



**WAIMAKARIRI**  
DISTRICT COUNCIL

# **Council Agenda**

**Tuesday 6 April 2021**

**Commencing at 1.00pm**

**Function Room  
Rangiora Town Hall  
303 High Street  
Rangiora**

***Members:***

Mayor Dan Gordon  
Councillor Neville Atkinson  
Councillor Kirstyn Barnett  
Councillor Al Blackie  
Councillor Robbie Brine  
Councillor Wendy Doody  
Councillor Niki Mealings  
Councillor Philip Redmond  
Councillor Sandra Stewart  
Councillor Joan Ward  
Councillor Paul Williams

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **FUNCTION ROOM, RANGIORA TOWN HALL 303 HIGH STREET, RANGIORA** on **TUESDAY 6 APRIL 2021** at **1pm**

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

Michael Dormer, received a Community Service Award on 28 March in recognition of his long service to the community, across various groups and organisations.

Acknowledgment of the passing of Former District Councillor and Deputy Mayor Jerry Stone.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of a meeting of the Waimakariri District Council held on 2 March 2021**

11 - 32

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 2 March 2021.

**MATTERS ARISING**

4.2. **Minutes of the public excluded meeting of the Waimakariri District Council held on 2 March 2021**

*(Refer to public excluded agenda)*

5. **DEPUTATIONS AND PRESENTATIONS**6. **ADJOURNED BUSINESS**

Nil.

7. **COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS**

Nil.

8. **REPORTS**8.1. **Waimakariri Water Zone Committee Annual Report for 2020 – S Allen (Water Environment Advisor)**

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Deputy Chair of the Waimakariri Water Zone Committee, Cam Henderson, will present the Committee's Annual Report to the Council.

*RECOMMENDATION*

**THAT** the Council,

- (a) **Receives** report No. 210310040388.
- (b) **Receives** the Waimakariri Water Zone Committee Annual Report for the year ending 2020.
- (c) **Acknowledges** and thanks the Waimakariri Water Zone Committee for their work.
- (d) **Circulates** the Waimakariri Water Zone Committee Annual Report for 2020 to Community Boards, and Drainage, Stockwater, and Water Supply Advisory Groups, for their information.

8.2. **Funding for Not For Profit Workshops – T Sturley (Community Team Manager)**

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*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 210319046303.
- (b) **Approves** application to Rata Foundation for \$3,600 for costs related to delivering a series of capability and capacity building workshops to local not for profit organisations.

8.3. **Library Update to March 11, 2021 – P Eskett – (District Libraries Manager)**

44 - 53

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No. 210311041424.
- (b) **Approves** the adoption and implementation of a zero fines policy for all late returned library items for *all Waimakariri Libraries users* – **excluding** Bestseller items, adult music and DVD items which would retain current late fees.

- (c) **Approves** a *Clear Your Card* campaign erasing historical fines on returned library items for *all library users*.
- (d) **Approves** a Library Amnesty campaign for the period: 1 May – 30 June 2021 encouraging the fine free return of library items more than 28 days overdue.
- (e) **Notes** if a zero fines policy is adopted Library items *deemed lost remain the responsibility of the library user, or care giver to replace or pay for*.
- (f) **Notes** if a zero fines policy is adopted Library items *damaged remain the responsibility of the library user, or care giver to replace or pay for*.
- (g) **Notes** that Libraries will design, create and deliver a dynamic and sustainable Welcome Back campaign created from within the existing 2020/21 budget.
- (h) **Notes** the anticipated confirmation of a request to NZLPP for \$15,000 to compensate for uncollected library fine revenue.
- (i) **Circulates** the report to the Boards for their information.

#### 8.4. **Draft Good Street Concept Plan for Consultation – V Thompson (Business and Centres Advisor)**

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##### RECOMMENDATION

**THAT** the Council:

- (a) **Receives** report No. 210309040022
- (b) **Notes** that engagement to date has included a limited communication process with immediate Good Street stakeholders (directly affected tenants and property owners) to gather initial design ideas and feedback to support the production of the draft concept plan;
- (c) **Approves** the design ideas and proposed upgrades detailed in the draft Good Street concept plan, and the plan itself (attachment i) for public consultation;
- (d) **Notes** that the Rangiora-Ashley Community Board has endorsed the draft concept plan for public consultation on the approval of Council;
- (e) **Notes** the consultation timeframe from 12 April to 9 May 2021 (a period of four weeks);
- (f) **Notes** the intended consultation communications and engagement process as outlined in the 'Good Street Consultation Communications Action Plan' (attachment ii);
- (g) **Notes** the allocation of \$50,000 in the 2020-21 financial year to support the concept design and engagement process;
- (h) **Notes** that following public consultation, the draft concept plan will be updated in light of community feedback before a final version is brought back to the Council for adoption in July 2021. The concept plan will not be presented to the Rangiora-Ashley Community Board again unless major changes are required as a result of community feedback;

- (i) **Notes** the intention for the physical upgrades to be completed during the second half of 2021 or in early 2022, from a budget of \$585,000 in the 2021-22 financial year.

8.5. **ANZAC Day Services 2021 – S Nichols (Governance Manager)**

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*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No 210219028446.
- (b) **Appoints** Mayor Gordon and Councillors ..... to attend the Kaiapoi Dawn Service to be held at 6.30am on Sunday 25 April 2021 at the Raven Quay Cenotaph and to lay a wreath.
- (c) **Appoints** Mayor Gordon and Councillors ..... to attend the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021 and to lay a wreath.
- (d) **Appoints** Mayor Gordon and Councillor ..... to attend the RSA service at the Rangiora High School to be held at 9am on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (e) **Appoints** Mayor Gordon and Councillors ..... to attend the Rangiora Anzac Day Service at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath.
- (f) **Appoints** Councillor ..... to attend the Oxford Anzac Day service to be held at 9.30am on Sunday 25 April 2021 and to lay a wreath.
- (g) **Appoints** Councillor ..... to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Cenotaph at 10am on Sunday 25 April 2021 and to lay a wreath at Cust.
- (h) **Appoints** Councillor ..... to attend and lay a wreath at the West Eyreton wreath laying service to be held at 11am on Sunday 25 April 2021 (following the Cust Parade).
- (i) **Appoints** Mayor Gordon and Councillors ..... to attend the Tuahiwi Anzac Day services to be held at 2pm on Sunday 25 April 2021 and to lay a wreath.
- (j) **Appoints** Councillor ..... to attend the Fernside Anzac Day service to be held at 2pm on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (k) **Appoints** Mayor Gordon and Councillors ..... to attend the Ohoka Anzac Day service to be held at 11am on Saturday 24 April 2021 at Ohoka Hall, Mill Road and to lay a wreath.
- (l) **Appoints** Mayor Gordon and Councillors ..... to attend the Woodend Anzac service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath.
- (m) **Appoints** Councillors ..... to attend the Sefton Anzac service to be held at 6.30pm on Saturday 24 April 2021 and to lay a wreath.

- (n) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021.
- (o) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath.
- (p) **Notes** that the Community Boards will be represented and lay wreaths at the various RSA ANZAC Services within the District.
- (q) **Circulates** a copy of this report to the four Community Boards.

9. **MATTERS REFERRED FROM THE AUDIT AND RISK COMMITTEE MEETING OF 16 MARCH 2021**

9.1. **Enterprise North Canterbury Promotions Business Plan Activity Report for the six months to December 2020 and Renewal of District Promotions Contract – S Markham (Manager Strategic Projects)**

*(refer to copy of report no. 210304036827 to the Audit and Risk Committee meeting of 16 March 2021)*

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*RECOMMENDATION*

**THAT** the Council:

- (a) **Notes** that the three-year District Promotions Contract, with Enterprise North Canterbury, expires on 30 June 2021 and that contract provides for Council approval of an annual district promotions business plan setting out the scope of services that are to be provided from year to year.
- (b) **Notes** that ENC have written to the Council as per the Contract seeking renewal of the District Promotions Contract with Enterprise North Canterbury on similar terms and conditions as at present for a further three year period from 1 July 2021.
- (c) **Notes** that the Audit and Risk Committee, in the lead up to the approval of the 2018/19 district promotions business plan, reviewed the following elements of the promotions activity:
  - The role/structure/process of the events grants budget with the Events Funding Panel and the Promotions Portfolio Holder;
  - The role and function of a physical I-Site in the context of the changing marketing and i-SITE Network landscape.
- (d) **Authorises** the Chief Executive to execute, for the Council, a refreshed contract document with ENC to give effect to recommendation (b) above.
- (e) **Agrees** that the next such review of the delivery arrangements for district promotions services, in terms of S.17A of the Local Government Act, be undertaken in 2023.
- (f) **Notes** the ENC's Six Month Promotion of the District Report to December 2020 (210303035711) provided as per standing agreement with Enterprise North Canterbury.

## 10. HEALTH & SAFETY

- 10.1. Health and Safety Report March 2021– J Millward, (Acting Chief Executive) 102 - 114

### *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No 210316044336.
- (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.
- (c) **Notes** that phase 2 of the Rangiora Service Centre Refurbishment Project is due to finish at the beginning of April. Phase Three sees the return of units from Lam House and work on the Executive wing will commence.

## 11. COMMITTEE MINUTES FOR INFORMATION

- 11.1. Minutes of a meeting of the Community and Recreation Committee meeting held on 23 February 2021 115 - 119

- 11.2. Minutes of a meeting of the Waimakariri Water Zone Committee held on 1 March 2021 120 - 125

- 11.3. Minutes of a meeting of the Audit and Risk Committee meeting of 16 March 2021 126 - 132

- 11.4. Minutes of a meeting of the Utilities and Roading Committee meeting of 16 March 2021 133 - 138

### *RECOMMENDATION*

**THAT** Items 11.1 – 11.4 be received for information.

## 12. COMMUNITY BOARD MINUTES FOR INFORMATION

- 12.1. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 15 February 2021 139 - 147

- 12.2. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 3 March 2021 148 - 156

- 12.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 8 March 2021 157 - 164

- 12.4. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 10 March 2021 165 - 172

- 12.5. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 15 March 2021 173 - 185

### *RECOMMENDATION*

**THAT** Items 12.1– 12.5 be received for information.

13. **REPORTS FOR INFORMATION**

14. **CORRESPONDENCE**

15. **MAYOR'S DIARY**

15.1. **Mayor's Diary 24 February – 30 March 2021**

186 - 189

RECOMMENDATION

**THAT** the Council:

(a) **Receives** report no. 210330052558.

16. **COUNCIL PORTFOLIO UPDATES**

16.1. **Iwi Relationships – Mayor Dan Gordon**

16.2. **Canterbury Water Management Strategy – Councillor Sandra Stewart**

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

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

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

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

17. **QUESTIONS**

*(under Standing Orders)*

18. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

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

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

RECOMMENDATION

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

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



Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of Council public excluded portion of Council meeting of 2 March 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Minutes of the Public Excluded portion of the Audit and Risk committee meeting of 16 March 2021	Minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of C Roxburgh (Water Asset Manager)	Request for Budget to complete sealing of reservoirs at Chinnerys Road, Woodend	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of R Qu (Assets Advisor – Assets Planning, Acquisitions & Disposals) and R Hawthorne (Property Manager)	Johns Road/Townsend Road; Road Stopping for the 'wedge' and Disposal of the Surplus Land	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of R Qu (Assets Advisor – Assets Planning, Acquisitions & Disposals) and R Hawthorne (Property Manager)	Proposed Road Stopping High and Ivory Street	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)	North of High Property Acquisition Update and Heads of Agreement Renewal	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.7	Report of V Thompson (Business and Centres Advisor)	Meridian Energy request for an additional EV Charger at the Woodend Community Centre	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.8	Report of C Brown (Manager Community and Recreation)	Coldstream Road Rangiora Tennis Development Procurement	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
19.1 – 19.8	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CLOSED MEETING**

*See Public Excluded Agenda.*

**OPEN MEETING**

20. **NEXT MEETING**

The next scheduled meeting of the Council is on **Tuesday 4 May 2021**, commencing at 1pm in Meeting Room 1, **Ruataniwha Kaiapoi Civic Centre**, 176 Williams Street, Kaiapoi.

**MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE FUNCTON ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA, ON TUESDAY 2 MARCH 2021, COMMENCING AT 1PM**

**PRESENT**

Mayor D Gordon (Chairperson from 2.25pm), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, R Brine (departed 3.50pm), N Mealings, P Redmond, S Stewart, J Ward and P Williams.

**IN ATTENDANCE:**

J Palmer (Chief Executive), G Cleary (Manager Utilities and Roothing), J Millward (Manager Finance and Business Support), K LaValley (Project Delivery Manager), R Hawthorne (Property Manager), J McBride (Roothing and Transport Manager), T Sturley (Community Team Manager), K Simpson (3 Waters Manager), C Roxburgh (Water Asset Manager), C Brown (Manager Community and Recreation), G Meadows (Policy Manager), D Young (Senior Engineering Advisor), G MacLeod (Community Greenspace Manager), R O'Loughlin (Greenspace Asset and Capital Programme Advisor), M Andrews (Utilities Projects Team Leader), K Waghorn (Solid Waste Asset Manager), S Hart (Business and Centres Manager), S Nichols (Governance Manager), S Allen (Water Environment Advisor), V Thompson (Business and Centres Advisor) and A Smith (Governance Co-ordinator).

*The meeting adjourned at 2.25pm and recommenced at 2.40pm.*

1. **APOLOGIES**

In the absence of Mayor D Gordon, due to previous meeting commitments, Deputy Mayor N Atkinson opened and chaired the meeting until 2.25pm, at which time Mayor Gordon was present and assumed the Chair.

Moved Councillor Williams Seconded Councillor Doody

- (a) **THAT** apologies be received and sustained from Mayor Gordon for absence between 1pm until 2.25pm and from Councillor R Brine, for early departure from 3.50pm.

**CARRIED**

Deputy Mayor Atkinson acknowledged this was the final Council meeting for Jim Palmer, having served 17 years as Chief Executive at the Council. During this 17 years, J Palmer has attended 220 Council meetings. It was observed that it is 32 years since Council amalgamation and forming of the Waimakariri District Council, which has involved 384 standard Council meetings over this time and J Palmer has therefore attended more than two-thirds of these meetings. This is part of the significant contribution that J Palmer has made to this District during his time at Waimakariri District Council.

2. **CONFLICTS OF INTEREST**

There were no conflicts of interested recorded.

**ACKNOWLEDGEMENTS**

Following Mayor Gordon joining the meeting at 2.25pm, he acknowledged the recent passing of Dr John Buckingham, who had previously served as the independent chairperson of the Waimakariri Health Advisory Group. Dr Buckingham's contribution to the community was acknowledged and all those present stood and observed a moments silence.

### 3. **CONFIRMATION OF MINUTES**

#### 3.1. **Minutes of a meeting of the Waimakariri District Council held on 26 and 27 January 2021**

Moved Councillor Redmond      Seconded Councillor Doody

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of a meeting of the Waimakariri District Council held on 26 and 27 January 2021.

**CARRIED**

#### 3.2. **Minutes of a meeting of the Waimakariri District Council held on 2 February 2021**

Moved Councillor Redmond      Seconded Councillor Doody

**THAT** the Council:

- (b) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 2 February 2021.

**CARRIED**

### **MATTERS ARISING**

There were no matters arising.

#### 3.3. **Minutes of the public excluded meeting of the Waimakariri District Council held on 2 February 2021**

*(Refer to public excluded minutes)*

### 4. **DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

### 5. **ADJOURNED BUSINESS**

There was no adjourned business.

### 6. **COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS**

#### 6.1. **Covid-19 Social Recovery Resourcing – T Sturley (Community Team Manager)**

T Sturley presented the report which highlighted the need for a fixed term community development provision for Covid-19 social recovery projects. Projects highlighted were food security, the Kaiapoi Community Hub which is currently under discussion and the development of a website to link people with the right resources. It was noted that it is business as usual to ensure this growing district can continue to be supported. The funding agencies are not in a position to provide funding for community development facilitation for projects, but will provide support with project related funding, evidenced by the \$640,000 funding grant that had previously been received for food security. T Sturley advised the Council application to the Department of Internal Affairs Covid-19 Community Fund in November was unsuccessful. Staff have been advised that this fund was inundated with applications and in the first instance, the decision had been made that no applications from Territorial Local Authorities (TLAs) would be considered.

This resulted in seeking approval for \$70,000 from the Council Covid-19 fund for the provision of continuation of the .75 FTE role including overhead costs. This will ensure the maintenance of adequate community development provision and ensure that social recovery is delivered on effectiveness and sustainability so the Council can hand key projects over to the community.

T Sturley highlighted that the current incumbent who has been in the .75 FTE role for the past six months has in that time built some well established relationships and delivered results with community connections. Areas of the community with particular needs have also been identified. Retaining this momentum would be of considerable value to the community.

T Sturley clarified the difference between this proposed role and the recently established community connector role at Wellbeing North Canterbury. The latter role has been funded by the Ministry of Social Development, and went to existing social service provider agencies; Wellbeing North Canterbury were approached. The Council Community Team members had discussions with Wellbeing North Canterbury on the service provision in the community, and the role designed as the Next Steps Facilitator; a service role to guide people into the right agency and also the development of the Next Steps website. This is different to the Council's Community Development role.

The Council has previously received funding from other government agencies but typically the Ministry of Social Development do not support TLAs. There has been funding received from the Department of Internal Affairs in the past, but they have advised they will not be supporting Covid-19 recovery with funding.

Councillor Williams enquired how people in need get in contact with the Council. T Sturley clarified that the Council Community Team is not a service provider. Sometimes there are approaches made directly to the Council, however these people are directed to the right agency or service for assistance. The position at Community Wellbeing is client based, and this Council's position is community based.

Councillor Barnett asked what would be the consequence of the Council not supporting funding for this staff position. T Sturley responded that there would be lack of delivery on community development. The Council support a number of networks across the district and support for these would be reduced. Staff are currently working with a number of key community groups to increase their capacity to have good governance and attract funding. This ability would be reduced and also the loss of connection with people in the community, if the position was not continued.

Councillor Barnett asked what were the ongoing social recovery projects from Covid-19. T Sturley highlighted the following projects:

- Next Steps project
- Food Security
- Community Hub
- Families who have reduced weekly income
- Suicide risk
- Family violence (which has elevated significantly)

Councillor Doody asked if the Next Steps Facilitator would be in touch with the rural community also. T Sturley said an extensive marketing campaign is planned so people are aware of this role. It was also advised that the service would be available for all, including farm workers and also for issues that may arise in schools.

Moved Councillor Barnett

Seconded Councillor Doody

**THAT** the Council,

(a) **Receives** report No. 210212023787.

- (a) **Acknowledges** that Council have received a report that highlighted the need for fixed term increased community development provision to ensure that Covid-19 social recovery projects are effectively and sustainably established.
- (b) **Notes** that in early November 2020, staff applied to the Department of Internal Affairs Covid-19 Community Fund for funding for the necessary fixed term community development provision.
- (c) **Notes** that at the January meeting Council approved that, should this application be unsuccessful, and alternative funding streams not be available, staff could seek delegation from the Council Covid-19 fund to cover up to \$100,000, including overheads and ongoing employment costs for social recovery project facilitation until June 2022
- (d) **Notes** that staff have been advised that their application to the Department of Internal Affairs Covid-19 Community Fund was unsuccessful.
- (e) **Approves** the provision of \$70,000 in funding from the Council Covid-19 fund for continued provision of the current 0.75 FTE role, including overhead costs, to ensure maintenance of adequate community development provision for social recovery facilitation, through until June 2022.

**CARRIED**

Councillor Barnett supported the motion and believed this is not the time to be cutting budgets for staff and resources to support the community. This role would allow for coordination of the social services in the district and Councillor Barnett believed that the amount requested would allow for the continued support of the Covid-19 recovery in this community.

Councillor Doody reiterated the comments from Councillor Barnett and the benefits that this role would continue to bring to the community.

Councillor Redmond supported this motion and believed that this would be appropriate use of the Covid-19 budget. It was noted that the effects of Covid-19 will be ongoing and the Council needs to retain the momentum. Social recovery and connections are important going forward he stated. Councillor Redmond noted that the Community Team at this Council is the envy of many Councils and this role will provide much needed ongoing support for the community.

**6.2. Stimulus Programme Update, Budget Amendments and Budget Programme Contingency Allocation – M Andrews (Utilities Projects Team Leader), K Simpson (3 Waters Manager), C Roxburgh (Water Asset Manager)**

M Andrews, K Simpson and C Roxburgh were present for consideration of this report which provided an update on the progress with the Stimulus projects. It was pointed out that the majority of the projects have been priced. It was advised that some of the budgets have been adjusted to align with the updated forecasts, and the report requested the adjustment of these budgets. The report also requested the inclusion of a contingency project to be included within the Council's Delivery Plan; being the Cust Headworks Upgrade project.

K Simpson advised that of the tenders that have been received for projects to date, some have come in under budget and some have been over budget. The net effect of these "unders and overs" is overall under-budget by \$220,000. Staff recommend that this amount would be included as part of the contingency project at Cust headworks for the 2021/2022 financial year.

Regarding the Cust headworks project, Councillor Redmond enquired if this would address the recent water contamination issue there, in particular the storage tanks. C Roxburgh advised that plans were already in place for this work prior to the e.coli occurring in the water supply recently, and this work would address the issue.

Moved Councillor Williams      Seconded Councillor Ward

**THAT** the Council,

- (a) **Receives** report No. 210211022639.
- (b) **Notes** that while there are some 'unders and overs' on a project by project basis, the total Stimulus programme of works is forecast to be able to be completed for less than the original budget allowance, based on the tenders received to date.
- (c) **Notes** the project specific budget amendments for the Stimulus Projects as detailed in the table below, in order to align the budgets for each project with final expenditure forecasts:

Budget Name	Budget Type	PJ / GL	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	\$1,190,000	\$670,500	-\$519,500
	Growth	TBC	\$125,000	\$125,000	\$0
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	\$941,900	\$1,163,500	\$221,600
	Growth	101670.000.5105	\$73,100	\$73,100	\$0
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	\$1,642,000	\$1,877,000	\$235,000
	Growth	TBC	\$1,215,000	\$1,215,000	\$0
Tuahiwi Water Extension Greens Road	LOS (Stimulus)	101673.000.5103	\$488,750	\$488,750	\$0
	Growth	101673.000.5105	\$166,250	\$166,250	\$0
Tuahiwi Water Extension Tuahiwi Road	Growth	101674.000.5105	\$133,000	\$133,000	\$0
Tuahiwi Sewer Extension Greens Road	Growth	101675.000.5113	\$136,000	\$136,000	\$0
	LOS (Stimulus)	101673.000.5115	\$140,000	\$140,000	\$0
Tuahiwi Sewer Extension Tuahiwi Road	Growth	101676.000.5115	\$128,000	\$128,000	\$0
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	\$2,428,000	\$2,170,500	-\$257,500
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	\$79,000	\$140,500	\$61,500
Central Rangiora Capacity Upgrade Stage 5A	LOS (Stimulus)	101680.000.5113	\$246,000	\$246,000	\$0

Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	\$148,000	\$186,000	\$38,000
Oxford Sewer Operational Improvements	OPEX (Stimulus)	TBC	\$79,000	\$79,000	\$0
Oxford Sewer I&I investigations	OPEX (Stimulus)	TBC	\$300,000	\$300,000	\$0
Three Waters Reform Investigations	OPEX (Stimulus)	TBC	\$110,000	\$110,000	\$0
Drainage and Waterways Manager	OPEX (Stimulus)	TBC	\$200,000	\$200,000	\$0
Headworks Asset Data Management Improvements	OPEX (Stimulus)	TBC	\$240,000	\$240,000	\$0
Stimulus Programme Management	OPEX (Stimulus)	TBC	\$141,000	\$141,000	\$0
Total	-		\$10,350,000	\$10,129,100	\$0
Stimulus Programme Contingency		-	\$0	\$220,900	\$220,900
Total	-		\$10,350,000	\$10,350,000	\$0

(d) **Approves** the following budget amendments to specified years budget (to reflect the information identified in resolution c):

Budget Name	Budget Type	PJ / GL	Budget in Financial Year	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2020/21	\$540,000	\$219,600	-\$320,400*
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2021/22	\$650,000	\$450,900	-\$199,100*
Poyntz Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	2021/22	\$137,690	\$359,290	\$221,600
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	2021/22	\$984,500	\$1,219,500	\$235,000
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	2021/22	\$1,042,000	\$784,500	-\$257,500



West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	2020/21	\$5,000	\$66,500	\$61,500
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	2020/21	\$5,000	\$43,000	\$38,000

\* Noting that the total reduction in the Fernside budgets totals \$519,500.

- (e) **Approves** staff to formally nominate the partial funding of the Cust Headworks Upgrade project from the Stimulus Grant, to utilise the programme contingency that has been identified.
- (f) **Approves** the creation of a Cust Headworks Upgrade level of service capital works budget under the Stimulus Cost Centre, within the current financial year, to the value of \$220,900.
- (g) **Notes** that a staff submission will be made to the 2021-31 Long Term Plan to reduce the Cust Headworks Renewal budget in 2021/22 by \$100,000, and the Cust Headworks UV Upgrade in 2021/22 by \$100,000, given the allocation of Stimulus funding to this project.
- (h) **Notes** that the Stimulus Grant Delivery Plan will be updated to include the Cust Headworks Upgrade Project to be completed and submitted to DIA for Approval.
- (i) **Notes** that Council staff will closely monitor the allocated construction contingencies and will report back on project progress and remaining construction contingency once the Tuahiwi and Fernside private property pump station works have been tendered and prices received.

**CARRIED**

Councillors Williams and Ward commented on the favourable budget figures and that work to date on the projects was progressing within the required timeframes.

## 7. **REPORTS**

### 7.1. **Reallocating budget for Rangiora Eastern Link Designation – J McBride (Roading and Transport Manager) and D Young (Senior Engineering Advisor)**

The report sought the approval to transfer funds to cover unbudgeted expenditure on the costs of preparing and submitting designations for the proposed Rangiora Eastern Link. It was noted staff had previously provided a briefing on designations for future roads and it was agreed at that time that this work needed to be progressed as quickly as possible. In addition to the recommendations in the report, two additional recommendations were tabled for consideration of the Council.

Councillor Mealings enquired if there was any indication on the funding from Waka Kotahi share being forthcoming and it was advised that this will not be known until April or May. J Palmer added that there is likely to be a significant shortfall in Waka Kotahi (NZTA) funding for roading projects nationally. It was not known at this time, if this project would go through should there not be any Waka Kotahi funding forthcoming.

Councillor Barnett queried the further development in eastern Rangiora and if development contributions would be needed to proceed with the eastern link, which could be 20 years into the future. J Palmer responded that the eastern link is included in the Infrastructure Strategy beyond the ten year timeframe of the current plan. With the future development areas in eastern Rangiora, there will

be some development contributions resulting and the bypass will be a benefit for the whole district. This work is to secure the long term option with the main objective is to take the traffic pressure out of Southbrook making the traffic flow better overall.

D Young noted that investigations have already been undertaken on this project and the recommendation today is to have future designations to go into the District Plan. The first step for the Council would be to buy the land and secondly in the future, to build the road.

Councillor Doody enquired if the volume of traffic on Southbrook Road has any weight on the criteria for government funding for the project and how does this compare with the traffic numbers on the State Highway. J McBride advised that Southbrook Road carries 25/26,000 vehicles per day. The State Highway by comparison carries 16/17,000 vehicles per day. J McBride advised that there is not a desire from the current Government to build new infrastructure, rather there is support for maximising capacity through a current corridor and different modes of transport (public transport, walking and cycling facilities).

Moved Councillor Ward

Seconded Councillor Williams

**THAT** the Council,

- (a) **Receives** report No. 210216025315.
- (b) **Approves** the application of \$147,000 of the Southbrook Road Improvement budget to the Rangiora Eastern Link Designation work.
- (c) **Notes** that the total budget of \$300,000 is made up of \$147,000 of Council share and \$153,000 of Waka Kotahi share funding. As the designations work does not attract subsidy, the Waka Kotahi subsidy will reduce to reflect the expenditure reduction.
- (d) **Notes** that staff will progress the Southbrook Road/ Torlesse Street/ Coronation Street Intersection upgrade design as quickly as possible, assuming NZTA co-funding will be approved for construction in the next financial year. If additional budget is required for this a further report will be brought to Council.
- (e) **Notes** that staff will bring a future report to Council proposing a working group/reference group to engage on and provide input into strategic Roding issues for the Southbrook area.

**CARRIED**

Councillor Ward supported this motion and making provision for this eastern link road, stating designation for this is important. Councillor Ward would like to see these projects being brought forward and to find a resolution for the congestion on Southbrook Road also commenting on the high traffic volumes that use the Rangiora-Woodend Road.

Councillor Williams supported this matter being progressed in the near future.

Councillor Barnett noted that this recommendation is just protecting the route for future roading designation and that it may be 20 years before the road is constructed. Councillor Barnett commented that Waka Kotahi and Government policies, in her opinion, are failing provincial councils and towns of New Zealand. This Council has been under-funded for growth for many years. Rangiora is no longer a small town, and it is being funded unrealistically for public transport and cycling initiatives. Without significant development contributions and Waka Kotahi share funding it would currently not be possible to build the eastern link.

Councillor Mealings, in supporting this motion, said the Council needs to future proof this area for future roading, and it is hoped that this will greatly alleviate the traffic pressure on Southbrook Road.

Councillor Brine also supported the Council securing this designation now, enabling it to be prepared for the future.

In reply, Councillor Ward believes this is not a long term project, and that it is important to find a resolution, sooner rather than later, for the traffic congestion on Southbrook Road.

**7.2. Submission on the Water Services Bill – G Meadows (Policy Manager) and K Simpson (3 Waters Manager)**

G Meadows, C Roxburgh and K Simpson were present for consideration of this report, sought approval on a submission to the Health Select Committee on the Water Services Bill. The matter had previously been discussed at a recent Council briefing. K Simpson noted that one of the key points of the Council submission is seeking clarification on the water residual disinfection and the transitional period when the new Regulator comes in later this year and what will be the exempt provisions. K Simpson clarified that the Council submission states that previous consultation with our community states overwhelmingly that they do not wish to add chlorine in the water.

Councillor Stewart asked what would the cost be to community members on small private water supplies to be compliant with the Drinking Water Standards. Staff have had discussions with Christchurch City Council staff on how they are handling similar situations. K Simpson responded that within a year of the Bill being passed, each water supply must have registered with the regulator and assuming there are less than 20 connections to the water supply, there will be five years to have a Drinking Water Safety Plan in place. It is understood that the Regulator will have templates for people to fill out. Current advice given to private water supply owners is that water should be tested at least annually, and also after any flood event or earthwork. It was noted that there are some private water supplies that do not comply with the Drinking Water Standards and there will be costs involved for these. C Roxburgh noted that the government will be announcing new drinking water standards at the same time as the new Government Bill is enacted. Before giving good advice to people, it was pointed out that staff will need to be familiar with these new standards and the Government Bill. C Roxburgh believed that very few private water supplies would meet the current requirements of drinking water standards, but this may change once the new regulations come into force.

Councillor Doody asked how many private water supplies have pipes that go past a Council supply. K Simpson said this information is not at hand at the moment, but this will form part of the scoping exercise.

Councillor Redmond queried the previous comment that no Water Safety Plans have been approved. K Simpson advised that the Council currently has five water safety plans that have expired and work is being undertaken by staff to get these partially approved. K Simpson said there will still need to be water safety plans to be submitted to Taumata Arowai, who will comment and make suggestions for improvements required, but the onus and responsibility for the safety of water supplies rests with the water supplier. Staff are still intending to continue to make sure that this Council's Water Safety Plans are to a high standard and robust, whether they get approved in the early part of the year under the current framework, or submitted later this year to Taumata Arowai for review. J Palmer noted that there are only three water safety plans that have been approved across the country, noting that one of these is in Akaroa. This points out that by having an approved Water Safety Plan does not mean that there will be at-risk events occurring from time to time.

Following a query from Councillor Williams, C Roxburgh said it is still the plan to get the Council's water safety plans reviewed and approved under the current regime.

Councillor Atkinson asked for information to be provided to the Council on the number of private water supplies in the district.

Councillor Mealings asked whose responsibility is it to advise these small domestic water supplies of the future requirements they must meet. C Roxburgh responded that the Bill states the Territorial Authorities should be assessing small water supplies and the Councils submission states that this should be the responsibility of Taumata Arowai.

Moved Councillor Williams

Seconded Councillor Redmond

**THAT** the Council:

- (a) **Receives** report no. 210212023836.
- (b) **Approves** the draft submission to the Health Select Committee on the Water Services Bill (TRIM 20122177600).

**CARRIED**

Councillor Redmond noted that the submission makes it clear that this Council does not support chlorination of major water supplies.

Councillor Stewart held concerns with the small private water supplies and the future of these. She suggested that the Council needs to forewarn the rural residents about what is potentially approaching when the new Regulator is in place later this year.

Councillor Blackie noted, from previously undertaking this, that it would be a cost of approximately \$1,000 to have a UV system installed for either business or household private water supplies.

In reply, Councillor Williams agreed with the above comments of colleagues. He also noted concern with new rural subdivisions and that there should be advice provided to people about the water supply requirements for any new blocks of land as a result of the subdivision. C Roxburgh advised that following discussion with Planning staff, an Advice Note has been written, which is to be included on any consent application advising on the requirements should a subdivision result in more than one property being supplied by a single water supply (ie. one well).

7.3. **Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – S Allen (Water Environment Advisor) and S Nichols (Governance Manager)**

S Allen and S Nichols presented this report which followed from a report presented for information in September 2020, and sought approval for new Terms of Reference for the Waimakariri Water Zone Committee and the proposal for a Letter of Shared Priorities. This was approved by Environment Canterbury in December 2020, following a review of Water Zone Committees in Canterbury.

It was pointed out the Waimakariri Water Zone Committee and Council staff had requested the two items in recommendation (e) be agreed in the Letter of Shared Priorities and the Terms of Reference. Councillor Atkinson questioned recommendation (e) and including item outside the Terms of Reference. S Allen noted that Ecan had been requested to include this, but had chosen to have the same Terms of Reference template for all the Zone Committees across Canterbury. Staff advised this work is happening outside the Terms of Reference and this has been acknowledged by Ecan.

Councillor Blackie queried how priorities would be agreed if the Runanga had several different suggestions to be included into the Shared List of Priorities other than what was included from Ecan and WDC. S Allen said it is not anticipated that there would be any conflicting priorities from the Runanga.

Moved Councillor Blackie

Seconded Councillor Brine

**THAT** the Council:

- (a) **Receives** report No. 210216025487.
- (b) **Approves** the Waimakariri Water Zone Committee Terms of Reference, as approved by Environment Canterbury on the 10 December 2020.
- (c) **Approves** the Letter of Shared Priorities from Environment Canterbury and Waimakariri District Council to the Waimakariri Water Zone Committee, with selection of the Waimakariri District Council priorities for the Letter of Shared Priorities from the Canterbury Water Management Strategy 2025 target areas:
  - i. Ecosystem Health and Biodiversity;
  - ii. Recreational and Amenity, and
  - iii. Drinking Water.
- (d) **Notes** that in the Letter of Shared Priorities the start date for the Water Zone Committee Action Plan duration has been postponed by Environment Canterbury to 1 July 2021, for better alignment with Long Term Plan cycles.
- (e) **Notes** that the following actions will be undertaken by Environment Canterbury, as requested by the Waimakariri Water Zone Committee and/or Waimakariri District Council, however are outside of the Terms of Reference:
  - i. An offer to the Executive of Te Rūnanga Ngāi Tūāhiriri the opportunity to insert priorities into the 'Letter of Shared Priorities' as a tri-partisan agreement, if desired.
  - ii. Provision of training of Water Zone Committee members in good decision-making, Standing Orders and Code of Conduct.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, and all Community Boards.

**CARRIED**

Abstained: Councillor Stewart

Councillor Stewart expressed concern with this motion, highlighting the wording in the Terms of Reference which lays out an Action Plan. Councillor Stewart suggested that this is mis-named as the Committee has no budget and is unclear about how this Terms of Reference would be put into effect and would lead to any action programme. Councillor Stewart advised she would abstain from voting on this motion, for this reason.

Councillor Blackie acknowledged the comments and concerns of Councillor Stewart, who has kept the Council well informed as the Council representative on the Zone Committee. Councillor Blackie supported this motion as it deals with both the Terms of Reference and the creation of an Action Plan.

*Mayor Gordon joined the meeting at this time, 2.25pm and resumed Chair of the meeting following an adjournment at 2.40pm.*

#### **7.4. Proposed Change to Treasury Policy – Borrowing Limits – (B Wu Management Accountant)**

J Palmer spoke to this report, noting an alteration to one of the ratios which has been reflected in the Long Term Plan but the Council needed to update the Treasury Policy.

There were no questions.

Moved Councillor Williams

Seconded Councillor Redmond

**THAT** the Council,

- (a) **Receives** report No. 210223030840
- (b) **Approves** the following changes in Treasury Policy:
  - Gross interest paid on term debt will not exceed 15% of gross operating revenue
  - the Liquidity Ratio formula excludes the current portion of borrowings
- (c) **Notes** that the changes have been reflected in the draft Long Term Plan and will be incorporated into the Treasury Policy.

**CARRIED**

**7.5. Technical Amendment to draft 2021/22 Development Contributions Policy – M O’Connell (Senior Policy Analyst)**

J Palmer spoke to this report which requested approval for a minor alteration to the Development Contributions Policy 2021/22 as part of the 2021-31 Long Term Plan (LTP). The proposed change is a word addition to an Ocean Outfall (Sewer) calculation component in the Policy.

There were no questions.

Moved Councillor Blackie

Seconded Councillor Redmond

**THAT** the Council,

- (a) **Receives** report no. 210223030612.
- (b) **Approves** the alteration to the draft Development Contributions Policy 2021/22.
- (c) **Notes** that the draft Development Contributions Policy (DC Policy) was presented to Council in December 2020.

**CARRIED**

**7.6. LGNZ Annual Conference Attendance – S Nichols (Governance Manager)**

S Nichols took the report as read.

Members discussed who would be interested in attending the National Conference and also the number of Councillors who can attend. Although the Policy states that one Councillor is permitted to attend this yearly conference, accompanying the Mayor and Chief Executive, members agreed that in this case, there be two members approved to attend this year’s conference in Blenheim as, on this occasion there was the potential of no accommodation costs for two attending members which would contribute to an off-set of the conference registration fees.

Moved Councillor Barnett

Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Receives** report No. 210216026277.
- (b) **Approves** Councillors Williams and Redmond attending the Local Government New Zealand Conference on 15, 16 and 17 July 2021 in Blenheim, accompanying the Mayor and Chief Executive.

**CARRIED**

7.7. **Rangiora Service Centre Refurbishment Request for additional budget - R Kerr (Delivery Manager)**

R Hawthorne spoke to this report. The report sought additional funding to restore a contingency allowance for the balance of the project and to undertake some works to improve the functionality of the east management wing and to improve the use of space and functionality of the public toilets.

Moved Councillor Atkinson

Seconded Councillor Ward

**THAT** the Council:

- (a) **Receives** report No. 210210021124.
- (b) **Notes** that the current budget for the Rangiora Service Centre Refurbishment is \$2.500 million, with an additional \$100,000 for IT network upgrades.
- (c) **Agrees** to increase the budget for the Rangiora Service Centre Refurbishment by \$300,000 to replenish the contingency, refurbish the public toilets and improve the functionality of the east wing.

**CARRIED**

Mayor Gordon noted his support for this motion and the plans to now include a meeting space for elected members. Thanks were extended to staff and members of the Steering Group for the work undertaken to date on this project.

8. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

8.1. **Draft Community and Recreation Activity Management Plan – G MacLeod (Community Greenspace manager) and R O’Loughlin (Greenspace Asset and Capital Programme Advisor)**

*(refer to report no. 210211022420 to the Community and Recreation Committee meeting of 23 February 2021.)*

G MacLeod and R O’Loughlin presented this report and the draft Activity Management Plans for Community and Recreation, covering the activities and assets of Greenspace and Aquatic facilities. These plans were reviewed during 2020 and formed the basis for the Greenspace and Aquatics LTP budget.

R O’Loughlin advised of the improvement plan in the document and two major items that have been approved since the last Activity Management Plan is the development of Strategies for Aquatic community facilities and sports facilities for demand monitoring and planning of these assets and also the asset capture project for Aquatic facilities to improve the renewal programme.

Councillor Atkinson noted the document still requires signature of Council management and it was agreed this would be undertaken.

Councillor Barnett noted that community views had not been sought while developing the Draft Community and Recreation Activity Management Plan on the content and queried the reason for this. G MacLeod noted that there has not been changes to any Levels of Service and it was not considered necessary to re-canvass the public on this as the levels were retained. If there are changes to Council facilities going forward, G MacLeod confirmed that this matter would be reviewed with the community.

Moved Councillor Brine

Seconded Councillor Ward

**THAT** the Council:

- (a) **Receives** report No. 210211022420
- (b) **Notes** that the draft version of the Community and Recreation Activity Management Plan 2021 has been sent to an external consultant for peer review.

- (c) **Adopts** the Draft Community and Recreation Activity Management Plan for the purposes of LTP consultation (TRIM 210204018373)
- (d) **Approves** the Community Greenspace Manager to make minor amendments if required as result of the peer review
- (e) **Notes** that the final Activity Management Plan will be adopted by Council in conjunction with the adoption of the final LTP in June 2021.

**CARRIED**

8.2. **Kerbside Recycling Bin Audits: Update and Extension of Audit Variation - K Waghorn (Solid Waste Asset Manager) and M Ball (Solid Waste Officer)**  
*(refer to report no. 210128013175 to the Solid and Hazardous Waste Working Party meeting of 23 February 2021.*

K Waghorn presented this report referred from the Solid and Hazardous Waste Working Party, seeking funding for extended auditing of kerbside recycling bins until the end of June 2021.

Councillor Redmond questioned that by continuing with the audits of contamination of recycling bins, this will save the Council money. K Waghorn confirmed this, noting that it would cost an additional \$100,000 this year, but if matters go as forecast there will be a saving of \$200,000 the following year and less audits would be required.

The contractor used for this work is the kerbside collection contractor. It was advised that L Ottey from Eco-educaid has been providing education to residents of multi-unit properties in the district. For any ongoing audit work, K Waghorn confirmed that using the kerbside collection contractor, would not preclude using other auditors as well.

