody asked if there was an opportunity for the Canterbury District Health Board Medical Officer of Health to come and speak to the Council on the water supplies and G Cleary advised that this could be arranged.

Moved Councillor Williams seconded Mayor Gordon

**THAT** the Utilities and Roding Committee:

- (a) **Receives** report No. 191206172141.
- (b) **Notes** that each public drinking-water supply that Council manages is required to have a Water Safety Plan, as a requirement of the Health (Drinking-water) Amendment Act.
- (c) **Notes** that as part of the new Water Safety Plan Framework, each Water Safety Plan must contain a statement endorsed by the senior leadership of the organisation, confirming the organisation's commitment to providing safe drinking-water.

- (d) **Notes** that the Waimakariri District Council is committed to providing safe drinking-water to approximately 47,000 residents on one of its 12 public water supplies currently, and that with this responsibility comes significant consequences if this obligation is not adequately fulfilled.
- (e) **Recommends** that the Council adopts the commitment statement below, on behalf of the organisation.

Commitment Statement
<p>The Waimakariri District Council is committed to managing its community drinking-water supplies to ensure that consumers consistently receive a safe and reliable supply of high-quality drinking-water, and that the relevant legislation and standards are met.</p> <p>This commitment will be met through the Council maintaining oversight of its water systems, and being accountable for its performance. This encompasses the day to day operation and maintenance, the identification and delivery of required upgrades, and long term strategic planning to ensure that both current and future needs are met.</p> <p>Specifically, Council staff and its nominated contractors will ensure that this commitment is met through the following core areas:</p> <ul style="list-style-type: none"> <li>Σ <b>High Standard of Care:</b> At all points along the supply chain from source water to consumer a high standard of care will be embraced to manage water quality.</li> <li>Σ <b>Ownership and Responsibility:</b> A culture of collective ownership and responsibility is required throughout relevant members of the organisation.</li> <li>Σ <b>Continuous Improvement:</b> Council staff at all levels will be encouraged to raise issues and develop improvements to systems, to continuously improve the systems used to ensure the safety of drinking-water in the district.</li> </ul>

- (f) **Notes** that commitment statement will be signed by Mayor, Utilities portfolio holder, Chief Executive and Manager Utilities and Roading.
- (g) **Approves** the Woodend Pegasus Water Safety Plan for submission to the Council's Drinking-water Assessor.
- (h) **Notes** that at the time this report was published, no Water Safety Plans had been approved under the new framework within New Zealand, and it is likely that changes will be required prior to final approval of the plan by the Drinking-water Assessor, and that staff will report back to the Utilities and Roading Committee if significant changes are required.
- (i) **Circulates** this report to the Council and to the Community Boards for their information.

**CARRIED**

**6.2 Installation of RPZ (potable water supply protection) devices at Southbrook resource recovery park and Oxford transfer station – Kitty Waghorn (Solid Waste Asset Manager)**

K Waghorn presented this report advising the outcomes of investigations into options to protect the public and internal water supplies from backflow of contaminated water from Southbrook resource recovery park and Oxford transfer station and to seek approval of the committee to commence these works.

Cr Blackie asked would it not be less cost to run a water supply from the streets for potable water supply to the facilities. K Waghorn noted that the main costs relate to the protection of the public water supplies, against cross-contamination.

Following a question from Cr Williams, C Roxburgh noted that to meet the requirements of the Health Act, there needs to be a backflow system in place. There is also requirements of the Building Act to be adhered to.

Cr Redmond asked if there were any other areas where the Council is not compliant with its Backflow Policy. C Roxburgh advised the solid waste sites and sewage sites are the first sites to be checked for this. Backflow prevention is a challenge for the Council and there is a significant amount of work involved with this. A briefing will be provided to Council in early 2020 on this matter.

C Roxburgh said domestic connections are a low risk and commercial sites are a medium risk with site specific assessments being undertaken at these.

Question from Cr Stewart – it is a requirement of consent for a developer for this to be checked.

Cr Blackie asked if there had ever been a backflow incident in this district. C Roxburgh said there hasn't been one of a big enough scale, but there could have been a smaller one. G Cleary said the backflow prevention that is implemented and being implemented is no more than what other Councils install on their chlorinated water supplies. The message from staff, is that this is one of the many things that the Council is going to have to focus on to give the Council the best chance to not have to chlorinate all water supplies.

Moved Councillor Williams seconded Councillor Doody

**THAT** the Utilities and Rooding Committee:

- (a) **Receives** report No. 191202168626.
- (b) **Notes** that the estimated cost for the backflow protection installations at Southbrook resource recovery park is \$23,581.83, which is within the \$50,000 budget.
- (c) **Notes** that the estimated cost for the backflow protection installations at Oxford transfer station is \$27,622.14, which is within the \$43,900 budget.
- (d) **Approves** staff proceeding with the installation of backflow protection at Southbrook resource recovery park and Oxford transfer station.

**CARRIED**

Cr Williams supports this recommendation, noting that the issue of contamination to potable water supplies will be challenging to monitor on private properties, where people operate businesses from.

### **6.3 Stormwater Network Discharge Consents Issues and Implications – Janet Fraser (Utilities Planner)**

J Fraser provided an update and overall summary on progress with the preparing and lodging the district's stormwater network discharge consent applications. The Rangiora and Woodend stormwater network consent applications are currently being processed by Environment Canterbury. The Kaiapoi and Oxford applications are being processed and require cultural advice on each application.

K Simpson said that ECan consent processing are aware of the delay with the Kaiapoi and Oxford consents and the need for a cultural impact assessment. J Fraser advised this matter is currently with the Maahanui Kurataiao Ltd (MKT).

Mayor Gordon asked if the cultural impact assessment is a matter that could be referred to the Mahi Tahi Joint Development Committee.

Moved Councillor Doody seconded Councillor Blackie

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** report No. 191205171455.
- (b) **Notes** the ongoing lodgement and processing of stormwater network consent applications, including applications for Kaiapoi and Oxford to be submitted by 20 December 2019, introducing new regulation of urban stormwater quality and stormwater quantity.

**CARRIED**

**6.4 Subdivision Contribution Programme Update – Joanne McBride (Roothing and Transport Manager) and Gerard Cleary (Manager Utilities and Roothing)**

J McBride presented this report to update the committee on the Roothing Subdivision Contribution Programme for 2019/20 and to seek approval to proceed with a short seal extension on Burgesses Road under the private funding of seal extensions policy. Each year there are a number of developments in the district that the Council contributes to the cost of upgrading roading infrastructure, such as the urbanisation. For a number of cases, it is difficult to predict the full extent and timing of the commitments and changes to budgets are only requested when there is certainty around timing of projects.

The sealing of this section of Burgesses Road is just a small section (98 metres) outside a private property, and there is still a large section of the road unsealed. The cost of this sealing is \$26,000, which will require a Council share estimated at \$13,000. There is sufficient budget to allow for this sealing to proceed if it is approved.

Moved Councillor Blackie seconded Mayor Gordon

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** report No. 191205171461;
- (b) **Approves** that sealing of a 98m section of Burgesses Road under the Private Funding of Seal Extensions Policy noting that this is subject to the property owner agreeing to fund 50% of the cost of the work;
- (c) **Notes** the updated commitments as summarised in Table One of this report;
- (d) **Notes** that there is still uncertainty around the timing of some projects and therefore if projects progress ahead of time additional funding may be required;
- (e) **Circulates** this report to the Oxford-Ohoka and Rangiora-Ashley Community Boards for information.

**CARRIED**

**6.5 Flaxton Road / Fernside Road Intersection – Don Young (Senior Engineering Advisor)**

D Young presented this report, seeking approval for the concept design of a roundabout at the Fernside-Flaxton Road intersection. The recommended

design would provide safety benefits for users of both roads and includes a leg into the future development site to the east. The Council is reviewing the Rangiora West Route as a whole, (including Lehmans/Townsend, Fernside, Flaxton and Skewbridge Roads), and D Young noted that this intersection would normally have been included as part of this Rangiora West Route. The proposal for the roundabout has come through quicker, as a significant development is proposed on the Flaxton Road/Fernside Road intersection and there are advantages for both the Council and the developer coming to agreement on the design, funding and timing of the construction, to progress the corner.

The report asks that the Committee approves the design of the intersection and the estimate of pricing. This recommendation is going to Council for inclusion in the 2020/21 draft annual plan.

Ken Atkins, a recently appointment Project Engineer, was introduced to the Committee. He will be leading the technical work on this project.

Cr Ward asked if there is any allowance for cyclists with the roundabout. D Young said it will certainly be considered

Cr Barnett asked if a resource consent would be required for this and D Young advised there may be one required just for the construction, with the roundabout being designed to accommodate the largest vehicles.

Cr Doody suggested approaching the Trucking Association for information on truck sizes in relation to construction of the roundabout.

Following a question from Cr Stewart, D Young noted that the wider report of the Rangiora West Route Strategy will be coming to the committee in 2020, and assured the committee that this roundabout proposal will work in with any of the proposals in the wider report.

D Young advised that the issue of Fernside East Road intersection with Lineside will need to be considered in another project.

Moved Councillor Williams                      seconded Mayor Gordon

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 191204170541
- (b) **Adopts** Option 6D for the Flaxton Fernside roundabout as per attachment iv.
- (c) **Authorises** staff to progress the design of the intersection utilising existing budgets (Rangiora West Route Assessment)
- (d) **Recommends** to the Council that it adopts, for consultation as part of the draft 20/21 Annual Plan, the requested budget to allow this work to proceed in 2020/21
- (e) **Circulates** to all Community Boards for information.

**CARRIED**

Mayor Gordon and Cr Williams both expressed support for this project progressing and noted the private development taking place and the benefits that will come to the district.

#### **6.6 Rangiora WWTP Solar Power Business Case – Gavin Hutchison (Wastewater Asset Manager)**



G Hutchison and K Simpson (3 Waters Manager) presented this report, providing an update on the business case for installation of solar power at the Rangiora Wastewater Treatment Plant. The business case has shown that solar is a viable option in reducing operating costs.

G Hutchison said that the use of wind power was considered several months ago and it was advised that the Rangiora site is not suitable for wind but there will be some work done early in 2020 to justify this and information will be provided back to the committee. There was discussion on the possible issue of noise generated from wind turbines and effects on adjoining property owners.

Cr Williams questioned the accuracy of the savings with using solar power that are quoted in the consultant's report. G Hutchison said the work of the consultants involves modelling and the weather data provided by NIWA.

The solar panels currently on the market have a life span for 25 years and the inverters have a shorter life span of 12 years.

Cr Redmond noted the consultant report refers to a solar installation at a treatment plant in the North Island and suggested it could be beneficial for WDC staff to have discussion with staff at this Council.

Moved Councillor Williams                      seconded Mayor Gordon

**THAT** the Utilities and Roding Committee:

- (a) **Receives** report No. 190527075051.
- (b) **Notes** that a review of possible capital funding options by energy companies will be undertaken and a report presented with recommendations in April 2020.
- (c) **Note** that if recommendations presented in April 2020 are adopted, recommendations will be included in the draft LTP 2021/22.

**CARRIED**

Cr Williams suggested there needs to be consideration of some alternative forms of power to the Rangiora Wastewater treatment plant, to save on the current \$280,000 budget, either solar power or wind turbines.

Mayor Gordon noted the sustainability approach of the Council, and also noted any noise issues would need to be given consideration for neighbouring property owners.

*The meeting adjourned at 10.55am and reconvened at 11.20am.*

#### **6.7 Sea foam sampling update – December 2019 – Sophie Allen (Water Environment Advisor)**

S Allen and K Simpson (3 Waters Manager) were present for consideration of this report, providing an update on the sampling programme for sea foam and the faecal source tracking.

S Allen advised that the sea foam has been confirmed as a natural phenomenon. Getting samples of the sea foam has continued to be an issue, and following the report in July 2019, the process was changed substantially for getting samples. The aim of the updates was to improve the notification process to thereby obtain more samples. Targeted publicity was shared with the range of beach users, rangers at the beach and the local community. Despite the updated process, there has not been any further samples taken since then.

Staff have consulted with a top Scientist in New Zealand on the matter on faecal source tracking and been advised that this is practically impossible for the council to get a large enough sample required to undertake the analysis, to distinguish the proportions of faecal sources (i.e. avian, bovine, canine, and human). Council is continuing with the sea foam testing which is over and above the Councils obligations with the Ocean outfall consent requirements. It was noted that the ocean outfall continues to operate within the consents requirements.

S Allen provided explanation on the quantities of samples required for the laboratories to conduct testing.

Following a question from Cr Williams, it was confirmed that there was a foam sampled tested previously and it is proposed to continue this for the bacteriological testing. G Cleary advised that sea foam sampling and testing for bacteria will continue provided samples can be collected. Cr Williams asked what can the Council be doing better to get these samples. G Cleary said there is currently a much better process in place now than previous years but it is still challenging to get same day samples to the lab in time.

Cr Redmond asked if the funds suggested to be removed from the budget could be used for DNA testing. S Allen clarified that this was a type of faecal source tracking and could not be practically carried out.

Moved Councillor Blackie seconded Councillor Stewart

**THAT** the Utilities and Rooding Committee:

- (a) **Receives** report No. 191206172005.
- (b) **Notes** the new process for sea foam notification and sampling instigated in July 2019. This process, however, has not resulted in any further samples obtained.
- (c) **Notes** the limitations of Faecal Source Tracking (FST) to show proportions of each source, such as between bovine, human and avian.
- (d) **Approves** the removal of the additional expenditure of \$36,000 for Faecal Source Tracking analysis from the allocated budget and work programme for sea foam sampling, due to the limitation to show relative proportions of faecal sources, and the difficulty of obtaining sea foam samples of the recommended four litres.
- (e) **Notes** that the Eastern Districts Sewage Scheme ocean outfall continues to meet its consent conditions, as summarised in the 2018-19 Ocean Outfall Compliance Review, with respect to water quality at point of discharge.
- (f) **Circulates** this report to the Ngāi Tūāhuriri Rūnanga executive, Kaiapoi - Tuahiwi Community Board and Woodend - Sefton Community Board.

**CARRIED**

Cr Williams voted against this motion

Cr Blackie noted support for removing the expenditure on faecal source tracking, but it is important to continue the sampling programme and keep aware of this.

Cr Stewart noted the situation of sea foam being present but advice of its presence not getting to Council staff in time for samples to be taken. It is

important for the public who use the beaches to initiate contact with the Council should they see instances of sea foam. Cr Stewart suggested reinforcing this matter to the community.

Cr Williams expressed concern with this matter and doesn't support the funds being taken out of the budget. It is suggested that there needs to be a solution found to prove that there is not a problem.

Cr Ward suggested that there could be other matters to be looked at, for instance the time of the year, the sea temperature and when there is flooding of rivers. S Allen noted that these factors are taken into account, also some anecdotal comments passed onto Council staff and the wind direction at the time.

Cr Barnett acknowledged the difficulty in retrieving samples for testing. There is no evidence that the sea foam is a result of the ocean outfall and suggested the \$36,000 funds could be redirected for improvements to water in other areas in the district.

Mayor Gordon takes seriously the issues raised by the community on this matter and where the Council can do better, it will.

## **7 MATTERS REFERRED FROM COMMUNITY BOARDS**

### **7.1 Pines Beach Roundabout – Joanne McBride (Roding and Transport Manager) and Kieran Straw (Civil Projects Team Leader)**

K Straw and J McBride presented this report, which had recently gone to the Kaiapoi Tuahiwi Community Board, addressing concerns of residents on the roundabout at the intersection of Featherstone Ave, Dunns Ave and Beach Road at Pines Beach. This roundabout was constructed in 2015, as part of the Infrastructure Recovery project following the Canterbury earthquakes. Since this reconstruction, residents have expressed concerns about the usability of the roundabout and a petition has also been received from concerned local residents. These concerns are particularly relating to larger vehicles, or those towing trailers not being able to negotiate the roundabout safely. Observations carried out by staff show that a high percentage of drivers travelling from Beach Road into Featherstone Avenue are choosing to drive on the incorrect side of the roundabout (this is all drivers, not just those in larger vehicles or a towing vehicle).

