

Waimakariri District Council

Agenda

Tuesday 3 September 2024

1.00pm

Council Chambers

215 High Street

Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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The Mayor and Councillors
WAIMAKARIRI DISTRICT COUNCIL

An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 3 September 2024** commencing at 1pm.

Sarah Nichols
 GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 6 August 2024**

13 - 25

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday 6 August 2024.

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Department of Conservation –**

Proposal to close the upper Ashley Rakahuri River to vehicles during bird nesting season.

6. **ADJOURNED BUSINESS**

7. **REPORTS**

7.1 **Local Water Done Well** (LWDW) – J Millward (Chief Executive)

26 - 30

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 240111003062.
- (b) **Supports** staff to continue to investigate with the Hurunui and Kaikoura District Councils;
- (c) **Notes** the programme proposed includes a number of workshops with council that will be consulted with the community in March 2025 and provide the Government with a Water Services Delivery Plan in June 2025.

7.2 **Submission on the Draft Setting Speed Limits Rule 2024** – S Docherty (Policy and Corporate Planning Team Leader)

31 - 39

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240712114162.
- (b) **Endorses** the attached submission on the Draft Setting Speed Limits Rule 2024 (attachment i).
- (c) **Notes** that the Council generally supports the government's proposed changes to the Setting Speed Limits Rule.
- (d) **Circulates** the report and attached submission to the community boards for their information.

7.3 **Submission on Making It Easier to Build Granny Flats**– S Docherty (Policy and Corporate Planning Team Leader)

40 - 54

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240820139895.
- (b) **Endorses** the attached submission on Making it easier to build Granny Flats (attachment i).
- (c) **Notes** that the Council generally supports the government's proposal on Making it easier to build Granny Flats.
- (d) **Circulates** the report and attached submission to the community boards for their information.

7.4 **Surf Lifesaving Paid Lifeguard Service Request** – C Taylor-Claude (Parks Officer)

55 - 110

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240822141965.
- (b) **Approves** an additional budget of \$22,597.19 for Surf Life Saving New Zealand for the 2024/2025 Financial Year to allow for lifeguards and surf lifesaving services.
- (c) **Notes** that there is currently \$118,090.00 (excluding GST) allocated to Surf Life Saving New Zealand for the 2024/2025 Financial Year.
- (d) **Notes** the attached Surf Life Saving New Zealand Report (Trim: 240822141540) which outlines the increased costs associated with delivering surf lifesaving services this year, as well as statistics outlining the benefits of this service.
- (e) **Notes** the 23% increase on last year is due to increases in wages and an increase in the number of days patrol days increasing from 85 days to 99 days.
- (f) **Notes** the additional budget would be a community grant which is funded through rates with a rating increase of \$0.94 (0.10% Community Services Rate) and \$0.90 (0.02% Average Property Rate) and the ongoing cumulative effect on rates is 0.02%.
- (g) **Notes** that once budget is approved, Council staff will continue to work with Surf Life Saving New Zealand to set and communicate the dates for lifeguard patrols for Woodend and Pegasus beaches.

7.5 **Review of Road Maintenance Services under Section 17A of the Local Government Act** – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

111 - 179

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240822141973.
- (b) **Receives** the attached 'Review of Delivery of Road Maintenance and Renewal Services under Section 17A of the Local Government Act' (Trim No. 240822141985);
- (c) **Resolves** that the Council's Road Maintenance and Renewal services continue to be provided by a single district wide network management contract covering all road maintenance and renewal activities, including some minor capital works projects, in an NZS contract form with an emphasis on innovation in a collaborative working environment, using a quality-based contractor selection process;
- (d) **Approves** the contracting out of these Road Maintenance and Renewal services with the new contract form moving to NZS3917, which is a well-known and understood NZ Standard that is used widely within the NZ Construction Industry;
- (e) **Authorises** staff to seek approval from NZ Transport Agency to move to a maximum Seven (7) year contract (being a five-year initial contract period plus two x one-year extensions, subject to performance). This is a requirement of the NZTA Procurement Manual;
- (f) **Authorises** staff to commence the procurement process for retendering the new Road Maintenance and Renewal services contract noting that a report seeking approval to accept a tender is planned to be presented to the Council in May 2025;

- (g) **Notes** that should approval not be granted for a longer contract period by NZ Transport Agency, then a further report would be brought back to Council;
- (h) **Notes** that this review excludes land drainage activities, which have been considered under a separate Section 17A review process and are proposed to be tendered separately;
- (i) **Notes** that shared services are considered and implemented with neighbouring local authorities where applicable.
- (j) **Notes** that the Contract will be open tendered and will be carried out in accordance with Council's Procurement and Contract Management Policy. This includes tender opening be elected members and approval of the tender award by Council.

7.6 **Request Approval to Undertake a Special Consultative Procedure for Riverside Road and Inglis Road Seal Extension and Targeted Rate** – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

180 - 203

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240818138177.
- (b) **Approves** a Special Consultative Procedure (SCP) for a targeted rate being carried out within the proposed new rating area for the sealing of Riverside Road & Inglis Road.
- (c) **Approves** the attached Draft Statement of Proposal as included as Attachment (i) to this report (Trim No. 240818138178).
- (d) **Appoints** Councillors Redmond (Chair) and and to the Riverside Road Sealing Targeted Rate Hearing Panel.
- (e) **Notes** that the new proposed targeted rate will take effect for 1 July 2025.
- (f) **Circulates** this report to the Rangiora-Ashley Community Board for information.

7.7 **Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension** – J McBride (Roading and Transport Manager) and K Straw (Civil Projects Team Leader)

204 - 210

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240717116901;
- (b) **Approves** the sealing of Ellis Road under the Private Funding of Seal Extensions Policy at an estimated cost of \$170,000, subject to written confirmation from McAlpine's that they will fund 50% cost share (Council share being \$85,000);
- (c) **Notes** staff are proceeding with the following Council led projects, subject to normal procurement approvals:
 - i. East Belt Kerb & Channel (in conjunction with the new footpath component)
 - ii. Kippenberger Ave Urbanisation (no. 102 to McPhail Roundabout)
 - iii. Ellis Road Seal Extension
 - iv. Completion of River Road Upgrade
 - v. Riverside Road Seal Extension New Targeted Rate consultation

- (d) **Notes** that the current budget of \$779,077 (excluding GST, and carry-over budget) is unlikely to be sufficient to meet Councils share of costs associated with development and urbanisation costs, and as such this budget is likely to be overspent if all projects were to proceed. It is however considered that sufficient budget has been forecast for the period of the Long Term Plan even if some of the years are over extended;
- (e) **Notes** the updated commitments as summarised in Table One of this report;
- (f) **Notes** that funding for growth areas is budgeted to allow under's and over's and as such it is proposed to accept over expenditure in the short term, and continue to monitor growth over the next year, before any decisions about longer term budget adjustments are made;
- (g) **Notes** that over the last 6 years the budget has typically been sufficient to fund works;
- (h) **Circulates** this report to the Utilities and Roding committee and the Community Boards for information.

7.8 **Section 17A Review of Rural Drainage Maintenance Contract** – K Simpson (3 Waters Manager) and J Thorne (Strategic Asset Management Advisor)

211 - 223

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240812134525.
- (b) **Notes** the findings of the Section 17A review of rural drainage maintenance services that an externally tendered contract (separate from the road maintenance contract) is the most effective option for delivering rural drainage maintenance services;
- (c) **Approves** the procurement of an externally tendered rural drainage maintenance contract, separate from the road maintenance contract;
- (d) **Notes** that a subsequent report on the contract procurement approach, including detail on the maintenance requirements and inspection specification for the proposed rural drainage maintenance contract, will be presented to the October Council meeting.
- (e) **Notes** that the current contract expires in October 2025 and a new contract will need to be awarded in mid 2025 in order to allow adequate time for mobilisation prior to the commencement date of 1 November 2025.

7.9 **Appointment to the Landmarks Committee** – K Rabe (Governance Advisor)

224 - 235

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 240822141899.
- (b) **Approves** the appointment of Councillor as the Council representative and liaison person to the Waimakariri Landmarks Committee.

7.10 **Environment Canterbury Representation Review** – S Nichols (Governance Manager) 236 - 256

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240823142252.
- (b) **Notes** there is no change to the North Canterbury Constituency arrangements proposed in the Environment Canterbury Representation Review Proposal.
- (c) **Supports** Environment Canterbury in its Representation Review proposal regarding the North Canterbury/Opukepuke Constituency.

Or

- (d) **Declines** to submit to Environment Canterbury's Representation Review process.
- (e) **Circulates** a copy of this report to the Community Boards for information.

7.11 **Review of the Briefing and Workshop Policy** – S Nichols (Governance Manager) 257 - 269

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231123188463.
- (b) **Approves** amendments as per track change document (Trim 240823142291).
- (c) **Notes** that this policy gives consideration and aligns to the Ombudsman's Opinion following the Review of meetings and workshops released in June 2023.
- (d) **Notes** the policy is proposed to be reviewed in February 2026.
- (e) **Circulates** a copy of this report to the Community Boards for information.

7.12 **Funding for the Rangiora-Ashley Community Board to make a submission on the proposed quarrying activities and the construction and operation of a Landfill at 150, 154, 174 and 176 Quarry Road, Loburn** – T Kunkel (Governance Team Leader) on behalf of the Rangiora-Ashley Community Board 270 - 273

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240730125577.
- (b) **Approves** \$10,000 (incl GST) for the Rangiora-Ashley Community Board to make a submission to both Waimakariri District Council and Environment Canterbury on the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn.
- (c) **Notes** that as there is no budget for the Community Board's participation in the legal proceedings to seek professional advice, such as an independent planner, legal advisor, or other technical expert, hence the application for funding.
- (d) **Notes** the Chief Executive has authorised a maximum budget of \$10,000 (incl GST) for legal advice, public meeting logistics and lodgement of legal documents with the Courts.
- (e) **Notes** that when allocated funding is exhausted, the Board will need to withdraw from proceedings.

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

- 8.1 **District Licensing Committee Membership Options** – B Charlton (Environmental Services Manager)
(refer to attached copy of report no. 240801127115 to the District Planning and Regulation Committee meeting of 20 August 2024). Please note: The recommendation approved by the committee (as below) differs to that in the staff report.

274 - 281

RECOMMENDATION

THAT the Council

- (a) **Approves** expansion of the membership of the District Licensing Committee by up to two members, with elected members from Council or Community Boards.
- (b) **Notes** All District Licensing Committee appointments are for a period of five years by Council resolution.
- (c) **Notes** a further report will be present to Council for any new appointments to the District Licensing Committee should the Committee recommend to Council to expand the District Licensing Committee membership

9. **HEALTH, SAFETY AND WELLBEING**

- 9.1 **Health, Safety and Wellbeing Report August 2024** - J Millward (Chief Executive)

282 - 293

RECOMMENDATION

THAT the Council

- (a) **Receives** Report No 240821140357.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

10. **REPORT FOR INFORMATION – FROM THE UTILITIES AND ROADING CTTEE MEETING OF 20 AUGUST 2024**

- 10.1 **Avian Botulism Management 2023/24** – S Allen (Water Environment Advisor)

294 - 300

RECOMMENDATION

THAT Item 10.1 be received for information.

11. **COMMITTEE MINUTES FOR INFORMATION**

- 11.1 **Minutes of a meeting of the Community and Recreation Committee of 23 July 2024**
- 11.2 **Minutes of a meeting of the Audit and Risk Committee of 13 August 2024**

301 - 313

314 - 323

RECOMMENDATION

- (a) **THAT** Items 11.1 to 11.2 be received for information.

12. COMMUNITY BOARD MINUTES FOR INFORMATION

- 12.1 Minutes of the Oxford-Ohoka Community Board meeting of 7 August 2024 324 - 336
- 12.2 Minutes of the Woodend-Sefton Community Board meeting of 12 August 2024 337 - 346
- 12.3 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 19 August 2024 347 - 355

RECOMMENDATION

- (a) **THAT** Items 12.1 to 12.3 be received for information.

13. MAYORS DIARY - MONDAY 29 JULY – SUNDAY 25 AUGUST 2024

356 - 358

RECOMMENDATION

- (a) **THAT** the Council receives report no 240829146439.

14. COUNCIL PORTFOLIO UPDATES

- 14.1 **Iwi Relationships** – Mayor Dan Gordon
- 14.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 14.3 **Government Reforms** – Mayor Dan Gordon
- 14.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 14.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 14.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 14.7 **Property and Housing** – Deputy Mayor Neville Atkinson

15. QUESTIONS*(under Standing Orders)***16. URGENT GENERAL BUSINESS***(under Standing Orders)***17. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED***Section 48, Local Government Official Information and Meetings Act 1987.*

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

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
17.1	Confirmation of Public Excluded Minutes of Council meeting of 6 August 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public:
17.2	Minutes for information of Public Excluded portion of the Community and Recreation Committee meeting of 23 July 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
17.3	Minutes for information of the unconfirmed Public Excluded portion of the Audit and Risk Committee meeting of 13 August 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
REPORTS			
17.4	District Licencing Committee Appointments	Good reason to withhold exists under section 7	The report, discussions, and minutes remain Public Excluded for the reasons to protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a) of the Local Government Official Information and Meetings Act 1987. The recommendation to be made public once members had been notified.
17.5	Abbeyfields – draft Memorandum of Understanding	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remain public excluded for reasons of enabling any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage, as per LGOIMA Section 7 (2) (h, i & j).
17.6	Contract 24/19 District Road Maintenance Contract	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remaining public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(h). Notes this report will remain in Public Excluded until the new District Road Maintenance contract is in place and operating, after which the recommendations included in the report may be released.
17.7	Te Kōhaka o Tūhaitara Trustee Appointment	Good reason to withhold exists under section 7	The recommendations to be made public, however the report, discussion, minutes and attachments remain public excluded for reasons of protecting the privacy of natural persons as per LGOIMA Section 7 (2)(a).
REPORT FOR INFORMATION FROM THE AUDIT AND RISK COMMITTEE MEETING OF 13 AUGUST			
17.8	Update on Insurance Matters	Good reason to withhold exists under section 7	The report, discussion and minutes remain public excluded for reasons of commercial sensitivities and negotiations under LGOIMA sections 7(2)(i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING**18. NEXT MEETING**

The next ordinary meeting of the Council is scheduled for Tuesday 3 September 2024, commencing at 9am to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 6 AUGUST 2024 WHICH COMMENCED AT 1PM.

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors R Brine, B Cairns, T Fulton (departed 5.04pm), J Goldsworthy, N Mealings, P Redmond, P Williams, and J Ward.

IN ATTENDANCE

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Rooding), S Hart (General Manager Strategy, Engagement & Economic Development), D Roxborough (Implementation Project Manager – District Regeneration), A Childs (Property Acquisitions and Disposals Officer), C Taylor-Claude (Parks Officer), K Simpson (3 Waters Manager), C Roxburgh (Project Delivery Manager), C Bacon (Network Planning Team Leader), D Young (Senior Engineering Advisor), G Stephens (Greenspace Community Engagement Officer), K Howat (Parks and Facilities Team Leader), J Rae (Senior Advisor, Assets and Capital) and A Smith (Governance Coordinator).

1. APOLOGIES

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT an apology for absence be received and sustained from Councillor Blackie.

CARRIED

2. CONFLICTS OF INTEREST

As Commissioners for the District Plan Review, Councillor Mealings and Deputy Mayor Atkinson declared a conflict of interest with Agenda Item 8.1 *Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels*.

Councillor Fulton declared a conflict with Public Excluded Agenda Item 16.7 *Gravel Pit Location*.

3. ACKNOWLEDGEMENTS

Neill Price QFSM – Award of RSA Merit Badge and Certificate

Mayor Gordon extended congratulations to Neill Price, Kaiapoi RSA President and Canterbury District RSA President, on recently being awarded an RSA Merit Badge and Certificate. This recognises N Price's outstanding honorary service for the benefit of RSA personnel and the community in general and his continued efforts above local RSA activities.

Artisan by Rangiora Bakery – Winners of Bakels NZ Supreme Pie Award

Mayor Gordon acknowledged the recent success of Artisan Rangiora Bakery, in winning the Supreme Award at the Bakels NZ Supreme Pie Awards, for slow cooked Sumatra style beef pie and also a Gold Medal in the Mince and Gravy category. Artisan By Rangiora Bakery owner Ron van Til was very proud of his bakers and their achievement.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 25 June 2024

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday 25 June 2024.

CARRIED

4.2 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 2 July 2024**

Moved: Councillor Mealings

Seconded: Councillor Fulton

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday 2 July 2024.

CARRIED

MATTERS ARISING (from Minutes)

There were no matters arising from the minutes.

5. **DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

6. **ADJOURNED BUSINESS**

There was no adjourned business.

7. **REPORTS**

- 7.1 **North Brook Trail – Easement Acquisition and Trail Maintenance** – C Taylor-Claude (Parks Officer) and A Childs (Property Acquisitions and Disposals Officer)

This report sought the approval for the right of way easement over part of the property at 197 Boys Road, Rangiora, to allow for Stage 1 of the proposed North Brook Trail. The complete trail would be 1.88km long and would run from Boys Road to Marsh Road with the right of way to be granted from the Spark family. C Taylor-Claude confirmed that the Waimakariri Landcare Trust would be applying for funding to cover the cost of establishing the trail and for maintenance costs for the first three years. Maintenance cost beyond this time would be included in the Greenspace Operational budgets.

Following a question from Councillor Ward, it was confirmed that the easement would be east of the proposed Eastern Road Link going through to Northbrook Road.

Councillor Redmond sought clarification on the terms of use of the easement, regarding the day to day interaction with the owner's property. A Child explained that there would be signage along the trail to emphasise that this was a working farm. There would be a gate for the owner's access and also for maintenance access. The trail would be open to walkers, cyclists (including e-bikes) and dogs would also be allowed. Horses and motorbikes would not be allowed on the trail.

Councillor Williams asked if the surveying could be done for the proposed Eastern Link Road, at the same time as for this trail. Staff believed that the timing would not be right for these surveys to be undertaken at the same time.

Councillor Goldsworthy queried if the cost of maintenance had been adjusted for inflation and this was confirmed by staff.

Moved: Councillor Ward

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No. 240718118313.
- (b) **Notes** the support and endorsement of the North Brook Trail from the Arohatia te Awa Working Group with the following motions:
1. *Supports and approves funding for the Easement acquisition, noting it is for the purpose of a publicly accessible track as a recreational pathway.*

2. *Recommends that Council consider funding for the ongoing maintenance and replacement of the trail to ensure it is suitable for ongoing public access.*

- (c) **Notes** that there will be no cost to Council for physical works creating the North Brook Trail and Erin Harvie from the Waimakariri Landcare Trust will be applying for funding through grant applications to establish the Trail and maintain it for the first three years of establishment.
- (d) **Approves** Council to take responsibility for the ongoing maintenance of Stage 1 of the North Brook Trail with an estimated maintenance cost of up to \$5,400 annually. This will start for the fourth year of the trail and will therefore be included within the programmed Greenspace Operational Budgets for the 2027-37 LTP.
- (e) **Notes** that the Spark Family has offered their land at no monetary value.
- (f) **Notes** the cost of the Easement acquisition is estimated to be \$15,000-\$30,000. This includes surveying the Easement and any legal costs.
- (g) **Approves** up to \$30,000 from Arohatia te Awa for the purpose of surveying and legal costs for an Easement next to the Northbrook Stream.
- (h) **Approves** the acquisition of the Right of Way Easement for payment of compensation to the owners, Richard Geoffrey Spark and Waterlea Trustee (2016) Ltd, of \$1.00 including GST (if any) and any associated costs involved in the survey and legalisation of the Easement.
- (i) **Delegates** to the Chief Executive Officer and/or the Property Manager authority to complete and execute any documentation required in conjunction with the acquisition and legalisation of the Easement including a Memorandum of Agreement in line with the above approvals.

CARRIED

Councillor Ward supported this partnership with the Spark family, suggesting it was a good initiative for the district.

Councillor Mealings acknowledged the work of staff on this proposal and the collaboration with the Spark family, Waimakariri Landcare Trust, the Rūnanga and the Council on this project. The generous donation of this land from the Spark family for public use was also acknowledged, as well as the benefit to the community once it was established. This trail would link with other trails and provide more recreational, cultural, and biodiversity opportunities. Councillor Mealings encouraged colleagues to support this motion.

Mayor Gordon endorsed Councillor Mealings comments that this was a generous gift to the district from the Spark family. Working through Arohatia te Awa was the correct route for this to be identified. Mayor Gordon appreciated the work of staff and elected members on this proposal and was pleased to see the track coming to fruition.

7.2 Kaiapoi Car and Boat Trailer Parking and Charles Street Caravan Dump Station Budget Reassignment – D Roxborough (Implementation Project Manager – District Regeneration)

This report sought the approval of the Council to defer the Kaiapoi Marine Precinct Car and Boat Trailer Parking project and remove the current budget. The report also sought approval of a new budget for the purposes of urgent safety upgrades to the Charles Street caravan dump station in the current financial year. As noted by D Roxborough, the current caravan dump station was very close to the carriage way, and it had been observed that some users of the dump station had parked in the traffic lane. Although this was alongside a 30kph speed limit area, it still posed a safety issue. There were other dump stations in the district, some of which were privately owned, including another one in Kaiapoi, one in Ravenswood and two in Rangiora.

Reference was made to the suggested budget figure for the upgraded caravan dump station of \$125,000, noting that this was a high level estimate at this stage, and depended on a contribution from the New Zealand Motor Caravan Association. With the combined recommendations, it would mean a reduction of \$173,000 in the budget for this financial year.

Mayor Gordon asked if there had been any discussion on providing a dump station on the New Zealand Motor Caravan Association site in Kaiapoi. D Roxburgh advised that there had been no specific discussions on having a dump station on the Motor Caravan Association site. It would need to be considered if there was a need for two dump station facilities in such close proximity. However, it was recommended that it would be on one site or the other. If there was a dump station installed on their own site, this would potentially reduce any funds available from the NZ Motor Caravan Association for the improvements to the Charles Street site. Staff had previously had discussions with the National Property Team of the Association, who had indicated there could be funding from the Association towards the Charles Street dump station site.

In response to a question from Councillor Mealings, D Roxborough suggested it would be difficult to stage the car and boat trailer park project. An interim option could be to just open up more land for parking, but pointed out that the ground conditions would be a barrier to that. It was noted that there were also some issues with parking behaviour around the boat ramp.

Deputy Mayor Atkinson suggested the recommendation should be adjusted and not refer to the specific site of the caravan dump station as "Charles Street" as this may not be the most ideal site, beside the river. Removing this could provide other options. In the future there may be commercial or residential activities established on this site. D Roxborough said there may be further costs involved if a different site was decided on, with the Charles Street pump station currently working. A different site may require building another sewer pump station and involve a bigger investment. It was confirmed that there was a pressure system sewer line along the river bank, but no gravity sewer. Deputy Mayor Atkinson also questioned the safety of this existing site for a dump station, noting the limited parking available. D Roxborough noted that the proximity to the Motor Caravan Park was a bonus for this dump station site.

Councillor Cairns asked if the responsibility of providing a dump station could be delegated to a commercial operator. It was confirmed that there was a caravan dump station and laundromat at the McKeown Service Station. D Roxborough said this would require some further investigation, noting that there were obligations under legislation that the Council must consider public health and sanitation, which included making sure that waste was not being dumped inappropriately. The Council owned dump stations in other places in the district. Councillor Cairns also noted how busy Charles Street had become, and asked for safety reasons, should the Council consider looking at an alternative site for this dump station. D Roxborough responded that there had not been any in-depth study on the traffic on Charles Street.

Councillor Fulton noted that this was publically funded infrastructure which would predominantly be used by non-residents of the district. D Roxborough noted that there was other infrastructure and facilities in the district that were also used by visitors and ratepayers alike. He also noted that the dump station would also be used by the district's residents and ratepayers.

The Kaiapoi-Tuahiwi Community Board considered locations of boat trailer parking in October 2023 and it was confirmed that the Board had supported the upgrade of the Charles Street dump station.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 240723120608.
- (b) **Approves** staff undertaking design and construction of upgrades to the Charles Street caravan dump station in the current 2024/25 financial year.
- (c) **Approves** a new budget of up to \$125,000 in the 2024/25 year for the purposes of the urgent Charles Street caravan dump station upgrades, funded from the Recreation capital loan.

- (d) **Approves** deletion of the \$298,000 car and boat trailer parking project budget from the current 2024/25 year (currently funded from Earthquake Recovery Loan) and defer that project to at least 2028/29 year, noting that the car boat trailer parking project will be subject to a future budget re-application through the next Long Term Plan process and investigates other sites within Kaiapoi that may be available for a dump station and consults the Kaiapoi Tuahiwi Community Board as part of this exercise.
- (e) **Notes** that staff will seek involvement of NZMCA in the design, planning and funding of the dump station upgrades, and this may reduce the overall planned WDC spend and budget requirements.
- (f) **Circulates** this report to Kaiapoi-Tuahiwi Community Board.

CARRIED

Deputy Mayor Atkinson noted that the dump station would be predominantly used by visitors, however it was also being used by residents returning home with full tanks, as well as those who live on boats moored on the Kaiapoi River. Tourists were welcomed to the district to help with our economy and this facility was needed to support visitors while they were here. The existing dump station would be half funded by the Motor Caravan Association. It was important that a dump station was easily accessible to all members of the public. Councillor Atkinson noted that if a dump station was located on the Motor Caravan Association site, it would suggest that it was exclusive for its use, as the Association leased that site. However Deputy Mayor Atkinson questioned if this was the right place to put a dump station being so close to the river, when looking to the future. The Waikuku Beach Campground was referred to, as this had a public dump station located within the grounds. Deputy Mayor Atkinson urged members to support the motion however requested that there to be further investigation to ensure that this was right place.

Councillor Cairns said it was important that there was a dump station in the town of Kaiapoi especially to support the Motor Caravan Association site. The Kaiapoi site was recognised as one of the most popular camping grounds in New Zealand for the 117,000 members of the Association. Councillor Cairns believed the location of the dump station on Charles Street was the wrong site and supported the amended motion to look at other sites in Kaiapoi.

Mayor Gordon supported other sites being investigated for a dump station in Kaiapoi. There was also the option for the Motor Caravan Association to put a dump station on its own site, with the Council's approval. Having the Association camping site in Kaiapoi had been a real benefit to the town, attracting many visitors. It was in close proximity to the town centre and visitors supported the commercial and hospitality businesses.

Councillor Redmond supported this motion as amended however also believed that the current location was suitable. It was a very well used facility, in a convenient site close to the town centre and the caravan park. He noted that things do change over time, and in future it may need to be relocated. The reduction in the budget was appealing, however Councillor Redmond did not consider that the Coastguard boat ramp was fit for purpose, with the current access and lack of space within a busy environment. Councillor Redmond suggested the budget could be used to relocate the boat ramp to Askeaton. It was noted that this was now tidal.

Councillor Fulton noted the changes in Kaiapoi since the 2010 earthquakes, and thought it was valuable to look at alternative locations now, rather than leave it to be considered again in the future. He appreciated that the current location was a convenient site however supported the motion to consider alternative locations.

In response to a previous comment regarding boat ramps, Deputy Mayor Atkinson noted that Askeaton was now a tidal wetland area and was not a satisfactory place for a boat ramp. Since the earthquakes this site has changed significantly. In the current tight financial times, the car and boat trailer parking project was not deemed to be urgent and Deputy Mayor Atkinson believed it could be put on hold for future consideration.

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

- 8.1 **Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels** – A Wilhelm (Finished Floor Level Officer) and J McSloy (Development Manager) (refer to report no. 240625103292 to the Utilities and Roading Committee meeting of 16 July 2024 and unconfirmed minutes of that meeting, Item 10.2 in this agenda)

Deputy Mayor Atkinson and Councillor Mealings left the meeting during consideration of this report.

Following this matter being considered by the Utilities and Roading Committee, and in response to queries from members at that meeting, further information was circulated to Councillors (via Memo Trim 240731126770) as well as information on the Otaki Street, Beach Road and McIntosh pump stations constructed as part of the Shovel Ready project. This provided information on the electrical buildings and control levels. Based on this information and updated maps shown in the memo, staff suggested a revised recommendation for the Council to consider. It was noted the two new maps included in the memo should be included in the Technical Practice Note.

Following a question from Councillor Redmond, C Bacon provided an explanation of when a 100 or 200 year flooding event occurred, floor levels were applied. This explained that if a building consent was requested in Kaiapoi, then this would have a 100 year level applied. If however, an application triggered the need for a resource consent, a 200 year flooding event floor level was required to give effect to the Canterbury Regional Policy Statement.

Councillor Williams posed a question on height and areas governed by the Coastal Flood Level. C Bacon provided an explanation of the minimum floor levels governed in different areas of Kaiapoi. There was an issue with existing properties in these areas and new builds were required to meet the new floor level requirements. This would have an impact on the neighbouring properties. Staff accepted that this would put constraints to building with added costs and could have an impact on neighbouring properties.

Councillor Fulton questioned the original mapping information and the future impact on water levels with further developments in west and north of Kaiapoi. G Cleary replied that there should not be any impact. The biggest future impact would be possible changes to sea level and also changes to rainfall figures. These were more likely to be the key drivers for further change.

Councillor Goldsworthy noted the one in 200 year flood modelling may change with increased rainfall, and he enquired if these had changed from the previous modelling exercise. C Bacon provided information on three main models that were used to model flooding in Kaiapoi which included rainfall, Ashley River breakout flood and coastal inundation. If NIWA released an updated set of rainfall predictions it had the potential to change the current, more detailed model, being used by staff. There was consideration given to the Ecan modelling work looking at a possible Ashley breakout flood, however the main consideration was coastal inundation. One of the difficulties of this work was that inputs were constantly moving.

It was advised, following a question from Councillor Redmond, that under the operative District Plan, the minimal floor levels applied to residential buildings only, and provided advice for commercial properties. However as commercial buildings were not habitable, there was no specific floor level that needed to be met however under the Proposed District Plan, this would change. Regarding the information that would be included in a LIM, G Cleary advised that any new adopted mapping would be included.

Moved: Councillor Brine

Seconded: Mayor Gordon

THAT the Council

- (a) **Notes** that the Kaiapoi minimum finished floor level maps have been updated as shown in Figures 5 and 7 attached to the Kaiapoi Minimum Finished Floor Level – Technical Memorandum 2024 Update memo (TRIM 240731126770) to include two areas omitted from the original maps
- (b) **Approves** the updated Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (TRIM 240412057972), including the updated Kaiapoi minimum finished floor level maps.

- (c) **Notes** that the Practice Note will need to be updated in the future once the Proposed District Plan and Regional Policy Statement are operative, as both contain hazard chapters which will affect the document. If Council's flood models are updated, the Practice Note will also be reviewed and updated as required.

CARRIED

Councillor Williams abstained

Councillor Brine said the Council needed to plan for the future and take steps to mitigate issues of any weather events that may occur. He believed the Council was adopting a good view of this in considering the impact of areas that were identified as a flood risk.

Mayor Gordon believed the changes to floor heights needed to be supported and also appreciated that this may be frustrating for those entering into a building process. The Council needed to ensure that any risk was managed and was acting responsibly. Mayor Gordon appreciated the work that had been put into determining the right heights for different areas by staff, acknowledging that the Council staff were held in high esteem in relation to this work throughout New Zealand.

Councillor Williams expressed concern with differing heights in neighbourhoods, noting that the Council had spent \$20m on pumping stations to mitigate flooding in Kaiapoi. He was also concerned that older areas in Kaiapoi had never previously been flooded, and where new houses would need to be built with higher floor levels, which would be out of line with the existing buildings. Councillor Williams believed the 100 and possibly 200 year floods had happened before the \$20m was spent on the pumping stations. Councillor Williams believed the Technical Practice Note was difficult to understand and he would like to see more information and explanation on this before he could support this motion.

Councillor Redmond also had some reservations with the complexity of the situation however did support the amended recommendation and corrected Technical Practice Note. If some of this information was included in LIMs, it may have an impact on property values.

Councillor Fulton observed that this was an opportunity for the Council to provide consistency in floor levels and the need for modelling to be done as best as it could be. Councillor Fulton noted his support for the motion.

In reply, Councillor Brine said there needed to be an element of personal planning involved by landowners considering building, especially when living at a beach or in a flood prone area. With an aversion to risk, Councillor Brine noted his support of this motion.

8.2 **Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace** – J Rae (Senior Advisor, Assets and Capital)

(refer to attached copy of report no. 240711113837 to the Community and Recreation Committee meeting of 23 July 2024 and unconfirmed minutes of that meeting, Item 10.4 in this agenda)

Council approval was sought for bringing forward the public toilet renewals budget for Woodend Beach Toilets, scheduled in year three to year two. This budget was a bi-annual budget. This would allow the Woodend Beach master project to be completed in the same year. The master project included renewal of the play space, car parks and the upgrade of the toilets. Combining these asset renewals would allow for cost savings, particularly for the set up.

Deputy Mayor Atkinson asked if there were any other projects that would be impacted by this funding being brought forward. J Rae advised that the greenspace toilet budget covered a two-year period and there would be no impact on other budgets. There were benefits in completing all aspects of the master project at the same time.

Mayor Gordon expressed concern of the cumulative effect for numerous requests to change the budget and queried if these changes were tracked. Mayor Gordon would not like to see any cumulative result impacting on next year's rates. J Millward said this matter was discussed at Management Team recently and they were very conscious of this. This was being looked at and the tender works as well. It was acknowledged that it was not feasible to keep pushing out capital works projects. A number of actions were being looked at and staff were conscious of ensuring that the rates were kept as low as practical.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council

- (a) **Receives** Report No. 240711113837.
- (b) **Approves** bringing forward the public toilet renewals budget scheduled for year three into year two.

CARRIED

In supporting this motion, Mayor Gordon requested that there be tracking put in place for any changes to the budget, and that any impact was to be reported back to the Council.

Deputy Mayor Atkinson supported that a check kept on progress on meeting the capital works projects.

At 2.55pm Mayor Gordon left the meeting and Deputy Mayor Atkinson assumed the Chairs role. Mayor Gordon returned to Chair the meeting at 3.20pm following the adjournment.

9. **HEALTH, SAFETY AND WELLBEING**

9.1 **Health, Safety and Wellbeing Report July 2024** - J Millward (Chief Executive)

J Millward presented this report, noting that the health and safety audits were still taking place. There had been a number of adverse interactions with members of the public and these had been relayed to the Police.

Councillor Redmond referred to a long term injury in the aquatic centre. J Millward advised that this was an ACC claim and that this related to a number of recurring accidents.

Councillor Cairns referred to an incident where a group of teenagers had left a mess in the library. J Millward said generally the Council would endeavour to recover costs, however in this case, he was not aware of any significant cost involved.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Council

- (a) **Receives** Report No 240717117493
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 **Minutes of a meeting of the Utilities and Roading Committee of 18 June 2024**

10.2 **Minutes of a meeting of the Utilities and Roading Committee of 16 July 2024**

10.3 **Minutes of a meeting of the District Planning and Regulation Committee of 16 July 2024**

Moved: Councillor Williams

Seconded: Councillor Goldsworthy

- (a) **THAT** Items 10.1 to 10.3 be received for information.

CARRIED

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 June 2024

11.2 Minutes of the Oxford-Ohoka Community Board meeting of 3 July 2024

11.3 Minutes of the Woodend-Sefton Community Board meeting of 8 July 2024

11.4 Minutes of the Rangiora-Ashley Community Board meeting of 10 July 2024

11.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 15 July 2024

Moved Councillor Williams

Seconded Councillor Goldsworthy

(a) **THAT** Items 11.1 to 11.5 be received for information.

CARRIED

12. **MAYORS DIARY - MONDAY 24 JUNE 2024 – SUNDAY 28 JULY 2024**

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

(a) **THAT** the Council receives report no. 240730125339.

CARRIED

The meeting adjourned at 3pm and reconvened at 3.20pm. At this time the Council considered all items on the public excluded agenda. The open meeting resumed at 4.41pm, to consider the remainder of the open agenda items, as below.

13. **COUNCIL PORTFOLIO UPDATES**

13.1 **Iwi Relationships** – Mayor Dan Gordon

Mayor Gordon had met with the Rūnanga recently to discuss Three Waters. The Council was exploring the option of joining with Hurunui and Kaikoura District Councils on Three Waters and this option had the support of the Rūnanga. Further discussions on this would include the local Rūnanga and Kaikoura Rūnanga. It was noted that this was a scoping exercise with no decision as yet being made. Mayor Gordon noted the position that the Council had previously adopted on behalf of its community and would be standing strong on this. There would be no decision made on the future for Three Waters, without full consultation with the community.

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

The next meeting of the Partnership was scheduled for Friday this week. The independent Chair's role had been discontinued and the role would be rotated. The current remit was only on Spatial Planning and Mass Rapid Transport.

13.3 **Government Reforms** – Mayor Dan Gordon

There had not been any future direction provided on the RMA to date.

13.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

- Action Plan funding 2024/25 of \$50,000 allocated from ECan's LTP budget, was to be used before December 2024. Limiting spend to December recognized the progress of the Regional Water Zone Committee Review and decisions to be made by the Mayoral Forum regarding the future of the zones.
- Learnt from ECan's James Schaap that mountain beech were available to be planted on up to 26ha. Trees looking for a home – open to suggestions
- Recommendations considered for Environment Award recipients. Applications close on 16 August 2024. As in 2023, the Awards would be held in conjunction with the WDC Community Service Awards in October.

- Mandeville Residents Association nitrate testing meeting at Mandeville Sports Centre in July. 150 samples submitted. Some residents reported that nitrate filtering equipment had evidently reduced their nitrate concentrations from 7-8 mgs to about 1. As a Residents Association it reiterated that this meeting was a private event, making use of the availability of sensor equipment through contacts in the Waimakariri Landcare Trust and ECan. The results could not be independently verified, including the source of the water or sampling errors, for example.
- The Council's Water Environment Advisor would talk to the Oxford Ohoka Community Board about nitrates in September.
- The drafting of the Canterbury Regional Policy Statement was discussed. It was up to individuals to submit on the wording however there was concern among committee members that wording had quite a 'rural focus', perhaps without recognizing the extent of urban pollution.
- Discussion at a recent workshop about the latest science behind conclusions on movement of groundwater and nitrate across the Waimakariri River and heading towards Belfast. Previous conclusions about that groundwater movement, based on ten years of modelling, were now in doubt.

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

The government had recently released a discussion document on New Zealand's second emissions reduction plan and submissions were due by 21 August 2024.

<https://consult.environment.govt.nz/climate/second-emissions-reduction-plan/>

Council had received a draft submission from the Canterbury Mayoral Forum on New Zealand's second emissions reduction plan.