Councillor Redmond asked who has been undertaking the existing auditing to date. K Waghorn advised that there has been a number of approaches including staff who had been involved with audits in some areas, under the supervision of Waste Management.

Moved Councillor Brine      Seconded Councillor Blackie

**THAT** the Council:

- (a) **Receives** report No. 210128013175.
- (b) **Notes** that a total of \$54,232.34 for 12 weeks of auditing by the collection contractor were charged under Variation 6 up to 31 January 2021.
- (c) **Notes** that there has been a substantial improvement in recycling quality within the audited areas, but no observable improvement in recycling quality in as-yet unaudited collection areas.
- (d) **Approves** extending Contract Variation 6 for the collection contractor to undertake kerbside recycling bin audits until 27 August at an estimated additional cost of \$120,000, which will be funded out of the Kerbside Collection and Waste Minimisation Accounts.
- (e) **Approves** funding a proportion of the 2020/21 kerbside recycling bin audit costs out of the following budgets:
  - iii. \$15,150 from 10.400.240.2502 "Monitoring Waste Stream" in the Kerbside Collection Account;
  - iv. \$33,100 from 10.400.241.2502 Kerbside Collections and Promotions in the Kerbside Collection Account;
  - v. \$8,000 from 10.402.265.2465 Waste Audits and Monitoring in the Waste Minimisation Account; and



- vi. \$8,000 in 10.402.261.2502 Waste Management Implementation in the Waste Minimisation Account.
- (f) **Approves** an additional \$22,588 of funding for operational expenditure in the Contract Payments Recycling ledger code 10.400.245.2502, increasing the 20/21 budget from \$510,962 to \$536,050.
- (g) **Notes** that there is sufficient balance available in the Kerbside Collection Account to fund the additional expenditure without impacting on the proposed rates in the 21/22 year.
- (h) **Notes** that additional costs will continue to be incurred by the Council for the provision of supporting educational materials, advertising and staff time in coordinating the audits, contacting residents with repeated contamination, and managing the bin removal and return process all of which can be accommodated within existing budgets.
- (i) **Notes** that if sufficient improvement to recycling quality is made prior to 27 August 2021 the audits can be scaled back to monitor only those areas where there is a known issue with compliance, which would be a cost-saving to the Council.
- (j) **Circulates** report No. 210128013175 to the Community Boards for their information.

**CARRIED**

Against: Councillor Williams

Councillor Brine believed this is a priority and hence the rearranging of the budgets.

Councillor Blackie supported this motion, which is cost effective in the long run and this needs to be done.

Councillor Williams was not in support of this motion, noting the technology and cameras installed on the collection trucks and questioned if this was functioning as it was intended. Councillor Williams believed that the Council needs to be firmer in how it deals with the residents who are putting contaminated items into their recycling bins, noting there has only been four bins removed from collections.

Councillor Barnett noted there has been a lot of learning to date, through this audit process. It was pointed out that the technology that has been installed in the trucks was not to monitor exactly what was in each recycling bin and this still needs human intervention. It was advised that there had been ten further bins that the property owners were told would be taken away, however these bins have not been put out again, so this makes a total of 14 bins rejected. There has been a huge improvement in the audited areas. Councillors noted concern with the items that have been found in the bins during the audits. Councillor Barnett also believed the Council needed to get tougher in response to contaminated recycling in bins.

The Mayor and Councillors supported the work of the staff to date with the audits that have been undertaken and that there also needs to be continued education.

Councillor Atkinson supported these audits being undertaken, but pointed out the downside is that it increases the rubbish stream and the additional cost to this, on top of the funding required for this extended audit period.

In reply, Councillor Brine noted there could also be some education provided to the community on what items can go into the greenwaste bins.

## 9. **HEALTH & SAFETY**

### 9.1. **Health and Safety Report March 2021– J Palmer, (Chief Executive)**

J Palmer presented this report noting the Rangiora Service Centre upgrade is progressing as planned. The report was taken as read.

Moved Councillor Ward

Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Receives** report No 210218027907.
- (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.
- (c) **Notes** that health and safety compliance of phase 2 of the Rangiora Service Centre upgrade is progressing well.

**CARRIED**

## 10. **COMMITTEE MINUTES FOR INFORMATION**

10.1. Minutes of a meeting of the Canterbury Mayoral Forum held on 27 November 2020.

10.2. Minutes of a meeting of the Waimakariri Water Zone Committee held on 1 February 2021.

10.3. Minutes of a meeting of the Audit and Risk Committee meeting of 16 February 2021.

Moved Councillor Doody

Seconded Councillor Redmond

**THAT** Items 10.1 – 10.3 be received for information.

**CARRIED**

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

11.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 3 February 2021.

11.2. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 10 February 2021.

11.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 9 February 2021.

Moved Councillor Atkinson

Seconded Councillor Doody

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

**CARRIED**

## 12. **REPORTS FOR INFORMATION**

There were no reports for information.

## 13. **CORRESPONDENCE**

There was no correspondence.

#### 14. **MAYOR'S DIARY**

##### 14.1. **Mayor's Diary 27 January – 23 February 2021**

Moved Councillor Ward      Seconded Councillor Mealings

**THAT** the Council:

(a) **Receives** report no. 210224031164.

**CARRIED**

#### 15. **COUNCIL PORTFOLIO UPDATES**

##### 15.1. **Iwi Relationships – Mayor Dan Gordon**

Mayor Gordon advised he has had discussion with the recently appointed General Manager of the Tuahiwi Marae, Jay Wilkinson, which has included positive interaction regarding the Five Cross Roads at Tuahiwi. J Wilkinson has also been appointed as the third Rūnanga representative on the Mahi Tahī Joint Development Committee. The date for the annual Hui between WDC and the Rūnanga has been scheduled for Thursday 8 April, to be held at the Tuahiwi Marae.

##### 15.2. **Canterbury Water Management Strategy – Councillor Sandra Stewart**

Councillor Stewart advised that the PC7 hearings are completed and the hearing panel is now making recommendations which should be available by mid-year. Councillor Stewart held concerns that the Water Zone Committee Letter of Shared Priorities does not have enough focus, which makes it difficult for the future work of the Committee. There is a refresh of community committee members coming up in the near future.

Councillor Stewart attending River and Town Rating meetings that ECan are responsible for, which are Sefton Town, Sefton-Ashley and Ashley-Rakahuri. Councillor Stewart questioned why ECan are managing the Sefton Town rating, there are ten houses rated for this drainage but the benefit is wider and asked why there is not a district wide drainage rate. There may be a change focus with the 3 Waters Reform.

Noted that as part of the ECan stimulus funding package \$1m has been assigned to the Ashley Gorge River which will work on an issue that has concerned one particular land owner for over 20 years regarding the river eroding farmland. Councillor Stewart questioned why some river issues are the responsibility of ECan and some are the responsibility of this Council and believed there needed to be a review of this matter and some coherency of who is responsible for waterways.

It was noted that these questions could be raised at the upcoming joint meeting with ECan.

##### 15.3. **International Relationships – Deputy Mayor Neville Atkinson**

Councillor Atkinson advised that the first meeting of the Waimakariri Passchendaele Advisory Group is scheduled for 29 March.

##### 15.4. **Regeneration (Kaiapoi) – Councillor Al Blackie**

Councillor Blackie advised that the Mahi Tahī Committee had approved staff to investigate the design and management plan of the Mahinga Kai area in south Kaiapoi.

The pontoon situation had improved, and there had been a meeting with the Police regarding public behaviours around the river area.

Further meetings are to be arranged regarding the Kaiapoi Community Hub with small groups of community members invited to each meeting and to have a plan available for viewing and discussion.

#### 15.5. **Climate Change and Sustainability – Councillor Niki Mealings**

Councillor Mealings advised that the Climate Change Commission draft proposal had been released for consultation released. There are 24 questions to respond to, and the consultation closes on 24 March. WDC staff have written a draft Council submission, which will be circulated to Councillors with an opportunity for any feedback, and also included on the agenda for the upcoming Council briefing. WDC staff are also writing the submission on behalf of the Canterbury Mayoral Forum.

Councillor Mealings attended the following events:

- 9 February met with ECan staff to observing the river works with the building of the flood protection works near MacIntosh's Bend, which is part of the \$24.4m flood protection works. The work to date is on the stop bank, however work on the riverbank has not been started yet.
- 10 February attended the Canterbury Mayoral Forum Climate Change workshop. There was a presentation by Dr Rod Carr. Round table discussion followed on what each Council is doing in the climate change space and Councillor Mealings was positive about what this Council is undertaking so far. Councillor Mealings suggested that Dr Rod Carr may be available to make his presentation to Councillors and Community Boards or this event could be opened up to the community as well and this will be followed up on.
- 15 February a meeting of the Sustainability Steering Group was scheduled to be held, however unfortunately a quorum was not present. This meeting has been rescheduled to be held in early April.
- 19 February attended the Christchurch City Council Coastal Hazards Working Group meeting, which Councillor Mealings attended as an observer.
- Met with the staff sustainability champions who are making good progress.

Canterbury Regional Climate Change Risk Assessment is being undertaken now by Tonkin Taylor. WDC will be well represented by staff at the meetings in Ecan on the 10 – 12 March.

It was noted that a Toyota Yaris hybrid vehicle had been added to the Council fleet.

The Sustainability Group has some sustainability education events coming up, including a demonstration of an e-bike on 18 March.

Eco-educaid have an event planned for Sunday 18 April.

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

Councillor Ward advised that a joint meeting of the promotions groups was recently held and it was noted that all the towns have reported being busy. The Eats and Beats event is planned for March 13 in Victoria Park, Rangiora.

A public Open Day is planned by the Canterbury Recreational Aero Club at Rangiora Airfield on March 27. This event will be promoted on the ENC Facebook page and on the Districts Events calendar.

ENC current projects highlighted were the visitor marketing strategy, a new website which should be live in about three months and work is progressing on an A3 size cycle trails map, including café destinations.

Councillor Ward recently attended a workshop on scooters in the towns and a further workshop had been held regarding the Kaiapoi South Mixed Used Business Area.

16. **QUESTIONS**

(under Standing Orders)

There were no questions

17. **URGENT GENERAL BUSINESS**

(under Standing Orders)

There were no questions

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

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Atkinson                      Seconded Councillor Blackie

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
20.1	Minutes of Council public excluded portion of Council meeting of 2 February 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.2	Minutes of the Public Excluded portion of the Audit and Risk committee meeting of 16 February 2021	Minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.3	Report of K LaValley (Project Delivery Manager)	Silverstream Report New Arterial Road Development Contribution Wash Up payment	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.4	Report of R Kerr (Delivery Manager) and K Simpson (3 Waters Manager)	Kaiapoi Stormwater and Flooding Improvements Acquisition of Land: funding and delegated authority	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.5	Report of V Thompson (Business and Centres Advisor)	Update on Electric Vehicle Charging Station Implementation	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.6	Report of V Thompson (Business and Centres Advisor)	Compulsory Acquisition of Part Lots 21 and 21 DP 139, Kaiapoi	Good reason to withhold exists under Section 7	Section 48(1)(a)

20.7	Public Excluded report of M Andrews (Utilities Projects Team Leader) and R Kerr (Delivery Mgr)	MTO Report Circulated to Council for information – Stimulus Projects Update and Expenditure Projections	Good reason to withhold exists under Section 7	Section 48(1)(a)
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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
20.1 – 20.7	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting occurred from 3.50pm to 4.30pm.*

***Resolution to resume in Open Meeting***

Moved Mayor Gordon                      Seconded Councillor Atkinson

**THAT** open meeting resumes and:

- (a) Items 20.1 and 20.2 – Minutes and resolutions to remain public excluded.
- (b) Item 20.3 – Resolutions (a) – (e) be made public and the report and attachments and Resolution (f) are to remain public excluded.
- (c) Item 20.4 – Resolutions to remain public excluded until settlement and as resolved and the report to remain public excluded.
- (d) Items 20.5, 20.6 and 20.7 – all Resolutions to be made public and the reports to remain public excluded

**CARRIED**

**OPEN MEETING**

**20.3 Silverstream New Arterial Road Development Contribution Wash Up Payment – K LaValley (Project Delivery Manager)**

Moved Councillor Atkinson                      Seconded Councillor Blackie

**THAT** the Council:

- (a) **Receives** report No. 210217027289.
- (b) **Notes** that payment in the amount of \$1,193,941.00 (excluding GST) has been agreed to and paid by H Investments for New Arterial Road development contributions which completes the wash-up payment as per the Private Developer Agreement.
- (c) **Notes** that \$834,835.70 (excluding GST) in bonds held by Council for New Arterial Road development contributions were paid into the development contribution account in September and October 2020.

- (d) **Notes** that development not yet completed is subject to the full New Arterial Road development contribution and is not subject to a wash-up payment.
- (e) **Notes** that a further wash-up payment of \$180,150.00 (excluding GST) is owed by Silverstream 3 Limited and that staff are progressing discussions on this payment.

**CARRIED**

**20.5 Update on Electric Vehicle Charging Station implementation for Oxford – V Thompson (Business and Centres Advisor)**

Moved Councillor Doody

Seconded Councillor Mealings

**THAT** the Council:

- (a) **Receives** report No. 210222029760
- (b) **Approves** an additional project spend of \$6,000 to be brought forward from the 2021-22 Town Area Developments budget to support the installation of an EV charger in Oxford;
- (c) **Notes** Mainpower's commitment to contribute \$6,000 of their community fund to support the EV charger installation in Oxford;
- (d) **Notes** the combined contributions from Waimakariri District Council and Mainpower cover off Meridian's \$12,000 funding shortfall enabling them to go ahead with their Oxford installation as planned in 2021;
- (e) **Notes** some minor additional spend on legal/car park preparation costs which may be incurred to get the remaining three sites (Kaiapoi, Woodend and Oxford) operational.

**CARRIED**

**20.6 Compulsory Acquisition of Part Lots 20 and 21 DP 139, Kaiapoi – V Thompson (Business and Centres Advisor)**

Moved Councillor Atkinson

Seconded Councillor Blackie

**THAT** the Council:

- (a) **Receives** report No. 210222029593;
- (b) **Notes** that the unresolved land ownership for Council needs to be resolved to ensure future works on the car park, and linkages to/future development of the South Mixed Use Business Area are not impeded;
- (c) **Approves** staff undertaking a compulsory acquisition process or any other method available, to acquire the land parcels under Waimakariri District Council ownership;
- (d) **Approves** up to \$20,000 to cover the legal costs to complete a compulsory acquisition process, nothing that this amount will be sourced from a 'town centre linkages' component within the Kaiapoi Town Centre project budget which sits within district regeneration.

**CARRIED**

**REPORT FOR INFORMATION****20.7 Stimulus Projects Update and Expenditure Projections; Contract 20/55 Loburn Lea Gravity Sewer and Contract 20/56 Rakahuri Sewer Pumping Station Tender Evaluation and Contract Award Report – M Andrews (Utilities Projects Team Leader) and R Kerr (Stimulus and Shovel Ready Delivery Manager)**

Moved Councillor Williams

Seconded Councillor Mealings

(a) **THAT** the Information be Item 20.7 be received for information.**CARRIED****19. NEXT MEETING**

The next ordinary meeting of the Council is on Tuesday 6 April 2021, commencing at 1pm in the Function Room, Rangiora Town Hall.

There being no further business, the meeting closed at 4.55pm.

CONFIRMED

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Mayor Dan Gordon  
Chairperson

6 April 2021  
Date



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXT – 01-35-01 / 210310040388**REPORT TO:** Council**DATE OF MEETING:** 6 April 2021**FROM:** Sophie Allen – Water Environment Advisor**SUBJECT:** Waimakariri Water Zone Committee Annual Report for 2020**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to present Council with the Waimakariri Water Zone Committee Annual Report for the year ending December 2020.
- 1.2 As a joint committee of Environment Canterbury and the Waimakariri District Council, the Zone Committee is required to report annually. This has been carried out on a calendar year basis.
- 1.3 The 2020 Annual Report includes the following highlights:
- Over 85% of Zone Implementation Programme Addendum (ZIPA) recommendations have been progressed during 2020, including those addressed through Plan Change 7 of the Land and Water Regional Plan.
  - The Waimakariri Water Zone Committee facilitated discussions in coastal areas of Te Aka Aka estuary (Saltwater Creek and Waikuku) for catchment management group establishment.
  - Establishment of three working groups, focussing on biodiversity, land care, and catchment group formation.
  - The Waimakariri Water Zone Committee supported recommendations to fund five Immediate Steps biodiversity projects during the year.
  - Mahinga Kai support for farmers commenced, with shed talks by the Poū Matai Ko position at Environment Canterbury.

**Attachments:**

- i. The Waimakariri Water Zone Committee Annual Report for 2020 (TRIM 210310040299)

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

- (a) **Receives** report No. 210310040388.
- (b) **Receives** the Waimakariri Water Zone Committee Annual Report for the year ending 2020.
- (c) **Acknowledges** and thanks the Waimakariri Water Zone Committee for their work.

- (d) **Circulates** the Waimakariri Water Zone Committee Annual Report for 2020 to Community Boards, and Drainage, Stockwater, and Water Supply Advisory Groups, for their information.

### 3. **BACKGROUND**

- 3.1. The Waimakariri Zone Committee is a joint committee of Environment Canterbury and the Waimakariri District Council, established to implement the Canterbury Water Management Strategy, and was formed in partnership with Te Rūnanga o Ngāi Tahu and Te Ngāi Tūāhuriri Rūnanga. Zone Committees are required to report annually.
- 3.2. Membership of the Zone Committee is set out on page 4 of the Annual Report 2020.

### 4. **ISSUES AND OPTION**

- 4.1. Environment Canterbury and Waimakariri District Councils adopted the Zone Committee's Zone Implementation Plan Addendum (ZIPA) in December 2018. The ZIPA provided the drafting instructions for Plan Change 7 to the Canterbury Land and Water Regional Plan, and Plan Change 2 to the Waimakariri River Regional Plan.
- 4.2. Key progress with ZIPA projects for Waimakariri District Council in 2020 included:
- 4.2.1. Carrying out a study of private wells in Cust and Eyreton for nitrate and other contaminants, a continuation of a 2019 pilot study.
- 4.2.2. Inanga spawning area improvements completed at Courtenay Stream and McIntosh Drain.
- 4.2.3. Riparian planting along the South Brook beside the Townsend Fields subdivision extended, with the first community planting event carried out.
- 4.3. Plan Change 7 hearings were held in 2020, with a decision on the plan change expected in mid-2021.
- 4.4. The Management Team have reviewed this report and support the recommendations.

### 5. **COMMUNITY VIEWS**

- 5.1. **Groups and Organisations**
- 5.1.1. The Zone Committee have engaged with a wide range of industry groups, and community organisations, and other government agencies during 2020.
- 5.2. **Wider Community**
- 5.2.1. Community members have often expressed views to the Water Zone Committee through deputations at monthly meetings, and other engagement events with the Zone Committee.

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

- 6.1. **Financial Implications**
- 6.1.1. The Council set out in the 2020-21 annual plan a ZIPA budget of \$305,000.
- 6.2. **Community Implication**
- 6.2.1. There could be many landholders whose livelihoods will be impacted by a change in their consents to take surface and ground water. The extent of this impact from

the proposed Plan Change 7 to the Canterbury Land and Water Regional Plan, and the Proposed Plan Change 2 to Waimakariri River Regional Plan, is being assessed in the plan change process.

6.3. **Risk Management**

6.3.1. The range of potential risks, if Canterbury Water Management Strategy targets are not achieved, include the risk of nitrate and other contaminants leaching to groundwater, the risk of declining surface water quality, the risk of negatively impacting on the District's economy from reduced water take consents, and the risk of stream depletion from surface water and groundwater takes.

6.4. **Health and Safety**

6.4.1. There are no applicable health and safety considerations.

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. Section 63 of the *Resource Management Act 1991* requires Regional Councils to prepare Regional Plans to carry out its functions. Section 30(1)(c)(ii) and (iii) includes a regional Council's functions as the maintenance of the quality and quantity of water in water bodies.

7.3. **Community Outcomes**

7.3.1. There is a healthy and sustainable environment for all.

7.3.2. People have wide-ranging opportunities for learning and being informed;

7.4. **Delegations**

7.4.1. This report is for information only, therefore no delegations apply.

# 2020 Progress Report



## Restoring our fragile freshwater systems



Michael Blackwell, Waimakariri  
Water Zone Committee Chair

This year saw a renewed focus on the health of waterways through the Government's Essential Freshwater package, which was announced in August. Plan Change 7 to the Canterbury Land & Water Regional Plan, part of which relates specifically to Waimakariri, has almost progressed through its submission and hearings process.

In their deliberations, the hearing commissioners will take account of the National Policy Statement for Freshwater Management 2020 (NPS-FM), a key element of the new package.

Te Mana o te Wai underpins the NPS-FM concept and prioritises the health of freshwater systems. Our community must view their systems and practices through this new lens. The Zone Committee is an ideal conduit to help facilitate change. This includes a series of mahinga kai workshops for farmers to evolve their farming operations.

It was pleasing to witness our community's willingness to enhance Waimakariri's waterways during the Plan Change hearings. I hope Plan Change 7 will provide bold and far-reaching changes which support the Canterbury Water Management Strategy.

Compared with most of New Zealand, Waimakariri is ahead of the game in terms of engaging with farmers, environmental groups and the wider community, but we still have plenty of work ahead to restore our rivers and streams.

In 2021, the Zone Committee continue to facilitate positive change by working cooperatively with Environment Canterbury, Waimakariri District Council and our three mahinga kai working groups - Biodiversity, Landcare and Catchment.

## Key achievements 2020

- Over 85% of the Waimakariri Zone Implementation Programme Addendum recommendations (including those incorporated into proposed Plan Change 7 of the Canterbury Land & Water Regional Plan), have been progressed.
- The Zone Committee supported recommendations to fund 5 Immediate Steps biodiversity projects.
- The committee facilitated discussions in two areas around the Te Aka Aka estuary. These focused on establishing catchment groups at Saltwater Creek and Waimakariri.

The Zone Committee established three working groups to engage with the community and address freshwater priorities in the zone. The working groups are prioritising catchment group formation, biodiversity and care, while engaging with and encouraging farmers and community members to deliver catchment-based outcomes.

- Mahinga kai support for the farming community started in 2020, with the first shed talks hosted by Environment Canterbury Poū Matai Ko Makarini Rupene.

Poū Matai Kō Makarini Rupene discusses mahinga kai with the community via farmer "shed talks". Crayfish in your drains? Lizards in the flax? Whitebait in the creek? The Zone Committee supported Makarini's efforts as he focused on Waimakariri where he grew up and lives. His role is focused on raising awareness of how to use the land and environment in a way that cultivates an understanding of mahinga kai and sustainability.



## Waimakariri Canterbury Water Zone Committee

### Delivering the community's vision for freshwater

The Canterbury Water Management Strategy (CWMS) puts finding solutions for freshwater management in the hands of the community, with support from councils, Ngāi Tahu, and others. The strategy sets out freshwater goals and targets to deliver the community's vision for freshwater.

**"To gain the greatest cultural, economic, environmental, recreational and social benefits from our water resources within a sustainable framework both now and for future generations."**

Each of the ten community-led water zone committees work collaboratively to develop freshwater recommendations to ensure council plans give effect to these goals and targets.

Within each target area there are several specific time-bound targets to be achieved and these are monitored and reported on to ensure progress is being made.

The target areas are shown below – read some of the stories about what is being done in the zone to achieve deliver on the next page.

### CWMS Targets

 Ecosystem health and biodiversity	 Kaitiakitanga	 Recreational and amenity opportunities	 Irrigated land area	 Regional and national priorities
 Natural character of braided rivers	 Drinking water	 Water use efficiency	 Energy security and efficiency	 Environmental limits

### Extraordinary year provides a chance to pause and reflect

2020 has been an extraordinary year in more ways than one.

This time last year we had not heard of Covid-19 or the exceptional lengths governments from around the world would take to slow its spread. Keeping any group working productively together in such circumstances can be a challenge but each committee has embraced new technology to communicate, adapted their work programmes and continued their commitment to improve water management in their zone. The committee's year in review report highlights their achievements in what has been a challenging year.

2020 has provided an opportunity to pause and reflect on the achievements of the last ten years of the Canterbury Water Management Strategy and in particular the progress that has been made under a Resource Management Act planning framework (in place under the Water Regional Plan). A plan, however, is only as good as the actions that follow. The Canterbury Mayoral Forum asks councils to work in partnership with Rūnanga and committees to review their work more on facilitating action and working with their local communities. This review of the zone has taken longer than expected because

of Covid-19 disruptions, but we expect to have a new Terms of Reference completed by the end of the year. Councils have also taken the opportunity to clarify their three-year priorities, and where they work together from committees, in a Letter of Shared Priorities.

The next few years will continue to be challenging for many local communities as they grapple with the implementation of the new Resource Management Act planning framework. Further, the government has announced its intention to repeal the Resource Management Act and Ngāi Tahu has sought a declaration in the High Court seeking Rūnanga over freshwater in its rohe. These changes may be unsettling for many local communities.

The new Terms of Reference and Letter of Shared Priorities will give committees a clear focus for future action and an ability to support their local communities to navigate this next wave of change designed to further improve the mauri and health of our freshwater and the way it is managed.

A key focus for the zone committee is always the health of the Ashley River/Rakahuri.



## 2020 Progress Report



### Wetland projects prominent

When Barb and Greg Morriss first embarked on an ambitious project to restore a 250-metre stream running off Saltwater Creek, the area resembled "an overgrown jungle".

The Morrisses, who milk 400 cows on a 250-hectare block, had noticed their stream was flooding surrounding land more often and decided to allow the area to revert to its original form as a wetland. Barb said this move made sense from both environmental and operational points of view.

In 2017, they received \$10,000 of Immediate Steps biodiversity funding for planting. Barb said this kick-started the project, which has grown into a truly collaborative effort.

The zone committee also allocated \$25,000 of Immediate Steps funds to support protection of a swamp wetland at Okuku Downs in the Lees Valley hill country.

Chair Michael Blackwell said the project rated well in terms of protecting a wetland with high ecological values – a priority for the Zone Committee.

"It's great to see this sort of project getting underway," he said. "This is a high-value project protecting 48 hectares of relatively intact ecosystems including a red tussock wetland, adjacent mānuka hill slope and a section of Okuku Downs Stream."



Barb and Greg Morriss with Environment Canterbury Poū Maru (making a wetland) Makarini Rupene



Nick Ledgard shows zone committee members Ashley/Rakahuri nesting islands.



### Nick Ledgard receives community service award

The zone committee was delighted to see Nick Ledgard receive the Community Service Award in 2020 from the Waimakariri District Council as recognition for his work to protect braided river birds in the district.

Nick has spent over 20 years caring for birds on our braided rivers. He is the former chair of the Ashley-Rakahuri Rivercare Group, which conducts such land and river management work to protect key indigenous riverbed birds such as the endangered wrybill and black-billed gull, which breed in the lower reaches of the Ashley River/Rakahuri.

Nick enthusiastically shares his extensive knowledge through articles and talks with schools, service groups, councils, public gatherings and on local radio. He's also an expert in trees and actively involved in efforts to control the spread of wilding pines.

In December, Nick took the zone committee out to visit one of the nesting islands on the Ashley River/Rakahuri – see photo at left. He continues to inform understanding of the endangered nature of the region's braided rivers and birdlife.



Zone Committee field trip to Taranaki Stream



### Catchment groups

In February this year the zone committee had a field trip around Taranaki Stream (see photo at left) which initiated discussions on setting up catchment groups with local landowners.

Zone committee member Carolyn Latham facilitated further discussions with local landowners with guest presenters to address topics of interest. These discussions led to the Sefton Saltwater Creek Catchment Group's formation. The group has a vision of "Healthy water, healthy land, healthy people, healthy future". It is currently focused on getting advice on suitable plant options for saline environments.

The zone committee has further encouraged group formation in 2020 through its two other working groups. The Landcare Working Group is focused on support of farmer-led initiatives to improve local environmental outcomes. The Biodiversity Working Group is driving the formation of a trust to enable landowners and managers to conserve, enhance and sustainably manage indigenous biodiversity and ecosystems in Waimakariri District.



The Waimakariri Water Zone Committee, left to right: Carolyne Latham, Cr Megan Hands, David Ashby, Wendy Main, Erin Harvie, Judith Roper-Lindsay, John Cooke, Michael Blackwell, Arapata Reuben, Cr Sandra Stewart, inset: Cameron Henderson.

## Zone description

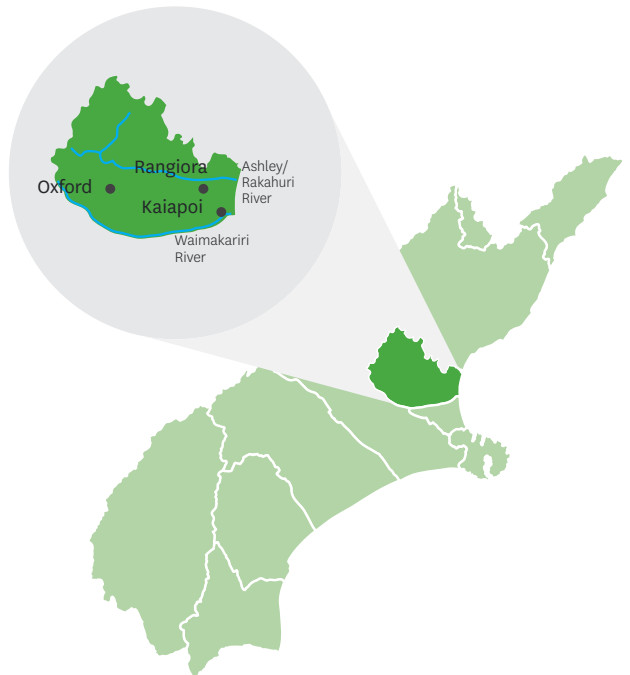
The Waimakariri Zone boundaries are similar to those of the Waimakariri District Council. The zone lies north of the Waimakariri River and extends from Pegasus Bay in the east to the Puketeraki Range in the west. Much of the land to the eastern part of the zone is naturally subject to poor drainage and occasional flooding. The rivers, streams, lagoons and wetlands have important places and a food basket for Ngāi Tūāhuriri. The zone is part of the Rūnanga's takiwā.

## Zone contacts

- Andrew Ashby - North Canterbury Zone Manager  
andrew.ashby@ecan.govt.nz | 027 554 4007
- Wendy Main - Waimakariri Water Zone Committee Facilitator  
wendy.main@ecan.govt.nz | 027 705 4798
- Marisa Cataloni - North Canterbury, Zone Lead (ECan)  
marisa.cataloni@ecan.govt.nz | 027 241 7951


## Zone committee membership 2020

- |   |  |
|---|--|
| <b>Rūnanga representatives</b>                  | Judith Roper-Lindsay (Waimakariri)               |
| Arapata Reuben - Te Rūnanga o Ngāi Tahu         | Erin Harvie                                      |
| John Cooke - Te Rūnanga o Ngāi Tūāhuriri        | Wendy Main                                       |
| Michael Blackwell - Te Rūnanga o Ngāi Tūāhuriri | David Ashby                                      |
| <b>Community members</b>                        | <b>Community representatives</b>                 |
| Michael Blackwell (Chair)                       | Cr Sandra Stewart (Waimakariri District Council) |
| Cameron Henderson (Deputy Chair)                | Cr Megan Hands (Environment Canterbury)          |
| Carolyne Latham                                 |  |



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-04 / CMS-09-10-02 / 210319046303**REPORT TO:** Council**DATE OF MEETING:** 6 April 2021**FROM:** Tessa Sturley – Community Team Manager**SUBJECT:** FUNDING FOR NOT FOR PROFIT WORKSHOPS**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)

  
 Department Manager


  
 Acting Chief Executive
**1. SUMMARY**

- 1.1. This report provides an overview of a planned suite of capability and capacity building workshops to ensure the resilience and sustainability of the not for profit groups and organisations that engage, serve and support our communities
- 1.2. It seeks approval for staff to apply to Rata Foundation for \$3600 for costs related to delivering these workshops.

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

- (a) **Receives** report No. 210319046303.
- (b) **Approves** application to Rata Foundation for \$3600 for costs related to delivering a series of capability and capacity building workshops to local not for profit organisations.

**3. BACKGROUND**

- 3.1 A key priority for community development continues to be on supporting local groups and organisations to increase their capability and capacity, to ensure their sustainability. This is particularly important, given escalating pressure on our local social and community sectors, exacerbated by the impact of the COVID-19 event,
- 3.2 In the 2019/2020 financial year, community development staff facilitated local delivery of nine workshops, covering various aspects of funding, health and safety and performance reviews. Cumulative attendance was 250 representatives from 130 of local and regional organisations
- 3.3 The result of this was that 130 local and regional groups and organisations are now better skilled to deliver their services, retain staff and attract funding.

#### 4. ISSUES AND OPTIONS

- 4.1. Following on from the success of the suite of workshops delivered in 2019/2020, and clearly evidenced need for the continuation of such support, staff intend to offer a series of workshops, led by local and national experts.
- 4.2. Funding of \$3600 will be sought via Rata Foundation for project costs related to this series.
- 4.3. Aim: To deliver a local capacity building programme for community groups and NGO's in North Canterbury.
- 4.4. Purpose: To strengthen and equip our community organisations strategically so they are strong, robust and operating in a sustainable manner.
- 4.5. Format: A six part series of workshop-style half day training sessions, held each month May to October 2021.  
This program will cover organisational culture, governance, people management, communications and marketing, funding strategies and all things legal and financial. The intention is to use locally skilled people to do the training, wherever possible and, where not, invite experts in their field.
- 4.6. Theme: "Give your organisation a health check. Is it in top condition to achieve its goals?"
- 4.7. Target audience: Board/committee members and managers of not for profit community groups and NGO's in North Canterbury.  
This will be pitched for both new leaders and those looking to refresh/extend their knowledge. The programme will be designed to encourage groups to participate in all six sessions, as an overall programme.
- 4.8. Impact capacity: Approximately 30 participants representing 15 to 20 local organisations will participate in each workshop.  
The impact across the local not for profit sector could possibly be higher, given that many individuals are involved in more than one group or organisation.
- 4.9. Outcomes:
- 4.9.1. Board/committee members and managers will have increased knowledge and skills to become more effective leaders of their community groups and organisations.
  - 4.9.2. They will be aware of the range of resources available to assist them.
  - 4.9.3. They will be connected to an extended network of other community leaders.
  - 4.9.4. They will be able to develop, review and improve their organisational practices, plans and policies.
  - 4.9.5. The groups and organisations will be strengthened and better equipped to operate in a sustainable manner and to achieve their goals.
  - 4.9.6. Any at risk organisations will be identified and offered additional support through WDC Community Team
- 4.10. The Management Team have reviewed this report and support the recommendations.



## 5. **COMMUNITY VIEWS**

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

Through its various working parties, project coalitions and steering groups, the Community Team has established and maintains an in-depth working knowledge of the Waimakariri District and the physical, socio-economic and environmental factors that affect the quality of life of our residents.

Collectively collaborating with well over 300 community, business, education, government and non-government stakeholders, the Community Team facilitates a community-led approach to its work.

### 5.2. **Wider Community**

Broad community engagement is an important part of the work of the Community Team. This ensures a community-led approach that is relevant to all with a stake in creating a safe, healthy, connected and resilient District.

## 6. **IMPLICATIONS AND RISKS**

### 6.1. **Financial Implications**

Funding of \$3600 will be sought via Rata Foundation for project costs related to this series, including speaker costs, materials and, where necessary, light refreshments. In the event that Rata Foundation decline this application staff will seek support via alternative funding streams.

### 6.2. **Community Implication**

The application of an evidence-based, community-led approach to this work ensures the development of sound, relevant initiatives that empower residents to plan a part in creating a safe, healthy, connected and resilient District. This suite of workshops will ensure that the groups and organisations that support local wellbeing are resilient and properly skilled so that they can continue to serve local residents.

### 6.3. **Risk Management**

The Community Team maintain strong relationships with internal (Council) and external stakeholders to ensure that initiatives are community-led and sustainable.

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

Health and Safety considerations are included in planning.

## 7. **CONTEXT**

### 7.1. **Policy**

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

### **Legislation**

N/A

## 7.2. **Community Outcomes**

The work of the Community Team aligns with the following Community Outcomes:

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- Public spaces and facilities are plentiful, accessible and high quality
- People are friendly and caring, creating a strong sense of community in our District

## 7.3. **Delegations**

None

Tessa Sturley  
COMMUNITY TEAM MANAGER



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

**FILE NO and TRIM NO:** GOV-01-04 / 210311041424

**REPORT TO:** Council

**DATE OF MEETING:** 6 April 2021

**FROM:** Paula Eskett – District Libraries Manager

**SUBJECT:** Library update to March 11 2021

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





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Department Manager

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Acting Chief Executive

**1. SUMMARY**

- 1.1 This report responds to the Council request for additional information to support a fines free library service, tabled 27 January 2021, at the LTP hearing.
- 1.2 The report presents additional information, research and options for Council to consider in relation to approving the implementation of a fines free library service for all in the Waimakariri District.
- 1.3 Further to this, options are presented with considerations for Council addressing historical fines and items on loan and considered lost.

**2. RECOMMENDATION**

**THAT** the Council

- (a) **Receives** report No. 210311041424.
- (b) **Approves** the adoption and implementation of a zero fines policy for all late returned library items for *all Waimakariri Libraries users* – **excluding** Bestseller items, adult music and DVD items which would retain current late fees.
- (c) **Approves** a *Clear Your Card* campaign erasing historical fines on returned library items for *all library users*.
- (d) **Approves** a Library Amnesty campaign for the period: 1 May – 30 June 2021 encouraging the fine free return of library items more than 28 days overdue.
- (e) **Notes** if a zero fines policy is adopted Library items *deemed lost remain the responsibility of the library user, or care giver to replace or pay for*.
- (f) **Notes** if a zero fines policy is adopted Library items *damaged remain the responsibility of the library user, or care giver to replace or pay for*.
- (g) **Notes** that Libraries will design, create and deliver a dynamic and sustainable Welcome Back campaign created from within the existing 2020/21 budget.

- (h) **Notes** the anticipated confirmation of a request to NZLPP for \$15,000 to compensate for uncollected library fine revenue.
- (i) **Circulates** the report to the Boards for their information.

### 3. **BACKGROUND**

- 3.1. Both nationally and internationally it is recognised that “fining” to incentivise returning library items on time is more of a deterrent to using the library than an effective tool to manage overdue items.<sup>1</sup>
- 3.2. Library fines in Aotearoa are a current hot topic with The Spinoff highlighting the topic in “*An overdue idea: The New Zealand libraries that are shelving late fines for good*”<sup>2</sup> with a particular focus on recently zero fine library services of Upper Hutt City Libraries.
- 3.3. In 2019 the American Library Association passed a resolution encouraging public libraries to actively move towards eliminating fines saying they are a form of social inequity.
- 3.4. Based on studies undertaken in both the US and UK, these fines are preventing customers using libraries.
- 3.5. Studies undertaken in the UK have seen increases of 6.5% in new members, a 4% increase in items issued, and a 3% increase in visitor numbers since zero fines policies have been enacted<sup>3</sup>.
- 3.6. In a recent New Zealand study, “Libraries in times of economic downturn<sup>4</sup>” by Lara J Sanderson, barrier free access to Libraries and their resources is identified as a key factor for community wellbeing and that libraries play a positive role in community recovery.
- 3.7. Detractors of the zero fines movement worried that removing fines provided no deterrent to stop customers from keeping their issued items indefinitely. However, studies in the US have shown that, with good circulation management procedures in place, in the long term there is no significant difference in the number of items not returned.
- 3.8. In 2016 Upper Hutt City Libraries removed fines on children’s items resulting in an 8% increase in usage in the following year and an 18% increase in membership. Their experience demonstrated that, although overall the borrowed items took longer to be returned, there was no significant difference in the non-return of items prior to 2016 when fines were charged.
- 3.9. Waimakariri Libraries fine all library users for overdue items. We are one of six (or fewer) library services in New Zealand that fine children, with most of the remaining libraries having LTP proposals before their Councils to abolish this practice.
- 3.10. Currently as a District, we have approximately 1,000 library users under 18 years old barred from using library services because of debt exceeding \$4.00.
- 3.11. Introduction of a zero fines policy proposal aligns well with the Government’s New Zealand Libraries Partnership Programme focus on community recovery from COVID-19. Within this

<sup>1</sup> <https://www.thebookseller.com/news/2019-sees-rapid-increase-libraries-dropping-fines-barrier-access-1150876>

<sup>2</sup> <https://thespinoff.co.nz/books/13-12-2020/an-overdue-idea-the-nz-libraries-that-are-shelving-late-fines-for-good/>

<sup>3</sup> <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequ>

<sup>4</sup> <https://www.librariesaotearoa.org.nz/korero-blog/libraries-in-times-of-economic-downturn>

programme the National Library of New Zealand has been funded to waive all current subscription fees for Public Libraries until June 2022, with the premise that the savings generated in each local authority can be utilized to strengthen their community's access to their libraries. For Waimakariri Libraries this provides us with an additional \$67,000 for each financial year of the NZLPP programme. This money is earmarked to improve access to our printed collections and generate the creation of additional space for community learning and connection opportunities. Adopting a zero fees approach would welcome back and include many in our community who are not able to use our library services because of historical debt on library items they have returned.

- 3.12. Promoting a more positive, welcoming environment and encouraging wider community use of our libraries will contribute to the improvement of literacy levels and support community wellbeing – both key outcomes for Libraries. See the: Waimakariri Libraries' Strategic Framework 2018-2020 for details (TRIM: 180314027362 and 180924110635).

#### 4. ISSUES AND OPTIONS

##### 4.1. Waimakariri Data

- 4.1.1. Active membership of Waimakariri Libraries is 13,565 (this being members who have used their cards within the last two years). This equates to 21.7% of our district.
- 4.1.2. Although this data is comparable to other similar sized libraries within New Zealand, it still shows that a large percentage of our population does not make use of the significant investment that Waimakariri District Council makes in the provision of Library services.
- 4.1.3. Research shows historical debt on library cards for items that have been returned is the most significant deterrent to ongoing library use.
- 4.1.4. Current Waimakariri Library Memberships:

<b>Current Waimakariri Library Memberships</b>		
<b>Age</b>	<b>1 January – 31 December 2019</b>	<b>1 January - 31 December 2020</b>
<b>Under 18</b>	6,153	6,655
<b>Over 18</b>	26,175	27,479
<b>No age given</b>	424	474
<b>TOTAL</b>	33,752	34,608

- 4.1.5. Current active Waimakariri Library Memberships:

<b>Current active Waimakariri Library Memberships (Library memberships used with last 2 years)</b>		
<b>Age</b>	<b>1 January – 31 December 2019</b>	<b>1 January – 31 December 2020</b>
<b>Under 18</b>	3,329	2,863
<b>Over 18</b>	11,969	10,453
<b>No age given</b>	250	249
<b>TOTAL</b>	15,548	13,565

- 4.1.6. **Notices and billing processes**

4.1.7. For customers who have overdue item/s a series of four notifications are sent by post / emailed to remind them that the items on loan need to be returned or can be renewed.