Cr Redmond asked why the option of removing the roundabout was not one of the options for consideration. The cost of removing the roundabout is not known at this time. J McBride said this wasn't considered as an option due to safety concerns. The speed humps do control the speed of traffic. K Straw advised that there hadn't been any accidents at this site since the roundabout was installed.

Moved Cr Blackie                      seconded Cr Williams

**THAT** the Utilities and Roding Committee:

- (a) **Adopts** "Option One" which retains the existing intersection layout, with no further action required;
- (b) **Notes** that there is no funding currently available to undertake this project, and that staff would need to include this project in the future minor safety programme which will be brought to the Board in April 2020;
- (c) **Notes** that Option Two has an estimated cost of \$90,000.00

**CARRIED**

Cr Stewart did not support this recommendation  
Cr Blackie does not believe this issue warrants any change to the roundabout.

Cr Williams agrees that the original design was not perfect, but there is better places for the Council to spend \$90,000.

Cr Stewart will not be supporting this recommendation, noting that many of the residents drive through the roundabout on the wrong side of the road. The locals have adapted to do the wrong thing and they do not slow down. Cr Stewart supports altering this intersection and it is totally unsafe.

Cr Ward suggests the Council could make better use of the \$90,000 and supports not changing the intersection.

Cr Redmond does not support either option. The speed humps address the issue of speed. The cost indication of removing the roundabout is \$45,000.

**7.2 Cone Street Improvement – Project Update and Requesting Support to Upgrade Cone Street Retaining Two-Way Traffic – Glenn Kempton (Project Engineer) & Joanne McBride (Roading and Transport Manager)**

J McBride and G Kempton presented this report to the Rangiora-Ashley Community Board seeking approval of the proposed layout option for Cone Street and request support to proceed with the proposed layout. Currently there is no pedestrian linkage along the full length of Cone Street from High Street to Collins Street and this has been identified as a safety risk. There has been consultation with the affected businesses and these meetings have been well attended. There was general acceptance by businesses of the proposed layout presented, with the continued two way traffic and the loss of eight car parks to allow adequate room for a footpath.

Moved Councillor Doody seconded Cr Blackie

**THAT** the Utilities and Roading Committee:

- (a) **Approves** the proposed scheme design which retains two-way traffic in Cone Street noted as option (a).
- (b) **Approves** the removal of eight carparks along Cone Street (between High Street and Collins Street) to allow adequate room for a footpath and two lanes of traffic;
- (c) **Notes** that four of the eight carpark spaces should, according to our Code of Practice, be marked as no-stopping within the current road layout due to either the existing road width, or proximity to the intersection of High Street.
- (d) **Notes** that the proposed scheme design, including the removal of eight carparks, is the preferred option of the stakeholders.
- (e) **Recommends** to the Rangiora-Ashley Community Board that it install 120m parking in Collins Street. Rangiora.
- (f) **Notes** that physical works are likely to be carried out within the 2020/2021 financial year

**CARRIED**

Cr Doody acknowledged that this matter has gone through a robust consultation with the business communities affected and this will get the matter moving forward. Cr Doody is in favour of the parking restrictions being installed in Collins Street and for this to go to the Rangiora Ashley Community Board

Cr Williams does not support this and believes there is not enough car parks available and the current pedestrian facilities are working.

Cr Ward supports this recommendation and believes there is adequate car parking available. For safety reasons there needs to be pedestrian access provided. Cr Ward noted that the retail businesses at the south end of Cones Street were consented without adequate parking.

Cr Stewart supports the recommendation, acknowledging the comments of Cr Ward. It is not satisfactory to have pedestrians walking on the carriageway.

### **7.3 Park and Ride Facility Locations – Don Young (Senior Engineering Advisor)**

D. Young presented this matter referred from the Rangiora-Ashley Community Board, which seeks the Committees approval of sites for Park and Ride Facilities in Rangiora. These facilities are to be established in time for the opening of the new Northern Motorway and the High Occupancy Vehicle lanes on the Waimakariri Bridge. These are short term options to be ready for June 2020 but there will also be longer term needs to be considered. The River Road and White Street sites are straightforward as sites already exist at both these locations, but noted that Southbrook Park had disadvantages in the long term and a Long term assessment was also carried out for south Rangiora. Options are currently being considered for a long term site.

Moved Cr Williams                      seconded Cr Doody

**THAT** the Utilities and Roothing Committee:

- (a) **Adopt** the following Park and Ride facilities for Rangiora
- i. River Road – extension of the existing dog park carpark
  - ii. White St – existing Park and Ride site
  - iii. Southbrook Park – the exact option and detail to be worked out by staff to optimise benefits, minimise costs, and mitigate effects.
- (b) **Notes** that an additional long term option for South Rangiora will be considered if/when Southbrook Park approaches capacity.

**CARRIED**

## **8 PORTFOLIO UPDATES**

### **8.1 Roothing – Councillor Paul Williams**

Cr Williams, nothing additional to report.

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

Cr Stewart mentioned the stockwater race diversion on Lehmans Road, which presently goes into the headwaters at Northbrook and residents have concerns that Northbrook stream will dry up.

Camwell Park diversion of No. 7 into private ponds, concerns of residents that an old irrigation flow stayed when the area was subdivided into small blocks.

Cr Stewart noted there is issues of stockwater systems going into urban areas, but there is no contribution from the urban area for these. Cr Stewart said she

would like to see a wide ranging consultation with the future of the stockwater network and for this to be advanced to early 2020.

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

There was nothing new to report.

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

Councillor Brine was not present.

### **8.5 Transport – Mayor Dan Gordon**

In the absence of the Mayor, G Cleary advised that the Mayor has sent a letter to the Minister of Transport advocating for the Woodend Bypass and has requested a meeting with the Minister on this matter.

## **9 QUESTIONS**

There were no questions.

## **10 URGENT GENERAL BUSINESS**

There was no urgent general business.

## **11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Blackie                      seconded Councillor Williams

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

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

<b>Item N°</b>	<b>Minutes/Report of:</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
11.1	Report of Gavin Hutchison (Wastewater Asset Manager)	Rangiora Septage Facility Business Case Assessment	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>MATTER REFERRED FROM KAIAPOI-TUAHIWI COMMUNITY BOARD 16 DECEMBER</b>				
11.2	Report of Don Young (Senior Engineering Advisor)	Park and Ride facility locations	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected

by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1 – 11.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

**Closed meeting**

**Resolution to resume in Open Meeting**

Moved Councillor Doody seconded Councillor Stewart.

**THAT** open meeting resumes and the resolution for Item 11.1 be made public and the resolution for Item 11.2 should remain public excluded until the Memorandum of Understanding is signed and that all reports and discussion shall remain public excluded.

**CARRIED**

**Open Meeting**

**11.1 Rangiora Septage Facility Business Case Assessment – Gavin Hutchison (Wastewater Asset Manager)**

Moved Councillor Williams                      Seconded Councillor Blackie

**THAT** the Utilities and Roothing Committee

- (a) **Receives** report No. 191001136933
- (b) **Notes** that the design and construction of the Rangiora Septage facility will proceed with design and tendering in the 2020/21, and construction in the 2021/22 financial year.
- (c) **Notes** the final fee and charging structure will be set in the 2021/22 Annual Plan.
- (d) **Notes** the development contributions applied to the facility will be set in the 2021/22 Annual Plan.
- (e) **Circulates** this report to Council.

**CARRIED**

**NEXT MEETING**

The next meeting of the Utilities and Roothing Committee is scheduled for 4:00pm, Tuesday 18 February 2020 in the Council Chambers.

There being no further business, the meeting closed at 12.55pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

unconfirmed minutes

\_\_\_\_\_ Date



**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON WEDNESDAY 4 DECEMBER 2019 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chair), S Barkle, M Brown, W Doody (arrived at 7:10pm), S Farrell, and R Harpur.

**IN ATTENDANCE**

N Harrison (Manager Regulation), G Stephens (Greenspace Community Engagement Officer), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer)

There were four members of the public in attendance.

**1 APOLOGIES**

Moved: M Brown

Seconded: S Barkle

An apology for absence from N Mealings and an apology for lateness from W Doody were received and sustained.

**CARRIED**

**2 PUBLIC FORUM**

**2.1 Ted Dring - Oxford resident and member of Waimakariri Access Group (WAG)**

T Dring requested the Board to recommend to the Council to reevaluate the speed limit on Main Street, Oxford. According to T Dring, the matter was previously raised with the Council, however speed surveys done by the Council had found that the average speed of traffic on Main Street was marginally under 50km/h. The speed was therefore not considered excessive, and the Council thus held the opinion that it was not necessary for the speed limit in Oxford to be reduced.

T Dring noted that there was a growing number of shops along Main Street in Oxford and that the surrounding residential townships were also growing. There was therefore a considerable number of elderly residents and children using the three pedestrian crossings on Main Street. T Dring held the opinion that the vehicles parked on the side of Main Street were obstructing the view of both pedestrians and drivers. In addition, there were many truck and trailer units that drove through Oxford.

T Dring reminded the Board that the New Zealand Road Code stated that pedestrians had the right of way and that vehicles should be travelling at a speed that would enable them to stop when necessary. He therefore believed the speed limit through Oxford should be reduced by 10km/h as the current speed was too fast for motorists be responsive to pedestrians crossing.

In response to questions, T Dring acknowledged that there was a need to educate motorists as well as pedestrians on the use of pedestrian crossings.

T Dring stated that the National Government had also announced that speed limits would be reduced to a maximum of 40km/h around urban schools. Although the Oxford Area School did not front onto Main Street, it was in close proximity.

In conclusion, T Dring advised that reducing the speed limits on Main Street from 50 to 40km/h would only slow travel time by approximately a minute.

T Robson thanked T Dring for sharing his concerns. He suggested that the Board needed to be proactive in engaging the Council on this matter, as the community felt strongly about it.

## 2.2 **Gavin Bennett - Oxford resident**

G Bennett agreed with the concerns raised by T Dring. He would also like the Council to give consideration to the reduction of speed limits at the entrance to Oxford from 70 to 50km/h as the 70km/h was passing through a residential area.

Council staff advised that there was an upcoming workshop on roading issues in the Oxford area where concerns regarding speed limits could be discussed.

*The public forum portion of the meeting was closed at 7.25pm.*

## 3 **CONFLICTS OF INTEREST**

There were no conflicts of interest.

## 4 **CONFIRMATION OF MINUTES**

### 4.1 **Minutes of the Oxford-Ohoka Community Board meetings – 31 October 2019 and 6 November 2019**

Moved: T Robson                      Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 31 October 2019, as a true and accurate record.
- (b) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 November 2019, as a true and accurate record.

**CARRIED**

### 4.2 **Matters Arising**

D Nicholl enquired when the Canterbury Landscape Supplies' (CLS) community meetings would occur. N Harrison reported that a date had not been set, however CLS and ECan were currently in discussion regarding the proposed meeting.

D Nicholl also enquired about the condition of the tables donated to Mandeville Village Shopping Centre. T Robson advised that the tables seemed to be about one to two years old and were in a good condition.

T Kunkel introduced the Board Requests Spreadsheet that would be used to track requests from Board members. The spreadsheet would be tabled at future meetings. S Barkle requested that an update on the five-crossroads intersection in Mandeville be added to the spreadsheet.

## 5 **DEPUTATIONS AND PRESENTATIONS**

### 5.1 **The Oxford Community Trust - Jo Ealam and Julia Graham**

J Ealam explained the work being done by the Trust in the Oxford community by playing two short videos that highlighted various initiatives including:

- Σ 'Wrap around' nature of the support,
- Σ U-Drive Programme,
- Σ Work alongside other organisations including the police, the Oxford Medical Centre, schools and Mental Health Services,
- Σ The Foodbank operation,
- Σ Transport to Christchurch for medical appointments, and
- Σ Work with migrants and newcomers

J Ealam reported that all the above-mentioned programmes were run with the support of 59 volunteers and four part-time employees. The Trust had been in operation for the last 25-years and funding came from various community organisation grants, including the Lottery and the Rata Foundation. The Trust was well funded due to its good track record.

J Graham advised that the U-Drive programme was a particularly successful initiative and had assisted 42 people in gaining their restricted licences. It was especially important in a rural town to assist residents to be mobile so they could travel of education, sport and job opportunities. The U-Drive programme was a five week course where students were paired with a mentor. The mentors were volunteers and the Trust were always looking for more mentors.

J Ealam reported that the programme most frequently used by residents was the transport provided to Christchurch for medical appointments. The Trust was running this initiative in partnership with the North Canterbury Minibus Trust. The Trust was also providing a daily shuttle for students to Cust to enable them to catch the school bus to Rangiora.

S Farrell expressed her appreciation on behalf of the residents of Oxford for the work that the Trust had been doing.

W Doody enquired if there was anything the public could do to assist the Trust. In response, J Ealam commented that the Trust would put out a plea for assistance in times of need.

## 6 **ADJOURNED BUSINESS**

There was no adjourned business.

## 7 **REPORTS**

### 7.1 **Oxford Arts Trust electric pottery kiln shed – Tori Stableford (Greenspace Community Engagement Officer)**

G Stephens provided a brief overview of the request from the Oxford Arts Trust to erect a shed for a kiln, for pottery workshops, behind the Oxford Arts Trust Gallery. The Trust had a 30-year lease with the Council on this area of Pearson Park and therefore required Council's permission to erect a shed for a kiln.

In response to questions, G Stephens advised that the shed would be a 3x2x3m Colour Steel Total Span structure, and all the costs of the shed and the footpath would be met by the Trust. He also confirmed that the Pearson Park Advisory Group was in support of the Trust's request.

Moved: T Robson

Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 191119161075
- (b) **Approves** a variation to clause 7.2 (f) of the current lease to the Oxford Arts Trust at 68 Main Road, Oxford to include a stand-alone 9 m<sup>2</sup> shed for an electric kiln.
- (c) **Approves** the proposal to place a shed for an electric kiln in the proposed location behind the Arts in Oxford building, indicated on Attachment i (Trim 191119161410) to the report.
- (d) **Notes** that the Pearson Park Advisory Group will be consulted with prior to the Oxford – Ohoka Community Board meeting and staff will provide an update.

**CARRIED**

*The Meeting adjourned for a workshop at 7.49pm, resuming at 8.12pm.*

**7.2 The Oaks Reserve – Dog Walking Area – Grant Stephens (Greenspace Community Engagement Officer)**

G Stephens advised that Council staff considered a number of options for the redevelopment of the Oaks Reserve. However, staff found that all the identified options seemed to have challenges that outweighed the benefits. The staff therefore reviewed the desired outcomes expressed in the original consultation alongside those expressed by the Board in their decision in December 2018. The initial idea had been to make the Oaks Reserve a more friendly space for residents to enjoy by improving the access to Oxford Road and the cemetery and making it more welcoming and better maintained.

G Stephens stated that staff had used the above-mentioned objectives, along with the information submitted by the leaseholder to create the Oaks Reserve Revised Concept Plan. This plan did not allow for dogs to be taken off leash but they could still be walked on leads through the reserve. The area with the Oak trees would be open to residents at all times. The entrance to High Street would be made more attractive by replacing the fence with bollards and new signage. Access would also be available from the cemetery and would link back along the new access road from High Street. It was envisaged that a bin and bag dispenser, along with good signage would encourage dog walkers to use the site respectfully.