WDC staff had reviewed the Canterbury Mayoral Forum draft submission and confirmed the messaging was consistent with WDC's Climate Change Policy and other strategic documents. The email would ask for feedback from Council no later than midday this Friday.

Other than that, work that was already underway in the Climate Resilience programme continued including the Risk Explorer software with no significant updates at this stage.

ACCN Updates:

The Minister of Climate Change released the 2024 emissions reduction monitoring report from He Pou a Rangi Climate Change Commission. News story: climatecommission.govt.nz/news/climate-change-commission-delivers-first-emissions-reduction-monitoring-report

The report showed emissions had declined in recent years, however it also showed more work was needed to meet Aotearoa New Zealand's climate goals and international commitments.

NZ Government's Climate Strategy was published on 10 July 2024.

<https://environment.govt.nz/what-government-is-doing/areas-of-work/climate-change/about-new-zealands-climate-change-programme/governments-climate-strategy/>

The Government's response was focused on transitioning New Zealand to a low emissions economy in a cost-effective way using effective and efficient policies, while taking advantage of our unique landscape to remove greenhouse gases from the atmosphere.

The strategy focused on five pillars, making sure:

- infrastructure was resilient and communities were well prepared
- credible markets supported the climate transition
- clean energy was abundant and affordable
- world-leading climate innovation boosted the economy
- nature-based solutions addressed climate change

LGNZ had prepared a new online course about climate change for elected members.

Biodiversity/ biosecurity update:

Councillor Mealings had attended her first 'Toward Pest Free Waitaha' meeting. Good opportunities for sharing knowledge and best practice, for example, the team from Zealandia recently visited the Pest Free Banks Peninsula team in Akaroa to see their (PFBP's) progress and share how they worked with their urban communities in Wellington to continue the pest trapping roll out to ensure their predator elimination gains were not wiped out by re-incursion from outside their borders (urban areas).

Councillor Mealings had recently visited an Oxford property that had employed a very novel technique with their native plantings being established by direct drilling. This method was now being used by Fonterra and Meridian for their large scale plantings and could be useful for this council to employ in the future. This included a wide variety of native species.

Mayor Gordon added that the Climate Partnership Plan would be going to the Mayoral Forum later this month. It was believed that all Canterbury Councils had supported this Plan.

13.6 International Relationships – Deputy Mayor Neville Atkinson

Deputy Mayor Atkinson advised of the recent visit to Waimakariri from the Ambassador of Belgium to Australia, His Excellency Mr Michel Goffin. Mr Goffin was here for the unveiling of the Queen Elisabeth Plaques at the Rangiora RSA on 21 July, which was an enjoyable day and the function at the RSA went well. The plaques had previously been held at the former Christchurch RSA Club, however were now located at the Rangiora RSA. They acknowledge the awarding in October 1916 of the Queen Elisabeth Medal to four New Zealand women to recognise their exceptional services to Belgium in the relief of the suffering of its citizens during World War One. These women were Jean Burt, Barbara Morrison, Helen Lane and Rosina Tabart. There was a total of 33 Queen Elisabeth medals awarded to New Zealand women at the time. There were many veterans present at the unveiling as well as members of the Belgium community.

13.7 Property and Housing – Deputy Mayor Neville Atkinson

The Property Portfolio Working Group had met this week. It was proposed that a presentation from the Community Housing Response Working Group would be included in an upcoming Council briefing.

14. QUESTIONS (Under Standing Orders)

There were no questions.

15 URGENT GENERAL BUSINESS (under Standing Orders)

There was no urgent general business.

16. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Public Excluded Minutes of Council meeting of 25 June 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).
16.2	Confirmation of Public Excluded Minutes of Council meeting of 2 July 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.3	Minutes for information of Public Excluded portion of the Utilities and Rooding Committee meeting of 18 June 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.4	Minutes for information of the unconfirmed Public Excluded portion of the Utilities and Rooding Committee meeting of 16 July 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
REPORTS			
16.5	UV Disinfection Upgrades – Current Project Status and Budget Update	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remain public excluded for reasons of enabling any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities, and prevent the disclosure or use of official information for improper gain or improper advantage as per LGOIMA Section 7 (2)(h), and (j).
16.6	Funding Oxford-Ohoka Community Board to be a Party to the Appeal Lodged by Woodstock Quarries Limited Appeal in the Environment Court	Good reason to withhold exists under section 7	Recommendations (a), (b), (c), (f) and (g) are to become public at the conclusion of the meeting, however resolutions (d) and (e), the report, discussion, and minutes remain Public Excluded until the end of the Environment Court and consenting process for reasons pertaining to LGOIMA Section 7(2)(f)(ii) and (g).
16.7	Authorisation to begin negotiations with landowners – New Gravel Pit Location	Good reason to withhold exists under section 7	The report, attachments, discussion, and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), and (i).
16.8	Contract 17/22 Street, Reserves and Cemetery Tree Maintenance, Request for Approving One Year Extension of Contract	Good reason to withhold exists under section 7	The recommendations in this report be made publicly available but that the contents of the report and discussion remain public-excluded for reasons of commercial sensitivity as per LGOIMA Section 7(2)(h).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 3.20pm until 4.40pm.

Recommendation to resume in open meeting

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING**16.6 Funding Oxford-Ohoka Community Board to be a Party to the Appeal Lodged by Woodstock Quarries Limited Appeal in the Environment Court – K Rabe (Governance Advisor)**

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 240724121816.
- (b) **Notes** there is no Board budget for participating in the legal proceedings, engaging appropriate specialists and that any approval for funding for legal services and support associated with being party to an Appeal to the Environmental Court would require authorisation from the Council and be post funded from the Council legal budget, affecting district rates in 2025/26.
- (c) **Notes** the Chief Executive has authorised a maximum budget of \$10,000 (incl GST) for legal advice, public meeting logistics and potential lodgement of legal documents with the Courts.
- (e) **Approves** that the report, discussions and minutes remain Public Excluded for reasons to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment, and to maintain legal professional privilege as per LGOIMA Section 7(2)(f)(ii) and (g).
- (f) **Approves** recommendations (a), (b), (c), (e) and (f) become public at the conclusion of the meeting, however resolutions (d) and (e), the report, discussion, and minutes remain Public Excluded until the end of the Environment Court and consenting process for reasons pertaining to LGOIMA Section 7(2)(f)(ii) and (g).

CARRIED**17. NEXT MEETING**

The next ordinary meeting of the Council is scheduled for Tuesday 3 September 2024, commencing at 1pm to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

There being no further business, the meeting concluded at 5.12pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

1WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: LTC-03-08 / 240826143784

REPORT TO: Council

DATE OF MEETING: 3 September 2024

FROM: Jeff Millward – Chief Executive

SUBJECT: Local Water Done Well (LWDW)

SIGNED BY:
(for Reports to Council
or Committees)

Department Manager



Chief Executive

1. SUMMARY

1.1. The purpose of this report is to:

- i. present Government's Three Waters reform programme referred to as "Local Water Done Well" (LWDW);
- ii. the key components of the reform programme; and
- iii. the project jointly initiated by the Kaikoura, Hurunui and Waimakariri District Councils to respond to that reform programme.

2. RECOMMENDATION

2.1 That the Council

- (a) **Receives** report No. 240111003062.
- (b) **Supports** staff to continue to investigate with the Hurunui and Kaikoura District Councils;
- (c) **Notes** the programme proposed includes a number of workshops with council that will be consulted with the community in March 2025 and provide the Government with a Water Services Delivery Plan in June 2025.

3. BACKGROUND**"Local Water Done Well"**

3.1. "Local Water Done Well" is the descriptor attached to the Coalition Government's Three Waters reform programme. It has three broad components:

- 1. The repeal of the previous Government's Three Waters legislation which set out the four/ten entity model. This is complete;
- 2. The passage of legislation requiring water services providers to prepare for Government approval a plan that describes how they propose to deliver Three Waters services in a financially sustainable manner. At the time of writing, this legislation (Local Government (Water Services Preliminary Arrangements) Bill) is entering its final stages in Parliament. Councils will have one year (although there is a limited ability to seek an extension of time) from the date this Bill receives the Royal Assent to deliver, and have approved, a legally compliant Water Services Delivery Plan ("WSDP"); and

3. Legislation that will set out a comprehensive regulatory scheme, including a full economic regulation regime, to govern the Three Waters sector into the future. This Bill is due to be introduced in late 2024 and pass into law by the middle of 2025. The broad thrust of this Bill was made known by the Government in policy documents released on 8 August 2024.
- 3.2. Hon. Simeon Brown, Minister of Local Government, is leading the Government's legislative programme supported by Hon. Andrew Bayly, Minister of Commerce, who has responsibility for the economic regulation regime. This reform programme has close links with the Government's broader infrastructure and housing policies. Both latter aspects are led by Hon. Chris Bishop.
- 3.3. The Coalition Government's general approach mirrors that promoted by Communities 4 Local Government ("C4LD"), an advocacy group of like-minded councils established to oppose the previous Government's reform proposals. All three North Canterbury councils were members of C4LD. The key components of C4LD's approach were that councils and the communities they serve, should retain their property rights in their Three Waters assets, and that a governance approach better suited to local wants and needs should apply subject to meeting regulatory requirements. Both aspects are part of "Local Water Done Well."

Water Services Delivery Plans (WSDP)

- 3.4. The soon to be Local Government (Water Services Preliminary Arrangements) Act will require each council to prepare a WSDP for Government approval within one year of the statute attaining Royal Assent. Councils may choose to do this individually or jointly with other councils. Before a WSDP is submitted, each council must resolve to adopt it, and each Chief Executive must certify that it is legally compliant.
- 3.5. A WSDP in broad terms must contain the following information:
 - a. A description of the current state, condition, and value of a council's Three Waters network including the levels of service provided and the networks geographic scope;
 - b. The asset management approach used;
 - c. A description of any issues, constraints, and the risks that may impact on the delivery of water services;
 - d. Whether the Three Waters services comply with current and anticipated regulatory requirements and if, not the capex and opex required to bring them into compliance;
 - e. Detailed financial modelling that demonstrates how the Three Waters services will achieve financial sustainability (a defined term in the statute);
 - f. The nature of the governance model that will apply to the Three Waters services in future years. The Government is not dictating any governance mode. It has said that it is open to any governance design provided the regulatory requirements are met on a continuing basis;
 - g. A description of how the revenue from, and delivery of, water services will be separated from a territorial authority's other functions and services;
 - h. If a territorial authority proposes to deliver water services itself, then it must describe the action it will take to ensure its water services will be financially sustainable by 30 June 2028;
 - i. A description of any public consultation on a council's draft WSDP; and
 - j. A description of the implementation plan for delivering the proposed model or arrangement set out in the WSDP.

As the last matter suggests, the Government's expectation (likely to be backed by regulatory force) is that the approved WSDP will be implemented in the manner described in the WSDP.

4. **ISSUES AND OPTIONS**

Future Regulatory Environment

- 4.1. As noted in section 3 above, any future delivery model for Three Waters services in a district must meet prescribed regulatory standards. There are three broad sets of regulatory requirements:
- i. Drinking water standards. These are in place and the regulatory body is Taumata Arowai. The Government has foreshadowed that some aspects of the underlying standards governing drinking water may be subject to change to address regulatory compliance costs, but the main thrust of the regime will be that which now is in place;
 - ii. Environmental standards. These are presently governed by regional and unitary councils under a framework for water quality set by Central Government. Again, the Government has signalled that aspects of the environmental regime are subject to change, but the essential thrust of that regime will remain in place; and
 - iii. Economic regulation. This aspect of the regulatory regime will be new to local government and Three Waters services delivery. Economic regulation is a form of competition law designed to ensure that the interests of consumers are protected in cases when the service being provided has natural monopoly characteristics. Water infrastructure services have these characteristics. Economic regulation has been in place for many years in other utility sectors e.g. electricity and gas networks. The regulatory body will be the Commerce Commission. The Commerce Commission is an independent regulatory body with significant experience of administering and enforcing such legislation. The costs of regulation will be met by a sector levy established and enforced by the Commission. As a first step, information disclosure is likely to be applied immediately across the sector. In time this may extend to price-quality regulation. The Government has signalled it has a particular concern presently with under-investment. As a result, the Commission is likely to be given powers to direct that investment occurs if it feels a particular Three Waters service provider is not providing the level of service required by the regulatory environment.

North Canterbury Councils Joint Project

- 4.2. Hurunui, Kaikoura and Waimakariri have worked well together over the years and have a number of shared services arrangements. Hurunui and Waimakariri also share an Economic Development Trust, Enterprise North Canterbury, which is a Controlled Organisation (CCO). There are natural geographic features and similar activities and functions that our councils provide and have work well together on.
- 4.3. On 16 August 2024, Kaikoura, Hurunui, and Waimakariri District Councils announced a joint project to investigate whether to submit a joint WSDP. If a joint WSDP is agreed, each individual council would nonetheless have to pass a resolution to endorsing it before submitting it for approval. If a joint approach cannot be agreed, each council would need to submit individual WSDP's.
- 4.4. The project is funded by using unspent Crown money made available by the previous Government in relation to its, now repealed, reform programme. The Coalition Government has directed councils that any unspent money should be applied to the present exercise. As a result, each contributing council to the project does not expect to have to contribute ratepayer funding to this project.
- 4.5. The project has four workstreams:
- i. Asset and network description;
 - ii. Financial modelling;
 - iii. Governance design and implementation; and
 - iv. Communications and consultation.

- 4.6. The financial modelling work has commenced and is being carried out by Castalia on behalf of the three councils. The asset and service level workstream will commence once the Bill is finalised and passes into law. The governance design and implementation workstream is about to commence. A communications plan has been approved by the project's governance and preliminary work on a public consultation programme is underway. Public consultation is expected to occur in early 2025.
- 4.7. Malcolm Alexander of Yule Alexander Limited is the Project Manager.
- 4.8. The project is governed by an Oversight Committee made up of the three mayors and the three chief executives of each council. The Oversight Committee is accountable to the elected members of each council.
- 4.9. As the project unfolds, papers will be brought at regular occasions to each participating council to determine design and content matters for inclusion in the WSDP. This is the first of these papers.
- 4.10. The key areas and draft timeline for the project is as follows:

Aug - Oct	Financial Modelling, Asset & Service Level Description, Governance design for the options
Oct - Jan	Governance design for the options Development of Water Delivery Service Plan
Feb	Council Decision Paper
Mar - Apr	Consultation
May	Council Decision Paper
June	Submission of WSDP to Government

- 4.11. The management team have received this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri and Ngāti Kurī hapū are to be consulted throughout the programme. Discussions in regard to the work programme being undertaken by the three councils has been discussed with our local hapū Te Ngāi Tūāhuriri.

5.2. **Groups and Organisations**

LWDW has been discussed at various forums with Council and Manu Whenua. There are a number of various permutations and structure that will likely emerge throughout the Local Government sector. Over the next 6 – 12 months the review will identify a number of the various options, with the preferred option (s) being consulted with the wider community.

Audit New Zealand have conducted an audit on the Long-Term Plan and Consultation Document, a further review may be required subject to final legislation and the option yet to be determined.

5.3. **Wider Community**

The community was surveyed in 2023 and provided clear feedback that it wanted Local ownership and control over its 3 Waters.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

There are no rating implications in regard to the review and determination of 3 Water assets. Excess funding available from the Councils better off funding is being used to fund the review and consultation that will be required.

Dependent on whether the entity is determined through this process e.g. a Shared Services, Council Controlled Organisation or Trust model, will involve substantial costs, that could range from hundreds of thousands of dollars to millions of dollars.

6.2. **Community Implication**

The preferred option will need to be consulted with Central Government and the community.

6.3. **Risk Management**

There will be a number of risks, some yet to be identified subject to the preferred option. The Council is required to present its Water Service plan within one year of the enactment of the LWDW legislation. The WSDP is subject to Government approval.

6.4. **Health and Safety**

The plan is prepared with reference to the health and safety legislation and Council policies.

7. **CONTEXT**

7.1. **Consistent with Policy**

The preferred option may be a matter of significance in terms of the Council's Significance and Engagement Policy and may require the appropriate consultation.

7.2. **Authorising Legislation**

Local Government Act 2002, Local Government (Water Services Preliminary Arrangements) Act.

7.3. **Community Outcomes**

There are wide ranging opportunities for people to contribute to decision-making by national and regional organisations that affect the district.

7.4. **Authorising Delegations**

The Council must adopt a Water Service Plan within one year.

Jeff Millward
Chief Executive

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: EXT-39/240712114162

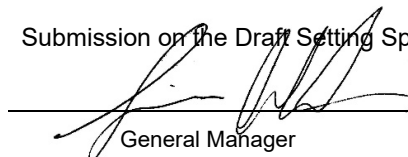
REPORT TO: COUNCIL

DATE OF MEETING: 3 September 2024

AUTHOR(S): Sylvia Docherty, Policy and Corporate Planning Team Leader

SUBJECT: Submission on the Draft Setting Speed Limits Rule 2024

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide Council with the formal opportunity to receive a submission that was submitted to meet the Ministry of Transport's timeframe but was not able to be received at a formal Council meeting prior to that submission date.
- 1.2. The Council is supportive of the proposed changes in the draft Land Transport Rule: Setting of Speed Limits 2024 that support a more balanced approach to setting speed limits to ensure economic impacts and the views of local communities and road users are considered alongside safety.
- 1.3. The draft submission was circulated via email to Councillors and the Mayor for their review prior to being finalised by staff.
- 1.4. Council has requested an opportunity to speak to the submission and awaits an update on next steps for the consultation.

Attachments:

- i. Waimakariri District Council submission on the Draft Setting Speed Limits Rule 2024 (TRIM 240711113195)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240712114162.
- (b) **Endorses** the attached submission on the Draft Setting Speed Limits Rule 2024 (attachment i).
- (c) **Notes** that the Council generally supports the government's proposed changes to the Setting Speed Limits Rule.
- (d) **Circulates** the report and attached submission to the community boards for their information.

3. BACKGROUND

- 3.1. The Minister of Transport sought consultation on the draft *Land Transport Rule: Setting of Speed Limits 2024* (the draft rule). The consultation closed on 11 July 2024.

- 3.2. The draft Rule gives effect to the Government's objectives. It implements the next step in delivering on the Government's commitment to stop and reverse the previous government's blanket speed limit reductions by replacing the *Land Transport Rule: Setting of Speed Limits 2022* (the 2022 Rule).
- 3.3. The Minister of Transport has signalled the Government's vision for a land transport system that boosts productivity and economic growth and allows New Zealanders to get where they want to go, quickly and safely. The draft Rule proposes a more balanced approach to setting speed limits to ensure economic impacts and the views of local communities and road users are considered alongside safety. It enables a targeted approach to reducing speed limits that focuses on high crash areas and public acceptability.
- 3.4. The most significant differences between the 2022 Rule and draft Rule:
 - 3.4.1. Road controlling authorities (RCAs) are required to undertake cost-benefit analysis on proposed speed limit changes.
 - 3.4.2. Roads outside school gates will need variable speed limits during drop-off and pickup times by 31 December 2027.
 - 3.4.3. The consultation requirements are strengthened, while acknowledging local authorities are also bound by the principles in the Local Government Act. The draft Rule includes a requirement for RCAs to use reasonable efforts to consult specified groups, including persons that use the roads for which speed limit changes are proposed.
 - 3.4.4. Speed limit ranges for different types of roads are included the draft Rule.
 - 3.4.5. Making it easier to set speed limits of 110km/h on certain expressways.
 - 3.4.6. The draft Rule requires speed limit reductions on certain types of roads to reverse by 1 July 2025.
- 3.5. A workshop was held with Council to provide an opportunity to consider the proposed changes in the draft Rule and provide staff with guidance on Council's position on the proposals.
- 3.6. In principle, the Council submission is supportive of the Draft Speed Rule with further consideration suggested on the standardisation of areas and times for speed limits around schools and funding to support the implementation of the Draft Speed Rule.
- 3.7. The Council highlighted in its submission that changes outlined in the Draft Speed Rule would likely result in additional costs for Council to comply with the Rule, which has not been allowed for in either the Council's Long Term Plan 2024-2034 or applied for in the NLTP which closed in March 2024 (Draft Rule released for consultation in June 2024). The Council recommended that a separate funding stream be provided to ensure RCAs can comply with the requirements of the Draft Speed Rule.
- 3.8. The full details of Council's submission are available in the document that accompanies this report [TRIM240711113195].
- 3.9. At the time of writing this report there was no update from the Ministry of Transport on the hearings or next steps. A request has been made for further information.

4. ISSUES AND OPTIONS

- 4.1. Issues and options in relation to the topic and the subject of the submission were canvassed as part of preparing the submission.
- 4.1 There are no anticipated issues with this report. The Council has two options: it may receive the report, or request staff to withdraw the submission.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Setting of speed limits needs to consider the health, wellbeing and liveable places for all.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by Council's submission.

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. Waka Kotahi's emissions prediction model identified 70-75km/h as the optimum speed for light vehicles travelling on New Zealand road. The model predicts an average increase of 5% to 10% of emissions for any roads where the speed limit is increased from 80 km/h to 100 km/h.

6.3 Risk Management

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

6.3 Health and Safety

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The following community outcomes should be considered in relation to this report:

7.3.1. **Economic** – infrastructure and services are sustainable, resilient and affordable.

7.3.2. **Environmental** - The natural and built environment in which people live I clean, healthy and safe.

7.4. **Authorising Delegations**

No additional delegations are requested as a result of this report.

11 July 2024

Ministry of Transport
Westpac House
318 Lambton Quay
Wellington 6011
Aotearoa New Zealand

speedrule@transport.govt.nz

**WAIMAKARIRI DISTRICT COUNCIL SUBMISSION ON THE LAND TRANSPORT RULE:
SETTING OF SPEED LIMITS RULE 2024 (THE DRAFT SPEED RULE)**

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the Ministry of Transport for the opportunity to provide a submission on the Setting of Speed Limits Rule 2024 (the Draft Speed Rule).
- 1.2. We note the Minister of Transport is consulting on the Draft Speed Rule until 11 July 2024. This would replace the Land Transport Rule: Setting of Speed Limits 2022.
- 1.3. The Council supports the general intent of the Draft Speed Rule. However, we encourage further consideration be given to the proposals, in particular, standardisation of areas and times for speed limits around schools and funding to support the implementation of the Draft Speed Rule.

2. Background / Context

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district lies within the takiwā of Ngāi Tūāhuriri, a hapū of Ngāi Tahu. It extends from Pegasus Bay in the east to the Puketeraki Ranges in the west, sharing boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3. The district's population increased from 33,000 to 62,800 in the years 1996 - 2020 and is estimated now in 2024 to be just over to 71,000. This makes Waimakariri District the fourth largest territorial local authorities of Te Wai Pounamu/ South Island, with a

population larger than Invercargill City, Nelson, Timaru and the Queenstown-Lakes District.

- 2.4. Geographically, socio-culturally, and economically the Waimakariri District has a strong agricultural base and rural outlook. People and visitors alike identify with and are attracted to a 'country lifestyle'. However, the district's proximity to Christchurch City means it has a significant and growing urban and 'peri-urban' population.
- 2.5. As a territorial local authority, the Council is the administering body for its locality. It has under statute responsibilities for diverse functions alongside providing a wide range of services that directly impact on the lives and safety of its residents.

3. Key Submission Points

Proposal 1 – require cost benefit analysis for speed limit changes

- 3.1. The Council is supportive of a Cost-Benefit Analysis (CBA) approach for "each road" that can be easily implemented and consistently applied across all Road Controlling Authorities (RCAs). It is noted that the proposed Draft Speed Rule is expected to increase the time and cost required for considering speed limits and speed limit changes due to the increased analysis required. This will likely be a challenge, particularly for smaller RCAs with limited resources.
- 3.2. However, we think that the CBA scope should include more than safety, travel time and implementation costs. Vehicle operating costs (fuel costs) could be included to account for changes in vehicle fuel consumption correlated with speed (noting that the older passenger cars and heavy trucks make up the majority of NZ's vehicle fleet). Increased speeds may result in the need for managing longer worksites and increased traffic management costs.
- 3.3. We think that the CBA process needs to include a mechanism for considering areas where roads inter-connect and addressing a singular road is not appropriate. A road-by-road assessment is not supported as it would be both time intensive and costly, particularly when all roads of the same classification must have the same speed limit. An example in the Waimakariri District would be the area of Victoria Street, McJarrows Road and Powells Road.

Proposal 2 - Strengthen consultation requirements.

- 3.4. The Council supports the commitment of the Draft Speed Rule to undertake genuine consultation and provide transparency in decision making as required by the Local Government Act 2002, and this being extended to NZ Transport Agency. As a Territorial Local Authority, we conduct extensive public consultation to meet the legislative requirements of the Local Government Act 2002. Consultation is a key part of our processes for reviewing speed limits with submission analysis and staff feedback included in Council reports to inform the final decision.

Proposal 3 - Require variable speed limits outside school gates

- 3.5. We support the Draft Speed Rule's proposal to standardise areas and times for variable speed zones outside schools.
- 3.6. We think that setting standard lengths of 300 or 600 metres *outside the school gate* does not allow for specific needs of the school to be addressed. Currently the length of variable speed zones can vary from school to school due to a number of factors including the proximity of nearby intersections. We seek greater flexibility in the variation allowed in the Draft Speed Rule to meet specific circumstances.
- 3.7. At present, the hours of operation for school variable speed limits vary dependent on the school (as some schools have different operating times) and are for around 30 minutes at the start and end of each school day. The proposed *school travel periods* would increase this operating time to 90 minutes at the start and end of each day with a standardised timing for every school.
- 3.8. We suggest that RCAs be allowed to set the hours of operation for school variable speed limits to reflect the individual school's hours and the needs of the community.
- 3.9. We highlight that the standardised approach for the operation of variable speed limits does not support schools that are located either side of a road requiring a variable speed restriction outside of school start & finish times. Examples in the Waimakariri District are Clarkville School and Rangiora High School which have activity on both sides of the road.
- 3.10. The Council notes that there is a misalignment between the Draft Rule and the timing of the applications to the NLTP. The cost of funding variable signs at all schools is likely to be significant and has not been budgeted for or applied for in the current the NLTP round, as there had been no previous signal that this deliverable date was being set. This will result in RCA's not being able to meet the timing requirements of the Rule for schools.
- 3.11. Whilst we support the return to static signs, staff have advised there is strong evidence that static signs are not as effective in changing behaviour as electronic variable signs.

Proposal 4 – Introduce a Ministerial Speed Objective

- 3.12. We suggest that Ministerial Speed Objectives are evidence-based and with consideration of the wider impact on the transport network due to isolated changes. Example – reducing speeds on the highest risk roads only in isolation may result in increased traffic movements on lower class roads which were not designed to carry additional traffic.
- 3.13. We request that RCAs need to be advised of the Ministerial Speed Objectives in a timely manner, well ahead of an NLTP to allow RCAs to consider funding needs, plan for and consider local share of funding through the Council's Long Term Plan, and apply through the NLTP process, so that objectives can be met.

Proposal 5 - Changes to speed limits classifications

- 3.14. We note that the road classes in the Draft Rule do not correspond to any particular classification scheme. There appears to be some alignment with the One Network Framework (ONF), which is primarily an asset management classification system. The road classes in the proposed Rule do not entirely match ONF; Urban Streets and Expressways are in the table but not in ONF, whereas City Hubs, Activity Streets, and Local Streets are in ONF but not the table.
- 3.15. The proposed road classification includes a speed limit of 60 to 80km/h for unsealed roads. We request consideration for setting these speeds nationally, with all unsealed roads being 80km/h unless signed as 60km/h. Waimakariri District Council has approximately 590km of unsealed roads, and signing all will be a significant cost that has not been allowed for in Council's Long Term Plan 2024-2034 or requested through the NLTP.
- 3.16. The proposed road classification also does not provide for any flexibility where Communities are actively advocating for lower speeds and have supporting infrastructure to achieve these. For example, Tuahiwi Village within Māori Reserve 873 is a small settlement with a School, Marae, Church & Urupā. The Community in this area has strongly advocated to Council for a number of years for speed reductions.
- 3.17. If a lower speed area is required, then this would need investment in infrastructure (e.g., more speed humps / traffic calming etc.) to be able to achieve the operating speed. We identify that this will also require additional funding.
- 3.18. Having one standardised classification for each type of road does not allow for the speed limits to be set to the specific requirements of the particular road. When building or designing a road, there are a number of constraints which must be worked around, and while technical design requirements are met wherever possible, there are situations where due to constraints, the design speed of the road may not align with the operating speed (e.g. design speed for curves).

Proposal 6 - Update the Director's criteria for assessing speed management plans for certification.

- 3.19. The Council has no feedback on this proposal.

Proposal 7 – Reverse recent speed limit reductions

- 3.20. The Council has no feedback on this proposal.

Feedback on other matters

- 3.21. The Council supports the continuation of the Speed Management Committee to provide oversight and guidance on speed management.
- 3.22. We support the Regional Speed Management Plans and a whole-of-network approach for greater alignment between RCAs across the region.

General feedback

3.23. We would like to highlight that timing of this consultation has coincided with the final stages of the Long Term Plan 2024 – 2034 and the financial year end which has reduced the resources and time available to give this consultation proper consideration in terms of potential implications as a RCA.

4. Summary of Position and Recommendations

4.1. In principle, we support the Draft Speed Rule with some suggested areas for further consideration that we have identified in this submission with examples, where possible, for the Waimakariri District.

4.2. The Council note that a number of the proposed changes seek to standardise criteria in an environment where there are a number of variable factors and standardising would not deliver the best outcome for the community.

4.3. Changes outlined in the Draft Speed Rule will result in additional costs for Council to comply with the Rule, which has not been allowed for in either the Council's Long Term Plan 2024-2034 or applied for in the NLTP which closed in March 2024 (Draft Rule released for consultation in June 2024). It is recommended that a separate funding stream be provided to ensure RCAs can comply with the requirements of the Draft Speed Rule.

4.4. The timeframe for submission on this Draft Speed Rule has been very short. We respectfully ask that in the future sufficient time is provided to allow your stakeholders to make a meaningful response. For local authorities, the Council believes sufficient time ought to include time for councils to engage with its communities and partners.

Our contact for service and questions is Sylvia Docherty – Policy & Corporate Planning Team Leader (03 266 9173 or sylvia.docherty@wmk.govt.nz).

The Council would like to speak in support of its submission.

Yours faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: EXT-39/ 240820139895

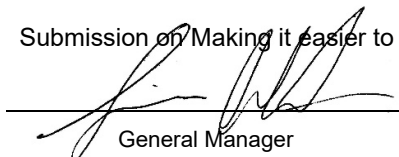
REPORT TO: COUNCIL

DATE OF MEETING: 3 September 2024

AUTHOR(S): Sylvia Docherty, Policy and Corporate Planning Team Leader

SUBJECT: Submission on Making it easier to build Granny Flats

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide Council with the formal opportunity to receive a submission that was submitted to meet the Ministry of Business, Innovation and Employment's (MBIE) timeframe but was not able to be received at a formal Council meeting prior to that submission date.
- 1.2. The Council is generally supportive of this proposal to make it easier to build small, self-contained and detached houses, commonly known as granny flats.
- 1.3. The draft submission was circulated via email to Councillors and the Mayor for their review prior to being finalised by staff.
- 1.4. The submission was also considered by the Management Team prior to being finalised and submitted.
- 1.5. Council has requested an opportunity to speak to the submission and awaits an update on next steps for the consultation.

Attachments:

- i. Waimakariri District Council submission on Making it easier to build Granny Flats (TRIM 240723121150)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240820139895.
- (b) **Endorses** the attached submission on Making it easier to build Granny Flats (attachment i).
- (c) **Notes** that the Council generally supports the government's proposal on Making it easier to build Granny Flats.
- (d) **Circulates** the report and attached submission to the community boards for their information.

3. **BACKGROUND**

- 3.1. The Minister of Business, Innovation and Employment (MBIE) and Ministry for Environment (MfE) sought consultation on Making it easier to build Granny Flats. The consultation closed on 12 August 2024.
- 3.2. As part of wider housing and building reforms, the Government want to make it easier to build small, self-contained and detached houses, commonly known as granny flats. Changes in New Zealand's population, including smaller family size and ageing population, mean that demand for granny flats will increase into the future.
- 3.3. The consultation related to two key pieces of legislation that set out the rules for residential building, the Building Act 2004 and the Resource Management Act 1991 (RMA).
- 3.4. The consultation requested feedback on 29 questions spread across the following themes:
 - 3.4.1. General
 - 3.4.2. Building system proposal
 - 3.4.3. Resource management system proposal
 - 3.4.4. Notification and funding infrastructure
 - 3.4.5. Māori land, papakāinga and kaumātua housing
- 3.5. A workshop was held with Council to provide an opportunity to consider the proposed changes in the Making it easier to build Granny Flats consultation and provide staff with guidance on Council's position on the proposals.
- 3.6. The MBI/MfE preferred proposal to address the building system is to establish a new Schedule in the Building Act to provide an exemption for simple standalone dwellings up to 60 square metres. It would contain additional criteria compared to the existing Schedule 1 to recognise increased risk from these buildings.
- 3.7. The Council submission is supportive of this proposal. However, it was suggested that notification to Council and monitoring of the build and construction materials receive further consideration.
- 3.8. The basis for the 60 square metre maximum dwelling size is not clear in the consultation document. The Council's submission suggests consideration should be given to the maximum size allowable for the exemption.
- 3.9. The MBIE/MfE preferred proposal for the resource management system is to establish a national environmental standard (NES) that is regulated under the RMA.
- 3.10. The Council submission supports the proposed option of a natural environment standard with further consideration given to the permitted standards, specifically the setbacks for residential and rural zones.
- 3.11. The Council also supports an amendment to the Local Government Act 2002 requiring something similar to a Project Information Memorandum (PIM) prior to construction of a granny flat that would notify the Council but involve less process, time and cost than a building consent.

4. **ISSUES AND OPTIONS**

- 4.1. Issues and options in relation to the topic and the subject of the submission were canvassed as part of preparing the submission.
- 4.2. There are no anticipated issues with this report. The Council has two options: it may receive the report, or request staff to withdraw the submission.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Council recognises the intent of the proposed changes to support increasing demand for smaller dwellings and the opportunities available to have one additional smaller dwelling added to an existing dwelling. This is recognised in both the Operative District Plan and Proposed District Plan.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by Council's submission.

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The submission supports the use of a Project Information Memorandum (PIM) or similar tool to capture factors such as natural hazards.

6.3 Risk Management

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

6.3 Health and Safety

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The following community outcomes should be considered in relation to this report:

- 7.3.1. **Social** – Housing is available to match the changing needs and aspirations of our community.

7.3.2. **Environmental** - The natural and built environment in which people live | clean, healthy and safe.

7.4. **Authorising Delegations**

No additional delegations are requested as a result of this report.

12 August 2024

Consultation: Making it easier to build Granny Flats
Building System Performance
Building, Resources and Markets
Ministry of Business, Innovation and Employment
PO Box 1473
Wellington 6140

GrannyFlats@mbie.govt.nz

WAIMAKARIRI DISTRICT COUNCIL SUBMISSION ON MAKING IT EASIER TO BUILD GRANNY FLATS

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the Ministry of Business, Innovation and Employment and the Ministry for the Environment for the opportunity to provide a submission on Making it easier to build Granny Flats.
- 1.2. We note the Ministry of Business, Innovation and Employment and the Ministry for the Environment are consulting on Making it easier to build Granny Flats until 12 August 2024. This consultation looks at two key pieces of legislation that set out the rules for residential building, the Building Act (2004) and the Resource Management Act 1991 (RMA).
- 1.3. The Council supports the general intent of the Making it easier to build Granny Flats policy. However, we encourage further consideration be given to the proposals, in particular, implications for the Land Information Memorandum (LIM) process, monitoring of the build, assessment of wider factors including natural hazards, and minimum setback allowances for rural and residential.

2. Background / Context

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district lies within the takiwā of Ngāi Tūāhuriri, a hapū of Ngāi Tahu. It extends from Pegasus Bay in the east to the Puketeraki Ranges in the west, sharing boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the

district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.

- 2.3. The Waimakariri Operative District Plan (ODP) allows for secondary dwellings in all Residential Zones (other than those applicable under Variation 1 in the PDP), and the Rural Zone. There is no requirement by WDC to pay development contributions (DCs) for secondary dwellings that are less than 75m² and within 30m of a primary dwelling.
- 2.4. The ODP defines a dwellinghouse as 'Dwellinghouse means any habitable structure, occupied or intended to be occupied in part or in whole as a residence and, except in relation to any cluster housing within Māori Reserve 873, includes one additional physically separated dwellinghouse that is no more than 75 square metres in gross floor area and is located within 30 metres of the primary dwellinghouse. For the purposes of this definition there shall be only one kitchen facility under any individual roof structure.' The ODP specifies setbacks for secondary dwellings. Of note is a 20m setback in the Rural Zones.
- 2.5. The Council has imposed Medium Density Residential Standards (MDRS - Variation 1) into our Proposed District Plan (PDP). This permits a maximum of 3 residential units per site, on land zoned under the Operative District Plan (ODP), as Residential 1 and 2 in Rangiora, Woodend, Pegasus and parts of Kaiapoi. MDRS is not applicable to Kaiapoi areas that are overlaid with qualifying matters such as the Airport Noise Control and Flooding. The MDRS does not apply in Oxford, in the Residential 4A and 4B Zones, the Rural Zone nor any Business Zone in the Operative District Plan.
- 2.6. Early in 2025, the Waimakariri Proposed District Plan will allow for minor residential units, subject to built form standards, up to 90m². In Commercial and Mixed-Use Zones, residential activity will be permitted above ground floor, with no minimum or maximum size requirements.
- 2.7. Council staff have recently prepared a Tiny Home Fact Sheet (**Appendix 1**) for the public, with explanations and scenarios in the different zones of our District. Reference is made to both the ODP and PDP within this Fact Sheet

3. Key Submission Points

General

3.1. **Question 1. Have we correctly defined the problem? – No**

- 3.2. We think the definition of the problem focuses on the regulatory compliance for building consent and resource consent fees. It does not address the cost of building a house increasing by 41% since 2019. We note the cost of purchasing land and building materials has substantially increased in the last five years where regulatory fees have been more stable and consistent in that same period.

3.3. **Question 2. Do you agree with the proposed outcome and principles? – agree in part**

- 3.4. **Are there other outcomes this policy should achieve?** The Council suggest the policy consider limitations on how a “granny flat” can be used and how the build could be monitored.
- 3.5. **Question 3. Do you agree with the risks identified?** – Yes.
- 3.6. **Are there other risks that need to be considered?** We suggest identifying Natural Hazards be a risk that is considered, particularly inundation and slippage. Other risks that could be considered include easements for services; building over two or more allotments and the potential impacts of future subdivision.

