

Kaiapoi-Tuahiwī Community Board

Agenda

Monday 20 June 2022

5.00pm

**Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi**

Members:

Jackie Watson (Chair)
John Meyer (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY 20 JUNE 2022 AT 5PM.

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS
COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL**

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 16 May 2022</u>	7-16
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 May 2022, as a true and accurate record.	
3.2	<u>Matters Arising</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Kaiapoi Croquet Club – Brian White</u>	
	The club will update the board on their relocation.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>General Landscaping Budget, Project Updates – Tori Stableford (Landscape Architect)</u>	17-29
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives Report No. 220609098130.	
	(b) Notes that staff will work with the RSA and the Passchendaele Advisory Group to implement planting behind the installed seats along the Passchendaele Pathway within the \$3,200 budget approved by the Board.	
	(c) Notes that staff will bring a report to the Board with a location for the Raymond Herber “Wind Swept Tree’ after meeting with the Waimakariri Public Arts Trust.	

- (d) Notes that staff will bring a report with draft concept plans and cost estimates for the Williams Street and Main North Road town entrances to the Board for approval in the 22/23 financial year.
- (e) Approves that the funding of \$7,700 previously allocated for the Patchina's Walkway Project be made available to an existing external organisation to develop this space. Greenspace staff will identify the best suited organisation based on capacity and expertise.
- (f) Approves the Tuahiwi Reserve Project being put on hold and the previously allocated \$25,000 being returned to the General Landscaping Budget for allocation towards future projects.
- (g) Notes that should the Runanga wish and capacity to initiate the Tuahiwi Reserve Project in the future, Greenspace Staff will work with the Runanga to scope the project and bring a clear estimate of cost to the Board for budget consideration at that point.
- (h) Notes the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Sustainable Development Goals, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing.

6.2 **Proposed Roding Capital Works Programme for 2022/23 – Joanne McBride (Roding and Transport Manager)**

30-40

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220601092942.
- (b) **Notes** that feedback can be provided on the Draft Programme to the Roding and Transport Manager at the Board meeting.

6.3 **Appointment of Kaiapoi-Tuahiwi Community Board members – Sarah Nichols (Governance Manager)**

41-44

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220530091245.
- (b) **Resolves**, pursuant to section 117(3)(b) of the Local Electoral Act 2001, to leave the extraordinary vacancies created by the resignation of M Pinkham and the death of C Greengrass unfilled for the remainder of the 2019-22 Local Body Triennium.
- (c) **Requests** that the Chief Executive give public notice of this decision.

6.4 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

45-67

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220519080763.
- (b) **Approves** a grant of \$..... to the Good Night Sleep Tight Charitable Trust towards winter night packs.

OR

- (c) **Declines** the application from the Good Night Sleep Tight Charitable Trust.
- (d) **Approves** a grant of \$.....to the Allstars Marching Teams towards the cost of hosting a training camp.

OR

- (e) **Declines** the application from the Allstars Marching Teams.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for May 2022

The Chairperson will give a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 4 May 2022

9.2 Rangiora-Ashley Community Board Meeting Minutes 11 May 2022

9.3 Woodend-Sefton Community Board Meeting Minutes 9 May 2022

9.4 Roading Service Requests and Flood Budget – Report to Council Meeting 3 May 2022 – Circulates to all Boards.

9.5 Health Safety and Wellbeing Report May 2022 – Report to Council Meeting 3 May 2022 – Circulates to all Boards.

9.6 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roding Committee Meeting 17 May 2022 – Circulates to all Boards.

9.7 Zone Implementation Programme Addendum Capital Works Programme – 2022/23 – Report to Land and Water Committee Meeting 17 May 2022 – Circulates to all Boards.

9.8 Water Supply Utilities and Roding Staff Submission to Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.

- 9.9 Drainage – Utilities and Roding Department Staff Submission to the Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.
- 9.10 Wastewater – Utilities and Roding Department Staff Submission to the Draft 2022-23 Annual Plan– Report to Council 24 May 2022 – Circulates to all Boards.
- 9.11 Roding Staff Submission May 2022 - Request changes to the Roding Capital Works Budget– Report to Council 24 May 2022 – Circulates to all Boards.
- 9.12 Notification of Private Plan Change 31 – Rolleston Industrial Developments Ltd– Report to Council 31 May 2022 – Circulates to all Boards.
- 9.13 2021 Beach User Survey – Northern Pegasus Bay Bylaw – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Woodend-Sefton Community Board and Kaiapoi-Tuahiwi Community Board.
- 9.14 Library Update to May 6th, 2022 – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 9.15 Huria Reserve Heritage & Mahinga Kai Contract Stage One Pathways – Tender Process Approval – Report to Council Meeting 3 May 2022 – Circulates to the Kaiapoi-Tuahiwi Community Board.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.14.
- (b) **Receives** the public excluded information in Item 9.15, which would remain in public excluded and which was circulated separately.

Note:

- 1. *The links for Matters for Information were circulated separately to members.*
- 2. *Copies of the public excluded item was circulated separately to members.*

10 MEMBERS' INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

11 CONSULTATION PROJECTS

11.1 Waikuku Beach Reserves Spatial Plan

<https://letstalk.waimakariri.govt.nz/let-s-talk-waikuku-beach-reserves-spatial-plan>

Consultation closes Sunday 26 June 2022.

11.2 Walking and Cycling Network Plan

<https://letstalk.waimakariri.govt.nz/walking-and-cycling-network-plan>

Consultation closes Thursday 30 June 2022.

11.3 Gambling

<https://letstalk.waimakariri.govt.nz/gambling>

Consultation runs closes on Monday 11 July 2022.

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 May 2022: \$3,127.

General Landscaping Budget

Balance as at 31 May 2022: \$25,430.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

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 18 July 2022 at 5pm.

Workshop

- *Chris Greengrass Memorial Grant – Grant Macleod (Community Greenspace Manager)*

Briefing

- *Whow – MOU an Next Steps – Simon Markham (Manager Strategic Projects)*
- *Flooding and Stormwater Update – Rob Kerr (Delivery Manager – Stimulus and Shovel Ready) and Kalley Simpson (3 Waters Manager)*
- *Members Forum*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN METING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 MAY 2022 AT 5PM.

PRESENT

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, A Blackie, B Cairns and M Pinkham.

IN ATTENDANCE

Mayor D Gordon, Councillor P Redmond (Kaiapoi-Woodend Ward Councillor) Departed 5:45pm, S Stewart (Kaiapoi-Woodend Ward Councillor).

C Brown (Manager Community and Recreation), J McBride (Roading and Transport Manager), G Stephens (Design and Planning Team Leader), V Thompson (Business and Centers Advisor), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

An apology for early departure was received and sustained from P Redmond who departed at 5.45pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 ACKNOWLEDGEMENTS

The Board observed a minutes silence to honor Chris Greengrass, pervious Chairperson of the Board. Members related fond memories of C Greengrass and the work she had accomplished in the Kaiapoi community.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 11 April 2022

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 11 April 2022, as a true and accurate record.

CARRIED

4.2 Matters Arising

Nil.

5 **DEPUTATIONS AND PRESENTATIONS**

5.1 **Mahinga Kai – Greg Byrnes**

G Byrnes updated the Board on the development of the Mahinga Kai area stating that he was pleased with the progress that had been made by the Working Group. He thanked D Roxborough and C Brown for their ongoing support. He noted that the Huria Reserve site had been blessed prior to work commencing which included the spraying, ripping and mulching of the first areas the Trust intended to plant. Approximately 4,000 native plants would be planted prior to the opening. The pathway network tender had received four quotes and had been awarded to CityCare. G Byrnes and H White would meet with Aqualand regarding the proposed plan and how they could assist.

G Byrnes explained that there would be an opening ceremony which would be attended by the Mayor, the Kahui Kaumatua, a representative from the Te Kohaka Trust and Community Board members. There would be 800 native plants available for the community to plant and five tortura to be planted at the main entrance. Some of the upcoming works would include the design of some of the proposed features including the entrance and the outdoor education centre.

He acknowledged H White and K Dwyer for their work and ensuring everything they wanted to get done was progressed.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

7.1 **Kaiapoi Town Centre Budget Reallocation May 2022 – J McBride (Roading and Transport Manager) and V Thompson (Business and Centres Advisor)**

J McBride spoke to the report which sought a recommendation from the Board to the Council to reallocate budget for the Kaiapoi Town Centre Budget for two areas of work. The first being the footpath work outside of the BNZ building which was currently being restored and also to progress the replacement handrail on the Williams Street bridge.

The footpath work outside the old BNZ building could not be completed when the rest of the town centre work was done due to concerns about the strength of the building. Now that the restoration of the building would soon be completed, and the building scheduled to be opened in August/September 2022, the footpath needed to be completed to match the other three corners of the intersection.

Council staff were also looking to progress a design for the replacement of the Williams Street Bridge balustrade.

P Redmond asked if the \$45,000 for the balustrade design would include the cost of the replacement of the balustrade, or was the design cost extra. V Thompson noted that the cost was additional to the original cost, which was previously presented to the Board.

Moved: J Watson Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

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

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

(b) **Approves** the reallocation of budget as follows:

- i. \$55,000 for the footpath upgrade at the old BNZ Bank and;
- ii. \$45,000 for the Williams Street Bridge Balustrade Replacement Design.

(c) **Notes** that a further report would be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs were confirmed.

CARRIED

7.2 **Williams Street Bridge Balustrade Upgrades – V Thompson (Business and Centres Advisor)**

V Thompson spoke to the report which sought the Board's endorsement of preferred design Option H, which retained the concrete pillars and the removal of the degraded concrete balustrades, and replaced with stainless steel infill panels which could be cut out with artistic designs or patterns.

The construction cost was currently estimated at \$375,000 with an additional 10% contingency included to assist with the rising costs of steel. V Thompson noted that the construction cost did not include painting or lighting changes to the bridge.

The current budget also did not include artistic design, therefore if the Board opted for cut out stainless steel panels' with a possible Maori design, staff would need to engage with Ngai Tūāhuriri which would incur an approximate fee of \$25,000 there which included the engagement of an artist. The project shortfall would be between \$280,000 and \$310,000 of the proposed budget currently. Further detailed investigations regarding quotes would be done prior to progress with the design phase.

B Cairns enquired if consideration had been given to hold a competition open to all North Canterbury artists, for the design of the steel panels based on the brief as opposed to just giving one entity the opportunity. V Thompson noted that the Council had suggested that staff engage with Ngai Tūāhuriri, however, there was scope to open the process to include all of the community.

J Watson believed that it was important for any design to reflect both Maori and Pakeha elements as Kaiapoi had such an amazing history. So many aspects of the town including the industrial age, the woollen mills and freezing works could be incorporated into the design. J Watson believed the idea of an open competition was a way of integrating both cultures equally.

V Thompson noted that the design scope would include whatever was decided by the Board and Council.

N Atkinson believed that the design should allow people to see through, to the river. V Thompson agreed however cautioned that there were safety standards that would need to be adhered to when choosing a design.

M Pinkham raised concerns regarding preferred Option H, noting the lack of compliance of the current pillars, which were probably not high enough. He further noted that some of the pillars may be as degraded as the balustrade and may therefore need to be replaced as well. V Thompson noted that WSP New Zealand were contracted to conduct the initial investigation on the bridge, their recommendations had been presented to the Council, however, further discussions would need to be carried out.

P Redmond sought clarification on the total estimated cost. V Thompson advised that the report included very high level estimates. The balustrade upgrade budget referred to the construction component of \$375,000 and only including a small portion towards lighting. The design would be an additional cost which included engaging an artist, the whole process of artist fees and working with an organisation such as Ngai Tūāhuriri as well as engaging with the Te Kohaka Trust. The estimated cost for repainting the bridge was from a new quote, as the original quote was for \$88,000 which included the balustrades and did not factor in the scaffolding and edge protections that would need to be in place during the construction. The total proposed cost was approximately \$485,000 with the additional cost for lighting. The project had a budget shortfall of around \$310,000 to \$500,000 plus which was a very high level estimate at this stage.

Moved: N Atkinson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220412055487.
- (b) **Notes** the balustrades had degraded with time and where WSP had noted the condition of the concrete was average with several areas of impact spalling and some evidence of steel reinforcement corrosion, also the paint condition of the Bridge was poor.
- (c) **Notes** the estimated construction cost for Option H (in early 2021) was \$375,000 GST exclusive however an additional 10% had been added in light of rising goods and construction prices reflecting a new estimate of \$412,500 GST exclusive. More accurate and detailed costing of the preferred option would be investigated and submitted as part of the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (if that was the desire of the Kaiapoi-Tuahiwi Community Board and the Council) once some crucial design components were completed.
- (d) **Notes** that any report to future Annual and Long Term Plan Deliberations would incorporate budget for Kevin Cawley's (Total Lighting Ltd) feature lighting components for the Williams Street Bridge, and where these design elements had already been endorsed by the Kaiapoi-Tuahiwi Community Board at a meeting on 11 April 2022.
- (e) **Notes** that any additional budget request would also include provision for painting all concrete elements of the Williams Street Bridge in light of the current condition of the paintwork.