G Stephens highlighted the reason why staff did not recommend having dogs off-lead within the park was because of the danger to dogs from the acorns. Also the leaseholder would also be able move his livestock easily and safely between spaces and his sheep yards if the dogs were kept on-lead.

G Stephens stated that staff had undertaken a cost estimate for the implementation of the proposed Oaks Reserve Revised Concept Plan. The estimated cost was \$17,100. The previous Board allocated \$9,200 to this project, so an additional \$7,900 would therefore be required from the Board.

In conclusion, G Stephens advised that if the Board wished to proceed with the implementation of the proposed Oaks Reserve Revised Concept Plan, The Oaks Reserve would be a lovely space for the public to enjoy with improved access.

S Farrell stated that having dogs' on-lead was not what the community requested. She enquired why a portion of the reserve could not be 'fenced off' as a functioning dog park. G Stephens confirmed that the community did previously request a dog park, and that the proposal had been previously put to Council as part of the Long Term Plan process (LTP). However, the project was unsuccessful in gaining funding through the LTP and there was therefore no funding for a dog park in Oxford at this time.

In response to a question by S Farrell, G Stephens advised that the Rangiora dog park was funded through the LTP.

S Farrell enquired if The Oaks Reserve had to be leased. G Stephens replied no, but if the whole reserve was opened to the public it would increase the ongoing maintenance cost of the reserve. He also advised that the current leaseholder had indicated that if the lease was cancelled, he would remove the internal fences and these would therefore have to be replaced at an additional cost.

S Barkle asked who would be responsible for the ongoing maintenance of the reserve and G Stephens confirmed that the Council would carry the maintenance cost as part of its annual Operating Budget.

D Nicholl enquired about the average size of dog parks in the Waimakariri. G Stephens advised that the Gladstone Dog Park in Woodend was approximately two hectares and the dog park in the Millton Memorial Park in Rangiora may be a bit smaller.

S Barkle enquired if the annual dog registration fee could be used to fund the dog park. N Harrison advised that the dog registration fees only paid for animal management costs. As the service was cost neutral and was not paid for from rates.

D Nicholl commented that it would be preferable to have the public area at one end of the reserve and the livestock at the other. G Stephens agreed that this would be ideal, however the area of the reserve that appealed to the public the most was under the Oak trees in the middle of the reserve. Thus the leasehold land had to be split into the proposed three portions.

W Doody enquired what option the leaseholder would prefer. G Stephens advised that the leaseholder would prefer the status quo to remain. However, the leaseholder had consented to on-lead dogs in the reserve, but had serious concerns about dogs being off-lead near his livestock.

In conclusion, G Stephens stated that he understood the public's desire for a dog park, however the fact remained that there was currently no funding for a dog park in Oxford.

Moved: T Robson                      Seconded: S Farrell.

**THAT** the Oxford-Ohoka Community Board:

(e) **Receives** report No. 191111157129.

- (f) **Agrees** that the report on “The Oaks Reserve – Dog Walking Area” lies on the table until such time as a workshop could be convened to discuss further options.

**CARRIED**

7.3 **Appointments to Advisory Groups and Outside Organisations – Thea Kunkel (Governance Team Leader)**

T Kunkel provided clarity on the responsibilities of the Eyreton Advisory Group and confirmed that the proposed appointment of a member to the Ashley River Water Supply Group needed to be withdrawn.

T Robson advised that it may be beneficial for the Board to also appoint a representative to the Mandeville Residents Association (MRA). R Harpur reported that he was a member of the MRA and undertook to serve as the Board’s liaison with the MRA.

T Robson further suggested that it may also be advantageous to build a working relationship with the Youth Council. T Kunkel advised that the requests for a representative usually came from the outside organisations themselves, she however undertook to invite the Youth Council to Community Board meetings.

Moved: S Farrell

Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (g) **Receives** Report No. 190725104547.
- (h) **Approves** the appointment of Board Member D Nicholl as a Board representative and liaison person, to the North Canterbury Neighbourhood Support.
- (i) **Approves** the appointment of Board Member S Barkle as a Board representative and liaison person, to the Waimakariri Health Advisory Group.
- (j) **Approves** the appointment of Board Member R Harpur as a Board representative and liaison person, to Grey Power North Canterbury Group.
- (k) **Approves** the appointment of Board Member S Farrell as a Board representative and liaison person, to the Waimakariri Access Group.
- (l) **Approves** the appointment of Board Member S Farrell as a Board representative and liaison person, to the Oxford Historical Records Society Inc. Committee.
- (m) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person, to the Oxford Promotions Action Committee.
- (n) **Approves** the appointment of Board Member N Mealings as a Board representative and liaison person, to the Ohoka Residents’ Association.
- (o) **Approves** the appointment of Board Member T Robson as a Board representative and liaison person, to the Ashley Gorge Reserve Advisory Group.

- (p) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person, to Eyreton Domain Advisory Group.
- (q) **Approves** the appointment of Board Member N Mealings as a Board representative and liaison person, to Ohoka Domain Advisory Group.
- (r) **Approves** the appointment of Board Member T Robson and Board Member S Farrell as Board representatives and liaison persons, to the Pearson Park Advisory Group.
- (s) **Approves** the appointment of Board Member S Farrell as a Board representative and liaison person, to the View Hill Domain Advisory Group.
- (t) **Approves** the appointment of Board Member S Barkle as a Board representative and liaison person, to the Swannanoa Cricket Club Domain Development Group.
- (u) **Approves** the appointment of Board Member R Harpur as a Board representative and liaison person, to the Mandeville Sports Club.
- (v) **Approves** the appointment of Board Member R Harpur as a Board representative and liaison person, to the Ohoka Rural Drainage Advisory Group.
- (w) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person, to the Oxford Rural Drainage Advisory Group.
- (x) **Reviews** the appointments to advisory groups and outside organisations mid-term in 18 months, approximately June/July 2021.

**CARRIED**

## **8 CORRESPONDENCE**

Moved: W Doody                      Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (y) **Receives** the letter from the Mandeville Residents Association regarding seating at Mandeville shops (Trim No 191105153847).

**CARRIED**

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chair's Diary for November 2019**

D Nicholl thanked Board members for their diligent attendance of the All Boards Briefing Sessions.

Moved: T Robson                      Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (z) **Receives** report No. 191126165756.

**CARRIED**

## 10 MATTERS FOR INFORMATION

- 10.1 Woodend-Sefton Community Board meeting minutes – 31 October 2019  
(Trim No 191031151389).
- 10.2 Woodend-Sefton Community Board meeting minutes – 11 November 2019 (Trim No 191105154022).
- 10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 31 October 2019  
(Trim No 191106154928)
- 10.4 Rangiora-Ashley Community Board meeting minutes – 30 October 2019  
(Trim No 191024148641)
- 10.5 Rangiora-Ashley Community Board meeting minutes – 13 November 2019 (Trim No 191106154638)

Moved: M Brown                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board receives the information in Items 10.1-10.5

**CARRIED**

## 11 MEMBERS' INFORMATION EXCHANGE

- 11.1 T Robson  
 $\Sigma$  Attended:
  - Ashley Gorge Advisory Group meeting – Council staff had employed consultants to update the Management Plan.
  - Pearson Park Advisory Group meeting– Discussed the installation of the kiln at the Oxford Art Gallery, extension to Oxfords Men's Shed, skate park expansion proposal, proposal for a stage roof, carpark, and repair work to tennis court.
  - Oxford Community Trust White Ribbon Quiz – Acted as quiz master, an excellent event.
  - All Boards Briefing.
  - Held discussion with residents regarding the proposed Oaks Reserve walkway and the Main Street carpark.
- 11.2 S Farrell  
 $\Sigma$  Attended:
  - Oxford Senior Citizens Meeting – A number of concerns were raised regarding road safety.
  - Pearson Park Advisory Group Meeting – Concerns were raised regarding power to the stage.
  - Oxford Swimming Pool Season - Residents asked if the Oxford swimming pool's season could be extended and/or open one hour earlier.
  - All Boards Briefing. $\Sigma$  Sealing of car park at the Oxford Farmers Market – Concern from residents regarding the time this project was taking.  
 $\Sigma$  Snap, Send and Solve – Completed a number over the month.  
 $\Sigma$  Met with the A&P Association, C Brown and J Milne regarding the leak at showgrounds and lack of action.
- 11.3 S Barkle  
 $\Sigma$  Attended Girls Night Out at Rangiora Showgrounds, a fantastic fundraising event for partner beds at Rangiora Hospital.  
 $\Sigma$  Talking to a local primary school regarding opportunities to get local children involved in the community.



Σ Progressing options for Community Watch in the local area.

11.4 M Brown

Σ Noted that increase in the amount of crime in the area, including cars being broken into and mail stolen, was being reported on social media.

Σ Response on service request regarding deteriorated culverts – The Council advised that there was no budget to clean the culverts. He raised a concern that maintenance in rural areas seemed to be of a lower standard than in urban areas.

Σ Noted the passing of Linda Marshall a well-respected teacher at West Eyreton School.

11.5 R Harpur

Σ Attended Mandeville Sports Cub delegates meeting – Discussion on the toilets that the bowling club had offered to repaint. The new caterers seemed to be working well.

11.6 W Doody

Σ Provided a report on the Council meeting.

[https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0034/75985/20191203-Agenda-Council-meeting.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0034/75985/20191203-Agenda-Council-meeting.pdf).

Σ Attended:

- Various Hearing Panels.
- Alcohol Licensing Committee meeting.
- Safe Communities Reaccreditation Ceremony – This was a great celebration in recognition of the work done by the Community Team.

12 **CONSULTATION PROJECTS**

Nil.

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**

Balance as at 30 November 2019: \$4,870.

13.2 **General Landscaping Fund**

Balance as at 30 November 2019: \$13,490.

14 **MEDIA ITEMS**

Nil.

15 **QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board was scheduled for Wednesday 5 February 2020 commencing at 7.00pm, in the Ohoka Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9:19pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop**

- Σ *Landscape Budget* - G Stephens (Greenspace Community Engagement Officer) - **7.49pm to 8.12pm.**
- Σ *Board Plans* – T Kunkel (Governance Team Leader) - **9:20pm to 9:35pm.**

**MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 9 DECEMBER 2019 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer (arrived at 6:07pm), M Paterson, P Redmond and S Stewart.

**IN ATTENDANCE**

S Markham (Manager Strategy and Engagement), G MacLeod (Greenspace Manager), K Simpson (3 Waters Manager), S Morrow (Rates Officer Land Information), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

Moved: A Allen

Seconded: A Thompson

An apology for lateness was received and sustained by J Archer.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 31 October 2019 and 11 November 2019**

Moved: A Allen

Seconded: A Thompson

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

- (a) **Confirms** the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 31 October 2019, as a true and accurate record.
- (b) **Confirms** the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 11 November 2019, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

P Redmond enquired if there was any progress on finding a location in Sefton where the Board could hold some of their meetings. K Rabe confirmed that she had spoken to the Governance Manager in regards to holding the meeting at the Sefton Hotel and was advised that it is not an appropriate venue to hold a Board meeting. Members asked staff to investigate the possibility of using the Sefton Pavilion.

**5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

**5.1 Pegasus Men's Shed – Derek Wales**

D Wales informed the Board about setting up a Menz Shed in the Pegasus/Woodend area. He advised that a Trust had been established and the Group had set up their charitable status.

D Wales explained that the Group currently met at the Pegasus Community Centre and that they had approximately 12 members, but they were receiving ongoing enquiries regarding membership. He stated that their main priority was finding a workshop location for the Menz Shed. He noted that Pegasus Bay School was supportive of having the Menz Shed operating from the school, however this was found to not be ideal due to health and safety requirements. He advised that the Group had been investigating the possibility of a location in Pegasus, but the area was too new and very residential in nature.

D Wales reported that Council staff had indicated that it may be possible, in future, to lease premises for the Menz Shed at Gladstone Park. The Group however needed a short term base as the Pegasus Community Centre could not provide workshop facilities.

P Redmond enquired if the Waikuku area was within the area of the Group's membership. D Wales advised that at the moment the Waikuku area generally fell under the auspice of the Amberley Menz Shed. Their Group was more focused on Pegasus and Woodend so identifying a location in Woodend would therefore be preferred.

M Paterson suggested that the Group approached the Woodend Rugby Club, as they may be able to assist in the short term.

In response to questions, G MacLeod confirmed that he was supporting the Menz Shed to locate at Gladstone Park.

#### 5.2 **Pegasus Radio Sailing Club – Paul Johnson**

P Johnson spoke in support of the Pegasus Radio Sailing Club application for discretionary funding (Item 7.2 of agenda). He explained that the Club was formed in January 2018 and now had 45 members with 73 yachts. He noted that members ages ranged from teens to 70 plus. The Club held fortnightly races on a Sunday and training during the week.

P Johnson explained that the Club wanted to launch an initiative to have boats for non-club members' use to encourage the public to try radio sailing. He advised that he had sourced six yachts which he had helped build at Riccarton High School. He explained that the Club was applying for a discretionary grant from the Board for the refurbishment of the yachts to make them available for the public to use.

P Johnson informed the Board about the upcoming events that the Club were hosting. He noted that they were having a South Island social sailing weekend with a relay race around Pegasus Lake. He explained that next year the Club would be hosting the National Championship on Pegasus Lake in late November followed by the inaugural International One Metre Class Oceania Regional Championship in early December.

#### 5.3 **Rangiora Woodend Subdivision Road Naming – Janine Ripley**

J Ripley addressed the Board regarding Rangiora Woodend Subdivision Road naming report (Item 7.1 of agenda). She explained that her family were subdividing their farm but would still be living on the land. She noted that her family had been living on the farm for 85 years. She spoke about their grandfather and father and their involvement in the community. The family were planting trees along what would be a private lane.

J Ripley noted that her family had three preferred options for the naming of the private lane, which were Frazer Farm, Frazer Farm Lane or Joe Frazer Lane.

However, the Road Naming Policy stated that the road type should be used on all road names. Therefore Frazer Farm did not fit the criteria.

J Archer asked if the road could be named Frazer Lane. S Morrow advised the Board that there was already a Frazer Road in Rangiora and so could not be used.

The Chairperson thanked all the deputations for their presentations and assured them of the Board's support in their endeavours.

## **6 ADJOURNED BUSINESS**

There was no adjourned business.

## **7 REPORTS**

With the consent of the Board members, Item 7.2 was considered first so as to follow the deputation on the Pegasus Radio Sailing Club.

### **7.2 Application to the Woodend-Sefton Community Board's 2019/20 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Moved: A Allen                      Seconded: J Archer

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

- (a) **Receives** report No. 191104153051.
- (b) **Approves** a grant of \$500 to the Pegasus Radio Sailing Club Incorporated towards the refurbishment of six radio sailing yachts.

**CARRIED**

A Allen thanked P Johnson for the 'Have a Go' initiative. She felt that it was a generous gesture from the Club. She also expressed her support for the Pegasus Radio Sailing Club and stated that it was a delight to see the yachts on the lake.

### **7.1 Road Naming – Frazer Subdivision – S Morrow (Rates Officer Land Information)**

Moved: A Thompson                      Seconded: P Redmond

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

- (a) **Receives** report No 191120162622.
- (b) **Approves** Frazer Farm Lane as the road name for the new Private Right of Way as shown on the plan attached to the report (Trim 191120162600).

**CARRIED**

P Redmond noted that the policy stated that the name of long term residents in the area could be considered when selecting road names in the district. He was satisfied that J Ripley's grandfather and family met this criteria.

S Powell stated that she was happy to support the name 'Frazer Farm Lane' and commented that it was always good to hear any history behind a road name.