- Three days prior to the due date a pre-due alert notice is issued offering the option to renew items if a longer borrowing time is required
- The first overdue notice is generated eight days after the item was due back
- The second overdue notice is generated 18 days after the item was due back
- The third overdue notice, known as the billing notice, is triggered 28 days after the item was due back, *only if the cost of the item or the total owing on the customer's account is \$50.00 or greater*. This notice states that the borrower will now be charged for the replacement cost of the item. Billing notices are only sent by post and not by email.
- Notices for items on children's accounts will be addressed to their parent or guardian.

4.1.8. **Management processes for overdue fines and lost items**

4.1.9. Overdue fines are triggered on the return of borrowed items, as opposed to a lost book charge which is incurred on the non-return of items after a period of 28 days from the due date.

4.1.10. Once an overdue item has been returned the Library Management System (LMS) calculates an overdue fee that for that item type.

4.1.11. **Waimakariri Libraries Fines Schedule**

WDL Charges for overdue library items	Fine per day
Adult books	\$0.30 (maximum of \$12.00 per item)
DVD's, Music CD's	\$0.30 (maximum of \$12.00 per item)
Children's books	\$0.10 (maximum \$5.00 per item)
Bestseller books & magazines	\$1.00 per day

4.1.12. The fine can be paid immediately or applied to the borrower's library card.

4.1.13. Borrowing can continue until the amount owing reaches or exceeds the threshold set for that age group.

- Threshold for adult members: \$18.00  
(i.e. an adult owing \$18.00 can no longer borrow physical or digital library items nor can they access online databases.)
- Threshold for members that are children: \$4.00  
(i.e. a child owing \$4.00 or more can no longer borrow physical or digital library items, nor can they use online databases.)

4.1.14. An automatic block is applied to the borrower's card until the debt is cleared or reduced below the threshold.

4.1.15. If no payment has been made seven days after the billing notice was sent (i.e. five weeks after the due date), it is then referred to the Council's debt recovery process, including the referral to a debt collection agency if necessary.

4.1.16. Overdue fine amounts are not included in the Council's record for Library debt, but held on the Library Management System, via Kōtui.

4.1.17. **Current amount owed on children's cards across Waimakariri Libraries**

<b>Fines and Lost library items – under 18 year olds (17/02/21)</b>	
Outstanding fines on returned library items	\$15,423.70

Library items more than 28 days overdue	\$10,427.03 472 items on loan to 235 borrowers
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#### 4.1.18. Current amount owed on adult cards

Fines and lost items – over 18 years olds (17/02/21)	
Outstanding fines on returned library items	\$84,785.51
Library items more than 28 days overdue	\$27,736.94 1013 items on loan to 429 borrowers

- 4.1.1. National and international evidence shows conclusively that wiping outstanding library fines *is not a loss to library income or revenue*, as these fines are seldom paid. Library users substitute using a friend or family member's library card or in the worst case scenario, stop using their library card and library services altogether.
- 4.1.2. Library fines often create adversarial relationships between libraries, Councils and the people who want to use them.
- 4.1.3. Library fines stop some people accessing library programmes such as literacy help, information technology skills and job seeking help because of the shame they feel.
- 4.1.4. **Revenue generated from library fines / lost (paid for) library items (data from Finance)**

Year	Library fine revenue data from Finance	Revenue collected for lost library items
2019 / 2020	\$1033.86	N/A
2018 / 2019	\$1845.68	\$7769.00
2017 / 2018	\$924.47	\$4746.00

- 4.1.5. Revenue received from library fines is small. When factoring in staff time spent on cash handling both in libraries and when reconciled in Council the net result is little fiscal gain and for some payments the net result is negative.
- 4.1.6. **Consultation and Engagement**

Although no quantitative research has been undertaken collating the amount of time fine related enquiries and payments take of a librarian's day, we know libraries receive in excess of 50 enquiries per week. These are made up from disputing the amounts owing, requesting clarification and more time to pay them off.

Anecdotally Library staff regularly hear statements along the lines of

"I won't let my children use the library because I can't afford the fines"

"Having a library card can be like a credit card and I can't afford that"

NZ Libraries who have been given permission to go fines free report more positive community sentiment of their Councils, and improved wellbeing for library staff.

In preparing this paper Library Managers who have become managers of fine free library services were consulted.

- 4.1.7. Libraries Manager, Upper Hutt City Council – Marion Read



From November 16<sup>th</sup> 2020 Upper Hutt Libraries implemented zero fines after the Council approved the policy on 2<sup>nd</sup> November

To promote the new policy the Libraries have been running an amnesty campaign encouraging customers to return their very overdue items. To date we have had just on 100 items that have previously been deemed lost returned to be reinstated to the collections.

Although there has been an 18% increase in new membership numbers, with the impact of the Christmas – New Year holiday period, and given that the library was closed an additional 2 days over this holiday period, it is too early to provide any clear statistical impacts of the removal of fines. Once the policy has been operational for more than 4 lending periods, 16 weeks, we will have better data to determine any impacts.

Recorded customer feedback has been overwhelmingly positive.

“I didn’t want to come back to the library – I was scared about the fine. I’m so happy I don’t have to pay anything”

“Brilliant. My kids fees have legit put me off”

“Lovely what you are doing for the community. Thank you!”

“I think it’s fantastic, I love it.”

4.1.8. Manager for Arts, Culture and Life Long Learning, Selwyn District Council - Nicki Moen.

We are seeing a really good result in Selwyn – increased membership and overall engagement in libraries.

Lovely stories about people returning to using libraries.

No problems re books not coming back.

An interesting and unexpected trend of increase in revenue via attendance at “premium programmes”

4.1.9. Libraries Manager, Masterton District Council – Corin Haines

Removing fees and charges helped to remove a potential barrier to using the library for some people.

The administration time involved in processing fees and charges was also very high relative to the revenue gained.

Wairarapa Libraries reported an increased youth membership and over 1000 more item checkouts over a two-month period in a single branch.

4.1.10. **Implementation**

In January 2021 Waimakariri Libraries reviewed their overdue follow up process to those without email addresses, to implement a better customer experience and for those borrowers who still chose to receive notifications by post.

A further review of notifications, processes, timeframes and follow up with library users who have overdue library items is currently underway, outside of this proposal.

Improved analytics and reporting have improved our real time data and library user information. These processes have not been reviewed at WDL for some years.

These reviews are being conducted in conjunction with other library districts who have implemented zero fine status, whose processes have been reviewed with

noticeable reductions in borrowers' items reaching the lost stage, and debt recovery process.

#### 4.1.11. Fine Amnesty Period

The purpose of an amnesty period is to promote the return of overdue library items and promote the services, spaces and collections of the Library service.

Offering an amnesty of Library fines for the return of overdue library items is not a new concept, but one that has not been done at Waimakariri Libraries.

This report proposes a Waimakariri Libraries Amnesty campaign that would run for the period: 1 May – 30 June 2021, encouraging the fine free return of library items more than 28 days overdue.

*Can your fines or Food for Fines* campaigns are becoming common place when running library amnesties. This proposal could include an option that encouraged the donation a can of food to a local charity in exchange for the erasing of fines when an overdue library book is returned.

Library staff would phone library members with items more than 28 days overdue to share there would be no fine when the item/s are returned.

Additional return bins would be placed at schools and across our district to encourage anonymous returning of overdue library items

#### 4.1.12. Clear Your Card campaign

As demonstrated with the data above, library users amass such a significant dollar amount in fines on overdue, returned library items that instead of paying them, they choose to forfeit their library privileges.

Library staff know that for many library users this is not a choice. They are forced to forfeit using their, or their child's library card as they cannot afford to pay for the accrued library fines.

Despite Libraries offering the ability to repay the debt, the shame many feel stops them returning to the library.

This proposal is seeking Council's approval for *the removal of accrued fines on library items that have been returned*

*For all Waimakariri library users*

*For Waimakariri library users under 18 years of age only*

#### 4.1.13. Welcome Back campaign

Libraries current staffing levels including NZLPP co-ordinators are well placed to embed this mahi and the associated extra work into existing work programmes from May – June 2021.

A Welcome Back campaign would include using existing library member communication channels conjunction with school newsletters, Library and Council websites, local radio, newspapers, the Community and Marketing Teams.

A Welcome Back campaign would be funded from existing Library 2020/21 budget and staffing allocation, with a request for support (signalled already) to the Marketing and Communications team.

#### 4.1.14. Options

- 4.1.15. As requested this report presents options for Council to regarding who in our District a zero fine policy could be applied to, in conjunction with how historical fines and lost items could be dealt with.

As evidenced in this report and the research cited, when overdue fines are removed an overall increase in library membership, library usage and visitors occurs, and the return of historically lost library items and there is a positive impact on staff wellbeing.

#### 4.1.16. Option 1

Council approve

- The adoption of a zero fine policy for *all Waimakariri library members*. (with exceptions noted in 2 b: **excluding** Bestseller items, adult music and DVD items which would retain current late fees)
- A Clear your Card campaign clearing historical library fines for all library users on items already returned

This recommendation

- Demonstrates a commitment to equity for all.
- Supports barrier free library usage for all library users.
- Contributes to improving literacy and lifelong learning outcomes within the Waimakariri District.
- Assists with increasing district wide library membership.
- Invites the return and welcome back of large number of library users who cannot not use their library card due to incurred debt.

**This option is the staff recommendation.**

#### Option 2

Council approve

- The adoption a zero fine policy for *all Waimakariri library members under 18 years of age*
- Approves a Clear your Card campaign clearing historical library fines for under 18 year olds on items already returned.

This recommendation

- Encourages and supports barriers free library usage for children and young adults under 18 years of age living in the Waimakariri District.
- Contributes to improving literacy outcomes.
- Assists with increasing District wide library membership.
- Invites the return and welcome back of under 18 year old library users who cannot not use their library card due to incurred debt.

This option is not the staff recommendation.

#### Option 3

Waimakariri Council maintain the current policy of applying library fines to items returned late by all children, young adults and adults who are members of Waimakariri Libraries.

This option is not the staff recommendation.

4.1.17. This report recommends Council approve a Waimakariri Libraries Amnesty campaign for the period: 1 May – 30 June 2021 encouraging the fine free return of library items more than 28 days overdue.

4.1.18. Since the submission of the fines free proposal to the LTP hearing in January, 2021, and additional opportunity to apply for funds from the New Zealand Libraries Partnership Programme arose.

A request for a \$15,000 contribution to mitigate potentially lost income as a result of zero fines and fine waivers proposals being accepted was made in February.

Libraries Manager has received written confirmation that the request has been processed, and the additional funding request is currently sitting with the budget holder for approval. A decision is anticipated by 23 March 2021.

#### 4.2. **Community Implication**

4.2.1. This report has referenced and linked to independent research, nationally and internationally demonstrating consistently positive community impact when zero fine policies are applied to library services.

4.2.2. In addition to this, staff wellbeing improves when the frequently confrontational and adversarial impact of enforcing fine collection is removed.

4.2.3. Council can have confidence that Waimakariri Libraries would continue to maintain vigilance and a high level of priority on the return of lost library items, should the fine free proposals be approved.

#### 4.3. **Risk Management**

4.3.1. As evidenced earlier in this report, Waimakariri Council is one of less than six local governments nationally that continue to fine children and young adults for late library items.

4.3.2. Nationally, the growing movement to remove all library fines as an income generating mechanism is being abolished by a growing number of Councils, with a significant number presenting zero fine proposals in the 2021-31 LTP, including Auckland Libraries.

4.3.3. As many of Waimakariri residents live, work and play in Councils that border our District, we as a Council and library service risk the incorrect perception of not being connected with community needs, barriers to library access and aware of current best practice in community library provision.

4.3.4 Staff time may increase due to the additional time to relocate books as the incentive of the fine to return these is removed. However, experience in other libraries shows this is not as great as envisaged and the drive to provide service outweighs the risk.

#### 4.4. **Health and Safety**

4.4.1. There are no specific health and safety considerations associated with this report.

## 5. **CONTEXT**

### 5.1. **Policy**

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

5.2. **Legislation (Local Government Act 2002)**

5.2.1. Part 2 - Purpose of local government, and role and powers of local authorities

Subpart 2 - 11A Core services to be considered: in performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities: including (e) libraries.

5.2.2. Part 7 - Specific obligations and restrictions on local authorities and other persons

Subpart 4 - Public libraries - 142 Obligation to provide free membership of libraries

5.3. **Community Outcomes**

Library activities support the following community outcomes:

- Public spaces and facilities are plentiful, accessible and high quality
- People have wide ranging opportunities for learning and being informed
- People are friendly and caring, creating a strong sense of community in our District
- The community's cultures, arts and heritage are conserved and celebrated
- Businesses in the District are diverse, adaptable and growing

5.4. **Delegations**

5.4.1. The Committee has delegated authority to develop goals and strategies for Library Services

Paula Eskett  
DISTRICT LIBRARIES MANAGER

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** 210309040022**REPORT TO:** Council**DATE OF MEETING:** 6 April 2021**FROM:** Vanessa Thompson (Business & Centres Advisor)**SUBJECT:** Draft Good Street Concept Plan for Consultation**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1 This report seeks approval from Council to undertake public consultation from Monday 12 April to Sunday 9 May 2021 on the draft Good Street concept plan.
- 1.2 The draft Good Street concept plan has been informed by two limited engagement periods involving immediate Good Street stakeholders;
- 1.3 On completion of the consultation period, a proposed final concept plan in light of community views will be presented to Council for adoption, along with a report detailing consultation feedback. Following Council approval, it is anticipated that the physical upgrades to Good Street will be completed sometime within the second half of 2021 or in early 2022.
- 1.4 Council has \$50,000 available in this financial year to support the concept design and consultation phase, and another \$585,000 has been put aside in the 2021-22 financial year to complete the physical works.

**Attachments:**

- i. 210128013724 - Draft Good Street Concept Plan
- ii 210210021770 – Good Street Consultation Communications Action Plan

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

- (a) **Receives** report No. 210309040022
- (b) **Notes** that engagement to date has included a limited communication process with immediate Good Street stakeholders (directly affected tenants and property owners) to gather initial design ideas and feedback to support the production of the draft concept plan;
- (c) **Approves** the design ideas and proposed upgrades detailed in the draft Good Street concept plan, and the plan itself (attachment i) for public consultation;
- (d) **Notes** that the Rangiora-Ashley Community Board has endorsed the draft concept plan for public consultation on the approval of Council;

- (e) **Notes** the consultation timeframe from 12 April to 9 May 2021 (a period of four weeks);
- (f) **Notes** the intended consultation communications and engagement process as outlined in the 'Good Street Consultation Communications Action Plan' (attachment ii);
- (g) **Notes** the allocation of \$50,000 in the 2020-21 financial year to support the concept design and engagement process;
- (h) **Notes** that following public consultation, the draft concept plan will be updated in light of community feedback before a final version is brought back to the Council for adoption in July 2021. The concept plan will not be presented to the Rangiora-Ashley Community Board again unless major changes are required as a result of community feedback;
- (i) **Notes** the intention for the physical upgrades to be completed during the second half of 2021 or in early 2022, from a budget of \$585,000 in the 2021-22 financial year.

### 3. **BACKGROUND**

- 3.1 In the past, the section of Good Street between High Street and the Service Lane (Figure 1) was closed to thoroughfare vehicular traffic turning the street into a pedestrian centric space. However, that portion of Good Street still remained a legal road.

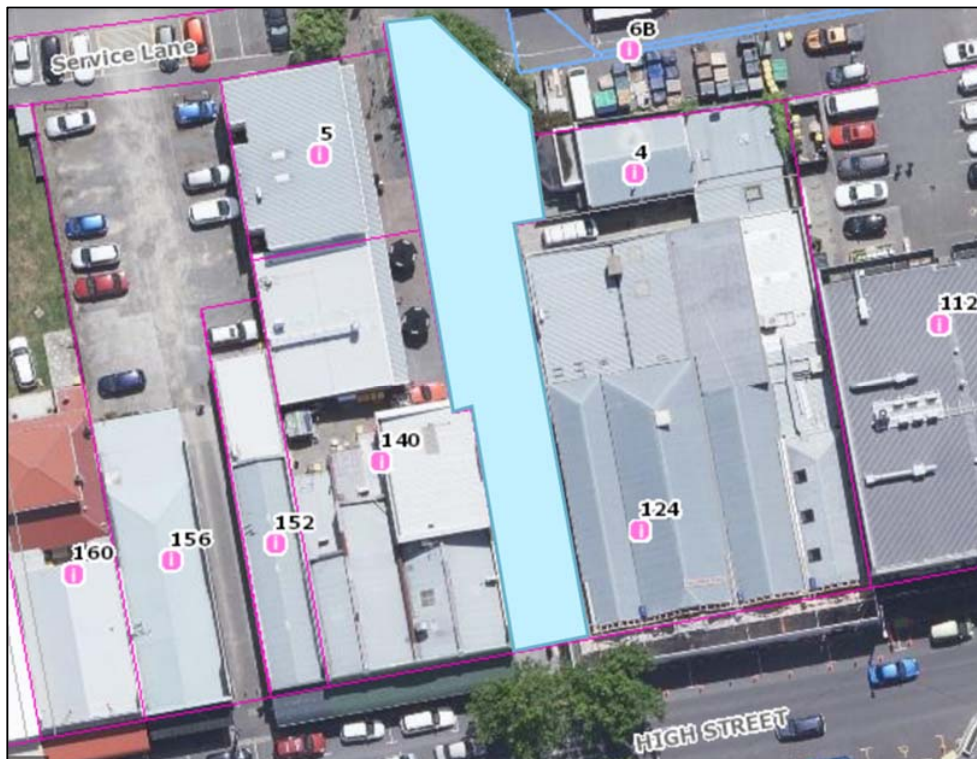


Figure 1 – Good Street road stopped area

- 3.2 To safeguard future upgrades as well as respond to ratepayer concerns about pedestrian safety due to unexpected vehicles in the pedestrian area, staff undertook a road stop of that part of Good Street which was finalised with Land Information New Zealand on 5 June 2020. Rangiora-Ashley Community Board and the Council previously endorsed the road stop process in April and May 2019. The road stop outcome would give staff the confidence to progress with development upgrades noting that any significant investment into street amenities would not be compromised by uninvited motor vehicles.
- 3.3 A period of limited engagement (Let's Talk) was undertaken with street stakeholders (around 15 directly affected businesses/property owners) in September 2020 to gather

some design ideas and seek input into the way businesses and property owners wished to engage with the street. Ideas were submitted by two tenants and one property owner. Key responses included:

- More greenery (planting) and seating
- Alternative signage options for businesses (to tidy up the prevalence of sandwich board/flag signs down the street)
- Event activities (which would include power options to support these)
- Additional seating areas
- Paving and lighting upgrades
- Better storage options for rubbish/recycling bins
- Fencing to hide unsightly utility/working areas

- 3.4 Staff prepared a draft concept plan for the street incorporating these ideas plus feedback from key units within Council (Business & Centres, Greenspace, Roading and Project Delivery Units).
- 3.5 On 9 December 2020 a workshop session was held with the Rangiora-Ashley Community Board to gather additional feedback and to incorporate any ideas before the draft plan was socialised with the stakeholders.
- 3.6 A second round of limited engagement with the stakeholders (Let's Talk) was completed in mid-February to seek their feedback on the updated draft (Figure 2). Overall, comments were positive with key elements including:
- a. The addition of shade sails and the like (seating and/or staging areas)
  - b. Ensure contrast within the built structures for vision impaired pedestrians
  - c. Ensure access and unobstructed thoroughfares for wheels chairs/mobility scooters and an obvious through route to New World for vision impaired pedestrians
  - d. Ensure paving is levelled (especially for those with mobility or vision issues)
  - e. Wayfaring signage (to public toilets)
  - f. Gardens/planters to include longer lasting plants instead of flowers, i.e. NZ natives, flaxes
  - g. Artificial lawn (smart grass) instead of real grass
  - h. Screening off the back of the New World supermarket from sight lines
  - i. Ensure box planters do not obstruct shop window frontages
  - j. Ensure proposed seating block gets sun exposure
  - k. Consider reducing the width of the seating block
  - l. Ensure the shops in the lane stand out rather than the development additions
  - m. Ensure easy and safe access to/from the lane for large crowds, i.e. if people need to exit quickly following an event
- 3.7 Where appropriate, staff will work to incorporate relevant elements into the detailed plans that are prepared following the public consultation period and subsequently presented to the Board for recommendation to the Council for adoption.

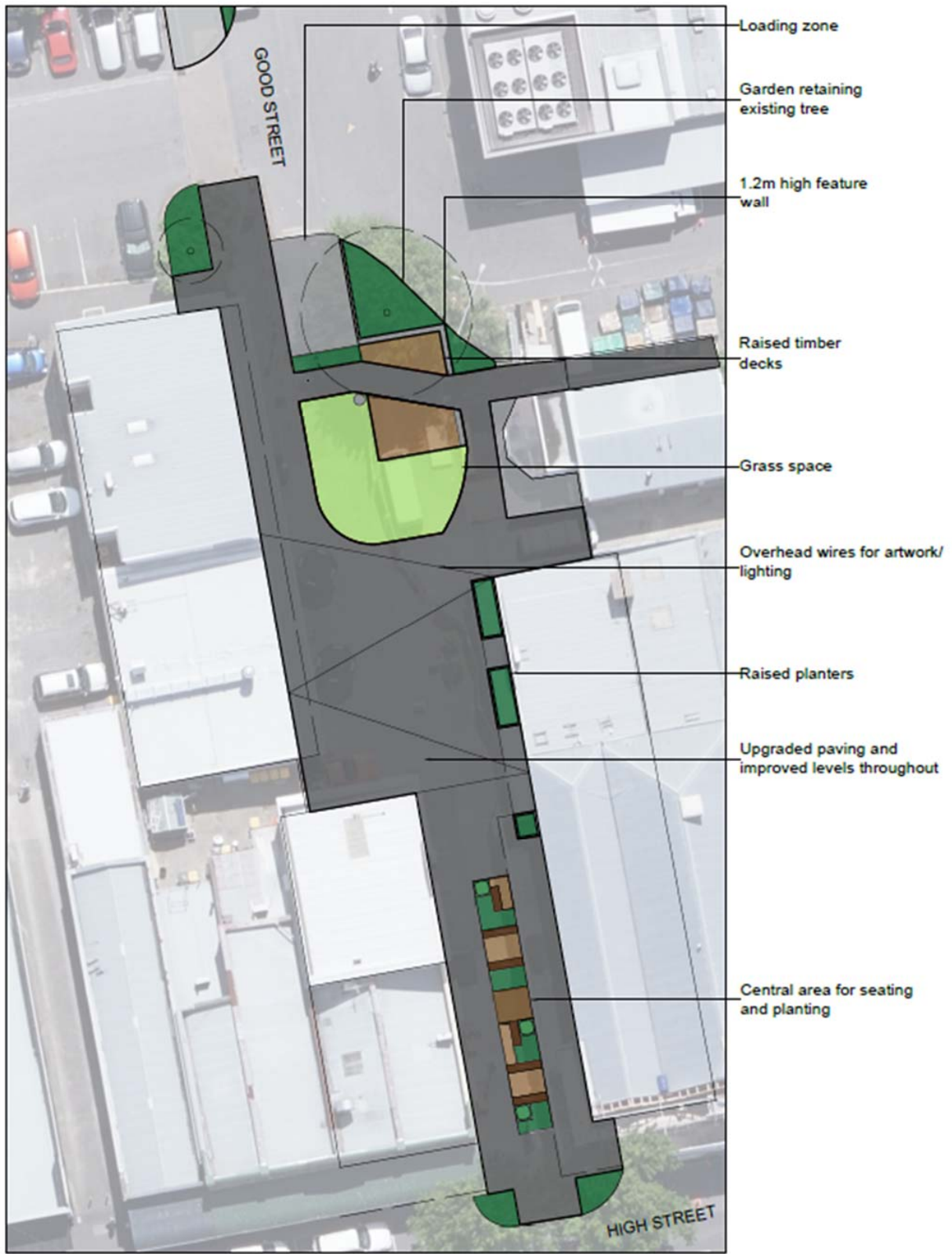
#### **4. ISSUES AND OPTIONS**

##### Draft Concept Plan

- 4.1. A copy of the draft concept plan and associated descriptors is included below and at Attachment i. The draft concept plan may be subject to changes following Council review and wider feedback from the Rangiora community.



Figure 2 - Good Street Draft Concept Plan

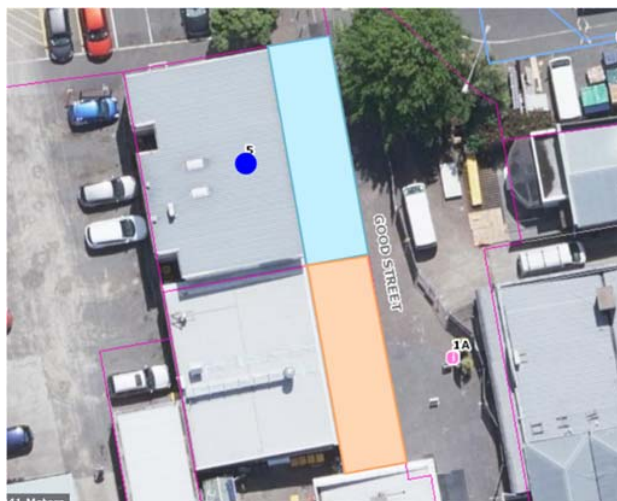


- 4.2. Staff have responded to the requests for more greenery with the inclusion of a grassed lawn (or another suitable alternative that supports event activity) and upgrades to the existing garden through new planting. The existing brick wall that borders the garden will be removed to open up the sight lines into the street from the Service Lane and Good Street north. Extra seating areas are provided with the lawn and along the outer edges of a new wooden deck, which will also act as a stage for event activities in the street. It is likely that the deck/s will be extendable (so both sides join) to provide a larger platform for community activities. Three phase power connections will be provided in two locations in the street to support and encourage a range of event activities.
- 4.3. Paving will be upgraded so it is consistent with other developed areas in the town centre and new lighting options/upgrades will also be considered. Staff have conversed with Kevin Crawley (a lighting design consultant previously engaged by Council to prepare lighting designs plans for Rangiora and Kaiapoi's town centres) to ensure the proposed upgrades fit within the broader town centre lighting concepts for Rangiora.
- 4.4. Engagement has occurred with local access groups to ensure their needs are represented. They have indicated a preference for walking thoroughfares alongside buildings supporting unobstructed access into the street. As such, proposed street furniture, bollards or lighting at the south entrance (High Street end) will be moved to the middle of the laneway to support their needs.
- 4.5. An area of significant frustration for some tenants/property owners is the prevalence of street signs (flags, sandwich boards) that are placed within the Good Street pedestrian area (exceeding the Signage Bylaw limits per business) which can present an obstacle to pedestrians. Staff from the Environmental Services Unit have previously attempted to address the issue by engaging with street tenants to educate them on the bylaw requirements; copies of the bylaw have been dropped off to the tenants so they can review the standards when unsure about their compliance levels. Staff have also conversed with one property owner to see if he can assist in addressing this issue with his non-complying tenants. Despite the various interventions, signage still remains a problem with some tenancies in the street who continue to ignore the bylaw standards. One way to resolve this is to consider the options for permanent signage which could support the advertising needs of businesses while eliminating the need for excessive sandwich board/flag signage at street level, as appropriately managed through any Memorandum of Understanding agreements. Other enforcement options could include the confiscation of excess signage, after an appropriate notice period with non-complying businesses. Staff will continue to engage with tenants/property owners so a workable and effective solution can be found to this ongoing issue.
- 4.6. Additional tenant/property owner concern has been noted about the prevalence of rubbish/recycle bins that are left unattended in the Service Lane for days on end, which they feel, may mar the effect of any Good Street upgrades. Staff have explored storage options with one property owner where there appears to be capacity behind 140 High Street. Unfortunately, this option is unavailable due to the use of the land by current tenants so alternative solutions will need to be considered. One option could be to require businesses to keep their recycling and rubbish bins inside their premises when not out for collection, i.e. if designated out-of-sight rubbish areas have not already been provided outside. Similar to the signage issues, staff will continue to work with street tenants/property owners to find a workable solution (where possible) for bin storage.
- 4.7. Stakeholder feedback also highlights the desire for untidy working/utility areas to be fenced off from view. One particular area of note is the section of land at the rear of 140 High Street. The property owner has signalled a willingness to explore fencing options with staff. An allowance for a fence has been included in the project budget and future discussions between both parties will continue to determine the fence style/construction.

### Good Street Easements

- 4.8. The title boundaries for 5 Good Street and 140 High Street (highlighted at Figure 3) currently extend into the pedestrianised portion of the street. To safeguard the future upgrades and Council's investment, staff have executed an easement agreement with the owner of 140 High Street which prevents motor vehicles parking or driving on the portion of land adjacent to his property. Staff are working to achieve a similar outcome with 5 Good Street, however, to date the property owner has indicated he is not willing to sign an agreement for this purpose. In the absence of any easement rights, the land adjacent to 5 Good Street will remain unpaved, unlike the rest of the street which will receive new pavers.

Figure 3 – Title boundaries at 5 Good Street and 140 High Street



### Public Consultation and Communications

- 4.9. On approval to consult, public consultation on the draft concept plan will commence on Monday 12 April and close on Sunday 9 May (a period of four weeks).
- 4.10. A range of communication channels and tactics will be used to support strong visibility of the consultation process.
- A presence on our 'Let's Talk' consultation webpage utilising the 'Bang the Table' engagement platform
  - Let's Talk flyer available at Council Service Centres and Libraries
  - Pop-up drop-in session held in Good Street during the consultation
  - Adverts on the digital screens in reception
  - Article on the Council's website news page
  - Articles in the Community noticeboards
  - Social media engagement
- 4.11. Following the consultation period, staff will review the feedback looking for key themes and relevant comments and compile this information into a summary document along with the immediate stakeholder feedback received in the second round of Let's Talk engagement. The intention is to present a final Good Street concept plan to Council for adoption on 6 July (including a summary of the consultation feedback as an attachment).
- 4.12. Following adoption, the concept plan will be handed over to the Project Delivery Unit for the purposes of scheduling and completing the physical street upgrades in the second half of 2021 or early in 2022.

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

## **5. COMMUNITY VIEWS**

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

- 5.1.1. Early engagement was undertaken with the Waimakariri Access Group to ensure their needs were represented before the draft concept plan went out for public consultation. Key elements within the draft reflect their desire to secure unobstructed walking thoroughfares alongside building edges into the street, particularly at the High Street end.
- 5.1.2. Directly affected stakeholders (those with tenancies or properties bordering the proposed development area on Good Street) have been engaged with on two occasions in the lead up to the wider public consultation period. Their feedback and ideas have helped to shape the draft concept plan. These stakeholders will also have the opportunity to provide further feedback during the public consultation period, as desired.

### **5.2. Wider Community**

- 5.2.1. The wider community can provide feedback on the draft concept plan during the public consultation period from 12 April to 9 May 2021.

## **6. IMPLICATIONS AND RISKS**

### **6.1. Financial Implications**

- 6.1.1. Council has \$50,000 available in this financial year to support the concept design and consultation phase for the Good Street upgrades. An additional \$585,000 has been included in the 2021-22 financial year to support the completion of the physical works.

### **6.2. Community Implication**

- 6.2.1. The upgrade of Good Street will likely require a period of 2-3 months in the latter half of 2021 and/or early in 2022 (or a combination of the two) when the physical works are completed. Spreading the work across a longer timeframe (as opposed to a condensed 4-6 week period) will better enable contractors to manage their priorities so they disrupt street trade as little as possible. Once the works timeframe has been confirmed (in consultation with existing businesses) communication will follow with stakeholders to provide ample warning so they can plan around the disruption. It is important that the physical works do not impact the busy Christmas period and 'Celebration Night' (mid-November to late December), so construction won't occur within these timeframes.
- 6.2.2. The proposed upgrades will include new semi-staging areas (multi-purpose wooden deck) and three phase power options. Positioning the street as an event friendly space will hopefully change the nature of the street over time, turning it predominantly from a thoroughfare into a place where people might like to linger to watch events/community activities or to socialise.

### **6.3. Risk Management**

- 6.3.1. The occurrence of more event activities in Good Street, while great for community vibrancy, does pose some potential for conflicts between event organisers and existing street tenants depending on the type of event. To forestall any problems, all event activities will be required to complete a 'reserves booking form' which is

available on the Council website. This provides staff the opportunity to evaluate the impact of any event before approving bookings in the space.

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

- 6.4.1. The draft concept plan for Good Street has been designed in accordance with Health and Safety legislation, including accessibility.

### 7. **CONTEXT**

#### 7.1. **Policy**

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

#### 7.2. **Legislation**

##### 7.2.1. **Section 319 (h) of the Local Government Act 1974**

A local authority has a general power in respect of roads in section 319(h) of the Act to stop roads in accordance with section 342 and Schedule 10 of the Act. The only caveat provided in section 342 is that the Minister's consent is required by the Council where the road to be stopped is in a rural area.

##### 7.2.2. **Section 342 of the Local Government Act 1974**

Does permit the Council to temporarily close a road in limited circumstances but is a measure not intended to be long term.

##### 7.2.3. **Section 72 of the Transport Act 1962 and section 22AB of the Land Transport Act 1998**

May provide Council with the power to make a bylaw to limit the use of a road. However, this would require further legal investigation to ensure a bylaw is permissible under these circumstances.

#### 7.3. **Community Outcomes**

7.3.1. *GOVERNANCE: There are wide ranging opportunities for people to contribute to the decision making that effects our District*

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.

7.3.2. *ENVIRONMENT: There is a safe environment for all*

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

7.3.3. *PLACES & SPACES: Public spaces and facilities are plentiful, accessible and high quality*

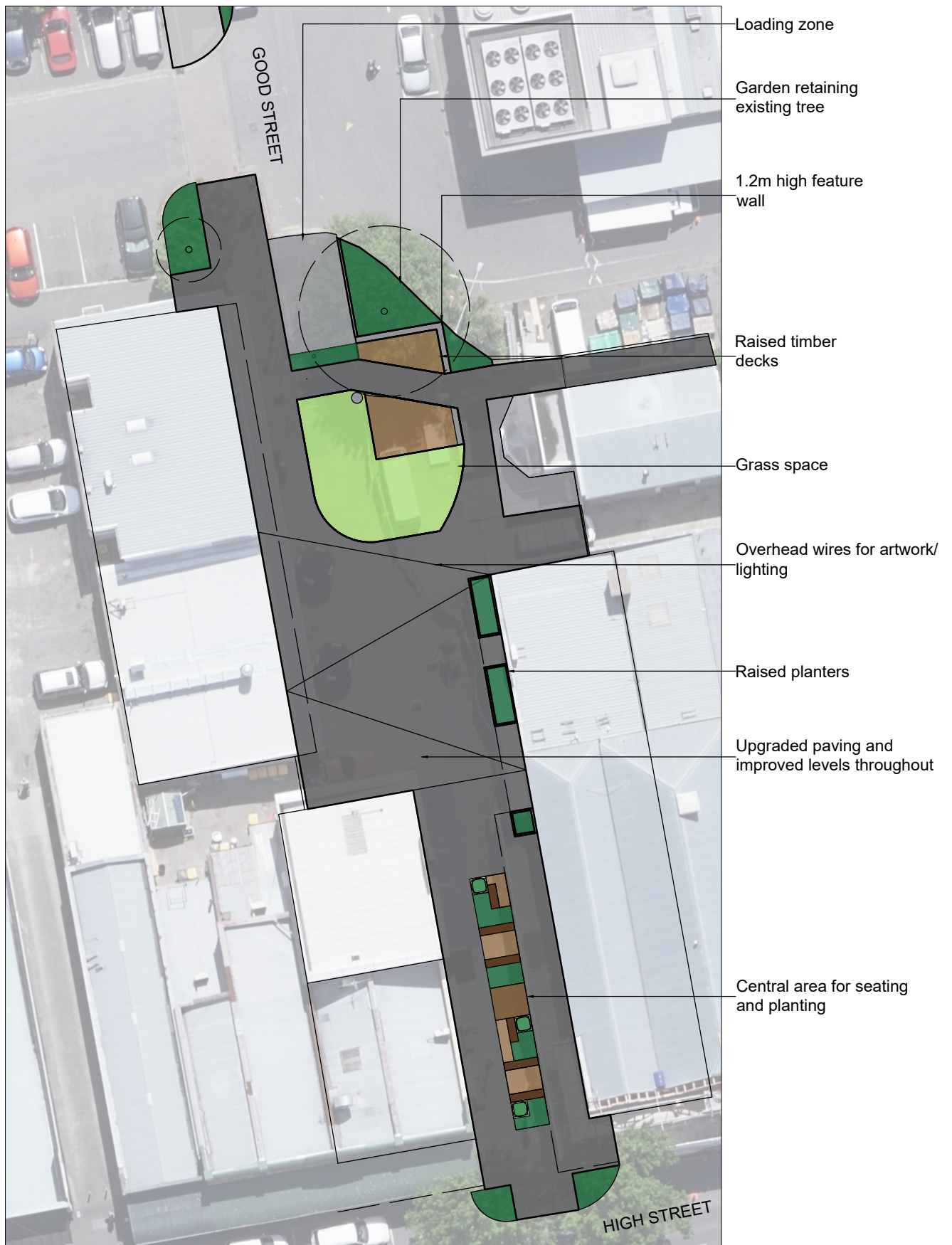
- There is a wide variety of public places and spaces to meet people's needs.

*The distinctive character of our takiwa – towns, villages and rural areas is maintained*

- The centres of our towns are safe, convenient and attractive places to visit and do business.

#### 7.4. **Delegations**

Council has the delegated authority to approve relevant localised consultation plans.





## Good Street Upgrade - Communications Action Plan

Version 0.2 | Last updated 01 March 2021

<b>Project Sponsor</b>	Vanessa Thompson, Business and Centres Advisor
<b>Communications and Engagement Advisor</b>	Nicola Hunt, Communication and Engagement Advisor
<b>Media Spokesperson</b>	Simon Hart, Business and Centres Manager



## 1. Background

In June last year, Council undertook a legal 'road stop' of the section of Good Street, between High Street and the service lane to safeguard the area for future upgrades.

In September, landowners and street tenants with properties or businesses bordering the proposed development were contacted and asked to share their design ideas with us.

A draft concept plan has since been prepared to seek feedback from local tenants and businesses. Once feedback has been received, any updates will be carried out and staff will report to the Rangiora-Ashley Community Board on 10 March and then Council on 6 April. Following this the Plan will be shared with the wider community via a public consultation.

The consultation for this project will be carried out in two stages.

Stage one will be undertaken with directly affected stakeholders, focussing on direct engagement with local businesses and tenants and encouraging feedback.

Stage two will involve a consultation with the wider community once directly affected stakeholders have had an opportunity to review and comment on the draft Concept Plan. This will follow a report to the Council on 6 April.

This communications Action Plan is a condensed version outlining the various tactics that will be used to raise awareness and encourage feedback during both stages of consultation.

## 2. Communications Approach

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

CONSULT	
Public Participation Goal	To obtain public feedback on analysis, alternatives and/or decisions.

## 3. Communications Objectives

- Raise awareness of the draft Concept Plan with local businesses
- Gather feedback on the Plan for Council consideration
- Provide various ways for people to find out more and share feedback
- Acknowledge any concerns people have

## 4. Key Messages

- The Waimakariri District Council plans to upgrade Good Street to improve the environment for pedestrians, businesses and tenants.
- A draft Concept Plan has been developed for feedback.

- The Council want to keep tenants and local businesses informed of the planned upgrade, and take on board ideas and feedback for the area between High Street and the New World Laneway.
- Once directly affected stakeholders have shared feedback, the Concept Plan will be shared with the wider community for comment.
- There are several opportunities to share feedback on the draft Plan – the Council wants to hear what people think.

## 5. Audience and Stakeholders

<b>Directly affected</b>	<ul style="list-style-type: none"> <li>• Business owners, tenants and employees of business in and around Good Street</li> <li>• Waimakariri District residents of Rangiora</li> <li>• Rangiora-Ashley Community Board</li> <li>• Waimakariri Access Group</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Business and Centres Manager – Simon Hart</li> <li>• Business and Centres Advisor – Vanessa Thompson</li> <li>• Greenspace Manager – Grant MacLeod</li> <li>• Roading &amp; Transport Manager – Joanne McBride</li> <li>• Manager, Strategy &amp; Engagement (Simon Markham)</li> <li>• Communication &amp; Engagement Manager (Alistair Gray)</li> <li>• Environmental Services Senior Compliance Officer</li> <li>• Customer Services</li> <li>• Community Boards</li> <li>• Mayor and Councillors</li> <li>• Management Team</li> </ul>
<b>Other Stakeholders</b>	<ul style="list-style-type: none"> <li>• Enterprise North Canterbury</li> <li>• Rangiora Promotions Association</li> <li>• Waimakariri MP Matt Doocey</li> <li>• Local media</li> <li>• Karl Howarth – Rangiora Events Organiser</li> <li>• Waimakariri Youth Council</li> <li>• Wai Youth</li> <li>• Other Youth Groups</li> <li>• Arts/Community Groups</li> </ul>

## 5. Communications Actions

Below is an outline of the communication tools that will be using during the consultation period for both initial engagement with directly affected businesses and tenants (stage one), as well as engagement with the wider community (stage two).