- (f) **Notes** that the project would incorporate feature lighting upgrades and Bridge painting at the same time any balustrade upgrades were completed.
- (g) **Endorses** Option H as the preferred design approach for the potential future replacement of the Williams Street Bridge balustrades.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

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

CARRIED

N Atkinson commented that this project would show the modernisation of Kaiapoi and would finish off the regeneration work that had been ongoing since the earthquakes. A few people had commented that the bridge was historic and should be retained as is, however, he did not believe the handrail was historic or significant as you could find the same style of bridge or handrail throughout the country. He believe that the proposed design added another design element to the town and the features along the riverbank. He thought this was something that could make a feature of the town and become something that would look magnificent once the lighting group had completed the lighting features.

P Redmond noted that he was not convinced at this stage that it was a wise use of over half a million dollars. He agreed that the bridge and balustrades would provide a wow factor, however, he believed lighting could create as much of a wow factor without the heavy cost. The Kaiapoi Districts Historical Society did not support the removal of the existing balustrades so community consultation would be very worthwhile. He noted that this was not the time for the Council to be spending such a large sum of money on a project that was not essential.

S Stewart believed that every utility should be an artwork, and this project was in a prime position right in the middle of Kaiapoi and needed to make a fantastic statement. As Kaiapoi had been rebuilt post-earthquake there had been some great artwork and lighting features included, and she felt that the balustrade and the lighting on the bridge would take the town to another level. However, she had concerns regarding the cost of the project, yet believed that to do less would detract from the town's reinvention. The bridge needed to reflect the whole artistic merit of the new Kaiapoi.

In his right of reply, N Atkinson noted that the current balustrade was the third balustrade on the bridge and the first two designs were delightful, however the third, and current one was pretty dreary. He did not believe that a budget of \$88,000 to repaint the bridge was realistic and maintained that a minimum of \$100,000 should be budgeted. He noted that some thought that this work was not essential, however the report had stated that the concrete was starting to breakdown and some of the reinforcing was already showing. The Council was pre-empting any dangerous delay by dealing with this matter at a time which would benefit the district.

7.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2021/22 – K Rabe (Governance Advisor)**

Moved: A Blackie

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220422061919.
- (b) **Approves** a grant of \$500 to the Kaiapoi Pony Club towards paying for St Johns Ambulance at the June Eventing.

CARRIED

A Blackie commented that this was a good event, it was the sort of event that brought people in to the district, and the financial return for businesses would be many times the amount the Board was granting.

8 **CORRESPONDENCE**

Nil.

9 **CHAIRPERSON'S REPORT**

9.1 **Chairperson's Report for April 2022**

- The Raymond Herber Sculpture – still working on the exact placement and were investigating a site near the Rivertown Villas.
- The Waimakariri Public Arts Trust work was slowing down with staff investigating a new procurement and installation process however the Trust already had a process in place.
- Working with Visit Waimakariri in itemising all the sculptures around the district for an arts trail that they were putting together.
- Presented at the Council's 2022/23 Annual Plan Submission Hearings.
- Attended the opening of the St Patricks playground. They had received some funding from the Board.
- Enjoyed the trip down the river on the River Queen to watch the bridge to bridge tournament.
- Gave a talk to students from the University of Canterbury regarding community wellbeing and development.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board Meeting Minutes 4 April 2022 (Trim 220411054488)**

- 10.2 Rangiora-Ashley Community Board Meeting Minutes 13 April 2022 (Trim 220414157902)
- 10.3 Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)
- 10.4 Cam River Enhancement Fund – works update – Report to Land and Water Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.5 Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.
- 10.6 Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.
- 10.7 May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 26 April 2022 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 10.8 Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.8.
- (b) **Receives** the public excluded information in Item 10.7, which would remain in public excluded and which was circulated separately.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

S Stewart

- Arohata Te Awa was moving up the Cam River. Waiting for a few properties co-operation and would be up at the Revells Road Bridge. Environment Canterbury had donated 10,000 plants plus the 15,000 the Council already had. Some would be planted along the trail and some planted at various places along the river.
- Land and Water Committee 17 May 2022 – Expecting a deputation which would update the Committee on the Northbrook Trail which was the Sparks Family initiative. They were donating some of their farmland for a trail along the Northbrook waterway. It was conceptual currently.
- Water Zone Committee – Workshop and a breakaway group setting up a workshop on ten top environmental tips for lifestyle block owners to improve environmental aspects.

A Blackie

- Mahinga Kai opening day and planting was on 28 May.
- Motorhome Association was progressing.

J Meyer

- Represented the Board at the ANZAC Day Services at Kaiapoi and Tuahiwi. Covid-19 had not affected the services too much, the atmosphere and turnout was good.

- Trip down the river on the River Queen.

B Cairns

- Neighborhood Support North Canterbury – Andrea Allen (Woodend-Sefton Community Board) had stepped down as Chair, and had taken over as acting chair. Lots of work being done behind the scenes to build resilient communities.
- Food Forest Update
 - On Oram place holes for carved Poū and entrance have been dug. Was planning to install Poū at the start of May however supplies of steel had delayed that.
 - Planning Matariki event for 24th June, Kaiapoi Promotions Association were assisting with elements of the event.
 - Promoted the Food Forest at a Christchurch event.
 - Had a group from a national charity based in Auckland visit.
 - Free Seed Project – had many people attend from throughout Canterbury.
 - Multiple groups still visiting from throughout Canterbury – most recent was 30 from Canterbury home schools group.
- Food Secure North Canterbury – Attended monthly meeting.
- All Together Kaiapoi – Planning for Matariki event.
- ANZAC Day – Attended the service.
- New businesses in Kaiapoi – Nzulu, Hukka vape shop.

M Pinkham

- Attended a number of meetings of the Audit and Risk Committee of Community Wellbeing. It was extremely challenging times for funding as the Government had gone back to short term funding programmes. The Mana Ake Primary School Programme had been extended up to the end of 2022.
- Kaiapoi Promotions was getting ready for the Kaiapoi River Carnival on 2 October 2022 and the Christmas Carnival. The easing of Covid-19 restrictions was making it a lot easier to run events.
- Meeting with the Council's Greenspace Team regarding the extension of the walking trail on the true right bank of the Kaiapoi River upstream of the Kaiapoi River Bridge and the Railway Bridge but Kiwi Rail were extremely difficult to deal with.

N Atkinson

- Annual Plan Hearings – there were not many submissions. There were 45 presented and 150 in total.
- Cure Boating Club – enjoyable day. Nice to see the building. Was very impressive.
- Community Service Awards 25 May 2022.
- Housing Working Group – Gathered a lot of information from Kāinga Ora through Abbyfields and private providers of affordable housing and next month would be considering information gathered and trying to sort out where they went and what they did. There was lots of land that could be used.
- ANZAC Day Services the Honorary Consulate from Belgium attended.

12 CONSULTATION PROJECTS**12.1 Changes to Johnson Street Parking**

<https://letstalk.waimakariri.govt.nz/let-s-talk-changes-to-johnson-street-parking>

12.2 Townsend Road Reserve

<https://letstalk.waimakariri.govt.nz/townsend-road-reserve>

The Board noted the consultation projects.

13 REGENERATION PROJECTS**13.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:
<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

The Board noted the regeneration projects.

14 BOARD FUNDING UPDATE**14.1 Board Discretionary Grant**

Balance as at 11 May 2022: \$3,627.

14.2 General Landscaping Budget

Balance as at 11 May 2022: \$25,430.

The Board noted the funding updates.

15 MEDIA ITEMS

Nil.

16 QUESTIONS UNDER STANDING ORDERS

Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 June 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.57pm.

CONFIRMED

Chairperson

Date

Workshop
(6pm – 6.18pm)

- *Norman Kirk Park – Grant Stephens (Design and planning Team Leader)*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV – 26 – 08 – 06 / TRIM 220609098130


REPORT TO: KAIAPOI – TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 20 June 2022

AUTHOR(S): Tori Stableford –Landscape Architect

SUBJECT: General Landscaping Budget, Project Updates

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


General Manager


ppChief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide an update on a number of projects that the Kaiapoi-Tuahivi Community Board has previously allocated funding towards from the General Landscaping Budget. The Kaiapoi-Tuahivi Board have allocated their full General Landscaping Budget of \$59,010 during the 21/22 financial year towards the following projects and some have been carried over from previous years.
- 1.2. This report summarises the current projects underway for the Kaiapoi-Tuahivi Community Board with recommended options and outcomes for those which have not progressed. These projects are;

Project	Budget allocated	Challenges / Options	Recommended outcome
Tuahivi Reserve Development	\$25,000	Project has not progressed since initiation in 2020 with no clear indication of interest or timeframes from the Rununga at this point	The budget be returned to the General Landscaping Budget for re-allocation. Noting that should future interest be raised by the Rununga, Greenspace Staff will bring a proposal to the Board for budget consideration.
Patchinas Walkway	\$7,700	<ul style="list-style-type: none"> • Staff have received quotes and they are well over the existing budget. • Option 1: Leave the walkway as it currently is. • Option 2: Reduce the scope of the Concept Plan to meet the allocated \$7700 budget. • Option 3: Provide the allocated \$7,700 budget to an existing organisation such as Gap filler, Greening the rubble or Life in vacant spaces to develop this space. • Option 4: Carry forward the allocated \$7,700 budget to the 22/23 financial year and allocate a further estimated \$20,000. 	<p>Option 3: Provide the allocated \$7,700 budget to an existing organisation such as Gap filler, Greening the rubble or Life in vacant spaces to develop this space.</p> <p>Notes: this may lead to changes within the plan based on their recommendations, available resources and budget constraints.</p> <p>Greenspace Staff to identify the best suited organisation based on capacity and expertise.</p>

Town Entrances	\$75,810 Total budget (\$45,810 22/23 financial year)	This project is scheduled to be delivered in the 22/23 financial year with only brief scoping undertaken thus far.	Staff will bring Draft concept plans and cost estimates for Williams Street and Main North Road to the Board in the 22/23 financial year for approval.
Raymond Herber Sculpture implementation	\$10,000	A location needs to be identified by the Arts trust before the Board can approve the location. Staff are meeting with the Waimakariri Arts Trust later this month to discuss location options for the sculpture.	Staff will bring a report to the board for approval following endorsement of a preferred location by the Waimakariri Arts Trust.
Passchendaele Walkway seat and planting	\$3,200	The seats have been constructed and installed onsite by Neville Atkinson. Currently staff are working on a planting plan for around these.	Staff will work with the RSA and the Passchendaele Walkway Trust to ensure the planting component of the project is completed.

Attachments:

- i. *Patchinas Walkway Concept Plan TRIM 211028173810*
- ii. *Patchinas Walkway Revised Concept Plan TRIM 220610098301*

2. RECOMMENDATION

THAT the Kaiapoi – Tuahiwi Community Board:

- (a) **Receives Report No.** 220609098130.
- (b) **Notes** that staff will work with the RSA and the Passchendaele Advisory Group to implement planting behind the installed seats along the Passchendaele Pathway within the \$3,200 budget approved by the Board.
- (c) **Notes** that staff will bring a report to the Board with a location for the Raymond Herber “Wind Swept Tree” after meeting with the Waimakariri Public Arts Trust.
- (d) **Notes** that staff will bring a report with draft concept plans and cost estimates for the Williams Street and Main North Road town entrances to the Board for approval in the 22/23 financial year.
- (e) **Approves** that the funding of \$7,700 previously allocated for the Patchina’s Walkway Project be made available to an existing external organisation to develop this space. Greenspace staff will identify the best suited organisation based on capacity and expertise.
- (f) **Approves** the Tuahiwi Reserve Project being put on hold and the previously allocated \$25,000 being returned to the General Landscaping Budget for allocation towards future projects.
- (g) **Notes** that should the Runanga wish and capacity to initiate the Tuahiwi Reserve Project in the future, Greenspace Staff will work with the Runanga to scope the project and bring a clear estimate of cost to the Board for budget consideration at that point.

- (h) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Sustainable Development Goals, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing.

3. **BACKGROUND**

3.1. In November 2021 staff undertook a workshop with the Kaiapoi-Tuahiwi Community Board to identify potential projects which the Board may choose to spend their General Landscaping Budget on. At this workshop, the Board identified three projects which they were interested in pursuing further and requested a report from staff outlining the costs and considerations regarding these potential projects.

3.2. In March 2022 staff presented a report to the Board to outline the projects raised at the workshop and to seek allocation of funding towards them from the 21/22 financial year General Landscaping Budget. At this meeting the Board approved the allocation of funding towards the following projects;

- Passchendaele Walkway Seat and plantings \$3,200
- Raymond Herber Sculpture (Implementation) \$10,000
- Kaiapoi Town Entrances \$45,810 (\$75,810 Total)

3.3. The Board has also previously allocated funding towards the following projects which have not yet been implemented;

- Patchinas Walkway \$6,000
- Tuahiwi Reserve \$25,000

Passchendaele Walkway

3.4. Earlier this year staff were contacted by the Passchendaele Walkway Trust and the RSA, to support a proposal for seating and additional landscaping along the sides of this pedestrian/cycle linkage which runs between Kaiapoi and Rangiora. The Passchendaele Walkway Trust intended to develop a conceptual staged plan for the length of the linkage and requested placing a commemorative seat at each end of the track along with some planting behind the seat. The RSA had approved \$1,000 towards each of these seats but the trust sought additional funding to complete this part of their plan.