7.3 **Appointments to Advisory Groups and Outside Organisations – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: S Powell                      Seconded: A Thompson

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

- (a) **Receives** report No. 191024148408.
- (b) **Approves** the appointment of Board Member A Allen as the Board representative and liaison person to North Canterbury Neighbourhood Support.
- (c) **Approves** the appointment of Board Member A Allen as the Board representative and liaison person to Waimakariri Health Advisory Group.
- (d) **Approves** the appointment of Board Member S Powell as the Board representative and liaison person to GreyPower North Canterbury.
- (e) **Approves** the appointment of Board Member S Powell as the Board representative and liaison person to Waimakariri Access Group.
- (f) **Approves** the appointment of S Powell as the Board representative and liaison person to Pegasus Residents Group.
- (g) **Approves** the appointment of Board Member M Paterson as the Board representative and liaison person to Woodend Community Association.
- (h) **Approves** the appointment of Board Member J Archer as the Board representative and liaison person to Woodend Community Centre Advisory Group.
- (i) **Approves** the appointment of Board Member S Powell as the Board representative and liaison person to Sefton Public Hall Society.
- (j) **Approves** the appointment of Board Member A Thompson as the Board representative and liaison person to Taranaki Reserve Advisory Group.
- (k) **Approves** the appointment of Board Member M Paterson as the Board representative and liaison person to Gladstone Park Advisory Group.
- (l) **Approves** the appointment of Board Member J Archer as the Board representative and liaison person to Sefton Domain Advisory Group.
- (m) **Approves** the appointment of Board Member A Thompson as the Board representative and liaison person to Northern Pegasus Bay Advisory Group.
- (n) **Approves** the appointment of Board Member S Stewart as Board representative and liaison person to Canterbury Regional Council – Sefton/Ashley and Sefton River Rating District Committees.
- (o) **Approves** the appointment of Board Member J Archer as the Board representative and liaison person to Sefton Township River and Drainage Ratepayer District.
- (p) **Approves** the appointment of Board Member J Archer as the Board representative and liaison person to the Coastal Rural Drainage Advisory Group.

- (q) **Notes** that an appointment to the Hurunui District Council – Ashley Rural Water Scheme Management Committee will occur at a later date.
- (r) **Reviews** the appointments to advisory groups and outside organisations mid-term in 18 months, approximately June/July 2021.

**CARRIED**

Note: No appointment to the Waikuku Beach Residents Group was made as it is in recess.

## **8 CORRESPONDENCE**

There was no correspondence.

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chairpersons Report for November 2019**

S Powell noted that the Board's submission to Environment Canterbury on the proposed Commuter Buses and Park and Ride Strategy had been submitted on the closing day for submissions. S Stewart stated that she did not support the submission and raised a concern regarding the process prior to submitting. S Powell explained that due to the time constraint, gaining amendments and/or support from Board members was done via email.

S Stewart queried why the submission was not on the agenda for ratification. S Powell reminded S Stewart that the submission had only been lodged the day before, so it missed the agenda deadline. K Rabe confirmed that the submission would be on the February 2020 agenda for retrospective ratification.

A Thompson and P Redmond thanked S Powell for drafting the submission and for the email received seeking feedback prior to submitting. A Allen also gave her support to the process and to the submission thanking S Powell for all her work on submissions throughout the year.

S Powell reported that she attended Christmas on the Lake in Pegasus on Saturday 7 December 2019 and the Woodend War Memorial Unveiling on Sunday 8 December 2019.

Moved: S Powell                      Seconded: A Allen

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

- (a) **Receives** report No.191203169777.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 31 October 2019 (Trim No 191024148718).**

10.2 **Oxford-Ohoka Community Board meeting minutes – 6 November 2019 (Trim No 191024148718).**

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 31 October 2019 (Trim No 191106154928)**

10.4 **Rangiora-Ashley Community Board meeting minutes – 30 October 2019**  
**(Trim No 191024148641)**

10.5 **Rangiora-Ashley Community Board meeting minutes – 13 November 2019**  
**(Trim No 191106154638)**

Moved: A Allen

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board receives the information in Items 10.1-10.5.

**CARRIED**

**11 MEMBERS' INFORMATION EXCHANGE**

**Member' Name: S Stewart**

<b>MEMBER'S DAIRY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
25.11.2019	Property Maintenance and Nuisance Control Bylaw 2019	Meeting adjourned as staff need to rework the Bylaw. S Powell spoke to Woodend-Sefton Community Board's submission.
26.11.2019	Keep Rangiora Beautiful	Celebrated 30 years with lunch and booklet
	Coastal Streams Management Plans Inaugural Meeting at Waikuku Hall	
	Belfast to Kaiapoi and Beyond commuter cycleway consultation	Enterprise North Canterbury meet and greet, eastern cycleway update loop
	Taranaki Stream On-site project	Path and inanga enhancement with Kings Avenue locals
30.11.2019	Kaiapoi Dog Park opening	All welcome
2.12.2019	Water Zone workshop and meeting on coastal streams and management plans	

**Member' Name: John Archer**

<b>MEMBER'S DAIRY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
9/11/19	Connecting Cultures event at Tuahiwi Marae	This was an inspiring event and I was amazed at the diversity of people attending. Tuahuriri are wanting to make this an annual event.
10/11/19	Tūhaitara Trust open day.	Despite poor weather were a number of people were there. Gleaned a lot about various activities of the Trust from pest control, types of pests and that the hedgehog is one of the nastiest. Talked to quite a few people regarding their use of the beach.
20/11/19	Attended Sefton Hall AGM	I was well received by the small group attending. One of the concerns is the lack of interest of a vast number of people in the community getting involved. A comment was, they work in the City, socialise in the City, and most of the children go to school in the City. Hence, not a lot of community interaction.
26/11/19	Water Zone meeting Waikuku Beach Hall	A diversity of people attended, Farmers, Ecologists etc. It was noticeable the all wanted to improve



		their impact on waterways and shared their concerns. One point raised by the farming sector was obtaining practical advice how and what they can do beyond fencing and planting riparian strips. I made some poignant comments that were well received
27/11/19	NPBBL meeting.	A lot of issues impacting on the Coastal environment were discussed, on-going vehicle intrusions, vandalism of signage, ignoring respecting the Rakahuri estuary environs. Horses training on the beach still a contentious issue for me. Hopefully when the review of the by-law comes around some regard may be made to some of the concerns and comment expressed by the Woodend Community Assoc.
28/11/19	Taranaki Esplanade Reserve Development, Waikuku	Along with others we were introduced to the ecologies of the stream and measures underway to protect the ecosystems. Most impressed with the planting works that have been undertaken to date and plans for the future.

Member' Name: **Andrew Thompson**

MEMBER'S DAIRY		DISCUSSION POINTS
Date	Events members have attended	Community Feedback/Issues Raised
	Pegasus Bay Implantation Working Group	
	Woodend School Cultural Day	
	Meeting at Taranaki Stream regarding ZIPA plantings and fish improvements	
25/11/2019	All Boards Meeting	

Member' Name: **Andrea Allen**

MEMBER'S DAIRY		DISCUSSION POINTS
Date	Events members have attended	Community Feedback/Issues Raised
25.11/2019	All Boards Briefing	

Member' Name: **Mark Paterson**

MEMBER'S DAIRY		DISCUSSION POINTS
Date	Events members have attended	Community Feedback/Issues Raised
25.11	All boards Meeting Kaiapoi	Shown councils priorities next 3 years
2.12	All Boards meeting	Presented to by business unit management. When the roading and transport was reported on the Woodend bypass was not mentioned but was top on the list of the council's priorities. Also would like to note that I don't think they should wait for NZTA to respond on the safety corridor they should be asking when the response is due.
29.11	Woodend community cultural and Hangi day	A great day for the community and school to engage.
Nov	Copper Beach Road face book group	Have asked me to raise that the speed limit is 60km and should be reduced to 50km. Also like to

		know what the plan is to control traffic when its opened up to Petries Road and Gladstone Road.
Nov	Gladstone Road resident	Speed need to be changed to 50km at least to Petries Road corner as Two Roads has developed speed limit hasn't been changed. Does the footpath get completed by the developer (Two roads) and if so when does that happen.

### **P Redmond**

#### Attended:

- Parking Bylaw Hearing and commended the Board on a good submission.
- Enterprise North Canterbury Royal visit at Tuahiwi Marae
- Council Social Club Masquerade Ball
- All Boards Briefings 25 November and 2 December 2019
- Greater Christchurch Partnership breakfast at Turangi (Central Library)
- Taranaki Reserve meeting.
- Kaiapoi Dog Park Opening
- Coastguard North Canterbury Official Launch
- Introductory meeting of Ecan and WDC Councillors
- Waimakariri Health Advisory Group Meeting
- Safer Communities Accreditation event
- Σ Te Kohaka oTūhaitara Trust, end of year function
- Signage Bylaw Hearing.
- North Canterbury Sport and Recreation Trust
- Council staff Long Service Awards
- Kaiapoi Christmas Carnival and Rangiora Christmas Parade
- Woodend War Memorial Unveiling

## **12 CONSULTATION PROJECTS**

### 12.1 **Let's talk about the Future of Rangiora**

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

This consultation was noted by the Board.

## **13 FOSTERING COMMUNITIES**

Nil.

## **14 BOARD FUNDING UPDATE**

### 14.1 **Board Discretionary Grant**

Balance as at 3 December 2019: \$1,335.

### 14.2 **General Landscaping Fund**

Balance as at 3 December 2019: \$12,430.

## **15 MEDIA ITEMS**

- Σ Pegasus Radio Sailing Club funding
- Σ Menz Shed
- Σ Road Naming

**16 QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

**17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 10 February 2020 at the Pegasus Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7:14pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Briefing – 7:15pm to 7:54pm**

- Σ *Waikuku Beach and Woodend Water Matters – K Simpson (3 Waters Manager)*

**Workshop – 7:55pm – 8:21pm**

- Σ **Members Forum**
  - Speed limits review for new subdivisions.
  - Potential deputation to Council on Woodend Safety Improvements.
- Σ **Community Board Plan**
  - Review of Woodend-Sefton Community Board Plan for the 2019-22 term.  
Members to amend draft and forward to K Rabe to collate.

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 11 DECEMBER 2019 AT 7PM.**

**PRESENT**

J Gerard Q.S.O (Chair), D Lundy (Deputy Chair), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

D Gordon (Mayor), J Millward (Manager Finance and Business Support), L Ashton (Manager Organisational Development and HR), D Young (Senior Engineering Advisor), G MacLeod (Greenspace Manager), J McBride (Roading and Transport Manager), S Kong (Community Facilities Coordinator), G Stephens (Greenspace Community Engagement Officer), G Kempton (Project Engineer), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 13 November 2019**

Moved: D Lundy    Seconded: J Ward

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms** the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 13 November 2019, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

K Rabe noted that, in relation to Item 11 of the Minutes ('Members Information Exchange'), members would still have an opportunity to provide verbal reports. Members therefore agreed that a workshop on the matter would no longer be required.

K Rabe advised that Mainly Music who had applied for a discretionary grant for a replacement computer, had advised that the refurbished ex-WDC computer would not be suitable for their needs. Mainly Music had thanked the Board but informed staff that they required a laptop rather than the desktop that was supplied. The computer has now been returned to staff.

Staff had recently received a funding application from the Citizens Advice Bureau (CAB) for the urgent replacement of their office computer. Given that this application would only be considered by the Board in February 2020, staff offered the refurbished ex-WDC computer (returned by Mainly Music) to them as an interim solution. CAB also required a laptop but were very grateful to receive the desktop as a stop gap over the festive season.

## **5 DEPUTATIONS AND PRESENTATIONS**

### **5.1 Cust Community Centre (CCC) upgrade – S Kong**

S Kong (Community Facilities Coordinator) updated the Board on the proposed Cust Community Centre (CCC) upgrade. Earlier in the year, the Council approved \$335,900, to bring the CCC building up to compliance and to provide an aesthetic upgrade. The CCC Advisory Group was reactivated to oversee the upgrade. S Kong acknowledged the work that Bernard Kingsbury as the Chair of the Group and D Gordon, K Barnett and D Lundy had been doing.

S Kong outlined the proposed building projects which included a new alarm system, compliance for capacity increase to 250 people, the full rebuild of external and internal toilets, the installation of a modern heat pump system, the replacement of the main entrance doors, the replacement of the bi-fold doors and interior and exterior painting. Aesthetic improvements would include the replacement of chairs, tables, stage curtains and kitchen equipment.

The Landscape Concept Plan would include the redesigning of the main forecourt entry, the driveway and carpark upgrades as well as an on-court shelter.

S Kong also reported on the ongoing problems being experienced with dampness in the main hall's floor and the proposed assessment of the septic tank system. The West Eyreton Rifle Club, who had been at the CCC since its opening, were also scoping additional work to be done as to ensure compliance with the new rules for target shooting. This required higher standards of ventilation and improved rifle storage.

S Kong confirmed that the work was scheduled to be completed before ANZAC Day 2020. Work already completed included the ordering of replacement items such as tables, chairs and colour scoping. The underfloor, septic tank and lead inspections were scheduled for the near future.

P Williams enquired about surety of the ventilation systems, and S Kong replied there had been learnings from previously renovated buildings in regards to ventilation systems.

P Williams also enquired if the Rifle Club would be raising funding for the changes the Club required to the building. G MacLeod replied that there seemed to be an increased expectation from sporting groups for retrofitting. The assessments currently being undertaken would provide a greater understanding of costs, however there was no commitment from Council to carry out the additional work.

M Harris enquired if the flooding issues would be resolved prior to funds being spent on renovations. He also asked if the flooding, which was causing the problems with the flooring, was surface flooding. S Kong stated that the issues were historical and unfortunately were part of the nature of the building. Flashing had been added to the roof to assist with water runoff to mitigate against flooding at ground level. Previous efforts to mitigate the flooding had not been successful, which resulted in the need for the underfloor inspection.

K Barnett noted that the Advisory Group had requested that the Board be updated today to ensure the Board stayed informed of the progress of the project. S Kong confirmed that this project would not continue until the building consent had been received.

D Lundy thanked S Kong for his work, commenting that the CCC was an older facility worthy of the considerable upgrade it was receiving. He was surprised, however by the community's expectations.

## 6 ADJOURNED BUSINESS

There was no adjourned business.

## 7 REPORTS

### 7.1 Cone Street Improvement - Project Update and Requesting Support to Upgrade Cone Street Retaining Two-Way Traffic - G Kempton (Project Engineer) and J McBride (Roading & Transport Manager)

G Kempton advised that the report requested approval from the Board to proceed with the Cone Street Improvement Project. He reminded the Board of the workshop held in February 2019, which looked at the feasibility of a one-way system. This was followed by three consultations with the community, including an information notice and another workshop. There had been a clear steer from the feedback received for Cone Street to remain a two-way street which would require the elimination of eight carparks at the northern end of the street.

K Barnett commented that even with the recent improvements, the intersection still seemed problematic. J McBride advised, that at peak times it was difficult to turn right out of Cone Street, which may encourage drivers to change their routes in preference of carrying out a left turn from Cone Street.

K Barnett enquired what provisions were being made to accommodate parking in the area after removing the eight carparks on the northern end of Cone Street. J McBride noted that the staff were currently engaged in a project to attempt to future proof parking in and around the Rangiora Town Centre. Staff were very aware of the issue which was included in the Rangiora Town Centre Strategy and the District Plan.

K Barnett enquired what the Rangiora Promotions Association's reaction was to the continual removal of parking in the area. J McBride replied that, although the Association had been invited to the drop-in session, they had not attended and she was therefore unaware of any feedback they may have.

P Williams asked if the project could be placed on hold until a solution to the removal the eight carparks could be proposed. J McBride noted that physical work was unlikely to continue until the 2020/21 financial year as site development in Cone Street was still being completed. It was unknown if a long-term parking solution would be available at that time.