	Tactic	Who	When
<b>Stage One:</b> Engagement and direct contact with directly affected stakeholders Thursday 11 February – Thursday 18 February	Consultation page on digital engagement platform: Bang the Table set up for completing feedback survey and quick poll.	NH with VT to review.	Before COB 10 February 2021
	Let's Talk flyer hand delivered in consultation area providing information on the draft Plan and how to give feedback. Include QR code on form for scanning directly to consultation page for online feedback.	NH/Admin Creative with VT to review.	11 February 2021
<b>Stage Two:</b> Engagement with wider community (Monday 12 April – Sunday 9 May)	Let's Talk flyer available at all Council Service Centres and Libraries. Include QR code on form for scanning directly to consultation page for online feedback.	NH/Admin Creative with VT to review	Monday 12 April
	Pop-up drop-in session held on-site during consultation.	VT/SH/NH	Friday 16 April, 3-5pm
Online Presence	Council Digital Screens	SL with NH to review.	
	Article on WDC website news	NH	Monday 12 April
Advertising	Article in the Community Noticeboards	NH	Wednesday 14 April Thursday 15 April Wednesday 7 May Thursday 8 May

Social Media	Social Media Posts re consultation opening Social Media Post re consultation closing	NH NH	Monday 12 April Saturday 8 May
Signage	A1 signs located in upgrade area outlining draft Concept Plan and how to give feedback.	NH/Admin Creatives with VT to review	Monday 5 April

**NH** – Nicola Hunt, **VT** – Vanessa Thompson, **SH** – Simon Hart

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

**FILE NO and TRIM NO:** Gov 26/ 210219028446

**REPORT TO:** Council

**DATE OF MEETING:** 6 April 2021

**FROM:** Sarah Nichols, Governance Manager

**SUBJECT:** ANZAC Day Services 2021

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

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

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

**1. SUMMARY**

The purpose of this report is to appoint Council representation to attend the 2021 Anzac Day services around the District, and for the representative(s) to lay the wreath on behalf of the Council.

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No 210219028446.
- (b) **Appoints** Mayor Gordon and Councillors ..... to attend the Kaiapoi Dawn Service to be held at 6.30am on Sunday 25 April 2021 at the Raven Quay Cenotaph and to lay a wreath.
- (c) **Appoints** Mayor Gordon and Councillors ..... to attend the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021 and to lay a wreath.
- (d) **Appoints** Mayor Gordon and Councillor ..... to attend the RSA service at the Rangiora High School to be held at 9am on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (e) **Appoints** Mayor Gordon and Councillors ..... to attend the Rangiora Anzac Day Service at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath.
- (f) **Appoints** Councillor ..... to attend the Oxford Anzac Day service to be held at 9.30am on Sunday 25 April 2021 and to lay a wreath.
- (g) **Appoints** Councillor ..... to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Cenotaph at 10am on Sunday 25 April 2021 and to lay a wreath at Cust.
- (h) **Appoints** Councillor ..... to attend and lay a wreath at the West Eyreton wreath laying service to be held at 11am on Sunday 25 April 2021 (following the Cust Parade).
- (i) **Appoints** Mayor Gordon and Councillors ..... to attend the Tuahiwi Anzac Day services to be held at 2pm on Sunday 25 April 2021 and to lay a wreath.

- (j) **Appoints** Councillor ..... to attend the Fernside Anzac Day service to be held at 2pm on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (k) **Appoints** Mayor Gordon and Councillors ....., ..... to attend the Ohoka Anzac Day service to be held at 11am on Saturday 24 April 2021 at Ohoka Hall, Mill Road and to lay a wreath.
- (l) **Appoints** Mayor Gordon and Councillors ....., ..... to attend the Woodend Anzac service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath.
- (m) **Appoints** Councillors ....., ..... to attend the Sefton Anzac service to be held at 6.30pm on Saturday 24 April 2021 and to lay a wreath.
- (n) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021.
- (o) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath.
- (p) **Notes** that the Community Boards will be represented and lay wreaths at the various RSA ANZAC Services within the District.
- (q) **Circulates** a copy of this report to the four Community Boards.

### 3. **BACKGROUND**

- 3.1 Anzac Day is on Sunday 25 April 2021 and it is normal for a representative of the Council to be in attendance at each service to lay the wreath on behalf of the district. Wreaths are also laid at Rangiora and Kaiapoi on behalf of the people of Zonnebeke, Belgium to support the twinning relationship between the two districts. A reciprocal arrangement is made with the District of Zonnebeke.
- 3.2 Wreaths will also be laid by the Community Boards at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Ohoka, Woodend, Sefton and Tuahiwi. The Boards will be also represented at Fernside and Rangiora High School services in conjunction with the Council representatives and wreath laying.
- 3.3 Due to national Covid-19 Lockdown all ANZAC Services in the district were cancelled.

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

- 4.1 The times of the services are:

<b>24 April 2021</b>	Ohoka Hall	11am
	Woodend Cenotaph Service	6pm
	Sefton Cenotaph	6.30pm
<b>25 April 2021</b>	Kaiapoi Cenotaph Dawn Service	6.30am
	Kaiapoi Cenotaph (Trousselot Park)	10am
	Rangiora High School	9am
	Rangiora Cenotaph	11.30am
	Oxford Town Hall	9.30am
	Cust Cenotaph	10am
	West Eyreton	11am

Tuahiwi (Urupa)	2pm
Fernside	2pm

- 4.2 The Rangiora service will be held at the Cenotaph. The Rangiora RSA will also lay wreaths at the Wall of Remembrance at the Rangiora High School.
- 4.3 The Kaiapoi service will be held in Trousselot Park. Members are also invited to the dawn service being held at the War Memorial at Raven Quay at 6.30am. Community participation will be welcomed at this service. A breakfast for 100 people will follow the dawn service at the Kaiapoi Club. This is a pre-ticketed event.
- 4.4 The Oxford service will be held at the Oxford Town Hall and the Cust/West Eyreton service will be held at the Cust Cenotaph at 10am.
- 4.5 Three services will be held in the district on Saturday 24 April 2021, with one being at the Ohoka Hall (Mill Road), one at the Sefton Cenotaph and also one at the Woodend Community Centre. Members of the Woodend-Sefton Community Board will support both the Sefton and Woodend services.
- 4.6 The Ashley School commemorate ANZAC Day during the school term with a short ceremony on Friday 15 April in the Ashley School Hall. ANZAC Day falls during the school holidays in 2021 and therefore the Rangiora-Ashley Community Board will not be laying a wreath at the Ashley War Memorial ANZAC Day.
- 4.7 The Management Team have reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1 Groups and Organisations**

Staff assist the local RSA representatives with traffic management plans, advertising of services and service sheets. There is public expectation of ANZAC Services occurring. These are public events and everyone is welcome to attend.

### **5.2 Wider Community**

Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service. The community anticipates ANZAC services will be held in the District.

## **6. IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

The costs for wreaths, advertising and service sheets are met from the Governance budget. Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service. Service sheets are produced in-house for several of the smaller community services.

### **6.2 Community Implications**

Not applicable.

### **6.3 Risk Management**

Not applicable.

### **6.4 Health and Safety**

Local RSA's host the services, and are responsible for traffic management plans and all organisation.

**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**

Not applicable.

**7.3 Community Outcomes**

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

**7.4 Delegations**

Not applicable.

Sarah Nichols  
Governance Manager



**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO:** EXT-17 / 210304036827

**REPORT TO:** Audit and Risk Committee

**DATE OF MEETING:** 16 March 2021

**FROM:** Simon Markham, Manager, Strategic Projects

**SUBJECT:** Enterprise North Canterbury Promotions Business Plan Activity Report for the six months to December 2020 and Renewal of District Promotions Contract.

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

*Simon Markham*

Department Manager



Acting-Chief Executive

**1. SUMMARY**

- 1.1. This report requests the Committee to recommend to the Council that it renews the District Promotions Contract with Enterprise North Canterbury (ENC), on similar terms and conditions as at present, for a further three year period. The contract falls due for renewal at 30 June 2021. It implements the Statement of Intent the Council agreed with ENC and in turn it provides for an annually agreed business plan and six monthly performance report on promotional activities undertaken on the Council's behalf.

The district promotions activity was comprehensively reviewed in 2008 and 2014 and selected elements reviewed in 2018. The contract was renewed in 2018 for a further three year period. If the Council determines that it wishes to consider any other service delivery option(s) for district promotions services, then given the implications, this would give rise to a more substantial review of Enterprise North Canterbury's future.

This report also provides the Audit and Risk Committee with Enterprise North Canterbury's (ENC), six monthly promotions business plan activity report to December 2020.

Attachments:

- i. ENC's Six Month Promotion of the District Report to December 2020 (Trim No. 210303035711)
- ii. Letter from ENC to WDC - District Promotion contract renewal request 2021 February 2021 (Trim No. 210216025249)
- iii. 1 July 2018 - 30 June 2021 Signed WDC and Enterprise North Canterbury Contract ENC Agreement (Trim No. 180514052609)

**2. RECOMMENDATION**

**THAT** the Audit and Risk Committee:

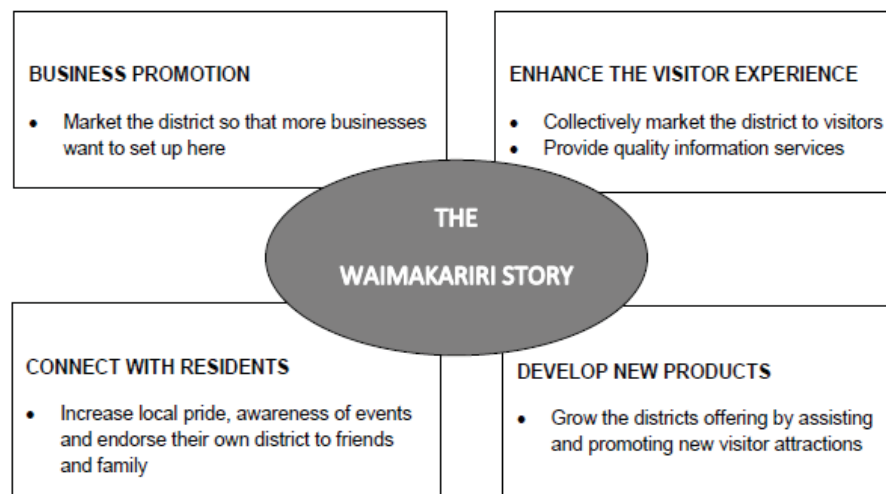
**Receives** Report No. 210304036827 and recommends to the Council that it:

- (a) **Notes** that the three-year District Promotions Contract, with Enterprise North Canterbury, expires on 30 June 2021 and that contract provides for Council approval of an annual district promotions business plan setting out the scope of services that are to be provided from year to year.

- (b) **Notes** that ENC have written to the Council as per the Contract seeking renewal of the District Promotions Contract with Enterprise North Canterbury on similar terms and conditions as at present for a further three year period from 1 July 2021.
- (c) **Notes** that the Audit and Risk Committee, in the lead up to the approval of the 2018/19 district promotions business plan, reviewed the following elements of the promotions activity:
- The role/structure/process of the events grants budget with the Events Funding Panel and the Promotions Portfolio Holder;
  - The role and function of a physical I-Site in the context of the changing marketing and i-SITE Network landscape.
- (d) **Authorises** the Chief Executive to execute, for the Council, a refreshed contract document with ENC to give effect to recommendation (b) above.
- (e) **Agrees** that the next such review of the delivery arrangements for district promotions services, in terms of S.17A of the Local Government Act, be undertaken in 2023.
- (f) **Notes** the ENC's Six Month Promotion of the District Report to December 2020 (210303035711) provided as per standing agreement with Enterprise North Canterbury.

### 3. ISSUES AND OPTIONS

- 3.1. Since 2005 the Council has maintained a three yearly District Promotions Contract with ENC. Key provisions of that agreement are:
- A three year term, with a right of renewal for a further three years.
  - Services to be delivered are outlined in a Business Plan that is agreed annually. The agreement provides for minimum annual funding of \$200,000 for services specified in the Business Plan. Formal six-monthly reporting to the Council on progress.
  - While parts of the contract can be sub-contracted, the contract cannot be assigned or wholly or largely sub-contracted, without the Council's approval.
  - The Council and Enterprise North Canterbury will share information that could benefit each other, including promotion images.
- 3.2. The Promotions Plan sets out proposed activities and targets for delivery against four key goals:



3.3. The Committee, during 2017, received several briefings on the scope, nature and performance of district promotions activities and all elected members were invited to a half-day Workshop on this during the year. These events, and related discussions, led to the Committee prior to finalisation of the 2018/19 Annual Plan and the District Promotions Business Plan further considering:

- The role/structure/process of the events grants budget in association with the Events Funding Panel and the Promotions Portfolio Holder;
- The role and function of a physical i-Site in the context of the changing marketing and i-SITE Network landscape.

3.4. **Attachment ii** is a letter to the Council from the Chair of ENC requesting renewal of the contract for a further three year period. See Attachment iii for the existing contract.

3.5. **Attachment i** is the six monthly district promotions activity report with related operating results. As the report states, 2020 has been a very trying year for the visitor industry and event organisers with the uncertainty and effects of Covid-19 to their business and events. A question has arisen over unspent funds in the 2019/20 year that were carried forward to the 2020/21 year. ENC carried forward a total of \$75,137 excl. GST as income in advance to the District Promotion 2020/21 annual business plan. This is made up of:

1. **Event Funding** - \$26,892 excl. GST carried forward specifically from the WDC Event Fund. \$6,425 of that total has already been allocated for events to happen this financial year. The remaining \$20,467 will be directly applied to the event fund this financial year. The reason why we have this amount to carry forward is that quite a few events were cancelled due to COVID-19 (the busy season being Feb/March/April). The higher event funds this year will be used to re-stimulate those very important district and town events that bring visitors to our region.

2. **District Promotion** - \$48,244 excl. GST to be carried forward is from unspent Marketing that did not occur in the 2019/20 financial year. Three marketing campaigns (value \$35k) that were planned for March-June that year did not happen due to COVID-19. ENC have 'tagged this money' to develop maps and branded signage as well as a marketing campaign for when the Waimakariri bridge cycle lane opened in 2020 which will promote the towns and activities, accommodation and places of interest.

3.6. The Management Team/CE has reviewed this report and supports the recommendations.

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

4.1. Ongoing dialogue ENC has with the local business sector and visitor industry assisted with preparation of the business plan upon which the six month report is based.

#### 5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. ENC formally reports at six monthly intervals, and meets regularly with WDC staff to monitor progress and address any issues that arise.

#### 6. **CONTEXT**

6.1. Community Outcomes that are particularly relevant to this report are:

- *Businesses in the District are diverse, adaptable and growing*
- *The Community's cultures, arts and heritage are conserved and celebrated*
- *People are friendly and caring, creating a strong sense of community in the District.*

6.2. Reporting relationships with ENC are established as result of it being a Council organisation. The District Promotion contract with ENC provides for the contractor to

prepare, and for Council and the ENC Board to jointly approve the statement of intent, annual promotions business plan and for an Annual Report to the Council against Plan.

- 6.3. Relevant policies in the Council's Role in Economic Development Policy (S-CP1405) are:

***Promotion and Advocacy***

*Resource Enterprise North Canterbury and relevant business associations and through its own endeavours, promote the District as a visitor destination and support business development and training opportunities across the District;*

***Business Incentives and Seed Funding***

*Provide through rigorous processes seed funding and other grants to organisations establishing and operating events that promote and draw visitors to the District."*

*SIMON MARKHAM*

Simon Markham  
Manager, Strategic Projects



*Visit* Waimakariri



27 January 2021

Chief Executive Officer  
Waimakariri District Council  
Private Bag 1005  
Rangiora

Dear Jim

**Promotion of Waimakariri District  
Business Plan Report to 31 December 2020**

Our role this six month period has been to respond, recover and reposition the visitor industry sector of Waimakariri as a result of the impact of Covid-19 on our businesses.

Key Highlights include:

**Respond:**

- **Since lockdown**, ENC assigned \$694,835 to 365 North Canterbury Businesses. Of this Waimakariri businesses received 57% of this Covid-19 Advisory Support funding which paid 100% of their professional coaching needs
- 12 Waimakariri tourism businesses were also issued \$29,508 from the Tourism Transition fund to pay 100% of their specific expert advice required
- ENC also met with 82 people looking to start up a new business – from unemployment to self-employment during this period
- We made a successful application to MSD to develop and deliver a new Business Start Up Boost Programme (five workshops facilitated by Craig Rust) and one on one coaching. This was to support non business people looking at starting a business to validate their business idea.
- A maximum of 15 (12 from Waimakariri) attended the first Business Start Up Boost Programme held this period, which received a 100% satisfaction rating

**Recover and Reposition:**

- ENC in partnership with WDC and key stakeholders developed a new Visitor Marketing Strategy 2020-2027 which will help reactivate a sustainable visitor economy and increase visitation and spending
- The ENC Board approved the development of a new website for Visit Waimakariri. This is underway along with building a new brand and sourcing new images. This will be rolled out in 2021
- Increased the reach of the Events Calendar and Social media to promote events and activities in the district



- Increased visitor information services to all locals and visitors as both Christchurch i-SITES have closed
- Worked with ChristchurchNZ to access some STAPP funding for new food and beverage visitor product development – to be delivered in the next six month period.
- Worked with ChristchurchNZ to access Regional Event Funding (REF) to deliver a programme of events that will stimulate and grow local events over the coming four years.
- Maintained a close working relationship with ECan in regards to their new signboard on the cycleways. Visit Waimakariri branding will be included.
- ENC distributed \$24,370 to 8 events projected value of \$316,436 and expected to attract 21,485 attendees

### **WAIMAKARIRI DISTRICT PROMOTION PLAN OBJECTIVES**

To achieve the Promotion Objectives the 2020/21 Promotion Plan has four key goals with an aim to attract visitors and new businesses through marketing and events, profiling why it is worth visiting/investing in/doing business in/relocating to.

#### **GOAL 1: BUSINESS PROMOTION (Business Sector)**

ENC are mandated to market the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish here.

##### **1.1 Act as first point of contact for all new business enquiries**

***Targets: At least 40 new businesses are supported with investigating setting up or expanding their business in the district; track and grow registrations to the online business startup course; least 5 new businesses set up in the District as a result of ENC's influence and assistance;***

- Over the July to December 2020 period, ENC assisted 82 potential startup businesses with one-on-one interviews and providing information and resources.
- This included 15 people taking part in the Business Startup Boost programme facilitated by Craig Rust in November-January.
- 432 people have accessed the Business Startup resources page on the ENC website 478 times in this six month period. (251 people visited 328 times in the same period last year).
- 49 people signed up to the online business startup course developed by ENC (compared to 43 for the same period last year).

##### **1.2 Working with existing developers and Council to enable them to achieve tenants for their developments**

***Target – the number of connections to developers tracked***

This six month period ENC has:

- Continued to work with key developers and make introductions and connections including with Ravenswood, Silverstream (Fred Rahme and Devon Construction), Andrew Wenborn, PLC Developments, Daniel Smith Developments and other smaller developers to promote commercial and industrial land.
- Four connections were recorded in the last 6 months, but the actual level of introductions and interactions were much higher.



### **1.3 Targeting major investment in the region**

***Targets: At least 1 new major tourism project investigated and supported by ENC; at least 5 new businesses set up as a result of ENC's level of influence and assistance:***

- a) Currently working on three projects with potential to be a major impact on their towns:
- **WHoW Aquasports Park** – we continue to work with this group, helping them find sources of funding to complete their full feasibility study.
  - **Oxford Observatory** – Tourism aspect is on hold due to Covid-19, but helping rescope the project as an educational package until international tourism is possible again.
  - **Pegasus Science Centre** – Early exploration of establishing a science centre in Pegasus that would act as an educational facility and tourism attraction.
- b) Help new businesses to set up

ENC worked with five new businesses that started as a result of our intervention at various levels in this six month period. They were:

**The Collective Kaiapoi** – small scale. Retail store in Kaiapoi.

**Our influence:** Medium – mainly informational, but they were heading down the wrong track when they came to us meaning that the business would have been likely to fail.

**Dappermen Groom Room** – small scale. Barbershop in Rangiora

**Our influence:** Instrumental. This owner was not aware of many of the legislative requirements of starting a business and would have been closed down. We helped him to meet these requirements.

**Tactical Removals Unit** – small scale. Furniture removal business in Rangiora.

**Our influence:** Instrumental. This business owner was an attendee of our first Business Startup Boost course and we supported him through the planning and startup of this business.

**The cGP Lab** - large enterprise. A nutraceutical business based in Rangiora. This business is now working with Yili, the large Chinese dairy company, to provide supplements for all their milk products. Previously known as Vitality NZ.

**Our influence:** Instrumental. We made the connection that led to investment in the business. The business would not have been able to progress without that. We also connected them with government agencies and local support to access the international market.

**Magpie Style** – medium size enterprise. Retail and online business.

**Our influence** – instrumental. We met with the landlord and then approached Bridget Hope to advise we had found a suitable location for her to expand the business and enhance High Street Rangiora.

### **1.4 Promote the district as a diverse and dynamic business community**

***Targets: Track and grow online visitations to the Invest Section of ENC website; 15 case studies written and promoted widely; at least 20 new businesses to the District will be profiled on ENC's Facebook;***



In this period ENC has promoted the image of a diverse and dynamic business community via our website news articles and social media channels. Some of the stories have included:

- Visits to the Invest section of the website were up 2.08% compared to the same period last year (4,520 pageviews last year compared to 4,614 pageviews this year).
- Three new business case studies have been written during this period. One has been published online; the other two are awaiting approval from the business owners.
- Thirty-six new businesses were profiled on the ENC Facebook page during this six month period.

## **GOAL 2: VISITOR ACTIVATION PROGRAMME (Visitor Industry)**

*Visit Waimakariri will continue to leverage the Waimakariri District profile widely*

### **2.1 Initiate Cycleway Preparedness for residents and visitors**

***Target: A loop trail is established, named and marketable; signage funded and installed; WDC have assisted with creation of safe cycle lanes between recreational tracks***

- ECan have erected new signage in Kaiapoi Island with maps connecting trails, story-telling and wildlife information. This is situated where the new cycle lane comes into the park from the Christchurch Northern Corridor Cycleway. More to be erected in strategic places on their tracks. Provision has been made on their signage for us to put our branding on the signs
- Waiting for the outcome of the WDC Walking and Cycling Reference Group re priorities for connections and safe cycle lanes for further progression of the future loop track. Meanwhile we have been marketing tracks as individual tracks and showing how they can be connected.

### **2.2 Develop a District Cycleway marketing campaign**

***Target: Cycleways campaign developed and implemented***

- Full page in AA cycling created and magazine now in circulation show casing our trails.
- Advertised in the Walking Festival Guide

### **2.3 Develop identified domestic marketing campaigns (including Kaiapoi Campaign)**

***Target: Itineraries developed and marketed***

- A series of Kaiapoi paid advertisements, using the new jingle, were run through Media Works. ENC provided them with introductions to key businesses.
- A half page in Essence Magazine promoting boutique shopping in the district (distributed into CHC)
- We have been building the foundation for future campaigns with a new look and feel to promote Waimakariri through the development of a new brand, engaging a professional branding agency to create a new mark and capturing fresh and diverse imagery of the district, people and activities, both candid and ariel. This commenced in December.
- ChristchurchNZ have agreed to assist Visit Waimakariri to develop a program for 2021 to build capability of our food and drink businesses with the aim establishing a makers' trail/food and drink trail as a marketable product to package up for Trade.





## 2.4 Web, Print and Online Channels

**Targets: Official Visitor/Walking and Cycling Guide and Street Maps distributed widely; Produce a new website that will showcase the district; Waimakariri offerings promoted on ChristchurchNZ and TNZ websites; 10% growth from previous years on online channels and website and traffic to website**

- The Official Visitor Guide is distributed via Visitor Point with 3,603 in the six month period with 3,239 remaining in stock.
- Kaiapoi and Rangiora Maps continue to be distributed

### Website - [www.visitwaimakariri.co.nz](http://www.visitwaimakariri.co.nz)

- The Mark, Rangiora, were contracted to design and develop a new website. Work is underway for the development of wire frames and content.
- Reviews undertaken of how we are represented on the ChristchurchNZ website. Updated images and content provided to ChristchurchNZ. New content has been uploaded on to their new site.
- The current VW website profiles our business partners and we also include a wider and more inclusive range of retail and activities in our Discover section.
- For the six-month period ending 31<sup>st</sup> Dec 2020, the website had a total of 35,774 users (an increase of 43% compared to the previous six months and an increase of 1% compared with the same period in 2019)
- The largest number of visitors continue to be domestic (90.4%) with the majority of international visitors coming from Australia, the USA and China.
- The most popular pages on our website are events and walking & cycling and individual township pages. This remains consistent compared to the previous six months and with the same period in 2019.

### Visit Waimakariri Social Media:

Event and district content <b>paid posts</b> targeted to Christchurch via Facebook			
	Six months to <b>31 Dec 2019</b>	Six months to <b>31 Dec 2020</b>	<b>Increase</b>
<b>Reach</b>	35,001	144,476	312.7%
<b>Impressions</b>	57,306	179,704	213.6%
<b>Result</b>	1,686	20,920	1,140.8%
<u>Reach</u> – The number of people who saw your ads at least once			
<u>Impressions</u> – The number of times your ads were on screen			
Facebook			
Interactions	Six months to <b>31 Dec 2019</b>	Six months to <b>31 Dec 2020</b>	<b>Increase</b>
Likes	4,415	6,033	7.1%
Reach	203,086	235,739	16%
Engagements	13,280	18,714	40.9%
Post with the highest reach/engagement	Ryde Falls; with an organic reach of 79,305. Clicks from post to Website: 1,813 with 1,334 (73.6%) from Christchurch. Total of 9,340 engagements including likes, comments and shares.		
Instagram			
Interactions	Six months to <b>31 Dec 2019</b>	Six months to <b>31 Dec 2020</b>	<b>Increase</b>
Followers	925	1,180	27.5%
Reach	22,296	21,268	-4.6%
Engagements	1,665	2,190	31.5%



Stories Reach	6,573	7,715	17.3%
Post with the highest reach/ engagement	Ryde Falls; with a reach of 791 organically (unpaid). A total engagement of 63, including likes and comments.		
<u>Reach</u> – number of unique people who saw your content <u>Engagement</u> – number of people who have acted on your content i.e. clicks, likes, shares and comments <u>Stories</u> – a series of highlights to connect with followers and push district related content <u>Organic</u> – Unpaid <u>Boosted</u> - Paid <u>Result</u> – The number of times your ad achieved an outcome based on the objectives you selected i.e. link clicks or post engagement			

## **2.5 Operate and grow the Kaiapoi i-SITE**

***Targets: Meet i-SITE NZ memberships accreditation and achieve income from business partners and commissions***

The i-SITE serves the local community by connecting visitors with residents and businesses. This is six month period:

- Kaiapoi i-SITE visitor numbers face to face were down 26% for the 6-month on the same period to Dec 2019 from 1,975 to 1,464, however phone enquiries were up 190% (to 366 calls) and emails up 148% due in particular to both Christchurch i-SITES and various other south island i-SITE closures.
- Gross bookings YTD over are down 38% on same period last year from \$96k to \$60. The challenges have been limited availability of products to book as Operators schedules have been reduced and there has been increased competition with everyone pivoting to a domestic only market.
- Fish & Game NZ licences up 49% YTD July to December 2020.
- Kaiapoi i-SITE commenced summer hours 5 December with opening Saturdays 10am -3pm until 27 March 2021. Khloe working Friday with her Christchurch city knowledge has been advantageous with 135 enquiries from the Christchurch i-SITE phone number that provides the option for New Zealand bookings and enquiries being diverted to the Kaiapoi i-SITE.
- Of the 51 local Visit Waimakariri Business Partners 27 (26 in 2019) of them pay and display with the i-SITE.
- The Kaiapoi i-SITE over the 6-month period have supported the community with five events by selling tickets or being a distribution point. North Canterbury Music Society Performance "Retrospective", Anglican Parish Concerts, Kaiapoi Community Christmas day lunch, Devlin's Christmas Lights Maps and KPA's Carnival Forms.
- This year i-SITE network summer campaign has been designed to leverage TNZ (Tourism New Zealand) 'Do something new New Zealand' to build awareness and educate consumers of the benefits of an i-SITE and new ways to connect with one. This went live on 21 December and will run until Waitangi weekend in February before coming back in April and May for Easter and the school holidays. It includes an isite.nz toll free number and web chat functions, supplying the i-SITE NZ network with T-shirts and visual resources.

## **GOAL 3: COMMUNITY ACTIVATION PROGRAM**

*Promote and support the district's quality events*

### **3.1 Event Promotion**

***Targets: Event Calendar distribution and database continues to increase***



#### Waimakariri Events Calendar Distribution:

- Monthly events calendar goes out to 40 local businesses physically and 1,536 electronically to business and individuals. This is an increase of 2% from 1,506 end of December 2019.
- The calendar is posted to 29 local community group Facebook pages, with a total reach of 70,011. This is an increase of 35.2% from 51,784 as reported in June 2020.
- The calendar continues to be emailed out to The Woodpecker and Chatter email databases along with 2,745 printed copies.

#### Event Organiser joint advertising:

- Coordinated paid advertising of key Christmas events in the North Canterbury News (for the months of December) totalling \$1,555. There was no advertising in The News during Jul-Nov due to Covid and limited events and uptake from event organisers
- Secured \$638 worth of donations to local events and businesses, resulting in targeted giveaways on social media, with a reach of 15,313 people and an engagement of 1,732. 40% of the winners for giveaways were from Christchurch. The most successful giveaway by engagement (909) was the Muscle Car Madness entry giveaway.

#### Events Promoted:

- Number of events promoted on our website decreased 2.4% from 124 to 121 same period last year. This is reflective of Covid restrictions.
- Created 35 event related posts on Facebook receiving a total reach of 54,118 and an engagement of 2,696. Click throughs to the events website page for this period totalled 638, with a majority from Christchurch (66.4%).

### **3.2 Contestable Event Funding**

**Target: *The contestable event fund is fully subscribed' event organisers receive templates, advice and networking opportunities; ENC will monitor for Council the proportion of new events vs existing and the rejection rate***

The Waimakariri Events Panel<sup>1</sup> reviewed 10 applications during the six month period.

Number of new events funded:	6
Number of existing events funded:	2
Reject rate:	2

Total amount funded for this period was \$24,370. The total value of the eight events is projected to be \$316,436 and the organisers of these events expect to attract 21,485 attendees.

We remain grateful to the event panel members, who give their time to consider the applications and are required to sometimes make hard but fair decisions.

### **GOAL 4: COORDINATION OF THE LOCAL VISITOR INDUSTRY**

*Developing the Waimakariri District as a tourism destination includes improving and supporting existing operators and working with private sector investors to plan and develop new visitor attractors that leverage the Waimakariri offering. This will be achieved by:*

#### **4.1 Waimakariri Visitor Industry**

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<sup>1</sup> Clare Giffard, Robin Brown, Christine Watton



**Targets: From 48 to 100 listings with a view to paid membership following year; Two networking opportunities and/or topical workshops/webinars held; Four newsletters sent to business partners;**

- A review was undertaken of the business partner program in light of the future new website, branding and visitor strategy. Due to taking more of a district promotions approach rather than business focused, the current program will be disestablished end of June 2021. The new website will accept free listings of businesses that are tourism and visitor focused e.g accommodation, bookable activities, cafes and restaurants. This allows future campaigns and trails to be more freely curated. Appropriate businesses will be encouraged to list with TNZ
- Current Business Partner membership is 51

#### **4.2 Town Centre Promotion and Support**

**Targets: Attend quarterly town promotions meetings in conjunction with WDC; Strong relationships with Ngāi Tūāhuriri, ECan, TKOT and WDC for cycleways and stories going forward;**

- ENC hosted two meetings with Promotions Association August and November with Chairs from Oxford, Rangiora, Kaiapoi and Council staff attending
- ENC hosted a Kaiapoi business breakfast on 10<sup>th</sup> of September with 13 local business people. It was organised by Penny, Misco Joinery and the group agreed to meet every 2-3 months.

## **2. Financials**

		Six Months Actual	Annual Budget	%age
	<b>Income</b>			
1	Carried forward from previous Year WDC	\$26,069	88,149	30%
	WDC 2019/20 Payment	\$206,790	\$389,250	53%
2	WDC Events Grants	\$15,954	\$49,330	32%
	Other Income	\$6,977	\$12,280	57%
3	VIC Sales and Commissions	\$65,818	\$111,000	59%
	<b>Total Income</b>	<b>\$321,608</b>	<b>\$650,009</b>	<b>49%</b>
	<b>Expenditure</b>			
4	Operating	\$226,414	\$502,089	45%
5	Event Grants	\$15,954	\$48,000	33%
6	VIC Purchases	\$57,270	\$99,735	57%
	<b>Total Operating</b>	<b>\$299,638</b>	<b>\$649,824</b>	<b>46%</b>
	<b>Surplus/Loss</b>	<b>\$21,970</b>	<b>\$185</b>	

1. Carried forward - Income in Advance - funding to be drawn down in the second half to cover business plan activities
- 2&5. Events funding – An additional \$10,320 has been committed to future events leaving a balance of \$21,726 to be allocated in the March funding round
- 3&6. I-Site activity higher than anticipated
4. Marketing activity scheduled for the second half to happen



### 3. *Summary*

This has been a very trying year for the visitor industry and event organisers with the uncertainty and effects of Covid-19 to their business and events. We were thrilled to be part of the refreshed visitor strategy facilitated by Craig Wilson (Quality Tourism) and Council and look forward to delivering the marketing action points in the coming years with the help of the new destination branding and images, along with themed maps. This will all help to change the perception of visitors to our district and local residents (who are our ambassadors).

One thing that has been evident is the number of enquiries from people who are investigating setting up a new business in the region. ENC has assisted many people to further develop their idea and we were successful in attracting funding from MSD to run two 'Business Start-Up' courses over the year along with one on one coaching.

In the next six months the team will be:

- Commencing the roll out of the new destination visitor marketing strategy via a new website with new images and brand
- Setting up an Advisory Group with key tourism businesses from the activity, accommodation and transport sectors
- Developing the first of the five themed maps for the district
- Hosting a new workshop series aimed at businesses looking to develop a food and beverage offering to visitors
- Hosting a workshop series for event organisers in the district on how they see us identifying and allocating the Regional Events Funding over the coming four years
- Once the new Northern Motorway cycleway is completed we look forward to showcasing the District's cycle trails and towns to Christchurch residents
- Running the second Business Start Up Boost Programme with Craig Rust and a further 15 hopeful business owners

Heather Warwick,  
ENC Chief Executive





P O Box 80  
Kaiapoi

10 February 2021

Jim Palmer  
CEO  
Waimakariri District Council

Dear Jim

District Promotion Contract Renewal

Enterprise North Canterbury (ENC) has been contracted since 2005 by Waimakariri District Council for the provision of promotion services including promoting the Waimakariri District as an innovative and progressive place to stay and play **and** since 2012 ENC has been working closely with local developers and Council to promote the Waimakariri District as a destination for business relocation, expansion and start-ups.

To achieve the Promotion Objectives, the district promotion business plan has four key goals, one of which is focussed on the business sector, and three of which are specific to the visitor sector and local residents (community):

- Business promotion
- Visitor Activation Programme
- Community Activation Programme
- Coordinate the local Visitor Industry

As per 5.2 in the contract, ENC must seek to exercise its rights to renew its contract for a further three years on similar terms and conditions not less than 3 months prior to the current contract term, which expires on 31 June 2021.

The contract implements the Statement of Intent that both the Council and ENC agree. It then provides for an annually agreed business plan and six monthly performance report on promotional activities undertaken on the Council's behalf which is then audited annually by AuditNZ.

In late 2020 the Council signed off on a new Visitor Strategy. This is very good timing as Waimakariri has a strong base for recovery (post Covid) and is in a position to take advantage of our attributes:

- Like Christchurch, we have a track record of adaptability and sense of community in the face of adversity (Kaiapoi and Rangiora town centre regeneration)
- A diverse economy that isn't heavily reliant on international tourists
- Attractive district – new look town centres, new developments, high amenity, affordable housing and natural landscapes
- Strong local and national partnerships and leadership (strong iwi, committed local council, invested private sector)
- We have 377,000 Christchurch residents on our doorstep
- The new 'Stadium Waimakariri' will create new opportunities for our district



- Connection and promotion of local cycle trails that will attract Christchurch residents and domestic visitors to our district

ENC work hard for businesses and Council to deliver a professional and trusted service. We provide Council with a record of delivery in our six month and annual reports, this is supported with a presentation from Management.

We trust that Council look favourably on our request to continue for a further three years to promote the District on their behalf, to implement the actions in the new Visitor Marketing Strategy and continuously increase the number of businesses looking to relocate or set up in the District.

Yours Sincerely  
Enterprise North Canterbury

A handwritten signature in black ink, appearing to be 'Holly Sterne', with a long horizontal flourish extending to the right.

Holly Sterne  
Chair



## **Contract Agreement**

the

**WAIMAKARIRI DISTRICT COUNCIL**  
("the Council")

and

**ENTERPRISE NORTH CANTERBURY**  
("the Contractor")



**Waimakariri District  
Council**



**Enterprise North Canterbury**

7 May 2018



# District, Business and Event Promotions Contract

## Parties

- 1) The Waimakariri District Council ("the Council")
- 2) Enterprise North Canterbury ("the Contractor")

## Background

On 1 October 2005 the Council and the Contractor entered into a contract for the provision of promotion services. That contract expires on 30 June 2018, and the Contractor has given notice to the Council that it wishes to exercise its right of renewal for a further three year term

The Council has reviewed the funding and delivery of district, business and event promotions and has resolved to enter into a further contract with Enterprise North Canterbury for the provision of agreed services.

## Terms of this agreement

The Contractor agrees to perform the Services and the Council agrees to pay the Contractor for the performance of the Services, during the Term agreed upon and subject to the terms and conditions contained in this Agreement, the Conditions of Contract and Schedules.

## Execution

The Common Seal of the Waimakariri District Council was hereto affixed by and in the presence of:



.....  
  
 .....  



Jim Palmer, Chief Executive

Sarah Nichols, Governance Manager


Signed for and on behalf of:  
**ENTERPRISE NORTH CANTERBURY**

## In the Presence of

Contractor

Signature: .....  
  
 Full name: .....  
 Heather Marie Warwick  
 Occupation: .....  
 Chief Executive

Witness

Signature: .....  
  
 Full name: .....  
 JENNY WILKINSON  
 Occupation: .....  
 EXECUTIVE ASSISTANT

## Conditions of Contract

### 1. Definitions

1.1. In this agreement, unless the context otherwise requires:

- 1.1.1. "*Agreement*" means this Agreement and the schedules thereto and extends to include any variation to this Agreement recorded in writing.
- 1.1.2. "*Approval*" means a prior approval in writing and extends to include any reasonable conditions imposed in respect of that approval and "approve" and "approved" shall have a corresponding meaning. Unless otherwise stated:
  - a) an approval to be given by either party may be given in its unfettered discretion, with or without conditions.
  - b) an approval to be given by the Council may be given by the Principal Administration Officer of the Council or by some other officer nominated in writing from time to time by the Principal Administration Officer.
- 1.1.3. "*Contract price*" means the sum of \$373,770 plus GST for the provision of promotion services and \$47,370 plus GST in 2017/18 and thereafter as determined pursuant to clauses 3.5 and 3.6, provided that the annual contract price shall not be less than \$200,000 plus GST.
- 1.1.4. "*Extra Services*" means any work agreed to be undertaken by the Contractor, which *is* not already the obligation of the Contractor under this Agreement.
- 1.1.5. "*GST*" means the Goods and Services Tax imposed pursuant to the provisions of the *Goods and Services Tax Act 1985*.
- 1.1.6. "*Principal Administrative Officer*" is the Chief Executive Officer of the Waimakariri District Council, or *other* nominated officer of the Council.
- 1.1.7. "*Services*" means the services described in the Business Plan that is agreed annually.
- 1.1.8. "*Waimakariri District*" means the area of the Waimakariri District.

### 2. Interpretation

2.1. In this Agreement, unless the context otherwise requires:

- 2.1.1. Headings and underlining's are for convenience only and shall not affect interpretation;
- 2.1.2. words *importing* the singular include the plural and vice versa;
- 2.1.3. words *importing* a gender include any gender;
- 2.1.4. an *expression* importing a natural person includes any company, partnership, joint venture, association, corporation, body corporate or any Governmental Authority;
- 2.1.5. a *reference* to anything includes a part of that thing;

- 2.1.6. a reference to any statute, regulation, proclamation, ordinance or bylaw extends to any statute, regulation, proclamation, ordinance or bylaw varying consolidating or replacing the same;
- 2.1.7. a reference to a document includes an amendment or supplement to, or replacement or novation of, that document;
- 2.1.8. where the day on or by which anything is to be done is not a Business Day, that thing must be done on or by the following Business Day;
- 2.1.9. no rule of document interpretation applies to the disadvantage of a party because that party was responsible for the preparation of this Agreement or any part of it;
- 2.1.10. a covenant or agreement on the part of two or more persons binds them jointly and severally;
- 2.1.11. references to Parts, Clauses and Appendices are references to Parts, Clauses and Appendices of this Agreement;
- 2.1.12. references to "parties" is a reference to the Parties to this Agreement;
- 2.1.13. where a word or expression is defined in this agreement, other parts of speech and grammatical forms of that word or expression have corresponding meaning;
- 2.1.14. references to monetary amounts are to New Zealand currency;
- 2.1.15. references to "written" or "in writing" include all modes of presenting or reproducing words, figures and symbols in a tangible and permanently visible form;
- 2.1.16. a waiver of any provision of this agreement shall not be effective unless given in writing, and then it shall be effective only to the extent that is expressly stated to be given;
- 2.1.17. no variation or amendment or substitution of this Agreement shall be deemed to be binding on the parties until both parties have signed an agreed written variation, amendment or substituted agreement;
- 2.1.18. if any part of this Agreement is held by any court or administrative body of competent jurisdiction to be illegal, void or unenforceable, such determination shall not impair the enforceability of the remaining parts of this Agreement.
- 2.1.19. no failure, delay or indulgence by a party in exercising any power or right conferred on it by this Agreement will operate as a waiver of that power or right; nor will a single exercise of any power or right preclude further exercise of that power or right, or the exercise of any other power or right under this Agreement.