3.5. At the March Kaiapoi-Tuahiwi Community Board meeting the Board supported a seat in this location and approved the allocation of \$3,200 from the General Landscaping budget towards a seat and planting at the Kaiapoi end of Passchendaele walkway.

Raymond Herber sculpture

3.6. In November 2021 Board members contacted Greenspace staff to notify them that the Waimakariri Arts Trust were looking to donate \$10,000 for a 4m high Raymond Herber sculpture named 'Wind swept tree', in the Kaiapoi area, and to request staff investigate a suitable location for the sculpture.

3.7. Staff contacted artist Raymond Herber, to gain an understanding of the sculpture design and of the installation requirements involved. Staff understand from this discussion and from the Board that the sculpture is best suited to a location where there is an opportunity for a silhouette against an open sky beyond the sculpture so began investigation locations to suit this. Based on the costs of previous art/sculpture installations and an understanding

of the Raymond Herber Sculpture, staff estimated the cost to installation the sculpture to be approximately \$10,000.

- 3.8. At the March Kaiapoi-Tuahiwi Community Board meeting staff outlined the project and advised the board that an appropriate location was being investigated. The Board also approved the allocation of \$10,000 from the General Landscaping Budget for the installation of the sculpture when a suitable location has been agreed on with the Waimakariri Arts Trust and the Kaiapoi – Tuahiwi Community Board.

Town Entrances

- 3.9. Previously the Kaiapoi - Tuahiwi Community Board has allocated \$30,000 towards the development of the town entrances. However, no physical works were undertaken while the Councils, Town and Settlements Entrance Strategy was being created. Budget for this work was included in a bid to the Long Term Plan however due to the impacts of Covid on rate payers, Council chose not to prioritise this work. No budget was therefore allocated towards this project but rather indicated that the individual Boards could choose to use their General Landscaping Budget for this purpose.
- 3.10. While the Board has allocated budget to this, the development of entrances to towns is part of a larger process lead by Council's Business and Centre's team. The Business and Centre's team coordinated with Greenspace and Roding staff to appraise the entrances to the towns within this district which helped drive the development of Council's Town and Settlements Entrances Strategy. This prioritised the development of the entrances to towns within the district and what level of intervention is required. The Town and Settlements Entrance Strategy was then adopted by Council.
- 3.11. Staff presented a Report to the Kaiapoi – Tuahiwi Community Board in March this year discussing the information within the Town and Settlement Entrance Strategy and suggested the staging of entrances as set out within the Strategy. Staff understand that the Board wish to develop the Kaiapoi Town Entrances as one project in a coordinated fashion, and therefore suggested the allocation of additional budget from the Boards General Landscaping Budget to allow the upgrade of each entrance identified in the Strategy. The Board approved the allocating of a further \$45,810 from the 21/22 financial years General Landscaping Budget, bringing the total budget available for the projects in the 22/23 financial year to \$75,810.
- 3.12. Due to the level of work involved and Greenspace staff shortages it was recommended that staff develop designs for the Town Entrances in the 22/23 financial year. The suggested staging and initial estimate of budget allocation towards each Kaiapoi Town Entrance suggested to the Board was as follows:

Stage 1.	22/23 Financial year	Williams Street	\$30,000
Stage 1.	22/23 Financial year	Main North Road	\$30,000
Stage 2.	23/24 Financial year	Smith Street	\$7,500
Stage 2	23/24 Financial year	Ohoka Road	\$7,500

Patchinas Walkway

- 3.13. Patchina's Walkway was originally developed by All Together Kaiapoi (previously You Me We Us) as a community gap filler project. The space currently exists as an unformed gravel surface with sculptural elements placed within it, and an asphalt footpath on the northern boundary. The walkway has not been well maintained and has therefore become a space which does not contribute to the amenity of the Kaiapoi town centre. All Together Kaiapoi contacted staff to request the space be upgraded to create an area which appears more permanent, organised, and attractive.
- 3.14. Staff initially met with members of All Together Kaiapoi in mid-2020 to discuss options and ideas for the upgrade of Patchina's Walkway. A short time after staff were made aware that the South of Kaiapoi business area may be developed in the near future. Therefore any upgrade of the walkway would need to be temporary as this would likely be used as an important linkage to the main centre. This was discussed with the Board who allocated \$6,000 towards an upgrade of 'Patchina's Walkway' of a temporary nature until the development was ready to proceed.
- 3.15. In March this year staff presented a report to the Board to seek the approval of a Concept plan for Patchinas walkway. The Board approved the Concept plan as well as an increased funding allocation of \$7,700 from the Boards General Landscaping Budget towards this project to allow a 10% contingency. Staff have since sought prices to implement the Concept Plan however due to the high prices received staff have been unable to go ahead with implementation.

Tuahiwi Reserve Development

- 3.16. In November 2020, Greenspace staff brought a report to the Board seeking allocation of their 2020/21 budget towards a range of different projects. One of the projects within this report was providing budget for a landscape project within Tuahiwi Reserve. The Board allocated \$25,000 to this project and identified that staff would need to consult with the Rununga about what type of project they might be interested in seeing, who the key stakeholders were and how staff should best consult with the local Tuahiwi community.
- 3.17. Staff attended a Rununga meeting in early 2021, informing the Rununga of the project and available budget and were instructed to work with Mahanui Kurataiao (MKT) who would liaise with the Rununga. Greenspace staff provided information regarding this project to MKT at that time for Rununga consideration but unfortunately this has not progressed and the project has lost momentum.

4. ISSUES AND OPTIONS

Patchinas Walkway

- 4.1. Following approval of the Concept plan earlier this year staff sought prices for the implementation of the Patchina's Walkway Concept Plan and received two prices. The prices received are significantly above the budget allocated to the project and therefore staff have been unable to go ahead with the project and have had to consider the best course of action. Council staff are currently finding that material supplies and contractor workload is leading to a high level of unpredictability around prices received and these are often higher than expected.

The prices received are shown below;

Price 1: \$27,483.90 (gst excl)

Price 2: \$28,847.00 (gst excl)

- 4.2. In parallel, Greenspace Staff are aware that Council's Business and Centre's team are working with developers to identify how the South of Kaiapoi Business Area will be developed. As part of any future development in this area, Patchinas walkway would likely also be developed as a linkage, and therefore Patchina's walkway should be developed as a temporary installation at this point. Council's Business and Centre's team are hoping to present a Kaiapoi Marina project update to Council in February 2023 however at this stage timeframes remain unclear. There is therefore a risk that the walkway could remain the same for an unknown period of time.
- 4.3. Based on the prices received for the existing Concept Plan staff have been able to break down the costs of each component and realistically assess what is achievable within the previously allocated \$7700 project budget. Staff consider there to be four options for the progression of the project.
- Option 1: Leave the walkway as it currently is and wait until South of Kaiapoi Business area plans are finalised. The budget would be returned to the Board for allocation to other projects.
 - Option 2: Reduce the scope of the Concept Plan to meet the allocated \$7700 budget.
 - Option 3: Provide the allocated \$7,700 budget to an existing organisation such as Gap filler, Greening the rubble, Life in vacant spaces, to develop this space.
 - Option 4: Carry forward the allocated \$7,700 budget to the 22/23 financial year and consider allocated a further estimated \$20,000.
- 4.4. The first option for the walkway is to leave the site as it currently exists until Council has made decisions on the development of the South of Kaiapoi Business area. As previously mentioned staff from Council's Business and Centre's team will be providing an update to Council in February 2023, however there are no timeframes known for development. Given timeframes are unknown and the current appearance of the Walkway staff believe to leave the Walkway as it is for an unknown time period would not meet our expected level of service and could lead to complaints from the community.
- 4.5. The second option is to revise the Concept Plan to meet the previously allocated budget of \$7,700. Staff have developed a revised Concept Plan (*Attachment ii. Patchinas Walkway Revised Concept Plan*) based on the prices received, which is of a reduced scope. The revised Concept Plan is based upon tidying up the space, retaining the elements requested by All Together Kaiapoi, and organising them in an ordered manner. The revised Concept Plan (*Attachment ii. Patchinas Walkway Revised Concept Plan*) includes the removal of unwanted items such as the information board, checker board and seats, the levelling of the northern half of the sites surface, the installing the 4 pyramid planters, the addition of a bench seat to encourage people in to the space to view the artwork, a small garden surrounding 'Patchina', and the tidying of the existing garden at the south western boundary.
- 4.6. Staff note that All Together Kaiapoi requested the installation of the four pyramid planters and that the community mural previously removed from the site be re-installed. Although staff support the installation of the mural, the received costs of installation are high and while considering that the Walkway upgrade is a temporary solution, staff do not support re installing the mural. Should the Board wish to reinstate the mural, Staff recommend

either waiting until the plans for the South of Kaiapoi Business Area are developed and see if it can fit within these or, identifying a permanent location not within this walkway/ While the pyramid planters have been included in the revised Concept Plan, staff have concerns over the suitability of these given that there is no water available on this site to support successful plant growth.

- 4.7. The third option is to provide the allocated \$7,700 budget to an existing organisation such as Gap filler, Greening the rubble or Life in vacant spaces to develop this space. Community organisations such as these develop spaces similar to Patchinas Walkway regularly and have access for construction using community volunteers and donated materials. This is often significantly more cost effective than working with specific contractors. As this is their area of expertise, they often have a better understanding of the opportunities and challenges in designing a space such as this. Staff are in support of this option as there is the possibility to achieve more of the previous Concept Plan (*Attachment ii Patchinas Walkway Concept Plan*) approved by the Board without having to reduce the project scope significantly. Given that the upgrade of Patchina's Walkway was driven by All Together Kaiapoi it would also allow members potential involvement. If the Board chose this option, staff would identify the most suitable group to engage based on capacity and expertise.
- 4.8. The fourth option is to carry forward the \$7700 budget previously allocated from the 21/22 Financial years Kaiapoi-Tuahiwi General Landscaping budget to next year, and consider allocating the remaining costs required to complete the Concept Plan *Attachment i Patchinas Walkway Concept Plan*. Based on the prices received for the Concept Plan the additional allocation of budget required would be approximately \$20,000. Greenspace staff do not support this option based on the knowledge that the upgrade of Patchinas Walkway is temporary.

Tuahiwi Reserve Development

- 4.9. As this project has not gained any traction and has lost all momentum, no works have been able to be undertaken or budget spent. This means that this project would need to be carried over once more into the next financial year. Greenspace Staff have received no indication of timeframes as to when (or if) this project might be picked back up again and therefore have little confidence that this will change in the coming financial year. This may lead to a considerable amount of budget being carried over indefinitely until the project gains traction again.
- 4.10. Greenspace staff are therefore recommending that this budget be returned to the General Landscaping Budget for re-allocation by the Board. This would help ensure that it is able to be spent on current projects and needs within the community. Should the Rununga have a desire and capacity to initiate this project again in the future, Greenspace Staff would work with the Rununga to scope the project and bring a clear estimate of cost to the Board for budget consideration at that point.

Passchendaale Walkway

- 4.11. Following the Boards approval of \$3,200 from the General Landscaping budget towards a seat and planting at the Kaiapoi end of Passchendaale walkway, Greenspace staff advised the Trust that they may construct and install the bench seats. The Trust worked with Neville Atkinson to build the seats and staff have since met with the Trust and the RSA to identify the most appropriate location for the seat at the Kaiapoi end of the Passchendaale Walkway.
- 4.12. The seats have now been installed and Greenspace staff are working with the Trust and the RSA to develop a landscape plan for the plantings associated with the seats. Staff are

planning to undertake the planting within the current planting season, and will work with the Trust and the RSA to confirm the final species selected and ensure that Councils required Health and Safety requirements are met during the planting.

Raymond Herber sculpture

- 4.13. Following the approval of the Board to allocate \$10,000 towards the installation of the Raymond Herber “Wind Swept Tree” sculpture, Greenspace staff have continued to investigate a suitable location for the sculpture. Staff have prepared a variety of location options and will discuss these at the Waimakairiri Public Arts Trust meeting later this month. Following that meeting Greenspace staff will submit a report to the Board seeking approval for installation of the sculpture in the location supported by the Waimakairiri Public Arts Trust.

Town Entrances

- 4.14. Following the Boards allocation of a further \$45,810 from the 21/22 financial years General Landscaping Budget, bringing the total budget available to \$75,810, staff can begin the Kaiapoi Town Entrances project.
- 4.15. Councils Town and Settlement Entrance Strategy suggested the priority of the Williams Street and Main North Road entrances and this was presented to the Board at the March meeting earlier this year. Staff estimated an allocation of \$30,000 towards each from the \$75,810 total budget, and suggested the upgrade of these entrances in the 22/23 financial year.
- 4.16. Staff will begin assessing the priorities for each entrance and develop Draft Concept designs. Detailed cost estimates can then be produced for each entrance and this information along with the design brought to the Board for approval to consult.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Staff believe that all projects discussed will have positive impacts on the communities within which they are located.

The recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; U.N Sustainable Development Goals, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by the upgrade of the town entrances and have an interest in the subject matter of this report. Staff intend to consult with Ngāi Tūāhuriri as part of this project. Staff do not believe that the Ngāi Tūāhuriri would have an interest in the other two projects.