Moved: R Brine      Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report N° 191118160249;
- (b) **Notes** that the installation of the footpath on Cone Street from High Street to the new development at No. 9 Cone Street has been completed. All further construction works will continue from the development at No. 9 Cone Street towards Collins Street once the development has been completed;
- (c) **Notes** that eight carparks will need to be removed along Cone Street between High Street and Collins Street to allow for the installation of a new footpath and to maintain two way traffic;
- (d) **Notes** that consultation and workshops have been carried out with stakeholders from the area to ensure key issues have been identified and addressed.

**And:**

**RECOMMENDS** that the Utilities and Roading Committee:

- (e) **Approves** the proposed scheme design which retains two-way traffic in Cone Street noted as option (a).
- (f) **Approves** the removal of eight carparks along Cone Street (between High Street and Collins Street) to allow adequate room for a footpath and two lanes of traffic;
- (g) **Notes** that four of the eight carpark spaces should, according to the Council's Code of Practice, be marked as no-stopping within the current road layout due to either the existing road width, or proximity to the intersection of High Street.
- (h) **Notes** that the proposed scheme design, including the removal of eight carparks, was the preferred option of the stakeholders.
- (i) **Notes** that physical works were likely to be carried out within the 2020/2021 financial year.

#### **CARRIED**

R Brine stated that Cone Street was a complex traffic area and motorists could not expect to turn right from Cone Street with ease. The loss of the carparks was unfortunate but seemed to be accepted after public consultation.

P Williams commented that while right turns had a low occurrence they still caused problems when they did occur. He reiterated his concern regarding the loss of the eight carparks and was hopeful that a solution could be found.

J Ward advised that she had worked in a business located on Cone Street for a number of years and noted that most people adjusted their driving pattern through the area to avoid making a right turn.

K Barnett applauded the staff, who had worked hard to involve local business and to take on-board their views. She expressed concerns about the changes that were being made in advance of the Rangiora Town Centre planning being finalised, and acknowledged that there was still a lot of work to do regarding transport around Rangiora. She believed the recommendation was a good way forward in a challenging environment.

#### **7.2 Park and Ride Facility Locations – D Young (Senior Engineering Advisor)**

D Young provided an update on the proposed Southbrook Park site layout and access issues. Discussions with neighbours and park users (cricket, touch, rugby) had been held during site visits and deficiencies had been recognised in all of the proposed options provided. Staff were therefore looking at enhancing the current layout in the short term.

D Young reported that there had also been plan changes with respect to the River Road site. Originally it was proposed that cars could park on the verges of River Road, however, after consultation with the Community and Recreation Team it was decided that the expansion of the dog park carpark would be a better solution. The Croquet and Lawn Bowls Club was also supportive of this proposal.

D Young advised that the analysis of the recent public consultation was complex as the feedback was not just received from Waimakariri ratepayers. He would however provide further information as part of the weekly updates, including verbatim comments.

M Harris referred to the proposed extension of the carpark at River Road, and asked if staff envisage extending the park to the north from where it was currently situated. D Young confirmed that it was envisaged that the bus would pull off the road into the carpark area. It was also envisaged that there

would be a bus shelter and bike rack for commuters' convenience. The Park and Ride area would be closer to River Road.

D Lundy asked if the Dog Park and Park and Ride areas would be separated and was advised that the areas would be separated with plantings, but vehicles would still be able to travel through the carpark.

P Williams enquired if the parking area would be sealed or gravel, as he noted there were community groups that had been requesting various carpark sealing for a number of years. D Young advised that currently the Council was suggesting gravel. Staff need to be mindful of the budget available in this phase of the project. There would however be an upcoming workshop on the requirements for each site. Once the sites were identified and the basics covered, there would be further work done on other aspects of the sites such as lighting etc.

R Brine advised that he had previously written to staff regarding health and safety concerns at the Croquet Club carpark. He had requested that the area be sealed to assist those patrons with mobility concerns. He enquired if the Park and Ride project would delay the sealing of the Croquet Club carpark, which he felt should be a priority.

D Young could not comment on the projects contained in the Community and Recreation budget, however he noted the concern and would work with the Community and Recreation Team to ensure that both projects could be achieved with the best outcome.

R Brine asked if the Park and Ride was successful would there still be on-street parking available to avoid any clashes with the Club and the dog park. D Young was confident that while parking was not limitless it was sufficient for current needs.

K Barnett enquired if there would be kerb and channelling to improve winter parking and J McBride replied it was unlikely. D Young advised that the need for vehicle security after dark would be discussed at future workshops. It was envisaged that work would be completed in two phases, pre-June 2020 to get Park and Ride up and running after which other requirements such as lighting could be installed.

D Young informed the Board that the Council was proposing a long term Park and Ride option which would require the procurement of a property in Rangiora as it was believed that Southbrook Park site was not a suitable long term option. The Board would be advised if the Council was successful in procurement.

Moved: P Williams                      Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 191128167500.

**And:**

**RECOMMENDS** that the Utilities and Roading Committee:

(b) **Adopt** the following Park and Ride facilities for Rangiora

- i. River Road – extension of the existing dog park carpark
- ii. White St – existing Park and Ride site
- iii. Southbrook Park – the exact option and detail to be worked out by staff to optimise benefits, minimise costs, and mitigate effects.

(c) **Notes** that an additional long term option for South Rangiora will be considered if/when Southbrook Park approaches capacity.



**CARRIED**

P Williams believed the locations were well thought of and were the best value for money at this stage.

R Brine was concerned that the project could delay sealing of parking outside the croquet facility.

K Barnett endorsed the comments of R Brine. She believed the semi-rural look of the area needed to be improved if it was made Park and Ride, including overflow parking and particularly for winter conditions.

7.3 **Appointments to Advisory Groups and Outside Organisations – K Rabe (Governance Adviser)**

Moved: J Gerard Seconded: S Lewis

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 191113158589.
- (b) **Approves** the appointment of Board Member Jason Goldsworthy as the Board representative and liaison person to North Canterbury Neighbourhood Support.
- (c) **Approves** the appointment of Board Member Murray Clarke as the Board representative and liaison person to GreyPower North Canterbury.
- (d) **Approves** the appointment of Board Member Murray Clarke as the Board representative and liaison person to Waimakariri Health Advisory Group.
- (e) **Approves** the appointment of Board Member Monique Fleming as the Board representative and liaison person to the Waimakariri Access Group.
- (f) **Approves** the appointment of Board Member Morris Harris as the Board representative and liaison person to Rangiora and Districts Early Records Society.
- (g) **Approves** the appointment of Board Member Monique Fleming as the Board representative and liaison person to Friends of Rangiora Town Hall.
- (h) **Approves** the appointment of Board Member Jim Gerard as the Board representative and liaison person to Rangiora Town Centre Plan Review Reference Group.
- (i) **Approves** the appointment of Board Member Andrew Wells as the Board representative and liaison person to Town Centres Decorations and Lighting Working Group.
- (j) **Approves** the appointment of Board Member Monique Fleming as the Board representative and liaison person to Keep Rangiora Beautiful.
- (k) **Approves** the appointment of Board Member Sarah Lewis as the Board representative and liaison person to Rangiora Croquet and Table Bowls Centre.
- (l) **Approves** the appointment of Board Member Duncan Lundy as the Board representative and liaison person to Cust Community Centre Advisory Group.
- (m) **Approves** the appointment of Board Member Jason Goldsworthy as the Board representative and liaison person to Cust and District Historical Records Society Inc.
- (n) **Approves** the appointment of Board Member Andrew Wells as the

Board representative and liaison person to the Cust Domain Advisory Group.

- (o) **Approves** the appointment of Board Member Andrew Wells as the Board representative and liaison person to Loburn Domain Advisory Group.
- (p) **Approves** the appointment of Board Member Jason Goldsworthy as the Board representative and liaison person to Milton Memorial Reserve Advisory Group.
- (q) **Approves** the appointment of Board Member Morris Harris as the Board representative and liaison person to Fernside Hall Advisory Group.
- (r) **Approves** the appointment of Sarah Lewis as the Board representative and liaison person to Southbrook Sports Club.
- (s) **Approves** the appointment of Board Member Duncan Lundy as the Board representative and liaison person to Garrymere Water Supply Advisory Group.
- (t) **Approves** the appointment of Board Member Duncan Lundy as the Board representative and liaison person to Cust Rural Drainage Advisory Group.
- (u) **Approves** the appointment of Board Member Morris Harris as the Board representative and liaison person to the Central Rural Drainage Advisory Group.
- (v) **Notes** that an appointment to the Hurunui District Council – Ashley Rural Water Scheme Management Committee will occur at a later date.
- (w) **Reviews** the appointments to advisory groups and outside organisations mid-term in 18 months, approximately June/July 2021.

**CARRIED**

## **8 CORRESPONDENCE**

There was no correspondence.

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chair's Diary for November 2019**

Moved: J Gerard    Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) Receives report No. 191202168717.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

10.1 **Woodend-Sefton Community Board meeting minutes – 31 October 2019**  
(Trim No 191031151389).

10.2 **Woodend-Sefton Community Board meeting minutes – 11 November 2019**  
(Trim No 191105153723).

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 31 October 2019**  
(Trim No 191106154928)

10.4 **Oxford-Ohoka Community Board meeting minutes – 31 October 2019**  
(Trim No 191024148718)

10.5 **Oxford-Ohoka Community Board meeting minutes – 6 November 2019**  
(Trim No 191031151264)

Moved R Brine seconded D Lundy

**THAT** the Rangiora-Ashley Community Board receives the information in Items 10.1-10.5.

**CARRIED**

## 11 MEMBERS' INFORMATION EXCHANGE

### 11.1 M Clarke

- Σ Attended Flaxton Road meeting with the local community. There had been a generous offer to contribute funding toward the cost of piping the drain.

### 11.2 M Fleming

- Σ Noted conversations with local residents on lack of recreational activities for youth and opportunities to assist with environmental projects.

### 11.3 J Goldsworthy

- Σ Attended school prize giving.

### 11.4 R Brine

- Σ Attended:
  - A joint meeting with ECan, where the issue of the old Rangiora landfill had been raised following the flooding of West Coast landfill. Preliminary work indicated the risk was low. Further work was required to confirm. ECan was proposing to increase waste levy by \$10 a ton and to increase by \$60 over the next 5-6 years to legally dump rubbish.
  - An Enviroschools presentation where Loburn School received an award and commented that he was being taught by the children.
- Σ Noted Loburn irrigation proposal of \$40,000 for exploratory work. Believed it was better to proceed with tank solution.

### 11.5 K Barnett

- Σ Attended:
  - Enterprise North Canterbury Networking Celebration night.
  - Greater Christchurch Partners meeting.
  - Rangiora Promotions Association Christmas event at the RSA and Celebration night.
  - Girls Night Out at Rangiora Showgrounds – fundraiser for Health Hub partner beds.
  - Town Hall Climate Change Seminar.
  - Rangiora and Kaiapoi Christmas parades.
  - Year 9 and 10 Rangiora High School prize giving and noted changes to NCEA.
  - Acknowledged Mary Gerard and team on the Christmas Tree Festival in the Council Foyer.
- Σ Noted success of Toot 4 Tucker and acknowledged the work of John and Bev Wright in organising the event.
- Σ Meeting with new ECan Councillors.
- Σ Noted Te Reo sessions and waiata book.
- Σ Customer Service team invitation to Board members to introduce themselves.
- Σ Cust chlorination had been stopped.
- Σ Youth Council undergoing recruitment campaign in the New Year.
- Σ Trees had been removed at the Cust War Memorial.

### 11.6 D Lundy

- Σ Attended:
  - All Boards at Kaiapoi and appreciated the report from G MacLeod on general breakdown on Greenspace.
  - Cust Community Centre Working Group meeting.
  - Ashley/Hurunui Water Supply meeting in Waikari and commented on New Zealand Drinking Water Standards where it was likely even 3-4 house schemes would come under tighter regulations. Council may be involved with policing.

### 11.7 S Lewis

- Σ Attended:
  - Ohoka Garden tour/fete fundraiser.
  - Girls Night Out at Rangiora Showgrounds
- Σ Walked in Rangiora Christmas parade – great atmosphere and huge crowd.
- Σ Final learner driver mentoring course for 2019 had been completed. There had been at 84% pass rate.
- Σ Held stall at Ashgrove School Fundraiser.

### 11.8 J Ward

- Σ Attended:
  - Rangiora Celebration Night.
  - Rangiora Promotions Association meeting and was thrilled with what they were achieving.
  - Met Councillors at Greater Christchurch breakfast.
  - ECan meeting and noted that there were ten new Councillors.
  - Meeting with ENC to assist with Strategic Planning, visited ISite and attended team presentation.
  - Access Group meeting
  - Signage Bylaw hearing.
  - Attended te reo introduction.
  - Opening of Kaiapoi Dog Park.
- Σ The Rangiora Christmas Parade was a huge success.

### 11.9 P Williams

- Σ Attended:
  - Flaxton Road meeting where there was a good discussion with residents. They were unanimous they would like the drain to be filled in to assist with road width. Confirmed offer to help complete.
  - Hurunui / Ashley Water Supply meeting. Congratulated staff on progress made with water supplies in the Waimakariri and noted potential upcoming issues.
  - Road Safety Committee meeting alongside other stakeholders such as Police, Fire and Emergency New Zealand and New Zealand Transport Agency.
  - Airfield meeting.
- Σ Noted downstream residents' concerns regarding closure of water race at Lehmans Road.
- Σ Served as a member of Parking Bylaw Hearing Panel.

## 12 CONSULTATION PROJECTS

### 12.1 Future of Rangiora

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

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 30 November 2019: \$7,042.

**13.2 General Landscaping Fund**

Balance as at 30 November 2019: \$53,061.

**14 MEDIA ITEMS****15 QUESTIONS UNDER STANDING ORDERS****16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS****NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 February 2020 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE OFFICIAL SECTION OF THE MEETING WAS CLOSED AT 8.20pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop  
(8.21 – 8.39pm)**

- Σ Landscape Budget – G Stephens (Greenspace Community Engagement Officer)  
*List of projects compiled for staff to investigate in relation to the 2019/20 Landscape Budget*
- Σ Community Board Plan – K Rabe (Governance Advisor)  
*Board Plan interactive workshop to be arranged in January 2020*
- Σ Members Forum

**Briefing  
(8.40 – 9.19pm)**

*Note a briefing is public excluded*

- Σ Ivory Street Upgrade – K Straw (Civil Projects Team Leader)  
*Update given to the Board on feedback from the community and to gained support for a preferred option.*
- Σ Rangiora Town Centre – H Downie (Principal Planning Analyst)  
*Update and feedback on the Rangiora Town Centre Strategy.*

unconfirmed

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 NOVEMBER 2019 AT 5PM.**

**PRESENT**

C Greengrass (Chairperson), J Watson (Deputy Chairperson), A Blackie, B Cairns, J Meyer and M Pinkham.

**IN ATTENDANCE**

Mayor D Gordon, S Stewart (Kaiapoi-Woodend Ward Councillor), J Palmer (Chief Executive), C Brown (Manager Community and Recreation), S Markham (Manager Strategy and Engagement), G MacLeod (Greenspace Manager), S Hart (Business and Centre's Manager), J McBride (Roading and Transport Manager), D Roxborough (Implementation Project Manager – District Regeneration), D Young (Senior Engineering Advisor), M Flanagan (Landscape Planner – District Regeneration), K Straw (Civil Project Team Leader), B Rice (Senior Transport Engineer), K Dwyer (Landscape Architect – District Regeneration), F Scales (Senior Project Engineer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer)

**1 APOLOGIES**

Moved: C Greengrass

Seconded: N Atkinson

An apology for absence was received and sustained from P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 7.8 - B Cairns declared a conflict of interest, as he was a resident in the area.

Item 7.10 - C Greengrass, J Watson and B Cairns declared a conflict of interests, as they were members of You Me We Us.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 November 2019**

Moved: A Blackie

Seconded: J Watson

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 November 2019, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

There were no matters arising.