### 3. The Services

- 3.1. The Services to be performed in respect of this agreement, together with the performance criteria, required outputs and timeframes are to be contained in the approved Business Plan.
- 3.2. The Council has requested that the Contractor work with the Council and other interested parties to prepare a District Visitor Strategy that sets a 10 year vision and a specific direction for 3-5 years within which annual promotions activities can be undertaken with greater strategic focus. The outcome of this initiative will be included in the 2018/19 Business Plan



- 3.3. The Council has sought clarification of attribution arrangements and in particular the use of the Council logo in District promotions given its major sponsor status. The parties will establish an attribution policy and apply it in the manner agreed.
- 3.4. The effective promotion of the District requires the parties to operate transparently and with the utmost goodwill. The Contractor commits to establishing an Advisory Board comprising not more than seven representatives of the cross-section of promotional interests in the Waimakariri District, and to consult with them on a regular basis. The Council commits to advising the Contractor as soon as practical of any issues that might impact on the delivery of promotion functions under this contract.
- 3.5. By the commencement date of this contract and by the 1 March each subsequent year the Contractor shall present a Draft Business Plan setting out its intentions for the forthcoming financial year. Any comments from the Principal Administrative Officer and/or the Advisory Board will be considered by the Contractor before presentation of the final Business Plan to the Council for approval. The Business Plan will also require approval by the Contractor's Board. From the commencement date of this contract, Council approval will occur before the commencement of each financial year.
- 3.6. The Council will confirm to the Contractor funding to be made available for the financial year related to the Business Plan. That advice will be confirmed in writing at the time of Council approval under 3.5.

#### 4. Extra Services

- 4.1. The Council may request the Contractor in writing to undertake any extra services on terms and conditions to be agreed between the parties.
- 4.2. The Council shall not be liable for any Extra Services Fee unless it has previously agreed in writing to pay such fees and on the basis of such payment and issued this approval to the Contractor prior to the start of work for which such fees are claimed.
- 4.3. Where the Contractor is unwilling, or unable to undertake work of the type specified in Clause 4.1 above then the Contractor may, by notice in writing to the Council, decline such work.

#### 5. Term and Option for Renewal

- 5.1. This Agreement shall be for a term of 3 years ("The Term") commencing on 1 July 2018 ("The Commencement Date") and terminating on 30 June 2021 ("the Expiry Date").
- 5.2. If the Contractor has performed its obligations under this agreement to the satisfaction of the Principal Administrative Officer, the Contractor may not earlier than 12 months prior to the expiry date, nor later than 3 months prior to the expiry date by notice in writing ("*the Contractor's Notice*") notify the Council of its intention (or otherwise) to seek an extension of the term of the contract. If no such notice is given within the times specified the Contractor shall be deemed to have waived its right to seek an extension of the term.
- 5.3. Within one (1) calendar month of receipt by the Council of the Contractor's Notice, the Council shall notify the Contractor in writing if it wishes to extend the contract and the terms and conditions upon which it proposes to grant an extension of the Term ("*The Council's Notice*"). The Council's Notice shall constitute an irrevocable offer to extend the Term for the period specified in the Council's Notice (being in any event a period not exceeding 3 years) and shall remain open for acceptance by the Contractor for a period of one calendar month from the service of that notice. If the Council's Notice is not accepted within that period (except as provided below) the offer shall be of no further effect and the Contractor shall be deemed for all purposes to have rejected the offer.

5.4. If the terms and conditions of the Council's notice are not acceptable to the Contractor, the Contractor may within the one calendar month period referred to in sub clause 5.4 by notice in writing to the Council request consultation or mediation, at the Contractor's discretion, in respect of the terms or conditions in the Council's Notice which are not acceptable to the Contractor ("the Negotiation Notice").

5.5. Upon receipt by the Council of the Negotiation Notice:

5.5.1. The time for acceptance of the offer contained in the Council's Notice shall be extended by a further period of two calendar months;

5.5.2. The parties will forthwith do all things necessary to achieve meaningful consultation or to refer the Negotiation Notice to mediation;

5.5.3. The parties will negotiate with each other in good faith on a timely basis so as to resolve all outstanding issues on mutually acceptable terms within two calendar months of service of the Council's Notice;

5.6. Upon acceptance in writing by the Contractor of the offer contained in the Council's Notice as provided in clause 5.4, or upon the acceptance in writing of the offer contained in the Council's Notice as modified by the consultation or mediation referred to in clause 5.6, the Term shall be extended accordingly;

5.7. The terms and conditions of the extension of the Term shall be recorded in a formal variation of this Agreement. In all other respects however each party shall bear their own costs of and incidental to any extension, consultation or mediation. The costs of any mediator shall be borne equally between the parties.

## 6. Contract Price and Payment

### 6.1. Payments

6.1.1. The Contract price is noted in clause 1.1 of this agreement.

6.1.2. The contract price shall be paid in two equal instalments, payable in advance on the first day of each July and January.

6.1.3. The Contractor must, prior to 1 July and 1 January of each year, supply to the Council an invoice in a form prescribed by the Council for the Contractor's fee due in respect of the next six months.

6.1.4. The Council shall make all payments under this contract on the due date for payment.

6.1.5. The Council and the Contractor acknowledge that the Council funding is not sufficient to operate a Visitor Information Centre (VIC), so supplementary funding will continue to be required. Obtaining supplementary funding and containing operating costs to reduce Council funding of the VIC is the responsibility of the Contractor.

## 7. Contractor's Obligations

### 7.1. Standard of Performance

7.1.1. The Contractor must carry out its obligations and provide its services diligently, professionally and with the degree of skill, care and diligence of a competent professional acting at all times in the interests of the Council.

## 7.2. Conflicts of Interest

- 7.2.1. The Contractor must avoid conflicts of interest and must disclose in writing to the Council any actual or potential conflict of interest as soon as it arises.
- 7.2.2. If the parties agree or it is determined that a conflict of interest has arisen, the Council shall be entitled to make alternative arrangements suitable to the Council for the supply or provision of the service(s) in the specific instance. In that event the Council shall be entitled to deduct or withhold from the Contractor's Fee the sum necessary to purchase the alternative supply.
- 7.2.3. The parties agree that the Contractor undertaking promotion business with or for Hurunui District is not a conflict of interest.

## 7.3. Contractor's Insurance

- 7.3.1. The Contractor must at all times during the term of this Agreement keep in full force and effect:
- a. professional indemnity insurance cover in the sum of NZ \$1,000,000 for any one incident with automatic reinstatement; and
  - b. statutory liabilities insurance with a minimum limitation sum of NZ \$200,000.
  - c. Public liability insurance cover in the sum of \$1,000,000
- 7.3.2. The Contractor must produce evidence to the Council that such insurance cover has been effected within ten (10) working days after the date of this Agreement and subsequently, within ten working days after each annual anniversary of the commencement date of this Agreement, where it continues for the following year.

## 7.4. Keeping of Records and Audit

- 7.4.1. The Contractor must keep full, up to date and accurate records relating to all matters covered by this Agreement.
- 7.4.2. The Council may, throughout the term of this Agreement, implement a regime of random audits on any aspect of this contract. The Contractor will provide access to all relevant data, systems, and procedures requested by the Council or its duly appointed agent in relation to these random audits.
- 7.4.3. Upon request by the Council, the Contractor must produce or permit the Council to inspect (upon the giving of 24 hours notice or less where this is agreed) such records and accounts as may be required to enable the Council to satisfy itself that the Contractor has complied with the provisions of this Agreement.

## 7.5. Reporting

- 7.5.1. Within twenty working days of each six month period (December and June) having elapsed, the Contractor will give the Council written reports setting out works undertaken in compliance with the performance criteria outlined in the annual Business Plan.
- 7.5.2. The report must give the Council a reasonable assessment of the Contractor's performance of contractual obligations, including the application of funds.
- 7.5.3. On receipt of the report a meeting may be held between the Contractor and representatives of the Council, this meeting being to provide a forum for discussion on the agreement.

- 7.5.4. The Council may require additional information in order to enable an adequate assessment to be made about the services provided by the Contractor and the Contractor will provide the Council with any additional information reasonably requested by the Council.

#### 7.6. Sub-Contract and Assignment

- 7.6.1. The Council acknowledges that the Contractor will from time to time enter into sub-contracting arrangements to meet the requirements of this contract. The parties acknowledge that it is not the intention of the Contractor to enter into sub-contracts to the extent that the contract is wholly or largely transferred to a third party without the agreement of the Council.
- 7.6.2. The Contractor shall not assign this Agreement to any person, without the written agreement of the Council.

#### 7.7. Resourcing

- 7.7.1. The Contractor will provide sufficiently qualified and competent staff or sub-contractors for it to properly fulfil its obligations in terms of this agreement.
- 7.7.2. The provision of all staff and sub-contractors is to be at the Contractor's expense.
- 7.7.3. Where specific services are required by the Contractor to carry out their activities, and such services are already contracted from other parties to the Council, the Council shall where possible coordinate the work programmes of the other parties to ensure savings in personnel and resources are achieved by the Contractor and the Council.
- 7.7.4. At all times the Contractor will do everything reasonably necessary to ensure that those employees and subcontractors interacting with the public are employees and sub-contractors who are appropriate for that work and have the degree of skill, care and diligence of a competent professional required to pleasantly and helpfully deal with the public in all circumstances.
- 7.7.5. The Council acknowledges that should the change in promotion activities in the district result in any claims by persons previously associated with such activities prior to the commencement date of this contract, the Contractor will not be liable for those matters, nor their resolution.
- 7.7.6. Upon conclusion of the promotion contract with the Contractor, the Council will meet any reasonable redundancy costs incurred by the Contractor in respect of the Promotion activity, if any, provided that the Contractor agrees with the Council any redundancy offer which differs from the entitlement under the respective employment agreement(s) before presenting the redundancy offer to the employee.

#### 7.8. The Contractor shall:

- 7.8.1. Provide the services agreed in the Business Plan.
- 7.8.2. Deal with any complaints received by it in respect of the performance of the Services in a polite and professional manner, investigate all complaints and take appropriate remedial action forthwith.



## 8. Information

- 8.1. The Council and the Contractor entered into a Service Agreement in March 2007 to set out the functions, roles and responsibilities, and where costs will fall in respect of Information Centres, berthage at Kaiapoi Wharf, Visitor Signage, Event Promotion and Destination Management. That Agreement, as updated from time to time by the parties, will continue to be part of this contract.
- 8.2. The Council and Contractor will from time to time undertake promotion and events functions. The parties will use best endeavours to keep each other informed of the promotions, events and functions to ensure co-ordinated service provision and achieve synergies where feasible.
- 8.3. The Council and the Contractor are likely to hold some resources (e.g. photo images) relevant to the promotion of the District, and agree, on request, to copy or transfer them to the other party at no cost.

## 9. Default and Cancellation

### 9.1. If:

- 9.1.1. either party fails to pay any moneys payable under this Agreement within 20 Business Days of the due date for payment;
- 9.1.2. a receiver, receiver and manager, official manager, trustee or similar official is appointed over any of the assets or undertaking of either party;
- 9.1.3. either party is or becomes unable to pay its debts when they are due;
- 9.1.4. either party enters into, or resolves to enter into, any arrangement, composition or compromise with, or assignment for the benefit of, its creditors or any class of them without an Approval from the other party;
- 9.1.5. an application or order is made for the winding-up or dissolution of either party or a resolution is passed or any steps are taken to pass a resolution for the winding-up or dissolution of either party otherwise than for the purpose of amalgamation or reconstruction which has an Approval from the other party;
- 9.1.6. the Contractor:
- a. ceases to carry on the Business in whole or in part (except in the circumstances where clause 9.2 applies);
  - b. by act or omission, allows circumstances to occur as a consequence of which any rights, powers, licences, permits, or authorisations necessary for the lawful and proper performance of the Services are cancelled or are liable to cancellation;
  - c. is the subject of repeated and continuing complaints relating to the performance of the Services, which complaints (in the reasonable opinion of the Council) are, or in the future will be, detrimental to the Council's reputation.
- 9.1.7. either party otherwise commits a breach of this Agreement and fails, after receipt of reasonable written notice of the circumstances of such breach and the reasonable steps required to be taken, to remedy that breach;
- 9.1.8. then the party which is not in default may require rectification of such default within 15 working days, and if such rectification is not made, may then cancel this Agreement.



## 9.2. Force Majeure

- 9.2.1. Neither party shall be obligated to perform and neither shall be deemed to be in default of its obligations under this Agreement if prevented in whole or in part by reason of Force Majeure (as defined below) from performing its obligations under the Agreement.
- 9.2.2. The Council and the Contractor, forthwith upon the occurrence of Force Majeure, shall diligently do all acts and things which may be necessary or desirable to remove such Force Majeure as quickly as possible, but neither party shall be required to settle strikes, lockouts or other labour disputes or the meeting of any claims or demands by a Government Authority contrary to the wishes of the other party, or which may be prejudicial to the interests of the other party.
- 9.2.3. For the purposes of this clause, "*Force Majeure*" shall mean:
- a. an Act of God, strike, lockout or other industrial disturbance, lightning, fire, storm, flood, earthquake, explosion or condition of like nature including the unavailability of sufficient fuel or energy to give effect to the Contract;
  - b. any statute, order of any public or military authority stemming from the existence of economic controls, riot, civil commotion, hostilities, war or blockade;
  - c. any other similar event which is not reasonably within the control of the Council or the Contractor.
- 9.2.4. If the Contractor is unable to supply the services because of Force Majeure the Council shall be entitled after discussion with the Contractor to make alternative arrangements suitable to the Council for the supply or provision of the Services during the period the Contractor is unable to provide a supply of the Services. The operation of this agreement will be suspended during the period in which the Force Majeure continues, only during the period and to the extent that the party relying on the Force Majeure is unable to comply with this agreement.

## 9.3. Termination Report

- 9.3.1. Upon termination of this agreement for whatever reason, the Contractor must, if so directed by the Council, assemble all relevant information and findings into a report to be provided to the Council. Without limitation, the report must contain a statement as at the date of termination of the then current position relating to all items which are to be reported on to the Council in the reports together with a report of all outstanding, or incomplete actions at the date of termination.

## 9.4. Termination Payment

- 9.4.1. Upon termination of this agreement for whatever reason, the parties will enter into transition arrangements with the Council reimbursing the Contractor for reasonable expenses associated with Promotion Services up to the point that the transitional arrangements are confirmed, and the Council will pay thereafter for any agreed Services and Extra Services necessary to enable an orderly transfer of promotion responsibilities to the new service provider.

## 10. Miscellaneous

### 10.1. Assets, including intellectual property

10.1.1. The Contractor acknowledges that any assets, including intellectual property, specific to the promotion functions that are acquired in the course of the contract utilising Council funds remain the property of Council and will be returned to Council upon the conclusion of the contract.

### 10.2. Indemnity by Contractor

10.2.1. The Contractor indemnifies the Council in respect of all costs (including legal costs on a solicitor/client basis), claims, liabilities and expenses which the Council may suffer by reason of any unlawful, negligent, tortuous, criminal or reckless errors, acts or omissions of the Contractor in the performance of the Services.

### 10.3. Injury

10.3.1. The Contractor shall exercise its rights and duty completely at its own risk and if in the exercise of any services any person is injured, or any equipment of the Contractor is damaged, or destroyed in any manner or by any means, no part of the loss, injury or damage shall under any circumstances be borne by the Council.

### 10.4. Entire agreement

10.4.1. This Agreement constitutes the entire agreement between the parties relating to the subject matter and supersedes all prior agreements or undertaking whether oral or written. The Contractor confirms that in entering into this Agreement, it has not relied upon any statement, warranty or other representation made or information supplied by or on behalf of the Council.

### 10.5. Waiver

10.5.1. Waiver of a breach of this Agreement, or any rights created by or arising upon default under this Agreement or upon the occurrence of any event of default must be in writing and signed by the party granting the waiver.

10.5.2. A breach of this Agreement or the occurrence of an event of default is not waived at law or equity by any failure or delay in exercise, or partial exercise, of any right or remedy available under this Agreement.

10.5.3. A right or remedy created or arising upon default under this Agreement or upon the occurrence of an event of default is not waived by any failure or delay in exercise, or a partial exercise, of that right or remedy.

### 10.6. Right to make agreement

10.6.1. Each party represents and warrants that it has full power and authority to enter into and perform its obligations under this Agreement.

### 10.7. Confidentiality

10.7.1. In respect of the provisions of this contract and the services to be provided, information can be shared with other parties, except where there is good reason to withhold that information.

- 10.7.2. Good reason for withholding information exists if the making available of that information would be:
- a. Likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
  - b. Necessary to protect the privacy of natural persons, including that of deceased; or
  - c. Protect information where the making available of the information:
    - i. Would disclose a trade secret; or
    - ii. Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information or;
  - d. Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
    - i. Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - ii. Would be likely otherwise to damage the public interest, or
  - e. Avoid prejudice to measures protecting the health or safety of members of the public, or
  - f. Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
  - g. Maintain the effective conduct of public affairs through:
    - i. The free and frank expression of opinions by or between the Council and the Contractor or any persons in the course of their duty; or
    - ii. The protection of such members, officers, employees, and persons from improper pressure or harassment; or
  - h. Maintain legal professional privilege, or
  - i. Enable the Council and Contractor to carry out, without prejudice or disadvantage, commercial activities; or
  - j. Enable the Council and Contractor to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
  - k. Prevent the disclosure or use of official information for improper gain or improper advantage.

## 10.8. Proper Law

10.8.1. This Agreement is governed by the laws of New Zealand.

10.8.2. Each of the parties irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand.

## 10.9. Notices

10.9.1. Any notice under this Agreement may be given as provided in the Property Law Act 1952 and in any event shall be deemed sufficiently served if:

- a. it is actually received by the addressee or its authorised representative; or
- b. sent by post or fax to the addressee's last known service address in New Zealand; or
- c. in the case of a body corporate sent to its registered office.

10.9.2. Any notice sent by post shall be deemed to have been served on the day following the posting; or on delivery when delivered by hand; or if sent by facsimile, when a completed transmission report is received by the sender unless a verifiable query as to material legibility is promptly raised.

<b>Councils service address:</b>	<b>Contractors service Address:</b>
Waimakariri District Council 215 High Street Private Bag 1005 Rangiora	Enterprise North Canterbury 143 Williams Street Kaiapoi

## 11. Dispute Resolution

### 11.1. Notice of Dispute

11.1.1. In the event of any dispute or difference arising between the parties at any time as to the interpretation of this Agreement, or as to any matter or thing arising out of or in connection with this Agreement, each party must provide to the other written notice adequately identifying the subject matter of that dispute or difference. The giving of this notice will be a condition precedent to the commencement by either party of proceedings (whether by way of mediation, arbitration or litigation) in respect of any dispute or difference. This clause does not, however, limit the right of either party to seek urgent interlocutory relief by way of Court proceedings.

### 11.2. Reference of Disputes

11.2.1. Within 10 Business Days from the date of service of the notice referred to in clause 11.1 the party giving that notice may give written notice to the other party that it requires the dispute or difference to be referred to mediation. Upon receipt by the other party of that notice the dispute or difference (unless meanwhile settled) will then be referred to mediation pursuant to clause 11.3.

### 11.3. Mediation

11.3.1. Within five business days of service of the notice referred to in clause 11.2 the parties will agree upon the Mediator to be appointed. If the parties are unable to agree, either party may request the President of the Canterbury District Law Society to appoint a Mediator;

11.3.2. The dispute or difference will be the subject of mediation for a period of 20 Business Days (or such longer period as agreed by the parties) from the date upon which the Mediator accepts appointment.

11.3.3. Neither party will be entitled to commence or maintain any action in respect of the dispute without the consent of the Mediator during that period.

11.3.4. Each of the parties will promptly carry out such reasonable steps as may be requested by the Mediator.

11.3.5. The parties acknowledge that the purpose of any exchange of information or documents or the making of any offer during mediation is to be taken only as an attempt to settle the dispute. No party may use any information or documents obtained during mediation for any purpose other than in an attempt to settle a dispute.

11.3.6. After the expiration of the time established by or agreed under clause 11.3(b), any party which has complied with the provisions of clauses 11.1-11.3 (inclusive) may in writing terminate the mediation and refer the dispute to arbitration or commence Court proceedings.

#### 11.4. Costs of mediation

11.4.1. Each party shall bear their own costs in relation to any mediation. The costs of the Mediator shall be borne by the parties in equal shares.

#### 11.5. Arbitration

11.5.1. A dispute referred to arbitration shall be conducted in accordance with the provisions of the Arbitration Act 1996.

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

**FILE NO and TRIM NO:** EXC-34-20/210316044336

**REPORT TO:** Council

**DATE OF MEETING:** 06 April 2021

**FROM:** Jeff Millward, Chief Executive (Acting)

**SUBJECT:** Health and Safety Report to Council March 2021

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




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Department Manager

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Acting 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 March 2021. This report is trending from March 2020 to March 2021.
- 1.2. The overall safety management of the Refurbishment Project is going well and communication between contractors and WDC staff is good. No incidents to report this month. Site Security Reviews in progress.
- 1.3. Needs analysis for Situational Safety Training in progress as a corrective action relating to a security incident.
- 1.4. 10 work related incidents occurred during March which have been investigated or currently being managed through investigation. Learnings were shared where necessary.
- 1.5. Annual Health Checks delayed this year due to advice from the health provider.

**Attachments:**

- i. Discharging Officer Health and Safety Duties
- ii. March 2021 Health and Safety Dashboard Report

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No 210316044336.
- (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.

- (c) **Notes** that phase 2 of the Rangiora Service Centre Refurbishment Project is due to finish at the beginning of April. Phase Three sees the return of units from Lam House and work on the Executive wing will commence.

### 3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

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

- 4.1. There were 10 new work-related incidents during March. Of which 3 require further investigation.

<b>Date</b>	<b>Occurrence</b>	<b>Event description</b>	<b>Response</b>
9/02/2021	INJURY	Strained back when lifting a jumping jack, turning at the same time.	Staff member did not require medical attention or report any lost time. Two person lift required for further lifts.
11/02/2021	INJURY	A swimming instructor was bitten during a swimming lesson. The bite occurred on her hand.	There was no broken skin or need for first aid treatment. Parent of the child communicated to.
16/02/2021	PROPVEHDMG	Telecom cable strike. Unidentified house cable struck by digger.	Cable not identified on the locator prior to dig. Immediate repair.
18/02/2021	INJURY	Staff member Tripped over in car park while at a school for lessons and hurt elbow.	No identified trip hazard. Staff member did not require medical attention. No lost time incurred.
19/02/2021	NEARMISS	Child at swimming lessons took themselves over to the main pool without being noticed. Once escorted back the child spat in the staff members face.	Staff member washed her face. Team leader communicated this to the school principle. Discussions were held around the rules regarding adults to accompany young children to the main pool at all times.
22/02/2021	INJURY	Cut to right hand thumb.	As staff member was applying thread tape to a pipe, a sharp splinter from the thread sliced his thumb. Gloves to be used where possible (dexterity) No medical attention required. No lost time incurred.
22/02/2021	INJURY	Small cut on left index finger by cleaning a wastewater multitrode	Sharpe edge on multitrode scrapped and cut staff members left index finger. Communication on using correct PPE (gloves) to be had with staff.

2/03/2021	NEARMISS	The door handle on the door into the Farmers cafe broke, resulting in 3 staff members becoming trapped in the room for approximately 20mins.	The incident was resolved after a contractor working in the building was able to pass through some tools via the roof space which enabled the door to be taken off its hinges and eventually pried open. The door handle has been repaired. Staff members were fine. Further investigation is required to identify if this should be a lockable rom for security purposes. The new handle does not have a locking mechanism.
11/03/2021	NEARMISS	Breach of permit – A contractor that was assisting with a task entered a restricted area without signing in to the open permit. One of the contractors was not wearing fall protection when entering the permit.	Water Unit staff member that opened the permit instructed the contractor to leave the area until correct PPE was donned and they had signed in to the correct permit. Further investigation required to liaise with the contractor and check training records.
12/03/2021	NOTIFIABLE	Power cable strike occurred when mole ploughing. Asbuilts did not show underground power services. 400v cable cut. No injuries incurred. This was registered with Work Safe as a notifiable, but not externally investigated due to it being rectified immediately by Main Power and the low severity of the incident.	Further investigation is required to identify how Main Power can make some improvements to their process involving asbuilts. At present a number of CARS (Corridor Access Requests) are required to receive the correct asbuilts. The investigation is planned and is to identify how we can avoid future strikes. Main Power and the sub-contractor involved have been engaged to assist with information. Work safe have been notified for record purposes.



## Further Updates

### 4.2. Corporate Accommodation project

Phase Two is on track with the Installing of network cabling, more HVAC and then a staged implementation of the ceiling, tiling, flooring and painting before finishing at the beginning of April. Phase Three sees the return of the Building Unit into the newly refurbished space downstairs as well as Customer Services and Admin/Governance teams moving back into their spaces. The third phase also means that the Communications and Engagement Team will move upstairs temporarily and the Mayor temporarily to the Rakahuri Room. Work is underway to develop and roll out an in house workshop on the Refurb Workspace Guidelines. The Workspace Guidelines are a set of protocols for using the new spaces and working in the more open environment.

### 4.3 Annual Health Checks

Annual Health Checks have been planned and scheduled with Durham Health for May/June this year. Dates to be confirmed pending vaccine availability. The delay is due to vaccinations being be ring fenced for over 65 year olds, patients with medical conditions and compromised health. A request has been submitted to Durham Health to bring these forward if vaccines become available.

### 4.4. Cable Strikes/dangers

The main dangers which may arise from the two types of underground cable strikes we typically come across or work near are summarised below:

**Electricity Cables** - Damage can occur when a cable is crushed, severed or bent severely enough to cause internal contact between the conductors or between the sheathing and one or more of the conductors. This typically causes severe and potentially fatal burns to the hands, face and body. Direct electric shock is rare but not impossible. Electrical cable strikes should be raised with Work Safe and notified, but are only investigated by Work Safe depending on the nature/severity.

**Telecommunication Cables** - With the exception of fibre optic cabling, there is little 'direct' risk of personal injury from damaging a telecommunications cable. Telecommunication companies repair these types of strikes. The H&S team are working with the organisation and external partners to try and understand the challenges facing operational teams when working around submerged cables. The teams are seeking to establish an improved proactive approach to reduce the occurrences where possible.

## COMMUNITY VIEWS

### 4.5. Groups and Organisations

4.5.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

### 4.6. Wider Community

4.6.1. The community has not been consulted with in 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, 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 is submitted to Management Team and the Audit and Risk Committee on a 6-monthly basis.

## 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 2 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>• Updates on new activities/major contracts</li> <li>• Council reports to include Health and Safety advice as relevant</li> <li>• Audit Committee to receive minutes of Health and Safety Committee meetings</li> <li>• 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>• Induction of new Council through tour of District and ongoing site visits.</li> <li>• H&amp;S Risk register to Audit Committee</li> <li>• Training on H&amp;S legislation and best practices updates</li> <li>• 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>• LTP or Annual Plan to have a specific report on H&amp;S resources</li> <li>• 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>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</li> <li>• 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>• Programme of H&amp;S internal work received by Audit Committee</li> <li>• Internal Audit reports to Audit Committee</li> <li>• Incident Investigations reported Audit Committee</li> <li>• 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>• Receive any external audit results and remedial actions (if any) reported to Audit Committee</li> <li>• Worksafe audits, if undertaken</li> <li>• 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 2020/21 Workplan (*as at 15 March 2021)			
Objectives	2020/21 Projects	Current Progress	Comment
<p><b>Objective 1:</b> To ensure that health and safety risks are identified and evaluated at least annually (if not more frequently, depending upon the nature of the risk) and implement suitable control measures to prevent work-related injury or illness.</p>	<p><b>Action 1:</b> Embed the use of the Promapp Risk and Compliance Module for the identification, assessment and monitoring of health and safety risks.</p> <p><b>Action 2:</b> Review of Top 10 Health and Safety risks to determine gaps in current control measures, and prioritise actions going forward.</p>		<p>Next Risk Register review is scheduled for April with the Management Team and Council.</p>
	<p><b>Action 3:</b> H&amp;S participation, advice and guidance 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>- Worker wellbeing</li> <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> </ul>		<p>Meetings continue to be held to monitor the Corporate Accommodation project and address safety and wellbeing issues when they are raised as teams relocate seating areas.</p> <p>Work is underway to develop and roll out an in house workshop on the Refurb Workspace Guidelines.</p>
<p><b>Objective 2:</b> To ensure that health and safety policies, processes and systems of work are developed, and review them to ensure their on-going effectiveness.</p> <p><b>Objective 3:</b> To ensure that Workers have clear understanding and</p>	<p><b>Action 4:</b> Provide Health and Safety support and guidance to field workers, to increase the health and safety capability through the organisation, and review the effectiveness of current contract management and field work processes.</p>		<p><b>No update for February/March</b> - Project has commenced. The Health and Safety Coordinator has completed an audit of field worker protocols to initiate the project. Results of the audit were presented to Audit and Risk in September. Results have also been presented and circulated to the associated Unit Managers for completion of actions and consideration of recommendations.</p>

awareness of health and safety requirements (including policies, processes and safe systems of work) that are relevant to their role.			
<b>Objective 4:</b> To develop and implement effective methods to consult and engage with Workers (and where appropriate, the relevant Unions) regarding health and safety matters in the workplace.	<b>Action 5:</b> Develop a programme of Health, Safety and Wellbeing leadership initiatives for Managers, to improve the visibility and proactivity of Health, Safety and Wellbeing leadership throughout the organisation. <b>Action 6:</b> Monitor and analyse progress against Wellbeing Strategy and determine future actions.		Wellbeing activity has been focused on Covid impacts and Line Managers have been encouraged to work with individuals to support them through these times.  Not yet commenced. This is scheduled for June 2021
<b>Objective 5:</b> To ensure that incidents (including workplace injuries, illness, property damage, and near misses) are reported, investigated and analysed, and that appropriate measures are put in place to prevent recurrence of harm.  <b>Objective 6:</b> To facilitate the safe return to work of Workers who have been injured in the workplace.	<b>Action 7:</b> Develop and implement CiAnywhere hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety hazards and incidents.		The meeting which was scheduled for February with the Business Analysis Team to review the scope of implementation of CiAnywhere was postponed.  This has been postponed until progress has been made from the BATS Team.
<b>Objective 7:</b> To put in place methods to assess and continually improve the systems for implementing all of the above.	<b>Action 8:</b> Complete an internal Health and Safety Management System gap analysis against ISO 45001:2018 Standard, to understand what actions are required to achieve compliance with international best-practice standards.		Not yet commenced. Postponed.

Legend

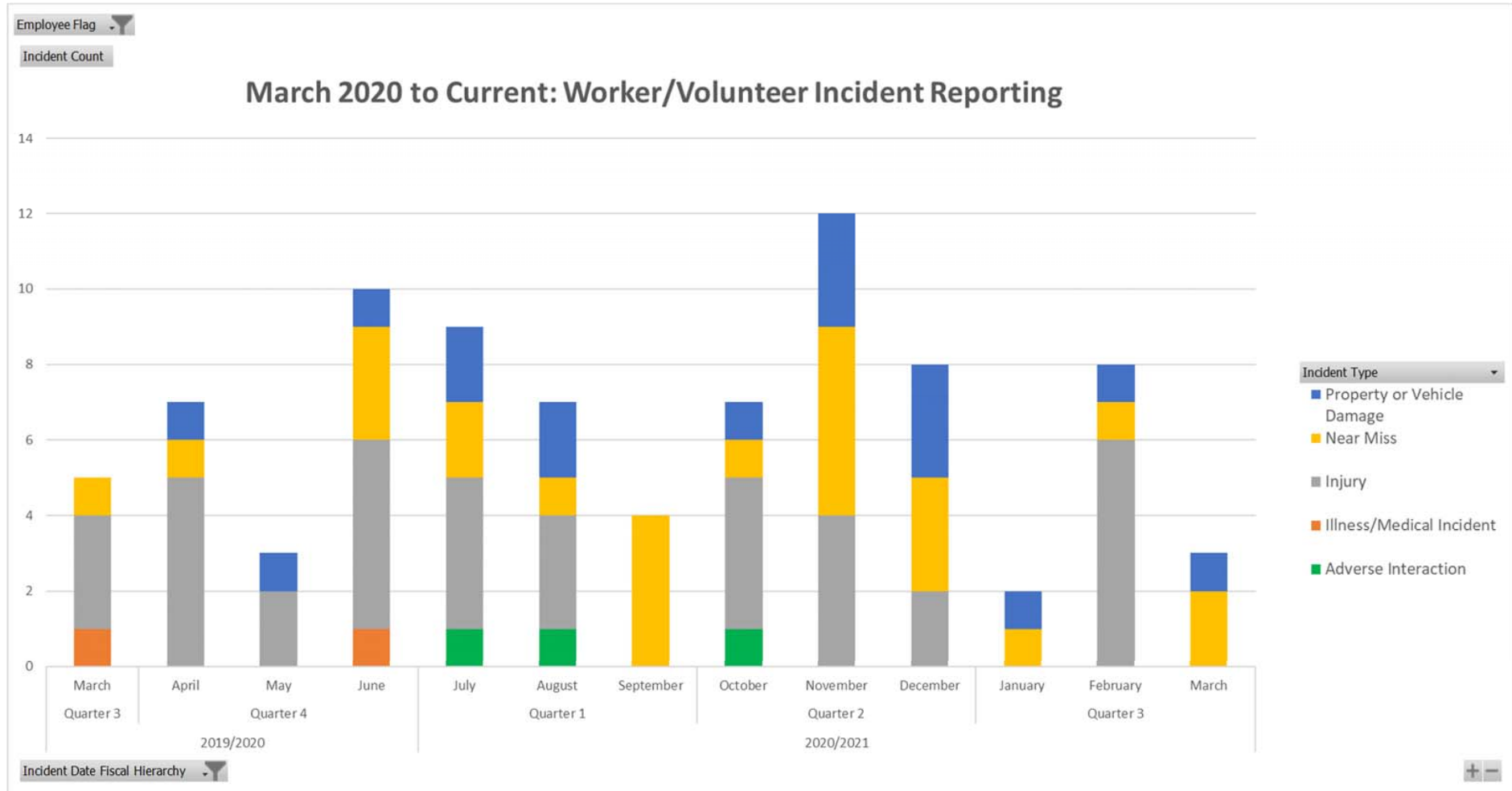


On track

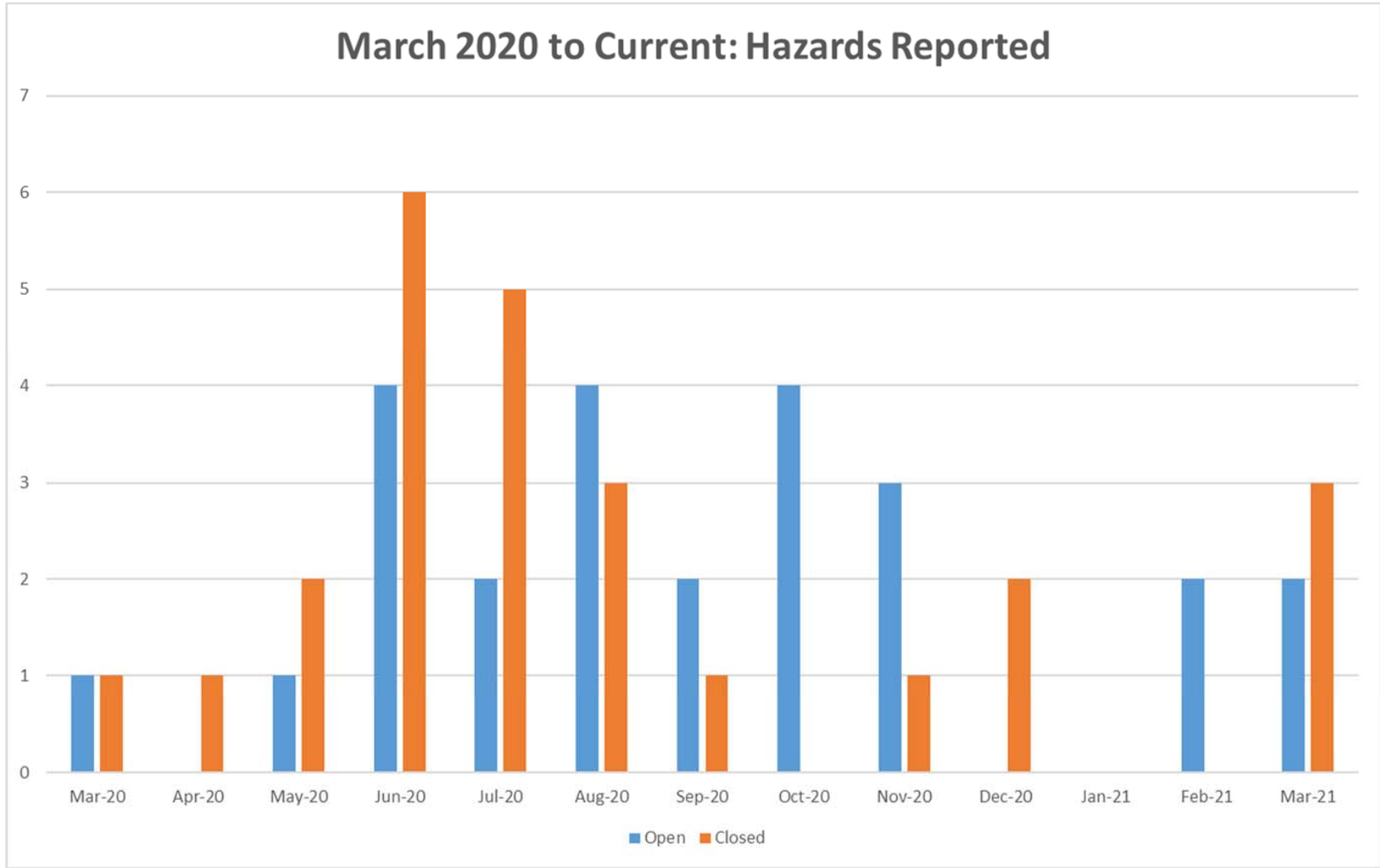
Slightly behind schedule (less than one month)

Behind schedule (greater than one month)

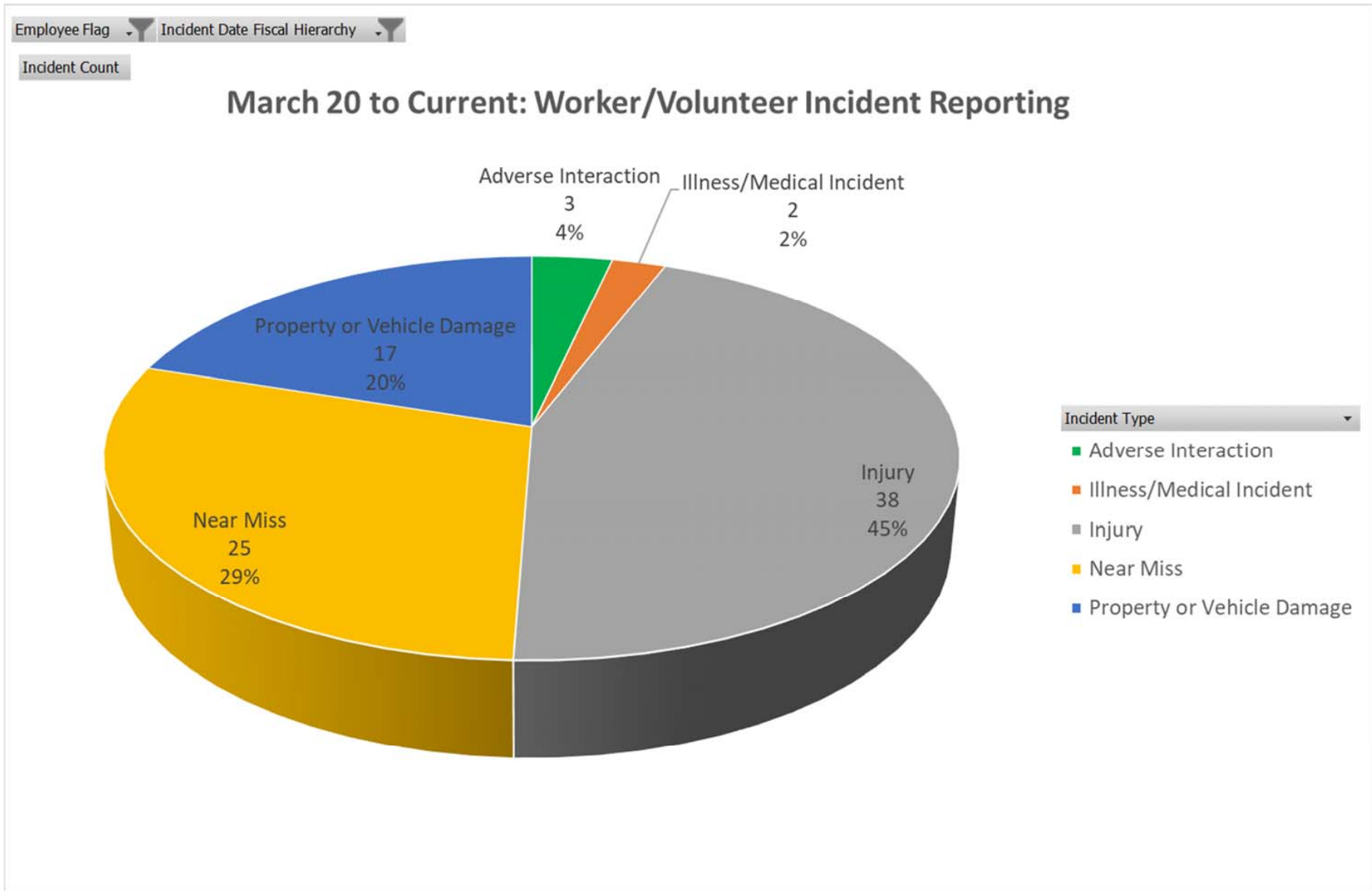
Incidents/Injuries – March (\*as at 15 March 2021)



Hazards – March 2020 (\*as at 15 March 2021)



Incidents/Injuries – March 2021 (as at 15 March 2021)





**Contractor Database (drawn from SiteWise Database)**

**CONTRACTOR PIPELINE**

Health and Safety ▾

**ALERTS**



**CONTRACTOR ASSESSMENT SCORES**

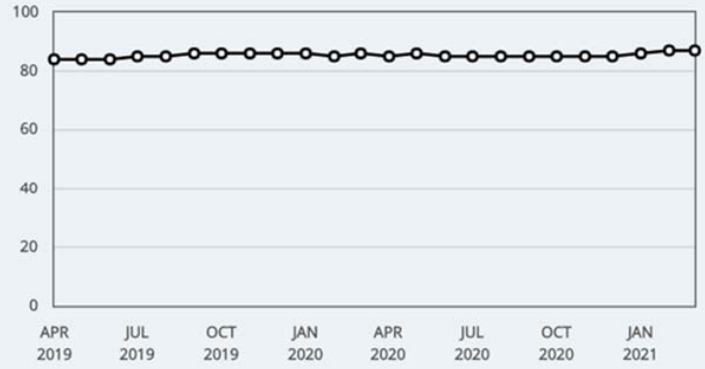
**YOUR CONTRACTORS**

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE



YOUR PREFERRED CONTRACTORS AVG. SCORE

**87%**



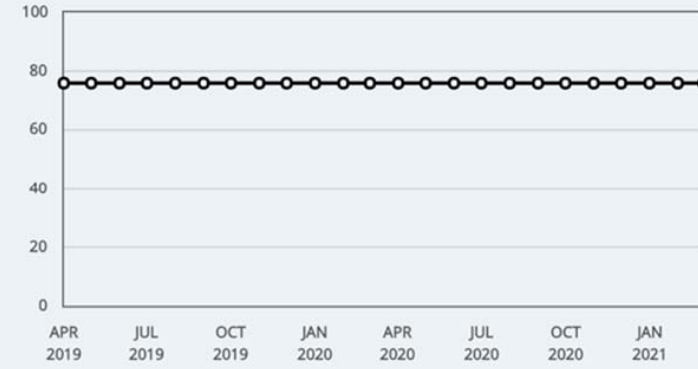
**ALL CONTRACTORS**

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE



ALL CONTRACTORS AVG. SCORE

**76%**



<b>Lost Time Injuries:</b>	2017/18	4 Injuries - total 340.5 hours
	2018/19	3 Injuries - total 2232 hours (to date)
	2019/20	2 Injuries – total of 18 hours
	2020/21	1 Injury – total of 16 hours

<b>LEAD INDICATORS</b>
------------------------

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	Q4 2021	12 out of 14 Workplace Walkarounds Completed for March.
<b>Training Delivered</b>	2018/19	People Trained: 467
<b>Training Delivered</b>	2019/20	People Trained: 32
<b>Training Delivered</b>	2020/21	People Trained: 16

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON TUESDAY 23 FEBRUARY 2021 COMMENCING AT 4.00PM.**

**PRESENT**

Councillors Redmond (Chairperson), A Blackie, W Doody, N Mealings, R Brine and Mayor D Gordon.