Building system proposal

- 3.7. **Question 4. Do you agree with the proposed option (option 2: establish a new schedule in the Building Act to provide an exemption for simple, standalone dwellings up to 60 square metres) to address the problem?** – No.
- 3.8. There is a reliance on the documentation being prepared by Licensed Building Practitioners (LBP) designers and the use of the Building Code Acceptable BCA Solutions (BCAs). LBP Design Memoranda are currently being provided and signed stating their documents comply with the Building Code however if this was the case BCAs were confident that applications could be submitted without any further information being required and shouldn't need to be asking for further information. This Council has only seen a small handful of consents that did not require further information to demonstrate compliance therefore reliance on the LBP system leaves the building owner exposed to risk of non-compliance. The acceptable solutions are limited in the materials to be used and therefore restrictive. Designers currently submit applications that include alternative solutions despite stating on the application form that compliance is by means of an acceptable solution believing that because a cladding type has been accepted as an alternative solution previously it should be considered as an acceptable solution.
- 3.9. **Question 5. What other options should the government consider to achieve the same outcomes (see Appendix 1)?** We suggest a fast-track consent pathway for recognised suppliers, this would provide industry confidence that designs comply with the Building Act and not just the Building Code. We think this approach would support suppliers to become recognised for their quality and consistency. We note the Multiproof process can be a cost prohibitive exercise for smaller companies providing limited design layouts therefore there needs be a method to consider alternatives. We highlight the 367 Multiproof documents currently available for dwellings but this Council has not received any Multiproof applications to date.
- 3.10. **Question 6. Do you agree with MBIE's assessment of the benefits, costs and risks associated with the proposed option in the short and long term?** Agree in part.
- 3.11. The Council agrees that the risks are appropriate. We note in the proposal that an exemption does not require the applicant / owner to submit information to council. We request that the drafting of this exemption consider relieving Councils of liability for

dwellings constructed under this exemption. We highlight that under this proposal infrastructure, financing and quality issues would not be considered by the Council.

- 3.12. The Council note that consent fees are not the main cost of construction. Removal of these fees would be less than 2% saving in the total cost.
- 3.13. **Question 7. Are there any other benefits, costs or risks of this policy that we haven't identified?** The Council suggests consideration be given to what happens if construction on site does not happen in accordance with documents or the documents have non-compliances. How is this controlled and who does the owner consult? We note this may result in more compliance issues for Council to address. Issuing of a Notice To Fix to remedy the works and the outcome could be more costly than if a Building Consent with inspections was sought in the first instance. We note this would also increase the work required by Council staff and limit progress on site further.
- 3.14. **Question 8. Are there additional conditions or criteria you consider should be required for a small standalone house to be exempted from a building consent?** The Council suggest a Project Information Memorandum (PIM) should be applied for so that the designer and owner are aware of the site's environmental conditions that need to be taken into consideration; identify if the site is subject to a natural hazard and if so then a Building Consent would be required. Identify minimum set back dimensions from boundaries and adjacent residential buildings so that risk of fire spread can be reduced otherwise a Building Consent is required.
- 3.15. **Question 9. Do you agree that current occupational licensing regimes for Licensed Building Practitioners and Authorised Plumbers will be sufficient to ensure work meets the building code, and regulators can respond to any breaches?** Agree in part.
- 3.16. We note plumbing work is currently regulated by an external body and accepted by industry to provide compliant construction.
- 3.17. The Council does not believe the LBP system is sufficiently robust. If a claim is taken to the LBP panel it takes time to be resolved and there is little consequence for issues identified.
- 3.18. **Question 10. What barriers do you see to people making use of this exemption, including those related to contracting, liability, finance, insurance, and site availability?** We think that building contractors may be reluctant to take on full liability for the construction as the consenting process is also perceived as a quality control mechanism. Financial lending may be restricted as typically the establishments require consents for buildings they are financing. Similarly, insurance companies may provide limited or no insurance for the building once constructed. Granny flats / secondary dwellings would be limited to being constructed on already established residential sites. The proposal for exemptions for granny flats would still leave a gap in the industry for providing small affordable dwellings and this in part is due to available land with people looking at new subdivisions where the land costs are nearly as much as the dwellings themselves.

- 3.19. **Question 11. What time and money savings could a person expect when building a small, standalone dwelling without a building consent compared to the status quo?** We note the time savings would be limited to the consent process at the initial start of the process and is typically a calendar month albeit a 20-working day is legislated. Cost savings may include consent application fees and associated Building Levy charges and inspection fees.

- 3.20. **Question 12. Is there anything else you would like to comment on regarding the Building Act aspects of this proposal?** The Council notes the Building Act makes provision for Natural Hazards. The proposed exemption does not appear to capture this information and ensuring that Natural Hazards are suitably taken into consideration.

Resource management system proposal

- 3.21. **Question 13. Do you agree that enabling minor residential units (as defined in the National Planning Standards) should be the focus of this policy under the RMA?** Agree in part.

- 3.22. We highlight the District's Operative District Plan (ODP), and Proposed District Plan (PDP) allows for larger sized 'granny flats' and the current Development Contribution Policy does not require Development Contributions be paid if the 'granny flat' meets the relevant ODP or PDP provisions. If this draft policy proceeds, then records of these granny flats should be dealt with through the Project Information Memorandum (PIM) process.

- 3.23. **Question 14. Should this policy apply to accessory buildings, extensions and attached granny flats under the RMA?** Agree in part

- 3.24. The Council requests further clarification of what an 'accessory building' includes to gain a greater understanding of what would and would not be captured by this term. With the information provided, we consider that the policy should not apply to accessory buildings, however, should apply to extensions and attached granny flats.

- 3.25. **Question 15. Do you agree that the focus of this policy should be on enabling minor residential units in residential and rural zones?** Agree in part.

- 3.26. We note the Waimakariri District has general, medium and large lot residential zones with their own standards for setbacks and recession planes, and the MDRS (Variation 1 in the PDP) allows for three residential units on a site as a permitted activity. Currently, granny flats are permitted in the Rural Zone of the ODP (with restrictions on size and distance from the main dwelling.) Minor Residential Units in the RLZ and GRZ under the Proposed District Plan are permitted up to a maximum of 90m², with no required setbacks from this building to the main residential unit. However, any residential unit is required to be setback a minimum of 20m from any site boundary.

- 3.27. **Question 16. Should this policy apply to other zones? If yes which other zones should be captured and how should minor residential units be managed in these areas?** No

- 3.28. The Council notes the Waimakariri Proposed District Plan will allow for residential use above ground floor in the commercial and industrial zones. We consider that this sufficiently and effectively provides for smaller residential units (which the policy relates to) within our District.
- 3.29. **Question 17. Do you agree that subdivision, matters of national importance (RMA section 6), the use of minor residential units and regional plan rules are not managed through this policy?** Yes
- 3.30. We think that inclusion of these documents may cause confusion to readers of the policy and would create a 'doubling up' of subdivision, matters of national importance (RMA section 6), the use of minor residential units and regional plan rules that are already provided for in their respective documents.
- 3.31. **Question 18. Are there other matters that need to be specifically out of scope?** We think consideration needs to be given to other matters such as fault lines, flooding, overland flow paths, contaminated land, airport noise contours, power lines and pylons.
- 3.32. **Question 19. Do you agree that a national environmental standard for minor residential units with consistent permitted activity standards (option 4) is the best way to enable minor residential units in the resource management system?** Agree in part.
- 3.33. The Council supports the proposed option of a natural environment standard with further consideration given to the permitted standards, specifically the setbacks for residential and rural zones.
- 3.34. **Question 20. Do you agree district plan provisions should be able to be more enabling than this proposed national environmental standard?** Yes
- 3.35. The Waimakariri ODP and PDP have provisions that recognise the amenity and character of our District.
- 3.36. **Question 21. Do you agree or disagree with the recommended permitted activity standards? Please specify if there are any standards you have specific feedback on.** Agree in part.
- 3.37. The Council are concerned the proposed setbacks would allow for granny flats to be located far closer to the road and internal boundaries than our ODP and PDP provide for. We consider that the ODP and PDP setbacks are appropriate for our District to protect the amenity and character of our District. As such, the proposed setbacks in rural zones to be only 8m from the road and 3m from other boundaries, or the other option proposed is no minimum setback, is not supported.
- 3.38. **Question 22. Are there any additional matters that should be managed by a permitted activity standard?** We ask that consideration be given to other matters such as fault lines, flooding, overland flow paths, land susceptible to liquefaction,

contaminated land, airport noise contours, power lines and pylons. We recommend that a PIM is required in order to capture these matters which will allow for records to be maintained for properties in the District. As records are considered to be of importance by us in relation to information that WDC provides on a LIM report, or when advice is provided to the public relating to specific properties and what can and cannot be built within the standards required.

3.39. **Question 23. For developments that do not meet one or more of the permitted activity standards, should a restricted discretionary resource consent be required, or should the existing district plan provisions apply? Are there other ways to manage developments that do not meet the permitted standards?** We recommend that the existing District Plan rules should apply if one or more of the permitted activity standards is/are not met.

3.40. **Question 24. Do you have any other comments on the resource management system aspects of this proposal?** No further comments.

Notification and funding infrastructure

3.41. **Question 25. What mechanism should trigger a new granny flat to be notified to the relevant council, if resource and building consents are not required?** We suggest a legislative amendment where upon completion of the granny flat the Council must be notified.

3.42. **Question 26. Do you have a preference for either of the options in the table in Appendix 3 and if so, why?** We support **option 2: Via the Building Act** with a tool similar to a Project Information Memorandum (PIM) required before construction commences.

3.43. **Question 27. Should new granny flats contribute to the cost of council infrastructure like other new houses do?**

We highlight the Council's current Development Contribution Policy allows one additional dwelling (no more than 75m²) to be included without requiring additional development contribution, if the 'granny flat' meets the relevant Operative District Plan or Proposed District Plan provisions. The Council does rate these additional dwellings.

The Council has plans to discuss development contributions in relation to 'granny flats' at a later date and cannot provide any further comment at this time.

Māori land, papakāinga and kaumātua housing

3.44. **Question 28. Do you consider that these proposals support Māori housing outcomes?** The Council has no feedback on this proposal.

- 3.45. **Question 29. Are there additional regulatory and consenting barriers to Māori housing outcomes that should be addressed in the proposals?** The Council has no feedback on this proposal.

4. Summary of Position and Recommendations

- 4.1. The Council supports the general intent of Making it easier to build Granny Flats. However, we encourage further consideration be given to the proposals, notably notification to Council and monitoring of the build and construction materials. We suggest the use of a PIM or similar tool to capture factors including natural hazards.
- 4.2. The Council supports the proposed option under the Building Act to establish a new schedule to provide an exemption for simple standalone dwellings with the appropriate conditions noted above. The basis for the 60 square metre maximum is not clear. We therefore suggest consideration should be given to the maximum size allowable for the exemption.
- 4.3. The Council supports the proposed option of a natural environment standard with further consideration given to the permitted standards, specifically the setbacks for residential and rural zones.
- 4.4. The Council also supports an amendment to the Local Government Act 2002 requiring something similar to a Project Information Memorandum (PIM) prior to construction of a granny flat that would notify the Council but involve less process, time and cost than a building consent.

Our contact for service and questions is Sylvia Docherty – Policy & Corporate Planning Team Leader (03 266 9173 or sylvia.docherty@wmk.govt.nz).

The Council would like to speak in support of its submission.

Yours faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Appendix 1 – Waimakariri District Council Tiny Homes Fact Sheet

FACT SHEET - PLANNING

Tiny Homes

If you are considering establishing a tiny home on your property, you need to be mindful of the following definitions, rules under the Operative and Proposed District Plans, and relevant regulations.

Dwellinghouse definition (under the Operative District Plan)

Dwellinghouse means any habitable structure, occupied or intended to be occupied in part or in whole as a residence and, except in relation to any cluster housing within Maori Reserve 873, includes one additional physically separated dwellinghouse that is no more than 75 square metres in gross floor area and is located within 30 metres of the primary dwellinghouse. For the purposes of this definition there shall be only one kitchen facility under any individual roof structure.

Refer to the following link for secondary dwellings (granny flat) waimakariri.govt.nz/_data/assets/pdf_file/0012/134121/QD-PIU-Information-001-Secondary-Dwellings-Granny-Flats-Fact-Sheet.PDF

Structure definition (under the Operative District Plan)

Structure means any building, equipment, device, or other facility made by people and which is fixed to land; and includes any raft" (section 2 Resource Management Act 1991).

Residential unit definition (under the Proposed District Plan)

Residential unit means a building(s) or part of a building that is used for a residential activity exclusively by one household, and must include sleeping, cooking, bathing and toilet facilities.



What does 'fixed to land' mean?

To be fixed to the land means that the tiny home is:

- not easily moved
 - fixed to a foundation to prevent wind uplift*
 - connected to any service such as water supply, wastewater, stormwater and power.
- * The foundation may be based on a standard (i.e. NZS3604: 2011 type foundations) or a specific engineer designed (SED) foundation (such as concrete block/pad, timber posts, or concrete beams, and anchors, etc)

Is your site zoned Medium Density Residential in the Proposed District Plan?

If the site is located within the Medium Density Residential zone, any tiny home may be considered a minor residential unit or residential unit. More than three residential units on a site would not be a permitted activity under rule MRZ-BFS1 (Number of residential units per site) and as such will require a land use resource consent.

Is your site zoned General Rural in the Proposed District Plan?

If the site is located within the General Rural zone, any tiny home may be considered a minor residential unit (refer to Rule GRUZ-R4) or residential unit (refer to Rule GRUZ-R3).

Note: The tiny home is required to be sited within 30m of the main dwelling as per the definition of dwellinghouse under the Operative District Plan), otherwise resource consent will be required.

Does your site fall within any zone, other than the Medium Density Residential or General Rural, in the Proposed District Plan?

If so, the site can contain a dwelling and a minor dwelling (physically separated dwelling) that meets the definition of 'dwellinghouse' in the Operative District Plan.

Is your tiny home a dwelling (under the Operative District Plan), or a residential unit or minor residential unit (under the Proposed District Plan)?

Your tiny home is a dwelling if:

- it includes sleeping, kitchen and bathroom facilities
- it is connected to any services such as water supply, wastewater, stormwater and power
- is fixed to ground.

Is your tiny home a dwelling (under the Operative District Plan), or a residential unit or minor residential unit (under the Proposed District Plan) and you intend to build a main dwelling in the future)?

Your tiny home is a dwelling if it is:

- the first dwelling on the site
- under 75m² and includes sleeping, kitchen and bathroom facilities
- connected to any services such as water supply, wastewater, stormwater and power
- fixed to ground.

A building consent is required for a dwelling.

Note: At such time that the intended larger dwelling is established, your tiny home will become a minor dwelling.

Is your tiny home a secondary dwelling (under the Operative District Plan), or a residential unit or minor residential unit (under the Proposed District Plan)?

Your tiny home is a minor dwelling if it:

- is under 75m² and includes sleeping, kitchen and bathroom facilities;
- is located within 30m of the main dwelling on the site;

- is connected to any services such as water supply, wastewater, stormwater and power; and
- is fixed to ground.

Is your tiny home on a registered trailer?

If your tiny home is on wheels or on a trailer that is registered as a vehicle with NZ Transport Agency Waka Kotahi, and has a current WOF or COF, this would be a permitted activity provided the tiny home:

- is not intended to remain in a particular location permanently;
- is designed to be easily dismantled and/or relocated;
- is not connected to any service such as water supply, wastewater, stormwater or power; and
- is not fixed to ground.

Is your structure a sleep out?

Your structure is a sleep out if it includes:

- a bedroom and bathroom but no kitchen*
- a bedroom only with no bathroom or kitchen.**

*This will require a building consent for connection to services.

** Please discuss with the building team as to whether a building consent is needed or not.

Where can you locate a tiny home on land?

The location of a tiny home on a site is dependent on the zoning of the land on which it is to be placed or built. Please contact the Duty Planner on 0800 965 468 or duty.planner@wmk.govt.nz to obtain confirmation of the zoning of the land; the relevant setbacks, recession planes and other relevant rules and; for information on any flood hazards or contaminated land, and any other matters that show on Councils WAIMAP.

Does your tiny home need a building consent?

All tiny homes connected to any services and/or fixed to ground require a building consent.

Please contact the Duty Building Officer on 0800 965 468 or duty.processor@wmk.govt.nz (technical building enquiries) or buildinginfo@wmk.govt.nz (general building enquiries) to discuss your proposal further.

Does your tiny home need a resource consent?

Any sleep out, or dwelling and minor dwelling (refer to the definition of dwellinghouse) is required to comply with any applicable District Plan rules (i.e. setbacks, structure coverage, height, recession planes). If any rules cannot be complied with then a resource consent will be required.

Please contact the Duty Planner on 0800 965 468 or duty.planner@wmk.govt.nz to discuss your proposal further.

Other matters for your consideration

Tiny house guidance from Ministry of Business, Innovation and Employment

A detailed tiny homes guidance document from MBIE can be found at: building.govt.nz/assets/uploads/getting-started/tiny-houses/tiny-houses-guidance-mbie.pdf

Consents/rules/regulations that you should also be aware of:

Regulations

- District Plan
- Resource Management Act 1991
- Building Act 2004 (includes the Building Code)
- Land Transport Act 1998

Consents

- Land Use Consent
- Building Consent
- Discharge Consent (Environment Canterbury)

Waimakariri District Council plan review

Waimakariri District Council proposes a new District Plan, with its Proposed District Plan publicly notified on Saturday 18 September 2021. The Proposed

District Plan is currently under review and as such final decisions on provisions are yet to be determined.

Provisions within the Proposed District Plan may be subject to change, including the maximum size requirement for a residential unit and minor residential unit.

Please note that some rules in the Proposed District Plan have immediate legal effect and others may have legal effect by early 2025.

A revised Tiny Home fact sheet will be prepared once any rules regarding tiny homes have legal effect.

Rates

Council rates will be subject to change once your tiny home is approved/established on a site. You can contact the rates department on 0800 965 468 or email rates@wmk.govt.nz

Development contributions

For information about the charges, calculations and for any general enquiries regarding development contributions for a dwelling or secondary dwelling, contact Council at subdivapp@wmk.govt.nz

Information about the Development Contributions Policy can be found at:

waimakariri.govt.nz/consents-and-licences/resource-consents-and-planning/development-contributions

Find out more at waimakariri.govt.nz, or contact Customer Services on 0800 965 468.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-20/ 240822141965**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Chrissy Taylor-Claude, Parks Officer**SUBJECT:** Surf Lifesaving Paid Lifeguard Service Request**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is seeking approval to allocate additional budget to Surf Lifesaving New Zealand and approve the dates for lifeguarding services in the 2024-2025 summer season. The report will update Council on key statistics for Surf Life Saving New Zealand as well. This information was requested following the Long Term Plan deliberations in May 2024 for Council to better understand if further funding would be required to extend the patrol seasons as requested by the Pegasus Residents Group Inc and the Woodend Sefton Community Board.
- 1.2. Surf Life Saving New Zealand (SLSNZ) is the leading beach and coastal safety, drowning prevention and rescue authority in Aotearoa. SLSNZ delivers proactive lifeguarding and essential emergency rescue services, along with a range of public education beach safety programmes, member education, training and development, and is a highly respected sport.
- 1.3. SLSNZ's vision is that 'no one drowns at the beach in Aotearoa New Zealand' and their purpose is to 'save lives, develop and support great New Zealanders and ensure the safety of our community's' at the beach and on the water'.
- 1.4. The Waimakariri catchment is made up of 62 volunteer Lifeguards and SLSNZ employs 15 lifeguards. These lifeguards come from clubs throughout the Canterbury region. Lifeguards are provided at Waikuku, Pegasus, and Woodend beaches during the summer season (November– March). These are both volunteer and paid lifeguards.
- 1.5. Long Term Plan submissions were received from the Pegasus Residents Group Inc and the Woodend Sefton Community Board to extend the staffed lifeguard dates by 2 weeks. At the time of the Long Term Plan deliberations, staff had not yet obtained the statistics and recommendations from SLSNZ. This resulted in Council allocating \$118,090.00 to SLSNZ until further information was received. A Paid Lifeguard Service Request has been received from SLSNZ, resulting in this report being brought back to Council seeking additional budget.

Attachments:

- i. Surf Lifesaving New Zealand report. Trim: 240822141540.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 240822141965.
- (b) **Approves** an additional budget of \$22,597.19 for Surf Life Saving New Zealand for the 2024/2025 Financial Year to allow for lifeguards and surf lifesaving services.
- (c) **Notes** that there is currently \$118,090.00 (excluding GST) allocated to Surf Life Saving New Zealand for the 2024/2025 Financial Year.
- (d) **Notes** the attached Surf Life Saving New Zealand Report (Trim: 240822141540) which outlines the increased costs associated with delivering surf lifesaving services this year, as well as statistics outlining the benefits of this service.
- (e) **Notes** the 23% increase on last year is due to increases in wages and an increase in the number of days patrol days increasing from 85 days to 99 days.
- (f) **Notes** the additional budget would be a community grant which is funded through rates with a rating increase of \$0.94 (0.10% Community Services Rate) and \$0.90 (0.02% Average Property Rate) and the ongoing cumulative effect on rates is 0.02%.
- (g) **Notes** that once budget is approved, Council staff will continue to work with Surf Life Saving New Zealand to set and communicate the dates for lifeguard patrols for Woodend and Pegasus beaches.

3. **BACKGROUND**

- 3.1. Surf Life Saving New Zealand (SLSNZ) is the leading beach and coastal safety, drowning prevention and rescue authority in Aotearoa. SLSNZ delivers proactive lifeguarding and essential emergency rescue services, along with a range of public education beach safety programmes, member education, training and development, and is a highly respected sport.
- 3.2. SLSNZ services are carried out as a charity and rely on the generosity of the public, commercial partners, foundations and trusts for donations and financial contributions to lead and support lifeguarding services. SLSNZ represents 74 surf lifesaving clubs with 18,000+ members, including more than 4,500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations each summer and provide emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.
- 3.3. SLSNZ vision is that 'no one drowns at the beach in Aotearoa New Zealand' and their purpose is to 'save lives, develop and support great New Zealanders and ensure the safety of our community's' at the beach and on the water'.
- 3.4. The Waimakariri catchment is made up of 62 volunteer Lifeguards who update their qualifications at the start of each season through their local surf club. SLSNZ employs 15 lifeguards to work across the Waimakariri catchment. These lifeguards come from clubs throughout the Canterbury region.
- 3.5. Lifeguards are provided at Waikuku, Pegasus, and Woodend beaches during the summer season (November– March). These are both volunteer and paid lifeguards. The Waikuku Beach has have paid lifeguards during the week and public holidays and volunteer lifeguards in the weekends. Woodend and Pegasus have paid lifeguards during weekdays and weekends.
- 3.6. Long Term Plan submissions were received from the Pegasus Residents Group Inc and the Woodend Sefton Community Board to extend the staffed lifeguard dates by two weeks. Alternative dates have been investigated as shown in section 4.3.

- 3.7. At the time when the LTP submission was received, Council had not yet obtained the statistics and recommendations from SLSNZ. This resulted in Council allocating \$118,090.00 to SLSNZ until further information was received. Staff contacted SLSNZ for comment on current costs and what it would cost to extend the season which has since been received, resulting in this report being brought back to Council seeking additional budget.
- 3.8. SLSNZ have provided a Paid Lifeguard Service Request which includes lifeguard date recommendations, cost implications, service delivery and history and a Club Coastal Safety Report for Waikuku, Woodend, and Pegasus beaches.
- 3.9. See below the recommended dates from SLSNZ and associated cost implications. If any additional days were added, the cost would be \$891.29 per day. Please note that the costs shown below are different to those in the SLSNZ report as the report contained an error of an additional \$10,000.

Beach	Start	Finish	Days
Waikuku Weekends	9th November	16th March	38 (volunteer lifeguards)
Waikuku Weekdays	16th December	6th February	39
Waikuku Total Days			77
Pegasus	21st December	19th January	30
Woodend	21st December	19th January	30

Beach	Days	Staff	Public Holidays	Hours	Cost
Waikuku	39	4	5	1248	\$70,100.37
Pegasus	30	3	4	720	\$35,293.41
Woodend	30	3	4	720	\$35,293.41
Total	99	10 FTE	5	2688	\$140,687.19
<i>Please note: These costs are different to those shown in the SLSNZ report due to an error. The costs in this table are correct.</i>					

4. **ISSUES AND OPTIONS**

- 4.1. Option 1: Approve additional budget of \$22,597.19 for Surf Lifesaving New Zealand to allow for 99 days of lifeguard services.

Council staff recommend this option as it allows surf lifesaving services to be carried out and achieves SLSNZ's recommendations of 99 days. Funding ensures the safety of our beach users during the recommended patrolled period. The Pegasus Residents Group, and the Woodend Sefton Community Board would like the dates shifted to better cover the summer season, particularly in January. SLSNZ have said if an extension is chosen, this could be delivered based on need and could be ad hoc based on weather forecasts, bookings at the local campground and the ability to retain staff. See below alternative dates and their cost implications. Shifting the lifeguard patrol dates later by one or two weeks will have the same cost implications as the recommended dates from SLSNZ. This option will allow staff to work with SLSNZ to select the most appropriate dates.

Staff recommend that Council approves what budget is available and then staff will work with SLSNZ to determine the best dates to serve the needs of the community based on feedback received by the Community Boards as noted in the table below.

Date Options	Start	Finish	Days	Cost Woodend and Pegasus	Cost Total (Woodend, Pegasus, Waikuku)	Requesting Additional cost of (excl GST)
SLSNZ Recommended dates	21 st December	19 th January	30	\$70,586.82	\$140,687.19	\$22,597.19
<u>Option A:</u> Shift by 2 weeks	4 th January	2 nd February	30	Approx. \$70,586.82	Approx. \$140,687.19	Approx. \$22,597.19
<u>Option B:</u> Shift by 1 week	28 th December	26 th January	30	Approx. \$70,586.82	Approx. \$140,687.19	Approx. \$22,597.19

4.2. Option 2: Decline additional budget and keep the current budget of \$118,090.00.

Council staff do not recommend this option because it means that surf lifesaving services cannot be carried out for the SLSNZ recommended dates and hours. The staffed hours of lifeguards would have to be reduced. This could have a negative response from the community as it reduces the time in which lifeguards operate at our beaches. This may have community push back as the Pegasus Residents Group and the Woodend Sefton Community Board would like lifeguarding services carried out longer.

4.3. Option 3: Approve further budget to extend the dates of lifeguard patrols.

Council staff do not recommend this option because the statistics and information provided by SLSNZ do not support the need to spend more budget for further patrols during this time. SLSNZ may also struggle to find staff to cover this extra period. This option requires allocation of more budget. SLSNZ have provided the costs associated with extending the days and shifting timeframes in the below table.

Date Options	Start	Finish	Days	Cost Woodend and Pegasus	Cost Total (Woodend, Pegasus, Waikuku)	Requesting Additional cost of (excl GST)
<u>Option A:</u> Shift by 1 week and extend 1 week	28 th December	2 nd February	37	Approx \$83,064.88	Approx \$153,165.25	Approx. \$35,075.25
<u>Option B:</u> Extend 1 week	21 st December	26 th January	37	Approx \$83,064.88	Approx \$153,165.25	Approx. \$35,075.25
<u>Option C:</u> Extend 2 weeks	21 st December	2 nd February	44	\$95,542.94	\$165,643.31	\$47,553.31

4.4. Option 4: Decline additional recommended days by SLSNZ (99 days) and approve funding to cover the same quantity of days as last year (85 days) but approve funding to cover the increased wage costs of 23.8% (\$16,826).

Staff do not recommend this option as Surf Life Saving New Zealand would need to find another way to fund lifeguarding services in the Waimakariri District. SLSNZ rely on the generosity of the public, commercial partners, foundations and trusts for donations and financial contributions in order to operate front-line volunteer lifeguarding services.

Implications for Community Wellbeing

There are positive implications on community wellbeing by the issues and options that are the subject matter of this report. This proposal will provide ongoing support for community beach activities and help ensure the safety of beach users in our 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 not likely to be affected by, or have an interest in the subject matter of this report.

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. This includes surf lifesaving clubs such as Waikuku Beach Surf Life Saving Club who provide lifeguards and surf lifesaving services to the community, along with sports opportunities for all ages of the community.

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. Surf Lifesaving New Zealand provide a community good by supplying lifeguards during the summer season to ensure everyone can have fun at the beach with peace of mind that lifeguards are providing patrol services.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This budget is not included in the Annual Plan/Long Term Plan. There is currently \$118,090.00+ GST allocated towards SLSNZ for the 2024/2025 summer season (10.487.100.2410). An additional \$22,597.19 is required to fulfil SLSNZ's recommendations. The increase cost is due to the increase in wage costs and the additional recommended dates from SLSNZ which has risen from 85 days to 99 days. The additional \$22,597.19 will have a rate increase of \$0.94 (0.10% Community Services Rate- the rate for Recreation services and grants) and \$0.90 (0.02% Average Property Rate). This is an operational impact that will affect household rates in one occurrence within a singular year, and it will have the same percentage impact every year going forward if this was a permanent grant. The ongoing cumulative effect on rates is 0.02%. See below the cost of surf lifesaving services for the 2024/2025 summer season.

Beach	Days	Staff (FTE)	Public Holidays (Days)	Hours	Cost
Waikuku	39	4	5	1248	\$70,100.37
Pegasus	30	3	4	720	\$35,293.41
Woodend	30	3	4	720	\$35,293.41
Total	99	10	5	2688	\$140,687.19
<i>Please note: These costs are different to those shown in the SLSNZ report due to an error. The costs in this table are correct.</i>					

If extra dates are selected there would be further additional budget required. See the below table of the rates impact if further budget was approved from the proposed dates in section 4.3. Option 3.

Option	Additional costs	Community Services Rate (inc GST)	% increase	Total Average rates per property (inc GST)	% increase
Option A & B	\$35,075.25	\$1.45	0.15%	\$1.39	0.03%
Option C	\$47,553.31	\$ 1.97	0.20%	\$1.89	0.04%

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 not risks arising from the adoption/implementation of the recommendations in this report. Risks to the community would be reduced as funding keeps lifeguards at the beach doing their job to protect our community.

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. Funding improves health and safety at Waimakariri beaches as it allows the lifeguards and surf lifesaving staff to keep the community safe.

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

Local Government Act

7.3. Consistency with Community Outcomes

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

Environmental

- Our communities are able to access and enjoy natural areas and public spaces.

Economic

- Enterprises are supported and enabled to succeed.
- There is access to meaningful, rewarding, and safe employment within the district.
- Our district recognises the value of both paid and unpaid work.

Social:

- Our community groups are sustainable and able to get the support they need to succeed.
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.

7.4. Authorising Delegations

Council had delegated authority to approve the recommendations in this report.



SURF LIFE SAVING®
NEW ZEALAND

Waimakariri District Council

Surf Lifesaving - Paid Lifeguard Service Request
2024/2025



CONTENTS

1. Service Background & Purpose

- a. Canterbury Fatal Drowning Snap Shot
- b. Canterbury Lifeguard Operations Snap Shot

2. Recommendations

- a. 2024 - 2025 recommendations
- b. 2024 - 2025 cost requirements

3. Service Delivery

- a. Service Allocations
- b. Head Counts
- c. Staffing Structure

4. Service history

- a. Patrol Locations and 5 year data collection
 - i. Waikuku
 - ii. Pegasus
 - iii. Woodend

Surf Life Saving New Zealand's (SLSNZ) vision is that 'No one drowns at the beach in Aotearoa New Zealand' and our purpose is to save lives, develop and support great New Zealanders and ensure the safety of our community's at the beach and on the water'.

Surf Life Saving New Zealand is the national association representing 74 surf lifesaving clubs with 18,000+ members, including more than 4,500 volunteer Surf Lifeguards. SLSNZ is the leading beach and coastal safety, drowning prevention and rescue authority in Aotearoa.

We are truly unique, delivering proactive lifeguarding and essential emergency rescue services, a range of public education beach safety programmes, member education, training and development, as well as a highly respected sport.

SERVICE BACKGROUND & PURPOSE

Our purpose is to save lives, develop and support great New Zealanders and ensure the safety of our community's at the beach and on the water.

The Service we deliver in the Waimakariri District Council catchment ensure that we are delivering on our purpose and support on of the many pillars that make up our vision " no on drowns at the beach in Aotearoa New Zealand.

The Waikuku Beach surf life saving service starting in 1975 has been in place for a number of years both in a paid and Voluntary aspect. The paid service has been delivered with the support of the council and the voluntary service by the clubs and its many membership.

The Woodend Beach service has been in existence for a number of year with a number of incarnations of facilities from nothing to the "tardus" to what is in place now the "chair" this service has been though out its time a paid seven day a week service.

The Pegasus Beach service has been in place for since the road was pushed through from the village. The original concepts for the area were layout by Bob Robertson where amazing. The service started and had a reset with delivery and now patrols out of a council supplied mobile patrol tower.

The Pine Beach service has not been in place for a number of years and since post earthquakes and the final removal of the old clubhouse not considered a need for a return in the near future



FATAL DROWNING SNAP SHOT - CANTERBURY

We, Surf Life Saving New Zealand, are saying “enough is enough”. No more unnecessary deaths from drowning on our beaches and along our coastline. The statistics represented in the Figures below have been drawn from the National Beach & Coastal Safety Report, 10-Year Overview / 2013-23 & 1-Year Overview / 2012-22. This report is our way of drawing a line in the sand.

CANTERBURY / WAITAHA

Figure 7.40
2013-23: Canterbury Region Beach and Coastal Fatal Drownings and Fatal Drowning Rate per 100,000 Population (n=21).

During 2022-23, there were six beach and coastal drowning fatalities within the Canterbury Region, which is greater than the ten-year average of two per year. The 2022-23 fatal drowning rate (0.90 per 100,000 pop.) was greater than the ten-year average (0.34 per 100,000 pop.).

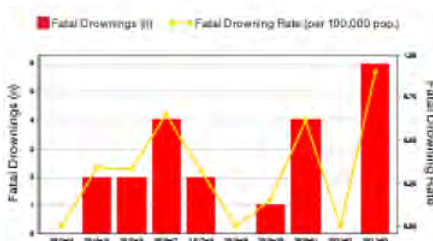


Figure 7.41
2013-23: Canterbury Region Beach and Coastal Drownings by Activity (n=21).

Within the Canterbury Region during 2013-23, the majority of beach and coastal drowning fatalities occurred while boating (n=6), followed by swimming (n=3), snorkelling (n=3), unknown immersion incident (n=3), falls (n=2), attempting a rescue (n=2), land-based fishing (n=1) and scuba diving (n=1) activities.

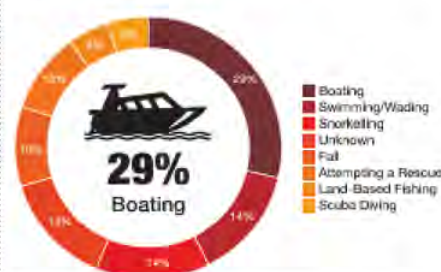


Figure 7.42
Comparison of Beach and Coastal Fatal Drowning Rates (per 100,000 pop.) by Activity in the Canterbury Region: 2013-23 (ten-year average) and 2022-23.

Within the Canterbury Region the 2022-23 fatal drowning rates (per 100,000 pop.) for boating and attempting a rescue were greater than their respective ten-year averages.

SWIMMING / WADING				SNORKELLING			
	2013-23	2022-23	↓		2013-23	2022-23	↓
	0.05	0.00			0.05	0.00	
FALL				LAND-BASED FISHING			
	2013-23	2022-23	↓		2013-23	2022-23	↓
	0.03	0.00			0.02	0.00	
BOATING				ATTEMPTING A RESCUE			
	2013-23	2022-23	↑		2013-23	2022-23	↑
	0.10	0.75			0.03	0.15	
UNKNOWN IMMERSION INCIDENT				SCUBA DIVING			
	2013-23	2022-23	↓		2013-23	2022-23	↓
	0.05	0.00			0.02	0.00	

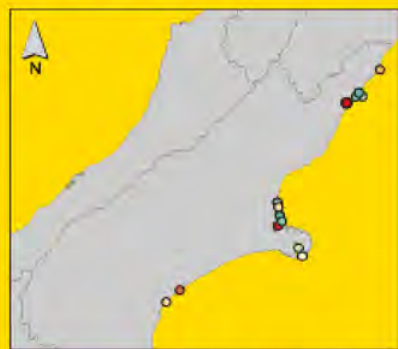
FATAL DROWNING SNAP SHOT

We call on those who have the authority, the legal or the moral responsibility, to work with us and our drowning prevention partners to stop the death toll from getting worse, and to reduce it to a level where we can be proud as an island nation to say 'we have no preventable drownings on our beach and coastal areas'.

New Zealand has a 70% HIGHER Beach and Coastal Fatal Drowning rate per capita, compared to Australia. Our Fatal Drowning Toll is something every New Zealander should see as a national tragedy and we all have a responsibility to address.

FATAL DROWNING SNAPSHOT

10-YEAR OVERVIEW | 2013-23



TOTAL FATAL DROWNINGS: 21

AVERAGE FATAL DROWNINGS

2

PER YEAR

AVERAGE FATALITY

0.34

PER 100,000 POPULATION



67%
MALE

33%
FEMALE



KEY DEMOGRAPHIC

65+

YEAR OLD MALES



BOATING

1-YEAR OVERVIEW | 2022-23

FATAL DROWNINGS

6

AVERAGE FATALITY

0.90

PER 100,000 POPULATION

FATAL DROWNINGS BY LOCATION



■ 0-1km from Shore ■ Surf Beach

FATAL DROWNINGS BY ACTIVITY



■ Boating ■ Attempting a Rescue

RECOMMENDATIONS AND COST IMPLICATIONS



RECOMMENDATIONS

Waikuku - that the week day service run from the 16th of December 2024 through to the 6th of February 2025

This will be supported by the weekend service from the 9th November 2024 through until the 16th March 2025

Pegasus - that the service runs from the 21st of December 2024 through until the 19th of January 2025

This is a fully funded council service.

- if the council chooses an extension that this is delivered based on need and supported by funding to ensure staffing. This could be ad hoc based on weather forecasts and the ability to retain staff

Woodend - that the service runs from the 21st of December 2024 through until the 19th of January 2025

This is a fully funded council service.

- If the council chooses an extension that this is delivered based on need and supported by funding to ensure staffing. This could be ad hoc based on weather forecasts, bookings at the local campground and the ability to retain staff

Our Volunteer lifeguarding workforce in the Waimakariri catchment is made up of 62 Lifeguards who update and refresh their qualifications at the start of each season through their local Surf Club.