## **5 DEPUTATIONS AND PRESENTATIONS**

### **5.1 Aquasport Facility - WHoW Charitable Trust**

T Joseph, from the WHoW Charitable Trust, reported that the Trust had been successful in raising the funding for the prefeasibility study. He stated that the Trust wished to thank the Kaiapoi community for their support. He highlighted the various events the Trust held to raise the funds such as quiz nights and a surfing demonstration day.

T Joseph advised that the prefeasibility study would determine if there was a market for this kind of facility in the Kaiapoi area. The study would also assist in determining the cost of building and operating such a facility. This would enable the Trust to establish the commercial viability of the proposed project. He confirmed that it was anticipated that the results of the study would be available by mid-February 2020.

In response to questions, S Kotoul noted that the Trust had many people assisting them with the project who had experience in designing and operating similar facilities around the world. He explained that there were not many similar facilities in New Zealand, and it was therefore important that the Trust had international guidance.

J Watson asked if the Trust had any potential investors lined-up. T Joseph advised that the Trust had refrained from actively sourcing investors until such time as the prefeasibility study was completed. However, some investors had already shown interest in the proposed project.

J Watson enquired that, if successful, when the facility would start to operate. S Kotoul explained that the organisers of the 2024 Paris Olympics had chosen to host the surfing event in Teahupo'o, Tahiti. The Trust would therefore aim to have the facility operational by beginning of 2023, so that it could be used as a training facility for the 2024 Olympics.

B Cairns inquired about the locations of similar facilities around the world and their proximity to residential areas. S Kotoul reported that, to his knowledge, the facility in Melbourne was located 50-meters from a residential development and the facility in Perth was approximately a 100 meters from the nearest residential development.

### **5.2 Ohoka Road and Island Road Intersection - J Lefebvre.**

J Lefebvre, the Centre Manager at The Rainbow Early Learning Centre situated adjacent to the intersection of Ohoka/Giles Road and Island Road Kaiapoi, expressed the Centre's concerns about the dangers of the intersection. She noted that when the road was realigned to allow for traffic flow past Silverstream, the Centre expressed its apprehension about the proposed intersection. Currently there were stop signs on both sides of Island Road and traffic flowed along Ohoka Road.

J Lefebvre explained that there had been multiple serious traffic accidents at the intersection and numerous near misses. A car even shunted through the fence of the Early Learning Centre. She explained that motorist drove straight through the intersection without stopping. The Centre was therefore of the opinion that traffic lights may be more effective.

J Lefebvre reported that the intersection got very busy at certain times of the day, usually when parents were dropping off or picking up their children. Crossing over Island Road at these busy times was very difficult and a number of the parents therefore drove through the Silverstream residential area to



avoid crossing the road. There was also the challenge of the traffic merging on to the motorway.

J Lefebvre explained that there were two preschools in the area and a high school nearby and something needed to be done to make the area safer.

J Meyer enquired how much the traffic volume in the area had increased over the last 12 months. J Lefebvre confirmed that the traffic volume had significantly increased since the realignment of the roads in the area.

J McBride advised that the Council was currently working on resolving the problems with the Ohoka/Giles Road and Island Road intersection. She undertook to report back to the Board on this matter yearly in the new year. J Palmer noted that the roads system in area would be reviewed as party of the Western Roadway Review.

### 5.3 **Heritage and Mahinga Kai Area - M Rupene and I Weepu**

M Rupene advised that this area had significant cultural value for the Te Ngāi Tūāhuriri Rūnanga and Te Rūnanga o Ngāi Tahu, particularly in relation to mahinga kai. A site inspection was undertaken to identify opportunities for planting native plants. The area being considered was the red zoned blocks between Bowlers Street, Raven Quay and along Courtenay Drive, along the south bank of the Kaiapoi and around to the Courtenay Stream.

I Weepu provided a preliminary list of native plants that may be most suitable for this area. Records indicated the area was once part of a large wetland with vegetation comprising of flax, toitoi, raupo and grasses. The ECan soil data indicated that a Totara/Matai podocarp forest could grow in the soil. During the inspection it was noted that the land was naturally reverting back to a wetland.

B Cairns informed the Board that the Kaiapoi Food Forest currently had many native plants. He inquired if the Mahinga Kai Area would be supported by teaching and education opportunities. M Rupene confirmed that this was being considered.

In response to questions, C Brown advised that there was funding available for this project. However, the Council had to enter into a co-governance agreement with the Te Ngāi Tūāhuriri Rūnanga and the matter would therefore be referred to the Mahi Tahi Committee.

## 6 **ADJOURNED BUSINESS**

### 6.1 **Kaiapoi Town Centre North – Car Parking Assessment**

C Greengrass advised that an updated report was included as Item 7.3 of the Agenda.

## 7 **REPORTS**

### 7.1 **Belfast to Kaiapoi Cycleway - Report seeking approval to proceed with detailed design for preferred option – K Straw (Civil Project Team Leader), B Rice (Senior Transport Engineer) and J McBride (Roading and Transportation Manager)**

K Straw provided the Board with an overview of the feedback received following the second phase of consultation with the community on the proposed Main North Road Cycle Route.

K Straw noted that community drop-in sessions were held on 25 November and 26 November 2019. Resident's feedback was generally in support of a Neighbourhood Greenway, which would also include the installation of traffic calming measures to reduce vehicle speeds.

N Atkinson inquired if the feedback from the business owners on Main Road North had been favourable. He stated that from the responses he received from some of the business owners, he got the impression that most of them were not in favour of the cycleway.

B Rice advised that the Council consulted some of the businesses along the route, such as Clemence Drilling Consultants, Heller's and Easylawn Canterbury. The development of the cycleway would require Heller's to work on their access way and Clemence Drilling Consultants to work on their parking. Both these businesses however supported the proposed cycleway. Easylawn Canterbury was not in support of the cycleway as they had concerns about planting on the road reserve and safe access.

In response to a question from N Atkinson, B Rice advised that the Council had not consulted with Waghorn Builders Limited on Main North Road.

B Cairns enquired if the Council had asked Countdown Kaiapoi about the possibility of moving their delivery route. K Straw noted that Countdown Kaiapoi had indicated during previous discussions that they would be amenable to moving their delivery route.

B Cairns also asked if the proposed cycleway would have a negative impact on the traffic on Peraki Street. B Rice commented that the Peraki Street residents seemed to support the moving of traffic back onto Williams Street.

Moved: M Pinkham

Seconded: A Blackie

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

- (a) **Receives** report No. 191125164829.

**AND**

**RECOMMENDS THAT** the Council:

- (b) **Approves** the concept and development of the detailed design options for the cycleway along the western side of Main North Road, and along Vickery Street and Peraki Street, as per Option One (Section 4.1) of this report.
- (c) **Notes** that approximately 30 residents along the route attended the drop-in sessions and that further consultation will be required for specific residents that may be directly affected by proposed features of the cycleway.
- (d) **Notes** that a further project information notice will be issued to all residents and stakeholders advising them of the proposed detailed design, and inviting for further feedback on specific concerns that they may have.
- (e) **Notes** that funding has been approved by NZTA and is available for a shared cycleway along Main North Road.
- (f) **Approves** a speed limit review being undertaken for Main North Road, Tram Road, and on the Neighbourhood Greenways on Vickery Street, Peraki Street and Raven Quay in conjunction with this project.

- (g) **Notes** that minor improvements on Main North Road (near Heller's and Clemence Drilling) are proposed to be designed and built in conjunction with this project, with funding from the Minor Improvements budget.
- (h) **Notes** that staff are currently working to have the cycleway completed by late June 2020 to coincide with the opening of the CNC cycleway, however there is a risk this may not be achieved.
- (i) **Notes** that NZTA will fund and construct the cycleway between the Waimakariri Motorway Bridge and Tram Road. Their proposed route will run along the eastern side of the motorway onramp and the southern side of Tram Road to new traffic signals at the Tram Road, Main North Road intersection. The timing of this work is currently being confirmed.
- (j) **Notes** that staff expect the detailed design along Main North Road to Vickery Street to be completed first and as such the two projects will progress and be reported separately from here onwards.
- (k) **Notes** that the Safety Audit at each stage should be forwarded to the Community Board for information.

**CARRIED**

Against: N Atkinson

M Pinkham stated that he was not pleased about the proposed route but the Board had to be pragmatic as the project needed to continue. He agreed that proposed Option 1 seemed the best option.

N Atkinson advised that he did not support the project as it seemed to have some fundamental flaws. He noted that cyclists would always take the most direct route and Peraki Street was not that route, in his opinion, the route should be along Williams Street. He also held the view that the consultation with the business owners along Main North Road was not sufficient.

B Cairns was in support N Atkinson's comments, and agreed that the cycleway should have gone along Williams Street through Kaiapoi's Central Business Centre (CBD). The route should also have taken more advantage of the Kaiapoi's river views.

J Watson advised that she supported the proposed route as it seemed to be the safest route. She also noted that the proposed route was only one block from Kaiapoi's CBD and cycles would therefore still be able to access all the amenities that the CBD had to offer.

J Meyer acknowledged that proposed Option 1 may not be perfect, but it seemed to be best current option.

**7.2 Kaiapoi Community Hub – Michelle Flanagan (Landscape Planner – District Regeneration)**

M Flanagan advised that the purpose of this report was to request the Board to recommend to the Council to develop a Community Hub in the Kaiapoi South Regeneration Area.

M Flanagan noted that the three community groups currently interested in relocating to the Hub were the Kaiapoi Croquet Club, the Kaiapoi Menz Shed and the North Canterbury Model Railway Club. All the proposed activities would fit together well in a co-location setting.

She highlighted how each group made a contribution to the wider community and the opportunities the proposed Hub would create for the organisations. She stated that should the Hub not proceed there would likely be negative implications for the operation of the abovementioned organisations.

In response to questions, M Flanagan confirmed that the layout of the proposed Hub allowed for the expansion of the Hub to the south-west should additional community groups wish to relocate to the site in the future.

M Pinkham recalled that it was previously suggested that the Kaiapoi Croquet Club be relocated to a site in Kaiapoi west and asked why this option was not being considered. A Blackie explained that the Club rejected the Kaiapoi West option. He also advised that the relocation of the Kaiapoi Croquet Club from Murphy Park would require additional work at the park to remediate the site.

M Pinkham sought clarity on the size and value of the properties currently owned by the Kaiapoi Croquet Club. In response, C Brown reported that the Club owned 8C and 10C Revell Street which was approximately 2500m<sup>2</sup> in total. Although the value of the two properties was estimated at approximately \$121,000, it was unlikely that the Club would be able to attract interested buyers.

Moved: A Blackie

Seconded: B Cairns

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

(a) **Receives** report No. 191120162123.

**AND**

**RECOMMENDS THAT** the Council

- (b) **Approves** the inclusion of \$485,000 in the 2020/2021 financial year for the establishment of the Kaiapoi Community Hub.
- (c) **Notes** that should the inclusion of the funding be approved \$317,500 would be added to the Earthquake Recovery Loan.
- (d) **Notes** that should the inclusion of the funding be approved \$167,500 would be added to the Recreation Loan.
- (e) **Notes** that groups interested in locating at the community hub would need to demonstrate the financial ability to establish and operate on site prior to significant funds being drawn down to develop the hub. This would be subject to a future Council report, seeking approval to proceed.
- (f) **Notes** that should the community hub progress, memorandums of understanding will be established between the Council and the interested groups (currently the Kaiapoi Croquet Club, Kaiapoi Menz Shed and North Canterbury Model Railway Club) to continue the planning and development of the recreation hub. A draft of the MoU's will be presented to Council for approval in a future report.
- (g) **Notes** that should the community hub progress, consultation will be undertaken with the local residents seeking feedback on a draft concept plan. This feedback will be reported to the Kaiapoi-Tuahiwi Community Board in a future report.
- (h) **Notes** that should the community hub progress, a management plan addressing the operation and amenity of the site will be required. This

will be presented to the Kaiapoi-Tuahiwi Community Board for their recommendations, and Council for approval in a future report.

- (i) **Notes** that should the community hub progress, the groups that locate at the hub will require a licence to occupy. These will be presented to Council for approval in a future report.
- (j) **Circulates** this report to the Community and Recreation Committee.

**CARRIED**

A Blackie noted that a Community Hub would have many social benefits for the community. However, the proposed Hub currently had no funding and it may be problematic to secure funding through the Annual Plan process for this project. B Cairns concurred that the proposed Hub would benefit the wider community.

**7.3 Kaiapoi Town Centre North – Car Parking Assessment – Simon Hart (Business & Centres Manager)**

S Hart reminded the Board that a similar report was considered at the Board's November 2019 meeting, where the Board tabled the report until such time as additional information on the proposed loading bay on Williams Street becomes available. He confirmed that the report had been updated to include the requested information.

S Hart reported that the Council believed that the installation of a loading bay on Charles Street directly east of the Charles Street/Williams Street roundabout would be the best option, even though it would require the removal of two existing carparks.

N Atkinson asked how long it took for the current carparks to reach full occupancy. S Hart advised that the last Car Parking Assessment had been done in 2017, it therefore took about two years. However, it should be noted that all businesses were not normally at high occupancy at the same time. In light of the above, N Atkinson questioned whether adding only 40 carparks would be sufficient to deal with future development in the area.

B Cairns enquired if the proposed loading zone could convert to a normal carpark after business hours. S Hart undertook to ascertain if this would be a viable option.

M Pinkham expressed a concern that the Abley Report did not include information on a number of issued consents in the Kaiapoi town centre. He stated that this information should have been easily available to the public. M Pinkham also expressed a concern that the report did not provide justification for the provision of a loading zone.

In conclusion, S Hart explained the process followed whilst drafting the report. He stated that there was a general consensus that a loading zone was needed.

Moved: N Atkinson

Seconded: J Meyer

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

- (a) **Receives** report No.191204170756.
- (b) **Notes** the information in this report relating to the current (and potential future) car parking situation within the Kaiapoi Town Centre, north of the Kaiapoi River.

- (c) **Supports** the installation of a loading bay on Charles Street directly east of the Charles Street / Williams Street roundabout. (Section 4.6 – Option C)
- (d) **Supports** the development of a parking inventory map to inform visitors and workers of the available parking spaces to suit their needs (time restricted, unrestricted, etc.).
- (e) **Notes** that the cost of an additional 40 car parking spaces on the East Mixed Use Business Regeneration Land has a high level estimate cost of \$50,000 to \$60,000 to construct, and the 100 car park option has an estimate construction cost of \$150,000 to \$160,000. The funding source for either of these options would be the Kaiapoi Town Centre 'linkages' budget (100971.000.5013).
- (f) **Supports** a full Kaiapoi Town Centre parking review to be undertaken in 2020, as per Project 19 of the Kaiapoi Town Centre Plan – 2028 and beyond, to provide a thorough assessment of parking supply, occupancy rates, effectiveness of restrictions, and duration of stay in the Town Centre.

**AND**

**RECOMMENDS THAT** the Council

- (g) **Approves** the construction of a temporary car park with a capacity of up to 100 parking spaces on part of the East Mixed-Use Business area along the eastern boundary of the New World Supermarket between Charles Street and Sewell Street, as per a preliminary discussion on Parking with elected members on Friday 8th November.

**CARRIED**

Against: M Pinkham

N Atkinson noted that the construction of a temporary car park in this area would be a good investment for the residents of Kaiapoi. He believed that additional parking was really needed as this area that always seemed to be busy, especially on the weekends. He supported the development of 100 carparks to meet the future needs of businesses in the area.

7.4 **Kaiapoi River Marine Precinct - Proposal for Additional Pile Moorings – D Roxborough (Implementation Project Manager – District Regeneration)**

D Roxborough advised that there were three privately-owned moorings in the approximated centre line of the Kaiapoi River channel, immediately downstream of the William Street Bridge. These moorings had been in place for many years and pre-dated the current Regeneration Programme. The presence of the three moorings in the centre of the river channel exacerbated the congestion on the river.