5.2. Groups and Organisations

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

The Waimakariri Arts Trust has donated \$10,000 for the Raymond Herber sculpture and therefore have a significant interest in this matter. Staff will work with the Waimakariri Arts Trust and the Board to determine a suitable location to ensure it is supported.

Staff believe Rotary and the Lions have had input in to the design of the existing Kaiapoi town entrance signage and anticipate consulting with the group if the signage is replaced, amended or relocated.

The upgrade of Patchina's walkway has been instigated by All Together Kaiapoi who are keen for this space to be developed and their representative has seen the previously approved Concept Plan. Staff will update members of All Together Kaiapoi of the outcome of this meeting and the future of the project. Staff also intend to inform the Waimakariri Public Arts Trust of this development around the existing artworks on site and the reinstallation of other art work so that they are aware of the project.

Staff have been working with the Passchendaele Walkway Trust and the RSA to develop the landscape along the sides of this pedestrian linkage which runs between Kaiapoi and Rangiora. The RSA have donated funding towards the installation of a bench seat at the Kaiapoi end of the Passchendaele Walkway and therefore have a significant interest in this matter.

5.3. **Wider Community**

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

The Town Entrances project would be of particular interest to the community and therefore appropriate public consultation of concept plans would be carried out. Improved design of the town entrances has the capability to give meaning, history and ownership of Kaiapoi to the community and therefore consultation would be beneficial.

The installation of the Raymond Herber sculpture would be a positive thing for the wider community and staff do not believe public wide consultation would be required. Based on location of installation for the Raymond Herber Sculpture it may require some localised consultation with immediate neighbours or those who may be affected. Were the sculpture to be located in the road corridor significant consultation with NZTA would also be required.

The placement of planting along the Passchendaele Walkway would not alter the use of the space as a thoroughfare or informal resting space. Rather, they make the space more inviting to users and staff believe the changes proposed will have mostly positive impacts on the users/wider community. Staff therefore do not believe consultation on the seat is required.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The transfer of the previously allocated \$7,700 budget for the Patchina's Walkway project to an existing Community organisation would have the potential to increase what can be provided for the community within the project budget. Current prices from contractors are unpredictable and higher than expected.

The previously allocated \$25,000 Tuahiwi Reserve Project budget being returned to the General Landscaping Budget for allocation towards future projects would enable other projects to go ahead. Were the Rununga to show future interest in this project, staff will bring a report to the Board for approval of budget from future financial years.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy lives. Staff work

hard to ensure that where possible materials are either re-used, locally sourced or of a high durability. The seats for the Passchendaele walkway are planned to be made using mainly donated wood and in all cases, the installation contractors would be local to the district.

By enhancing the town entrances and making them more inviting they will encourage people to use and enjoy central Kaiapoi. This not only brings local pride in the community to celebrate what is unique to the area they live in but also helps bring money into the local economy to help support the local community.

Art in the public realm has positive impacts on wellbeing and the sustainability of the community due to its ability to provide interest, provoke thought and create minor social interactions between viewers.

The implementation of planting along the Passchendaele linkage not only supports the natural environment but also the wellbeing and enjoyment of the community in the public space.

6.3 **Risk Management**

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

6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team and would require contractors to be prequalified (i.e. Sitewise) and to submit appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager prior to construction beginning on site.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

All projects mentioned in this report fall under the Reserves Act. The development of the town entrances will be within the Roding corridor. All signage shall be in accordance with the District Plan and the Signage Bylaw (2012). Additional Government and NZTA legislation applies relating to signage but this is dependent on the particular road/location and type of sign being proposed. Therefore Staff will work with the Roding Team who are familiar with this legislation to determine a safe location for the town entrances and any specific details around the signs or landscaping

Once a location has been chosen for the artwork, staff will determine any specific legislation which is relevant and ensure that the installation falls within that legislation.

7.3. **Consistency with Community Outcomes;**

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

There is a strong sense of community within our District;

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

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

- There is a wide variety of public places and spaces to meet people's needs
- There are wide-ranging opportunities for people to enjoy the outdoors
- The accessibility of community and recreation facilities meets the changing needs of our community
- Public spaces express the unique visual identity of our District.

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

- Good procurement practice and effective long-term planning ensures services are sustainable, affordable and value for money for the community.

There is a healthy and sustainable environment for all;

- People are connected to the natural world within the built environment.

There are wide ranging opportunities for people to contribute to the decision making that affects our District;

- Opportunities for collaboration and partnerships are actively pursued.

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

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

There is a safe environment for all;

- Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner.

Effect is given to the principles of the Treaty of Waitangi;

- Maori cultural identity, values and aspirations are reflected in built and natural environments.

People's needs for mental and physical health and social services are met;

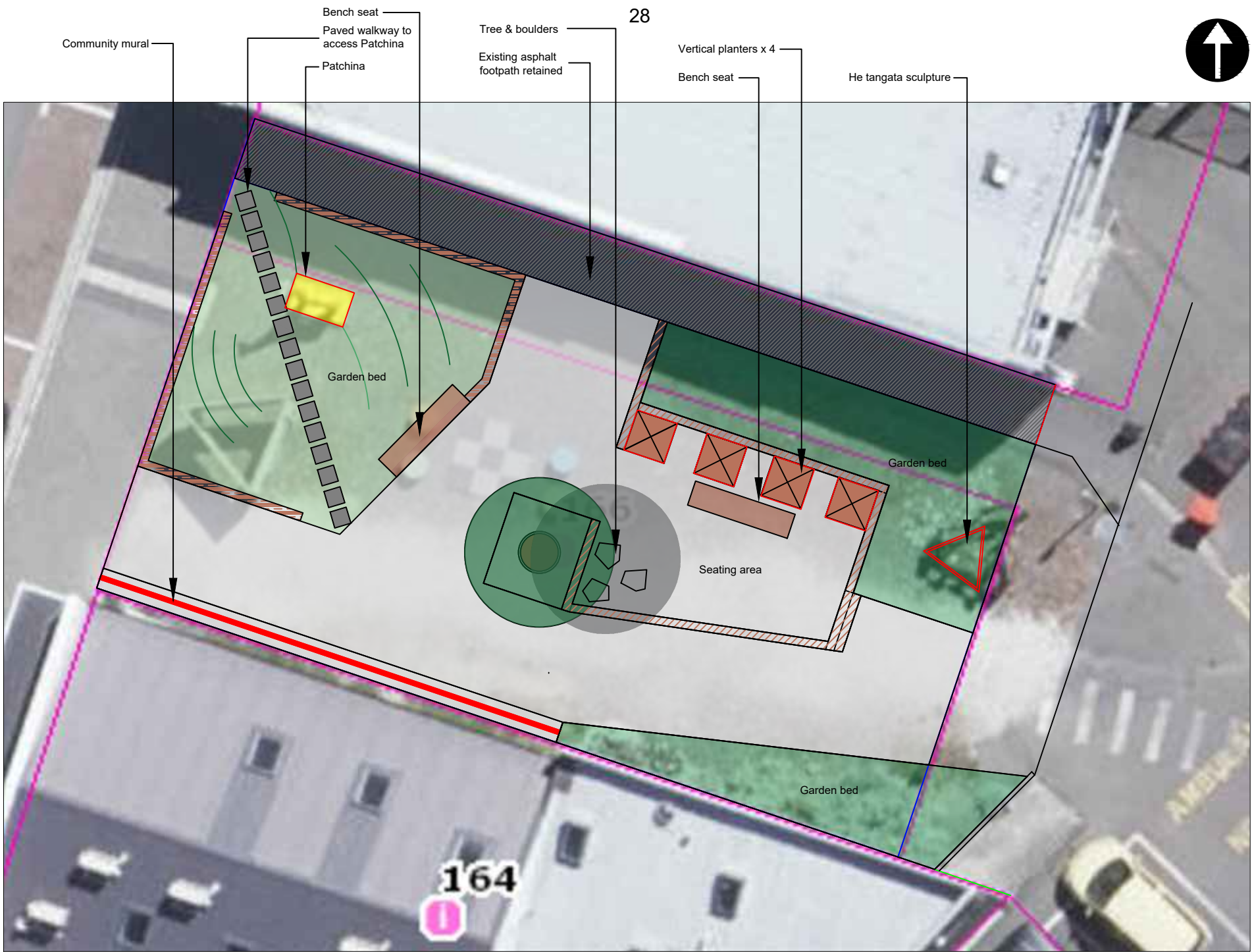
- There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

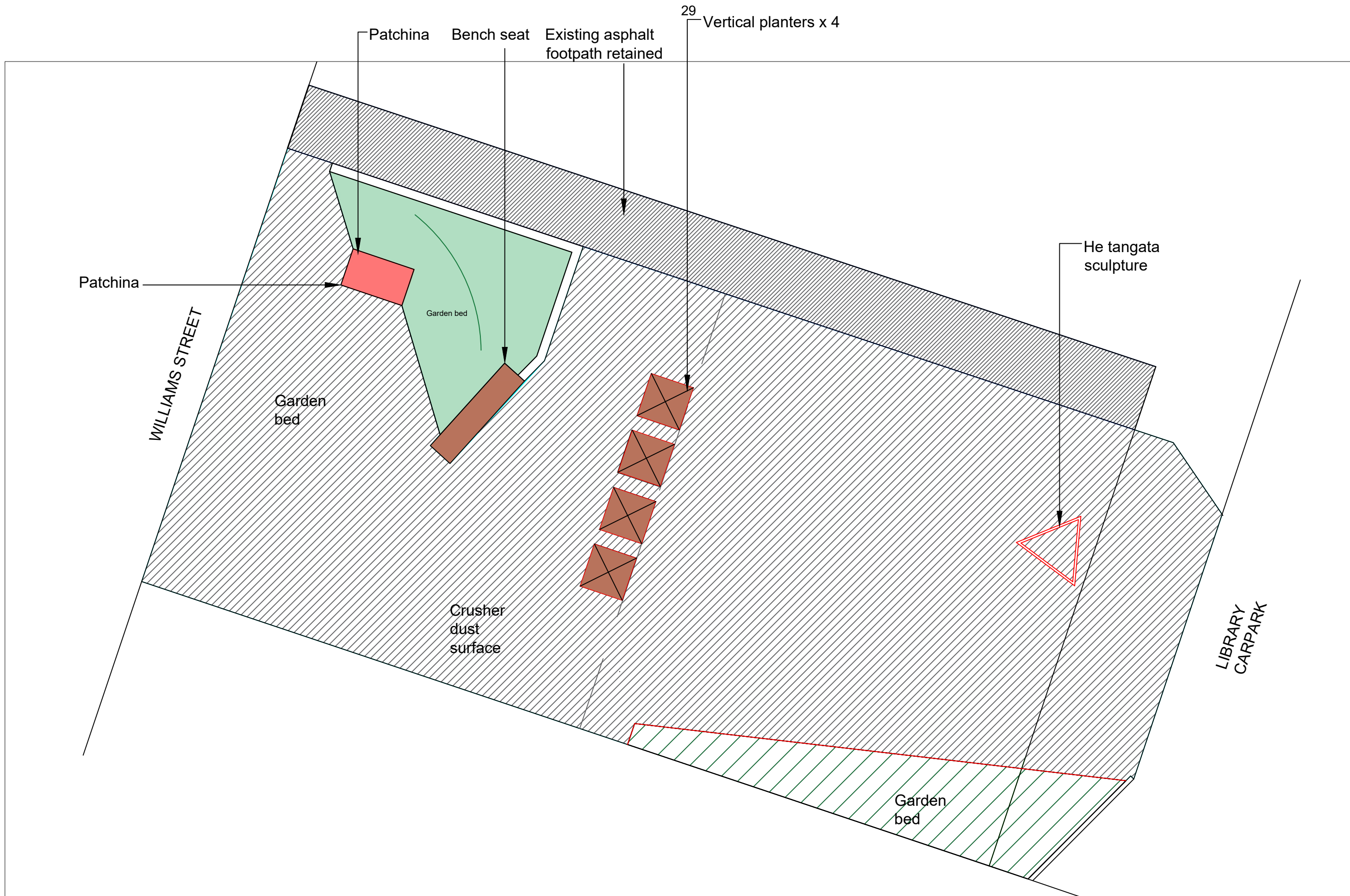
The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated;

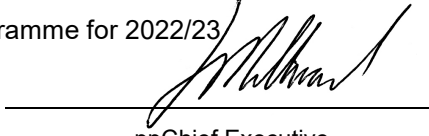
- The centres of our towns are safe, convenient and attractive places to visit and do business
- Our rural areas retain their amenity and character
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

7.4. Authorising Delegations

The Kaiapoi Tuahiwi Community Board have the delegation to approve the implementation of the Patchina's Walkway Concept Plan.





WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** RDG-08-09-01 / 220601092942**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 20 June 2022**AUTHOR(S):** Joanne McBride – Roading and Transport Manager**SUBJECT:** Proposed Roading Capital Works Programme for 2022/23**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
ppChief Executive**1. SUMMARY**

- 1.1 This report is to invite feedback from the Community Board on the proposed 2022/23 Roading Capital Works Programme and on the indicative three year programme from 2022/23 to 2024/25 as shown in the tables in Attachment i.
- 1.2 The Roading programmes being considered are the categories where a general allocation is provided for in the Council's Ten Year Plan (LTP), where there is some flexibility and community input is beneficial to achieving the required outcomes.
- 1.3 Renewal programmes are determined following an assessments of condition of assets which have reached the end of life and are due for replacement, or where infrastructure is failing to provide an adequate level of service. While part of the prioritisation process asset life others factors including road hierarchy, high demand areas (e.g. schools or town centre areas) and condition are also considered.
- 1.4 The provision of new footpaths in urban areas and also bus shelter infrastructure have also been through a prioritisation process and the highest use or demand areas are addressed first.
- 1.5 All major improvement projects which are specifically listed in the Long Term Plan (LTP) are not considered within this report, as these are consulted on through the LTP process.
- 1.6 Due to increasing costs and Covid delays some projects from the 2021/22 have been carried over to the 2022/23 year along with remaining budgets.

Attachments:

- i. Draft Roading Capital Works Programme for 2022-23 and Indicative Three Year Programme (TRIM No. 220527087031)

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220601092942.
- (b) **Notes** that feedback can be provided on the Draft Programme to the Roading and Transport Manager at the Board meeting.

3. **BACKGROUND**

- 3.1 The Roding programmes being considered are for those categories where a general allocation only is provided in the Council's Ten Year Plan (LTP). These categories have some flexibility and as such community input is beneficial to achieving the required outcomes.
- 3.2 Major Roding Improvement projects are not included in this report as they are specifically listed in the LTP and consulted on through the LTP.
- 3.3 Categories considered within this programme are:
- Kerb and Channel Renewal
 - Footpath Renewal
 - Minor Improvements
 - New Footpaths
 - Public Transport Infrastructure (New bus shelters & seats)
- 3.4 Other general categories such as road rehabilitation, road resealing, unsealed road re-metalling, signs renewal and street light renewal are not included as these programmes are developed purely on technical grounds and for asset condition reasons. As these decisions are made on a technical basis they are not subject to Board discretion. However, feedback on road condition and street lighting issues are also welcome and will be taken into account when these programmes are being developed.
- 3.5 The process for finalising and approving the 2022/23 Roding capital works programme is to obtain feedback from the Community Boards during June and then report the final programme to the Utilities and Roding Committee in July for approval.
- 3.6 The roding network is managed as a total network across the whole district and as such projects are prioritised district wide. Also as the majority of expenditure on the network is subsidised by Waka Kotahi New Zealand Transport Agency, their requirements must be met to secure co-funding. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs.
- 3.7 Projects are identified in terms of the Roding Activity Management Plan and are being done to ensure the levels of service identified in the LTP are met. Asset renewal projects are identified and programmed based on asset condition to ensure that lifecycle costs, and hence the cost to the community, are minimised.
- 3.8 In developing the programmes a range of factors are taken into account. Asset condition is the main driver for renewal projects, however other key factors are community feedback, and the coordination of the work with other programmes (such as water main renewal, drainage improvements and Utility Provider undergrounding) especially when deciding which year a particular work should be done. As asset deterioration is gradual there is some flexibility to bring forward or delay specific projects where required.
- 3.9 Inputs used to develop the programmes are condition rating and inspections, RAMM reports, reports from the maintenance contractor, crash records, network safety inspections, reviews of maintenance costs, feedback from the public via service requests etc. All identified deficiencies are entered into a database, reviewed and then prioritised to fit within budget levels and to ensure they address a defined level of service issue.
- 3.10 Utility Authorities, the 3 Waters Team and the Greenspaces Teams are consulted to ensure there are no conflicts with their programmes and to identify possible synergies in the programmes.

3.11 **Condition Assessment**

- 3.12 To better understand the condition of the kerb and channel and footpath assets a condition rating is carried out every three years on these assets. The most recent rating was completed in 2020 to feed into the 2021/31 Rooding Asset Management Plan review and the Long Term Plan. The attached programme has been updated following the condition rating. The next condition rating is due to be completed in the latter half of 2022.

3.13 **Kerb and Channel Replacement**

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

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

- 3.16 Included in the replacement programme for 2022/23 is a short section of kerb & channel on Ohoka Rd between the shops near Whitefield St and no. 74 which is in poor condition.

3.17 **Footpath Renewals**

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

- 3.19 As mentioned above all footpaths were condition rated in 2020. From this rating the worst condition streets were identified and inspected. From that inspection, and taking into account community feedback and other programmes. Including the previous approved programme, the draft renewal programme has been developed.

- 3.20 The footpath renewal programme is coordinated with the kerb and channel programme to ensure the end of the footpath life coincides with the end of the kerb and channel life so replacement can be done at the same time. This offers more options to design a comprehensive street upgrade when the renewal takes place. The next condition rating assessment is due to be undertaken in the latter half of 2022.

3.21 **Minor Improvements Programme**

- 3.22 For the minor improvement programme, safety is the main factor considered. At this time Waka Kotahi have not agreed to co-fund the Minor Safety Programme however through the Annual Plan process Council is consulting on fully funding the shortfall, due to the importance of these safety interventions.

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

3.24 New Footpath Programme

- 3.25 Included in the 2021-31 Long Term Plan is budget of \$100,000 per year for ten years for new footpaths in Rangiora, Kaiapoi, Woodend and Oxford. Council previously approved a programme which has been updated as part of this report. Included with this report is the new footpath programme for the next four years.
- 3.26 This programme of work is fully funded by Council and does not attract Waka Kotahi co-funding.
- 3.27 The sites have been assessed and prioritised and the 2022/23 programme does not include any paths in the Board area.

3.28 Public Transport Infrastructure

- 3.29 A prioritisation process has been developed for passenger infrastructure which considers existing infrastructure and boarding numbers to help determine a programme of works.
- 3.30 The installation of bus shelter infrastructure will support Council's commitment to improved public transport which has been agreed by the Greater Christchurch partners, and endorsed through the endorsement of the Public Transport Futures Business Case.
- 3.31 As well as bus shelter infrastructure, supporting features such as real time travel information, cycle stands and pedestrian facilities will be considered where appropriate.
- 3.32 There are planned improvements within the Kaiapoi area for public transport over the next 4 years as outlined in the programme.

4. ISSUES AND OPTIONS

- 4.1. The draft programme is being presented to Community Board members so they can consider issues and provide feedback to the Roading & Transport Manager.
- 4.2. The 2022/23 programme will need to be confirmed in May to enable approval by Utilities & Roading Committee in June and for work to proceed and be completed in the 2022/23 year.
- 4.3. The 2021/22 programme had a number of projects delayed due to the late funding announcement by Waka Kotahi in September 2021 (normally received in July) and also due to the February / March 2022 Covid outbreak and subsequent resourcing issues.
- 4.4. The indicative three year programme for the following three years is more flexible and as it is reviewed annually to allow consideration of programme delays, any emerging issues and to provide an opportunity to make changes to this programme.

Implications for Community Wellbeing

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

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Safety, public transport and renewal of infrastructure supports the whole community.

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is likely to benefit from these safety improvements, improved infrastructure and installation of shelters. Improved safety reduces the risk of harm to the public. Renewal of infrastructure results in a good level of service for the community and reduces the risk of failure which could put the Community at risk. Providing shelter at bus stops increases the appeal of catching the bus, and reduces congestion to other road users.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

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

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Providing good quality assets such as footpaths encourages alternate modes such as walking. Increased Public Transport use has the impact of reducing carbon emissions.

6.3 **Risk Management**

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

There is a risk that the programme may not meet expectations. This is mitigated by ensuring public feedback is taken into consideration when developing the programme.

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

6.3 **Health and Safety**

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

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Land Transport Act is relevant to this matter.

7.3. **Consistency with Community Outcomes**

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.
- Public transport serves our District effectively

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has delegation to receive this report and provide feedback on issues affecting the ward area.

DRAFT Roding Capital Works Programme for Feedback - 2022/23 and three indicative years

			22/23	23/24	24/25	25/26
Project Name	Side	Town	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Kerb and Channel Replacement						
Professional Fees			\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000
Otaki St (No. 94/98 - Adderley Tce) - Carry Over	East	Kaiapoi	\$ 151,000	-	-	-
Keir St (East Belt - End)	South	Rangiora	\$ 35,000	-	-	-
Geddis St (Elizabeth St - No. 26)	Both	Rangiora	\$ 12,000	-	-	-
Southbrook Rd (Torlesse St - No.44) with traffic signals	East	Rangiora	\$ 37,000	-	-	-
Good St (Tyler St - Lovers Ln)	Both	Rangiora	\$ 170,000	-	-	-
Ohoka Rd (No. 74 To Shops)	North	Kaiapoi	\$ 22,000	-	-	-
Geddis St (No. 26 - White St)	Both	Rangiora	-	\$ 150,000	-	-
Douglas St (No. 9 - end)	East	Rangiora	-	\$ 40,000	-	-
Palmer St (Douglas St - White St)	North	Rangiora	-	\$ 40,000	-	-
White St (Johns Rd - Wiltshire Crt)	East	Rangiora	-	\$ 175,000	-	-
Otaki St (Ohoka Rd - Broom St)	Both	Kaiapoi	-	-	\$ 130,000	-
Edward St, No. 14/15 - Wales St	East	Rangiora	-	-	\$ 130,000	-
Akaroa Street (Ashley Pl / Hodgson Ave - Fuller St)	Both	Kaiapoi	-	-	\$ 115,000	\$ 115,000
Akaroa Street (Hugh St - Ashley Pl / Hodgson Ave)	Both	Kaiapoi	-	-	-	\$ 270,000
To be Allocated			\$ 167,290	\$ 38,290	\$ 63,290	\$ 53,290
Value of Work Programmed			\$ 502,000	\$ 480,000	\$ 455,000	\$ 465,000
Carry Over Budget			\$ 151,000	-	-	-
Approved Annual Budget			\$ 518,290	\$ 518,290	\$ 518,290	\$ 518,290
Total Available Budget			\$ 669,290	\$ 518,290	\$ 518,290	\$ 518,290

Project Name	Side	Town	22/23	23/24	24/25	25/26
			Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Footpath Renewal						
Otaki St (No. 94/98 - Adderley Tce) - with kerb and channel - Shovel Ready Carry Over	East	Kaiapoi	\$ 69,000	-	-	-
Chapman PI (Wesley St to No.2) - Shovel Ready Carry Over	East	Kaiapoi	\$ 31,000	-	-	-
Williams St (Courtenay Dr - Vickery St) - Carry Over	East	Kaiapoi	\$ 50,000	-	-	-
Keir St (East Belt - End) - with kerb and channel	South	Rangiora	\$ 24,000	-	-	-
Southbrook Rd (Torlesse St - No. 44) - with kerb and channel & traffic signals	East	Rangiora	\$ 24,000	-	-	-
Good St (Tyler St - Lovers Ln) - with kerb and channel	West	Rangiora	\$ 180,000	-	-	-
Geddis St (Elizabeth St - No. 26) - with kerb and channel	Both	Rangiora	\$ 60,000	-	-	-
Ohoka Rd (No. 74 To Shops) - with kerb and channel	North	Kaiapoi	\$ 18,000	-	-	-
Otaki St (Cressy Ave - No. 129)	West	Kaiapoi	\$ 15,000	-	-	-
Otaki St (Broom St - No. 95)	West	Kaiapoi	\$ 50,000	-	-	-
Blackett St (Church St - King St)	South	Rangiora	\$ 15,000	-	-	-
Eyre PI (Sneyd St - end)	Both	Kaiapoi	\$ 10,000	-	-	-
Church St (Blackett St - High St)	East	Rangiora	\$ 25,000	-	-	-
Princess PI (Williams St - end)	East	Kaiapoi	\$ 45,000	-	-	-
Kinley St (Blackett St - Seddon St)	Both	Rangiora	\$ 90,000	-	-	-
Ranfurly St (Opposite Dale St)	Both	Rangiora	\$ 10,800	-	-	-
Ohoka Overpass Walkway (Risely Reserve)	North	Kaiapoi	\$ 18,000	-	-	-
Torlesse St (Southbrook Rd - Marshall St)	North	Rangiora	\$ 12,000	-	-	-
Johns Rd (Green St - Bush St)	South	Rangiora	\$ 60,000	-	-	-
Geddis St (No. 26 - White St) - with kerb and channel	Both	Rangiora	-	\$ 80,000	-	-
Grove PI (Kingsbury Ave - Rex PI, including walkway)	East	Rangiora	-	\$ 15,000	-	-
Kynnersley St (Snyed St - end)	South	Kaiapoi	-	\$ 15,000	-	-
Douglas St (No. 9 - End) - with kerb and channel	East	Rangiora	-	\$ 30,000	-	-
Palmer St (Douglas St - White St) - with kerb and channel	North	Rangiora	-	\$ 25,000	-	-
White St (Johns Rd - Wiltshire Cr) - with kerb and channel	East	Rangiora	-	\$ 70,000	-	-
Otaki St (Ohoka Rd - Broom St) - with kerb and channel	Both	Kaiapoi	-	\$ 65,000	-	-
Edward St, No. 14/15 - Wales St - with kerb and channel. Short length only	East	Rangiora	-	\$ 10,000	-	-
Fraser PI (No. 2 - end)	Both	Rangiora	-	\$ 30,000	-	-
Wilson Dr (Mill Rd - end)	East	Ohoka	-	\$ 60,000	-	-
Whitefield St (Ohoka Rd - Epworth St)	East	Kaiapoi	-	\$ 80,000	-	-
Kippenberger Ave (East Belt - end)	North	Kaiapoi	-	\$ 100,000	-	-
Akaroa Street (Ashley PI / Hodgson Ave - Fuller St) - with kerb and channel	Both	Kaiapoi	-	-	\$ 90,000	-
Bush St (Waston PI - Charles St)	East	Rangiora	-	-	\$ 18,000	-
Martyn St (Charles St - Luxton PI)	East	Rangiora	-	-	\$ 60,000	-
Thorne PI (Ivory St - end) - with kerb and channel	South	Rangiora	-	-	\$ 25,000	-
Akaroa Street (Hugh St - Ashley PI / Hodgson Ave) - with kerb and channel	Both	Kaiapoi	-	-	-	\$ 115,000
To be Allocated			\$ 63,716	\$ 30,061	\$ 417,061	\$ 495,061
Value of Work Programmed			\$ 806,800	\$ 580,000	\$ 193,000	\$ 115,000
Carry Over Budget from 2021/22			\$ 266,000	-	-	-
Approved Annual Budget			\$ 604,516	\$ 610,061	\$ 610,061	\$ 610,061
Total Available Budget			\$ 870,516	\$ 610,061	\$ 610,061	\$ 610,061