Surf Life Saving New Zealand employs 15 FTE Lifeguards to work across the Waimakariri catchment and had 10 lifeguards working at any one time. These guards come of clubs throughout the Canterbury region



COST IMPLICATIONS

Waikuku -

Days = 39

Staff =4

Public holidays =5

Hours = 1248

Cost = \$80388.12

Pegasus -

Days = 30

Staff =3

Public holidays =4

Hours = 720

Cost = \$35293.41

Each additional day = 891.29

Woodend-

Days = 30

Staff =3

Public holidays =4

Hours = 720

Cost = \$35293.41

Each additional day = 891.29

Total -

Days = 99 delivery days in total over 8 weeks

Staff =10 FTE

Public holidays =5

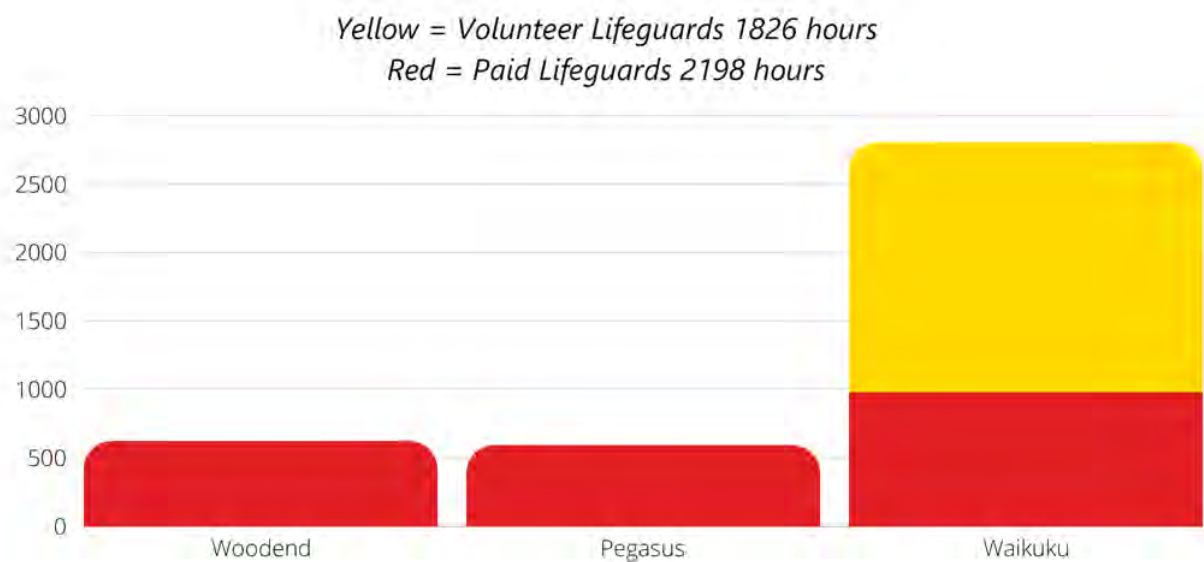
Hours = 2688

Cost = \$140279.45



LAST YEARS HOURS

During the 2023-2024 season Surf Life Saving patrolled both a volunteer and a paid service throughout the summer at Woodend, Pegasus and Waikuku. Paid lifeguards on the weekdays and holiday weekends and Volunteers on the weekends from mid November to mid March



Our Volunteer lifeguarding workforce in the Waimakariri catchment is made up of 62 Lifeguards who update and refresh their qualifications at the start of each season through their local Surf Club.

Surf Life Saving New Zealand employs 15 Lifeguards to work across the Waimakariri catchment and had 10 lifeguards working at any one time. These guards come of clubs throughout the Canterbury region





SERVICE ALLOCATIONS

The Clutha District funding allowed for Lifeguard patrols seven days a week at Kaka Point, and encompassing the Volunteer and Paid Service

The service delivery model for each location was tailored to suit based on the evidence detailed in the Coastal Risk Assessments.

Due to restriction in funding the delivery at Kaka Point was mainly in the weekend through volunteer patrols with a weekday service for four weeks with a council funded paid lifeguard service.

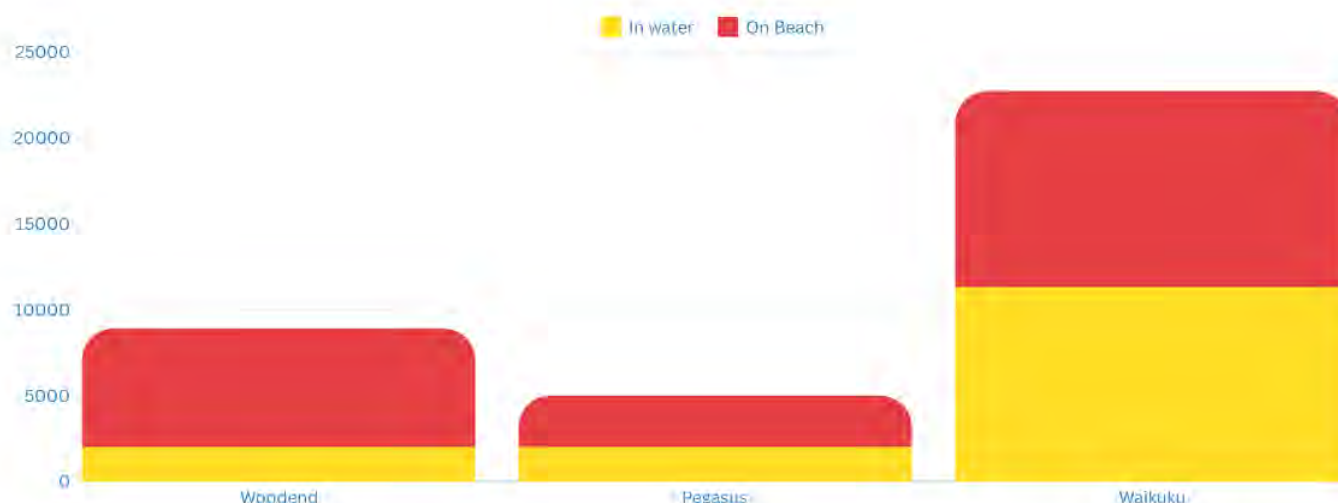


LIFEGUARD SERVICE DELIVERY

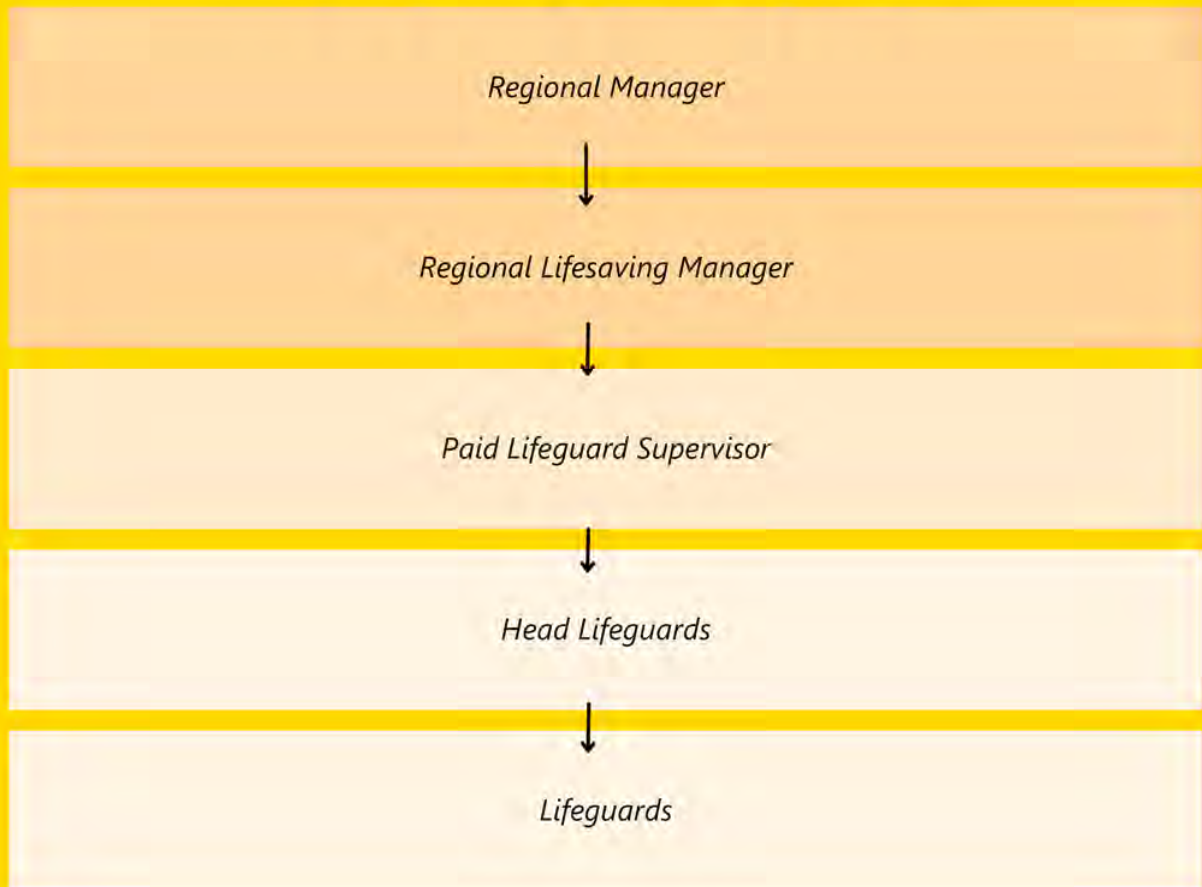
Southern Region, like the rest of New Zealand is surrounded by sandy beaches and sparkling harbours. With many kilometres of pristine coastlines, you simply can't avoid spending some time on, in or near the water, it's our nation's favourite playground! below are total head counts for the service.

With over 51641 hourly recorded individual head counts over the season in the Waimakariri District Council catchment. this is based on a total in water head count of 15410 and a beach head count of 36231

That is over 51641 people travelling through or to the beaches in the Summer months. If we took a 50% of that there is 25000 people who have travelled, engaged and enjoyed the service provided at local Beaches. this is a third of the population of the Waimakariri District, or greater than the population of Rangiora.



STAFFING STRUCTURE

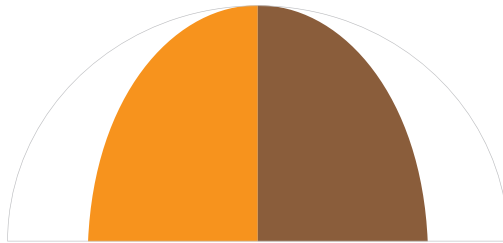






CLUB COASTAL SAFETY REPORT

5-YEAR OVERVIEW | 2017-22



WAIKUKU BEACH SURF LIFE SAVING CLUB



SURF LIFE SAVING®
NEW ZEALAND

Report by SLSNZ Coastal Safety Team / June 2023

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STUDY AREA

WAIKUKU BEACH SLSC

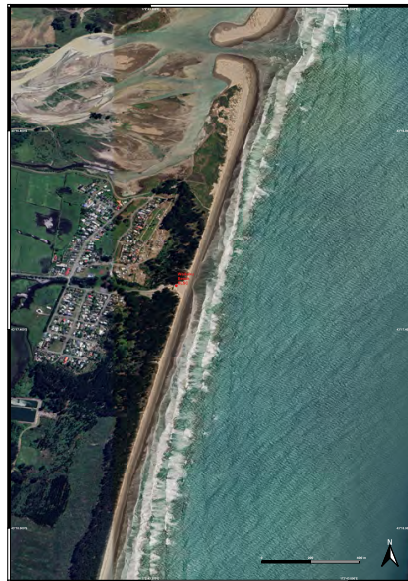
Waikuku Beach is situated on the East coast of the South Island and is part of the Waimakariri District Council and Environment Canterbury Regional Council.

Waikuku Beach is a golden sand beach 2000 metres in length located 3 km northeast of Waikuku and 9km northeast of Rangiora in the Waimakariri District. It has no protective natural features exposing it to environmental conditions. The beach slopes gently into the ocean. The beach has good facilities and is backed by residential homes, campsites and farmland. About 1 km north of the beach is the river mouth of the Ashley River. The beach is patrolled by surf lifeguards from Waikuku Surf Life Saving Club every day over the summer school holidays, as well as weekends and public holidays throughout the duration of summer.

Figure 01
Waikuku Beach - Location



Figure 02
Waikuku Beach - Aerial Photo



COASTAL GEOMORPHOLOGY

WAIKUKU BEACH SLSC

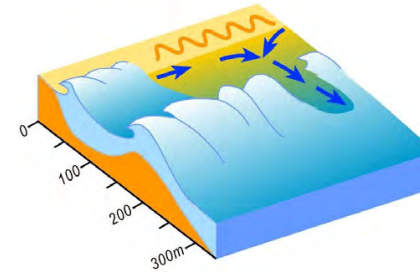
CHARACTERISTICS

Waikuku Beach is a wave-dominated longshore bar and trough with predominantly spilling waves.

BEACH TYPE & CHARACTERISTICS

Beach classification according to Short (2006) and NIWA (2022).

Figure 03
Intermediate – Longshore bar and trough



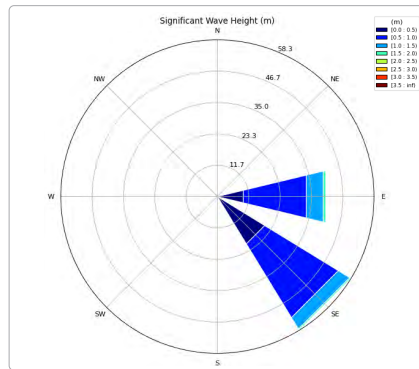
Longshore bar and trough beaches consist of a shore parallel bar separated from the beach by a deep trough. Breakers are typically 1.5-2.0 m high and rip currents are moderate. The beach is generally straight composed of medium sand with a moderate to steep beach face. Cusps are also often present on the upper beach. At a Longshore bar and trough beach the deep trough and distance to outer bar generally restricts most bathers to the swash zone and inner trough. The safest bathing area at a longshore bar and trough beach is in the swash zone and in the inner trough away from rips.

WAVE AND WIND CLIMATE

WAIKUKU BEACH SLSC

Wave height, wave period and wind summer patterns for Waikuku Beach SLSC are presented. The summer statistics displayed in the rose plots were obtained from the best possible hindcast data available for this location, between 01-01-1979 and 01-01-2017, which only considers the months of January to March (summer months). The hindcast data was obtained from MetOcean Solution's MetOceanView Portal (2023).

Figure 04
Significant wave height (m)



SITE USE AND RECREATION

WAIKUKU BEACH SLSC

Waikuku beach is popular for most recreational activities, particularly in summer, and a number of families from the region holiday here. Good facilities are available for use. The safest conditions are in surf conditions under 1 metre, but all users should be constantly aware of the conditions as the exposed nature of the coastline means dangerous rip currents and holes can develop quickly. Lifeguards patrol the beach throughout the summer weekends, and during the weekdays of the school holiday summer break period.

SWIMMING

Swimming at Waikuku is safest in surf conditions under 1 metre, and most popular in the summer. The area is quite a popular holiday spot for people in the wider Canterbury region, and the numbers in Waikuku swell at this time. The beach slopes gently into the ocean. In larger seas, dangerous holes and rips can develop. The beach is patrolled in the summer months during the weekends by volunteer guards, and during the school holiday week period by professional guards. In modest surf conditions there are rip currents to be aware of, so people should swim between the flags at all times. At low tide, a gutter forms between the sandbars, and the waves tend to dump onto the second bar. Swimmers should be wary of swimming too close to the river mouth north of Waikuku beach as rip currents can be associated with it. As this area of the Canterbury coastline is quite exposed, the beach is very open to environmental conditions. There is rarely no wave present.

SURFING

Waikuku has a beach break which is offshore in northwest-west winds. The best tide to surf on varies but is generally better just before and just after high tide. At low tide, the waves tend to dump a lot more. There are usually 2 bars, but more can develop in larger seas. Favourable conditions are not a consistent feature.

FISHING

Surfcasting is possible off Waikuku beach but due to the shallow nature of the Canterbury coastline, offshore fishing is better. There are no rocky headlands to fish from. Fishing is popular at the mouth of the Ashley River about 1 km north of Waikuku beach.

INCIDENTS SNAPSHOT

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

"Incident - Any unplanned event requiring lifesaving services intervention."

15
RESCUES



3
Rescues
per year
on average

8,956
PREVENTATIVE
ACTIONS



1,791.2
Preventative Actions
per year
on average

119
ASSISTS



23.8
Assists
per year
on average



INVOLVING
19,980
MEMBERS OF THE PUBLIC



11
SEARCHES



2.2
Searches
per year
on average

1
EMERGENCY
CALL-OUTS



0.2
Emergency Call-outs
per year
on average

105
FIRST AID
TREATMENTS



21
First Aids
per year
on average

Preventive Actions account for 97% of all lifeguard responses

INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC



Figure 08
Incidents by Activity

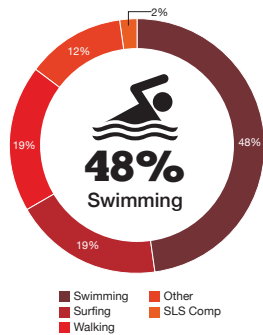


Figure 09
Incidents by Incident Type

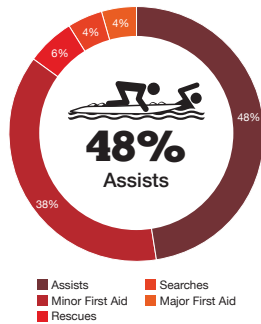


Figure 10
Profile Seriousness of Incidents

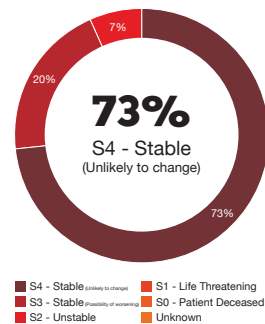
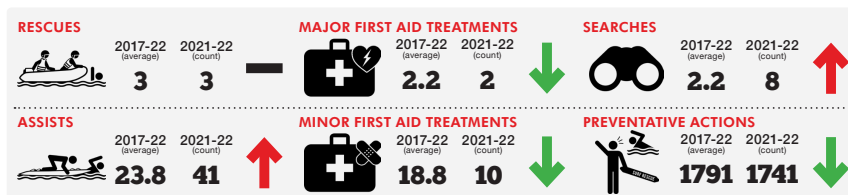


Figure 11
Comparison Between the 2017-22 5-Year Average and 2021-22 Count for Incident Type.



INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

Figure 12
Incidents by Age and Gender

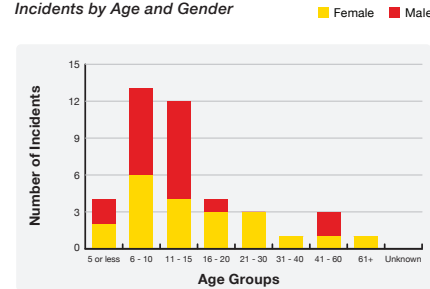


Figure 13
Incidents by Ethnicity and Gender

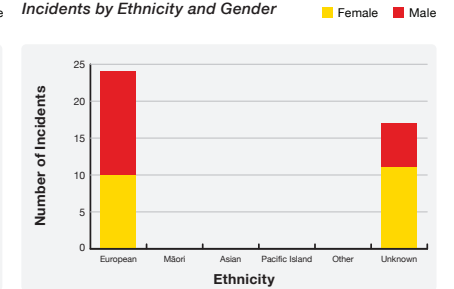


Figure 14
Incidents by Year

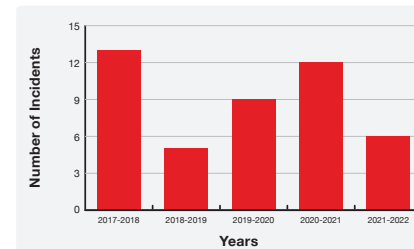


Figure 15
Incidents by Month

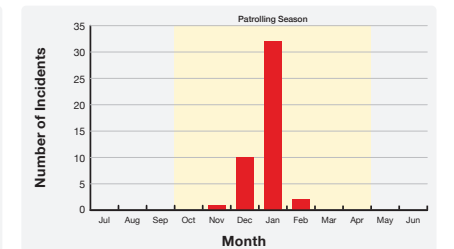


Figure 16
Incidents by Day

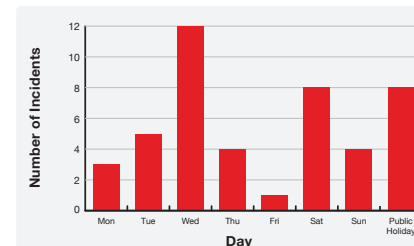
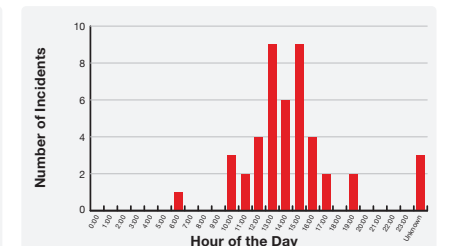


Figure 17
Incidents by Hour



RESCUES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

"Rescue - Where a person requires immediate help to return to shore (or place of safety) and who without intervention would have suffered distress, injury or drowning"

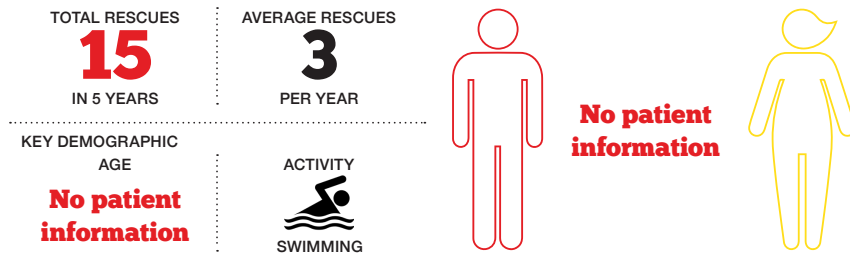


Figure 18
Rescues by Activity

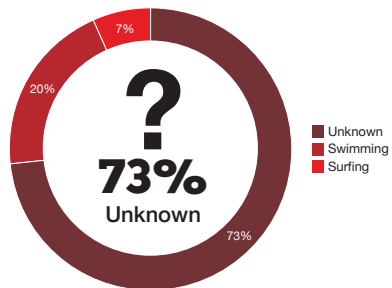


Figure 19
Equipment Used at Time of Rescue

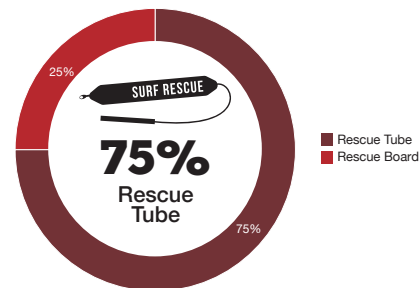


Figure 20
Rescues by Age and Gender

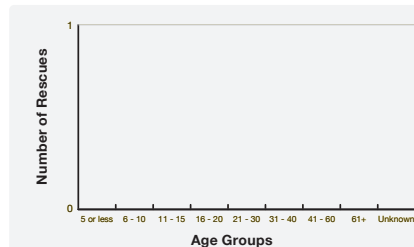
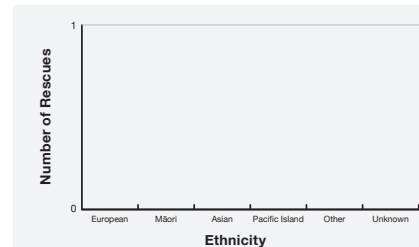


Figure 21
Rescues by Ethnicity and Gender



ASSISTS ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

"Assist - Where a person requires assistance to return to shore but would most likely be able to get themselves out of danger if unaided"

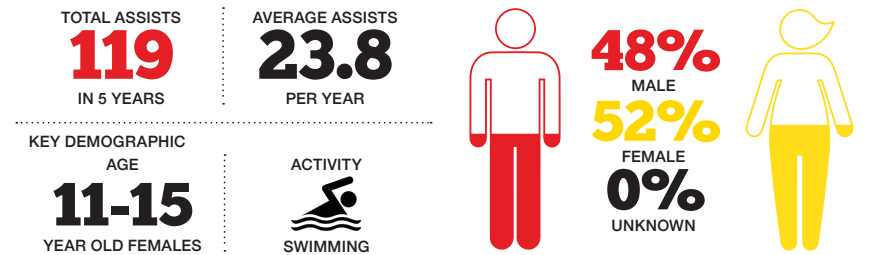


Figure 22
Assists by Activity

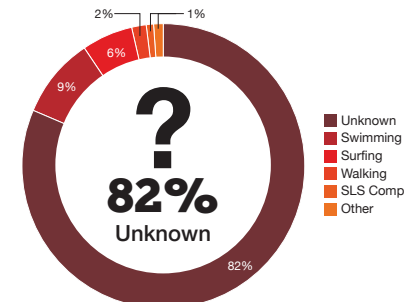


Figure 23
Equipment Used at Time of Assist

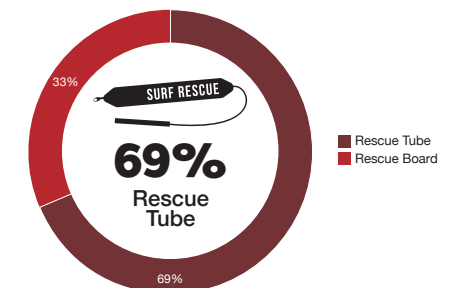


Figure 24
Assists by Age and Gender

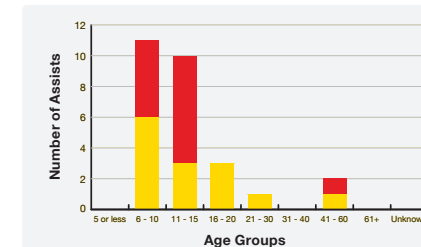
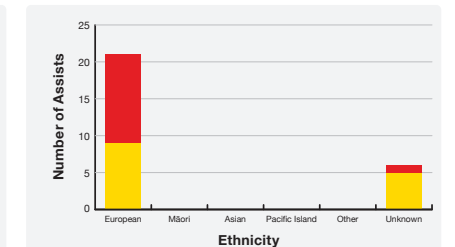


Figure 25
Assists by Ethnicity and Gender



FIRST AID ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

"Major First Aid - Any incident where a victim is administered some form of advanced medical treatment or requires hospitalisation"

"Minor First Aid - Where a victim is administered some form of minor medical treatment"

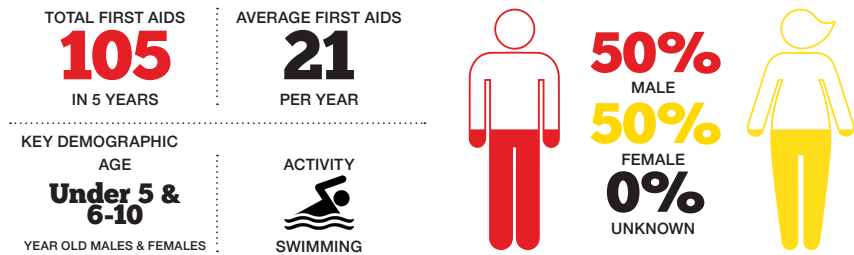


Figure 26
First Aid by Activity

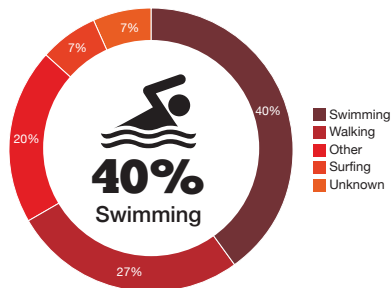


Figure 28
First Aid by Age and Gender

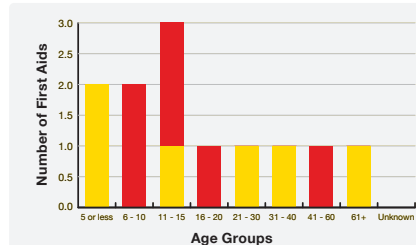


Figure 27
Major vs. Minor First Aid

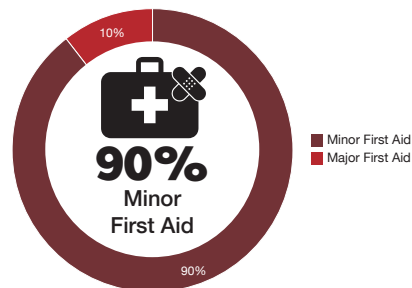
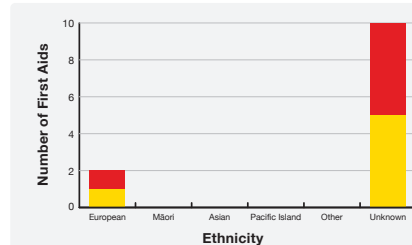


Figure 29
First Aid by Ethnicity and Gender



SEARCHES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

"Search - Any organised search for a missing person or group either at sea or on land. Searches include body recoveries."



Figure 30
Search by Activity

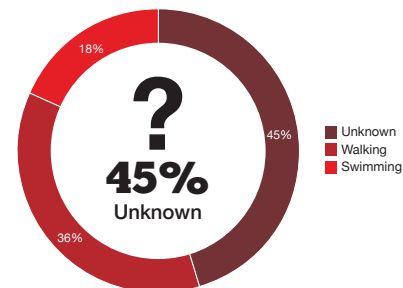


Figure 32
Searches by Age and Gender

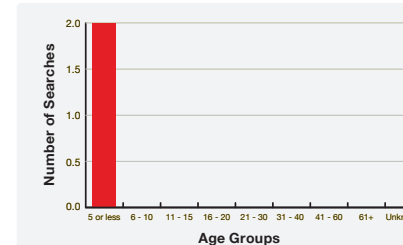


Figure 31
SAR Squad Callout vs Patrol Search

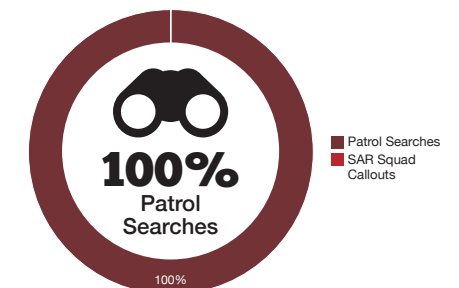
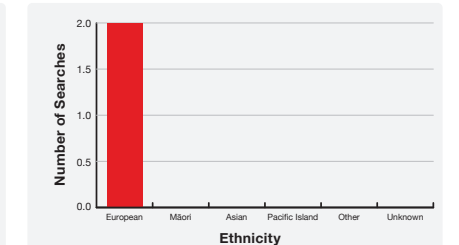


Figure 33
Searches by Ethnicity and Gender



COASTAL HAZARD ZONES

WAIKUKU BEACH SLSC



SURF LIFESAVING CLUB



FIRST AID



EMERGENCY PHONE



SURFING



KITE SURFING



WIND SURFING



DEEP WATER



JELLY FISH



SEALS



HOT SURFACE



HORSES

Water-Based Hazard Zone

Land-Based Hazard Zone

Flagged Area Patrol



COASTAL ACTIVITY ZONES

WAIKUKU BEACH SLSC



SURF LIFESAVING CLUB



FIRST AID



EMERGENCY PHONE



FLAGGED AREA PATROL



SWIMMING



SURFING



KITE SURFING



WINDSURFING



WALKERS



DOGS

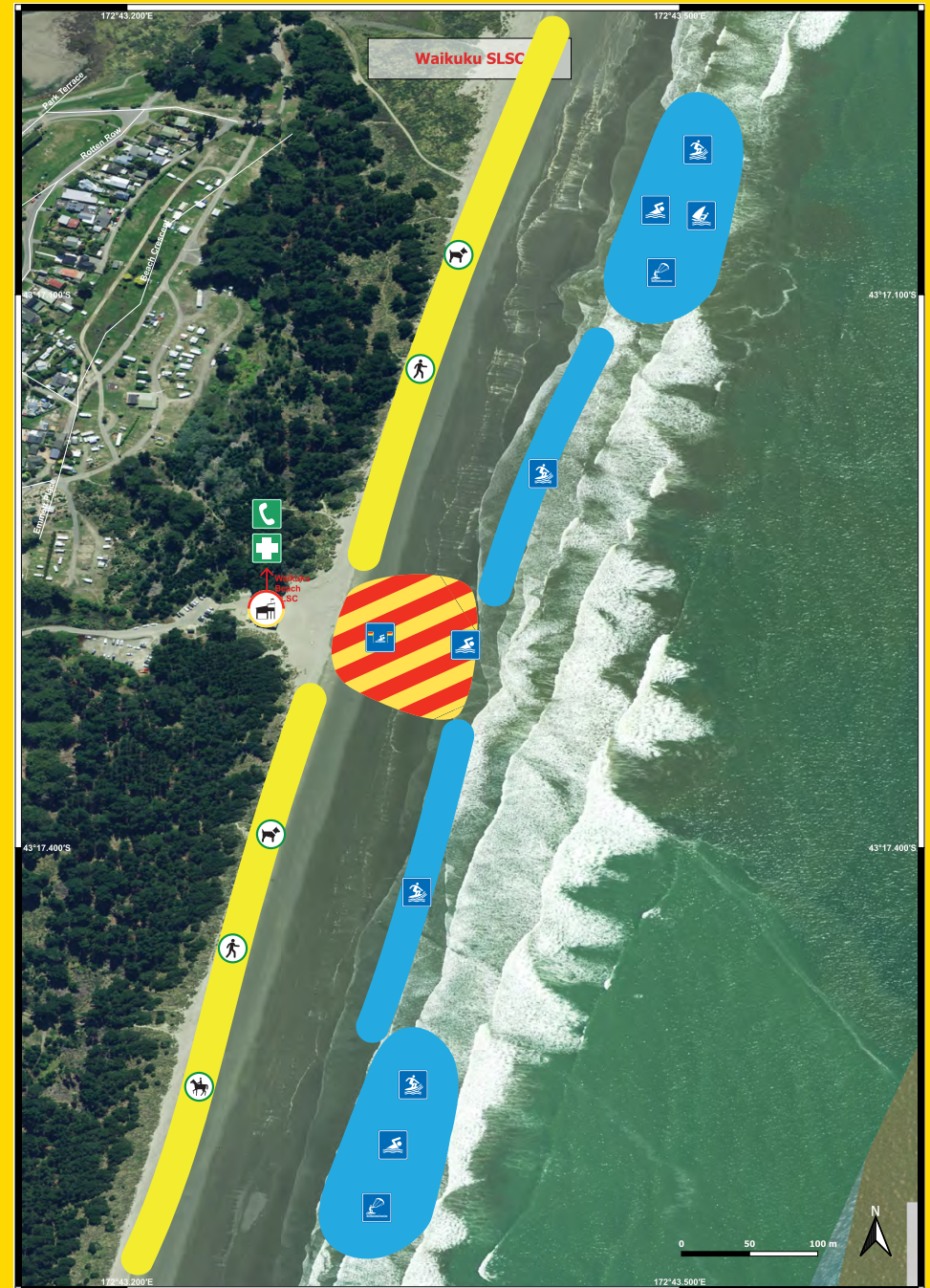


HORSES

Water-Based Activity Zone























Land-Based Activity Zone

Flagged Area Patrol



COASTAL HAZARD ZONES

WAIKUKU BEACH SLSC

	SURF LIFESAVING CLUB		JELLY FISH		HOT SURFACE
	FIRST AID		SEALS		SEWAGE EFFLUENT OUTFALL
	EMERGENCY PHONE		STRONG CURRENTS		CARS
	SURFING		INCOMING TIDES		MOTORCYCLES
	KITE SURFING		DEEP MUD		HORSES
	WIND SURFING		DEEP WATER		
	FISHING		SUDDEN DROP		
					Water-Based Hazard Zone
					Land-Based Hazard Zone
					Flagged Area Patrol



COASTAL ACTIVITY ZONES

WAIKUKU BEACH SLSC



SURF LIFESAVING CLUB



FIRST AID



EMERGENCY PHONE



FLAGGED AREA PATROL



SWIMMING



SURFING



KITE SURFING



WINDSURFING



PADDLING



LAND-BASED FISHING



KAI GATHERING



WALKERS



DOGS



HORSES



CARS

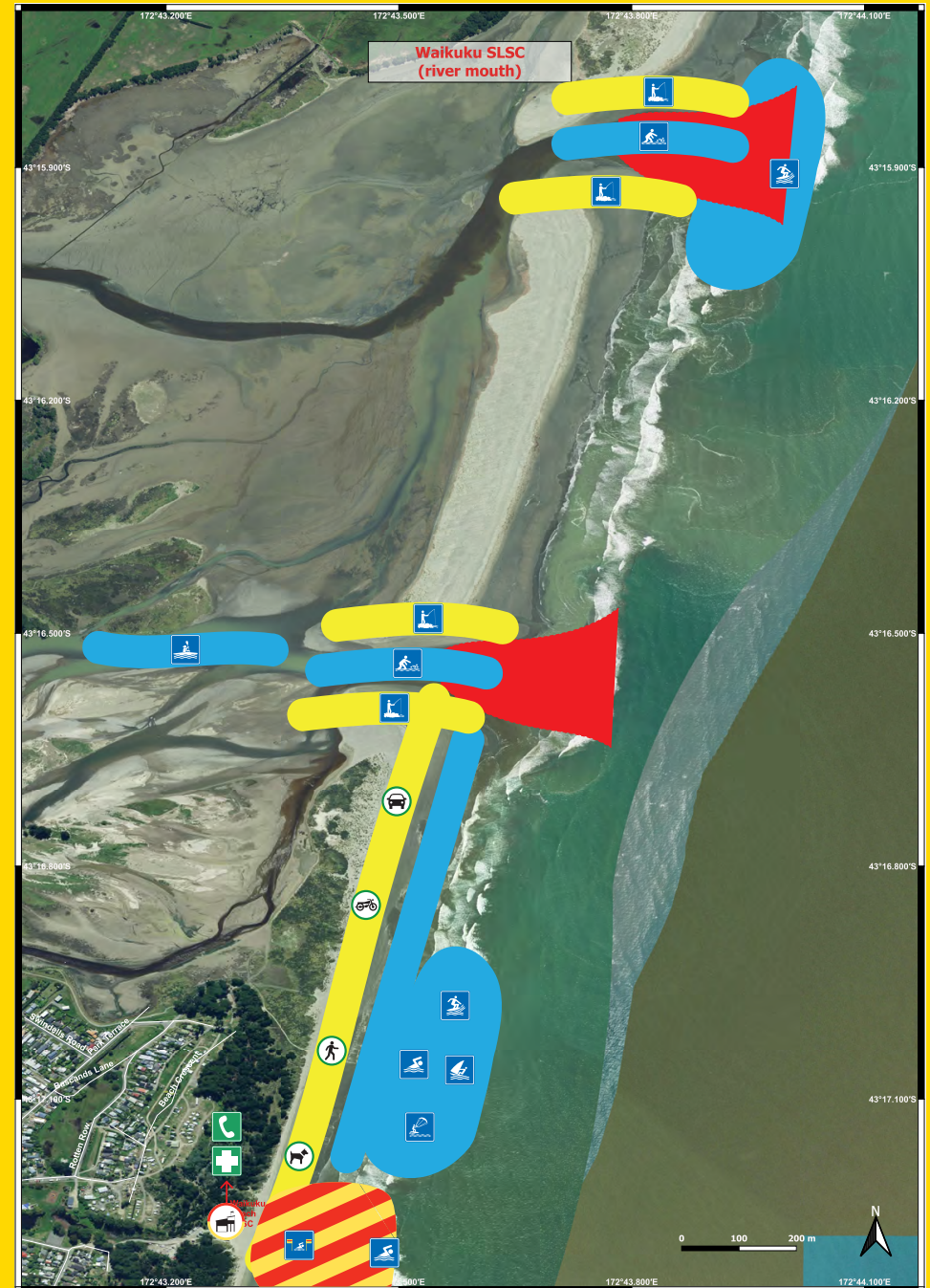


MOTORCYCLES

Water-Based Activity Zone

Land-Based Activity Zone

Flagged Area Patrol



COASTAL USAGE ANALYSIS AND MINIMAL SERVICE RECOMMENDATION

5-YEAR OVERVIEW | 2017-22 - WAIKUKU BEACH SLSC

This section discusses the coastal usage analysis (based on headcount data) and minimal service recommendations for **Waikuku Beach SLSC**. The service level recommendations were made using 5 years (July 2017 to June 2022) of data obtained from the SLSNZ CRM. The data was input into the surf lifeguard supervision model (Mulcahy, 2014) and the results were interpreted to provide surf lifeguard numbers for each hour of the day, across the patrolling season.