**IN ATTENDANCE**

C Brown (Manager Community and Recreation), M Greenwood (Aquatic Facilities Manager), R O'Loughlin (Greenspace Asset and Capital Programme Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

No apologies were received.

**2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Community and Recreation Committee held on 15 December 2020**

Moved: Councillor Blackie                      Seconded: Councillor Doody

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Community and Recreation Committee, held on 15 December 2020, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

Nil.

**5 DEPUTATIONS**

Nil.

**6 REPORTS**

**6.1 Draft Community and Recreation Activity Management Plan – G MacLeod (Community Greenspace Manager) and R O'Loughlin (Greenspace Asset and Capital Programme Advisor)**

R O'Loughlin advised that the Draft Community and Recreation Activity Management Plan 2021 (AMP) pertained to parks, reserves, community facilities and aquatic facilities. During 2020, in preparation for the 2021-2031 Long Term Plan (LTP), staff reviewed and updated the AMP. This review formed the basis for the draft 2021-2031 LTP budgets and therefore provided the supporting information for the LTP and the 30 Year Infrastructure Strategy. He explained that the plan outlined the significant issues associated with Greenspace and Aquatic activities and assets, and identified the future funding requirements and upgrades to maintain the levels of service and manage growth and renewals of existing assets.

Councillor Doody noted that provision of \$250,000 had been made in the AMP for the installation of the new toilets at the West Oxford Reserve. She enquired what the process would be going forward. R O'Loughlin explained that it was his understanding that staff was investigating the possibility of securing some funding from the Tourism Infrastructure Fund. C Brown confirmed that the timeline for the project had been extended, as Tourism Infrastructure Fund was not available, and it seemed that there would be no funding available for some time

Councillor Doody further enquired if the West Oxford Reserve was owned by Environment Canterbury (ECan). C Brown advised it was largely a Council-owned reserve, however, the parcel of land adjacent to the Eyre River was owned by ECan. He confirmed that ECan had not been approached for funding.

In response to questions from Councillor Mealings, R O'Loughlin confirmed that consultation was currently underway with the community and the Community Board regarding the proposed Good Street redevelopment. The current financial year's budget included \$50,000 for this project.

Councillor Redmond sought clarity on the which work contained in the AMP had been completed, and which work was still ongoing. R O'Loughlin commented that from 2018 to date many of the projects identified in section 10 of the AMP had been completed. The capturing of updated information regarding aquatics and community facilities' assets could be considered the most significant project.

Councillor Doody questioned the Cust Community Centre classification. C Brown explained that the New Zealand Recreation Association identified nine different categories which were used as a yardstick to determine the Council's levels of service. Staff took some time to examine which categories apply to reserves which were primarily dominated by a community facility building, and what levels of service would be appropriate for those reserves. Subsequently, they were identified as neighbourhood parks with a higher catchment level which increased the levels of service. Cust Community Centre was therefore classified as a neighbourhood park.

Councillor Blackie enquired what the difference was between a 'local catchment' and a 'community catchment'. C Brown clarified that a 'local catchment' referred to a smaller neighbourhood reserves which could be access by approximately a ten minute walk or was located no further that 500 meters. These reserves often did not have public toilet facilities as they only served the local residents who would be able to walk home. Many of the more rural reserves would be classified as having a community catchment, because it was anticipated that people would have to travel from within the wider community to be able to access these reserves. These reserves often boasted a number of facilities such as public toilets, BMX tracks and barbeques, because they were catering for a larger number of people from a wider area.

Moved: Councillor Doody

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 210211022420

**RECOMENDS** that the Council:

(b) **Notes** that the Draft Community and Recreation Activity Management Plan 2021 had been sent to an external consultant for peer review.

(c) **Adopts** the Draft Community and Recreation Activity Management Plan for the purposes of the 2021-2031 Long Term Plan consultation (TRIM 210204018373).

- (d) **Approves** that the Community Greenspace Manager may make minor amendments, if required, as result of the peer review.
- (e) **Notes** that the final Activity Management Plan would be adopted by Council in conjunction with the adoption of the final 2021-2031 Long Term Plan in June 2021.

**CARRIED**

Councillor Doody noted that this was a well drafted report, and thanked staff for the work done on the draft Community and Recreation Activity Management Plan, which had been a big undertaking.

6.2 **Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)**

M Greenwood provided a brief update on the Aquatic Facilities' year to date progress. He highlighted the following

- The impact Covid 19 had on customer attendance during the December 2020 holiday period.
- In December 2020, staff were notified by the Three Waters Department about a Norovirus effecting the community. Staff conducted some additional testing at the Waikuku Beach paddling pool, however no contamination was found. As a precaution, staff did disinfect the pool and the site to ensure community safety.
- An act of vandalism also accrued at the Waikuku Beach paddling pool, over the holiday period, where a glass bottle was smashed into the pool. This act had a negative impacted the Aquatic Team's levels of service, as the pool had to be closed for a couple of days while it was drained and cleaned up.
- The plant maintenance works at the Kaiapoi Aquatics Facility had a successful completion. The majority of those works were in the pool shells themselves, however, some maintenance had also been done to the pumps and equipment in the plant

Councillor Redmond enquired how the Council was notified of the broken glass at the Waikuku Beach paddling pool. M Greenwood advised that the Council generally relied on the community to notify them of such incidences. Although an Aquatic Team member visited the site daily to ensure the site was clean and tidy, the staff member was only on site for approximately 45 minutes a day so, hence the reliance on the public.

Moved: Councillor Brine

Seconded: Councillor Doody

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 200925128402.
- (b) **Notes** Aquatic Facilities progress against its key performance indicators including Facility Attendance, Financial results and Water Quality.
- (c) **Notes** the impact Covid 19 has had on operation and customer attendance.
- (d) **Notes** the Canterbury District Health Board support the resumption of Learn to Swim activities during Covid Level 2 with appropriate safeguards in place.
- (e) **Circulates** the report to the Boards for their information.

**CARRIED**

## 7 CORRESPONDENCE

Nil.

## 8 PORTFOLIO UPDATES

### 8.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor R Brine.

- There was currently a Fire Blight infection that was infecting some of the districts Whitebeam trees. Staff had been in contact with Ministry of Primary Industries (MPI) who had provided advice. Fire Blight was a bacterial infection that had no current fix. Trees that were identified as being infected needed to be removed and tools cleaned after use.
- Tree watering in the district was still ongoing, however, with the morning dew starting this would stop soon.
- Staff had received a quote for the development of the tennis courts at the proposed Coldstream Road Tennis Centre in Rangiora. The prices came in higher than the \$1 million Council contribution, however, the quote did include some items which would fall under the auspice of the tennis club. Staff had met with the tennis clubs to discuss the current pricing and it was agreed to proceed. Staff would be preparing a report for Council approval to progress the project soon.
- Tirikatene Park (Silverstream Estate) toilets were completed. Mandeville Sports Centre toilets were still under construction and the Maria Andrews Park toilets were currently under design. The Maria Andrews Park toilets would be completed as part of the upgrade to the car park and would also include the removal of the current Waimakariri United Football Clubroom which had not been used in many years.
- The Swannanoa Cricket Club had asked for more water for irrigation. Staff were looking at temporarily increasing the water units they had available for extra irrigation capacity for the next few months. Loburn Domain had seven 30,000 litre tanks installed to increase irrigation capacity, hopefully this would allow the fields to be softer at the start of the rugby season.
- There was \$12,000 worth of vandalism repair completed in January 2021, which was higher than usual.
- The development of the Hurunui Reserve in Pegasus had been completed.
- The Cust Community Centre car park project commenced on Monday 22 February.
- The Flagtracks System for the street banners had now been installed.
- The new softball diamonds at the Norma Kirk Park looked excellent.

C Brown noted that there had been an outbreak of Fire Blight infection in 2005 and the MPI did not seem particularly concerned. Fire Blight could however be very destructive to fruiting trees and therefore needed to be eradicated. It was currently mainly found in Pegasus and any declining trees would be quickly removed and the Council would ensure that contractors were disposing of the mulch into a different place and also cleaning all of their tools.

Councillor Redmond questioned if the Fire Blight infestation in Pegasus may be caused by the lack of irrigation system in Pegasus. C Brown explained that the Council discontinued the irrigation system in Pegasus, which was installed by the developers. The Council usually disconnected the watering system in developments as the maintenance cost were too high. Pegasus had many Whitebeam trees which were very susceptible to Fire Blight infestation

**8.2 Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor W Doody.**

- The Mandeville Sports Club had raised concern regarding the bright colour which the new Club toilets had been painted.
- Councillor Doody congratulated staff on the planting in the town centres and the beautification as it was looking fabulous.

**8.3 Community Development and Wellbeing – Councillor W Doody and Councillor N Atkinson.**

- On Thursday 25 February 2021 a morning tea would be held for pensioners to discuss wellness and health as well as pensioner housing.

**9 QUESTIONS**

Nil.

**10 URGENT GENERAL BUSINESS**

Nil.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.36pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES OF THE MEETING OF THE CANTERBURY WATER MANAGEMENT STRATEGY  
WAIMAKARIRI ZONE COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN  
HALL, 303 HIGH STREET RANGIORA ON MONDAY 1 MARCH 2021 AT 3:30PM.**

**PRESENT**

Cameron Henderson (Acting Chairperson), Dave Ashby, Carolyn Latham, Wendy Main, Arapata Reuben (Te Ngāi Tūāhuriri Rūnanga representative), Councillor Sandra Stewart (WDC Councillor) and Councillor Megan Hands (ECan Councillor).

**IN ATTENDANCE**

M Bate (Kaiapoi Resident), J Ensor (Mandeville Residents Association), R Johnston (Farmer), M Mckeown (WGA Environmental Consultants), G McKenzie (Real Communications), C Butler (Water Strategies NZ), J Benn (Department of Conservation) and H Zervos (Student).

S Allen (WDC Water Environment Advisor), T Davie (ECan Director: Science), A Arps (ECan Zone Manager), M Cataloni (ECan Northern Zone Delivery Lead), Z Ploeg (ECan Biodiversity Officer), M Griffin (ECan CWMS Facilitator) and T Kunkel (WDC Governance Team Leader).

**KARAKIA**

Arapata Reuben provided the karakia to open the meeting.

**1 BUSINESS**

**1.1 Apologies**

Moved: D Ashby

Seconded: W Main

Apologies were received and sustained from Michael Blackwell, Erin Harvie, Judith Roper-Lindsay and John Cooke for absence.

**CARRIED**

**1.2 Welcome and Introductions**

The Acting Chairperson welcomed all the members present. He requested the CWMS Waimakariri Zone Committee members and attendees to introduce themselves to the members of the public in attendance.

**1.3 Register of Interests**

No discussion emanated from this point.

**2. OPPORTUNITY FOR THE PUBLIC TO SPEAK**

**2.1 C Butler - Water Strategies NZ**

C Butler highlighted the Ministry of Primary Industries' (MPI) Sustainable Food and Fibre Futures Project which would be led by the farming community. It was envisaged that farmer-led groups would share and explore knowledge, ideas and solutions supported by facilitators, with experts brought in as required. Water Strategies NZ would be supporting the Waimakariri farming community to proactively explore solutions to sustainability challenges.

Funding received from the MPI would be used for the following:

- Facilitate and co-ordination of farmer groups.
- Technical expertise to exploration of future farm systems and to pilot whole of Farm Business Plan approach.



- Implement an Evaluation and Monitoring Programme to ensure the project progress was measured, reported on and adapted. Farmer case studies would also be undertaken over the next three years.
- Updates on progress and findings to farmers and wider community.

C Butler elaborated on the approach taken to establish farmer-led groups. Water Strategies NZ was currently drafting up ideas and proposals that were raised during the high level workshops with the farmer-led groups. It was agreed to first determine what existing practices and information were available, before commencing work. C Butler noted that the project would be undertaken in collaboration with other groups and organisations such as ECan, the Waimakariri Landcare Trust, Beef and Lamb New Zealand, and Waimakariri Irrigation.

C Henderson advised that although the project fell under the auspice of the Waimakariri Landcare Trust, a steering group had been established to manage the project. W Main would be representing the CWMS Waimakariri Zone Committee on the said steering group, to ensure constant feedback to the Committee. He advised that a website was currently being developed for the project to keep interested parties updated.

Councillor S Stewart sought clarity on the kind of ideas for study that were being raised at the farmer-led workshops. C Butler noted that issues such as fertigation, on pasture activities, effective engagement with iwi and the wider community, and environmental measures on farms seemed to be the main concerns.

In response to questions, C Butler confirmed that just under \$500,000 funding was received for the three year project.

## 2.2 R Johnston – Farmer

R Johnston raised a concerns that, as a farmer, he believed that he was not being represented in government. He advised that the flow of communication from the CWMS Waimakariri Zone Committee to the general public was not affective enough to keep the community informed on the work being done by the Committee.

R Johnston expressed further apprehension regarding the lack of public consultation by Central Government on issues relating to fresh water prior to realising the National Policy Statement on Fresh Water 2020. This lack of consultation has led to ECan's proposed rates increase of 24.5 per cent, to cover the fallout of the Government's new freshwater regulations. He noted that many of the residents in the Waimakariri district would not be able to afford the proposed rates increase.

R Johnston noted that to date the funding allocated for the Ashley River Clearance Project had not been spent. M Cataloni confirmed that ECan was in the process of procuring contractors for clearing the vegetation. It was envisaged that the project would commence in April 2021.

## 2.3 M Bate – Kaiapoi Resident

M Bate showed recent photos and videos of the Kaiapoi River, emphasizing the lack of aquatic weeds and the algal bloom in the river. However, he noted the improvement in the aquatic weed growth in the Kaiapoi River behind the Kaiapoi Borough School. There also seemed to be an increase in the growth of aquatic weeds on the mud flats near the State Highway Bridge. However, there still seemed to be no aquatic life in the waterway.

M Bate also showed a video highlighting the effluent that Christchurch Ready Mix Concrete was releasing into the Waimakariri River. A Reuben expressed a concern that ECan was not advised immediately of the effluent running into the Waimakariri River and requested M Cataloni to investigate the matter.

In conclusion, C Henderson expressed the CWMS Waimakariri Zone Committee's appreciation for the continued campaigning done by M Bate. He was encouraged by the increase growth of aquatic weeds in the Kaiapoi River.

### 3. REPORTS

#### 3.1 Immediate Steps Biodiversity – Update – Z Ploeg (Ecan Biodiversity Officer)

Z Ploeg advised that the Council, ECan and the QEII Trust were collaborating with the landowner to support the retirement, fencing and permanent protection of approximately 150-hectare on Mount Lawry Station, including part of the Waipara River. The proposed project would involve fencing and covenanting four area on the station to exclude farmed stock and feral deer. The areas to be fenced consisted of a low nutrient sphagnum bog, primary beech forests, manuka, kanuka and several other nationally and locally rare plants. It was envisaged that by fencing the area, the native vegetation would be able to recover.

In response to questions Z Ploeg explained that it was anticipated that the project would cost approximately \$590,000, and application had therefore also been made to the Jobs for Nature Fund for \$400,000. Due to the high cost of the project it was recommended that the funding be allocated over two financial years.

A Reuben sought clarity on what would happen to Immediate Steps Funding, if the applicants were unable to raise additional funding. Z Ploeg confirmed that the funds would revert back to the Immediate Steps Fund.

Moved: D Ashby

Seconded: C Latham

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Supports** an allocation of \$50,000 of Immediate Steps funding for the Mt Lawry Covenant project over two financial years.

**CARRIED**  
A Reuben Against

C Latham noted that the funding application was supported by the Biodiversity Working Group.

A Reuben advised that the Rūnanga did not currently consider the protection of these areas as a high priority from a cultural and fresh water perspective.

#### 3.2 Zone Implementation Programme Addendum Implementation – Second Quarterly Update 2020/21 - S Allen (WDC Water Environment Advisor) and M Griffin (CWMS Facilitator – Waimakariri, ECan)

M Griffin tabled a report on the Zone Implementation Programme Addendum (ZIPA) for the Waimakariri Water Zone for the period 1 October to 30 December 2020. He noted that the report had not been finalised at the time the CWMS Waimakariri Zone Committee agenda was being compiled, hence the tabling of the report at the meeting.

Subsequent to discussion, it was agreed that consideration of the Zone Implementation Programme Addendum Implementation – Second Quarterly Update 2020/21 lay on the table until the next meeting to enable the members to study the report.

Moved: Councillor S Stewart

Seconded: C Henderson

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Lay** the report on the 'Update on Zone Implementation Programme Addendum Implementation for the Second Quarterly 2020/21' until the next meeting of the committee.

**CARRIED**

#### **4 COMMITTEE UPDATES – M GRIFFIN (ECAN)**

##### **4.1 Proposed Plan Change 7 (Waimakariri)**

M Griffin noted that the Reply Hearing was concluded on 26 February 2021 and the ECan Council decision was expected in June/July 2021.

##### **4.2 CWMS Regional Committee**

The CWMS Regional Committee meeting scheduled for 16 February had been postponed and a rescheduled date would be advised shortly. M Griffin undertook to keep the CWMS Waimakariri Zone Committee updated on this matter.

C Henderson enquired if the CWMS Waimakariri Zone Committee would be able to provide input on the proposed new Terms of Reference for the CWMS Regional Committee. M Griffin explained that there was no formal feedback process, however, the Committee could make a submission to the ECan Council on this matter.

T Davie confirmed that the review of the Terms of Reference for the CWMS Regional Committee would be considered by the ECan Council on 11 March 2021.

##### **4.3. Zone Committee Working Groups**

- Landcare Working Group

C Henderson noted that the Waimakariri Landcare Trust main focus was on delivering the Next Generation Farming Project in conjunction with Water Strategies NZ.

- Biodiversity Working Group

C Latham reported that the Group was still in the process of ascertaining the need for a Waimakariri Biodiversity Trust. Next they would be focusing on finding potential trustees and investigating funding options for the proposed Trust.

- Coastal Catchments Working Group

The working group had a field trip to the Saltwater Creek on 23 February 2021, where S Allen demonstrated how to take a stream water sample and do a quick stream health assessment.

##### **4.4 Communications and Engagement**

- Zone Committee 2020 Annual Progress Report

No discussion emanated from this point.

- Other communications

G McKenzie from Real Communications would be assisting with communications for the Waimakariri Water Zone.

4.5 **WDC Land and Water Committee.**

No discussion emanated from this point.

4.6 **CWMS Zone Committee Review and Refresh Schedule 2021**

M Griffin provided a brief update on the proposed timeframe for the CWMS Zone Committee Review and Refresh.

4.7 **NIWA Advice – Aquatic Macrophyte loss in lowland waterways**

No discussion emanated from this point.

4.8 **Action Points from previous CWMS Waimakariri Zone Committee meetings**

- Action point from the 7 December 2020 meeting:

Councillor Stewart again stated that she found the information on the LAWA Website inadequate, as the data was 15 months out of date. She believed that the water quality and ecological data available on the LAWA Website was not sufficient for the Committee to make informed decisions about the districts waterways. Nor did the out-of-date information provide the general public with an understanding of the state of the ecology and water quality in the Waimakariri district.

Councillor Stewart therefore requested that the CWMS Waimakariri Zone Committee be updated on the uploading and maintenance of data on the LAWA Website.

T Davie explained where the data captured on the LAWA Website was sourced from. He noted that the website was designed to show state and trend over a period of time (mostly five, 10 and 15 years), and not to provide 'live data'. The data on the LAWA Website was therefore updated on an annual basis. However, ECan was currently working on the Water Data Project to 'clean-up' its data sets. As part of the project, a Water Quality Data Viewer was being developed, which would enable the public to access the latest water quality data.

In response to questions T Davie confirmed that the locations of the motoring sites would not be reviewed as part of the Water Data Project.

C Henderson requested that the CWMS Waimakariri Zone Committee be provided with information on how much funding would be available for the monitoring of water quality in the Waimakariri Zone, and what future monitoring was proposed. T Davie undertook to report back to the Committee on this matter.

- Action points from the 1 February 2021 meeting:

C Henderson reported that Waimakariri Irrigation Ltd had decided not to submit an application for funding to the Freshwater Improvement Fund, for the Bennett's Diversion Enhancement Project, at this time.

Moved: D Ashby

Seconded: J Roper-Lindsay

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** these updates for its information, and with reference to the Committee's 2021 Work Programme and Community Engagement priorities.

**CARRIED**

**6 CONFIRMATION OF MINUTES**

6.1 **Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting – 1 February 2021**

Moved: D Ashby

Seconded: J Roper-Lindsay

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Confirms** the Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting, held on 1 February 2021, as a true and accurate record.

**CARRIED**

6.2 **Matters Arising**

None

**7 GENERAL BUSINESS**

7.1 **Time of CWMS Zone Committee meeting**

A Reuben noted that due to other commitments he was struggling to attend the workshop being held prior to the CWMS Zone Committee meetings. He requested the Committee to consider rescheduling the workshops.

**KARAKIA**

A Reuben provided the karakia to close the meeting.

**NEXT MEETING**

The next meeting of the CWMS Waimakariri Water Zone Committee was scheduled for the 3 May 2021 at 3:30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 5.14 PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE  
FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON  
TUESDAY 16 MARCH 2021 COMMENCING AT 10:30AM**

**PRESENT**

Councillors S Stewart (Chairperson), N Atkinson, K Barnett and P Williams.

**IN ATTENDANCE**

Councillors R Brine and W Doody.

J Millward (Acting Chief Executive), Simon Markham (Manager Strategic Projects), M Harris (Customer Services Manager), S Nichols (Governance Manager), and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

Moved: Councillor Stewart

Seconded: Councillor Williams

**THAT** apologies be received and sustained from Councillor J Ward and Mayor D Gordon for absence.

**CARRIED**

**2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 16 February 2021**

Moved: Councillor Stewart

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Audit and Risk Committee, held on 16 February 2021, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 PRESENTATION/DEPUTATION**

**4.1 Rangiora Promotions Association**

Ross Ditmer and Lauren Lincoln from the Rangiora Promotions Association (RPA) were in attendance to update the Committee on the association's activities. R Ditmer noted that, in support of the community, the RPA provided five key free events throughout the year. This year the RPA had a small surplus and they liked to run with a contingency in funding. The RPA relied heavily on sponsorship and grants with another income stream being membership fees.

R Ditmer expressed the RPA's gratitude for the Councils Capacity Funding Grant noting they would not be able to function without it. It allowed part time staff to be employed in the roles of Secretary, Promotions and Membership, and Business Liaison. He provided an update on the events held throughout the year which included the Big Splash, Business Expo, Rangiora Celebration Night, Eats n Beats, Santa Parade and the Last Wednesday Club. Although some events ran at a loss, they had a good social impact as a community event and also attracted people from outside the area.

With regard to community engagement, R Ditmer noted that the signage board that was aimed at advertising for non-profit organisations was well used. He concluded by stating that the RPA had an increasing membership and was functioning well.

K Barnett enquired how many paid hours did the RPA support each month for the Secretary, Promotions and Membership, and Business Liaison. L Lincoln advised that it was approximately 30 hours in total for the three roles. The Business Liaison role was also funded in part through events.

K Barnett asked if the RPA had considered hosting a ticketed event such as Selwyn Sounds. R Ditmer commented that Kaiapoi Promotions Association was considering such an event, however, the RPA were focused on free events.

P Williams commented that the only negative he had heard in relation to events hosted by the RPA had been the fireworks display on Rangiora Celebration Night. R Ditmer acknowledged that the length and size of the display had been a surprise to the organisers.

W Doody noted her appreciation for the work done by the RPA, she also commented on the work done by the Oxford Promotions Association. R Ditmer advised there was a good working relationship between the district's promotions associations.

S Stewart thanked the association for the work they did in the community. The programme of events was good for the community and commented the grant was essential for the 'backroom' work.

#### 4.2 **Enterprise North Canterbury**

S Markham introduced the representatives from Enterprise North Canterbury (ENC). H Warwick highlighted the following key ENC projects:

- Business support – ENC was known for its business support in times of crisis, including the earthquakes and COVID. ENC was putting their response work up for an Economic Development Award. COVID support to local businesses was ongoing.
- Business start-up support - M Dalton was providing business start-up assistance. There were 150 potential new start-ups since COVID. Funding had been received from the Ministry of Social Development to run two business start-up programs.
- MADE North Canterbury Initiative – ENC received \$200,000 funding from the Ministry of Business, Innovation and Enterprise (MBIE) for a local food and beverage provenance project that now had close to fifty members.
- Visitor Attraction – ENC was now ready to launch a new brand.
- Event funding and promotion – The Council provided funds for ENC to distribute, including to RPA events. There was a new major events fund available with \$160,000 over four years.

H Warwick noted that ENC would not be able to leverage funding from the government without the foundation funding from Council.

M Dalton advised that since COVID lockdown, ENC had interviewed 915 businesses which were negatively impacted by COVID, and ENC had provided assistance to keep these businesses operating. ENC reserves had been used to assist businesses to access accountancy services. M Dalton also provided an update on a few of the 21 potential catalyst projects for the district including WHOW, Oxford Observatory and the Pegasus Bay Trail.

J Rogers provided an overview on progress of the Eastern Loop Track. The maps would be expanded to include items such as cafes, environmental attractions and places to park. It was hoped that the new maps would bring people out onto the tracks and into towns and businesses.

J Rogers advised that ENC's new brand and website would be presented to the Community Boards. It was envisaged that the new website would be live in three months. There was no longer a membership fee for inclusion on the website.

N Atkinson commended ENC on the work they were doing, and questioned if there were sufficient variety of businesses to ensure economic growth in the district in the next few years post COVID. M Dalton commented that ENC had looked at the Waimakariri district as a whole, and in particular what may be catalysts for individual towns. He noted the danger in relying on one industry and highlighted the case of Queenstown's reliance on tourism.

S Markham explained that the Visitor Marketing Strategy was focused on marketing what the Waimakariri district had on offer. It was not a "destination management strategy" and did not look at how to invest to enhance appeal. Development was reliant on investors from the private sector. He suggested once the 'new normal' had been established it could be a necessary piece of work.

W Doody noted the numerous attractions such as the Ashley Gorge track which were reliant on volunteers to ensure successful operations, and asked if there was assistance available. S Markham advised that a "destination management strategy" could assist in these cases. Funding could be made available to get attractions to a marketable position and so that they were not consistently reliant on volunteers.

In response to a question about the marketing strategy, J Rogers commented that the new ENC website and branding would be rolled out with substantial campaigns in the next three to four months. K Barnett asked if ENC was targeting Auckland tourists. J Rogers confirmed that they were targeting Auckland as well as Christchurch.

S Stewart noted that the MADE North Canterbury Campaign currently had 46 businesses signed up and questioned the potential take-up. H Warwick advised the target was 80 over the next 12 months. Initially ENC just looking at producers, however retailers such as restaurants and cafes were very keen to get on board. A criteria needed to be developed around the percentage of North Canterbury produce being stocked or served. S Stewart asked if they were predominantly food and beverage producers, and H Warwick confirmed that it was like a directory where each food and beverage product had photos and stories around provenance.

## 5 **REPORTS**

### 5.1 **Enterprise North Canterbury Promotions Business Plan Activity Report for the six months to December 2020 and Renewal of Districts Promotions Contract – S Markham (Manager Strategic Projects)**

S Markham took the report as read and welcomed questions.



Moved: Councillor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** Report No. 210304036827.

**THAT** the Audit and Risk Committee recommends to the Council that it:

- (b) **Notes** that the three-year District Promotions Contract, with Enterprise North Canterbury, expires on 30 June 2021 and that contract provides for Council approval of an annual district promotions business plan setting out the scope of services that are to be provided from year to year.
- (c) **Notes** that Enterprise North Canterbury has written to the Council as per the contract seeking renewal of the District Promotions Contract with Enterprise North Canterbury on similar terms and conditions as at present for a further three year period from 1 July 2021.
- (d) **Notes** that the Audit and Risk Committee, in the lead up to the approval of the 2018/19 district promotions business plan, reviewed the following elements of the promotions activity:
- The role/structure/process of the events grants budget with the Events Funding Panel and the Promotions Portfolio Holder.
  - The role and function of a physical I-Site in the context of the changing marketing and i-SITE Network landscape.
- (e) **Authorises** the Chief Executive to execute, for the Council, a refreshed contract document with Enterprise North Canterbury to give effect to recommendation (b) above.
- (f) **Agrees** that the next such review of the delivery arrangements for district promotions services, in terms of S.17A of the Local Government Act, be undertaken in 2023.
- (g) **Notes** the Enterprise North Canterbury's six month promotion of the District Report to December 2020 (210303035711) provided as per standing agreement with Enterprise North Canterbury.

**CARRIED**

N Atkinson commented he was pleased to renew the District Promotions Contract for a further three years. He believed diversity was the district's strength and noted that employment, businesses and new business numbers were growing due to local visitors. He commented on the increase in the number of cyclists who had used the new cycle lane bridge since it had opened.

5.2 **Six Month Financial Statement for the period ended 31 December 2020 – Enterprise North Canterbury – J Millward (Manager Finance and Business Support)**

J Millward advised he would take the report as read. Financials were on budget and ENC was making good progress towards measures.

Moved: Councillor Atkinson

Seconded: Councillor Williams

**THAT** the Audit and Risk Committee:

- (a) **Receives** report No. 210303036434.
- (b) **Receives** the six month report for Enterprise North Canterbury for the period ended 31 December 2020.

- (c) **Notes** the operations for the six months to 31 December is progressing as planned and within budget.

**CARRIED**

5.3 **Enterprise North Canterbury – Statement of Intent for the Year Ending 30 June 2022 – J Millward (Manager Finance and Business Support)**

J Millward noted there were two changes to the Statement of Intent and the Committee could request additional changes.

Moved: Councillor Williams                      Seconded: Councillor Atkinson

**THAT** the Audit and Risk Committee:

- (a) **Receives** report N° 210303036487.
- (b) **Receives** the Statement of Intent for Enterprise North Canterbury for the year ending 30 June 2022 (TRIM 210303035552).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent. Enterprise North Canterbury would consider these changes requested and re-present the Statement of Intent prior to the 30 June.

**CARRIED**

**6 PORTFOLIO UPDATES**

6.1 **Audit, Risk, Long Term Plan and Excellence Programme – Councillor J Ward**

No discussion emanated from this point.

6.2 **Customer Service – Councillor K Barnett**

- The paperless direct debit process had been signed off by ANZ.
- Staff were starting to plan the implementation of the new phone system.
- A huge response to the vacancy in Customer Services at Kaiapoi. Two part time positions would cover the full time role which would assist with leave cover.
- It was expected Customer Services would be back in the usual accommodation at the end of April 2021.
- Debtors were looking good, and rates were tracking about normal.
- LIM application numbers, solicitor rates enquiries and change of property ownership notices were still high, indicating strong property market activity. There was an invitation from LINZ to join their Notice of Change of Ownership Service.
- M Harris would be attending the next round of Community Board meetings to discuss service requests.

6.1 **Communications – Councillor Neville Atkinson**

- Noted upcoming Council briefing on 13 April 2021.

**7 QUESTIONS**

Nil.

**8 URGENT GENERAL BUSINESS**

Nil.

**9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Moved: Councillor Stewart

Seconded: Councillor Barnett

**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 was excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, 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
9.1	Minutes of the Public Excluded portion of the Audit and Risk Committee meeting 16 February 2021	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.2	Maree Harris (Customer Services Manager)	Consideration of Rates Relief	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.3	Maree Harris (Customer Services Manager)	Update on Rates Collection	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.4	Sarah Nichols (Governance Manager)	Report back on Chief Executive Recruitment Costs	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
9.1 – 9.4	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CLOSED MEETING**

*See In Committee Agenda (blue papers)*

**OPEN MEETING**

*The public excluded portion of the meeting occurred between 10.32am and 11.10am.*

There being no further business, the meeting closed at 12.12pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

draft

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON 16 MARCH 2021 COMMENCING AT 3.30PM**

**PRESENT**

Councillor P Williams (Chairperson), Councillors A Blackie, R Brine and S Stewart (from 3.46pm)

**IN ATTENDANCE**

Councillors N Atkinson and K Barnett  
G Cleary (Manager Utilities and Roading), K Simpson (3 Waters Manager), C Button (Graduate Engineer), K Straw (Civil Projects Team Leader) and A Smith (Governance Coordinator)

Briefing following the meeting: K LaValley (Project Delivery Manager), and M Bacon (Planning Manager)

**1 APOLOGIES**

Moved Councillor Williams                      Seconded Councillor Brine

**THAT** apologies for absence be received and sustained from Mayor Gordon and Councillor Ward and from Councillor Stewart for late arrival (at 3.46pm)

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 16 February 2021**

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 16 February 2021, as a true and accurate record.

**CARRIED**

**3.2 Matters arising**

There were no matters arising.

**4 DEPUTATION/PRESENTATIONS**

There were no deputations or presentations.

## 5 REPORTS

### 5.1 Wrights Road Intersection Upgrade – Ken Atkins (Project Engineer) and Joanne McBride (Roading and Transport Manager)

K Straw (Civil Projects Team Leader) presented this report, on behalf of K Atkins and J McBride, which seeks approval for the concept design of intersection improvements at Main North Road and Wrights Road, Kaiapoi. A report on this matter was also presented to the Kaiapoi-Tuahiwi Community Board meeting held the evening prior on Monday 15 March. The Board approved the staff recommendation on the proposed Wrights Road right turning bay and intersection with the Main North Road. It was pointed out that although this project is triggered by the Park and Ride facility, it is not funded from that budget as the intersection does have a history of accidents and complaints. The project is resolving an existing deficiency in the intersection.

There were no questions.

Moved Councillor Brine      Seconded Councillor Blackie

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 210301034067
- (b) **Adopts** Option 2 as per Section 5.3 of this report (as detailed in attachment i) which includes a T intersection with a right turn in the Southbound lane of Main North Road, left turn separation marking for the left turning lane into Wrights Road, and moving forward the Wrights Road limit line to improve visibility towards the old Waimakariri Bridge.
- (c) **Authorises** staff to progress the design of the intersection, as per the recommended option
- (d) **Notes** that the recommended option is subject to an independent Road Safety Audit following approval of this Scheme Design.
- (e) **Notes** that there is existing budget allocated to complete the physical works in the 2021 / 22 financial year, and the cost estimate is within this budget.
- (f) **Notes** that the Kaiapoi -Tuahiwi Community Board will make a recommendation at its meeting on 15<sup>th</sup> March, which will be verbally advised at the meeting.

**CARRIED**

### 5.2 Ashley Street Stormwater Upgrade – Claudia Button (Graduate Engineer) and Kalley Simpson (3 Waters Manager)

K Simpson and C Button were present for consideration of this report providing an update on the proposed Ashley Street Stormwater Pipe Upgrades project.

K Simpson noted that this is a report for information and the views of the Rangiora-Ashley Community Board members will be sought at the April meeting of the Board.

C Button provided background information on the reasons for this area being flood prone and that the primary Stormwater infrastructure from Good Street, Kingsbury Avenue and Ashley Street does not have sufficient capacity to

convey the level of service flow required by the Engineering Code of Practice. A second problem is the topography at the intersection, which is a low point and in a significant rainfall event, water runs to this location. It is a combination of these two key problems which causes this area to be flood prone. This is proposed to be a two stage project – stage one to target on the Ashley Street pipeline crossing and cemetery drain inlet upgrade and stage two will be the main infrastructure upgrade.

Following a question from Councillor Brine, it was confirmed that there will be a letter drop to residents who live in the vicinity to advise that while the work is being undertaken, there could be disruption in their driveways.

Councillor Williams queried if the blockages were just caused by build-up of leaves in the drain gully traps and were bigger pipes actually needed. He noted that he had previously observed when staff have cleared any blockages, water then drains away quickly. K Simpson confirmed that there is an issue with blockages from leaves in the pipes, and there will be rear-entry high capacity sumps installed to avoid the risk of blockages occurring in future. It was pointed out that there is also an issue with under-sized pipes.

Councillor Barnett enquired why this project has not been higher in the priority list of projects. K Simpson noted that this issue was identified following the June 2014 flooding event and that was when the budget was put in place. On further investigations by staff, it was determined to make this a more robust system, more work was required and this is why it has been separated into a two stage project. Regarding prioritising this work, K Simpson noted that flooding that occurred was not impacting on habitable floor levels and was more in the form of nuisance road flooding on Kingsbury Avenue and Golding Avenue. Staff consider that staging it over two years is appropriate.

Moved Councillor Brine

Seconded Councillor Blackie

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 210223030651.
- (b) **Notes** that the budget estimate confirms that there is sufficient budget in the 2021/22, 2023/24 and 2024/25 financial years, however the required level of service will not be achieved until all works are completed.
- (c) **Notes** this solution will improve the level of service for primary reticulation during a 20% AEP storm event so it complies with the ECoP. The flooding at the low point on Kingsbury Avenue and Golding Avenue during larger storm events (exceeding the design criteria) will still occur due to their similar elevation to the cemetery drain top of bank. However the increased capacity of the primary reticulation will significantly reduce the extent and duration of flooding during larger rainfall events.

**CARRIED**

## **6 PORTFOLIO UPDATES**

### **6.1 Roading – Councillor Paul Williams**

Councillor Williams had nothing new to report.

*Councillor Stewart joined the meeting at this time, 3.46pm.*

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

Councillor Stewart spoke on concerns raised by landowners in Camwell Park in 2020 and more recently at the Central Rural Drainage Advisory Group meeting held last week. This relates to the impact of farming practices on natural wetlands. A response is awaited from ECan on this matter and currently there is no resolution.

K Simpson advised that a group of land owners in Camwell Park have applied for a consent but the result is unknown.

The Chair asked for an update back to the next Utilities and Roading Committee meeting on this matter from K Simpson.

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

Councillor Williams confirmed the successful response by staff on checking the lead levels in Council water supplies, following the recent issue highlighted with one of the Dunedin City Council supplies.

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

Councillor Brine noted that Councillors had attended a site visit to the Southbrook Resource Recovery Park prior to this meeting and there is a meeting scheduled at 10am on Monday 29<sup>th</sup> of the Solid and Hazardous Waste Working Party.

## 6.5 **Transport – Mayor Dan Gordon**

Mayor Gordon was not present.

## 7 **QUESTIONS UNDER STANDING ORDERS**

There were no questions.

## 8 **URGENT GENERAL BUSINESS**

There was no urgent general business.

## 9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Blackie      Seconded Councillor Brine

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

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



Item N°	Report for Information:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.1	Report from Management Team Meeting of 1 March 2021	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.2	Report from Management Team Meeting of 8 March 2021	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.3	Report from Management Team Meeting of 8 March 2021	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.4	Report from Management Team Meeting of 8 March 2021	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
9.1-9.4	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

*Public excluded portion of the meeting went from 3.55pm - 4.05pm.*

### **CLOSED MEETING**

#### **Resolution to resume in open meeting**

Moved Councillor Williams

Seconded Councillor Blackie

**THAT** the open meeting resumes and the business discussed with the public excluded remains public excluded.

**CARRIED**

### **OPEN MEETING**

### **NEXT MEETING**

The next meeting of the Utilities and Roading Committee is scheduled for 3.30pm, on Tuesday 20 April 2021, to be held in the Function Room, Rangiora Town Hall.

There being no further business, the meeting closed at 4.05pm.

CONFIRMED

\_\_\_\_\_  
Councillor Paul Williams  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 15 FEBRUARY 2021 AT 5PM.**

**PRESENT**

C Greengrass (Chairperson), J Watson (Deputy Chairperson), N Atkinson, A Blackie, B Cairns, J Meyer and M Pinkham.

**IN ATTENDANCE**

S Stewart (Kaiapoi-Woodend Ward Councillor), Mayor D Gordon, C Brown (Manager Community and Recreation), K Simpson (3 Waters Manager), T Kunkel (Governance Team Leader), C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

Moved: C Greengrass                      Seconded: N Atkinson

Than an apology for absence be received and sustained from P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.1 – J Watson was currently a member of the Waimakariri Arts Trust.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 14 December 2020**

Moved: C Greengrass                      Seconded: B Cairns

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 14 December 2020, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21 - Thea Kunkel (Governance Team Leader)

*Having declared a conflict of interest J Watson sat back from the table and did not take part in the discussion.*

Moved: N Atkinson                      Seconded: A Blackie

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

- (a) **Receives** report No. 210112002333.
- (b) **Approves** a grant of \$250 to the Kaiapoi High School's 50<sup>th</sup> Anniversary Committee towards the cost of promoting the school's 50<sup>th</sup> Anniversary Celebration.
- (c) **Approves** a grant of \$250 to North Canterbury Pride (NCP) towards the costs of hosting a LGBTIQ+ picnic in Victoria Park.
- (d) **Approves** a grant of \$250 to the Waimakariri Arts Trust towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.