D Roxborough explained that due to the increased activity in the Marine Precinct, and the presence of new developments such as the pontoons, the river channel was fairly congested in parts. The main congestion point was in the marina basin adjacent to the new Riverview pontoon, between the Williams Street Bridge and the wharf.

J Watson noted that the space in the marina basin seemed very narrow for rowers to get past the moorings, and asked if the Cure Boat Club was satisfied with the proposed location of the new moorings. D Roxborough advised that

the new moorings would be closer to the bank and would have less movement. There should therefore be more manoeuvring room for the rowers.

N Atkinson queried why the owners of the existing moorings would give up their ownership rights and swap to the new moorings. D Roxborough agreed that there may have to be an incentive for the owners to relocate. He noted that there would be some advantages to the relocation, such as the reduction in the risk of collisions, people not being able to climb onto their vessels uninvited and the reduction in the risk of getting hit by debris floating down the river.

B Cairns questioned the Council's return on investment at an approximated cost estimate of \$180,000 for only three moorings. D Roxborough advised that the general river would derive a large benefit from the proposed new pile moorings, as the congestion and manoeuvrability issues on the river would be reduced; making their operations easier.

M Pinkham enquired if the owners of the existing moorings were willing to relocate. D Roxborough reported that the matter had been discussed with the owners, and they seemed to be susceptible to relocating. The Council would however offer the existing mooring owners first right of refusal to use the pile moorings.

Moved: N Atkinson

Seconded: A Blackie

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

- (a) **Receives** report No. 191204170455.

**AND**

**RECOMMENDS THAT** the Council:

- (b) **Approves** new budget of \$180,000, to be added to the EQ Recovery Recreation Activity in the 2020/21 year, for the specific purpose of implementing new pile moorings to provide additional new berthing space with the intent of alleviating potential congestion issues on the Kaiapoi River in the Marine Precinct.
- (c) **Approves** staff commencing in July 2020 with engagement of engineering consultants to scope, design and tender the works.
- (d) **Notes** that the proposal includes offering the existing mooring owners first right of refusal to use the pile moorings, at no (or discounted) lease charge; however the options have not yet been discussed with the mooring owners, and any proposal requires their unanimous agreement.
- (e) **Notes** that there is a risk that some additional minor dredging around the proposed new pile moorings area may be required in order to create the required depth, and that this would need to be carried out as part of the forthcoming dredging works in winter 2020, if required.
- (f) **Circulates** this report to Community & Recreation Committee.

**CARRIED**

Against: M Pinkham

N Atkinson noted that he would support the Council's investment in the new pile moorings as it opened up the river and made the area more aesthetically pleasing. A Blackie concurred and stated that the number of people using

Kaiapoi River channel had increased and the river needed to be accessible to everyone

7.5 **Cure Boating Club Clubroom Renovation – C Brown (Manager Community and Recreation)**

C Brown explained that the Cure Boating Club had been a prominent presence on the Kaiapoi and Waimakariri Rivers for more than 150 years. As a result of the Canterbury Earthquakes, the Club's clubrooms were damaged and required a rebuild.

C Brown reported that the Club was currently out to tender for the construction of the building with a view to start construction in March 2020. Going out to tender was seen by the Club as important in order to obtain the real cost for completing the building.

In response to questions, C Brown confirmed that the Council had previously made a commitment to the Club to look into the option of loan funding and the potential offer of being a guarantor. The Club had however not taken the Council up on its offer. The Club had also previously received funding from the Rata Foundation towards the clubroom renovation. However, after three years of not being spent the foundation withdrew the allocation.

N Atkinson enquired as to how many other sports clubs the Council had granted funding to for the rebuilding of their clubrooms. C Brown advised that although the Council had not previously provided funding towards clubroom facilities. The Council has provided funding to numerous clubs for other infrastructure projects such as the building of sports field, artificial playing surfaces and parking etc.

In conclusion, C Brown noted that the building would be available for the hosting various events such as weddings and birthdays.

Moved: J Watson                      Seconded: J Meyer

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

(a) **Receives** report No. 191205171301.

**AND**

**RECOMMENDS THAT** Community and Recreation Committee.

(b) **Recommends** to Council that as part of the 2020/21 annual plan deliberations Council should approve a grant of \$100,000 to the Cure Boating Club for the purpose of renovating their clubrooms located on the banks of the Kaiapoi River.

(c) **Notes** that the grant is subject to the following conditions:

- i. The grant funding is valid for the 2020/21 financial year and if not used in this financial year will have to be re-applied for.
- ii. The grant can only be used for the costs of the rebuild of the Cure Boating Club clubrooms.
- iii. The grant will be released subject to the Cure Boating Club proving to Council that they have sufficient funds to complete the rebuild.



- (d) **Notes** that the Cure Boating Club were granted Building Consent in July 2019 for the rebuild. The cost of building consent was paid from the recreation account which is relief commonly provided to sporting groups in the district.
- (e) **Notes** that should the Cure Boating Club be unable to obtain sufficient external funding to complete the rebuild of their clubrooms the Council would be open to discussing the potential for a loan to cover any shortfall.
- (f) **Notes** that the Cure Boating Club have gone out to tender for the construction of the building and will receive tenders before Christmas 2019.
- (g) **Notes** that the Grant will be funded from the earthquake recovery loan and will have an average impact on total rates of %0.01 in the 2020/21 financial year.

**CARRIED**

J Watson stated that the location of the club room had an aesthetical impact on the wider town centre and river amenity. She therefore supported the redevelopment of the Cure Boating Club's clubroom. J Meyer agreed that the redevelopment would benefit the whole town.

7.6 **Kaiapoi Marine Precinct Riverview Pontoon – Gangway Access Safety on Riverview Terraces – D Roxborough (Implementation Project Manager – District Regeneration)**

D Roxborough explained that the purpose of the report was to seek approval to install a safety gate on the Riverview terraces' lower deck to control access to the gangway and pontoon. He noted that the objective was not to restrict access but to provide safety for young children. He also explained that the Council was currently working on installing more mesh on the gangway as there were currently gaps large enough for a small child to fall through.

C Greengrass enquired why additional safety measure were only being considered on the terraces, in light of the fact that children had access to the water along most parts of the river bank. D Roxborough advised that staff held the opinion that the high level of public activity on the terraces enticed families to this area and the Council was therefore trying to improve safety.

C Brown confirmed that instead of a gate, a rope barrier could be put across access to the gangway.

J Watson enquired if a gateway would not slow down the passengers trying depart and/or board the River Queen, which would be considered a nuisance. D Roxborough concurred that a self-closing gate may slow down the passengers.

Moved: N Atkinson

Seconded: M Pinkham

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

- (a) **Receives** report No. 191204171141.

**CARRIED**

N Atkinson stated that the Council could not take responsibility for the safety of children on Riverview terraces. Parents needed to be vigilant and make sure their children were safe at all times. In his opinion, installing a barrier to a public area would be wrong.

M Pinkham agreed and noted that the gangway and pontoon were public spaces, and it would set an unwelcome precedent to restrict public access to public places.

J Meyer noted that there were no difference between the terraces and other areas of the riverbanks. During events on the river there were numerous children running around and it would be impossible to safeguard all of them. Blackie concurred with the previous speakers.

7.7 **Kaiapoi Riverbank Walkway redevelopment and Courtyard adjacent to 137 Williams Street – K Dwyer (Landscape Architect, District Regeneration)**

K Dwyer explained that staff wished to proceed with the procurement for the redevelopment of the Kaiapoi Riverbank Walkway, north-west of the Williams Street Bridge. He confirmed that cost estimates for the project had only considered the public realm areas and there was adequate budget for the works to be completed.

N Atkinson enquired about the repair of the existing missing piece of the balustrade on the Kaiapoi River Bridge. K Dwyer noted that due to budget and time restraints the work on the balustrade was not included in the current project.

In response to a question by N Atkinson, C Brown undertook to liaise with the Roading Department and to report back to the Board on this matter.

Moved: J Meyer

Seconded: A Blackie

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

- (a) **Receives** report No. 191128167061.
- (b) **Approves** staff to proceed with the procurement for the proposed Kaiapoi Riverbank Walkway and landscaping.
- (c) **Notes** that the walkway construction will be coordinated with the design and construction of a private development of a courtyard between the walkway and 137 Williams Street.
- (d) **Notes** that a Memorandum of Understanding between the Waimakariri District Council and 137 Williams Street Limited has been signed by both parties which outlines responsibilities including the scope of work and financial contributions for the coordinated projects (refer to attachment ii) TRIM 191126165403.
- (e) **Notes** that the Canterbury Regional Council Area Engineer Northern, Brian McIndoe, has agreed in principle to the design and construction of the proposal.
- (f) **Notes** that an independent Quantity Surveyor's estimate of costs has been obtained for the implementation of the proposal.
- (g) **Notes** that the whole project cost estimate is within the allocated budget for this project of \$135,000.

**CARRIED**

7.8 **Kaiapoi East Regeneration Area Road Names – D Roxborough (Implementation Project Manager – District Regeneration), J McBride (Roading Manager) & F Scales (Senior Project Engineer)**

*B Cairns abstained from the decision making with regard to the Kaiapoi East Regeneration area road names, as he was a resident in the area.*

F Scales advised that a decision was being sought regarding the naming of the retained roads within the Kaiapoi East Regeneration Area.

J Meyer enquired about the location of the Norman Kirk Fields entrance, as in his opinion it was unnecessary to name the entrance road to Norman Kirk Fields. F Scales confirmed that Cass Street would serve as the entrance road to Norman Kirk Fields. However, he explained that Cass Street was being retained for historic purposes. It would also make it easier for people to navigate when visiting Norman Kirk Fields.

A Blackie sought clarity on why the name Kirk Place was being used again. F Scales explained that it was for directional purposes and that it was the name that the residents of the street preferred.

Moved: J Watson

Seconded: M Pinkham

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

- (a) **Receives** report No. 191031151678.
- (b) **Approves** retaining the name of Jones Street.
- (c) **Approves** retaining the name of Charles Street.
- (d) **Approves** retaining the name Cass Street for the section of Cass Street currently referred to as Cass Street (west).
- (e) **Approves** retaining the name of Sewell Street.
- (f) **Approves** changing the name of Cass Street (east) and Hall Street to Askeaton Drive.
- (g) **Approves** changing the name of the old Feldwick Drive to Kirk Place.
- (h) **Approves** removing the names Jollie Street and Cass Street (east) and extending the name Charles Street to the proposed turning head on the Cass Street (east) / old Feldwick Drive intersection.
- (i) **Approves** adding the road names that are no longer required to Council's 'List of Approved but Unallocated Road Names' for potential reallocation.
- (j) **Notes** that if the recommended changes are approved, the addresses of two remaining properties will change.

**CARRIED**

J Watson advised that she supported the proposed names. She was pleased to see old Kaiapoi street names being revived.

M Pinkham noted that the names were sensible and having a street name would be helpful for people using Global Positioning Systems (GPS).

7.9 **Silverstream Toilet Location – G MacLeod (Greenspace Manager)**

G MacLeod provided a brief background to the development of the toilet in the Tirikatene Reserve. He reported that the consultation on the preferred location of the public toilets occurred from 18 October 2019 to 8 November 2019. Approximately 500 leaflets were distributed to residents in the Silverstream Estate area, from which 128 leaflets were returned. The comments were generally in support of a public toilet being installed. However, the dividing factor was which location the submitters preferred.

G MacLeod confirmed that the Council was recommending the development of the public toilets near the corner of Silverstream Boulevard and Footbridge Terrace, as it was near the playground should parents or young children wish to access them.

In response to a question from B Cairns, G MacLeod advised that screen planting could be utilised to help with any negative aesthetic impact the toilet may have.

Moved: J Watson

Seconded: B Cairns

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

- (a) **Receives** report No. 191205171493.
- (b) **Authorises** staff proceed with the installation of the toilet at Approx. L2 following consultation. This can be viewed in attachment i and is located towards the corner of Silverstream Boulevard and Footbridge Terrace. With appropriate screen planting the impact of this option could be mitigated for the nearest dwellings.
- (c) **Notes** staff will continue to update the Kaiapoi-Tuahiwi Community Board on progress through installation.
- (d) **Notes** further funding can be allocated from within existing land development budget to cover the increase in cost of Approx. L2.

**CARRIED**

7.10 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2019/20 – T Kunkel (Governance Team Leader)**

*C Greengrass, J Watson and B Cairns abstained from the decision making with regard to granting of the discretionary grant as they were members of You Me We Us.*

Moved: M Pinkham

Seconded: A Blackie

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

- (a) **Receives** report No. 191203169665.
- (b) **Approves** a grant of \$500 to You Me We Us, towards the cost of hosting a Waitangi Day People's Day for 2020.

**CARRIED**

M Pinkham noted that this was an iconic annual event which deserved the Board's support.

7.11 **Appointments to Advisory Groups and Outside Organisations – T Kunkel (Governance Team Leader)**

Moved: C Greengrass

Seconded: B Cairns

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

- (a) **Receives** Report No. 190726105003.
- (b) **Approves** the appointment of Board Member B Cairns as a Board representative and liaison person, to the North Canterbury Neighbourhood Support.
- (c) **Approves** the appointment of Board Member B Cairns as a Board representative and liaison person, to the Waimakariri Health Advisory Group.
- (d) **Approves** the appointment of Board Member B Cairns as a Board representative and liaison person, to Grey Power, North Canterbury.
- (e) **Approves** the appointment of Board Members C Greengrass and J Meyer as Board representatives and liaison people, to the Waimakariri Access Group.
- (f) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Waimakariri Arts Trust.
- (g) **Approves** the appointment of Board Member M Pinkham as a Board representative and liaison person, to the Kaiapoi Promotions Association.
- (h) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to Kaiapoi and Districts Historical Society.
- (i) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to the Kaiapoi Landmarks Team.
- (j) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to the Town Centres Decorations and Lighting Working Group.
- (k) **Approves** the appointment of Board Members C Greengrass, J Watson, M Pinkham, N Atkinson and B Cairns as Board representatives and liaison people, to the Kaiapoi Town Centre Plan Review Reference Group.
- (l) **Approves** the appointment of Board Members J Watson and M Pinkham as Board representatives and liaison people, to the Kaiapoi Signage Working Group.
- (m) **Approves** the appointment of Board Members C Greengrass and J Watson as Board representative and liaison people, to the Pines-Kairaki Beach Association.
- (n) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to the Darnley Club.
- (o) **Approves** the appointment of Board Member N Atkinson as a Board representative and liaison person, to the Northern Bulldogs Rugby League Club.

- (p) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Silverstream Advisory Group.
- (q) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Northern Pegasus Bay Advisory Group.
- (r) **Approves** the appointment of Board Member J Meyer as a Board representative and liaison person, to Clarkville Rural Drainage Advisory Group.
- (s) **Approves** the appointment of Board Member J Meyer as a Board representative and liaison person, to the Central Rural Drainage Advisory Group.
- (t) **Approves** the appointment of Board Member J Meyer as a Board representative and liaison person, to the Coastal Rural Drainage Advisory Group.
- (u) **Reviews** the appointments to advisory groups and outside organisations mid-term in 18 months, approximately June/July 2021.

**CARRIED**

S Stewart noted that the Kaiapoi River Rehabilitation Sub group and the Cam River Rehabilitation Group were not included on the list. T Kunkel undertook follow-up on this matter.

**8 CORRESPONDENCE**

There was no correspondence.