This report provides minimal service recommendations for **weekends** (Saturday and Sunday), **weekdays** (Monday to Friday) and **public holidays**. The lifeguard numbers displayed represent the minimum numbers required for lifeguard operations, and do not consider lifeguard breaks or training. For more information on the model and methodology used please refer to Mulcahy (2014).

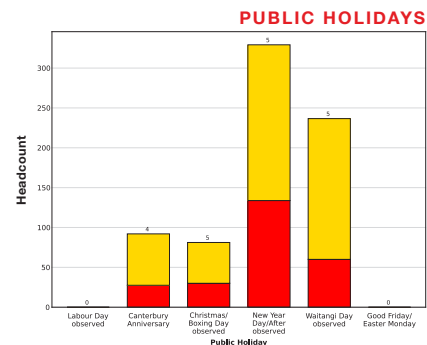
HEADCOUNT PER DAY DURING PATROLLING HOURS

Average headcount per day during patrolling hours over the 5-year period. The number on top of each bar represents the total number of counts done on that day over the five years. If n=1, there was only one count over the five years. Ideally, n should be at least 5, e.g. one count done on that day every year.

The blue shaded area comprises the school holiday period over the summer months, which we established to be the peak season. We considered it to be approximately between the third week of December and the second week of February.

Figure 36

Water and Beach Peak Headcount per DAY During Patrolling Hours – Public Holidays (5-Year Average)



NUMBER OF PEOPLE USING THE BEACH DURING PATROL HOURS (BEACH AND WATER HEADCOUNT)

An average headcount of **26,516** people per year visited the beach during the patrol season over the past five years.

DATA COMPLETION

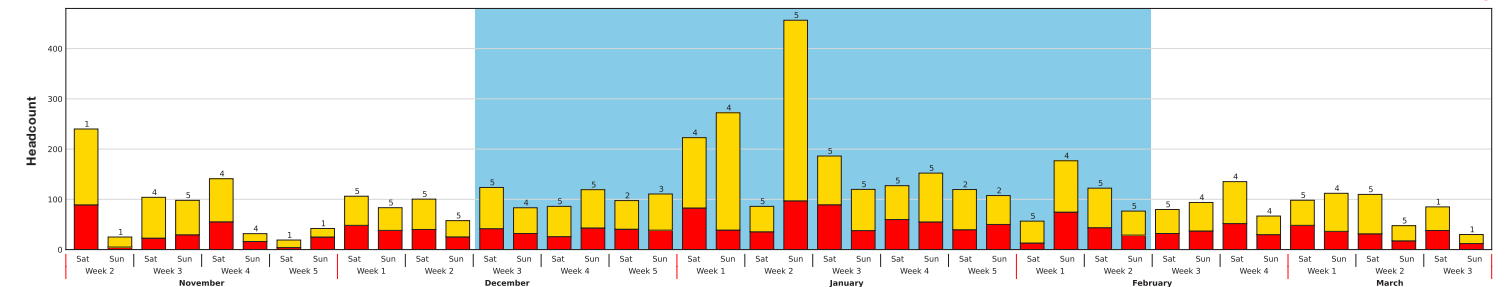
The data analysed is based on 99.95% of time entries completed correctly. Times were considered correct if between 8:00 and 21:00.

For type of service (e.g. Voluntary Patrol, Regional Guard, etc.), 22 entries had no data, which account for 0.54% of all services entered.



Figure 37

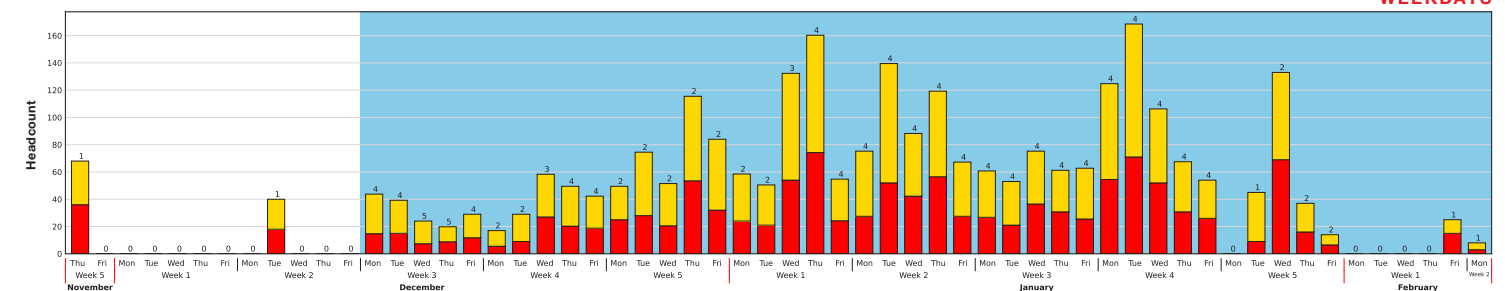
Water and Beach Peak Headcount per DAY During Patrolling Hours – Saturday and Sunday (5-Year Average)



WEEKENDS

Figure 38

Water and Beach Peak Headcount per DAY During Patrolling Hours – Monday to Friday (5-Year Average)



WEEKDAYS

GRAPH KEY



Figure 34

Total Cumulative Headcount per Year Across Patrolling Hours (5 Years).

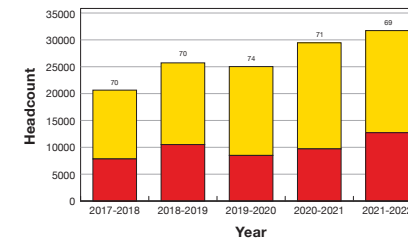
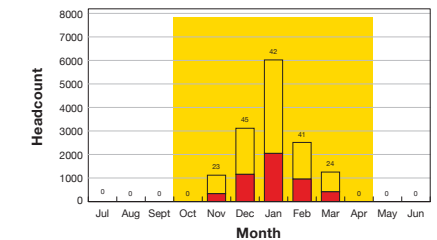


Figure 35

Total Cumulative Headcount per Month Across Patrolling Hours on Weekends Only (5-Year Average).



CLUB COASTAL SAFETY REPORT

5-YEAR OVERVIEW | 2017-22

PEGASUS BEACH PATROL LOCATION



SURF LIFE SAVING®
NEW ZEALAND

Report by SLSNZ Coastal Safety Team / June 2023

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WATER HEADCOUNT AND THE LIFEGUARD SUPERVISION MODEL	20
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STUDY AREA

PEGASUS BEACH PATROL LOCATION

Pegasus is a new town situated on the East coast of the South Island and is part of the Waimakariri District Council and Canterbury Regional Council.

Pegasus Beach is a golden sand beach about 2.5 km long located between the beaches of Waikuku (north) and Woodend (south), and just 1.5 km east of Pegasus town. It has a dune system of about 50 metres in width on the beachfront. It has no protective natural features so is quite exposed to environmental conditions. The beach slopes gently into the ocean. Pegasus Beach does not have a Surf Life Saving Club but the beach is patrolled by regional surf lifeguards from Surf Life Saving New Zealand Southern Region over the summer school holidays.

The beach is accessed via a sealed road and public toilets and a carpark are provided by Waimakariri District Council. Currently, Pegasus has a resident population of 2,637 and 939 occupied dwellings (Statistics New Zealand: Census of Population & Dwellings, 2018). Once fully constructed, Pegasus will be home to up to 6000 people and will have approximately 1700 residential house sites. Retail and office space is located in the centre of the town adjacent to Lake Pegasus.

Figure 01
Pegasus Beach - Location



Figure 02
Pegasus Beach - Aerial Photo



COASTAL GEOMORPHOLOGY

PEGASUS BEACH PATROL LOCATION

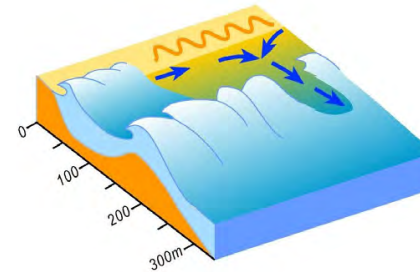
CHARACTERISTICS

Pegasus Beach is a wave-dominated longshore bar and trough beach with predominantly spilling waves. Pegasus Beach is characterised by a sloping beach face and developed foredune. The east facing beach is open to high wave energy at times, and as such shore-attached and detached sand bars migrate frequently. A deeper shore-parallel current runs between the sand bar and shore at high tide, and alongshore currents persist in this channel which also pushes offshore through deeper sections in the sand bar.

BEACH TYPE & CHARACTERISTICS

Beach classification according to Short (2006) and NIWA (2022).

Figure 03
Intermediate – Longshore bar and trough



Longshore bar and trough beaches consist of a shore parallel bar separated from the beach by a deep trough. Breakers are typically 1.5-2.0 m high and rip currents are moderate. The beach is generally straight composed of medium sand with a moderate to steep beach face. Cusps are also often present on the upper beach. At a Longshore bar and trough beach the deep trough and distance to outer bar generally restricts most bathers to the swash zone and inner trough. The safest bathing area at a longshore bar and trough beach is in the swash zone and in the inner trough away from rips.

WAVE AND WIND CLIMATE

PEGASUS BEACH PATROL LOCATION

Wave height, wave period and wind summer patterns for Pegasus Beach patrol location are presented. The summer statistics displayed in the rose plots were obtained from the best possible hindcast data available for this location, between 01-01-1979 and 01-01-2017, which only considers the months of January to March (summer months). The hindcast data was obtained from MetOcean Solution's MetOceanView Portal (2023).

Figure 04
Significant wave height (m)

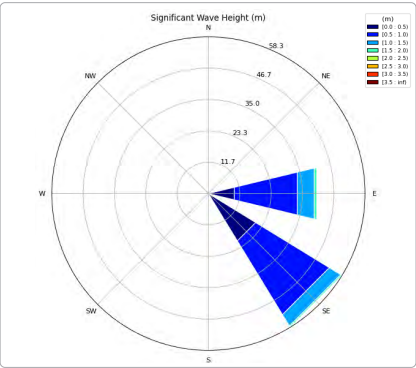


Figure 05
Wave peak period (s)

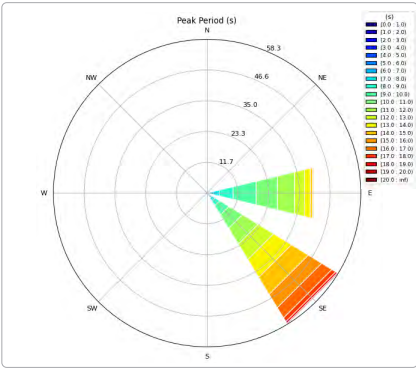
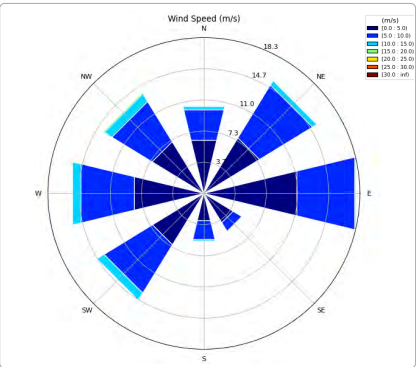


Figure 06
Wind Speed (m/s)



PREDOMINANT WIND PATTERN

E

EASTERLIES

0-5

METRES/SECOND

SUMMER WAVE PROFILE

AVERAGE HEIGHT

0.5-1

METRES

AVERAGE PERIOD

10-11

SECONDS

WAVE DIRECTION

SE

TIDAL RANGE

Mean spring tide ranges about 2.20 m, from a low of 0.20 m to a high of 2.40 m (Land Information New Zealand, 2023).

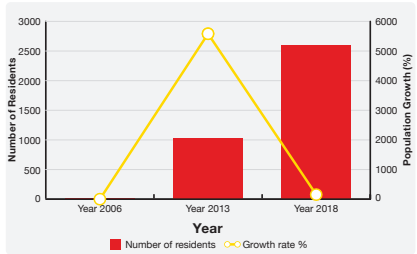
DEMOGRAPHIC ANALYSIS

PEGASUS BEACH PATROL LOCATION

Pegasus is a seaside settlement in the Waimakariri District. Pegasus is described as a small urban area by StatsNZ, and covers 6.34 km². According to the 2018 Census, Pegasus's 2018 population was 1,767 (Stats NZ, 2018).

Pegasus had an increase of 1575 people (154%) since the 2013 census and an increase of 1005 people (5583.3%) since the 2006 census. There were 1,272 males and 1,323 females, giving a sex ratio of 0.96 males per female.

Figure 07
Population - 2006-2018 Censuses



COMMUNITY

Māori iwi, hapū and principal groups of the Canterbury Region: Ngāi Tahu, Ngāti Mamoa, Waitaha.

GOVERNMENT

- Territorial authority: Waimakariri District
- Ward: Kaiapoi-Woodend
- Land Manager (Mean High Water Spring Up): Waimakariri District Council
- Land Manager (Mean High Water Spring Down): Environment Canterbury Regional Council

EMERGENCY SERVICES

Table 01
Closest Emergency Services Stations to the Patrol Location

Service Type	Station Name	Distance from Club	Estimated Travel Time
New Zealand Police	Kaiapoi Police Station	13.3 km	17 min
Fire and Emergency New Zealand (FENZ)	Woodend Fire Station	6.6 km	10 min
St John New Zealand	Hato Hone St John	12.3 km	17 min

49% MALE

51% FEMALE

ETHNICITIES

90.9% European/Pākehā

7.4% Māori

1.4% Pacific Island

4.5% Asian

1.0% Middle Eastern/Latin American

1.8% Other Ethnicities

AGE GROUPS

24.6% under 15

13.2% 15-29

47.6% 30-64

14.4% 65+



INCIDENTS SNAPSHOT

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

"Incident - Any unplanned event requiring lifesaving services intervention."

0

RESCUES



0

Rescues
per year
on average

1,730

PREVENTATIVE
ACTIONS



346

Preventative Actions
per year
on average

0

ASSISTS



0

Assists
per year
on average



INVOLVING

3,707

MEMBERS OF THE PUBLIC



0

SEARCHES



0

Searches
per year
on average

0

EMERGENCY
CALL-OUTS



0

Emergency Call-outs
per year
on average

10

FIRST AID
TREATMENTS



2

First Aids
per year
on average

Preventive Actions account for 99% of all lifeguard responses

INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

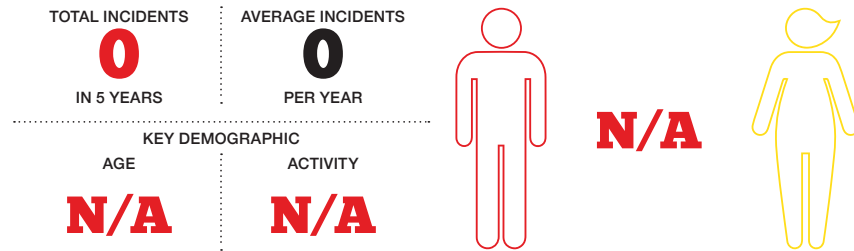


Figure 08
Incidents by Activity

N/A







Figure 09
Incidents by Incident Type



Figure 10
Profile Seriousness of Incidents

N/A

Figure 11
Comparison Between the 2017-22 5-Year Average and 2021-22 Count for Incident Type.

RESCUES			MAJOR FIRST AID TREATMENTS			SEARCHES		
	2017-22 (average)	2021-22 (count)		2017-22 (average)	2021-22 (count)		2017-22 (average)	2021-22 (count)
	0	0		0	0		0	0
ASSISTS			MINOR FIRST AID TREATMENTS			PREVENTATIVE ACTIONS		
	2017-22 (average)	2021-22 (count)		2017-22 (average)	2021-22 (count)		2017-22 (average)	2021-22 (count)
	0	0		2	2		346	668

INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

Figure 12
Incidents by Age and Gender

N/A

Figure 13
Incidents by Ethnicity and Gender

N/A

Figure 14
Incidents by Year

N/A

Figure 15
Incidents by Month

N/A

Figure 16
Incidents by Day

N/A

Figure 17
Incidents by Hour

N/A

RESCUES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

“Rescue - Where a person requires immediate help to return to shore (or place of safety) and who without intervention would have suffered distress, injury or drowning”

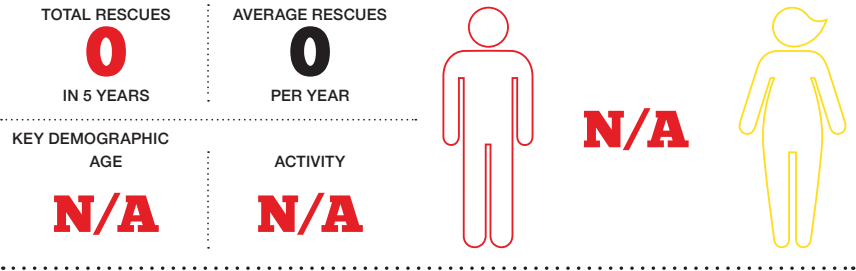


Figure 18
Rescues by Activity

Figure 19
Equipment Used at Time of Rescue

N/A

N/A

Figure 20
Rescues by Age and Gender

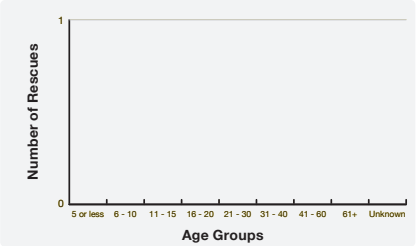
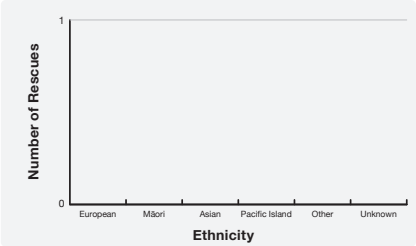


Figure 21
Rescues by Ethnicity and Gender



ASSISTS ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

“Assist - Where a person requires assistance to return to shore but would most likely be able to get themselves out of danger if unaided”

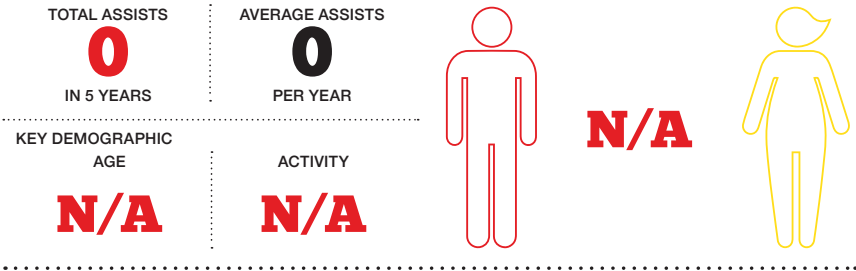


Figure 22
Assists by Activity

Figure 23
Equipment Used at Time of Assist

N/A

N/A

Figure 24
Assists by Age and Gender

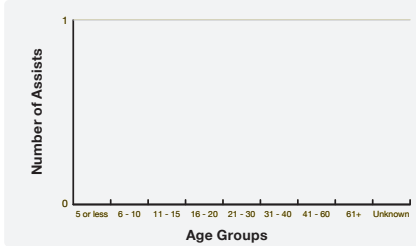
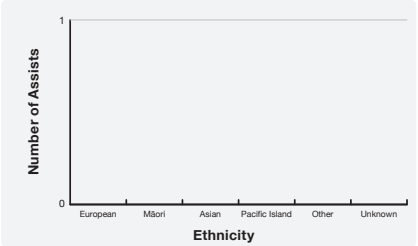


Figure 25
Assists by Ethnicity and Gender



FIRST AID ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

“Major First Aid - Any incident where a victim is administered some form of advanced medical treatment or requires hospitalisation”

“Minor First Aid - Where a victim is administered some form of minor medical treatment”

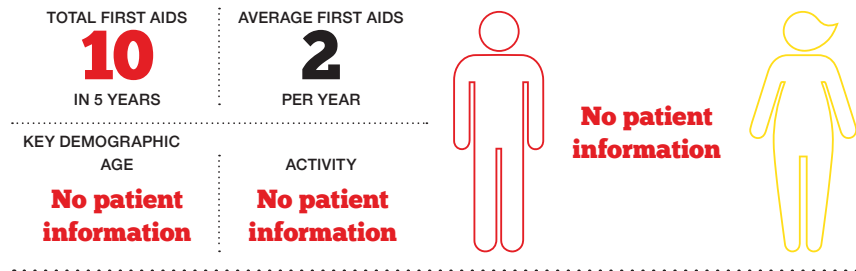


Figure 26
First Aid by Activity

Figure 27
Major vs. Minor First Aid

No patient information

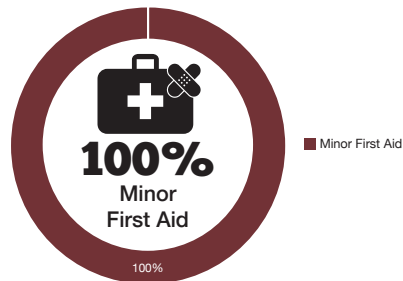


Figure 28
First Aid by Age and Gender

Female Male

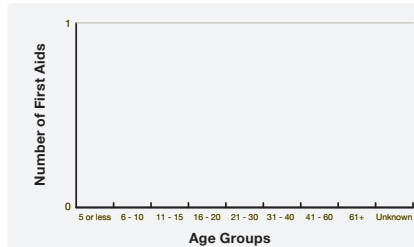
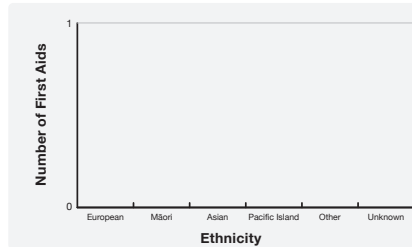


Figure 29
First Aid by Ethnicity and Gender

Female Male



SEARCHES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

“Search - Any organised search for a missing person or group either at sea or on land.
Searches include body recoveries.”

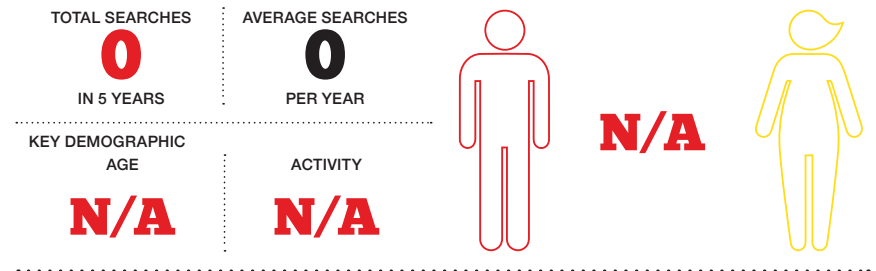


Figure 30
Search by Activity

Figure 31
SAR Squad Callout vs Patrol Search

N/A

N/A

Figure 32
Searches by Age and Gender

Female Male

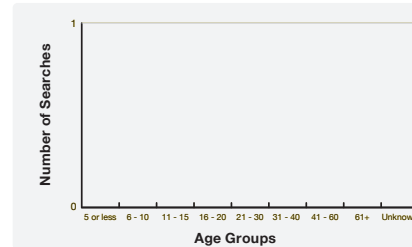
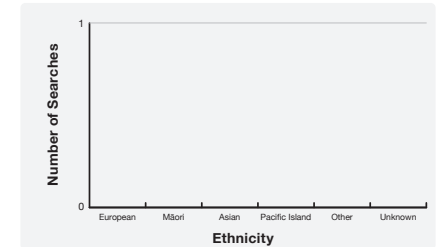


Figure 33
Searches by Ethnicity and Gender

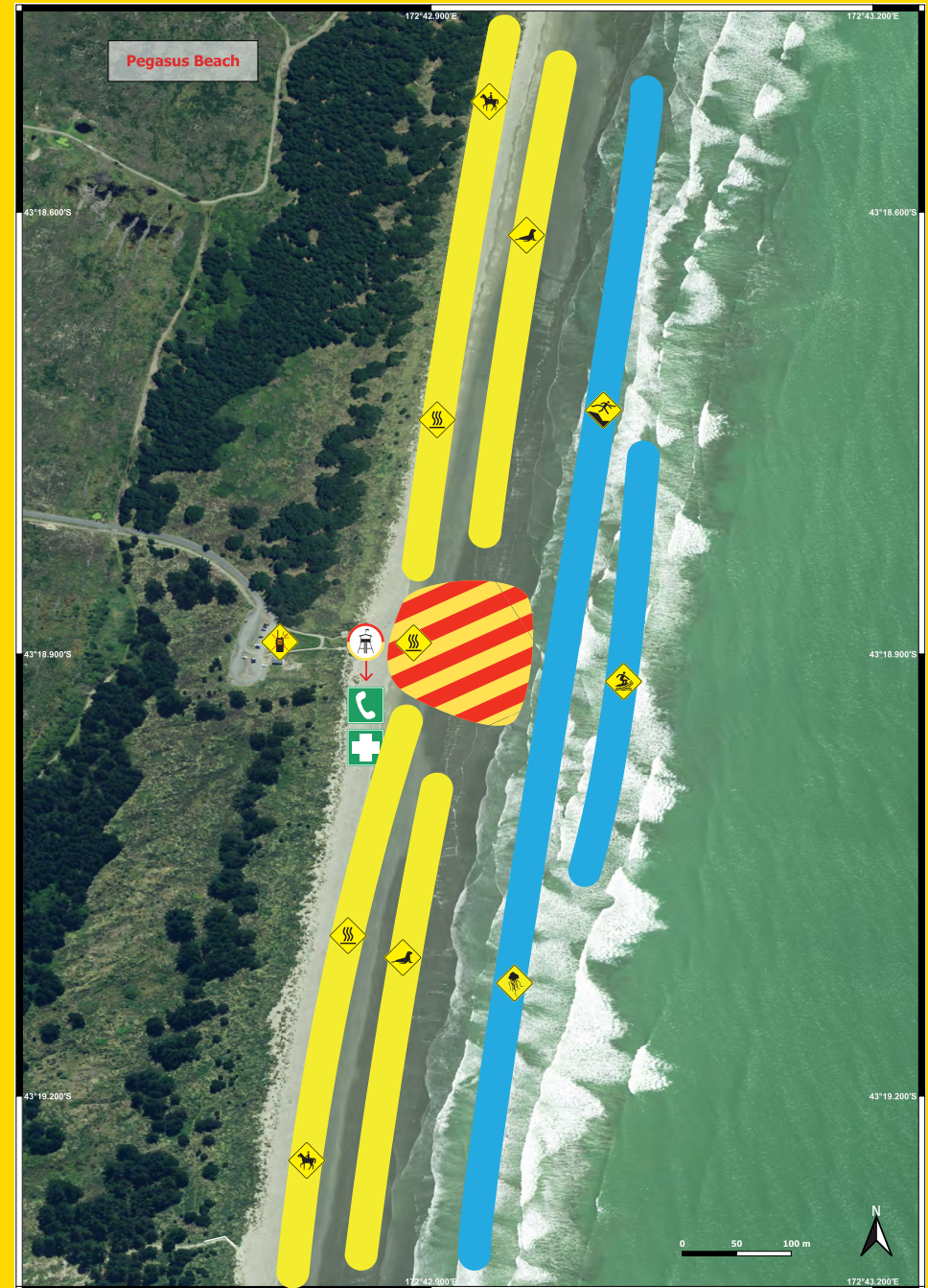
Female Male



COASTAL HAZARD ZONES

PEGASUS BEACH PATROL LOCATION

	SURF LIFESAVING PATROL LOCATION		SEALS
	FIRST AID		HOT SURFACE
	EMERGENCY PHONE		HORSES
	SURFING		NO RADIO COVERAGE
	SUDDEN DROP		Water-Based Hazard Zone
	JELLY FISH		Land-Based Hazard Zone
			Flagged Area Patrol



COASTAL ACTIVITY ZONES

PEGASUS BEACH PATROL LOCATION



**SURF LIFESAVING
PATROL LOCATION**



FIRST AID



EMERGENCY PHONE



**FLAGGED AREA
PATROL**



SWIMMING



SURFING



WALKERS



DOGS



HORSES



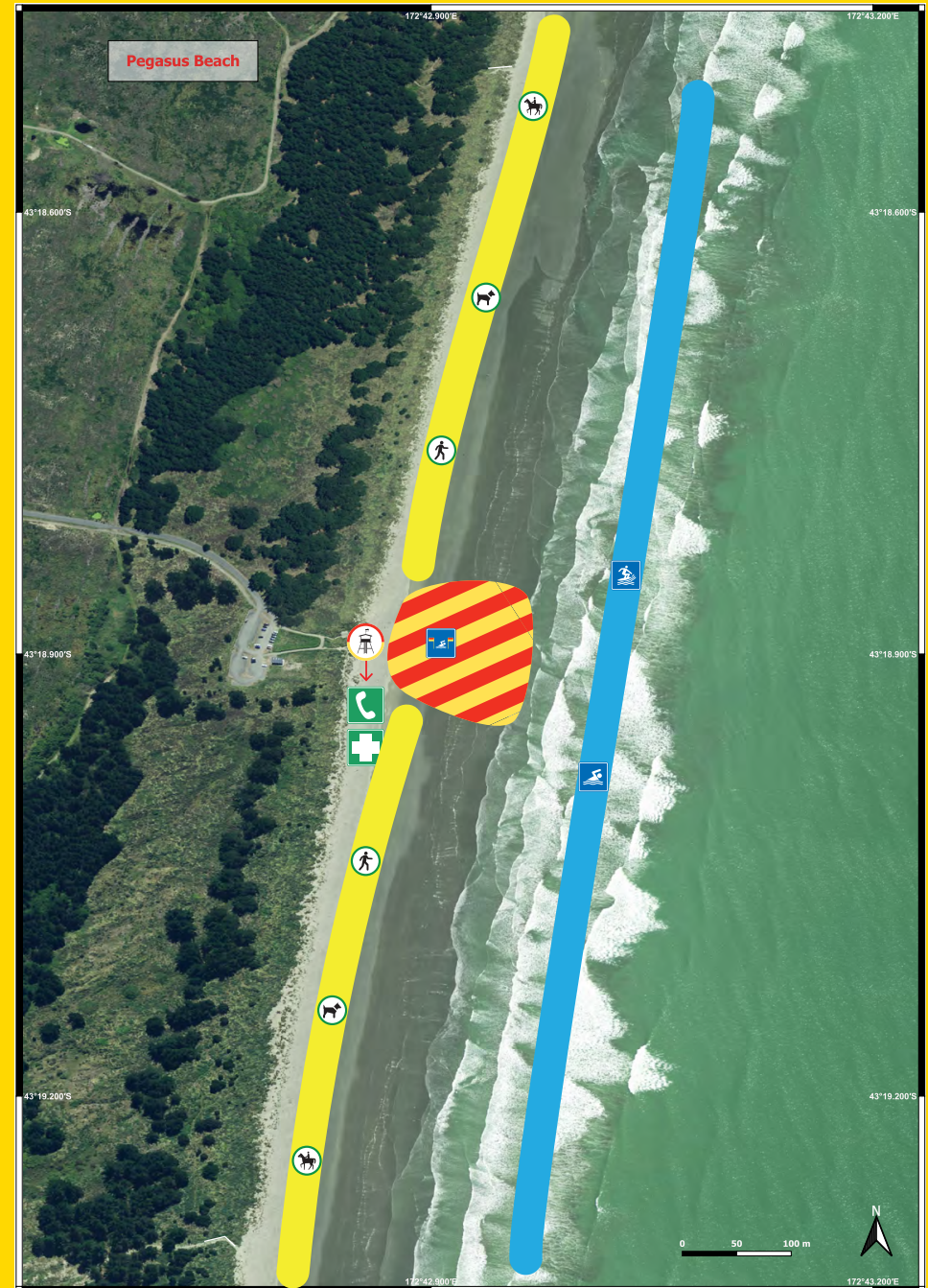
**Water-Based
Hazard Zone**



**Land-Based
Hazard Zone**



Flagged Area Patrol



COASTAL USAGE ANALYSIS AND MINIMAL SERVICE RECOMMENDATION

5-YEAR OVERVIEW | 2017-22 - PEGASUS BEACH PATROL LOCATION

This section discusses the coastal usage analysis (based on headcount data) and minimal service recommendations for **Pegasus Beach Patrol Location**. The service level recommendations were made using 5 years (July 2017 to June 2022) of data obtained from the SLSNZ CRM. The data was input into the surf lifeguard supervision model (Mulcahy, 2014) and the results were interpreted to provide surf lifeguard numbers for each hour of the day, across the patrolling season.

This report provides minimal service recommendations for **weekends** (Saturday and Sunday), **weekdays** (Monday to Friday) and **public holidays**. The lifeguard numbers displayed represent the minimum numbers required for lifeguard operations, and do not consider lifeguard breaks or training. For more information on the model and methodology used please refer to Mulcahy (2014).

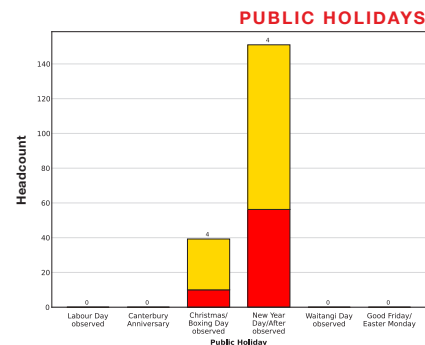
HEADCOUNT PER DAY DURING PATROLLING HOURS

Average headcount per day during patrolling hours over the 5-year period. The number on top of each bar represents the total number of counts done on that day over the five years. If n=1, there was only one count over the five years. Ideally, n should be at least 5, e.g. one count done on that day every year.

The blue shaded area comprises the school holiday period over the summer months, which we established to be the peak season. We considered it to be approximately between the third week of December and the second week of February.

Figure 36

Water and Beach Peak Headcount per DAY During Patrolling Hours – Public Holidays (5-Year Average)



NUMBER OF PEOPLE USING THE BEACH DURING PATROL HOURS (BEACH AND WATER HEADCOUNT)

An average headcount of 4,735 people per year visited the beach during the patrol season over the past five years.

DATA COMPLETION

The data analysed is based on 100% of time entries completed correctly. Times were considered correct if between 8:00 and 21:00.

For type of service (e.g. Voluntary Patrol, Regional Guard, etc.), 33 entries had no data, which account for 2.65% of all services entered.



Figure 34

Total Cumulative Headcount per Year Across Patrolling Hours (5 Years).

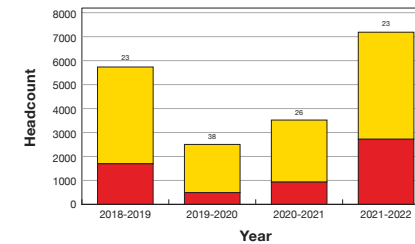
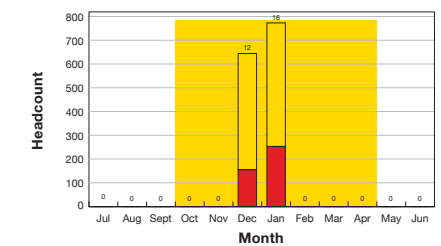


Figure 35

Total Cumulative Headcount per Month Across Patrolling Hours on Weekends Only (5-Year Average).