Project Name	Side	Town	22/23	23/24	24/25	25/26
			Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Minor Improvement Projects						
Lighting						
Minor Lighting Upgrades			-	\$ 10,000	\$ 10,000	\$ 10,000
Tram Rd / North Eyre Rd Intersection (part Carry over)			\$ 25,000	-	-	-
Easterbrook / Fernside Rd			\$ 15,000	-	-	-
Oxford Lighting Deficiencies			\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000
Intersection Improvements						
Mounseys Rd / Woodside Rd / Mountain Rd Seal Back		Oxford	\$ 60,000	-	-	-
Lehmans Rd / Johns Rd Intersection		Rangiora	\$ 50,000	-	-	-
Depot Rd / South Eyre Rd		Oxford	\$ 50,000	-	-	-
Tram Rd / Browns Rd		Cust	-	\$ 20,000	-	-
Cones / Fawcetts		Rangiora	-	\$ 100,000	-	-
Harleston Rd / Broad Rd Intersection		Oxford	-	-	\$ 40,000	-
South Eyre Rd / Browns Rd		Cust	-	-	\$ 20,000	-
Tram Rd / Earlys Rd Splitter Island		Oxford	-	-	\$ 30,000	-
Easterbrook Rd / Fernside Rd		Oxford	-	-	-	\$ 40,000
Budget to be Allocated			-	-	-	-
School Safety Project						
North Kaiapoi School		Kaiapoi	\$ 30,000	-	-	-
Kaiapoi High School		Kaiapoi	\$ 30,000	-	-	-
Other School Projects TBC			-	\$ 50,000	\$ 50,000	\$ 50,000
Speed Treatments						
Cust Safety Improvements - Speed (Carry Over)		Cust	\$ 85,000	-	-	-
Waikuku Beach Threshold Signs		Waikuku	\$ 40,000	-	-	-
Main Street Oxford Signage		Oxford	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Delimitation along SH1 detour routes		Various	\$ 20,000	\$ 20,000	-	-
Speed Signage & Markings		Various	-	\$ 25,000	\$ 25,000	\$ 25,000
South Belt at Park & Ride - Threshold		Rangiora	-	\$ 35,000	-	-
Other Speed Projects TBC			-	\$ 20,000	\$ 75,000	\$ 75,000
Minor Works						
Perhams Ford Improvements - (Partial Carry Over)		Oxford	\$ 120,000	-	-	-
Charles St / Jollie St Power Kiosk Removal		Kaiapoi	\$ 40,000	-	-	-
Speed Indicator Signs		Various	-	\$ 25,000	-	-
Mandville Road Improvements at Village		Mandville	-	\$ 40,000	-	-
Railway Road Improvements (near Railway line)		Rangiora	-	\$ 45,000	-	-
Millton Ave Entrance to Rangiora - Speed Treatment		Rangiora	-	-	\$ 30,000	\$ 30,000
Walking and Cycling Projects						
Rangiora Woodend Path Safety Audit Actions		Rangiora	\$ 50,000	-	-	-
Main St Oxford Pedestrian Crossing - Carry Over		Oxford	\$ 33,000	-	-	-
Tunas Street Footpath		Kaiapoi	\$ 35,000	-	-	-
Ivory Street Pedestrian Refuges		Rangiora	-	\$ 20,000	-	-
West Belt Ped Cutdowns		Rangiora	-	\$ 15,000	-	-
Peraki St / Carew St Ped Cutdowns		Kaiapoi	-	\$ 15,000	-	-
East Belt Footpath (Grey View Pl to Kippenberger)		Rangiora	-	-	\$ 30,000	-
Tactile Indicator Installation		Various	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000
Rangiora Roundabouts Pedestrian Improvements		Rangiora	-	-	\$ 20,000	\$ 20,000
Sneyd / Cosgrove St Ped Cutdowns		Kaiapoi	-	-	\$ 20,000	-
South Belt - Ped Refuge (Btwn Southbrook / King St)		Rangiora	-	-	-	\$ 20,000

Project Name	Side	Town	22/23	23/24	24/25	25/26
			Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
Roadside Hazard Removal						
Dixons Rd - Bridge 2802 Widening (RP2540)		Loburn	\$ 90,000	-	-	-
Dixons Rd - Bridge Widening (RP1125)		Loburn	-	\$ 100,000	-	-
Upper Sefton - Concrete Headwall (RP9490)		Sefton Rural	-	-	\$ 100,000	-
Other Roadside Hazard Projects TBC			-	-	-	\$ 100,000
Cattle Underpass						
Underpasses to be allocated			-	-	-	-
Budget to be Allocated			\$ 20,000	-	\$ 90,000	\$ 170,000
Value of Work Programmed			\$ 828,000	\$ 595,000	\$ 505,000	\$ 425,000
Carry Over Budget			\$ 273,000	-	-	-
Approved Annual Budget			\$ 575,000	\$ 595,000	\$ 595,000	\$ 595,000
Approved Annual Budget			\$ 848,000	\$ 595,000	\$ 595,000	\$ 595,000

Project Name	Side	Town	22/23	23/24	24/25	25/26
			Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
New Footpaths						
Totara Drive - east side		Oxford	\$ 25,000	-	-	-
Coronation Street (Buckleys Rd to end) – north side		Rangiora	\$ 25,000	-	-	-
Ballarat Road (existing path to Hassall Street) – east side		Rangiora	\$ 35,000	-	-	-
Edward Street (Wales St to end)		Rangiora	\$ 15,000	-	-	-
Ranfurly Street (Dale St to Cridland St) – east side		Kaiapoi	-	\$ 55,000	-	-
Knight Street (Start to end)		Oxford	-	\$ 45,000	-	-
Redwood Place (Start to end)		Oxford	-	-	\$ 30,000	-
Matai Place (Start to end)		Oxford	-	-	\$ 35,000	-
Woodfield Place (Start to end)		Woodend	-	-	\$ 25,000	-
Chinnerys Road (Reserve east entrance – Woodglen Dr) – west side		Woodend	-	-	-	\$ 70,000
Church Street - Past Anglican Church		Rangiora	-	-	-	\$ 30,000
To be allocated			-	-	\$ 10,000	-
Value of Work Programmed			\$ 100,000	\$ 100,000	\$ 90,000	\$ 100,000
Approved Annual Budget			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Bus Shelter Programme						
Pegasus Main Street		Pegasus	\$ 30,000	-	-	-
Southbrook Rd (near Denchs Rd)		Rangiora	\$ 20,000	-	-	-
Main North Rd (near Parsonnage Rd)		Woodend	\$ 10,000	-	-	-
Ashley St (Town Centre)		Rangiora	\$ 30,000	-	-	-
Kaiapoi (McDonlds)		Kaiapoi	\$ 30,000	-	-	-
Ashley St (near Duke St)		Rangiora	\$ 5,000	-	-	-
Southbrook Rd (near Coronation St)		Rangiora	-	\$ 20,000	-	-
Williams St (near Cass St)		Kaiapoi	-	\$ 20,000	-	-
Bush St (near Watson Pl)		Rangiora	-	\$ 5,000	-	-
Main North Rd (near Hewitts Rd)		Woodend	-	\$ 5,000	-	-
Island Rd (near Barnard St)		Kaiapoi	-	\$ 20,000	-	-
Williams St (near Davies St)		Kaiapoi	-	\$ 20,000	-	-
Pegasus Blvd (near Waireka St)		Pegasus	-	\$ 20,000	-	-
King St (near Seddon St)		Rangiora	-	-	\$ 20,000	-
Pegasus Blvd (near Whakatipu St)		Pegasus	-	-	\$ 20,000	-
Williams St (near Police Stn)		Kaiapoi	-	-	\$ 20,000	-
Williams St (near Carew St)		Kaiapoi	-	-	\$ 20,000	-
Main North Rd (near School Rd)		Woodend	-	-	\$ 20,000	-
Main North Rd (near Kaiapoi Golf Club)		Kaiapoi	-	-	\$ 20,000	-
To be allocated			-	\$ 15,000	\$ 5,000	\$ 125,000
Value of Work Programmed			\$ 125,000	\$ 110,000	\$ 120,000	-
Approved Annual Budget			\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06 / 220530091245

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 20 June 2022

AUTHOR(S): Sarah Nichols, Governance Manager

SUBJECT: Appointment of Kaiapoi-Tuahwi Community Board members

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


General Manager


ppChief Executive

1. SUMMARY

This report is to consider the possible appointments of members to the Kaiapoi-Tuahwi Community Board fill the vacancies created by the resignation of Martin Pinkham and the passing of Chris Greengrass.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 220530091245.
- (b) **Resolves**, pursuant to section 117(3)(b) of the Local Electoral Act 2001, to leave the extraordinary vacancies created by the resignation of M Pinkham and the death of C Greengrass unfilled for the remainder of the 2019-22 Local Body Triennium.
- (c) **Requests** that the Chief Executive give public notice of this decision.

3. BACKGROUND

- 3.1 On Sunday 15 May 2022, C Greengrass passed away after illness. M Pinkham sent a letter of Board membership resignation to the Chief Executive, J Harland Monday 16 May 2022, effective from 17 May 2022.
- 3.2 The Board must, under legislation, consider its options regarding the extraordinary vacancies left by M Pinkham and C Greengrass.
- 3.3 Where death or a resignation occurs during the triennium an extraordinary vacancy is created and the provisions of Sections 117-120 of the Local Electoral Act 2001 apply. Section 117 provides that where a vacancy occurs within 12 months of the next triennial local government elections, a by-election is not required, however the Board has three options of either leaving the vacancies unfilled, or appoint a suitably qualified person(s) to fill the vacancy for the balance of the current triennium or to hold a by-election.

4. ISSUES AND OPTIONS

- 4.1 The current Local Body Triennial term ends on 8 October 2022, with the last Kaiapoi-Tuahwi Community Board meeting scheduled on 19 September 2022. There are therefore three scheduled meetings and four months until the end of the term.

4.2 The Board comprises of five elected members plus two appointed Councillors of the Waimakariri District Council, giving a total of seven members. A quorum of four members (including Councillors) is required to enable decisions to be made.

4.3 The following options need to be considered:

A Remain Vacant - Recommended

The two community board member positions remain vacant until the end of the term. Given the timing of the local body election and three scheduled meetings remaining this is the most practical option and therefore recommended.

B By-election – Not Recommended

A by-election is held to fill an extraordinary vacancy created by death or resignation and is only open to voters who are enrolled in the electorate of the ward.

In accordance with Section 117 where a vacancy occurs within 12 months of a local body election, the Board may choose not to hold a by-election, however the Board must formally resolve to leave the position(s) unfilled and to advertise that fact.

To organise a by-election takes time of approximately 100 days and the associated costs of advertising, printing, postage and associated processing of nominations and voting papers run into substantial expenditure. At the time of receiving this report there is 110 days before the closure of the national local body election it would not be practicable to run a by-election.

C Appointed – Not Recommended

The Board could appoint persons to the Board who are qualified to be elected as a member. Qualified in this context means that the person would be eligible to be elected in ordinary election circumstances by being over 18 years of age, a New Zealand citizen and on the electoral roll.

This is not considered to be the fairest or transparent of democratic processes and as such is not recommended.

D Allow non-voting Kaiapoi-Woodend Ward Councillors to be appointed – Not legally viable

The Kaiapoi-Woodend Ward is represented by four Councillors, with two apiece appointed by the Council to each Community Board. The Board has enabled all four Councillors to attend and speak at Board meetings, however only those Councillors specifically appointed by the Council to the Kaiapoi-Tuahiwi Community Board vote on matters before the Community Board.

There had been a suggestion to extend voting rights to the two non-voting Kaiapoi-Woodend Ward Councillors, meaning that they could be allowed to vote on both Woodend-Sefton and Kaiapoi-Tuahiwi Community Board decisions. The legislation does not allow for to occur.