N Atkinson commented that all the applications were for worthy causes. The organisation of the Kaiapoi High School's reunion fell outside of the school's normal business and the school would therefore not be eligible for government funding for this event. The North Canterbury Pride picnic was an important annual event for the whole district and there was no refuting the success of the Kaiapoi Art Expo which the Board had always supported.

**CARRIED**

### 6.2 Approval of the updated Kaiapoi-Tuahiwi Community Plan 2020-2022 - Thea Kunkel (Governance Team Leader)

T Kunkel advised that the Board Plan was approved by the Board on 17 February 2020. The Plan was reviewed on an annual basis, so that the Board could assess how it was progressing with its objectives. She requested Board members to advise her of any proposed amendment to the Plan.

Moved: C Greengrass                      Seconded: J Watson

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

- (a) **Receives** report No. 210126012332.
- (b) **Approves** the updated Kaiapoi-Tuahiwi Community Plan 2020-2022 (Trim 200127010158).
- (c) **Authorises** the Chairperson to approve the final version Kaiapoi-Tuahiwi Community Plan 2020-2022, subject to any further minor editorial corrections, if required.

**CARRIED**

6.3 **New Zealand Community Boards' Conference 2021 – Thea Kunkel (Governance Team Leader)**

N Atkinson noted a concern that the conference was only concluding on 24 April 2021, as ANZAC Day would be commemorated on 25 April 2021. Some of the ANZAC services might be held on 24 April 2021, he enquired if members would return in time to attend.

T Kunkel explained that it was envisaged that members would travel on Thursday morning from Christchurch to Invercargill and then onward by car to Gore. The conference finished mid-afternoon on Saturday 24 April 2021 with an optional evening function. It was however suggested that that members should return late afternoon on Saturday.

Moved: B Cairns

Seconded: N Atkinson

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

- (a) **Receives** report No. 210120008137.
- (b) **Approves** that Board member J Meyer represents the Board at the 2021 New Zealand Community Boards' Conference to be held in Gore from 22 to 24 April 2021.
- (c) **Notes** that the attendee will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the June 2021 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,810 (including GST) funded from the Boards training budget.

**CARRIED**

6.4 **Conflict of Interests Register – Sarah Nichols (Governance Manager)**

C Greengrass requested Board members to advise T Kunkel of any amendments to the Conflict of Interests Register.

Moved: J Watson

Seconded: M Pinkham

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

- (a) **Receives** report No. 210111002039.
- (b) **Notes** the Council Register of Interests Policy 2018 (Trim 180419043038).
- (c) **Approves** a Register of Interests to be listed in the Kaiapoi-Tuahiwi Community Board agenda of March 2021, and on the Council website, following updated information being received from elected members.
- (d) **Notes** the Register will be re-published in subsequent agendas and web page when an amendment has been recorded. The Register will be subsequently reviewed each year as a matter of best practice.

**CARRIED**

6.5 **Amendment to the 2021 Meeting Schedule – Thea Kunkel (Governance Team Leader)**

Moved: C Greengrass                      Seconded: J Watson

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

- (a) **Receives** report No. 210203017293.
- (b) **Approves** the amendment of the 2021 Meeting Schedule by rescheduling the Board's December 2021 meeting from Monday 20 December to Monday 13 December 2021, at 5pm.

**CARRIED**

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for January/February 2021**

Moved: C Greengrass                      Seconded: N Atkinson

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

- (a) **Receives** report No. 210210021176.

**CARRIED**

**9 MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board meeting Minutes 2 December 2020 (Trim 201204165000).**
- 9.2 **Woodend-Sefton Community Board meeting Minutes 7 December 2020 (Trim 201208167805).**
- 9.3 **Rangiora-Ashley Community Board meeting Minutes 9 December 2020 (Trim 201215171410).**
- 9.4 **Tuahiwi to Ashley River Speed Limit Review – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 9.5 **Results of Consultation on the Draft Climate Change Policy – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 9.6 **New Tsunami Modelling and proposed Evacuation Zones – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 9.7 **Report Seeking Endorsement of the PT Futures Foundations and Rest of Network Business Case – Report to Council 21 December 2020 – Circulates to all Boards.**
- 9.8 **Library Update to December 2 2020 – Report to Community and Recreation Committee Meeting 15 December 2020 – Circulates to all Boards.**
- 9.9 **Aquatic facilities Strategy and Long Term Plan Preparations – Report to Community and Recreation Committee 15 December 2020 – Circulates to all Boards.**

- 9.10 Adopt Council Plan Change 29 (Summerset Retirement Villages Ltd) – Report to District Planning and Regulation Committee 15 December 2020 – Circulates to all Boards.
- 9.11 Environmental Programmes for the Draft Long Term Plan 2021/31 – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.
- 9.12 Drainage Activities in Wetland Areas – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.
- 9.13 Proposed District Plan Provisions – MR 873 and other Maori Reserve areas – Report to Mahi Tahī Joint Development Committee Meeting 8 December 2020 – Circulates to all Boards.
- 9.14 Drinking Water Quality and Compliance Annual Report – Report to Utilities and Rooding Committee Meeting 18 December 2020 – Circulates to all Boards.
- 9.15 Utilities and Rooding Activity management Plans 2021 – Report to Utilities and Rooding Committee Meeting 18 December 2020 – Circulates to all Boards.
- 9.16 Significant and Engagement Policy Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 9.17 Town Centre Strategies Implementation Budget Recommendations for Long Term Plan – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 9.18 COVID-19 Recovery programme Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 9.19 Implementing the Waimakariri Residential Red Zone Recovery Plan in relation to Kairaki Regeneration Area land vested by the Crown in the Te Kōhaka o Tūhaitara Trust – report to Council meeting 1 December 2020 – Circulates to WSCB and KTCB.
- 9.20 Consider Runanga Request for Footpath and Lighting Improvements in Tuahiwi Township – Report to Council LTP Meeting 26-28 January 2021 – Circulates to KTCB.

Moved: J Meyer

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board receives the information in Items 9.1 to 9.20.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

N Atkinson

- 2021/31 Long Term Plan Budget Meetings
  - 2021/31 Long Term Plan approved for public consultation.
  - The Plan made provision for a 3.95% rates increase. Waimakariri would be one of the Council' with the lowest rates increase.
- Attended:
  - The Greater Christchurch Partnership meeting which was looking at the 2050 plan.
  - Waitangi Day event.
  - Opening of the new Softball Diamond at Norman Kirk Park in Kaiapoi
    - The Club expressed its appreciation to the Council for the improvements.

- The Hinemoa- Kaiapoi Hockey Club's 125 years celebration.
- He raised a concern regarding the number of complaints received from the public.
  - It seemed that members of the public were being misinformed regarding proposed Council projects, such as the proposed Community Hub, which led to discontent in the community.
  - There had been problems at the Kaiapoi wharf with young people causing disturbances to members of the public and businesses. The Council was however dealing with the matter.

#### A Blackie

- Attended:
  - Te Kōhaka o Tūhaitara Trust Open Day which went very well.
  - Mahi Tahī Committee Briefing
    - Starting to look into the procedure for the Mahinga Kai project.
- Negotiations with the New Zealand Motor Caravan Association was proceeding for the development of a camp area in the Kaiapoi Red Zone.

#### B Cairns

- Kaiapoi Food Forest
  - Wellbeing Festival at the Kaiapoi Food Forest - Planning was well in hand for this popular event to be held on 27 February 2021. This would be a fun community event with live music, 30 stall holders, bouncy castle etc. All Board members were invited to attend.
  - Increased visitor numbers over the summer, "Tree Crop Association" conducted a bud grafting at the forest. The Trust have been asked to attend "Grow Otautahi" a gardening Expo at the Christchurch Botanical Gardens.
  - Redwood Garden Club members visited the Food Forest.
- Attended:
  - Representative Review meeting
    - The question was being asked if all four Kaiapoi-Woodend Ward Councillor should have voting rights at Board meetings.
  - GreyPower meeting - Delivered Chatter for members to enjoy.
  - Opening of the new Softball Diamond at Norman Kirk Park in Kaiapoi.
  - Kaiapoi Promotions Association's mix and mingle
    - The organisation had appointed another staff member
    - Trophies were handed out to sponsors.
  - Food Secure North Canterbury
    - Hosting a forum at 12pm to 3pm on 25 February 2021 and all was invited.
  - Tuahiwi waste water upgrade public meeting.
  - All Together Kaiapoi -Waitangi Day celebration
    - Another well organized and attended event.
  - Neighborhood Support North Canterbury
    - Late last year a new strategy to improve neighborhoods was developed. A new manager was being employed and the support groups set up in Beachgrove were showing strong resident involvement, resulting in less call outs to the area by the Police.
    - Social Services Waimakariri were conducting Covid-19 welfare checks at local campgrounds. The organisation was surveying the living conditions at the campgrounds and the impact that Covid-19 was having on residents.



- Cycleways and parking
  - There was an increased number of cyclists visiting Kaiapoi. The cyclists were, however, reporting that the lack of bike parking across the district hampered their visits.
  - Some bike trails, especially for electric bikes, which were longer and heavier might need redesign.
  - With investment in cycleways, the Council need to consider additional investment in infrastructure to accommodate people coming on bikes that want to shop in Kaiapoi .i.e. bike racks that could accommodate larger tires bikes, etc.
- Courtesy walkways update
  - The Roading and Transport Team had received a stencil for artwork on the pavement.
  - Communication would go out to public in the next few weeks.

#### J Meyer

- Received a number of complaints from resident regarding the perceived crime in Kaiapoi.
  - He expressed his concern regarding the misinformation about proposed Council projects, being circulated in the community.

#### M Pinkham

- Kaiapoi Promotions meeting was well attended and had received positive feedback from the business community.
- Wellbeing North Canterbury had rewarded a number of contracts.

#### S Stewart

- Plan Change 7 Ecan Officers Report - There were some challenging changes advocated by Ecan. Encouragement to all elected members to attend the Hearings.
- Rural Drainage Advisory Groups meetings would be starting soon. There were challenges with the clarification of the new requirements under the National Policy Statement on Fresh Water 2020, and the National Environmental Standards for Freshwater.
- The Council had applied for funding to the Freshwater Improvement Fund for work to be done at the Cam River.
- Attended the first Biodiversity Champions of Canterbury meeting.

#### J Watson

- Attended:
  - Te Kōhaka o Tūhaitara Trust Open Day.
  - Kaiapoi Waitangi Day Celebration.
    - The All Together Kaiapoi team ran another successful free event involving the Mayor, Ngai Tuahiriri, Kaiapoi schools and a number of different cultural dance troupes.
  - Opening of the new Softball Diamond at Norman Kirk Park in Kaiapoi
  - Sustainability Strategy meeting
    - There was no quorum but had a good discussion with members.
- Waimakariri Public Arts Trust - Trust members were sourcing suitable art projects to promote the formation of the Trust.

**11 CONSULTATION PROJECTS****11.1 Draft Cemeteries Policy**

<https://letstalk.waimakariri.govt.nz/cemeteries-policy>

Consultation closes on Monday 15 February 2021.

**12 REGENERATION PROJECTS****12.1 Town Centre, Kaiapoi**

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

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

**13 BOARD FUNDING UPDATE****Board Discretionary Grant**

Balance as at 31 January 2021: \$2,970.

**General Landscaping Budget**

Balance as at 31 January 2021: \$31,380.

**14 MEDIA ITEMS**

The Board requested that the public be made aware of the grant funding approved to the Kaiapoi High School's 50<sup>th</sup> Anniversary Committee, North Canterbury Pride and the Waimakariri Arts Trust.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS****NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 March 2021 at 5pm.

**Workshop (5:35pm -6:15pm)**

- *Detailed design for the Kaiapoi Stormwater and Flooding Improvements project - Jennifer McSloy (Shovel Ready Project Coordinator).*

**Briefing (6:15pm -6:55pm)**

- *South Mixed Use Business Area Development Proposals – Simon Markham (Manager – Strategic Projects) and Simon Hart (Business and Centres Manager)*

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.55pm.

CONFIRMED



\_\_\_\_\_  
Chairperson

15 March 2021

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 3 MARCH 2021 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, W Doody, S Farrell, R Harpur and N Mealings.

**IN ATTENDANCE**

S Nichols (Governance Manager), T Tierney (Manager, Planning and Regulation), T Kunkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

No apologies were received.

**2 PUBLIC FORUM**

There were no members of the public in attendance for the public forum.

**3 CONFLICTS OF INTEREST**

Item 5.1 – M Brown as a member of the Mandeville Sports Centre (MSC) Board.

**4 CURRENT REGISTER OF INTERESTS**

Moved: N Mealings                      Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the current Register of Interests.

**CARRIED**

**5 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Oxford-Ohoka Community Board – 3 February 2021**

Moved: R Harpur                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 February 2021, as a true and accurate record.

**CARRIED**

**5.2 Matters Arising**

S Farrell advised that there was still a large amount of machinery left on The Oaks Reserve in Oxford. She requested that the Council's Property Team be requested to advise the Board of the steps to be taken by the previous tenant to remove the machinery. T Kunkel undertook to follow up with the Property Team.

T Robson requested an update on when the bike stands and seats, which the Board approved the previous year, would be installed in the Oxford business area. T Kunkel undertook to follow up with the Greenspace Team.

S Farrell asked if, in the light of the current COVID-19 pandemic Levels, the Oxford Community Trust's Wellbeing event was going ahead. T Robson confirmed that the event was currently proposed to continue as scheduled.

## **6 DEPUTATIONS AND PRESENTATIONS**

### **6.1 Richard Belcher and Mark Brown from the Mandeville Sports Club (MSC)**

M Brown provided a high level overview of the recently developed MSC Strategic Plan, which was tabled. He introduced R Belcher who was the fulltime Grounds Keeper of the MSC. The purpose of commissioning the Plan was so the MSC Board could make informed decisions on the future of the Club over the next 10 to 30 years. During the development of the Plan a number of key stakeholders, past and present were spoken to, as well as many members of the community. The Plan had been presented to Council staff and also the clubs affiliated with the MSC; feedback had been overwhelmingly positive.

M Brown provided a brief background on the functioning of the MSC. The 80 hectare reserve was leased from the Council, and the lease would expire in 2024 (subject to review and renewal). There were currently 14 different clubs based at the Mandeville sports grounds.

M Brown outlined the following strategic pillars of the 20 year plan and the short and long term outcomes.

- (1) Sustainability – MSC needed thriving clubs and there was room for more than the current 14. The carbon footprint was being established with the aim of being carbon neutral in the future.
- (2) Guardianship – importance of reliable income stream, potential for a commercial gym as a secondary income stream.
- (3) Communication – needed to be improved, required a social media plan.
- (4) Facilities and infrastructure – a large number of upgrades planned, dual signage.
- (5) Participation - diversity plan, more women involved in sport and address park security for women, partnership with local iwi.

A professional fundraiser had been engaged to assist with funding the projects identified in the Plan. M Brown believed that the Plan was feasible and the projects would not be delayed.

R Belcher thanked the Board for the opportunity to discuss the Plan with them. The MSC was working in collaboration with the community and also the Council. The sports grounds attracted people from across the district and there was no other setup to the scale of the MSC anywhere in New Zealand, which he was aware of.

D Nicholl sought clarity on how secure the lease was, and if the MSC had right of renewal. W Doody commented that the Council was pleased for the MSC to continue, as it was unlikely the Council could afford to maintain the reserve in the current manner.

S Farrell questioned how the public awareness of the MSC's facilities could be improved. M Brown commented that a marketing plan was being developed which would provide a coordinated approach to marketing.

N Mealings asked about current location signage that the MSC had. R Belcher confirmed there were yellow AA signs and the sign at the entrance was the maximum under the Council's Signage Bylaw.

W Doody requested additional information on the recently constructed ablution block. R Belcher explained MSC was excited to have a brand new ablution block at the back portion of the reserve that would primarily service the equestrian and archery clubs.

S Farrell inquired if the irrigation situation could be improved with more water storage. R Belcher explained that large storage ponds were expensive. The minimum requirements of current irrigation was to maintain a grass cover. M Brown noted irrigation was one of the biggest issues especially as the grounds were free draining.

N Mealings thanked the MSC Board for undertaking the strategic review and was particularly impressed with the sustainability pillars. She commented favourably on the work of the Board, and R Belcher.

## 7 **ADJOURNED BUSINESS**

None.

## 8 **REPORTS**

### 8.1 **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – T Kunkel (Governance Team Leader)**

T Kunkel advised she would take the report as read.

S Barkle sought clarity if the Oxford Arts Trust was asking for the Board to fund the whole project or if they would be seeking other sources of funding. T Kunkel noted that the Board had previously approved \$500 funding toward the project, provided that the Trust was able to raise the remainder of the required funding within three months. Due to the impacts of COVID-19 the Trust had been unable to secure the remaining funds and was therefore unable to access the Board grant. The Trust had now provided proof that they had the remainder of the funding, hence the resubmission of the application. The Trust was aware that the Board only approved grants of up to \$500 and they therefore would not receive funding for the whole project.

Moved: S Farrell

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210217026742.
- (b) **Approves** a grant of \$500 to the Waimakariri Arts Trust towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.
- (c) **Approves** a grant of \$210 to the Clarkville Playcentre towards the cost purchasing sand for the sandpit.

**CARRIED**

S Farrell commented that the Waimakariri Arts Trust provided a great exhibition. She was happy to support the Clarkville Playcentre.

N Mealings reflected that the Clarkville Playcentre had a large number of children attending from the Oxford-Ohoka Board area and how the Waimakariri Arts Trust exhibition had submissions from schools from around the district.

Moved: W Doody

Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$500 to the Oxford Arts Trust towards the installation of a ceiling with insulation in its current workroom.

**CARRIED**

N Mealings commented that the Oxford Arts Trust was a benefit to the community.

8.2 **Approval of the Updated Oxford-Ohoka Community Board Plan 2020/22 – T Kunkel (Governance Team Leader)**

T Kunkel noted that the Plan had been developed by the Board the previous year and it set out the achievements and goals of the Board, and was now updated to reflect information for the 2021 year. She requested Board members to submit any minor amendments to her prior to approval by the Chairperson.

S Barkle suggested that the Board's Mission Statement should include a section seeking feedback from the younger generation on how they wished the ward to develop.

N Mealings requested that the government stimulus funding received for the Poyntz Road Water Scheme be included, as the Board had advocated for this project in the community. W Doody agreed and requested that all the stimulus funding projects in the Oxford area should be included in the plan. R Harpur suggested the \$400,000 funding for stormwater on Mill Road be included.

N Mealings suggested the Chairperson's introduction should mention all the various areas in the ward.

Subsequent to discussion, it was agreed that approval of the Oxford-Ohoka Community Board Plan 2021/22 lay on the table until the next meeting to enable the proposed amendments to be made.

Moved: W Doody

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Lay** report No. 210216026178 and the Community Board Plan on the table, pending additional information to the Board Plan.

**CARRIED**

**9 CORRESPONDENCE**

Nil.

## 10 **CHAIRPERSON'S REPORT**

### 10.1 **Chairperson's Report for February 2021**

- Received a phone call from a concerned resident regarding the new District Plan rules around subdivision. He had invited the resident to share their concerns at the public forum.
- Attended:
  - Ohoka community barbeque; it was a great success with over 100 attendees.
  - Council Chief Executive J Palmer's farewell; a tremendous tribute to a top CE.
  - Canterbury Landscape Supplies (CLS) site visit.

Moved: D Nicholl

Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for February 2021.

**CARRIED**

## 11 **MATTERS FOR INFORMATION**

- 11.1 Rangiora-Ashley Community Board meeting Minutes 10 February 2021 (Trim 210212023674).
- 11.2 Woodend-Sefton Community Board meeting Minutes 9 February 2021 (Trim 210212023942).
- 11.3 Kaiapoi-Tuahivi Community Board meeting Minutes 15 February 2021 (Trim 210222029110).
- 11.4 Woodend-Sefton Community Board Chairperson's report for the period November 2019 – December 2020 – Report to Council meeting 2 February 2021 – Circulates to all Boards.
- 11.5 Kaiapoi-Tuahivi Community Board Chairperson's report for the period November 2019 – December 2020 – Report to Council meeting 2 February 2021 – Circulates to all Boards.
- 11.6 Oxford-Ohoka Community Board Chairperson's report for the period November 2019 – December 2020 – Report to Council meeting 2 February 2021 – Circulates to all Boards.
- 11.7 Rangiora-Ashley Community Board Chairperson's report for the period November 2019 – December 2020 – Report to Council meeting 2 February 2021 – Circulates to all Boards.
- 11.8 Final Utilities and Roding Activity Management Plans 2021 – Report to Council meeting 23 February 2021 – Circulates to all Boards.
- 11.9 Aquatic Facilities Update – Report to Community and Recreation Committee 23 February 2021 – Circulates to all Boards.
- 11.10 Stormwater Network Discharge Consents Implementation and Implications – Report to Utilities and Roding Committee 16 February 2021 – Circulates to all Boards.
- 11.11 Ocean Outfall Wastewater Network Capacity Assessment – Report to Utilities and Roding Committee 16 February 2021 – Circulates to all Boards.



Moved: M Brown

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board

(a) **Receives** the information in Items 11.1 to 11.11.

**CARRIED**

## 12 **MEMBERS' INFORMATION EXCHANGE**

### R Harpur

- Attended:
  - Ohoka Rural Drainage Advisory Group meeting.
    - Capital projects. Storm water management area in Mill Road near Kintyre Drive on Council purchased area.
    - Drain cleaning budget was on track.
    - Group policy was reviewed.
    - Whites Road drain upgrade had been completed.
  - Greypower Meeting.
    - The Mayor spoke to attendees on various topics including the 10year budget, Rangiora quarry proposal, speed limits, social housing, transportation and the new Chief Executive.
    - A guest speaker from Health Promotor Housing discussed house affordability.
    - Concerns were raised by members that the work currently being done by Southern Laboratory would be taken over by the Christchurch District Health Board in-house testing. Concern around increased cost.
  - Canterbury Landscaping Supplies site visit.

### S Farrell

- Attended:
  - Waimakariri Access Group meeting
    - Oxford Medical Centre doors to be looked at.
    - An accessibility pamphlet has been created to provide information to store owners.
  - Oxford Museum meeting.
    - Access to Oxford Art Gallery discussed.
  - Canterbury Landscaping Supplies site visits.
    - Still concerns regarding the lack of access to water in the event of fire.

### T Robson

- Oxford Community Trust working with agencies regarding access to transitional housing for rural families. It was a concern that the Oxford area was becoming unaffordable for first home buyers.
- Noted that he was disappointed with the lack of communication with the School on the resealing of Bay Road with school pick up/ drop off areas affected.
- Asked about the installation of a planted bund at the intersection at the top end of Tram Road. The new earth bund seemed to be very large and "unsightly".
- Attended:
  - Wheels and Wings – Finalising dates for next year's event.
  - Ashley Gorge Advisory Group meeting.
    - Had been queues of people to enter reserve on Waitangi weekend. Looking at options for the construction of a public toilet on the upper flats. The Group would be submitting a Long Term Plan submission on this matter.
    - Trees on roadside to be trimmed/cut to assist with visibility across Ashley Gorge bridge.

M Brown

- Commented favourably on Tram Road safety improvements however agreed the planted bund forming part of the new intersection was excessive.
- Requested an update on the Horrellville Church staff would provide an update via a memo.
- Requested a meeting with Council staff regarding the proposed landscaping in the Oaks Reserve in West Eyreton.
- Attended;
  - Oxford Rural Drainage Advisory Group meeting
    - Raised concerns regarding the downstream effects of Plan Change 7 on private wells.
    - Sludge left on roadside following the stock race cleaning in West Eyreton was an eyesore.

S Barkle

- Advised that Swannanoa School Fair had been cancelled due to COVID-19. It was a massive loss to school and district, as around 8,000 attendees had been expected.
- Attended:
  - Canterbury Landscaping Supplies site visit – suggested that ECan /Council staff be invited to attend first and/or second turnings of material as part of the monitoring process.
  - ECan Plan Change Hearing
    - Recommended Board members read the information provided.
    - Noted Cust River allocation was 200l/s while sustainable allocation was only 20l/s.
    - It was apparent some areas would not reach baseline targets.

W Doody

- Advised the potential Tourism Infrastructure funding for the development of toilets at the West Oxford Reserve had not materialised. This left the very popular tourist area still without toilet or water facilities.
- Congratulated Oxford Community Trust for their work in the community.
- Attended various meetings including:
  - Draft Cemetery Bylaw Hearing – Some interesting submissions. Deliberations occurring later in March pending further information on eco-burials being received.
  - Multi Sports Stadium tour – Project going well, excellent acoustics in the building.
  - Solid and Hazardous Waste Working Party – Good improvements with recycling.
  - Oxford Rural Drainage – looking at riparian planting.

N Mealings

- Tabled Councillors report (Trim 210303035826).
- Assisted with several service requests.
- Attended various meetings including;
  - Greater Christchurch Partnership meeting – J Palmer was appointed as the new independent chair.
  - Met with North Canterbury Neighbourhood Support regarding providing a secure information repository for information such as available stock transport to assist lifestyle block owners in case of emergency. Potential for a 'Lifestyle block' grouping in the GetReady System.
  - Draft 2021/31 Long Term Plan – Commented on the proposed low rate increase.
  - Ohoka Domain Barbeque – Well attended event.

**13 CONSULTATION PROJECTS**

The draft WDC 2021/31 Long Term Plan would be out for consultation from 5 March to 12 April 2021.

The draft Environment Canterbury 2021/31 Long Term Plan would be out for consultation from 8 March to 11 April 2021

The Board noted the consultation.

**14 BOARD FUNDING UPDATE****14.1 Board Discretionary Grant**

Balance as at 28 February 2021: \$7,636.

**14.2 General Landscaping Fund**

Balance as at 28 February 2021: \$3,403.

The Board noted the funding balances.

**15 MEDIA ITEMS**

Nil

**16 QUESTIONS UNDER STANDING ORDERS**

Nil.

**17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8:34pm.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board was scheduled for Wednesday 7 April commencing at 7.00pm at the Mandeville Sports Centre.

CONFIRMED

Chairperson

Date

**Workshop (8.35pm to 8.45pm)**

*Update on the Representation Review – Sarah Nichols (Governance Manager)*

Following the meeting a workshop occurred from 8.35pm to 8.45pm on the Representation Review, providing an overview and seeking members' thoughts as to any changes they would like to see going forward.

The Board were happy with the current electoral arrangements and sought the status quo at this point. It was noted formal consultation would occur mid-year.

**MINUTES FOR A MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND, ON MONDAY 8 MARCH 2021 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson, P Redmond and S Stewart.

**IN ATTENDANCE**

S Markham (Manager Strategic Projects), S Nichols (Governance Manager), B Wiremu (Emergency Management Advisor), S Morrow (Rates Officer, Land Information), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were five members of the public in attendance.

**1 APOLOGIES**

No apologies were received.

**2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3 CURRENT REGISTER OF INTEREST**

Moved: S Powell

Seconded: A Allen

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

(a) **Receives** the current Register of Interest.

**CARRIED**

**4 CONFIRMATION MINUTES**

**4.1 Minutes of the Woodend-Sefton Community Board – 9 February 2021**

Moved: J Archer

Seconded: A Thompson

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

(a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 9 February 2021.

**CARRIED**

**4.2 Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

**5.1 Update on the Pegasus Community Centre – Pegasus Residents Group.**

R Mather, a member of the Pegasus Residents Group, noted that the Council's draft 2021/31 Long Term Plan had been released for public consultation and a key project open for discussion was the proposed land purchases for community facilities in Pegasus and Ravenswood.

The Pegasus Community Centre Team (the team), which falls under the umbrella of the Pegasus Residents Group, managed the current Pegasus Community Centre and advocated for a purpose built Centre in Pegasus. The team also managed a roster of volunteers which enabled the Pegasus Community Centre to be open to the public three times a week, for two hours at a time and runs Ronel's Community Cuppa. Other tasks of the team included the distribution of a monthly calendar of events being held at the Pegasus Community Centre, the facilitation and encouragement of activities at the Community Centre, liaising with Council staff regarding operational matters and the management of the Community Book Cave.

R Mather drew the Board's attention to the consultancy report commissioned by the Council to investigate options for the development of community facilities in the Pegasus, Woodend and Ravenswood areas, which recommended separate facilities for Pegasus and Ravenswood. The report supported a new purpose built facility in Pegasus and a Library/Service Centre in Ravenswood. The current lease for the Pegasus Community Centre expired in 2025, by which time a new facility should have been developed. One issue with the current Pegasus Community Centre was that the main room could not accommodate up to 40 people in workshop mode or 80 in theatre style seating as recommended in the Council's own criteria, and the kitchen facilities were minimal. There was also no soundproofing between various rooms at the Centre, which made it difficult for two groups or more to use the facility simultaneously and the acoustics were poor and made hearing difficult. There was no area for outdoor activities and the ceiling height was prohibitive for many activities.

S Powell enquired if the Pegasus Community Centre Team would be happy for the proposed youth facility to be developed on the same site at the purpose built Community Centre. R Mather noted that the Pegasus Community Centre Team saw potential in such a development, however they could not commit without further information and working through possible issues.

S Powell thanked R Mather and R Stephens for their presentation.

## 5.2 **Tsunami Risks – Brennan Wiremu**

B Wiremu elaborated on the community engagement and the new modelling of the anticipated tsunami risk, which was based on recent science.

He explained that the identified zone was based on an amalgamation of 138 different scenarios which were put through a process of computer modelling and superimposed with scientists' best understanding and knowledge. He noted that there were mainly two types of scenario, which were a 'distance source tsunami' or a 'regional source tsunami'. A 'distance source tsunami' would take more than three hours to reach the New Zealand coastline and a regional source tsunami which may take between one and three hours before the first wave hits land.

A Allen sought clarity on what would be expected of Board members during the community engagement process. B Wiremu requested Board members to assist in encouraging public engagement by attending public meetings and by sharing the information regarding the change to the evacuation zones.

A Allen enquired if homes located in the new evacuation zones would be negatively affected. S Markham explained that currently tsunami risk was not deemed a hazard in the District Plan, as it was seen as an emergency response issue.

A Allen further enquired if the tsunami risk information would be included in properties Land Information Memorandums (LIMs), and if so when was that likely to happen. B Wiremu advised that the information would be included, and that letters would be sent to the occupants and owners inside of the new evacuation zone.

J Archer asked if the infrastructure in North Canterbury was capable of supporting a mass evacuation. B Wiremu noted that the Waimakariri had very good road infrastructure, nevertheless, it was anticipated that a massive evacuation could place

strain on the infrastructure, there would however be enough time for evacuation and it was therefore not deemed a major factor.

P Redmond questioned the predicted time span for the worst-case scenario. B Wiremu confirmed that the modelling was based on a 1 in 2,500 year event. S Markham reported that there was a record of a tsunami in the 1860s which inundated the dunes at Kairaki and carried on up the Kaiapoi River as far as Hilton Street, which indicated that though unlikely it could occur.

In response to questions, B Wiremu advised that it was unlikely that more tsunami sirens would be added along the coast and part of the community engagement would be to educate the public to evacuate immediately and to head for high ground.

S Powell thanked B Wiremu for his presentation and assured him of the Board's support during the public engagement workshops.

## 6 **ADJOURNED BUSINESS**

Nil.

## 7 **REPORTS**

### 7.1 **Road Naming – Ravenswood Developments Stage 4 (S Morrow, Rates Officer, Land Information)**

S Morrow spoke to the report and noted that the road names selected for stage four of Ravenswood in Woodend were from the Board's pre-approved list.

Moved: A Thompson

Seconded: M Paterson

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

- (a) **Receives** report No. 210217027114.
- (b) **Approves** the following proposed road names for stage 4 of Ravenswood as shown as Roads 1 to 8 on the attached plan (Trim 210215025225).
  1. Stackwood Avenue
  2. Antill Street
  3. Borland Street
  4. Chambers Avenue
  5. Higgins Street
  6. Ellmers Street
  7. Henshaw Street
  8. Lorimer Street
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

**CARRIED**

A Thompson noted that having the pre-approved list of road names was helpful.

A Allen requested that staff consider using names from the Te Maori part of the list for the naming of streets in the future.

### 7.2 **Road Naming – Colin Wightman Subdivision (S Morrow, Rates Officer, Land Information)**

S Morrow spoke to the report and noted the developer had put forward two names for consideration for the private Right of Way, one of which was from the pre-approved road name list and one of their own choosing.

P Redmond noted that there was already a James Drive in Woodend, and enquired if there may be confusion if the private Right of Way was named Ken James. S Morrow acknowledged that this may create confusion.

Moved: A Allen                      Seconded: P Redmond

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

- (a) **Receives** report No. 210211023451.
- (b) **Approves** Skevington Lane (Private) for a private Right of Way as shown on the attached plan (Trim 210211023425).
- (c) **Notes** the Community Board may replace any proposed road name with a name of its choice.

**CARRIED**

A Allen agreed that there could be confusion between the current James Drive in Woodend and the proposed Ken James Lane, she therefore supported the use of Skevington Lane.

P Redmond commented that he was not opposed to either name proposed by the developer, but was happy to support Skevington Lane.

7.3 **Change to the Venue for the October 2021 Woodend-Sefton Community Board Meeting (K Rabe, Governance Advisor)**

K Rabe spoke to the report noting the Board's request at the start of the year for a meeting to be held at the Sefton Public Hall.

Moved: J Archer                      Seconded: M Paterson

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

- (a) **Receives** report Ref: 210215024467.
- (b) **Approves** the amendment to its 2021 Meeting Schedule by changing the venue of its October 2021 meeting from the Pegasus Community Centre to the Sefton Public Hall, Upper Sefton Road, Sefton.

**CARRIED**

7.4 **Application to the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that the Board annually received an application from the Waimakariri Arts Trust for the Kaiapoi Arts Expo. The Pegasus Residents Group had requested funding to assist with catering at 'Ronel's Cuppa' community events. The requests were considered separately.

Moved: J Archer                      Second: None

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

- (a) **Receives** report No. 210202015887.



- (b) **Approves** a grant of \$350 to the Waimakariri Arts Trust towards the cost of advertising the Kaiapoi Art Expo and Schools' Art Expo.

**LAPSED**

P Redmond commented that the Kaiapoi Art Expo was an iconic event for the wider Waimakariri district. It was a successful event which, in his opinion, was run on a shoestring budget and restricting the advertising to just one geographical area would place a restriction on the organisers.

S Stewart concurred with P Redmond, and noted that Kaiapoi Art Expo would be advertised in the North Canterbury News which was circulated in the Woodend and Pegasus areas. She further stressed that this was a district wide event, which would include many artists that came from the Board's area.

S Powell advised that she did not support the granting of \$500, as it was a well-established event that was being run for the 15<sup>th</sup> time and she believed that it was time for the Waimakariri Arts Trust to investigate other funding sources. A Thompson agreed and commented that the Community Board's Discretionary Grant Fund was not intended to be a recurring source of funding.

Moved: P Redmond

Seconded: S Stewart

- (a) **Receives** report No. 210202015887.

- (b) **Approves** a grant of \$500 to the Waimakariri Arts Trust towards the cost of advertising the Kaiapoi Art Expo and Schools' Art Expo.

**LOST**

#### **DIVISION**

**For:** P Redmond, S Stewart and J Archer.

**Against:** A Allen, M Paterson, S Powell, and A Thompson.

3:4 Lost

A Allen proposed that the Board should consider funding advertising in the Woodpecker Newsletter.

Moved: A Allen

Seconded: S Powell

- (a) **Receives** report No. 210202015887.

- (b) **Approves** a grant of \$207, to the Waimakariri Arts Trust towards the cost of advertising the Kaiapoi Art Expo and Schools' Art Expo in the Woodpecker Newsletter.

**CARRIED**

A Allen commented that it was a fair contribution, as she noted that the Kaiapoi-Tuahiwi Community Board had granted the Kaiapoi Arts Trust \$250 for the event.

S Powell noted that she felt comfortable funding the advertising in the Board's local area which would benefit the local area.

Moved: P Redmond

Seconded: A Thompson

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

- (c) **Approves** a grant of \$500 to the Pegasus Residents' Group Inc. towards the costs of catering at 'Ronel's Cuppa' community events.

**CARRIED**

P Redmond commented that this seemed to be a very successful community event that he had attended in the past and thought that it was very worthwhile.

S Powell noted that she was a regular attendee of the event, which generally around 50 people attended every month, it was a very good social occasion and it helped with lessening social isolation.

## **8 CORRESPONDENCE**

### **8.1 2021 ANZAC Services (Trim 210301034534).**

Moved: S Powell                      Seconded: A Allen

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

(a) **Receives** the correspondence (Trim 210301034534).

**CARRIED**

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chairperson's Report for March 2021**

Moved: S Powell                      Seconded: J Archer

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

(a) **Receives** report No. 210301034530.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 3 February 2021 (Trim 210222029644)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 10 February 2021 (Trim 210212023674)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 February 2021 (Trim 210222029110)
- 10.4 Woodend-Sefton Community Board Chairperson's Report (Trim 201001130759) – Report to Council 2 February 2021 – Circulate to All Boards
- 10.5 Kaiapoi-Tuahiwi Community Board Chairperson's Report (Trim 210118005588) – Report to Council 2 February 2021– Circulate to All Boards
- 10.6 Oxford-Ohoka Community Board Chairperson's Report (Trim 210113003363) – Report to Council 2 February 2021– Circulate to All Boards
- 10.7 Rangiora-Ashley Community Board Chairperson's Report (Trim 210127012617) – Report to Council 2 February 2021– Circulate to All Boards
- 10.8 Aquatic Facilities Update (200925128402) – Report to Community and Recreation Committee 23 February 2021 – Circulate to All Boards
- 10.9 Stormwater Network Discharge Consents Implementation and Implications (Trim 201020140479 – Report to Utilities and Roading Committee 16 February 2021) – Circulate to All Boards
- 10.10 Ocean Outfall Wastewater Network Capacity Assessment (Trim 210206000530) – Report to Utilities and Roading Committee 16 February– Circulate to All Boards
- 10.11 Woodend Wastewater Treatment Plant Land Swap (Trim 200508053630) – Report to Utilities and Roading– Circulate to Woodend-Sefton Community Board
- 10.12 Utilities and Roading Managers' Report (Trim 210112003077) – Report to Utilities and Roading Committee of 16 February 2021 – Circulate to All Boards

Moved: A Allen                      Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board receives the information in Items 10.1 to 10.12.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

A Allen

- New North Canterbury Neighbourhood Support Manager – there would be a public announcement shortly.
- Visitors Strategy meeting with S Markham and Enterprise North Canterbury.

A Thompson

- Waikuku Beach toilets query and received a response from staff. The toilets were scheduled for upgrade in 2062 and there was agreement that the best way forward was to encourage residents to submit to the Long Term Plan to have these toilets reprioritised for an upgrade.

J Archer

- Attended the Northern Pegasus Bay Bylaw meeting –a number of matters discussed including vehicles getting stuck on the beach.
- J Archer noted that there was discussion regarding the Pegasus Bay Bylaw review which may be delayed due to a lack of resourcing.

## **12 CONSULTATION PROJECTS**

### **12.1 Waimakariri District Council - Long Term Plan 2021 - 31**

Consultation opens on Friday 5 March 2021 and closes on Monday 12 April 2021.

### **12.2 Environment Canterbury - Long Term Plan 2021 - 31**

Consultation opens on Monday 8 March 2021 and closes on Sunday 11 April 2021.

Subsequent to discussion, the Board agreed to submit on both the Waimakariri District Council and Environment Canterbury Long Term Plans and noted the Long Term Plan workshop scheduled for Tuesday 30 March.

## **13 BOARD FUNDING UPDATE**

### **13.1 Board Discretionary Grant**

Balance as at 28 February 2021: \$3,000.

### **13.2 General Landscaping Fund**

Balance as at 31 January 2020:	\$13,327
Amount allocated to date:	\$ 9,727
<b>Balance as at 28 February 2021</b>	<b>\$3,390</b>

The Board noted the funding balances.

## **14 MEDIA ITEMS**

Long Term Plan and Board funding allocations.

## **15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.35pm

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 12 April 2021 at the Pegasus Community Centre, 8 Tahuna Street, Pegasus.

Workshop
<ul style="list-style-type: none"> <li>• <i>Environment Canterbury LTP discussion – ECan Councillor McKay and Councillor Edge</i></li> <li>• <i>Representation Review – Sarah Nichols, Governance Manager</i></li> <li>• <i>Members Forum</i></li> </ul>



CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 10 MARCH 2021 AT 7PM.**

**PRESENT**

J Gerard QSO (Chairman), D Lundy (Deputy Chairman), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

L Smith (Manager - People and Engagement), V Thompson (Business and Centres Advisor), S Nichols (Governance Manager), D Gordon (Mayor), K Rabe (Governance Adviser) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

No apologies were received.

**2 CONFLICTS OF INTEREST**

Item 7.2 – M Fleming as a member of TimeBank.

**3 CURRENT REGISTER OF INTERESTS**

Moved: J Gerard

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the current Register of Interest.

**CARRIED**

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Rangiora-Ashley Community Board – 10 February 2021**

Moved: J Goldsworthy

Seconded: A Wells

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 February 2021.

**CARRIED**

**4.2 Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS**

Nil.

## 6 **ADJOURNED BUSINESS**

Nil.

## 7 **REPORTS**

### 7.1 **Draft Good Street Concept Plans for Consultation (V Thompson – Business and Centres Advisor)**

V Thompson explained that staff were requesting the Board to endorse the draft Good Street Concept Plan for public consultation from Monday 12 April to Sunday 9 May 2021. A range of communication tactics would be used during the public consultation process, including flyers and drop-in sessions. She confirmed that staff would be reporting back to the Board after consultation.

V Thompson advised that it was anticipated that the physical upgrades to Good Street would be completed within the second half of 2021. The Council had provided \$50,000 in this financial year to support the concept design and public consultation. An additional \$585,000 had been budgeted in the 2021/22 financial year to complete the physical works. She noted that the concept plan may need to be slightly changed, if the Council was unable to execute easement agreements with all the shops owners.

D Lundy sought clarity on how the proposed upgrade would be implemented so that it did not distract from the buildings. V Thompson replied that owners of the majority of the buildings were amenable to the proposed upgrade. The Greenspace Team had tried to design the concept plan so that there was minimal distraction.

In response to questions, V Thompson confirmed that Good Street had a road closure so there was no parking on Good Street.