GRAPH KEY

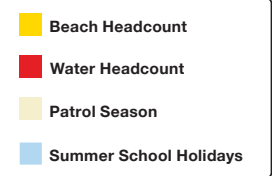
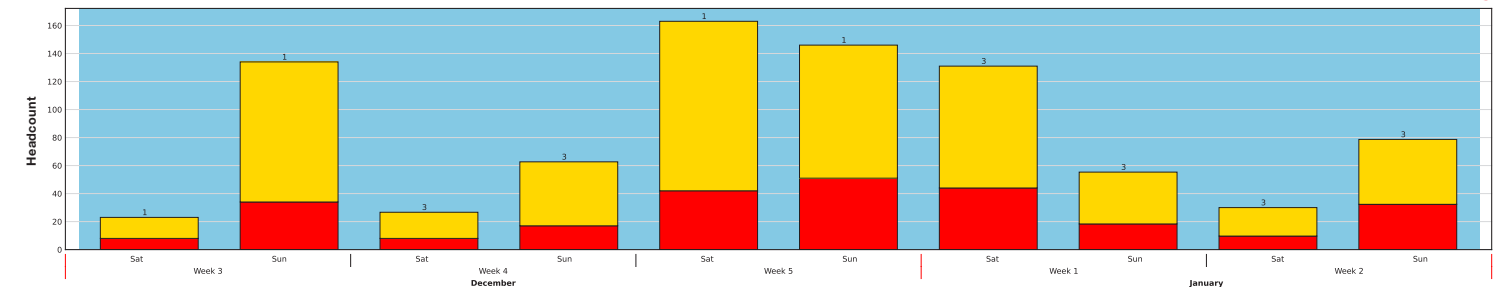


Figure 37

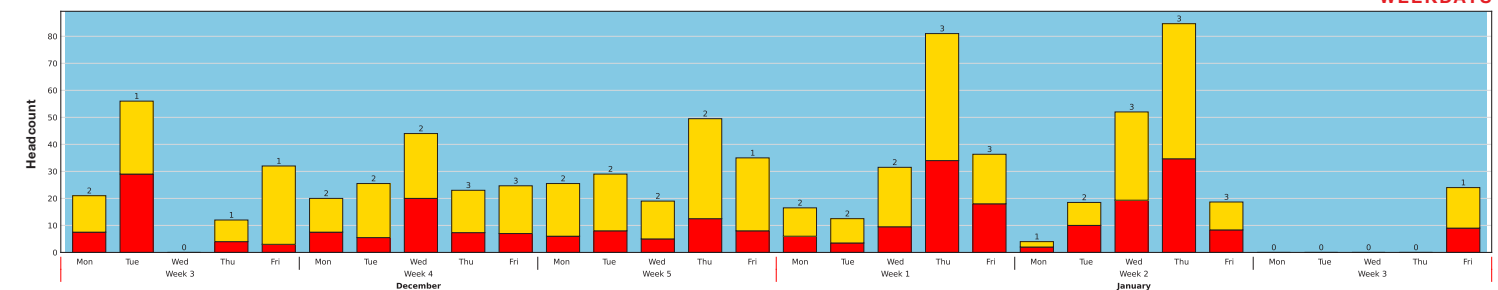
Water and Beach Peak Headcount per DAY During Patrolling Hours – Saturday and Sunday (5-Year Average)



WEEKENDS

Figure 38

Water and Beach Peak Headcount per DAY During Patrolling Hours – Monday to Friday (5-Year Average)



WEEKDAYS

CLUB COASTAL SAFETY REPORT

5-YEAR OVERVIEW | 2017-22

WOODEND PATROL LOCATION



SURF LIFE SAVING®
NEW ZEALAND

Report by SLSNZ Coastal Safety Team / June 2023



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SEARCHES ANALYSIS	13
COASTAL HAZARD ZONES	14
COASTAL ACTIVITY ZONES	16
COASTAL USAGE ANALYSIS AND MINIMAL SERVICE RECOMMENDATION	18
WATER HEADCOUNT AND THE LIFEGUARD SUPERVISION MODEL	20
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STUDY AREA

WOODEND PATROL LOCATION

Woodend beach is situated on the East coast of the South Island and is part of the Waimakariri District Council and Environment Canterbury Regional Council.

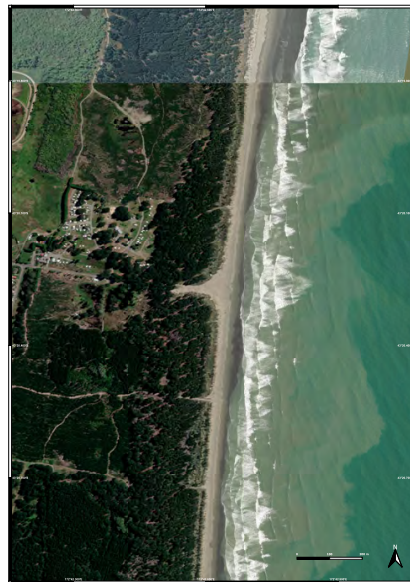
Woodend Beach is a golden sand beach 2000 metres in length located 4 km east of Woodend suburb. It has a dune system of about 50 metres in width on the beachfront. It has no protective natural features so is quite exposed to environmental conditions. The beach slopes gently into the ocean. Woodend does not have a Surf Life Saving Club, but a tower is located midway along the stretch of beach and is the main focus for access and facilities. The beach is patrolled by regional surf lifeguards from Surf Life Saving New Zealand Southern Region over the summer school holidays.

The beach has good facilities, is accessed via a sealed road and public toilets and a playground are provided by Waimakariri District Council. The Woodend beach settlement stretches approximately 900m along the coast and Woodend suburb has a resident population of 2,784 (Statistics New Zealand: Census of Population & Dwellings, 2018). The beach is backed by residential homes, campsites and farmland. Woodend Beach is also easily accessible to other larger settlements within the Waimakariri District, particularly Rangiora.

Figure 01
Woodend Beach - Location



Figure 02
Woodend Beach - Aerial Photo



COASTAL GEOMORPHOLOGY

WOODEND PATROL LOCATION

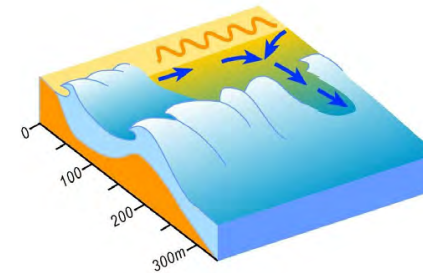
CHARACTERISTICS

Woodend Beach is a wave-dominated longshore bar and trough beach with predominantly spilling waves. Woodend Beach is characterised by a sloping beach face and developed foredune. The east facing beach is open to high wave energy at times, and as such shore-attached and detached sand bars migrate frequently. A deeper shore-parallel current runs between the sand bar and shore at high tide, and alongshore currents persist in this channel which also pushes offshore through deeper sections in the sand bar.

BEACH TYPE & CHARACTERISTICS

Beach classification according to Short (2006) and NIWA (2022).

Figure 03
Intermediate – Longshore bar and trough



Longshore bar and trough beaches consist of a shore parallel bar separated from the beach by a deep trough. Breakers are typically 1.5-2.0 m high and rip currents are moderate. The beach is generally straight composed of medium sand with a moderate to steep beach face. Cusps are also often present on the upper beach. At a Longshore bar and trough beach the deep trough and distance to outer bar generally restricts most bathers to the swash zone and inner trough. The safest bathing area at a longshore bar and trough beach is in the swash zone and in the inner trough away from rips.

WAVE AND WIND CLIMATE

WOODEND PATROL LOCATION

Wave height, wave period and wind summer patterns for Woodend patrol location are presented. The summer statistics displayed in the rose plots were obtained from the best possible hindcast data available for this location, between 01-01-1979 and 01-01-2017, which only considers the months of January to March (summer months). The hindcast data was obtained from MetOcean Solution's MetOceanView Portal (2023).

Figure 04
Significant wave height (m)

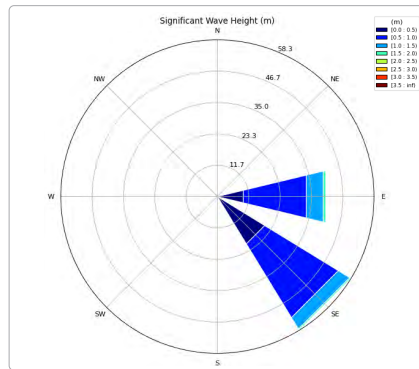


Figure 05
Wave peak period (s)

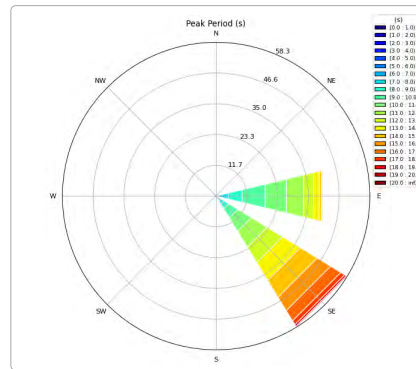
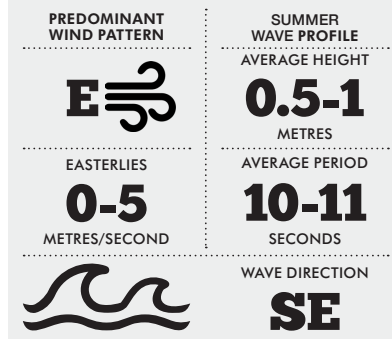
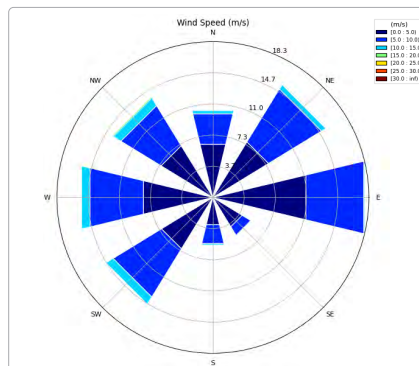


Figure 06
Wind Speed (m/s)



TIDAL RANGE

Mean spring tide ranges about 2.20 m, from a low of 0.20 m to a high of 2.40 m (Land Information New Zealand, 2023).

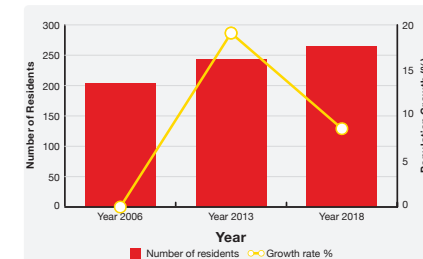
DEMOGRAPHIC ANALYSIS

WOODEND PATROL LOCATION

Woodend Beach is a seaside settlement in the Waimakariri District. Woodend Beach is described as a rural settlement by StatsNZ, and covers 2.62 km². According to the 2018 Census, Woodend Beach's 2018 population was 264 (Stats NZ, 2018).

Woodend Beach had an increase of 21 people (8.6%) since the 2013 census and an increase of 39 people (19.1%) since the 2006 census. There were 147 males and 120 females, giving a sex ratio of 1.2 males per female.

Figure 07
Population - 2006-2018 Censuses



COMMUNITY

Māori iwi, hapū and principal groups of the Canterbury Region: Ngāi Tahu, Ngāti Mamoa, Waitaha.

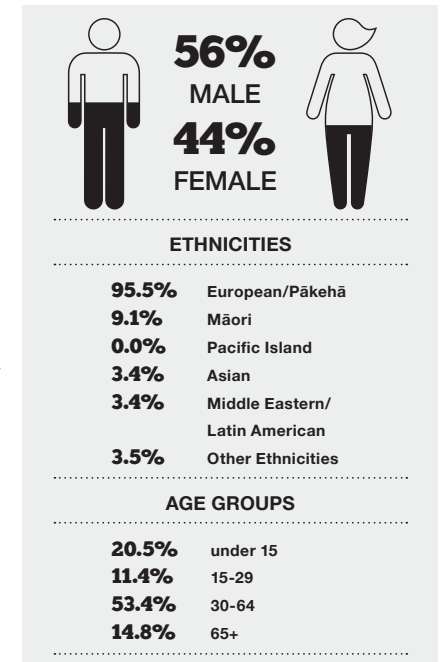
GOVERNMENT

- Territorial authority: Waimakariri District
- Ward: Kaiapoi-Woodend
- Land Manager (Mean High Water Spring Up): Waimakariri District Council
- Land Manager (Mean High Water Spring Down): Environment Canterbury Regional Council

EMERGENCY SERVICES

Table 01
Closest Emergency Services Stations to the Patrol Location

Service Type	Station Name	Distance from Club	Estimated Travel Time
New Zealand Police	Kaiapoi Police Station	8.4 km	10 min
Fire and Emergency New Zealand (FENZ)	Woodend Fire Station	4.2 km	5 min
St John New Zealand	St John Training Centre	29.8 km	27 min



SITE USE AND RECREATION

WOODEND PATROL LOCATION

Woodend beach is popular for most recreational activities, particularly in summer, and a number of families from the region holiday here. Good facilities are available for use. The safest conditions are in surf conditions under 1 metre, but all users should be constantly aware of the conditions as the exposed nature of the coastline means dangerous rip currents and holes can develop quickly. Lifeguards patrol the beach throughout the school holiday and summer break period.

SWIMMING

Swimming at Woodend is safest in surf conditions under 1 metre, and most popular in the summer. The area is quite a popular holiday spot for people in the wider Canterbury region, and the numbers in Woodend swell at this time. The beach slopes gently into the ocean. In larger seas, dangerous holes and rips can develop. The beach is patrolled in the summer during the school holiday period by professional guards. In modest surf conditions there are rip currents to be aware of, so people should swim between the flags at all times. At low tide, a gutter forms between the sandbars, and the waves tend to dump onto the second bar. As this area of the Canterbury coastline is quite exposed, the beach is very open to environmental conditions and there are rarely no waves present.

SURFING

Woodend has a beach break which is offshore in northwest and west winds. The best tide to surf on varies but is generally better just before and just after high tide. At low tide the waves tend to dump a lot more. There is usually 2 bars, but more can develop in larger seas. Favourable conditions are not a consistent feature.

FISHING

Surfcasting is possible off Woodend beach but due to the shallow nature of the Canterbury coastline, offshore fishing is better. There are no rocky headlands to fish from.

INCIDENTS SNAPSHOT

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

"Incident - Any unplanned event requiring lifesaving services intervention."



Preventive Actions account for 99% of all lifeguard responses

INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION



Figure 08
Incidents by Activity

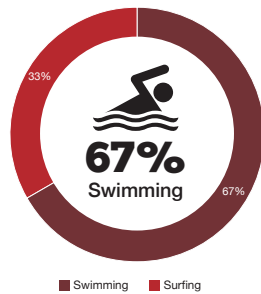


Figure 09
Incidents by Incident Type

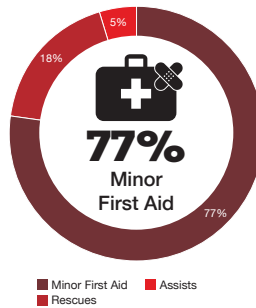


Figure 10
Profile Seriousness of Incidents

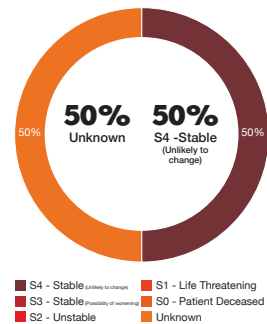
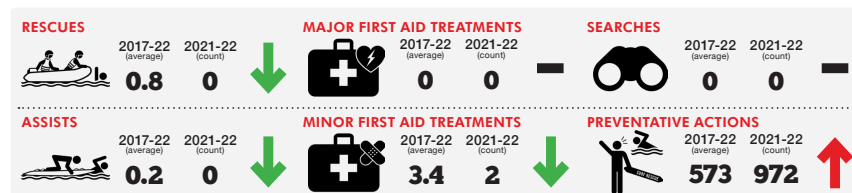


Figure 11
Comparison Between the 2017-22 5-Year Average and 2021-22 Count for Incident Type.



INCIDENT ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

Figure 12
Incidents by Age and Gender

No patient information

Figure 13
Incidents by Ethnicity and Gender

No patient information

Figure 14
Incidents by Year

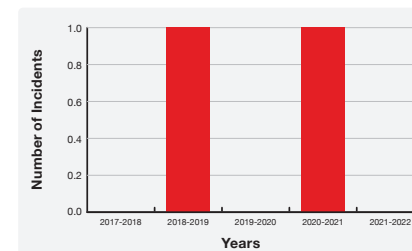


Figure 15
Incidents by Month

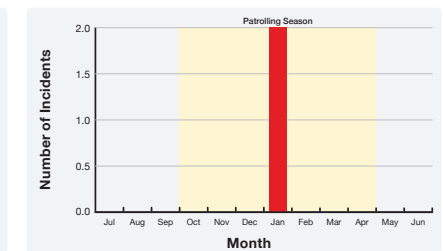


Figure 16
Incidents by Day

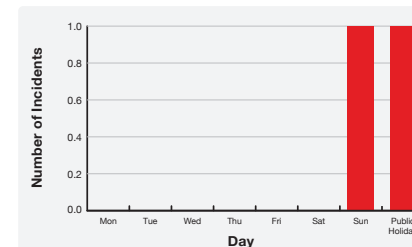
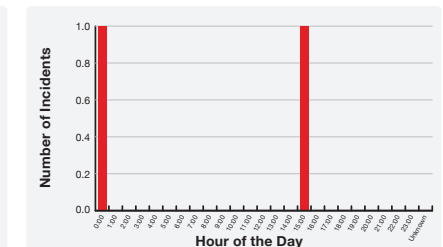


Figure 17
Incidents by Hour



RESCUES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

"Rescue - Where a person requires immediate help to return to shore (or place of safety) and who without intervention would have suffered distress, injury or drowning"

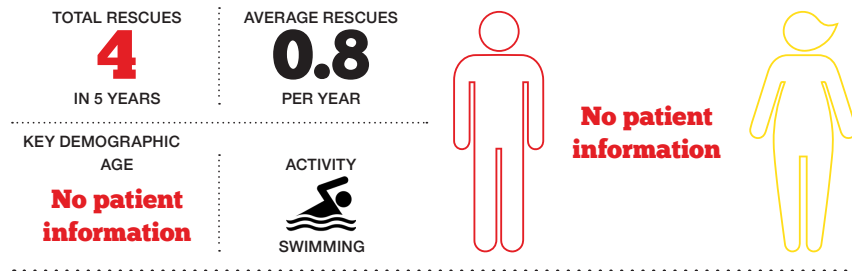


Figure 18
Rescues by Activity

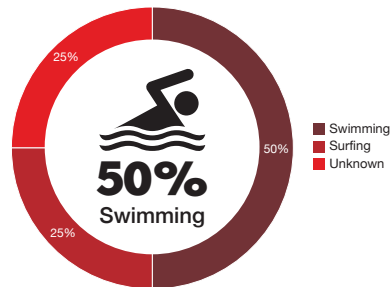


Figure 20
Rescues by Age and Gender

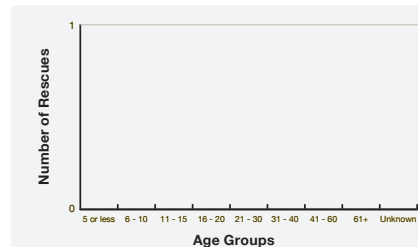


Figure 19
Equipment Used at Time of Rescue

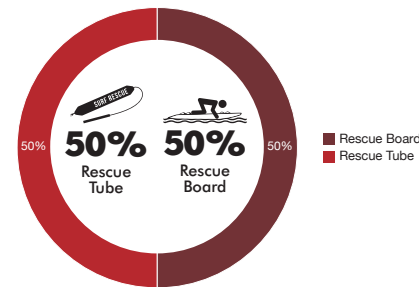
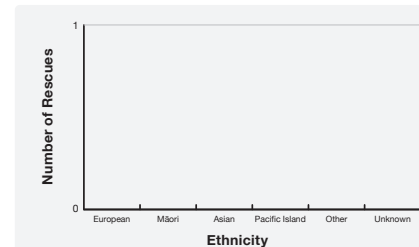


Figure 21
Rescues by Ethnicity and Gender



ASSISTS ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

"Assist - Where a person requires assistance to return to shore but would most likely be able to get themselves out of danger if unaided"

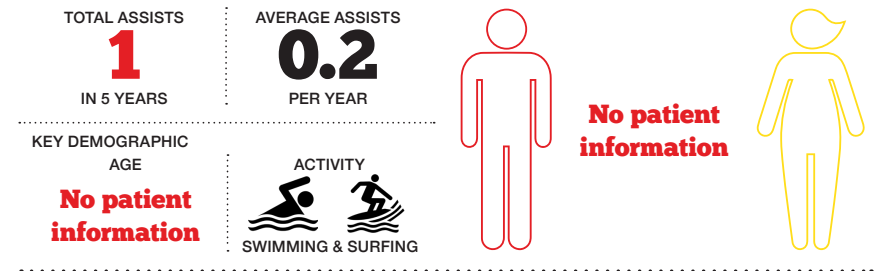


Figure 22
Assists by Activity

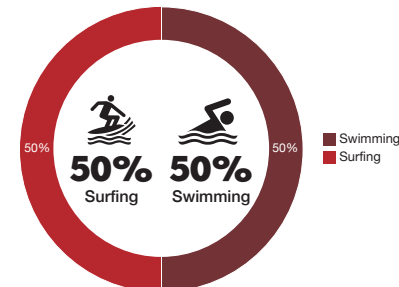


Figure 24
Assists by Age and Gender

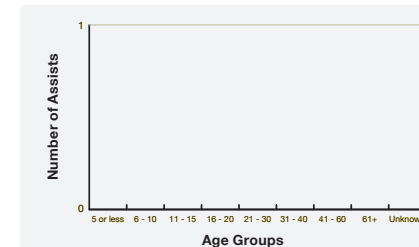


Figure 23
Equipment Used at Time of Assist

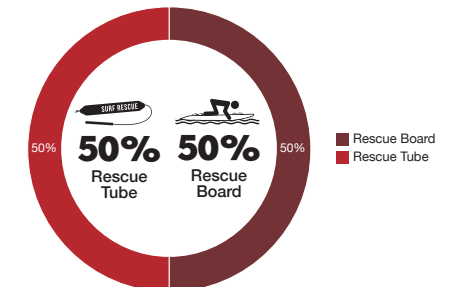
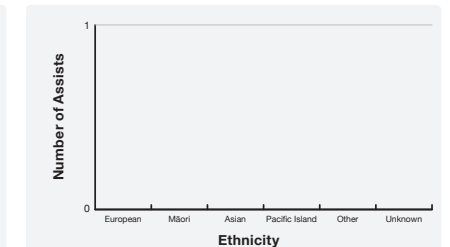


Figure 25
Assists by Ethnicity and Gender



FIRST AID ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

“Major First Aid - Any incident where a victim is administered some form of advanced medical treatment or requires hospitalisation”

“Minor First Aid - Where a victim is administered some form of minor medical treatment”

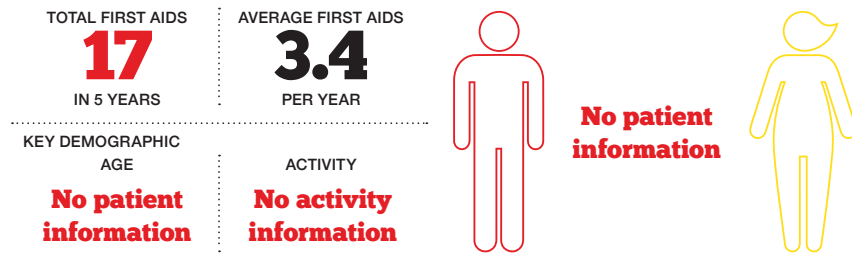


Figure 26
First Aid by Activity

Figure 27
Major vs. Minor First Aid

No patient information

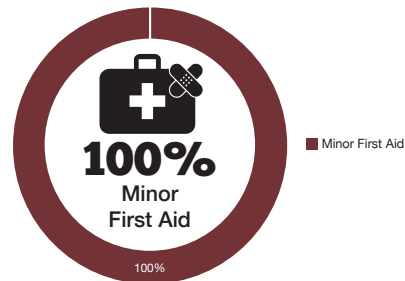


Figure 28
First Aid by Age and Gender

Female Male

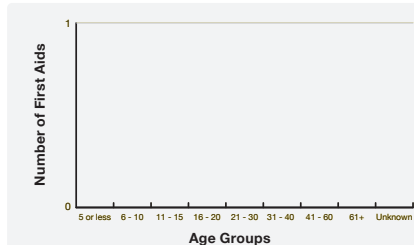
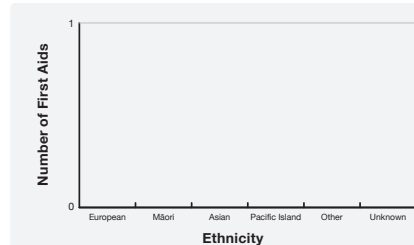


Figure 29
First Aid by Ethnicity and Gender

Female Male



SEARCHES ANALYSIS

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

“Search - Any organised search for a missing person or group either at sea or on land. Searches include body recoveries.”

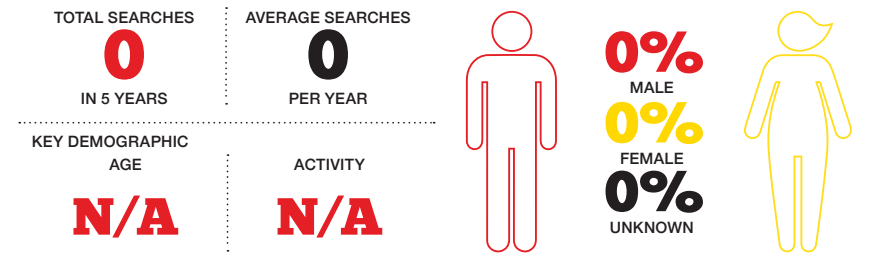


Figure 30
Search by Activity

Figure 31
SAR Squad Callout vs Patrol Search

N/A

N/A

Figure 32
Searches by Age and Gender

Female Male

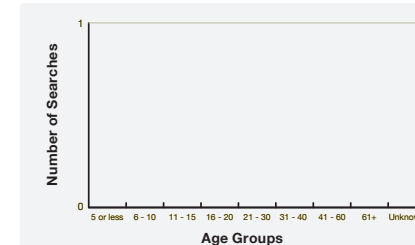
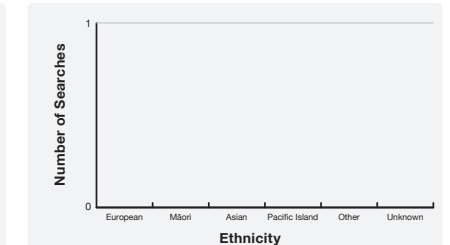


Figure 33
Searches by Ethnicity and Gender

Female Male



COASTAL HAZARD ZONES

WOODEND PATROL LOCATION



**SURF LIFESAVING
PATROL LOCATION**



FIRST AID



EMERGENCY PHONE



SURFING



SUDDEN DROP



JELLY FISH



SEALS



HOT SURFACE



HORSES





**NO CELLPHONE
RECEPTION**



NO RADIO COVERAGE

 Water-Based
Hazard Zone

 Land-Based
Hazard Zone

 Flagged Area Patrol



COASTAL ACTIVITY ZONES

WOODEND PATROL LOCATION



**SURF LIFESAVING
PATROL LOCATION**



FIRST AID



EMERGENCY PHONE



**FLAGGED AREA
PATROL**



SWIMMING



SURFING



WALKERS



DOGS



HORSES



**Water-Based
Hazard Zone**



**Land-Based
Hazard Zone**



Flagged Area Patrol



COASTAL USAGE ANALYSIS AND MINIMAL SERVICE RECOMMENDATION

5-YEAR OVERVIEW | 2017-22 - WOODEND PATROL LOCATION

This section discusses the coastal usage analysis (based on headcount data) and minimal service recommendations for **Woodend Patrol Location**. The service level recommendations were made using 5 years (July 2017 to June 2022) of data obtained from the SLSNZ CRM. The data was input into the surf lifeguard supervision model (Mulcahy, 2014) and the results were interpreted to provide surf lifeguard numbers for each hour of the day, across the patrolling season.

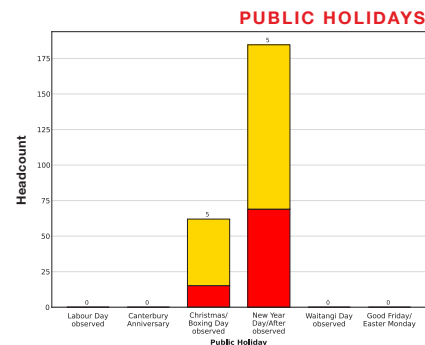
This report provides minimal service recommendations for **weekends** (Saturday and Sunday), **weekdays** (Monday to Friday) and **public holidays**. The lifeguard numbers displayed represent the minimum numbers required for lifeguard operations, and do not consider lifeguard breaks or training. For more information on the model and methodology used please refer to Mulcahy (2014).

HEADCOUNT PER DAY DURING PATROLLING HOURS

Average headcount per day during patrolling hours over the 5-year period. The number on top of each bar represents the total number of counts done on that day over the five years. If n=1, there was only one count over the five years. Ideally, n should be at least 5, e.g. one count done on that day every year.

The blue shaded area comprises the school holiday period over the summer months, which we established to be the peak season. We considered it to be approximately between the third week of December and the second week of February.

Figure 36
Water and Beach Peak Headcount per DAY During Patrolling Hours – Public Holidays (5-Year Average)



NUMBER OF PEOPLE USING THE BEACH DURING PATROL HOURS (BEACH AND WATER HEADCOUNT)

An average headcount of 5,510 people per year visited the beach during the patrol season over the past five years.

DATA COMPLETION

The data analysed is based on 100% of time entries completed correctly. Times were considered correct if between 8:00 and 21:00.

For type of service (e.g. Voluntary Patrol, Regional Guard, etc.), 0 entries had no data, which account for 0% of all services entered.



Figure 34
Total Cumulative Headcount per Year Across Patrolling Hours (5 Years).

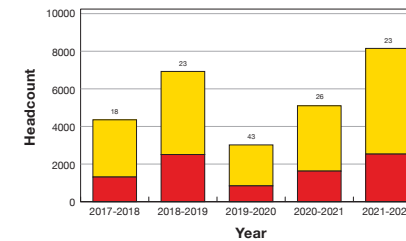


Figure 35
Total Cumulative Headcount per Month Across Patrolling Hours on Weekends Only (5-Year Average).

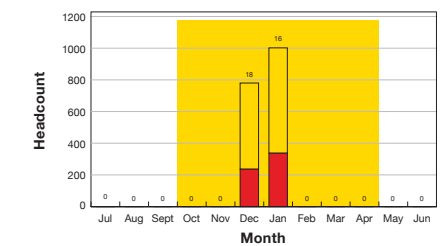


Figure 37
Water and Beach Peak Headcount per DAY During Patrolling Hours – Saturday and Sunday (5-Year Average)

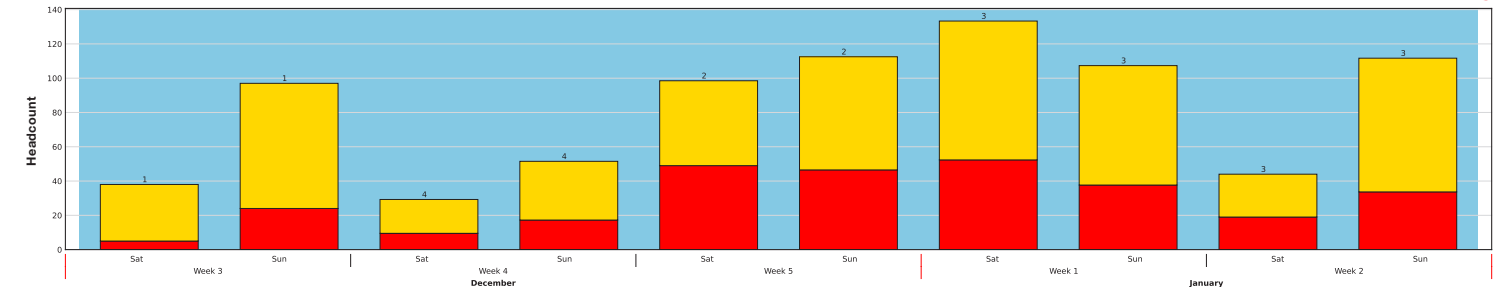
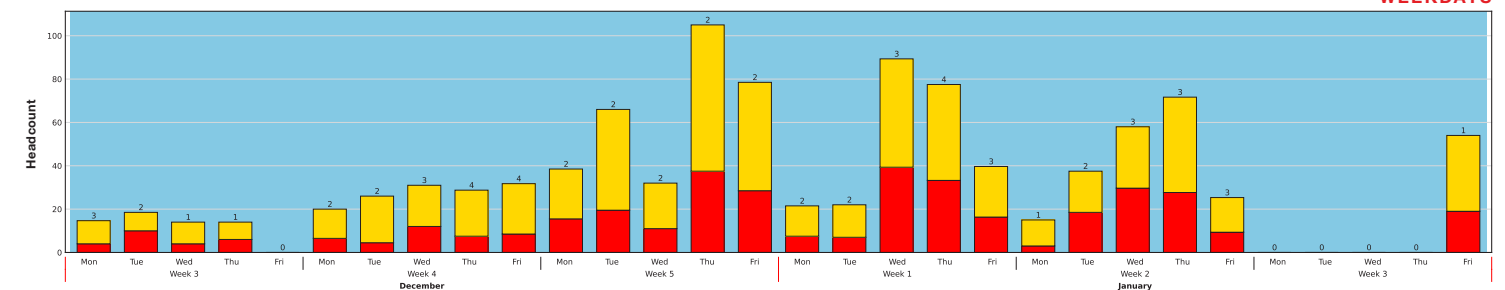
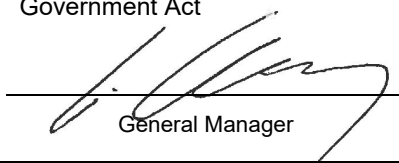



Figure 38
Water and Beach Peak Headcount per DAY During Patrolling Hours – Monday to Friday (5-Year Average)



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-03-06, EXC-31 / 240822141973**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Joanne McBride, Roading & Transport Manager
Gerard Cleary, General Manager Utilities & Roading**SUBJECT:** Review of Road Maintenance Services under Section 17A of the Local Government Act**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 This report is to present a review of the delivery of road maintenance and renewals services, as required by Section 17A of the Local Government Act.
- 1.2 The review is included as attachment i of this report.
- 1.3 The review concludes and recommends minor changes to the delivering of these services as follows:
 - 1.3.1 The contract form is proposed to move from NEC3 Conditions of Contract to NZS 3917 Term Service Contract. This will provide better alignment with peers across the industry and is a well know and understood contract form.
 - 1.3.2 That, subject to NZ Transport Agency (NZTA) approval, a five (5) year contract will be tendered with two x one-year extensions (subject to performance), to a total contract period of seven (7) years.
- 1.4 It is noted that contracting out maintenance and renewals services to external providers is a requirement of the Land Transport Management Act (LTMA), in order for the Council to receive NZ Transport Agency funding. This method is consistent with current best practice.

Attachments:

- i. Review of Delivery of Road Maintenance and Renewal Services under Section 17A of the Local Government Act (Trim No. 240822141985)
- ii. Full review Template for Road Maintenance Activities under Section 17A (Trim No. 240822141975)
- iii. Waimakariri District Council Transportation Procurement Strategy 2022 (Trim No. 220923165338)

2 **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 240822141973.
- (b) **Receives** the attached 'Review of Delivery of Road Maintenance and Renewal Services under Section 17A of the Local Government Act' (Trim No. 240822141985);
- (c) **Resolves** that the Council's Road Maintenance and Renewal services continue to be provided by a single district wide network management contract covering all road maintenance and renewal activities, including some minor capital works projects, in an NZS contract form with an emphasis on innovation in a collaborative working environment, using a quality-based contractor selection process;
- (d) **Approves** the contracting out of these Road Maintenance and Renewal services with the new contract form moving to NZS3917, which is a well-known and understood NZ Standard that is used widely within the NZ Construction Industry;
- (e) **Authorises** staff to seek approval from NZ Transport Agency to move to a maximum Seven (7) year contract (being a five-year initial contract period plus two x one-year extensions, subject to performance). This is a requirement of the NZTA Procurement Manual;
- (f) **Authorises** staff to commence the procurement process for retendering the new Road Maintenance and Renewal services contract noting that a report seeking approval to accept a tender is planned to be presented to the Council in May 2025;
- (g) **Notes** that should approval not be granted for a longer contract period by NZ Transport Agency, then a further report would be brought back to Council;
- (h) **Notes** that this review excludes land drainage activities, which have been considered under a separate Section 17A review process and are proposed to be tendered separately;
- (i) **Notes** that shared services are considered and implemented with neighbouring local authorities where applicable.
- (j) **Notes** that the Contract will be open tendered and will be carried out in accordance with Council's Procurement and Contract Management Policy. This includes tender opening be elected members and approval of the tender award by Council.

3 **BACKGROUND**

- 3.3 The Local Government Act as amended in 2014 makes it mandatory for Councils to periodically review the 'cost effectiveness of current arrangements' for service delivery including 'the governance, funding and delivery of any infrastructure, service or regulatory function'.
- 3.4 Consideration of whether to undertake a review is required in certain circumstances including if any significant change in relevant service levels is mooted or within two years of expiry of a delivery contract or agreement; otherwise, a six yearly review cycle needs to be established.
- 3.5 Where appropriate Council uses a shared services model in conjunction with other local authorities to achieve value for money. Examples of this are the street light maintenance contract which is a shared contract with Hurunui District Council and NZ Transport Agency, and opportunities to carry out maintenance activities on another's behalf, such as working with Hurunui District Council on boundary maintenance.

4 **ISSUES AND OPTIONS**

4.3 The current Road Network Maintenance contract expires on 31 October 2025 and so the road maintenance and renewals service has been reviewed under Section 17A of the Local Government Act. The review is included in attachment I of this report.

4.4 The review makes the following conclusions and recommendations.

- The Land Transport Management Act 2003 (LTMA) requires all roading physical works to be contracted out to the private sector.
- The LTMA requires the Council to have a procurement strategy for roading that has been approved by NZ Transport Agency. The Council's Transportation Procurement Strategy was approved by Council in October 2022 and endorsed by NZ Transport Agency in December 2022.
- The Transportation Procurement strategy outlines the contract model for road maintenance services and this provides for a single district wide network management contract covering all road maintenance and renewal activities, except for street lighting. This uses a quality based contractor selection process.
- A review of the contract form used has been undertaken and this has resulted in a recommendation to move away from an NEC3 Term Service Contract and instead move to an NZS3917 contract form, with a continued emphasis on collaboration between the Principal and the Contractor.
- Moving to an NZS3917 contract form will provide alignment with general practice across the Canterbury region and is a NZ Standard that is well understood across the industry.
- It is recommended that the Council's Road Maintenance Service be provided by a single district wide network management contract covering all road maintenance and renewal activities, including some minor capital works projects, utilising NZS3917 contract form and a quality-based contractor selection process.

4.5 These services are sourced using a publicly advertised tender, which is consistent with the Waimakariri District Council Procurement and Contract Management Policy and the NZ Transport Agency Procurement Manual.

Implications for Community Wellbeing

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

Maintenance and renewal of roading assets is important for the safety of all users of the transport network. This includes drivers of vehicles, pedestrians, cyclists, horse riders etc.

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

5 **COMMUNITY VIEWS**

5.3 Mana whenua

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

5.4 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.

Feedback has previously been sought from the contracting industry on the proposed contract form.

5.5 Wider Community

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

No specific community views have been sought for this review as the provision of road maintenance services is governed predominately by legislation, however the community expects road maintenance work to be carried out in an efficient and effective manner, to ensure community agreed levels of service are met and the contract model which has been recommended takes this into account

6 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.3 Financial Implications

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

This budget is included in the Annual Plan/Long Term Plan.