The allocation of the number of Councillors to each Board is set via the Local Electoral Act 2001 and confirmed by the Local Electoral Commission via Representation Review processes. Section 19F of the Act stipulates that appointment members is to be less than half the total number of members. Also the legislation requires that the number of Councillors must be less than board members and that Councillors cannot sit/vote on more than one community board across the district.

4.4 Having reviewed the options and taking into consideration the short period remaining until the 2022 Local Body Elections, it is recommended that the Board opt to retain the status quo and not fill the two vacancies. Even though this will put pressure on members to ensure a quorum at the remaining three scheduled meetings, the Board do have active community members serving their community well and the additional support of the two non-appointed councillors supporting the community area.

- 4.11 There are implications on community wellbeing by the issues and options that are the subject matter of this report, as a delay in important decisions could impact the community adversely.
- 4.12 The Management Team has reviewed this report and support the recommendation.

5. COMMUNITY VIEWS

5.1 Mana whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2 Groups and Organisations

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

5.3 Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report as delay in decision making could be compromised.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

Elected members' remuneration is from the Governance operations budget. Elected members' payments are set by the Remuneration Authority. The annual remuneration for the Kaiapoi-Tuahiwi Community Board Chairperson is \$17,991p.a. The annual remuneration for the Kaiapoi-Tuahiwi Community Board member is \$8,995p.a.

Councillors do not receive additional remuneration when attending Community Board meetings, however attendance to Board meetings is mandatory.

The financial implications of holding a By-election is huge, with a cost estimated in vicinity of \$40,000 to \$50,000.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report to maintain a quorum at meetings to allow decision making to take place.

6.3 Health and Safety

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

7. CONTEXT

7.1 Consistency with Policy

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy as it ensures fair and equitable representation for all.

7.2 Authorising Legislation

Legal considerations:

Section 117 of the Local Electoral Act provides:

- (2) *If a vacancy occurs in the office of a member of a local authority or in the office of an elected member of a community board 12 months or less than 12 months before the next triennial general election, the chief executive of the local authority concerned must notify the local authority or community board of the vacancy immediately.*
- (3) *On receiving notice under subsection (2), the local authority or community board must, at its next meeting (other than an extraordinary meeting) or, if that is not practicable, at its next subsequent meeting (other than an extraordinary meeting), determine by resolution –*
- (a) *that the vacancy will be filled by the appointment by the local authority or community board of a person named in the resolution who is qualified to be elected as a member;*
- or*
- (b) *that the vacancy is not to be filled.*
- (4) *If for any reason the person specified in the resolution is unavailable, or otherwise unable to be notified of the appointment, a further vacancy occurs in that office.”*

Section 118 provides as follows in respect of any decision to make an appointment to fill an extraordinary vacancy:

- (1) *If, under section 117(3)(a) or section 117A, a local authority or community board resolves that a vacancy will be filled by the appointment of a person by the local authority or community board, it must immediately, unless the vacancy is for the office of mayor, give public notice of—*
- (a) *the resolution; and*
- (b) *the process or criteria by which the person named in the resolution was selected for appointment.*
- (2) *The local authority or community board must, at a meeting held not later than the expiry of the prescribed period, by resolution confirm the appointment described in the resolution under subsection (1); and the person appointed is for all purposes to be treated as having been elected to fill the vacancy on the date on which that resolution is made.*
- (3) *For the purposes of subsection (2), the expiry of the prescribed period is 30 days after the date of notification of the resolution under subsection (1).*
- (4) *If for any reason the person specified in the resolution is unavailable or otherwise unable to be confirmed in the appointment, a further vacancy occurs in that office”.*

7.3 **Consistency with Community Outcomes**

To enhance the accountability of the Local authority to its communities and to develop a culture of mutual trust, respect and tolerance between the members of the Community Board, Council staff and the community.

7.4 **Authorising Delegations**

The Board has the authority to dictate measures to be taken when death or resignation occurs.

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 220519080763

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD


DATE OF MEETING: 20 June 2022

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund

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

 General Manager

 ppChief Executive

1. SUMMARY

1.1. The purpose of this report is to consider two applications for funding received from:

Name of Organisation	Purpose	Amount requested
Good Night Sleep Tight Charitable Trust	Towards winter night packs	\$500
Allstars Marching Teams	Towards the cost of hosting a training camp.	\$500
Total:		\$1,000

Attachments:

- i. Application from the Good Night Sleep Tight Charitable Trust (Trim Ref: 220517078735).
- ii. Application from the Allstars Marching Teams (Trim Ref: 220608097107)
- ii. Spreadsheet showing previous two years' grants.
- iii. Board funding criteria 2021/2022. (Trim Ref: 210603089725).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220519080763.
- (b) **Approves** a grant of \$..... to the Good Night Sleep Tight Charitable Trust towards winter night packs.
OR
- (c) **Declines** the application from the Good Night Sleep Tight Charitable Trust.
- (d) **Approves** a grant of \$.....to the Allstars Marching Teams towards the cost of hosting a training camp.
OR
- (e) **Declines** the application from the Allstars Marching Teams.

3. **BACKGROUND**

- 3.1 The ***Good Night Sleep Tight Charitable Trust*** is requesting funding for winter night packs for children in need.
- 3.2 The ***Allstars Marching Team*** is seeking funding for a training camp to be held from 5 to 7 August 2022.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund is \$3,127.

4. **ISSUES AND OPTIONS**

The ***Good Night Sleep Tight Charitable Trust (GNST)***

- 4.1 The GNST was established in 2017 to support the most vulnerable in our community by providing winter sleepwear and bedding to children in need. Each nominated child receives an individual pack containing pyjamas, singlet, dressing gown, slippers, bedsocks, sheets, comforter, a blanket, a hand-knitted hat (and jersey when possible) and a book to read at bedtime. The Trust is comprised of ordinary people who look after the most vulnerable in the community in a bid to improve the lives of the children in need. Since 2017, the GNST has provided more than 1,500 children with winter sleepwear and bedding. This initiative supports children's physical, emotional and healthy wellbeing.
- 4.2 The GNST has built meaningful relationships with a wide range of professionals within the Canterbury community to meet the needs of vulnerable clients from diverse backgrounds. The GNST's simple referral process means that professionals can spend more time working one on one with clients. Some of the agencies referring children to the GNST include CanBreathe, Birthrite, Pillars and CCS Disability Action. The GNST received the Ministry of Health Volunteer Award in 2021.
- 4.3 This project benefits children throughout the district and covers all ethnicities and children of all abilities. The benefits for children are going to bed warm, getting a good night's sleep, and waking up ready for a busy day. Research shows that children who get adequate sleep have improved attention, behaviour, learning memory and overall mental and physical health. Even though the children eligible for assistance are between the ages of one and twelve, the whole family benefit from a good night's sleep. The benefit for the GNST is the ability to fulfil its objective, which is to assist children in staying warm.
- 4.4 The average overall cost of providing this service to approximately 1,000 children is \$48,000. If this application is unsuccessful, the GNST will continue to assist children in the district. Fundraising is scheduled with a movie night in June 2022 and a fashion show in November 2022. In addition, the GNST has submitted a funding application to the Community Organisation Grants Scheme (COGS) and intends to apply for Harcourt's and Maurice Carter funding. This is the first time the GNST has applied to the Board for funding, and the Woodend-Sefton Community Board has also been approached for funding.

Allstars Marching Teams (the Allstars)

- 4.5 The Allstars were formed in 2015 under Coach Julia Allen in Canterbury, and they have a range of teams starting with four 4-year olds. The Allstars has four coaches, two competitive teams and a non-competitive team.
- 4.6 The Allstars are seeking funding to host a training camp where workshops will be held for the girls to learn new techniques and skills required to complete their technical drills. In addition, two more experienced coaches will be attending the camp to assist with the girls' training and guide the Allstars in the techniques. The Allstars have found training camps very beneficial in past seasons and now consider the camp as a vital part of their marching season.

- 4.7 The training camp will be held from 5 to 7 August 2022 and will directly benefit approximately 25 girls between the ages of eight and 17 years. However, the camp will also have a wider benefit for the community by providing the necessary skills for the girls to represent their community on a regional and national level. The skills learnt at past camps have enabled the Allstars to excel in their technical routines, and last year they were second at the South Island Championship.
- 4.8. The Allstars have not applied for funding from other organisations, and the estimated cost of the camp will be approximately \$1,000. However, the girls were involved in fundraising and hosted a sausage sizzle. The training camp will not proceed if this application is unsuccessful. It should be noted that the Allstars received the funding listed below during the last five years, and all Accountability Forms have been received:

Date	Activity	Amount
June 2019	Hosting a training camp	\$500
May 2021	Hosting a training camp	\$500
Total		\$1,000

- 4.9 The Board may approve or decline grants as per the grant guidelines.
- 4.10 There are implications for community wellbeing by the issues and options that are the subject matter of this report.
- 4.11 There are implications to community wellbeing by the issues and options that are the subject matter of this report.
- 4.12 The Management Team has reviewed this report.

5 COMMUNITY VIEWS

5.1 Mana whenua

The Te Ngāi Tūāhuriri hapū may be affected by, and have an interest in the subject matter of this report, given that the GNST work benefits all children throughout the district regardless of ethnicity.

5.2 Groups and Organisations

There are no other groups and organisations other than those applying for funding likely to be affected by or to have an interest in the subject matter of this report.

5.3 Wider Community

The wider community is not likely to be affected by, or to be interested in, this report's subject matter. However, it should be noted that these projects would positively impact the wellbeing of the community.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

The 2021-31 Long Term Plan includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of \$5,890 in the 2021/22 financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply for different projects twice a year. Where applicable, GST values are calculated and added to appropriately registered groups. The current balance of the 2021/22 Discretionary fund is \$3,127.

If these applications are accepted, the Board will have \$2,127 remaining unspent in their Discretionary Grant Fund. As this is the last meeting in the financial year, the Council may or may not choose to carry over this funding into the new financial year, commencing 1 July 2022. The Council will consider and confirm funding for the Boards Discretionary Grant on 28 June 2022 for the new financial year. A report will be presented to the Board at its July 2022 meeting confirming the new amount of the Discretionary Grant for the financial year July 2022 to June 2023.

The Board may also choose to consider reviewing all the discretionary grant applicants received during the 2021/22 financial year and allocating an ex-gratia, one-off payment of no more than \$500 to previous applicants to utilise some/all of the unallocated funding prior to the end of June 2022. If the Board choose to undertake this option, any decision to do so should be undertaken at this meeting of 20 June 2022.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

All health and safety related issues will fall under the auspices of the organisations and groups that applied for grant funding.

7 **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2021/2022Name of Group: Good Night Sleep TightAddress: 15 Kaikanui Street KaiapoiContact Person within Organisation: Leone CampagnoloPosition within Organisation: TrusteeContact phone number: 0272206223Email: rosebud30@xtra.co.nz**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

"Ensuring all children in the greater Christchurch area go to bed warm by providing children in need with winter sleepware and bedding" GNST provide packs of sleepware and bedding by a referral system to 400 children each year. Packs include all NEW pyjamas, singlet, dressing gown, slippers, sheets, pillow and blanket or duvet....continued on additional pages

What is the timeframe of the project/event date? April - October 2022Overall Cost of Project: \$48,000Amount Requested: \$500How many people will directly benefit from this project? 1000

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 25 % Rangiora-Ashley 25 % Woodend-Sefton 25 % Kalapoi-Tuahiwi 25 %

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

What are the direct benefit(s) to the participants?

Direct benefit to participants are children who go to bed warm and wake up ready for their busy and stressful days...continued on additional page.

What is the benefit(s) to your organisation?

Benefits to our organisation is that we get to fulfil our "motto". We are all volunteers who feel strongly about children in our community.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Benefits are that studies show children who do not get enough sleep may have behaviour problems such as tantrums and extreme reactions to small events both at home and school.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

GNST have a movie night in June, Riccarton race course fashion show in November and have applied to COGS and will apply to Harcourts and Maurice Carter.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Deere Campbell Date: 16 / 5 / 2022

Kaiapoi-Tuahivi Community Board

Discretionary Grant Application

Describe what the project is and what the grant funding will be used for.

Continued...GNST receive referrals from agencies such as CanBreathe, birthrite, Pillars and CCS disability action. GNST make up the packs and these are distributed to families by agencies. We also include a book, hand knitted hat and jersey when possible. GNST is in it's 7th year and received the Ministry of Health Volunteer award in 2021.

Direct benefits to the participants:

Continued...Research has shown that children who regularly get an adequate amount of sleep have improved attention, behaviour, learning, memory and overall mental and physical health. Not getting enough sleep can lead to high blood pressure, obesity and even depression. Even though we work with children age 1-12 the whole family benefit from a good nights sleep.

Good Night Sleep Tight have a website, Facebook and Instagram pages. We post weekly and send out quarterly newsletters. We are a registered charity CC54325.

I have included Financials, spreadsheet of our packs, letter from Andrew Little and letter from one of our agencies.