Moved: J Goldsworthy

Seconded: J Ward

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210203017684.
- (b) **Notes** that engagement to date has included a limited communication process with immediate Good Street stakeholders (directly affected tenants and property owners) to gather initial design ideas and feedback to support the production of the draft concept plan.
- (c) **Endorses** the design ideas and proposed upgrades detailed in the draft Good Street Concept Plan, and endorses the plan (attachment i) for public consultation.
- (d) **Notes** the consultation timeframe from 12 April to 9 May 2021 (a period of four weeks).
- (e) **Notes** the intended consultation communications and engagement process as outlined in the 'Good Street Consultation Communications Action Plan' (attachment ii Trim 210210021770).
- (f) **Notes** the allocation of \$50,000 in the 2020-21 financial year to support the concept design and engagement process.
- (g) **Notes** that following public consultation, the concept plan will be updated in light of community feedback before a final version is brought back to the Board for recommendation to Council for adoption in July 2021.
- (h) **Notes** the intention for the physical upgrades to be completed during the second half of 2021 or early 2022, from a budget of \$585,000 in the 2021-22 financial year.

**CARRIED**

J Goldsworthy believed the upgrade would enhance the neighbourhood and he was looking forward to walking through the street once finished. J Ward concurred and noted that the upgrade would be splendid once completed.

7.2 **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2020/21 (K Rabe – Governance Adviser)**

K Rabe spoke briefly to the report, noting that the Waimakariri Arts Trust annually requested funding for the Kaiapoi Art Expo event.

P Williams advised that the Kaiapoi Art Expo was a major annual event in the Waimakariri District's calendar, would it therefore not be more appropriate for the Waimakariri Arts Trust to submit a request for funding to the Long Term Plan (LTP) rather than the Community Boards Discretionary Funds. K Rabe advised that the Trust had previously been urged to make an application to the LTP.

P Williams further enquired if the Waimakariri Arts Trust had applied to the other Community Boards and how much funding was granted. K Rabe confirmed that they had applied to all the Community Boards. The Kaiapoi-Tuahiwi Community Board granted \$250, the Oxford-Ohoka Community Board granted \$500 and the Woodend-Sefton Community Board had granted \$207.

Moved: D Lundy

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210202016018.
- (b) **Approves** a grant of \$500 to Waimakariri Arts Trust towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.

**CARRIED**

D Lundy commented that while the Waimakariri Arts Trust had applied on numerous occasions, and was controversial for that reason, the Kaiapoi Art Expo was an iconic event that benefited the whole district's residents. He suggested that the Board should consider requesting funding for the event in its LTP submission to Council.

R Brine agreed with D Lundy's comments. He noted that community organisations who requested community facilities fees relief had been encouraged to come to the Community Boards for funding assistance.

K Barnett commented that in their application, Waimakariri Arts Trust indicated that 31% of attendees were from the Rangiora-Ashley Ward area. The event not only attracted people to the district but it also benefited local artists.

J Gerard noted that the Hope Community Trust Inc. had not included a profit and loss and balance sheet with their application.

Moved: J Ward

Seconded: A Wells

- (c) **Approves** a grant of \$500 to the Hope Community Trust Inc. towards the cost of purchasing a new lawnmower, subject to the Board Chairperson sighting, and being satisfied with, the balance sheet.

**CARRIED**

J Ward commented the Trust carried out amazing work in the community including providing emergency help.

M Clarke suggested the Trust should consider their insurance and security arrangements.

J Gerard observed that SeniorNet North Canterbury also had not included a profit and loss and balance sheet with their application.

Moved: M Harris

Seconded: M Fleming

- (d) **Approves** a grant of \$100 to SeniorNet North Canterbury towards the cost of hosting a seminar and workshop on Internet banking, subject to the Board Chair sighting, and being satisfied with, the balance sheet.

**CARRIED**

M Harris commented these seminars would be useful to older people at this time where banks were changing their work practices and most banking functions were being done online.

Moved: J Goldsworthy

Seconded: A Wells

- (e) **Approves** a grant of \$500 to the TimeBank Waimakariri Inc. towards the cost of co-hosting the 'Back to Basics Waimakariri event.

**CARRIED**

J Goldsworthy believed it was encouraging to see more community engagement which advocated sustainable practices. A Wells concurred with J Goldsworthy.

## 8 **CORRESPONDENCE**

### 7.1 **Alasdair Leech – Future of the Rangiora Museum (Trim 210301034316)**

Moved: J Goldsworthy

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the correspondence from A Leech regarding the future of the Rangiora Museum (Trim 210301034316).
- (b) **Considers** including the future of the Rangiora Museum in its submission to the Council's 2021/31 Long Term Plan and suggests to Mr Leech that he also makes a submission on this matter to the Council's 2021/31 Long Term Plan.

J Goldsworthy and D Lundy agreed that securing the future of the Rangiora Museum was important.

J Gerard suggested the Rangiora and Districts Early Records Society Inc. should be encouraged to make a submission on the future of Rangiora Museum to the Council's 2021/31 Long Term Plan.

M Fleming commented that the combined museum and library at the Ruataniwha Kaiapoi Civic Centre seemed to be worked well.

### 7.2 **Alasdair Leech – Naming of Streets and Features for New Subdivisions East of Rangiora (Trim 210301034319)**

Subsequent to discussion, the Board requested that a workshop on road naming be arranged.



Moved: J Goldsworthy

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the correspondence from A Leech on the naming of streets and features for new subdivisions east of Rangiora (Trim 210301034319).
- (b) **Considers** requesting staff to investigate the possibility of including names proposed by A Leech to the list of preferred street names for Rangiora.

**CARRIED**

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chair's Diary for December 2020**

Moved: J Gerard

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210126011585.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 3 February 2021 (Trim 210222029644).
- 10.2 Woodend-Sefton Community Board Meeting Minutes 9 February 2021 (Trim 210212023942).
- 10.3 Kaiapoi-Tuahwi Community Board Meeting Minutes 15 February 2021 (Trim 2102222029110).
- 10.4 Woodend-Sefton Community Board Chairperson's Report to Council 2 February 2021 (Trim 201001130759) – Circulate to All Boards.
- 10.5 Kaiapoi-Tuahwi Community Board Chairperson's Report to Council 2 February 2021 (Trim 210118005588) – Circulate to All Boards.
- 10.6 Oxford-Ohoka Community Board Chairperson's Report to Council 2 February 2021 (Trim 210113003363) – Circulate to All Boards.
- 10.7 Rangiora-Ashley Community Board Chairperson's Report to Council 2 February 2021 (Trim 210127012617) – Circulate to All Boards.
- 10.8 Proposed Change 1 to Chapter 6 of the Canterbury Regional Policy Statement 2013 Report to Council 2 February 2021 (Trim 210127012617) – Circulate to Rangiora-Ashley and Kaiapoi-Tuahwi Community Boards.
- 10.9 Cam River Enhancement Fund Projects Update Report to the Land and Water Committee 16 February 2021 (Trim 210203017399) – Circulate to Kaiapoi-Tuahwi and Rangiora-Ashley Community Boards.
- 10.10 Aquatic Facilities Update Report to the Community and Recreation Committee 23 February 2021 (Trim 200925128402) – Circulate to All Boards
- 10.11 Stormwater Network Discharge Consents Implementation and Implications Report to the Utilities and Roding Committee 16 February 2021 (Trim 201020140479) – Circulate to All Boards.
- 10.12 Ocean Outfall Wastewater Network Capacity Assessment Report to the Utilities and Roding Committee 16 February (Trim 210206000530) - Circulate to All Boards.
- 10.13 Utilities and Roding Managers' Report (Trim 210112003077) – Report to Utilities and Roding Committee of 16 February 2021 – Circulate to All Boards.

Moved: P Williams

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board receives the information in Items 10.1 to 10.13.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

### M Fleming

- Commented on the good sporting and lighting facilities at Dudley Park.

### P Williams

- Noted that Councillors were very busy.
- Provided an update on Southbrook Road, following on from the briefing at the previous Board meeting. A compromise had been reached and he believed there was a promising way forward.
- Advised that lead levels had been tested in Waimakariri Water Supplies and the results had shown there was no reason for concern.

### S Lewis

- Rakahuri Rage and Ashley River Ramble was cancelled due to Covid Level 2 restrictions.
- Noted the concern from some of the Good Street residents around the timing of the proposed upgrade.
- Attended the Chief Executive, J Palmer's, farewell.

### M Harris

- Attended the Chief Executive, J Palmer's, farewell.
- Noted that the Rangiora Museum was planning on making a submission to the Council's 2021/31 Long Term Plan.

### J Ward

- Busy with completion of the draft 2021/31 Long Term Plan, that was now out for public consultation.
- Attended:
  - Joint promotions meeting with Enterprise North Canterbury (ENC) and the three Promotions Associations.
    - ENC were developing a comprehensive new website.
  - Rangiora Airfield Advisory meeting
    - The Air Training Core building was to be relocated.
    - Noted the upcoming open day on 27 March 2021.
  - Scooter Trial workshop.
  - Visitor Strategy meeting.
  - Rangiora Promotions meeting.
- Eats n Beats to be held on 13 March.
- It was anticipated that the Multisport Stadium would open in August 2021.
- Kaiapoi South Mixed Business area was progressing.

R Brine

- Quotes for the new tennis facility on Coldstream Road were higher than expected. There would be a report to the Council shortly.
- Fire blight was affecting some street trees in Pegasus, unfortunately there was no fix for it.
- There had been \$12,000 worth of vandalism in January 2021.

K Barnett

- A Next Steps website was being created that included all social providers.
- The designated route for the eastern loop had been confirmed in order to protect land for the future.
- Encouraged members to be involved in the Timebank 'Back to Basics' event.

J Goldsworthy

- Attended:
  - Elephant Park barbeque.
  - Cust Community Centre meeting.
    - There had been some confusion regarding the end of the path, this was being followed up.

M Clarke

- Advised that the Canterbury Health Board was taking over laboratory testing that was currently outsourced to Southern Community Laboratories.
- It was hoped that the Rangiora Hospital Clinic would be completed in January 2022. Concerns were raised that there would not be enough doctors to staff the clinic full time and it therefore may need to close at 10pm.
- Met with the residents of Country Lane regarding concerns around hedge removal.

D Lundy

- Attended:
  - Civil Defense Dinner.
  - The Chief Executive, J Palmer's, farewell
  - All Boards meeting.
- Noted the passing of Gerry Stone, a retired local vet and a previous member of the Waimakariri District Council.

**12 CONSULTATION PROJECTS****12.1 Waimakariri District Council - Long Term Plan 2021 - 31**

Consultation opens on Friday 5 March 2021 and closes on Monday 12 April 2021.

**12.2 Environment Canterbury - Long Term Plan 2021 - 31**

Consultation opens on Monday 8 March 2021 and closes on Sunday 11 April 2021.

J Gerard commented that the Board chairpersons had been invited to attend a Council briefing by Environmental Canterbury (Ecan) on their Long Term Plan. He suggested the Board may wish to discuss making a submission to the Ecan Long Term Plan on the proposed 33% rates increase for Rangiora.

The Board noted the consultation projects.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 28 February 2021: \$10,972.

**13.2 General Landscaping Fund**

Balance as at 1 July 2019	\$63,680
Allocations made during 2020	\$57,319
<b>Balance as at 28 February 2021</b>	<b>\$6,361</b>

The Board noted the funding balances.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

This concluded the formal section of the meeting which closed at 7.48pm.

<p><b>Workshop</b></p> <ul style="list-style-type: none"> <li>• <i>Representation Review – Sarah Nichols, Governance Manager</i></li> <li>• <i>Members Forum</i></li> </ul>
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**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 April 2021 in the Function Room at the Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7.55PM.

\_\_\_\_\_  
Chairperson

Date

**MINUTES FOR A MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 15 MARCH 2021 AT 5PM.**

**PRESENT**

C Greengrass (Chairperson), J Watson (Deputy Chairperson), N Atkinson, B Cairns, J Meyer and M Pinkham.

**IN ATTENDANCE**

C Brown (Manager Community and Recreation), G MacLeod (Greenspace Manager), D Young (Senior Engineering Advisor), S Nichols (Governance Manager), K Atkins (Project Engineer), G Barnard (Parks Community Asset Officer), S Morrow (Rates Officer, Land Information), V Thompson (Business and Centers Advisor), M Flanagan (Landscape Planner – District Regeneration), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

Seven members of the public attend the meeting.

**1 APOLOGIES**

Moved: J Watson

Seconded: B Cairns

That apologies for absence be received and sustained from A Blackie, P Redmond and S Stewart.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CURRENT REGISTER OF INTERESTS**

Moved: C Greengrass

Seconded: J Watson

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

(a) **Received** the current Register of Interest.

**CARRIED**

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 February 2021**

Moved: J Meyer

Seconded: M Pinkham

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

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 February 2021, as a true and accurate record.

**CARRIED**

**4.2 Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS**

Nil.

## 6 ADJOURNED BUSINESS

Nil.

## 7 REPORTS

### 7.1 Wrights Road Intersection Upgrade – K Atkins (Project Engineer) and J McBride (Roading and Transport Manager)

K Atkins noted that the project was a continuation of the roll-out of Park and Ride facilities that were being developed around the district. Primary purpose of the proposed upgrade of the intersection was for safety. The proposed upgrade would provide a right turn facility for Park and Ride patrons and clearly delineated the vehicle movements to and from the Challenge Waimak Service Station.

B Cairns noted that there had been fourteen recorded accidents on this road and the speed limit in the area had therefore decreased over time. He enquired if staff had any information on how many accidents occurred at 100km/h, 80km/h and now at the current speed limit. K Atkins commented that he was unaware of what the speed limit was when the accidents occurred.

M Pinkham enquired about the number of users of the Park and Ride facility. K Atkins noted that the facility was still in its early days of operation, and part of the reason for this project was to make provision for the anticipated future increased usage. Staff were expecting those movements to increase and by providing the right turn bay it was providing a safer and more attractive intersection for patrons to get into the facility.

Moved: N Atkinson

Seconded: J Meyer

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

- (a) **Receives** report No. 210309039441.
- (b) **Recommends** that the Utilities and Roading Committee
  - i. Adopts Option 2 as per Section 5.3 of this report (as detailed in attachment i) which includes a T intersection with a right turn in the Southbound lane of Main North Road, left turn separation marking for the left turning lane into Wrights Road and moving forward the Wrights Road limit line to improve visibility towards the old Waimakariri Bridge.
  - ii. Authorises staff to progress the design of the intersection, as per the recommended option.
- (c) **Notes** that the recommended option is subject to an independent Road Safety Audit following approval of this Scheme Design.
- (d) **Notes** that there is existing budget allocated to complete the physical works in the 2021/22 financial year, and the cost estimate is within this budget.
- (e) **Notes** that the Board's recommendation will be verbally advised at the Utilities and Roading Committee meeting on 16<sup>th</sup> March 2021.

**CARRIED**

N Atkinson advised that he had the privilege to use the Park and Ride facility while traveling to Christchurch for Greater Christchurch Partnership meetings and all the Park and Ride

facilities seemed to be well use. He commented that stopping the bus in the middle of the road to turn right into the Wrights Road facility was unsafe, and he therefore support the propose upgrade.

J Meyer concurred with N Atkinson's comments and noted that in his opinion the Kaiapoi Park and Ride facility was being well used.

J Watson commented that she was supported the propose upgrade as she found the intersection to be dangerous and the improvements were very much needed.

7.2 **Tree Removals Associated with the New Zealand Motor Caravan Association Development in Kaiapoi – V Thompson (Business and Centres Advisor) and G Barnard (Parks Community Asset Officer)**

V Thompson report that Council was seeking the Boards endorsement for the proposed removal of approximately thirty-five trees and shrubs from the 58 Sewell Street site to support the New Zealand Motor Caravan Association (NZCMA) Motor Caravan Park development. She explained that the Asplundh Report identified thirty-two trees and shrubs to be removed, and the NZMCA had identified an additional three trees to be removed. The NZMCA were planning to plant some additional native vegetation as a part of their development.

N Atkinson enquired what would be happen if the Board did not endorse the removal of the proposed trees. G Barnard advised that the number of trees to be removed was based on the layout that the proposed Motor Caravan Park, there were however some trees there that could be subject to negotiation. He noted that most of the trees earmarked for removal where ex-residential planting, that had not been maintained for years and they were therefore in very poor condition.

Moved: J Meyer

Seconded: N Atkinson

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

- (f) **Receives** report No. 210302034734.
- (g) **Notes** the detailed tree/shrub assessment for the site known as 58 Sewell Street, Kaiapoi by Asplundh.
- (h) **Notes** that a total of 35 tree or shrub specimens/groupings have been recommended for removal by both Asplundh and the NZMCA. Eight specimens/groupings are directly impacted by the NZMCA's development footprint and all eight have been rated as being in a fair condition in the Asplundh report. The Asplundh report recommendations are due to the poor health or condition of the trees/shrubs which present a health and safety risk.
- (i) **Endorses** the removal of the 35 tree specimens/groupings as identified in the Asplundh report and across the NZMCA recommendations.
- (j) **Notes** that the NZMCA will be planting additional native vegetation as part of their development to further soften the view of the park from neighbouring activities, which will result in a net gain of native vegetation at the development's conclusion.
- (k) **Notes** that the NZMCA are responsible for meeting the cost of any tree removals in association with their development and there is no additional financial expectation on Council.
- (l) **Notes** that the site known as 58 Sewell Street is regeneration land and not a formal park, reserve, waterway or street, therefore, staff hold the delegation to approve the removal of the trees.

**CARRIED**

J Meyer held the opinion that the proposed development would be a positive asset to Kaiapoi, as it would bring travellers for other districts into the area, however, it was important that as many trees as possible need to be retained. He commended staff for the well drafted report. N Atkinson agreed with the comments made by J Meyers.

C Greengrass noted that it was always sad to remove trees, however it was clear from the Asplundh Report that the trees to be removed had not been maintained. The Board did wish to encouraging motorhome and caravan travellers to visit and stay in Kaiapoi, so it was important that they be provided with well-developed facilities.

### 7.3 **Update on Significant Projects – D Young (Senior Engineering Advisor)**

D Young briefly updated the Board on the progress of several significant projects in the Boards area. He noted the steady increase in the use of the of the Park and Ride facility in Rangiora since its development in 2021, whereas the use of the facility in Kaiapoi remained stable. He reported that during the first couple of weeks of operation, when the bus service was free, there had been an average of 190 trips per day. This number increased to 206 per day once the Council began charging for the service, which showed that the service was not as price sensitive as first thought.

D Young advised that the contracts for the development of the Kaiapoi Town Centre Cycleway and the development of stage two of the Park and Ride facility had been awarded. It was anticipated that work should commence shortly.

In conclusion, D Young provided an update on the Main North Road Cycleway which was largely complete. He elaborated on the Council's discussion with various businesses on Main North Road to address the concerns they had with the cycleway.

M Pinkham noted that during the public consultation regarding the Peraki and Vickery Street part of the Kaiapoi Town Centre Cycleway, the panel was advised that a Safety Audit would done on the final design of the proposed Peraki Street Greenway. He enquired if the Safety Audit had been completed. D Young confirmed that the audit had been completed and its findings were incorporated into the final design which had been tendered. He undertook to make the Safety Audit availed to the Board.

B Cairns enquired that considering the large number of cyclists visiting Kaiapoi, when would the appropriate signage be installed. D Young undertook to follow-up and report back to the Board.

In response to questions, D Young explained the restrictions on length of time that the separate legs of Peraki Street, at the Williams Street end, would be closed. At the other end, the section of road between Fuller Street and the crossing at St Patrick School would be closed for a maximum of two weeks. Staff had requested the contractor to ensure access to all residents were maintained.

N Atkinson asked if emergency services had been consulted regarding the proposed road closures and alternative routes, as Council wanted to divert emergency services vehicles and busses from Peraki Street where possible. D Young confirmed that emergency services had been directly consulted, but some follow-up work would be undertaken to inform the community of the changes.

Moved: B Cairns

Seconded: J Meyer

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

(a) **Receives** report No. 210302035020.



- (b) **Notes** the progress on the Kaiapoi Town Cycleway, Park and Ride, Wrights Rd/Main North Road intersection, and Main North Road cycleway.
- (c) **Notes** that the construction of the Kaiapoi Town Cycleway, and Park and Ride stage 2, will be completed by 30 June 2021.
- (d) **Notes** that there is a separate report to the Board seeking a recommendation for the Utilities and Roading Committee on the Wrights Road intersection Scheme Plan for approval at its meeting on 16<sup>th</sup> March 2021.

**CARRIED**

**7.4 Aqua Play Proposal NCF Park, Kaiapoi – C Brown (Manager Community and Recreation)**

C Brown provided a brief overview of the proposal by Wai Hukao Waitaha to develop a temporary Aqua park at NCF Park in Kaiapoi. He highlighted the possible benefits of the proposal as well as some identified risks. He advised that Wai Hukao Waitaha have undertaken water testing on one occasion and the sample showed that the E.coli was below limits for contact recreation, however, currently there was not enough information regarding the water quality to fully determine if the NCF Lake would be suitable for recreational swimming over a long period of time. The Council would therefore need more information on the water testing prior to the proposal go out for public consultation.

C Brown explained that the other area which the Council requiring more information on the proposed consenting requirements which had not been fully traversed yet, there had been some internal conversations regarding retail activity in a rural area but issues such as possible noise, amenity, traffic and car parking needed to be discussed in more detail prior to public consultation.

In response to questions, C Brown noted there may be some risks associated with public consultation, as the Council was currently also consultation on the Kaiapoi Community Hub, and the community may feel overwhelmed with two proposals for change in the same geographic area.

J Watson enquired if the temporary aqua park would cease to operate once the large Aquasports Park was completed. C Brown advised that the idea was to create a low cost aquatic recreation activity for the people of Kaiapoi to get the community excited in preparation for the potential larger Aquasports Park. It was envisaged that if the Aquasports Park was not developed then the temporary aqua park would be retained

B Cairns questioned who would be responsible for the provision of toilets, power, cameras and security lighting at the temporary aqua park. C Brown advised that the Council had not been requested to supply any services for the temporary aqua park, however, there may be the potential, in future, provide mutually beneficial services in that area. The Council was in the process of developing the Mahinga Kai area and was likely to install services for the Mahinga Kai development.

B Cairns enquired if the water had been tested for other contaminants than E.coli. C Brown explained that there were water standards for recreational activities that the temporary aqua park would need to comply with.

Moved: N Atkinson

Seconded: J Watson

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

- (a) **Receives** report No.210305038150.

- (b) **Notes** that Waimakariri District Council staff have been approached by Wai Hukao Waitaha with a proposal to develop a temporary Aqua Park in the lake situated in NCF Park.
- (c) **Approves** staff undertaking community consultation with the wider Kaiapoi Community to determine their views in relation to the development of a temporary Aqua park located in the lake within NCF Park, Kaiapoi.
- (d) **Notes** that before public consultation is undertaken further information regarding the consenting requirements from both Environment Canterbury and Waimakariri District Council must be provided to the Manager, Community and Recreation.
- (e) **Notes** that before public consultation is undertaken additional water quality testing results are to be provided to the Manager, Community and Recreation for review.
- (f) **Notes** that staff will come back to the Kaiapoi / Tuahiwi Community Board with the results of the community consultation

**CARRIED**

N Atkinson commented that the Board was only requested to approve the public consultation for the temporary aqua facility and extensive work still needed to be done for the temporary facility materialise. He welcomed community views on this proposal and on similar ideas that would stimulate vibrancy within the Kaiapoi community.

J Watson supported the proposed public consultation as it was good to see activities for younger people being proposed in Kaiapoi.

C Greengrass noted that the Board trying to encourage people to visit Kaiapoi for different reasons and a temporary aqua facility may be a new reason

#### 7.5 **Road Naming – Lime Developments Limited – S Morrow (Land Information Officer)**

S Morrow spoke to the report he noted that the purpose of the report was to consider naming two new roads in the Silverstream Development Stage 6. Both names were provided by the developer.

M Pinkham raised a concern that the road names for the area as a whole had not been submitted to the Board. He was particular concerned about the naming of the portion of road in front of lots 85 to 90 as it would impact on the process of the renaming of Adderley Terrace. S Morrow explained that it was envisaged that the portion of road in front of lots 85 to 90 would continue to be named Silverstream Boulevard. It was envisaged that part of the old Adderley Terrace would continue into the subdivision, but was depended on the outcome of the road stopping feedback.

C Greengrass questioned why the developers were not selecting names from the Pre-approved Road naming list for Kaiapoi. S Morrow noted that the Council's policy stated that the list was available to developers, but developers had the wright to promote preferred road names for new subdivisions. However, the final decision regarding road names fell under the auspice of the Board.

Moved: N Atkinson

Seconded: B Cairns

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

- (a) **Receives** report No 210302035095.
- (b) **Approves** the following proposed road names for Roads 3 & 4 provided by the developer as shown on the attached plan.

1. Penney Avenue
  2. Maggie Street
- (c) **Notes** that if the Community Board doesn't accept these names for this stage, then they be placed on the Kaiapoi list of pre-approved road names for future use.
- (d) **Notes** the Community Board may replace any proposed names with a name of its choice.

**CARRIED**

M Pinkham against.

N Atkinson commented that the Board previously made the decision that the the roads in the Kaiapoi district either be named after boats that had sailed or plied the river or people's that had lived in the district or given some contribution to the town. He stated that from the deputation done at the Board meeting held on 21 September 2020, he understood the developer's reasoning for requesting Maggie's Way and supported the name, however he did not agree with Lime Avenue, as it was a commercial name. The name Lime was derived from "LI" for Jack Lin and "ME" for Fred Rahme, who were business partners in the development of the Silverstream Subdivision. There was already a road in the Silverstream East Subdivision named Rahme Crescent which had been named in honour of the developer

7.6 **Road Naming – The Sterling Retirement Village – S Morrow (Land Information Officer)**

S Morrow spoke to the report he noted that the purpose of the report was to consider new road names to be a part of the Retirement Village, The Sterling. The road names were provided by the developer. All the roads were private roads within the complex. He noted that the proposed name Magnolia Way being similar to an existing name being Magnolia Boulevard in Kaiapoi, the developer had therefore agreed put the name Juniper Way forward as a possible replacement.

Moved: C Greengrass

Seconded: J Meyer

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

- (a) **Receives** report No 210303036789.
- (b) **Approves** the following proposed private road names for roads as part of the Lime Living retirement complex shown 1 to 5 on the attached plan.
- (1) Camellia Lane
  - (2) Cherry Blossom Way
  - (3) Juniper Way
  - (4) Rose Lane
  - (5) Lime Tree Lane
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

J Watson enquired if the names of private roads had to be approved by the Board. S Morrow advised that Land Information New Zealand determent that the naming of private roads in retirement villages should fall under with Community Boards them meaning that there were more control and co-ordination over private road names.

C Greengrass recommended the substitution of Lime Tree Lane for Carnation Lane, in honour of "Lime Development"

N Atkinson note that the supported the names as they were private internal roads. He also understood that the reason these names came to the Board was because they did not want

double ups for emergency services. S Morrow noted that they came through to make sure they met the standards for road naming and that there was no duplicate names.

**CARRIED**

**7.7 Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21 – T Künkel (Governance Team Leader)**

T Künkel took the report as read.

Moved: J Watson                      Seconded: M Pinkham

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

- (a) **Receives** report No. 210303035637.
- (b) **Approves** a grant of \$100 to SeniorNet North Canterbury towards the cost of hosting a seminar and workshop on Internet banking.

**CARRIED**

**7.8 ANZAC Day Services 2021 – T Künkel (Governance Team Leader)**

T Künkel took the report as read.

Moved: C Greengrass                      Seconded: N Atkinson

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

- (a) **Receives** report No. 210304037336.
- (b) **Appoints** Board member, M Pinkham, to attend the Kaiapoi Cenotaph Dawn Service at 6.30am on Sunday 25 April 2021.
- (c) **Appoints** Board member, C Greengrass, to lay a wreath on behalf of the Board at the Kaiapoi Cenotaph (Trousselot Park) Service at 10.00am on Sunday 25 April 2021.
- (d) **Appoints** Board member, C Greengrass, to lay a wreath on behalf of the Board at Tuahiwi (Urupa) ANZAC Day Service at 2.00pm on Sunday 25 April 2021.

**CARRIED**

**8 CORRESPONDENCE**

Moved: C Greengrass                      Seconded: J Watson

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

- (a) **Receives** the memorandum on The Pines Beach Entrance Reserve Landscaping – Summary of feedback from community consultation (Trim. 210224031103).

**CARRIED**

## 9 **CHAIRPERSON'S REPORT**

### 9.1 **Chairpersons Report for February/March 2021**

Moved: C Greengrass

Seconded: J Meyer

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

- (a) **Receives** report No. 210309039477.

**CARRIED**

## 10 **MATTERS REFERRED FOR INFORMATION**

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 3 February 2021 (Trim 210222029644).
- 10.2 Woodend-Sefton Community Board Meeting Minutes 9 February 2021 (Trim 210212023942).
- 10.3 Rangiora-Ashley Community Board Meeting Minutes 10 February 2021 (Trim 210212023674).
- 10.4 Woodend-Sefton Community Board Chairperson's Report (Trim 201001130759) – Report to Council 2 February 2021 – Circulate to All Boards.
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- 10.11 Stormwater Network Discharge Consents Implementation and Implications (Trim 201020140479 – Report to Utilities and Roding Committee 16 February 2021) – Circulate to All Boards.
- 10.12 Ocean Outfall Wastewater Network Capacity Assessment (Trim 210206000530) – Report to Utilities and Roding Committee 16 February– Circulate to All Boards.
- 10.13 Utilities and Roding Managers' Report (Trim 210112003077) – Report to Utilities and Roding Committee of 16 February 2021 – Circulate to All Boards.
- 10.14 Cam River Enhancement Fund Projects Update (Trim 210203017399) – Report to Land and Water Committee 16 February 2021– Circulate to Kaiapoi-Tuahiwi and Rangiora-Ashley Community Boards.

Moved: J Meyer

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in Items 10.1 to 10.14.

**CARRIED**

## 11 **MEMBERS' INFORMATION EXCHANGE**

### J Meyer

- Attended the Clarkville Rural Drainage Advisory Group Meeting – A concern was raised that there was a major drain culvert west of the Northern Motorway. People had noticed that the western side of the drain was full and the eastern side was half empty.

### B Cairns

- Food Forest update
  - Team spoke to thousands of people at “Grow Otautahi” held at the Christchurch Botanical Gardens.
  - The Christchurch Botanical Gardens provided \$20 meal vouchers that was given to people that signed up for the Food Forest newsletter.
  - Kaiapoi North Primary school food forest was growing at a great rate.
- Youth Centre
  - Met with local resident that was keen to set up Youth Centre, with numerous locals willing to help, have provided advice and referred them to relevant Council staff.
- Attended:
  - Wellbeing Festival at Kaiapoi Food Forest
    - Rain for most of the event which impacted on numbers attending, non the less it was a great day out for the community, many stayed to see the girls on the Aerial Hoops.
  - GreyPower Meeting
    - Lower number attending due to COVID, The Mayor presented amongst other things LTP ideas.
    - The Canterbury District Health Board briefed the meeting regarding future housing needs.
    - Members expressed concerns regarding shorter banking hours, cheques, banks not accepting cash.
    - 46% of people would be unable to afford heating for their homes in winter.
  - Neighborhood Support NC
    - Temporary manager had been appointed who would put into action the new direction/strategy that was developed late 2020. There were currently four new neighborhood support groups in Beachgrove with another five to start up shortly.
    - **Food Secure North Canterbury**
      - Presented ideas to compliment the strategy.
      - Visit Waimakariri website to change to include for free all businesses that would attract visitors to the district.
      - Additional promotion assistance for the eastern part of the district to assist Pegasus/Woodend/Ravenswood.
      - Provided alternatives to the one I-SITE in Kaiapoi, I-SITES were closing throughout New Zealand as they were not financially viable.
  - All Boards Briefing.

### P Redmond

- Attended:
  - Waitangi Day Celebration in Kaiapoi – Smaller crowd than usual at Kaiapoi.
  - Softball Diamond Opening at Norman Kirk Park.
  - Neighborhood Barbeque at Karen Eastwood Reserve, Pegasus.
  - Citizenship Ceremony.
  - Representation Review – Attended as a non-member.
  - Civil Defense Cadet Dinner and Prize giving at Rangiora RSA.
  - Met new Planning and regulation Manager, Tracey Tierney.
  - Main Power Stadium Site Visit.
  - Neighborhood Barbeque at Gladstone Park in Woodend.

- Chief Executive, Jim Palmer's Farewell Dinner.
- Cemetery Bylaw Hearing – Adjourned.
- All Boards Briefing.
- LTP Consultation – Pegasus Community Centre.
- LTP Consultation – Kaiapoi New World.
- LTP Consultation – Ohoka Farmers Market.

#### J Watson

- Attended:
  - Kaiapoi Garden Competition Awards.
  - Pegasus Bay Bye-Law Advisory Group.
  - Chief Executive, Jim Palmer's Farewell Dinner.
  - Pines Beach Kairaki Residents – Concerns raised over car thefts and boy racers.
  - All Boards meeting.
  - All Together Kaiapoi Trust meeting.
  - Waimakariri Public Arts Trust.
  - Kaiapoi Fun Run.
  - Tsunami update.

#### N Atkinson

- The Council's Long Term Plan was out for consultation.
- Meet with New Zealand Police on the perception of crime in Kaiapoi.
- Attended
  - LGNZ Reference Group in Wellington
    - Discussed changes to Local Government.
    - Local Government was the lowest tax funded business.
  - Chief Executive, Jim Palmer's Farewell Dinner.
  - Greater Christchurch Partnership.
    - The New independent chair was Jim Palmer.
  - Meeting with Abbeyfields New Zealand
    - Possible development of social and communal housing.
  - Attended the 100<sup>th</sup> celebrations of Sutherlands Timber.

## **12 CONSULTATION PROJECTS**

### **12.1 Waimakariri District Council - Long Term Plan 2021 – 31**

Consultation opens on Friday 5 March 2021 and closes on Monday 12 April 2021.

### **12.2 Environment Canterbury - Long Term Plan 2021 – 31**

Consultation opens on Monday 8 March 2021 and closes on Sunday 11 April 2021.

The Board noted the consultation.

## **13 REGENERATION PROJECTS**

### **13.1 Town Centre, Kaiapoi**

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

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

The Board noted the Kaiapoi Town Centre projects.

**14 BOARD FUNDING UPDATE****14.1 Board Discretionary Grant**

Balance as at 28 February 2021: \$2,220.

**14.2 General Landscaping Budget**

Balance as at 28 February 2021: \$31,380.

The Board noted the funding balances.

**15 MEDIA ITEMS**

Nil.

**16 QUESTIONS UNDER STANDING ORDERS**

Nil.

**17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.29pm

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 April 2021 at 5pm.

- **Workshop (6.29pm to 8.45pm)**

- *Renewal of the Play Equipment at Currie Park – Grant MacLeod (Community Greenspace Manager) and Michelle Flanagan (Landscape Planner District Regeneration)*
  - Currie Park was a neighbourhood reserve bordering Ellen Place and Feldwick Drive. This park included a small playground, a large open grass area, park benches and native gardens.
  - Staff requested ideas from the Board to improve the whole park.
  - The information collected from the public would be used to create a concept plan for the park development and the Board would have final approval of the plan.
- *Update on the Representation Review – S Nichols (Governance Manager)*
  - An overview was provided and the Representation Review and members' were requested share their thoughts as to any changes they would like to see going forward.
  - The Board was happy with the current electoral arrangements and sought the status quo at this point.
- *Members Forum*
  - The Board discussed the public consultation on the proposed Kaiapoi Community Hub.



CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

DRAFT

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

**FILE NO:** GOV-18 / 210330052558  
**REPORT TO:** Council  
**DATE OF MEETING:** 6 April 2021  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary  
 Wednesday 24 February – Tuesday 30 March 2021

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 24 February	<p><b>Meetings:</b> Waitaha Primary Health Board Finance and Risk Committee; NZTA Local Road Programme Lead; Senior Students from Loburn School re the role of leadership; with residents re: 1) roading programme, 2) road and beach signage, 3) airfield landing fees.</p> <p><b>Visited:</b> Stadium Waimakariri to view progress</p> <p><b>Attended:</b> Rangiora Promotions' Last Wednesday Club</p>
Thursday 25 February	<p><b>Meeting:</b> With Deputy Mayor Atkinson, Canterbury District Commander NZ Police and two District Officers re issues in Kaiapoi; Regional Road Safety Working Group; Community Wellbeing North Canterbury</p> <p><b>Attended:</b> Food Secure North Canterbury forum; Neighbourhood BBQ at Gladstone Park</p>
Friday 26 February	<p><b>Meeting:</b> Mayoral Forum Education and Training Governance Group</p> <p><b>Attended:</b> Rededication of Kaiapoi RSA memorial; Motor Neurone Disease NZ event with Mayor Lianne Dalziel; Farewell to Council Chief Executive Jim Palmer</p>
Saturday 27 February	<p><b>Meetings:</b> Representative of Rangiora Tennis Club; local property developer</p>
Monday 1 March	<p><b>Meetings:</b> With staff and Councillor Mealings re Climate Change Commission Report; with staff and Councillor Williams re Southbrook Road development; Three Waters Steering Group Workshop</p>

Tuesday 2 March	<p>Meetings: Incoming Chief Executive Jim Harland; Council  Attended: Presentation by Henk Ovink, Netherlands Special Envoy for International Water Affairs (via Zoom); Dinner with Councillors and Senior Staff to farewell Chief Executive Jim Palmer  Speech: Greypower North Canterbury</p>
Wednesday 3 March	<p>Interview: David Hill, North Canterbury News  Meetings: With resident re boundary/privacy concerns  Attended: Funeral of Dr John Buckingham</p>
Thursday 4 March	<p>Meetings: With staff and Police re progress on Kaiapoi issues; with resident re racecourse quarry proposal; with staff and representatives of the Rangiora and Southbrook Tennis Clubs; Briefing to All Boards</p>
Friday 4 March	<p>Meetings: Local Government New Zealand Rural and Provincial Sector (via Zoom); debrief on Regional Road Safety Working Group meeting</p>
Sunday 7 March	<p>Meeting: Waimakariri Arts Trust  Speech: to open Kaiapoi Children's Day event  Visited: Woodend Beach Camp</p>
Monday 8 March	<p>Meetings: Visitors' Strategy, with staff and elected members; Deputy Mayor Atkinson and Councillor Redmond; Climate Change Steering Group  Visited: Abbeyfield House (Wigram) with Deputy Mayor Atkinson and staff</p>
Tuesday 9 March	<p>Interview: Compass FM  Meetings: With resident re Gressons Road/SH1 Housing Development; Council Briefings</p>
Wednesday 10 March	<p>Meetings: With residents re 1) Coopers Creek portaloo, 2) local government response to housing affordability; Arohata te Awa Working Group; Chief Executive Enterprise North Canterbury; Rangiora-Ashley Community Board  Attended: Long Term Plan community consultation and cuppa at Pegasus; handover of street bench by Kaiapoi Masonic Lodge</p>
Thursday 11 March	<p>Meeting: Joint Council/Ngāi Tūāhuriri Rūnanga  Hosted: Citizenship Ceremony  Attended: Official opening/first birthday of Cancer Society North Canterbury offices; Neighbourhood BBQ at Arlington Park</p>
Friday 12 March	<p>Meetings: Greater Christchurch Partnership Committee and Sub-Group; Chief Executive Christchurch City Council; Three Waters Steering Group workshop</p>
Saturday 13 March	<p>Meeting: Along with Councillor Mealings, with residents re property concern  Attended: National Remembrance Service to commemorate the mosques' attacks; Eats &amp; Beats at Victoria Park</p>

Sunday 14 March	Started: and participated in the Kaiapoi Fun Run Travelled: to Wanaka to attend the Local Government Zone 5/6 meeting, along with Councillor Mealings
Monday 15 March	Meeting: Local Government Zone 5/6, Wanaka
Tuesday 16 March	Interview: Compass FM Meetings: Local Government Zone 5/6, Wanaka
Friday 19 March	Meetings: Greater Christchurch Partnership Partner Councils; Canterbury Mayoral Forum Future of Local Government workshop Attended: Draft LTP Community Consultation, Rangiora New World
Saturday 20 March	Meeting: With new owner of local business Attended: Draft LTP Community Consultation, Oxford Fresh Choice
Sunday 21 March	Welcomed: those attending the North Canterbury Pride Picnic in the Park Attended: Final day of Emma's Bookstore in Oxford
Monday 22 March	Presented: Council's submission on the Water Services Bill to the Parliamentary Select Committee on Health, along with Gerard Cleary, Manager Utilities & Roading Meetings: Essential Freshwater Steering Group (via Zoom); Council Briefing
Tuesday 23 March	Workshop: Engagement with Department of Internal Affairs on Three Waters Reform, along with Councillors and staff Meeting: Youth Council
Wednesday 24 March	Meetings: With Deputy Mayor Atkinson; resident re driveway subsidence; with Kaiapoi Community Board member; with Kaiapoi-Tuahivi Community Board Chair and local property developer Workshops: with residents to discuss the proposed Kaiapoi Community Hub (afternoon and evening sessions) Attended: Demonstration of e-bikes to Council and staff
Thursday 25 March	Meeting: Dame Aroha Reriti-Croft Speech: At Loburn School to celebrate 10 years of participation in the William Pike Challenge
Friday 26 March	Meetings: With resident re boundary issue; Q&A with residents of Holmwood Rest Home; pupils and Principal of Te Matauru School re road crossing safety Interviewed by student for a school project
Saturday 27 March	Attended: Open day at Canterbury Recreational Aircraft Club; Waimakariri Civil Defence Cadet Unit Dinner at Glentui Camp

Sunday 28 March	<p>Attended: HeartKids' Tractor Trek Fundraiser send-off from Rangiora; welcome for Pork Pie Charity Run in Kaiapoi</p> <p>Umpired: Community cricket match at St. Patrick's Kaiapoi</p> <p>Presented: Community Service Award to Mike Dormer at the Willows Cricket Ground</p>
Monday 29 March	<p>Meetings: Solid and Hazardous Waste Working Party; with Deputy Mayor Atkinson, residents and staff re a community facility for the disabled; Passchendaele Advisory Group</p>
Tuesday 30 March	<p>Interview: CompassFM</p> <p>Attended: Quiz night organised by the Rangiora Leos, raising funds for Wellbeing North Canterbury</p>

**THAT** the Council:

a) **Receives** report N°. 210330052558



Dan Gordon  
**MAYOR**