The annual budget for road maintenance and renewal activities covered by the road maintenance contract is in the order of \$9.8 million. This is provided for within the Long Term Plan.

The recommended procurement method and contract model aligns with current best practice for road maintenance contracts and aligns with neighbouring Councils. Current agreed levels of service will be retained and can be delivered within the approved budget, and as such it is considered that the risks of moving to this new contract form are low.

There are areas where improvements to maintenance procedures will be considered for implementation, such as the introduction of a tow behind roller into the network. To reduce the risk around additional costs in the area, requirements will be clearly outlined in the contract.

In moving to a longer-term contract of five years plus two x one-year extensions (subject to performance) and being a maximum term of 7 years, it is anticipated that this will help drive innovation and achieve savings due to the higher level of certainty which comes from a longer-term contract period.

The forecast spend is summarised in the table below:

Period	Budget GL	BERL Index (averaged over the two years)	Annual Budget Amount
FY2025/26	Various	2.35	\$9,800,000
FY2026/27	Various	2.10	\$10,005,800
FY2027/28	Various	2.20	\$10,225,927
FY2028/29	Various	2.15	\$10,445,785
FY2029/30	Various	2.05	\$10,659,923
FY2030/31	Various	2.00	\$10,873,122
FY2031/32	Various	1.95	\$11,085,148
Total Contract Estimate (including extensions)			\$73,095,705

Some minor capital works are anticipated and allowed for within this contract. These are funded from approved budgets and may be considered in the first instance by using rates and quantities included in the contract (Dayworks Items) to determine a price.

6.4 Sustainability and Climate Change Impacts

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

There will be opportunities to consider sustainability and opportunities such as recycling pavement materials within this contract. Innovation will be considered as part of the tendering process.

6.5 Risk Management

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

This Section 17A review and the 3 yearly review of the Transportation Procurement Strategy provides an assessment of current practices, considers approaches taken by peers, and considers alignment with best practice and Standards.

6.6 Health and Safety

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

Suppliers wishing to tender for the delivery of road maintenance services will be required to meet minimum Health & Safety qualifications as part of the tender process. The successful contractor will also be required to submit a Health & Safety Plan for approval prior to the contract commencing.

7 **CONTEXT**

7.3 Consistency with Policy

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy as it would likely have an impact greater than 5% of the Council's total budgeted rating revenue

7.4 Authorising Legislation

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

7.5 Consistency with Community Outcomes

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

The relevant community outcomes are:

Social:

A place where everyone can have a sense of belonging...

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

7.6 Authorising Delegations

Council has the authority to receive this report, consider the contents and approve the proposed contract form. Due to the scale of the proposed contract, there is no appropriate delegation to a Committee.



Section 17A Review – Road Maintenance & Renewal Activities 2024

July 2024



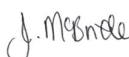
Prepared by
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Revision History:

Revision No	Description	TRIM	Date
A	Draft for review	240822141985	August 2024

Document Acceptance:

Action	Name		Signed	Date
Prepared by	Joanne McBride	Roading & Transport Manager		22/08/2024
Approved by	Gerard Cleary	General Manager, Utilities and Roding		
Adopted by	Council			

Executive Summary

Section 17A of the Local Government Act requires Councils to review service delivery functions within 2 years of the expiry of a contract. Council's road maintenance contract expires on 31 October 2025 and therefore the road maintenance service delivery function has been reviewed.

This review excludes street light maintenance and renewal, as this function is delivered by a separate contract. The review also excludes a review of the delivery of land drainage activities, as this has been undertaken separately by the Three Waters team.

The review notes that the Land Transport Management Act (LTMA) requires road maintenance services to be contracted out to the private sector and so the Council will continue to competitively tender road maintenance and renewal services.

The review recommends that the Council's Road Maintenance Service continues to be provided by a single district wide network management contract covering all road maintenance and the majority of renewal activities, including some minor capital works projects.

It is recommended the contract form be moved to NZS3917 as this aligns with general practice across the Canterbury region and is a well-known and understood NZ Standard. It is recommended that the document is written in such a way as to encourage innovation in a collaborative working environment.

An Expressions of Interest process with Price Quality Method contractor selection process is recommended. It is recommended the contract term be five (5) years, with two x one-year extensions (subject to satisfactory performance), therefore being a maximum term of 7 years. This will be subject to NZ Transport Agency approval of this longer term (beyond 5 years), as is required by the NZ Transport Agency Procurement Manual.

Using a quality-based contractor selection process provides good outcomes for the Community. Having a tender period with a maximum term of seven years will help drive innovation and achieve savings, due to the higher level of certainty which comes from longer term contracts.

The Waimakariri Transportation Procurement Strategy 2022 was endorsed by NZ Transport Agency (Waka Kotahi) on 12 December 2022. This proposed approach is consistent with current best practice for road maintenance contracts.

Extending the contract period to a maximum of seven (7) years has been discussed with NZTA staff as this is a variation to Council's endorsed Waimakariri Transportation Procurement Strategy 2022, and as such requires formal sign off from NZ Transport Agency. Initial discussions with the NZ Transport Agency procurement staff have signalled their willingness to consider longer term contract of up to 7 years. This does, however, need to go through a formal approval process. Previously feedback has been sought from the industry and there was support for longer term contract options.

Introduction

Section 17A of the Local Government Act makes it mandatory for Councils to periodically review the 'cost effectiveness of current arrangements' for service delivery including 'the governance, funding and delivery of any infrastructure, service or regulatory function'.

A review must be undertaken:

- a) In conjunction with consideration of any significant change to relevant service levels; and
- b) Within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
- c) At such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).

The current Road Maintenance Contract expires on 31 October 2025 and so the road maintenance service must now be reviewed under Section 17A of the Local Government Act. The last review was undertaken in May 2019.

Scope

This review is of the delivery of the road maintenance physical works service as covered by the current road network maintenance contract and includes routine road maintenance and renewal activities, as well as some minor capital works.

The review also does not include:

- Street light maintenance and renewals.
- Provision of professional services required to manage the road maintenance physical works service delivery.
- Land drainage activities which are currently included within the contract, as this has been reviewed separately.

Funding

Local authority roading is funded from a combination of rates and from central government through the National Land Transport Fund (NLTF). The Land Transport Management Act (LTMA) sets out the framework for how the funds from the NLTF are allocated. In particular NZ Transport Agency is responsible for allocating the NLTF.

The Councils funding for roading is provided for and approved through the Councils Long Term Plan.

The value of work covered by the current road maintenance contract is approximately \$9.8 million per annum for the areas of maintenance and operations, with NZ Transport Agency funding of \$4.9 million (51%) in 2023/24. With a step change in maintenance required and having been budgeted for in future years, increased spending on Road Maintenance and Renewals activities is planned and NZ Transport Agency funding is likely to increase over the period of the next NLTP to match this. Subsidy is expected to increase to \$6.43 million in 2024/25 and then to \$6.58 million in 2025/26 (subject to NLTP funding confirmation). It is anticipated that the current financial assistance rates (FAR) will remain constant at 51% in the foreseeable future.

Other funding sources such as tolling, public-private partnerships and regional fuel taxes are either currently not permitted by law or are not appropriate for funding the road maintenance and renewal activities. Central Government is currently exploring the use of these alternative funding levers for new capital build projects, such as congestion charging, travel time charges etc. As more pressure goes on the National Land Transport Fund, there will be a need to investigate alternative funding sources.

Tolling is currently only permitted under the LTMA for the construction and ongoing maintenance of new roads while public-private partnerships are only appropriate for new infrastructure where the benefit of that infrastructure can be translated into a revenue stream for the private funders.

Legislation that enables a regional fuel tax was passed on 26 June 2018. The Land Transport Management (Regional Fuel Tax) Amendment Act 2018 provided a process for regional councils to raise revenue to fund transport projects that would otherwise be delayed or not funded. The regional fuel tax has to date only been implemented in the Auckland region; however, this tax was then abolished in June 2024.

Development contributions and financial contributions are collected by the Council and are used to fund new capital works to manage growth within the district. These contributions cannot be used to fund maintenance and renewal activities on existing roads.

In Waimakariri District the roading rates are levied in two parts:

1. A fixed annual charge
2. A rate in the dollar on the rateable capital value of each property.

The roading rates fund the cost of managing the district's roading network, including road and bridge repairs and maintenance, resealing and new sealing, road signs, road safety, planning and design, street lighting, footpaths, kerb and channel.

Roading Rate (from the Councils Revenue and Financing Policy)

The Council considers that the roading network is a District-wide activity. The roading network is managed as one asset, and the maintenance and renewal benefits the wider community and properties in the District.

While the Council is eligible for subsidies from NZ Transport Agency that contribute to the maintenance and renewal of the roading network, the balance of the costs must be recovered by way of rates.

When determining the appropriate mechanism to recover the cost, the Council considers that both individuals and properties benefit from the roading activity. Council discounted the option of creating separate rating areas within the district as it felt any separation would be artificial given the open access of the roading network, where any person can drive on any public road.

Under a system of capital value rating, Council considers that the roading infrastructure in relation to a property (including roadways, bridges & culverts, footpaths, lighting etc.) is reflected within the capital value of the property across the district.

Individuals benefit as each has an equal opportunity to use the network and, to an extent, many within the community make similar use of the network. Hence, the Council considers that 20% of the rates requirement should be recovered by way of a fixed amount per rating unit on every property in the district, which reflects the equal opportunity to use the asset.

The Council considers that the balance of the rate requirement (80%) should be recovered by a rate in the dollar based on the capital value of a property. The Council considers that capital value better reflects the supporting infrastructure; and the impact that access has on the value of a property. Also the higher the capital value the property has, the greater the likelihood of increased use of the roading network or damage caused to the network, particularly in respect of large rural, commercial or industrial properties.

The Council considered, but decided against, creating a differential category for high use properties, as to some extent they already contribute through road user charges, which are collected and partially returned via the NZ Transport Agency subsidy.

Governance

The provision of roads is a core function of the Council and so it is currently governed by the Council. The Council sets levels of service, approves Activity Management Plans and approves Long Term Plans.

Possible alternate options for governing the road maintenance and renewal function are:

- a) Option One - Through a Council controlled organisation (CCO)
- b) Option Two - Through an in-house business unit
- c) Option Three - Jointly with a neighbouring authority
- d) Option Four - Through a regional transport authority.

These four options will now be outlined in more detail.

- Option One - Through a Council Controlled Organisation (CCO):

Forming a Council controlled organisation to deliver the road maintenance and renewal services would not guarantee the CCO would actually get the work, as the physical delivery of maintenance activities is required to be contracted out under the LTMA, through a procurement process that at the first stage must be an open process. The work could not be 'allocated' to the CCO.

In any case, Christchurch has a very strong supply market where there are a wide range of contractors with good experience in delivering road maintenance services, with contractors based within the city and surrounding areas, that are available to carry out the work. There would be no advantage in the Council forming a CCO to deliver road maintenance and renewal services, as it would be very difficult for it to compete with the existing providers.

- Option Two – Through an In-house Business Unit:

An in-house business unit could not be formed to deliver the physical road maintenance and renewal work as this is not permitted under the LTMA. Currently an in-house business unit assists with the management of the road maintenance and renewal functions including managing the contract.

- Option Three - Jointly with a Neighbouring Authority:

Delivering the road maintenance and renewal function jointly with a neighbouring authority is unlikely to provide benefits to the Waimakariri District because the district is of an efficient and compact size which is close to Christchurch with a high population base, and so it gets good economies of scale. Roading is not managed in isolation and the interaction with the three waters, parks and reserves and community facilities functions along with the knowledge of the wider community, results in a more focussed and responsive approach and a more coordinated service delivery for the Waimakariri Community. Combining roading with another authority could dilute that benefit, particularly as neighbouring authorities have different demands and issues.

- Option Four - Through a Regional Transport Authority:

At the Greater Christchurch level and the Canterbury regional level there are no current plans for regional coordination.

The proposed term of the road maintenance contract is a five-year contract with two further one-year extensions, to a maximum term of seven years. Should a decision be made to deliver road maintenance and renewal activities on a much wider scale, then this is unlikely to be in place within five years and if this was to progress then the road maintenance contract be taken over by the new organisation.

Land Transport Management Act Requirements

The Waimakariri District Council is an approved organisation under the Land Transport Management Act (LTMA) and approved organisations must comply with the LTMA in order to receive funding from NZ Transport Agency through the NLTF.

The LTMA sets out the requirements for the NZ Transport Agency to approve activities for funding (s20) by the NZ Transport Agency from the NLTF. Approved organisations must account for the funds they receive through a land transport disbursement account (s24) operated by the approved organisation. All expenditure from the land transport disbursement account must be made with an approved procurement procedure (s25), unless exempt (by or under s26). Exempt expenditure includes expenditure on administration activity, in-house professional services, and emergency reinstatement.

Section 25 requires that procurement procedures used by approved organisations be designed to obtain best value for money spent. The following provisions influence procurement from a value for money perspective:

- Procurement procedures must be designed to obtain best value for money spent, having regard for the purpose of the LTMA, which stresses that the land transport system must be affordable, integrated, safe, responsive and sustainable.
- The NZ Transport Agency must approve procurement procedures designed to obtain the best value for money spent.
- When approving a procurement procedure, the NZ Transport Agency must also consider the desirability of enabling fair competition and encouraging competitive and efficient markets for the supply of outputs required for funded activities.
- Procurement procedures approved by the NZ Transport Agency must specify how the procurement is to be carried out.
- Outputs must be purchased from external providers, except for minor and ancillary works, which may be purchased from an internal business unit under certain conditions.
- To reinforce the point that the lowest price proposal received for the provision of any outputs does not always equate to the best value for money spent, s25 ends with a specific provision stating that an approved organisation is not compelled to accept the lowest price proposal. This has important implications when it comes to determining value for money.

Transportation Procurement Strategy

The Council's Transport Procurement Strategy is review and updated on a three yearly basis. In October 2022 the current strategy was approved by Council and then endorsed by NZ Transport Agency in December 2022.

The Transportation Procurement Strategy 2022 is available on Council's website and is attached to this report (TRIM No. 220923165338). Website link

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/151761/Waimakariri-Transportation-Procurement-Strategy-2022.PDF

The following extract is from the strategy relating to road maintenance and renewal service delivery.

Road Maintenance and Renewal Activities

Key attributes and value for money strategy

- All road maintenance and the majority of renewal works are included in one contract to gain efficiencies in network management
- There is one contract to manage so reducing overhead costs associated with multiple contracts.

- The contract is managed by Council in-house staff to provide a direct one-on-one client/contractor relationship to shorten communication lines in order to improve responsiveness, take advantage of network and community knowledge and to avoid the extra costs of engaging an external consultant. This approach utilises the skills and knowledge of the experienced in-house staff.
- The contractor selection process utilises short listing to ensure tenderers meet minimum quality standard and then involves contractor input in developing the contract documents to ensure the tenderers understand the contract requirements and the buildability issues are identified at an early stage.
- NEC3 Conditions of Contract is currently used as this is suitable for term service contracts and has provisions that encourage flexibility and innovation by focussing on the level of service. **As part of the upcoming section 17A review (early 2023) consideration will be given to moving to NZS3917, which aligns with the contract form used across the wider region.**
- The Waimakariri District Road Network is compact and so it provides an 'economic' and manageable package due to its size and proximity to Christchurch. Combining the network with an adjoining authority is not considered to provide any advantage.
- The contractor is responsible for inspections, programming, reporting, design of reseals and rehabilitation and other minor works so this reduces input from external consultants and in-house staff and ensures a whole of network focus thus clarifying responsibilities and avoiding duplication.
- A collaborative working approach is used to ensure the energy of all parties is directed at achieving the specified levels of service and good network outcomes. This approach minimises the risk of contract disputes.
- The contract document encourages innovation and flexibility by specifying outcomes and not specifying prescriptive work methods.
- Includes the requirement for the contractor to directly deal with customer service requests to reduce double handling and to provide a more responsive and proactive approach.
- Requires RAMM to be used to ensure more efficient management of workflow, claiming, auditing and asset data updating.
- Includes a section of Hurunui District Council's road (Okuku Pass Road), as this section is integral with the Waimakariri roading network and is remote from the Hurunui District as well as a small number of Ashley roads as agreed with the Hurunui District Council.

Nature of Activities

- All routine road maintenance and renewal activities are included with responsibility for managing the network from 'boundary to boundary'. Excludes street light maintenance as this is a more specialist activity.
- Includes some minor new works where it is cost effective to include this in the contract or where the new work is integral with a maintenance or renewal activity.
- Includes design and build for reseals, pavement rehabilitation as well as some structures repair and minor works.
- Includes investigating and responding to service requests.

Aggregation, bundling and contract term

- As noted above all road maintenance and renewal work is included in a single district wide contract.
- This approach does not impact on the supply market as Waimakariri is part of the large greater Christchurch market and its total spend is a relatively small part of that market.

Delivery Model and Supplier Selection Method

- Contract tendered every five years on a 3-year term plus 2 one-year extensions, subject to performance meeting the required level.
- Contract currently uses NEC3 Conditions of Contract Option A (Contractor priced price list). This will be reviewed.
- Delivery model is design and build.
- Supplier selection method involves an Expressions of Interest phase to develop a short list of tenderers of preferably three and a maximum of four. Short list selection is based on relevant experience / track record, technical / management skills and methodology.
- Short listed contractors provide input into final contract document.
- Final tender stage uses standard price quality method generally using 70% weighting on price. Scores from relevant experience / track record, technical / management skills and 50% of methodology score are carried forward from short list stage.
- Tenderers must provide a draft Contractor Plan with their tender and nominate key personnel who will be managing the contract.

Impact on value for money, fair competition, and competitive and efficient markets

- Type of contract, contractor responsibilities and size of network maximises value for money as detailed above.
- Expressions of interest phase is advertised openly and widely and so it ensures all contractors have an opportunity to be involved.
- Waimakariri District is part of the larger Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. It aims to take advantage of that market.

Risk Identification and Management

- NEC3 requires a risk register to be maintained and for 'early warnings' to be notified by both parties and for these to be entered into the risk register and managed.

Contract Management Approach

- A collaborative working approach is used focussing on delivering the required levels of service in a cost-effective way and by encouraging innovation. Key attributes and value for money strategy

Since the Procurement Strategy was developed, further consideration has been given to the proposed term of the Roding Maintenance and Renewals Contract, and this review recommends a contract term of five (5) years, with two x one-year extensions (subject to satisfactory performance), therefore being a maximum term of 7 years.

Having a tender period with a maximum term of seven years will help drive innovation and achieve savings, due to the higher level of certainty which comes from longer term contracts.

This change will be subject to NZ Transport Agency approval of this longer term (beyond 5 years), as is required by the NZ Transport Agency Procurement Manual.

Considering the Road Maintenance Environment

There are factors in the road maintenance management environment that impact on the delivery of road maintenance services. These factors include the following:

1. The Government Policy Statement on Land Transport

The Government Policy Statement on land transport (GPS) sets out the Government's land transport strategy. This includes, among other things:

- what the Government expects to be achieved from its investment in land transport through the NLTF
- what the Government expects to be achieved from its direct investment in land transport
- how much funding will be provided and how the funding will be raised
- how it will achieve its outcomes and priorities through investment in certain areas, known as "activity classes" (e.g., the maintenance of state highways or road policing)
- a statement of the Minister's expectations of how the New Zealand Transport Agency (NZTA) gives effect to this GPS.

In this way the GPS influences decisions on how funding from the NLTF is invested. It also provides direction to local government, KiwiRail and the NZTA on the type of activities that should be included in Regional Land Transport Plans (RLTPs), the RNIP and the NLTP respectively.

Local government, NZ Transport Agency, New Zealand Police, KiwiRail, and other approved organisations under the Land Transport Management Act 2003 can receive funding from the NLTF for the land transport activities they deliver, such as the construction and maintenance of state highways, local and rural roads, road policing, and public transport.

2. The Road Efficiency Group (REG)

The Road Efficiency Group (REG) was formed in 2012. REG has been a driving force in road efficiency and supports the New Zealand transport sector to deliver a modern integrated system to align with the objectives of local, regional and central government. Under the 2024-34 GPS, Central Government have tasked REG with the following key focus areas:

- finding efficiency in road maintenance spend to deliver more for road users and taxpayers' investment.
- standardising maintenance protocols and processes to find efficiency where efficiencies can be found.
- supporting the NZTA in reducing expenditure on temporary traffic management, which is adding significant cost to road maintenance and reducing efficiency of the spend.
- supporting the NZTA in reviewing Network Outcome Contracts in line with the NZTA's focus on achieving long-term maintenance outcomes of 2 percent rehabilitation and 9 percent resurfacing per year, ensuring a proactive approach to road maintenance.

The exact scope and role of the refocused REG is to be developed and approved by Central Government as part of a new Performance and Efficiency Plan. This is to ensure activities and functions are aligned to drive better accountability, delivery and value for money from transport investments.

3. North Canterbury Collaboration

Collaboration on roading and transportation matters has continued to be a focus in North Canterbury. Waimakariri District Council continues to actively work with neighbouring Council including the Hurunui District Council, Kaikoura District Council and Selwyn District Council on matters such as:

- Improve asset management processes, outcomes and consistency in respect of their respective road networks.
- Establish a consistent regional response to land-use and demand changes.
- Improve investment decision-making, while recognising and accepting appropriate risk.
- Achieving consistent levels of service standards, in line with the One Network Road Classifications (ONRC) and customer outcomes.
- Enhance customer satisfaction and promote a 'One Network' approach.
- Further embed Road Safety in the cultures of the respective organisation.

A previous MOU established in 2014 requires reviewed by the partners and updating so it remains a relevant document.

Service Delivery and Contract Options

The Waimakariri District Council carried out the last service delivery options review in 2019 and the Draft Procurement Strategy is consistent with the recommendations from this report. In particular, the 2019 review recommended a single district wide network management contract covering all road maintenance and renewal activities, except for street lighting, using a quality-based contractor selection process.

The NEC3 contract model which has been used previously is now out of step with the majority of Council's in the Canterbury area who have moved to NZS3917 as the preferred contract form. This is a NZ Standard that is widely used and well understood within the industry. Kaikoura District Council has combined their maintenance work with the NZ Transport Agency's Road Maintenance Contract, and Selwyn District Council are also using NZS3917 contract form.

Past feedback from the contracting industry supported the Roothing Procurement Strategy but also noted that longer term and alternative contract models were being utilised other districts and that in some areas more weighting is being given to quality rather than price.

Consideration has been given to the term of the maintenance and the benefits of moving to a longer-term contract. Having a tender period with a maximum term of seven years is recommended, as this will help drive innovation and achieve savings, due to the higher level of certainty which comes from longer term contracts. While contract periods of up to ten years have been used in some situations, there are risks involved with a contract of this duration, which are considered to outweigh the benefits for the district at this time. As such, it is recommended the contract term be five (5) years, with two x one-year extensions (subject to satisfactory performance), be sought. This will be subject to NZ Transport Agency approval of this longer term (beyond 5 years), as is required by the NZ Transport Agency Procurement Manual.

It is noted that because of the Waimakariri districts compact size and location being close to Christchurch and hence its advantageous situation in procuring services, any combining of work or contracts is likely to have a detrimental impact on the district.

The road maintenance contract re-tender timing has been discussed with Selwyn District and Hurunui District. Tendering is staggered to ensure the contracting sector can tender for each contract efficiently with the result of better tenders.

The timing of contracts is as follows (subject to all contract extensions being awarded):

- Waimakariri District Council – 1 November 2025 – Next contract start date
- Selwyn District Council – 1 June 2026 – Next contract start date
- Hurunui District Council – 1 July 2029 – Next contract start date

Conclusions and Recommendations

The LTMA requires all roading physical works to be contracted out to the private sector.

The LTMA requires the Council to have a procurement strategy for roading that has been approved by NZ Transport Agency.

The Council's Roothing and Transportation Strategy was approved by Council in October 2022 and then endorsed by NZ Transport Agency in December 2022.

This strategy outlines the contract model for road maintenance services and this model provides for a single district wide network management contract covering all road maintenance and renewal activities (except for street lighting), using a quality-based contractor selection process.

Following a review of the delivery of these services, it is recommended the contract form be moved to NZS3917 as this aligns with general practice across the Canterbury region and is a well-known and understood NZ Standard. It is recommended that the document is written to encourages innovation in a collaborative working environment.

An Expressions of Interest process with a Price Quality Method contractor selection process is proposed.





It is recommended the contract term be five (5) years, with two x one-year extensions (subject to satisfactory performance), therefore being a maximum term of 7 years. This will be subject to NZ Transport Agency approval of this longer term (beyond 5 years), as is required by the NZ Transport Agency Procurement Manual.

Using a quality-based contractor selection process provides good outcomes for the Community. Having a tender period with a maximum term of seven years will help drive innovation and achieve savings, due to the higher level of certainty which comes from longer term contracts.

Extending the contract period to a maximum of seven (7) years has been discussed with NZTA staff as this is a variation to Council's endorsed Waimakariri Transportation Procurement Strategy 2022, and as such requires formal sign from NZ Transport Agency. Initial discussions with the NZ Transport Agency procurement staff have signalled their willingness to consider longer term contract of up to 7 years. This does however require a formal approval.

Previously feedback has been sought from the industry and there was support for longer term contract options.

Roads and Footpaths - measuring performance

WELLBEING <i>That this activity contributes to</i>	COMMUNITY OUTCOME <i>How this activity contributes to outcome</i>	WHAT COUNCIL PROVIDES <i>Major levels of service</i>	MEASURING PERFORMANCE	TARGETS <i>(2024-2034)</i>
	<p>Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.</p> <p>Our community has equitable access to the essential infrastructure and services required to support community wellbeing.</p>	The road network is increasingly free of fatal and serious injury crashes.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	Reduction in fatalities and serious injury crashes.
  	<p>Our community has equitable access to the essential infrastructure and services required to support community wellbeing.</p> <p>Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.</p> <p>The natural and built environment in which people live is clean, healthy and safe.</p> <p>Infrastructure and services are sustainable, resilient, and affordable.</p>	<p>Sealed roads provide a level of comfort that is appropriate to the road type.</p> <p>Optimised programmes are delivered that are affordable and at a cost so that service productivity is improving.</p> <p>Footpaths are safe, comfortable and convenient.</p> <p>Requests for service will be responded to in a prompt and timely manner.</p>	<p>The average quality of ride on a sealed road network, measured by smooth travel exposure.</p> <p>The percentage of the sealed local road network that is resurfaced.</p> <p>The percentage of footpath that falls within the level of service or service standard for the condition of footpaths.</p> <p>The percentage of customer service requests relating to roads and footpaths responded to within service delivery standards.</p>	<p>• 95% for rural roads • 75% for urban roads.</p> <p>5%</p> <p>95%</p> <p>95%</p>

PART ONE - CURRENT ARRANGEMENTS			
1	Name of the Unit responsible for the service Roading	Name of Unit Manager Joanne McBride	Name of Service under Review District Road Maintenance & Renewals Contract
2	Description and scope of the service <i>(be consistent with LTP/AMP)</i>	Delivery of the road maintenance and renewal physical works service including the following: <ul style="list-style-type: none"> • All routine road maintenance activities within the network from 'boundary to boundary' including pavements (sealed and unsealed), signs & road markings, vegetation, footpaths, cycleways, drainage, and structures. • Renewals activities including remetalling, signs renewals, resurfacing, drainage, bridge components and some footpath renewals. • Some minor improvements work (where it's cost effective to include this in the contract or where the new work is integral with a maintenance or renewal activity). • Design and build for reseals, rehabilitation and other minor structures and minor works. • Investigation and responding to service requests. This contract does not include street light maintenance and renewals.	
3	Rationale for service provision	Legal requirement to provide the service	<ul style="list-style-type: none"> • Local Government Act 2002 • Land Transport Act 1998
4	Links to Community Outcomes	Community outcomes the service contributes to <i>(LTP)</i>	<p><u>Social</u></p> <p><i>A place where everyone can have a sense of belonging...</i></p> <ul style="list-style-type: none"> • Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation. • Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities. • Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives. • Our community has equitable access to the essential infrastructure and services required to support community wellbeing. <p><u>Cultural</u></p> <p><i>...where our people are enabled to thrive and give creative expression to their identity and heritage...</i></p> <ul style="list-style-type: none"> • The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced. • There is an environment that supports creativity and innovation for all.

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			<p><u>Environmental</u></p> <p><i>...that values and restores our environment...</i></p> <ul style="list-style-type: none"> • People are supported to participate in improving the health and sustainability of our environment. • Land use is sustainable; biodiversity is protected and restored. • Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change. • Our district transitions towards a reduced carbon and waste district. • The natural and built environment in which people live is clean, healthy and safe. • Our communities are able to access and enjoy natural areas and public spaces. <p><u>Economic</u></p> <p><i>...and is supported by a resilient and innovative economy.</i></p> <ul style="list-style-type: none"> • Infrastructure and services are sustainable, resilient, and affordable. <p>Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy.</p>
5		Council policies, bylaws, strategies and plans the service contributes to:	<ul style="list-style-type: none"> • Long Term Plan • Transportation Activity Management Plan
6	Performance	Our Transportation goal <i>(Transportation AMP)</i>	“To plan, provide, maintain, develop and improve the transport network so that Waimakariri is a great place to be, and transport is accessible, convenient, reliable and sustainable”
7		Major levels of service <i>(LTP)</i>	<ul style="list-style-type: none"> • The road network is increasingly free of fatal and serious injury crashes. • Sealed roads provide a level of comfort that is appropriate to the road type. • Optimised programmes are delivered that are affordable and at a cost so that service productivity is improving. • Footpaths are safe, comfortable and convenient. • Requests for service will be responded to in a prompt and timely manner.
8		Performance measures <i>(LTP)</i>	<ul style="list-style-type: none"> • The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number. • The average quality of ride on a sealed road network, measured by smooth travel exposure. • The percentage of sealed local road network that is resurfaced. • The percentage of footpath that falls within the level of service or service standard for the condition of footpaths. • The percentage of customer service requests relating to roads and footpaths responded to within service delivery standards.
9	Finance & Management	Type of governance	This is a core function of Council, therefore currently governed by the Council.

Section 17a Service Review – Full review

10		Funding	The activity is funded from a combination of rates and from central government through the National Land Transport Fund (NLTF). The funding is provided for and approved through the Council's Long Term Plan.		
11		Method of delivery (include term of contract if currently contracted out)	Road maintenance activities are to be delivered in a single district wide contract. The Contract is to be an NZS3917 form with an emphasis on collaboration between the Principal and the Contractor. A PQM Price / Quality based contractor selection process is to be used. The contract term proposed is a 5-year term plus 2x one year extensions, subject to performance meeting the required level, therefore to a maximum of 7 years (this is subject to NZ Transport Agency approval).		
12		Cost of providing the service	Capital Cost \$4.3M	Operating Cost \$5.3M	Total Cost The annual cost of the road maintenance and renewal activity covered by the road maintenance contract is in the order of \$9.8M with \$5.0M (2023/24 year) of this co-funded by NZTA. In addition, Emergency Works and other additional minor capital works are allowed for within the maintenance contract.
PART 2 - DETERMINING THE TIMEFRAME FOR A REVIEW					
13	Review date	Date last review was carried out:	November 2019	Year next review is scheduled:	
14	Is Council considering a significant change to a level of service? S17A (2) (a)	Yes <input type="checkbox"/>	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4
				No <input type="checkbox"/>	Go to Question 15
		No <input checked="" type="checkbox"/>	Go to Question 14		
15	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4		
		No <input checked="" type="checkbox"/>	Go to Question 15		

Section 17a Service Review – Full review

PART 3 – REVIEW ANALYSIS					
16	Does the cost of undertaking a review outweigh the benefits? S17A (3) (b)	What is the anticipated cost of the review?	\$ N/A		Managed within current staff workload
		What is the total cost of providing the service (both operating and capital costs)?	\$ 9.8M		Annual cost of Road Maintenance & Renewal Activities
		Is the service significant enough to trigger the Council's Significance and Engagement Policy January 2021.	Yes <input type="checkbox"/>		Click here to enter text.
			No <input checked="" type="checkbox"/>		Click here to enter text.
		Is the activity more than \$250,000 direct cost? (direct expenditure excluding depreciation, funding and overhead)	Yes <input checked="" type="checkbox"/>		Click here to enter text.
			No <input type="checkbox"/>		Click here to enter text.
		Has the governance, funding or delivery of the activity been reviewed recently enough that a further review is not justified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Review is required for up to 6 years. Last review carried out in November 2019.
		Have there been any changes to the policy and/or regulatory environment since the last review?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		How effective are the current arrangements?	Current contract framework is NEC3. Looking to move to NZS3917 which is more widely used in the industry.		
		Do other Local Authorities have the ability to participate in the review?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Feedback has been sought from other North Canterbury Councils on their contract end dates, however these do not align and areas where services are shared are already well established.
		Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
What are the views and preferences of the users of the service and the community?	The community expect road maintenance to be managed to the agreed levels of service within the budget which has been allocated in the Long Term Plan.				
Is the activity insignificant enough in terms of scale or (public) visibility for the review costs to outweigh the benefits?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Roading has a direct impact on the wider community.		

Section 17a Service Review – Full review

		15A In conclusion, does the cost of undertaking a review outweigh the benefits?	Yes <input type="checkbox"/>		No review is required S17A (3) (b). Go to Part 4
			No <input checked="" type="checkbox"/>		Go to Question 16
17	Are there likely to be realistic potentially beneficial options given the nature of the activity and/or the availability of alternative providers, having regard to S17A (4)	Does the service have a need for proximity to or interrelationship with core Council democratic, administrative or policy development processes?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		Will another option provide effective delivery of financial, asset and executive management or regulatory responsibilities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Consideration of incorporation of other complimentary maintenance activities has been given. A separate section 17A review has been completed for Land Drainage.
		Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		Is the service able to be delivered by another local authority or authorities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	While there has been previous discussion on regional transport activities, this has not been progressed and would not likely provide any further benefits to WDC.
		Is the service able to be delivered by another person or agency (central government, private sector organisation or community group?)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	No. This is a local government function.
		Is the service able to be delivered by a CCO or joint Council/CCO arrangement?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	A CCO is not recommended as the contract is required to be publicly tendered and there is no guarantee the CCO would secure the contract.
		16A In conclusion, are there likely to be realistic potentially beneficial options?	Yes <input type="checkbox"/>		Go to Part 4
			No <input checked="" type="checkbox"/>		No further review is required for up to 6 years S17A. Go to Part 4

Section 17a Service Review – Full review

PART 4 – REVIEW RECOMMENDATION		
18	Unit Manager's recommendation	It is recommended that the Council's Road Maintenance Service continues to be provided by a single district wide network management contract covering all road maintenance and renewal activities, including some minor capital works projects. It is recommended the contract form be moved to NZS3917 as this aligns with general practice across the Canterbury region and is a well-known and understood NZ Standard. It is recommended that the document is written to encourages innovation in a collaborative working environment. An Expressions of Interest process with Price Quality Method contractor selection process is recommended. This is a minor modification to the current contract which is the most appropriate model, and it meets current best practice. It is recommended the contract term be Five (5) years, plus two x one-year extensions (subject to satisfactory performance), therefore being a maximum term of 7 years. This will be subject to NZ Transport Agency approval of this longer term, as is required by the NZ Transport Agency procurement Manual.
19	Reason/s for recommendation	Moving to NZS3917 ensures WDC are aligned with general practice across the Canterbury region and that a well know and understood NZ specific contract standard form is used. The need for collaboration and innovation will be emphasized in the document. Using a quality-based contractor selection process provides good outcomes for the Community. Having a tender period of 5+1+1 years will help drive innovation and achieve savings due to the higher level of certainty which comes from longer term contracts.
* Enter year next review is scheduled in dark green box in Question 12.		

Signed by:

 Department Manager

 Chief Executive

Date:





Waimakariri District Council

Transportation Procurement Strategy 2022

Endorsed by Waka Kotahi December 2022



Internal Quality Record

	Signature	Date
Prepared By Joanne McBride – Roding and Transportation Manager		7/11/2022
Approved For Issue By Gerard Cleary – General Manager, Utilities and Roding		15/11/2022
Approved By Council with minor amendments approved by General Manager, Utilities and Roding and Acting Chief Executive		October 2022
Endorsed By Waka Kotahi		9 December 2022

Revision Record

Rev No	Date	Description	Prepared By	Approved By
1	October 2022	DRAFT Procurement Strategy to Waka Kotahi for comment	J. McBride	G. Cleary
2	October 2022	DRAFT Procurement Strategy to Council for Approval	J. McBride	G. Cleary
3	November 2022	Procurement Strategy to Waka Kotahi for Endorsement	J. McBride	G. Cleary

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Appendix A: Delegation, Policy & Strategy Website Links

Appendix B: Waimakariri District Council Community Outcomes

Appendix C: Organisational Structure

1. Executive Summary

Procurement plays a vital role in the delivery of Council outcomes, with a significant variety of goods and services being purchased from third party suppliers.

The Council recognises that rigorous procurement and contract management practices:

- (a) ensure the Council delivers value for money
- (b) provides quality outcomes for the community
- (c) underpin the performance and delivery of the Council's strategic and business objectives
- (d) provides opportunities for business sustainability, strategic growth, and improvement

This strategy has been developed as a guidance document for Waimakariri District Council staff, to support best practise procurement outcomes and to inform the supplier community.

1.1. Aims and Objectives of this Strategy

The overarching aim of the Waimakariri Transportation Procurement Strategy is to ensure that procurement planning reflects the Waimakariri District Council's corporate aims and priorities, is consistent with Council strategies and policies, and meets Waka Kotahi funding and procurement rules.

This strategy is unique to the Waimakariri District Council and recognises the experience of Council staff and the economic and geographic environment in which the Council operates and is to be read in conjunction with the Waka Kotahi (NZ Transport Agency) Procurement Manual Amendment 6.

The Waka Kotahi (NZ Transport Agency) Procurement Manual sets out the rules for the procurement activity funded through the National Land Transport Fund. The use of Waka Kotahi approved procurement procedures is a statutory obligation under s25 of the Land Transport Management Act 2003.

Amendment 5 was implemented to cover several areas including (but not limited to) setting out the requirement to:

- Comply with the Government Procurement Charter to achieve public value
- Consider how procurement, where appropriate, can contribute to the Governments Broader Outcomes
- Update Health & Safety expectations

The objectives of this strategy are to:

- a) Support the achievement of the Council's Community Outcomes and the Waimakariri Long Term Plan through efficient procurement processes
- b) Deliver services to the community that represent best value for money
- c) Encourage appropriate levels of competition across the supplier markets
- d) Ensure procurement is fair and transparent with effective accountability measures and consideration of risk allocation
- e) Allow for opportunities for local and regional businesses to participate
- f) Identify opportunities for working with others in order to maximise purchasing power and identifying opportunities for innovation and to add value.
- g) Ensure that current and future procurement activities are planned, implemented, monitored, and reviewed effectively
- h) Ensure that good practice examples are identified and applied consistently.
- i) Ensure broader outcomes are generated from the procurement activity. This can be environmental, social, economic, or cultural benefits.
- j) Consider factors which may impact on or disrupt the supply chain.