Many Thanks

Leone Campagnolo

Trustee – Good Night Sleep Tight

Hon Andrew Little

Minister of Health
Minister Responsible for the GCSB
Minister Responsible for the NZSIS
Minister for Treaty of Waitangi Negotiations
Minister Responsible for Pike River Re-entry
Lead Coordination Minister for the Government's Response to the Royal Commission's Report into the Terrorist Attack on the Christchurch Mosques



Good Night Sleep Tight Charitable Trust
P O Box 368
KAIAPOI 7630

Tēnā koutou Good Night Sleep Tight trustees – Tony Hansen, Jill Falloon, Leone Campagnolo, Charmain Thomas, Liz Gillon, Anna Arps

2021 Minister of Health Volunteer Awards


I write to offer my congratulations on your nomination by the Public Health Nursing Service, Canterbury District Health Board for the 2021 Minister of Health Volunteer Awards. I am always pleased to see due credit given to dedicated individuals in the health and disability workforce.

Your hard work helping people to access our health services and ensuring their experience of these services is positive, is highly valued and appreciated.

The judging panel tell me it was a difficult decision as to who should be recognised out of all the nominations, and wanted me to pass on that they thoroughly enjoyed reading all of the stories submitted as nominations.

I appreciate your ongoing efforts to improve our country's public health and disability system and I wish you well for the future.

Nāku noa, nā



Hon Andrew Little
Minister of Health

Statement of Service Performance

Good Night, Sleep Tight Charitable Trust For the year ended 30 September 2021 Cash Basis

'What did we do?', 'When did we do it?'

Description of Entity's Outcomes

Delivery of essential bedding to children in the greater Christchurch area. Established valuable working relationships with various agencies.

Description and Quantification of the Entity's Outputs

Description and Quantification of the Entity's Outputs	2021	2020
Fundraising activities undertaken	6 events	3 events
Promotional activities e.g. Facebook	1198 Facebook Followers 147 Instagram Followers	999 Facebook Followers 63 Instagram Followers
Website developed	1 Website	1 Website
Number of Grant Received	4	6

Grants

Below is the number of grants successfully applied for to assist to cover council events and activities within the community.

	2021	2020
Grant Received		
Community Organisation Grant	3,000	-
Harcourts	1,000	1,500
Mazda Foundation	-	4,800
Maurice Carter	-	10,000
The Lion Foundation	-	10,000
NZ Lottery Grant	5,000	-
Rata Foundation	-	10,000
Thankyou Charitable Trust	600	1,200
Total Grant Received	9,600	37,500

Additional Information

Recipients feedback:

Thank you heaps. The kids loved them and they were super excited. You do an amazing job.

Regards,

Statement of Receipts and Payments

Good Night, Sleep Tight Charitable Trust For the year ended 30 September 2021

'How was it funded?' and 'What did it cost?'

	NOTES	2021	2020
Operating Receipts			
Donations, fundraising and other similar revenue	1	29,090	54,320
Receipts from providing goods or services	1	11,834	2,380
Interest, dividends and other investment receipts	1	7	10
Total Operating Receipts		40,932	56,710
Operating Payments			
Volunteer and employee related payments	2	207	398
Payments relating to providing goods or services	2	41,735	27,850
Other operating payments	2	8,086	5,870
Total Operating Payments		50,028	34,118
Operating Surplus or (Deficit)		(9,096)	22,592
Increase/(Decrease) in Bank Accounts and Cash		(9,096)	22,592
Cash Balances			
Cash and cash equivalents at beginning of period		27,890	5,298
Cash and cash equivalents at end of period		18,794	27,890
Net change in cash for period		(9,096)	22,592

Statement of Resources and Commitments

Good Night, Sleep Tight Charitable Trust

For the year ended 30 September 2021

Cash Basis

'What the entity owns?' and 'What the entity owes?'

	NOTES	2021	2020
SCHEDULE OF RESOURCES			
Bank and cash / (bank overdraft)		18,794	27,890
Stock		10,262	13,390
Total Schedule Of Resources		29,056	41,281
	NOTES	2021	2020
SCHEDULE OF COMMITMENTS			
Cash received relating to activities to be undertaken in a future period		2,600	2,380

Notes to the Performance Report

Good Night, Sleep Tight Charitable Trust

For the year ended 30 September 2021

Cash Basis

	2021	2020
1. Analysis of Receipts		
Donations, fundraising and other similar receipts		
Donations		
General Donation	13,281	8,646
The Rotary Club of Riccarton	3,280	-
Z Club	-	4,000
Total Donations	16,561	12,646
Grants		
Community Organisation Grant	3,000	-
Harcourts	1,000	1,500
Maurice Carter	-	10,000
Mazda Foundation	-	4,800
NZ Lottery Grant	5,000	-
Rata Foundation	-	10,000
The Lion Foundation	-	10,000
Thankyou Charitable Trust	600	1,200
Total Grants	9,600	37,500
Fundraising		
Broadfields	3,760	2,380
Glad Rags	3,234	-
Garden Tea Party	-	4,175
Quiz Night	2,683	-
Riccarton Racecourse Annual Charity Event	2,600	-
Sausage Sizzle	932	-
Christmas House	1,554	-
Total Fundraising	14,764	6,555
Total Donations, fundraising and other similar receipts	40,924	56,700
Interest, dividends and other investment receipts		
Interest Income	7	10
Total Interest, dividends and other investment receipts	7	10

	2021	2020
2. Analysis of Payments		
Payments related to public fundraising		
Gladrags	310	-
Sausage Sizzle	179	-
Total Payments related to public fundraising	489	-
Payments relating to providing goods or services		
Kits / Purchases	41,245	27,850
Other Operating Payments		
Advertising	331	-
Audit Fees	1,265	-
Bank Fees	185	219
Entertainment	118	-
Insurance	542	542
Interest Expense	-	3
License and Registration	51	102
Light, Power, Heating	56	27
Office Expenses	-	274
Printing & Stationery	223	34
Rent	5,200	4,453
Website Expenses	115	216
Total Other Operating Payments	8,086	5,870
Volunteer and employee related payments		
Motor Vehicle Expenses	207	398
Total Volunteer and employee related payments	207	398

3. Related Parties

Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	This Year \$ Value of Transactions	Last Year \$ Value of Transactions	This Year \$ Amount Outstanding	Last Year \$ Amount Outstanding
Jillian Margaret Falloon, Settlor and Trustee	Travel reimbursement for various events to raise funds	\$191	\$398	\$7	\$16

4. Unspent Grants

Unspent grants presented below are recorded on the profit and loss as they were received before balance date but at 30 September 2021 had not yet been spent.

Total unspent grants as at 30 September 2021 is \$1,000. (Last year was \$16,500)

Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Allstars Marching teams
 Address: 4- 20 Strachan Place Rangiora
 Contact Person within Organisation: Julia Allen
 Position within Organisation: Coach/ Secretary
 Contact phone number: 0272972589 Email: allstarsmarchingteam@gmail.co

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

Annual training camp for girls aged 8-17yrs to help perfect their basic marching skills with coaches from around NZ - The skills learnt in the past has enabled our girls to exell in their technical routines and they leave camp more confident.

What is the timeframe of the project/event date? 5-7 August 2022
 Overall Cost of Project: \$1000 Amount Requested: \$500 (towards accommodation)
 How many people will directly benefit from this project? 25

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 5 % Rangiora-Ashley 10 % Woodend-Sefton % Kaiapoi-Tuahiwi 80 %

Other (please specify): 5% from central ch/ch.

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

girls want be ready in time to compete at local, island and national championships.

What are the direct benefit(s) to the participants?

They gain new skills and techniques to march confidently. They learn to cope with stress and anxiety when performing. Great team bonding experience.

What is the benefit(s) to your organisation?

These camps are so beneficial to us as coaches. We learn different ways to coach/teach marchers. We ourselves leave camp with more confidence.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Our girls will be able to represent the area at local, island & national events with pride & confidence. Last season our girls were 2nd Champion teams at South Islands in Rangiora.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) Yes No

If yes, name of parent group: Marching Canterbury

What is the relationship between your group and the parent group?

They are who we pay our registration and camp fees to. They are our local association.

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

We have done a sausage sizzle.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

We applied for the same cause last year.

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(compulsory – your application cannot be processed without financial statements)
 Supporting costs/quotes
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
 I declare that all details contained in this application form are true and correct to the best of my knowledge.
 I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
 I accept that information provided in this application may be used in an official Council report available to the public.

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: J Allen Date: 13/5/22



Allstars Marching Teams
C/O 20 Strachan Place
Rangiora
allstarsmarchingteams@gmail.com

3 June 2022

To whom it may concern

We are seeking funding towards our annual camp. The funds will enable us to provide workshops for the girls to learn new techniques and skills required to complete their technical drills. We have 2 more experienced coaches coming to help us teach the girls and guide us in the techniques. We consider this camp a very important part of our marching season. Many of the families involved in our club are from low income or single parent families, and we try to keep things at an affordable level to enable the girls to stay involved in the sport.

I have attached a copy of our latest audited accounts.
Thanks so much for this opportunity to apply for funding.

Julia Allen

Julia Allen
Secretary
AllStars Marching Teams



Booking Confirmation - Spencer Beach Holiday Park

Reference: 102498

Property: Spencer Beach Holiday Park
100 Heyders Road, Spencerville, Christchurch, 8083

Customer Name: Allstars Marching Julia Allen

Customer Address: Christchurch, New Zealand

Customer Contact: Tel: 0279191414 Suzie;
Email: allstarsmarchingteams@gmail.com

Arrival Date: Friday, 5 August 2022

Departure Date: Sunday, 7 August 2022

Stay Period: 2 Nights

Spencer Beach Holiday Park
100 Heyders Road
Spencerville
Christchurch

Tel: 03 3298 721
Email:
info@spencerbeachholidaypark.co.nz
GST No.: 53 198 554

Status: Confirmed

Reservation Details

All amounts are New Zealand Dollar (NZD)

Category	Description	Rate	Amount
Accommodation	Lodge - Nightly 25 x Adults	\$315.00 x 2 Nights	\$630.00
Wifi	Late departure	\$85.00	\$85.00

Total Cost: NZD 715.00

Total Cost includes tax of \$93.26

Payment Policy:

Payment is required at the time of booking. Your credit card will be charged in full when booking via the website.

Cancellation Policy:

If a booking is cancelled within 7 days of arrival, you will be charged one night's stay and a cancellation fee of \$20.00.

If you cancel earlier than 7 days prior to arrival a \$20.00 cancellation fee per site/room will be deducted from any payments.

If you book through a third party (online travel agent) your booking is non-refundable.

No refunds will be given for early departures or late arrivals.

A no-show is considered a cancelled booking and will be treated as such.

No refunds for inclement weather conditions.

AUDITORS REPORT MAY 2022

To the members of Allstars Marching Club

Disclaimer

This report was undertaken in good faith, and reliance has been placed on information and expectations as supplied to me. No liability of any kind is accepted in respect of any reliance made on these accounts.

I have audited the Financial Statements of Allstars Marching Teams for the period 1 April 2021 to 31 March 2022, as presented to me.

The financial statements provide information about the past financial performance of the teams for the year ended 31 March 2022.

The accounts have been prepared on a GST inclusive basis.

Treasurers responsibilities

The treasurer is responsible for the preparation of Financial Statements which comply generally with accepted accounting practice and give a true and fair view of the financial position of the teams as at 31 March 2022, and of the results of its operations for the year ended 31 March 2022.

AUDITORS RESPONSIBILITIES

The Auditors responsibility is to express an independent opinion in the Financial Statements for the year ended 31 March 2022 as presented by the treasurer and report my opinion to the members of the teams.

UNQUALIFIED OPINION

As in similar organisations it is not possible to establish adequate control over cash receipts prior to being brought into records, however within these accounts it is minimal.

I have now obtained all the information requested, and received sufficient explanations where required.

In my opinion:

- (a) Proper accounting records have been kept by Allstars Marching Teams as far as it appears from my examination of those records, and
- (b) The financial statements
 - (i) Comply with generally accepted accounting practices in New Zealand; and
 - (ii) Give a true and fair view of the financial position of Allstars Marching Teams as at 31 March 2022, and their true financial performance for the year ended on that date.

The Audit was completed on the 15 May 2022 and my unqualified opinion is expressed as at that date.



Bernice White
University of Canterbury

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant
2021/22 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2021/22 = \$5,270 = carry forwards \$2300 Total \$7,570			\$ 7,570.00
	19-Jul	Fund Returned as expo cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 7,070.00
	16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger	\$500	\$500	\$ 6,570.00
	16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	\$500	\$500	\$ 6,070.00
	20-Sep	Meeting Cancelled				
	18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	\$350		\$ 6,070.00
	18-Oct	Withdrawn It take a Village Hub	Family day	\$500		\$ 6,070.00
	18-Oct	Cure Boating Club	Propellers	\$500	\$500	\$ 5,570.00
	18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	\$500	-	
	15-Nov	Pines Kairaki Beaches Association	Community Pantry	\$443	\$443	\$ 5,127.00
	15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	\$480	-	
	13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	\$500		\$ 4,627.00
	13-Dec	Pegasus Dragons Inc	Purchase of paddles	\$500	\$500	\$ 4,127.00
		21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	\$500	\$500
	21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 3,627.00
	21-Mar	Declined Clarkeville Playcentre	Mud kitchen	\$378	\$0	\$ 3,627.00
	11-Apr	Nil				
	16-May	Kaiapoi Pony Club	towards funding St John's Ambulance	\$500	\$500	\$ 3,127.00
	20-Jun	Good Night Sleep Tight	towards winter night packs	\$500		

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

Email: records@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.