**9 CHAIRPERSON'S REPORT**

Σ Attended:

- Youth Development Grant Meeting – Unfortunately one of the applicants did not qualify as they lived in Christchurch.
- All Boards Briefing – 25 November 2019.
- Pines Kairaki Beach Association, disappointed that the Association was not informed prior to 'petition' added to agenda for KTCB meeting.
- Coastal Streams Management Meeting.
- Town Centre Festive Lighting.
- Kaiapoi Dog Park opening – Positive event.
- Marina Precinct Meeting.
- All Boards Meeting – 2 December 2019.
- Landmarks Meeting.
- Safer Community Accreditation signing and celebration.
- Te Tai Kohaka – Christmas Breakup
- Drive around Christchurch Parks looking at exercise equipment with Grant MacLeod – Part of Waimakariri Access group role.
- Bylaw Hearing - Part of Waimakariri Access group role.
- Darnley Club Meeting.
- Mayors Community morning tea.
- Invite from Joan Ward to discuss Town Centre promotion – Joan holds the portfolio for Business, promotion and Town Centres.
- Waimakariri Access Group Meeting.
- Nepalese Delegation Pōwhiri at Tuahiwi Marae – then to Ruataniwha Kaiapoi Civic Centre for Kaiapoi regeneration discussion.

## 10 MATTERS REFERRED FOR INFORMATION

- 10.1 Woodend-Sefton Community Board meeting minutes – 31 October 2019  
(Trim No 191031151389).
- 10.2 Woodend-Sefton Community Board meeting minutes – 11 November 2019  
(Trim No 191105153723).
- 10.3 Oxford-Ohoka Community Board meeting minutes – 31 October 2019  
(Trim No 191024148718)
- 10.4 Oxford-Ohoka Community Board meeting minutes – 6 November 2019  
(Trim No 191031151264)
- 10.5 Rangiora-Ashley Community Board meeting minutes – 30 October 2019  
(Trim No 191024148641)
- 10.6 Rangiora-Ashley Community Board meeting minutes – 13 November 2019  
(Trim No 191106154638)

Moved: C Greengrass

Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in Items 10.1-10.6.

**CARRIED**

*Note: Items have been circulated via emailed agenda links to Board members as they have become available.*

## 11 MEMBERS' INFORMATION EXCHANGE

J Watson

Σ Attended:

- All Board Briefing – 25 November 2019.
- Pines Kairaki Beach Association.
- Waterzone Meeting Waikuku Hall.
- Kaiapoi Dog Park Opening.
- All Boards Briefing – 2 December 2019.
- Te Kohaka o Tūhaitara – Christmas Drinks.
- Climate Change Lecture Rangiora Town Hall - Bruce Glavovic on Rising Sea Levels and how to prepare the community for the inevitable consequences. The need to reduce risk and build resilience in communities - to plan a response with the community, fostering dialogue and encouraging innovation.
- Santa Parade.

B Cairns

Σ Attended:

- Kaiapoi Dog Park Opening - Issue with mobility access through the entrances. Andrew Taylor has created a dog stick library. Visitors stated that they would like to see agility equipment for the dogs. Have made suggestions to Kevin Dwyer regarding the use of surplus concrete pipes.
- Cycle way Drop-in Session – Listened first hand to residents' concerns. New Zealand Motor Caravan Association Inc. - Wrote to the organisation to see if they would include our Food forest events onto their events section of their website. The response - Unfortunately, these events do not meet our criteria to promote under the Motorhome Friendly Town Scheme, however we wish you every success.
  - Checklist of required amenities
  - A legally-compliant Freedom Camping bylaw

- A public dump station, Council owned
- Access to potable water at Dump station site
- Refuse and recycling facilities
- Access to medical facilities
- A general shopping area for groceries
- A vehicle service Centre
- Kaiapoi Community Garden Morning Tea – We attended a fun group gathering.
- Σ BMX Track - Users would like a temporary toilet.
- Σ Charles/Williams Street Roundabout - Met and spoke with residents regarding Williams and Charles St Roundabout and its design.
- Σ Kaiapoi Food Forest - Strawberry Fair which was a Zero Waste event. Increase in number of plants and food donations thanks to local residents and Satisfy Food Rescue. People was always people walking and visiting the park.
- Σ VisionWest – Discussed Social Housing in the Waimakariri.
- Σ Cyclists - Cyclists wanted to do a cycle loop from Silverstream, Rangiora and then back down the Passchendaele track to Kaiapoi. However the cyclists deemed Skew Bridge too unsafe to cross, due to the narrowness of the bridge and the volume and speed of traffic.
- Σ Car Wash - The Mobil carwash was changing to Big Dave's Carwash. A new commercial carwash would be open in the New Year on Smiths Steet, big enough to accommodate camper vans which would be run by Auto Express Wash.
- Σ New Businesses – Dee-Licious Cakes, Nori Table, Creatives and a pop up shop called “Mix Collective” which would only operate till 20 December 2019.
- Σ CBD Businesses – Some businesses were reporting a slowdown in foot traffic.
- Σ Electronic Signage – Have had a few people ask/comment about the sign by the bridge next to the Port and Eagle.
- Σ Kaiapoi Residents Noticeboard (Facebook Page) – Was contacted regarding Council supplying pool passes and providing photocopying for a Community event.

#### A Blackie

- Σ Attended:
  - Te Reo Training – Available for Community Board Members?
  - Regeneration Team Briefing.
  - Audit and Risk, District Planning and Regulation and utilities and Roading Meetings.
  - Meeting with Councillor Atkinson.
  - Nuisance Bylaw Hearing.
  - Cycle way Drop-in at ENC.
  - Mahi Tahi Joint Development Committee Meeting.
  - Regeneration Briefing
  - District Planning and Regulation Committee
  - Pegasus Bylaw Committee
  - Woodend Community Hangi
  - Kaiapoi Dog Park Opening
  - Greenspace Team Meeting
  - Te Reo Classes
  - River Vetting Committee Meeting
  - Council Meeting
  - Te Kohaka Committee
  - Silverstream Reserve Committee
  - Kaiapoi Christmas Parade
  - Waimakariri Art Function
  - Regeneration Briefing
  - Council Briefing
  - Nepalese Delegation
  - Land and Water Committee Meeting
  - River Carnival Committee



- Coast Guard launch.

#### S Stewart

#### Σ Attended:

- Woodend-Sefton Community Board Meeting.
- Taranaki Reserve
- Update on Zone Committee Catchment Plan.

## **12 CONSULTATION PROJECTS**

### 12.1 **Flaxton Road**

<https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/lets-talk-about-flaxton-road>

Consultation closes by 5pm Friday 20 December 2019.

### 12.2 **Car Parking in Mandeville**

<https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/lets-talk-about-car-parking-in-mandeville>

Consultation closes by 5pm Wednesday 15 January 2020.

C Brown invited members to attend a public meeting at the Mandeville Shopping Centre on Thursday 19 December 2019.

## **13 REGENERATION PROJECTS**

### 13.1 **Town Centre, Kaiapoi**

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

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

## **14 BOARD FUNDING UPDATE**

### 14.1 **Board Discretionary Grant**

Balance as at 30 November 2019: \$2,530.

### 14.2 **General Landscaping Budget**

Balance as at 30 November 2019: \$66,380.

## **15 MEDIA ITEMS**

There were no media items.

## **16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: C Greengrass

Seconded: A Blackie

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

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

Item N°	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
16.1	Don Young, (Senior Engineering Advisor)	Park and ride locations	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
16.1	To carry out commercial activities without prejudice.	A2(b)ii

**CARRIED**

### **CLOSE MEETING**

See *Public Excluded Agenda (blue papers)*

### **OPEN MEETING**

## **17 QUESTIONS UNDER STANDING ORDERS**

The Board noted the questions raised by M Pinkham under Standing Orders regarding the proposed WHoW Aquasport project and the staff's response.

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

There was no urgent general business under standing orders.

### **NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 February at 5pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8:45PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

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

**FILE NO:** GOV-18 / 200128010458  
**REPORT TO:** Council  
**DATE OF MEETING:** 4 February 2020  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary Wednesday 27 November 2019 – Tuesday 28 January 2020

**1. SUMMARY**

Wednesday 27 November	Meetings: Greater Christchurch Partnership Networking Event and Committee; Mayors Lianne Dalziel and Sam Broughton and CCC Councillor Mike Davidson; ENC Board Attended: Enterprise North Canterbury Overview Presentation to Councillors, and Sponsors' Event; Rangiora Promotions Last Wednesday Club
Thursday 28 November	Meetings: Stadium Waimakariri Project Steering Group; Jim Palmer, Fred Rahme, Jack Lim and James Lunday; Regional Transport Committee Attended: Canterbury Mayoral Forum Working Dinner; ChristchurchNZ AGM (represented by Deputy Mayor) Visited: Chris Ruth Centre, Kaiapoi
Friday 29 November	Meetings: Canterbury Mayoral Forum; CDEM Joint Committee Attended: Rangiora RSA Centenary Function
Saturday 30 November	Speech: Opening of Kaiapoi Dog Park
Sunday 1 December	Speeches: Official Launch of Kaiapoi Coastguard Rescue Vessel; Rangiora RSA 100th Anniversary Celebration Dinner Attended: Kaiapoi RSA Christmas Function; MAD Christmas Family Fun Day
Monday 2 December	Meetings: Mark and Shelly Bromley, with Matt Bacon, Anne Babbage, Gary Stevenson, Vanessa Thompson; Pre-Council Meeting Attended: Media Training; Rangiora High School Year 13 Graduation - Presentation of Service Awards
Tuesday 3 December	Interview: Compass FM Meetings: WDC and Environment Canterbury Councillors; Council
Wednesday 4 December	Meeting: Deputy Mayor and Chief Executive Attended: Rangiora High School Years 11 and 12 Prize Giving – Presentation of Service Awards Speeches: Karanga Mai Young Parents' College Graduation; International Safe Community Accreditation Ceremony

Thursday 5 December	Meetings: Axel Wilke; Graeme Burson; Country Lane residents; North Canterbury Model Railway Club Attended: Workshop on findings from the WDC Review into Post-Disaster Issues; Presentation on Climate Change Recorded: Christmas message for Compass FM
Friday 6 December	Attended: Staff Long Service Awards; Presented EnviroSchools Awards (with Cr Robbie Brine); Cust Volunteer Fire Brigade Christmas Function
Saturday 7 December	Attended: Kaiapoi Christmas Carnival judging of floats and Santa Parade; Christmas on the Lake at Pegasus; Afternoon tea function for 100 <sup>th</sup> birthday of Beryl Basher; Kaiapoi Fire Service Christmas Function
Sunday 8 December	Speech: Unveiling and Dedication of Woodend War Memorial Attended: Rangiora Santa Parade and judging of floats; NZRT-12 Christmas Function and Presentation of Awards
Monday 9 December	Meetings: Heather Warwick, Management Team; Mark Hopkinson; James Ensor, with Gerard Cleary and Joanne McBride
Tuesday 10 December	Interview: Compass FM Attended: Council Briefing; Kaiapoi Pre-School Sustainability Awards; Citizens' Advice Bureau Christmas Function; Oxford Area School Years 7-10 Prize Giving; Rangiora High School Years 9 and 10 Prize Giving; Salvation Army Just Brass Concert
Wednesday 11 December	Speech: Annual Community Morning Tea; Acknowledgement of Volunteers at WDC Libraries' Christmas Function Meetings: Annual Plan Project Control Group; Nepali National Reconstruction Authority; Flaxton Road Upgrade Public Consultation; Rangiora-Ashley Community Board
Thursday 12 December	Citizenship Ceremony Meetings: Land and Water Committee; Ronel Stephens Speeches: Ohoka School Leavers' Graduation Lunch; Rangiora Borough School Prize Giving Attended: Farewell for Andrew Petrie; IDEA Services/IHC afternoon tea; Pines/Kairaki Beach Residents' Christmas BBQ
Friday 13 December	Interview: David Hill, North Canterbury News Attended: Ohoka Farmers' Market; Enterprise North Canterbury Trustees' tour of Wedderspoon Honey
Saturday 14 December	Attended: Funeral service of Des Moore
Sunday 15 December	Attended: OxMan Event; Oxford Lions' Rest Home Christmas visit; Oxford Santa Parade; Charity Children's Christmas Party; No.88 Squadron End of Year Parade
Monday 16 December	Meetings: WDC Management Team; Stephanie Davidson; Satisfy Food Rescue; Kaiapoi-Tuahiwi Community Board Attended: Southbrook School Final Assembly

Tuesday 17 December	Interview: Compass FM Meetings: Deputy Mayor; District Planning and Regulation Committee; Community and Recreation Committee; Alan Turner; Tihou Weepu re Tuia Māori Leadership Programme (Mayors' Taskforce for Jobs) Attended: WDC Waiata Group, and Youth Council functions
Wednesday 18 December	Meetings: Ben Roberts; Jamie Thomas; Councillor Barnett Attended: Niche and WHOw end of year functions
Thursday 19 December	Meetings: Inspector Natasha Rodley, NZ Police; Utilities and Rooding Committee; Councillor Redmond; Simon Markham; Shona Powell; Mandeville Village Parking Speech: Pegasus Bay School Senior Prize Giving
Friday 20 December	Meetings: Mayors of Selwyn and Hurunui Districts; Don Robertson Attended: St Joseph's School Prize Giving; WDC Staff BBQ
Saturday 21 December	Meeting: Kaiapoi residents' group, Moore Street Attended: Afternoon tea with residents of Ryman Village
Sunday 22 December	Welcomed attendees at Rangiora Christmas Festival Attended: Christmas at the Races as guest of the Rangiora Harness Racing Club
Monday 23 December	Attended: Carols in the Sefton Domain
Tuesday 24 December	Interview: Compass FM Attended: Funeral service of Jill Waldron
Wednesday 25 December	Attended: Kaiapoi Community Christmas Lunch, including welcome speech
Saturday 28 December	Attended: Funeral service of Pat Anglem
Friday 10 January	Meeting: Sam Jones Attended: Funeral service of Bill Woods
Monday 13 January	Meetings: Ian Thompson (Rangiora RSA); Matt Bacon
Wednesday 15 January	Meeting: Philip and Tim Carter
Thursday 16 January	Meetings: Don Robertson; NZFS Tim Reynolds and Dave Berry; Heather Warwick; Andrew Dickerson (CDHB Board Member)
Friday 17 January	Interview: David Hill, North Canterbury News Meeting: Bill Wasley (Chair, Greater Christchurch Partnership) with Deputy Mayor Speech: Function acknowledging 50 years' service to the Oxford Volunteer Fire Brigade by Deputy CFO Brian Thompson
Saturday 18 January	Attended: Chinese Consulate-General Spring Festival Charity Dinner, with the Deputy Mayor

Monday 20 January	Meetings: Roger Reeves; Jim Palmer Attended: Funeral service of Sam Bellaney
Tuesday 21 January	Interview: Compass FM Meetings: Annual Plan Project Control Group; Tim Hurley; Jesmond Micallef; Community Wellbeing North Canterbury Attended: Night patrol with Kaiapoi Community Patrol
Wednesday 22 January	Meetings: Donna Somervail; Dave Taylor; Chris Gudsell Attended: Libraries' Summer Reading Challenge Presentations
Thursday 23 January	Meeting: Janine Clarke Attended: Tour of aquatic facilities
Friday 24 January	Meetings: Councillor Barnett, Councillor Ward; Katherine Peet Attended: Retirement morning tea for Frances Bowron; Buskers' event as a guest of ChristchurchNZ
Saturday 25 January	Meeting: David Ayers Attended: Libraries' Summer Reading Challenge Presentations; Muscle Car Madness
Monday 27 January	Meetings: Martyn Cook; Jeff Millward and Sarah Nicols; Solid Waste Working Party
Tuesday 28 January	Meeting: Council Annual Plan Budget

**THAT** the Council:

- a) **Receives** report N°. 200128010458

Dan Gordon  
**MAYOR**