1.2. Procurement Environment

Waimakariri District is part of the greater Christchurch area and is approximately 30 minutes' drive from the centre of Christchurch City, and so this provides good access to a large pool of suppliers. Many of the large national/international organisations have bases in Christchurch City and there is also a range of small to medium companies based in the district.

The Waimakariri District Council has experienced in-house Rooding and Project Delivery Unit teams, with good network management, asset management, project management and contract management capability and skills, along with a good knowledge of the local community and its expectations and needs. This experience is utilised in combination with the large external supplier market to achieve the objectives of this strategy. Within the Project delivery Unit there are three fully Qualified Tender evaluators.

Key Issues for the District:

- The district has experienced a significant amount of growth traffic volumes over the last decade (post Christchurch earthquake 2010)
- There is high level of agricultural and manufacturing activity within the district along with significant gravel extraction from our braided rivers, resulting in an increasing number of heavy vehicle movements causing deterioration of the network and often using narrow roads that are ill-suited to these types of vehicles
- Due to the flat and grid like rooding network layout, there are a large number of cross intersections, largely in high-speed rural areas, which create safety issues.
- Increasing natural events and ongoing consequences of weakened infrastructure is causing an accelerated deterioration of infrastructure.
- Increasing supply chain costs are resulting in rapidly increasing prices, and the need for innovation / collaborative working to achieve efficiencies.

Opportunities for the District:

- Collaborative, shared service contracts are being retained and renewed, and new collaboration opportunities are discussed with neighbouring Road Controlling Authorities (e.g. asset management activities such as street lighting).
- There is a move to more sustainable transport options which provides an opportunity to plan for infrastructure for alternate modes that have lower environmental impacts and a lower whole of life cost.
- Continue to work with staff and our maintenance contractor to apply an improved business case approach to the management of our transport network, therefore ensuring investment is appropriately planned for and managed to achieve a transport network which is fit-for purpose and efficiently maintained, to respond to present and future traffic demands.

1.3. Procurement Approach

In its approach to procurement the Waimakariri District Council will utilise guidance provided by the Waka Kotahi (NZ Transport Agency) Procurement Manual "Procurement Procedure 1 – Infrastructure" and "Procurement Procedure 2 – Planning and Advice".

The Council carried out a review of its previous overarching Purchasing (including tendering) Policy in 2018 and the current "Procurement and Contract Management Policy" was adopted by Council on 5 February 2019. This policy included a number of

changes including additional principles to provide further underlying guidance to the policy, clarification around organisational scope, consideration of sustainability and risk.

The Council also has a Procurement Strategy which seeks to provide the strategic direction for procurement activities for the organisation. It sets forth the framework to achieve public value and quality outcomes through best procurement practices.

The approach adopted by the Waimakariri District Council for the various aspects of its transportation procurement is as follows:

- Road maintenance and renewal work is managed on a network management basis under one term service contract using a design and build, delivery model and using NEC3 conditions of contract. It is managed in a collaborative working environment by Council in-house staff. Supplier selection is by the price quality method. The current contract period is 5 years (3+1+1). Consideration will be given to moving to a NZS3917 contract form as part of the Section 17A review which is planned for early in 2023.
- Street light maintenance and renewal work is managed on a network management basis under one term maintenance contract using NZS3917, combined with Waka Kotahi's Street Lighting on its North Canterbury Network and with Hurunui District Council, using a design and build delivery model. It is managed in a collaborative working environment by Council in-house staff. Supplier selection is by the price quality method. The current contract period is 5 years (3+1+1).
- Routine new capital works are delivered by small to medium low risk contracts using a traditional design followed by construction staged delivery model to provide opportunities for local small and medium sized contractors. It utilises standard documentation and construction details to reduce risk and cost. Associated professional services are usually provided by in-house staff. Supplier selection is generally procured by the lowest price conforming method with flexibility to assess depending on risk.
- Major capital projects are generally delivered by one off contract using a staged delivery model with associated professional services provided by external consultants and overseen by experienced in-house project managers. Complex or high-risk projects may include an expression of interest and short-listing stage to ensure contract outcomes are met. Design and build delivery models may be considered for complex projects, or projects where it is felt value can be gained by industry input. Supplier selection is usually by the price quality method.
- Professional services for routine network management, programme management, routine investigations and reporting, asset management and for delivering community road safety programmes is provided in-house.
- Specialist professional services such as bridge inspections, structural advice, geotechnical advice, road safety audits, traffic assessments and specialist technical services are provided by external consultants. A staged delivery model is used for under a quality-based supplier selection process. The current professional services contract period is 5 years (3+1+1).
- Specialist services for traffic counting is provided by an external specialist consultant. A staged delivery model is used under a quality-based supplier selection process. The current professional services contract period as approved by Waka Kotahi is 6 years (3+1+1+1).
- Specialist services for road condition rating and surveys are provided by external consultants. A staged delivery model is used under a Lowest Price Conforming supplier selection process which provides opportunities for local and regional, small and medium sized consultants.

A Civil Works Pre-qualification Panel was implemented by Waimakariri District Council in 2021. The intent of the prequalification panel is to help streamline the tendering process. Where there is an appropriate category of the panel, invited tenders are sent out directly to pre-qualified suppliers. Open tenders are still advertised publicly via Tenderlink.

There are three tiers of pre-qualification:

- Tier A:
This is the highest tier of the Category and is suitable for suppliers who can carry out complex work with a high degree of autonomy. This category included projects with values over \$1mil, which have high levels of risk and significant complexity.
- Tier B:
This is the middle tier of the Category and is suitable for suppliers who can carry out work on the bulk of Council's projects. This category included projects with values between \$500k and \$1mil, which have medium levels of risk and reasonable complexity.
- Tier C:
This is the entry level tier of the category, where the suppliers and their systems may be unknown, or less well defined. This category included projects with values less than \$500k, which have standard levels of risk and routine complexity.

There are currently 55 suppliers on the Waimakariri District Council Civil Works Pre-qualification List.

1.4. Review and Monitoring

This strategy will be assessed regularly to test the appropriateness of the approaches used and it will be formally reviewed every three years in line with Waka Kotahi requirements.

1.5. Health & Safety

This strategy considers Council's responsibilities within the Health and Safety at Work Act 2015.

WorkSafe as the Crown's Agency has a vision that "Everyone who goes to work should come home healthy and safe".

Council is responsible for managing the work-related risks that could cause serious injury, illness or even death. The Health & Safety at Work Act recognises that to improve our poor health and safety performance we all need to work together. Government, businesses, and workers must establish better leadership, participation in, and accountability for people's health and safety.

To achieve the vision of the strategy the HSWA provides a new way of thinking. In particular:

- Clarifying our duties as a Person Conducting a Business or Undertaking (PCBU) and understanding the relationship with other PCBU's
- Formalising our approach to pre-qualification and performance management
- Clarifying our safety expectations with our suppliers
- Risk management

Council has a Health & Safety Policy and requires all contractors/suppliers working for the Council to be SiteWise registered (or equivalent), achieve a minimum score and submit a site-specific safety plan for the project for consideration and approval by

Council, before any works can commence. These aspects are required as part of our procurement approach and are detailed in our procurement and individual project plans.

Consideration is also given to site specific hazards through the design process and a “Safety in Design” assessment is undertaken for capital projects and renewals. This information is then incorporated into tender documents and risks managed through the construction period.

As part of the tender process, methodology is one of the attributes which is scored, with specific consideration being given to the detail of how the proposed works will be undertaken safely. During the construction period, site Health & Safety audits are undertaken to ensure requirements are being met.

1.6. Recommendations

That Waimakariri District Council:

- **Approves** the Transportation Procurement Strategy for the period 12 December 2022 to 11 December 2025;
- **Submits** the Transportation Strategy to Waka Kotahi (NZ Transport Agency) for endorsement for the period 12 December 2022 to 11 December 2025.

That Waka Kotahi (NZ Transport Agency):

- **Endorse** the “Waimakariri District Council Transportation Procurement Strategy December 2022” for the period 12 December 2022 until 11 December 2025;
- **Endorse** the Waimakariri District Council Traffic Counting Contract remaining as a 6 year contract (3+1+1+1);
- **Notes** the continued use of in-house professional services under s.26 of the Land Transport Management Act 2003, as previously approved.

2. Introduction

This document sets out the Waimakariri District Council's strategic approach to transportation related procurement of works and services within the district.

Waka Kotahi (NZ Transport Agency) requires all Road Controlling Authorities (RCA's) to have in place an approved Procurement Strategy that remains fit for purpose, with ongoing revisions/replacements to be reviewed and endorsed by the Agency.

Effective procurement is crucial in securing high quality, best value works and services for all transport network users and stakeholders. Developing a clear procurement strategy is a key step towards achieving best value, efficiency, and competition. It also assists contractors by providing a clear overarching strategy with the key objectives for procurement.

This Procurement Strategy recognises the importance of social responsibility, whole of life cost, environmental and economic impacts.

Best value and efficiency goals require a positive approach to competition, taking advantage of opportunities for innovation and partnerships with the public, contractors, other Councils, and organisations. This strategy seeks to strike a balance between several priorities:

- Ensuring quality of works on the assets
- Ensuring efficiency in procuring, and delivering
- Providing social responsibility, by engaging with local and regional suppliers to promote the local economy.
- Ensuring good value to the ratepayer
- Ensuring fairness to the industry

This Procurement Strategy takes a balanced approach to risk management. It is accepted that the Council, as the purchasing organisation, must establish the level of risk it is prepared to shoulder in relation to its dealings with suppliers. Understanding risk and appropriate apportionment, between supplier and Council, is a key consideration when it comes to delivering value for money. Equally, it is important that product is affordable and meets the desired performance levels.

In preparing this Procurement Strategy, Waimakariri District Council (WDC) has considered its planning framework, principles, and attitude to procurement.

The Local Government Act 2002 states that a local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. Subject to subsection (3), a review must be undertaken:

- (a) In conjunction with consideration of any significant change to relevant service levels; and
- (b) Within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
- (c) At such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).

A review of road maintenance service was last carried out under Section 17A of the Local Government Act and reported to the Audit & Risk Committee of Council in November 2019.

The current road maintenance contract (CON2019/43) started on 1 November 2020 and as such is in the second year of a 3+1+1 contract, with extensions subject to satisfactory performance. As such a section 17A review is planned to be undertaken early in 2023 to ensure statutory requirements are met.

3. Procurement Policy Context

3.1. District Overview

The Waimakariri District is one of the two districts that make up North Canterbury. The district (225,000 hectares) extends from Pegasus Bay in the east to the Puketeraki Range in the west. It is bounded in the south by the Waimakariri River and Christchurch City, and in the north by the Hurunui District.

Kaiapoi and Rangiora are the major urban areas in the Waimakariri District. These towns are situated approximately half an hour's drive north of Christchurch City centre. The district's other main urban areas are Woodend/Pegasus/Ravenswood and Oxford and there are also a number of smaller villages and beach settlements. Sixty-two¹ percent of the district's population resides in the four main urban areas, and a large portion of the population resides in the eastern side of the district.

A large percentage of the district is fertile flat river plains land with highly productive rolling downs. The north-western portion of the district is hill and high country. The district is more densely populated on its eastern side, around the townships of Rangiora, Kaiapoi and Woodend (including Pegasus & Ravenswood).

There are a large number of lifestyle properties around the district, especially around the Mandeville and Ohoka areas. Some of these are used for horticultural enterprises. Others are occupied by people who have been attracted to the district to enjoy living in a rural environment close to Christchurch.

Council expenditure on transportation includes a combination of:

- Operations and maintenance of assets
- Renewal of assets
- Construction of new infrastructure to improve the level of service
- Construction of new infrastructure to meet changing demands and a growing population
- Contribution towards private construction (development) when there is a public benefit
- Professional services to support Council functions

3.2. Policy Context

Waka Kotahi requires Waimakariri District Council to have a procurement strategy that documents our long-term integrated approach to the procurement of transportation related activities, funded under section 25 of the Land Transport Management Act 2003 and its amendments.

Waimakariri District Council recognises the importance of a strategic approach being taken to procurement as this helps with achieving boarder outcomes, managing relationships and sourcing suppliers to deliver on Long Term Plan and Annual Plan objectives and business needs, while also delivering best value for the community.

The following is an outline of the strategic documents which provide policy context for investment.

a) Government Policy Statement (GPS).

The current Government Policy Statement (GPS) 2021/31 on Land Transport has four key strategic priorities. These are:

- Road safety

¹ Department of Statistics estimate 2018

- Better travel options
- Climate change
- Improving freight connections

The purpose of the transport system is to improve people's wellbeing, and the liveability of places. It does this by contributing to five key outcomes, identified in the Ministry of Transport's Transport Outcomes Framework. These are:

- Inclusive access
- Healthy and safe people
- Environmental sustainability
- Resilience and sustainability
- Economic prosperity

b) Road to Zero.

Road to Zero is New Zealand's Road Safety Strategy which adopts a vision of a New Zealand where no one is killed or seriously injured in road crashes, and a target for reducing annual deaths and serious injuries by 40 percent by 2030. This includes a transportation network where everyone, whether they're walking, cycling, driving, motorcycling or taking public transport, can get to where they're going safely.

c) The Land Transport Management Act 2003 (LTMA)

Clause 25 of the act outlines the requirements for Waka Kotahi (NZ Transport Agency) to consider when approving Procurement Procedures for use by approved organisations.

Key aspects of procurement procedures include:

- Being designed to obtain best value for money spent
- Enabling persons to compete fairly for the right to supply outputs
- Encouraging competitive and efficient markets for the supply of outputs

Waka Kotahi's Procurement Manual aligns with the Government procurement Rules. Adherence to this manual therefore means that obligations relating to the Government Procurement Rules and Free Trade Agreements will be met. Particular obligations relating to the Government Procurement Rules are the Principles of Government Procurement and Government Procurement Charter and Broader Outcomes.

Waka Kotahi's approved procurement procedures are detailed within its Procurement Manual. Waimakariri District Council will utilise and comply with the procurement procedures within the Procurement Manual for purchasing all works and services which are funded with financial support from Waka Kotahi. The Procurement Manual requires all approved organisations (AO's) to have a Procurement Strategy, and for this strategy to be formally endorsed by the Agency.

d) RLTP

The Canterbury Regional Land Transport Plan (RLTP) 2021-2031 outlines the strategic intent and outcomes for the Canterbury transportation system and guides land transport planning and investment within the region. It sets out:

- The current state of the region's transport network
- Priorities for investment
- A 10-year programme of proposed investment

The RLTP has the following problem statements and benefits which set priorities that need to be focussed on. These are as follows –

Problem Statements:

- Unforgiving network provision, deficiencies in design and vehicle quality, and poor decision making by transport users, are leading to deaths and serious injuries on our transport network
- Land use change, and increased freight and tourism demand, can result in inefficiency and reduce the condition and suitability of infrastructure
- Planning and investment do not always support sustainable transport choices, resulting in high greenhouse gas emissions and adverse health impacts
- Lack of resilience of the network to unknown stresses, severe events and climate change are resulting in community severance and infrastructure being damaged or destroyed.

Benefits:

- A safer transport network and system
- The transport network is fit-for purpose for different user needs
- Better access to sustainable transport mode options
- Improved network reliability and adaptability to deal with unknown stresses, severe events and climate change.

The Transportation problem statements have been developed regionally and are in line with the Government Policy Statement on Transport, the legislative framework provided by the Local Government Act 2002 (LGA2002) and the Land Transport Management Act 2003 (LTMA).

e) Waimakariri District Council Long Term Plan 2021-31

The Council's Long Term Plan outlines our Community Outcomes and how these will be delivered on for our Community. Specifically, this seeks the following transportation related outcomes:

Transport is accessible, convenient, reliable, and sustainable

- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes
- Core utility services are sustainable, resilient, affordable; and provided in a timely manner
- Climate change considerations are incorporated into all infrastructure decision-making processes
- Infrastructure services are managed in a way that reduces emissions over time
- People's needs for mental and physical health and social services are met
- Our people are supported by a wide range of health services that are available and accessible in our District
- There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

A copy of the Community Outcomes is included as Appendix B.

3.3. Transportation Activity Management Plan

The purpose of the Waimakariri District Council Transportation Activity Management Plan is to make Waimakariri a great place to be, in partnership with our communities guided by our outcomes, through the following roles:

- As a service provider;
- As a funder of activities by others;
- As an advocate on behalf of our community;
- As a regulator under legislation

The following goal for the provision of transport infrastructure in the Waimakariri District Council has been developed from the Community Outcomes.

“To plan, provide, maintain, develop and improve the transport network so that Waimakariri is a great place to be and transport is accessible, convenient, reliable and sustainable”

The Transportation Activity Management Plan provides a strategic, tactical, and operational plan, which provides a framework and guidance that assists Council in meeting the needs and aspirations of the district's transport network through the effective use of its assets and associated activities.

The plan does the following:

- Identifies how Roading and Transportation activities are to be managed.
- Explain how Council will deliver the required level of service in the most efficient, effective, and appropriate manner.

3.4. Council Procurement & Contract Management Policy

The Council Procurement and Contract Management policy was adopted on 5 February 2019 and contains the following:

Principles

Council procurement and contract management practices shall ensure that the Council plans for, enters into and manages its procurement and contract management activities in a manner that maximises value for money and quality service delivery, as well as realises business, strategic and community expectations.

The following ten principles shall be reflected in all procurement and contract management practices:

- i. Procurement and contract management processes will comply with all applicable statutory obligations, recognise Council's business, strategic and community expectations, and reflect relevant sector, central and local government good practice standards and guidelines. Such processes shall at all times foster a safe working environment for staff, contractors and the general public and support the intent laid down within the Health and Safety at Work Act 2015.
- ii. The purchasing power of the Council will be harnessed for the realisation of its strategic and business objectives, as well as the benefit of the local community.
- iii. Planning and managing for great results. All purchasing decisions will consider what the most appropriate procurement options are and select from a range of delivery processes to achieve the best outcome for Council and the community.

This provides the flexibility for Council to identify the most appropriate procurement option for obtaining goods and services. The decision about what option to be used will be based on the type of expenditure being incurred as well as other appropriate procurement objectives. Available tools for procurement include:

- Full external service delivery;
- Collaboration between Council and external organisations;
- Public/private partnerships;
- Fully resourced from internal sources.

- iv. The Council shall be fair to all suppliers. Where open tendering applies, procurement practice will demonstrate integrity by all parties and enable all potential suppliers to have equal access using open and contestable processes.
- v. All Council procurement for goods and services shall be open and competitive. However, there are circumstances when Council may decide to restrict or limit supplier involvement in a procurement process, based on matters of scale or relevance, such as in an emergency and/or by allocating work directly to its own operating departments. When this principle of open and competitive purchasing is subject to deviation, Council will document the justification for such actions.

Suppliers will be disqualified from tendering for Council goods and services for a period of not less than 12 months if they lobby or contact Councillors or staff (other than contacting staff named in the tender documents) regarding a tender while the tendering process is in progress.
- vi. The Council shall ensure full probity in its procurement practices and decision-making processes. All procurement decisions will be appropriate and transparent, fair and equitable, and free from any real or perceived bias or conflict of interest.
- vii. The Council shall take into consideration the whole of life costs and/ or benefits associated with procurement – spanning design, manufacture, delivery, operation, and disposal.
- viii. Consideration will be given to sustainable procurement principles whenever possible, i.e., assessing the whole of life social, economic and environmental impact of the procurement.
- ix. All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators that reflect Council's expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.
- x. All contracts will be actively managed in a manner that fosters collaboration with suppliers and contractors, maximises value for money, supports the Ta Matou Mauri principles as well as supporting continuous innovation and improvement; including the use of 'All of Government Contracts' and N3-GSB where appropriate.
- xi. All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.

3.5. Council Procurement Strategy

The Procurement Strategy is a framework that supports Council in achieving its mission "To pursue with the community a high quality physical and social environment, safe communities, and a healthy economy." Procurement supports this mission through its object of "sustainable value through smart buying".

The Strategy, which was adopted on 3 September 2019, has been developed to support the upcoming work reflected in the Council's key planning documents and guides the organisation down a path from a traditional approach to procurement and towards an approach which is more strategic with a focus on planning. This will be supported by robust and objective analysis that informs the best methodology to approach the market to give optimal outcomes and public value.

3.6. Waka Kotahi's Procurement Requirements

The Land Transport Management Act S25 requires that procurement procedures used by approved organisations (AO) be designed to obtain best value for money spent. S25 also notes:

- Regard must be given to the desirability of enabling fair competition that encourages competitive and efficient markets
- For other than minor or ancillary works undertaken by an internal business unit, outputs must be purchased from external providers.
- To reinforce the value for money concept, an Approved Organisation is not compelled to accept the lowest price proposal.

Professional services procured in-house require the specific approval of Waka Kotahi. This has previously been obtained.

3.7. Office of the Auditor General

The Office of the Auditor General provides comprehensive guidance through its publication *Procurement Guidance for Public Entities*, which replaces the previous Guidance document *Procurement: a Statement of Good Practice*.

Basic principles that the office of the Auditor General states should govern all public spending:

- Accountability – Public entities should be accountable for their performance and be able to give complete and accurate accounts of the use they have put public funds to, including funds passed on to others for particular purposes. They should also have suitable governance and management arrangements in place to oversee funding arrangements.
- Openness – Public entities should be transparent in their administration of funds, both to support accountability and to promote clarity and shared understanding of respective roles and obligations between entities and any external parties entering into funding arrangements.
- Value for money – Public entities should use resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve. In addition, the principle of value for money for procuring goods or services does not necessarily mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (or whole-of-life cost).
- Lawfulness – Public entities must act within the law and meet their legal obligations.
- Fairness – Public entities have a general public law obligation to act fairly and reasonably. Public entities must be, and must be seen to be, impartial in their decision-making. Public entities may also at times need to consider the imbalance of power in some funding arrangements, and whether it is significant enough to require a different approach to the way they conduct the relationship.
- Integrity – Anyone who is managing public resources must do so with the utmost integrity. The standards applying to public servants and other public employees are clear, and public entities need to make clear when funding other organisations that they expect similar standards from them.

3.8. Local Government Act 2002

The LGA 2002 S.14 Principles relating to Local Authorities notes:

- S.14 (1) (f) a local authority should undertake any commercial transactions in accordance with sound business practices ...
- S.14 (1) (g) a local authority should ensure prudent stewardship and the efficient use of resources in the district or region

3.9. Local Government (Community Well-being) Amendment Act 2019

The Local Government Amendment Act 2019 requires Council to consider not only the financial implications of procurement decisions, but also to think about the outcomes (both short and long term) for the community. This includes Councils taking a role in promoting social, economic, environmental, and cultural well-beings for the community.

3.10. Broader Outcomes

Government procurement rules requires Council to consider, and where appropriate, incorporate broader outcomes within purchasing practices for goods and services, to provide secondary benefits from procurement. This includes social, economic, environmental and cultural benefits, which aligns with the Community Outcomes which have been adopted by Council and are included within the Long Term Plan.

Broader outcomes consider the costs & benefits to society, the economy (local and national) and the environment, as well as the “whole of life cost” in procurement. This encourages the following:

- Opportunities for local and national businesses
- Training and development of workforces both local and national
- Adoption of sustainable products, production methods and practices
- Adoption of good employment and health & safety practices

Ensuring broader outcomes are considered as part of procurement results in good alignment with Council’s Community Outcomes (refer to Appendix B) and that Council are helping to support local employment within the district, the Canterbury region and nationally.

The four priority outcomes identified by Government are:

- i. Increasing access for New Zealand businesses
Increasing access to government procurement contracts for New Zealand businesses, with particular focus on those less able to access opportunities and those working in priority sectors (such as ICT, Māori and Pasifika businesses and businesses in the regions).
- ii. Construction skills and training
Increase the size and skill level of the domestic construction sector workforce and provide employment opportunities to targeted groups.
- iii. Improving conditions for New Zealand workers
Improve conditions for workers and future-proof the ability of New Zealand business to trade.
- iv. Reducing emissions and waste
Support the transition to a zero net emissions economy and reduce waste from industry by supporting innovation.

The Broader Outcomes which are of most relevance for the Transport Activity in Waimakariri District and will be the focus for consideration and implementation, where appropriate, are “Improving conditions for New Zealand workers” and “Reducing Emissions & Waste”.

3.11. Objectives and Outcomes

This procurement strategy undertakes to achieve the following **objectives**:

- a) Support the achievement of the Council's Community Outcomes and the Waimakariri Long Term Plan through efficient procurement processes
- b) Deliver services to the community that represent best value for money
- c) Encourage appropriate levels of competition across the supplier markets
- d) Ensure procurement is fair and transparent with effective accountability measures and consideration of risk allocation
- e) Allow for opportunities for local and regional businesses to participate
- f) Identify opportunities for working with others in order to maximise purchasing power and identifying opportunities for innovation and to add value.
- g) Ensure that current and future procurement activities are planned, implemented, monitored, and reviewed effectively
- h) Ensure that good practice examples are identified and applied consistently.
- i) Ensure broader outcomes are generated from the procurement activity. This can be environmental, social, economic, or cultural benefits.
- j) Consider factors which may impact on or disrupt the supply chain.

The procurement strategy aims to provide the following **outcomes** to benefit the Council and the community:

- Improved value for money.
- More efficient procurement procedures.
- Effective partnerships with suppliers.
- Provides economic benefits for the local economy.
- Effective collaboration with other Local authorities and private sector.
- Best practice risk management.
- Best practice project planning.
- Integration with the Council's overall aims and priorities.
- Provides social and cultural wellbeing benefits for the community
- Protects the environment and preserve natural waterways within the district through ecological awareness.

4. Current Procurement Spend Profile

The scale of the activities covered by this strategy are as detailed below. These amounts are based on the Council's 2022/23 programme. Future years are expected to be similar except that the value of new works can vary from year to year depending on the major capital projects which are planned.

Physical Works (subsidised) - Waka Kotahi co-funded

Road Maintenance and Operations	\$4,880,000
Road Renewal	\$6,093,000
New Roding Capital Works	\$3,200,000
TOTAL subsidised	\$14,173,000

Physical Works (Unsubsidised) – includes Development Driven Projects

Maintenance and operations	\$550,000
Minor Safety Works	\$830,000
New Capital Works	\$2,560,000
TOTAL unsubsidised	\$3,940,000

Professional Services

Note – project and renewal related professional services are included in the tables above.

Road Network Management	\$1,370,000
Community Road Safety Projects	\$207,500
TOTAL professional services	\$1,577,500

The total value is in the order of \$19.7m per annum.

Most of the procurement activity to date has been low risk road operations and maintenance, renewals, and routine new works. However, there is scope for innovation in the way the road operations and maintenance is procured and managed and balanced with how the professional services are procured and managed. For example, the use of design build for routine renewal work can produce good value for money and encourage innovation.

New capital works are mainly routine projects such as intersection improvements, new footpaths and cycle ways and seal extension work. These are normally low risk projects costing less than \$1 million. Major and more complex projects of value greater than \$1 million are only occasionally procured.

Included below are details of the current transportation activities and their current procurement methods.

Physical Works

Name	Description	Procurement Method/Contract Approach
District Road Maintenance	Inspections, programming, all routine maintenance and renewal work, resealing, rehabilitation, road marking, some minor improvements. Approximate value - \$9.8m per year. Expiry date – 31 October 2023 (with two one-year extensions, dependent on performance to 31 October 2025).	<ul style="list-style-type: none"> • EOI to select short list, • Input to document from short listed contractors • RFT using Price Quality Method • Collaborative working approach using NEC3 Conditions of Contract • Consideration being given to moving to NZS3917 contract form. • 3 + 1 + 1 contract term
District Street Light Maintenance	Inspections, programming, all maintenance work, renewals, and minor improvements. Joint contract with Waka Kotahi and Hurunui District Council. Approximate value - \$570,000 per year for WDC portion. Expiry date – 30 March 2023 (with two one-year extensions, dependent on performance to 30 March 2025).	<ul style="list-style-type: none"> • Open tender using Price Quality Method • NZS3917 • 3 + 1 + 1 contract term.
Routine new and renewal projects	Kerb and channel replacements, minor improvements etc. Approximate total value – \$1.2M per year. Typical contract value – \$100,000 to \$600,000 per contract	<ul style="list-style-type: none"> • Open tender • Lowest price conforming or Price Quality dependent on complexity • NZS3910 • Small to medium parcels of work
Major construction projects	Major intersection upgrades, bridge renewals, road reconstruction etc. Annual value varies.	<ul style="list-style-type: none"> • Either open tender or EOI followed by short listing (depending on size and complexity) • Price Quality Method • NZS3910
Power Supply for Street lighting	Electricity Supply for street lighting, water and sewer pumping stations and other Council services. Approximate value for street lighting - \$450,000 per year.	<ul style="list-style-type: none"> • Included in All of Government Agreement.
Traffic Signal Maintenance	Previously managed by CCC through signals maintenance contract. MOU with CCC being developed.	

Professional Services

Name	Description	Procurement Method/Contract Approach
Professional Services Contract	<p>Specialist external consultant support for areas where in-house consultant does not have the required technical skills. Includes:</p> <ul style="list-style-type: none"> • Routine bridge inspections and specialist structural advice. Approximate value - \$70,000 per year. • Routine road safety inspections and crash reporting and specialist advice. Approximate value - \$15,000 - \$30,000 per year. • Specialist transport planning and traffic engineering advice for transport studies and investigations, feasibility studies not able to be provided in-house. Approximate total value - \$80,000 - \$160,000 per year, dependent on projects / network needs. 	<ul style="list-style-type: none"> • Open tender using Price Quality Method • 3 + 1 + 1 contract term.
RAMM Roughness Condition Surveys	<p>Routine road rating and roughness surveys. Approximate value \$50,000 for a two year period.</p>	<p>Three invited tenderers. ACENZ CCCS Short form agreement. Note that this procurement method is in place until REG complete the review of this work.</p>
Traffic Counting	<p>Delivering the Council's traffic counting programme. Approximate value - \$170,000 for a three-year period.</p>	<ul style="list-style-type: none"> • EOI to select short list • Lowest price conforming method • NZS3910 • 3 + 1 + 1 + 1 contract term
Network Management	<p>Managing the road and transport network including contract management, RAMM management, AMP's, financial management, investigating customer enquiries. Approximate value - \$1.2M per year.</p>	<p>Services provided in-house under In-house output Agreements. Annual review of rates.</p>
Professional services for routine new and renewal projects	<p>Detailed investigation and reporting, detailed design, contract documentation and contract management for routine projects. Annual value – approximately \$200,000 Approximate value per project - \$15,000 to \$60,000.</p>	<p>Services provided in-house under In-house output agreements. Annual review.</p>

Name	Description	Procurement Method/Contract Approach
Professional Services for major construction projects	Detailed investigation and reporting, detailed design, contract documentation and contract management for specific projects. Annual value varies.	Open or invited tender process, depending on value, using both Quality based and Price Quality supplier selection methods. Procurement method designed to suit the specific project.

5. Procurement Environment

5.1. Analysis of Supplier Market

The Waimakariri District is part of the greater Christchurch area and is close to Christchurch City and so it has ready access to a large pool of suppliers. Many of the large national/international organisations have bases in Christchurch City and there is also a range of small to medium companies based in the district. There are too many to list in this document.

There is a high level of interest in tenders for work in the district and there is good competition between suppliers. Feedback from the various suppliers suggests Waimakariri District is an attractive place to do business and Waimakariri District Council wishes to retain this reputation.

Waimakariri District Council aims to ensure that we encourage enable suppliers in the market to compete for opportunities that are being procured. This includes keeping suppliers informed of upcoming opportunities which is done annually through a suppliers briefing session held by Council. This briefing session is held so that suppliers are aware of opportunities that will be coming to the market, as well as the proposed timing.

An invitation is sent out to suppliers prior to the event and registration is required. A copy of the briefing presentation is circulated following the event.

5.2. Analysis of Procurement Programme Impacts

Waimakariri District Council is actively involved with neighbouring authorities and other agencies such as Waka Kotahi, Christchurch City Council, Selwyn District Council and Environment Canterbury through the implementation of the Greater Christchurch Partnership and the Regional Land Transport Programme, and with Hurunui District Council on cross boundary issues.

Council staff work closely with staff from neighbouring authorities and discuss proposed approaches and likely impacts. A key impact is the timing of the tendering of major maintenance contracts. If major contracts from neighbouring authorities are tendered at the same time this can affect the ability of the tenderers to put together quality tenders and so may have an adverse impact on the contract outcomes. As such the timing of tenders is discussed with neighbouring authorities and with suppliers to ensure they are planned and programmed to avoid clashes.

As all road controlling organisations in close proximity to Christchurch are essentially using the same supply pool, some consistency in approach is desirable and has been requested by the supply industry. Waimakariri District Council uses the same construction standards wherever possible as Christchurch City Council and this lowers costs, minimises risks and ensures a consistent standard.

Waimakariri District is currently using NEC3 for its term maintenance contract. Hurunui District Council and Selwyn District Council both utilise NZS3917 contract form. Where approaches are coordinated, this can lead to efficiencies over time as contractors have a consistent platform and the ability to learn and improve on a number for contracts. Waimakariri District Council will as part of the Section 17A review in early 2023, consider whether we move to NZS3917, to help achieve consistency.

While the Waimakariri District Council is a large buyer of goods and services, the proportion is small when compared to the private and public sector within Christchurch City and so its impact or influence on the greater Christchurch market from decisions it makes is likely to be minor. Christchurch has a strong supplier market and being part of this market benefits the Council through a greater range of suppliers and increased competition. The Council can further benefit from this by being a client of choice.

Further benefits are obtained by combining work such as street light maintenance with our neighbours, as is done with Hurunui District Council and Waka Kotahi.

The collaboration within the Regional Transport Committee and Greater Christchurch Partnership provides an opportunity for integrated programming across the agencies.

Council engages with the local and regional supply market, to ensure the market is informed of opportunities within the district. This includes an annual contractor / supplier briefing session in which information is shared with all parties on upcoming opportunities. This ensures information is shared equally with all interested parties in such a way as to not discriminate against any supplier. The 2022 annual contractor / supplier briefing session has had over 100 suppliers register interest to attend.

6. Approach to delivering the Work Programme

6.1. Confirmation of Specific Strategic Objectives

This procurement strategy has the following objectives:

1. To support the achievement of the Council's Community Outcomes and the Waimakariri Long Term Plan through efficient procurement processes,
2. To deliver services to the community that represent best value for money,
3. To encourage appropriate levels of competition across supplier markets,
4. To ensure procurement is fair and transparent with effective accountability measures,
5. To allow for opportunities for local business to participate,
6. To identify opportunities for working with others in order to maximise purchasing power and identifying opportunities for innovation and to add value,
7. To ensure that current and future procurement activities are planned, implemented, monitored, and reviewed effectively,
8. To ensure that good practice examples are identified and applied consistently.
9. To ensure broader outcomes are generated from the procurement activity. This can be environmental, social, economic, or cultural benefits.

6.2. Procurement Approach

In summary the approach adopted by the Waimakariri District Council for its roading & transportation work is as follows:

- Road maintenance and renewal managed on a network management basis under one term maintenance contract using NEC3 conditions of contract.
- Street light maintenance and renewal managed on a network management basis under a one term maintenance contract combined with Waka Kotahi's Street Lighting on its North Canterbury Network and with Hurunui District Council.
- Routine new works by small to medium low risk contracts with associated professional services provided in-house.
- Major projects by one-off contracts with associated professional services provided by external consultants and in-house services as appropriate.
- Professional services for routine network management, programme management, routine investigations and reporting, asset management and for delivering community road safety programmes provided in-house.
- Specialist professional services provided by external consultants using a staged delivery model under a quality-based supplier selection process.
- Opportunities for delivering services through a shared service approach with neighbouring authorities will be investigated on an ongoing basis and implemented where best value can be demonstrated.
- Council has introduced a Civil Works Prequalification list to help streamline the tender process. This includes three tiers which takes into consideration the complexity & risk of projects, plus the capability of the supplier.

The approach for each aspect is detailed on the following pages.

6.3. Term Maintenance Contracts

- Road Maintenance Contract – Section 17A review in 2019. Tendered in 2020 under an NEC3 contract. Contract commenced 1 November 2020.
- Street Light Contract – Last reviewed in 2019. Tendered in 2019 under an NZS3917 contract. Contract commenced 1 April 2020.

6.4. Projects

- Routine construction projects (kerb and channel replacement, minor improvements, routine seal extensions).
- Two to three contracts each year of value \$100,000 to \$600,000. Timed for construction in the normal construction season.

6.5. More Significant Projects

There are several key projects which are planned around the district. These projects have a focus on both safety and growth:

- Southbrook Rd / Torlesse St / Coronation St Traffic Signals
- West Rangiora Route Improvements
- Tuahiwi Gritted Path

Further information on each of these projects is included below.

a) Southbrook Rd / Torlesse St / Coronation St Traffic Signals

This project is the signalisation of the Southbrook Rd / Torlesse St / Coronation St intersection and is a safety project.

Southbrook Rd currently carries around 26,000vpd and has two schools with a combined role of approximately 700 children in very close proximity. The schools currently operate a kea crossing on Southbrook Rd which raised safety concerns due to the volume of traffic using the road. The signalised crossing will allow a safer way for children to cross the road and for parents travelling to and from the schools, as well as residents in the area.

Design is being carried out largely in-house with specialist external advice where required for some technical areas (such as traffic signal design). This is considered a major project and will be open tendered in 2022/23.

b) West Rangiora Route Improvements

Western Rangiora has experienced significant growth over the past 10 years. This growth is continuing with new developments planned or already underway.

A route review has been completed and a number of specific projects are planned to include intersection improvements, seal widening and speed threshold installations.

Projects include Townsend Rd Culvert Extension, Flaxton Rd & Skewbridge Rd Speed Management and Mulcocks Rd Right Turn Bay. All are to be open tendered.

c) Tuahiwi Gritted Path:

This project is the construction of a gritted path within Tuahiwi Village which will provide improved pedestrian access to Tuahiwi School, the Marae, the Church and the Urupa. This will provide safer options for whanau in Tuahiwi and provide health and wellbeing outcomes for the community. Construction is proposed for the 2022/23 and will be open tendered.

6.6. Professional Services

The Council's position is that it prefers the use of in-house staff over the use of consultants to provide professional services. However, it acknowledges external consultants will be required for certain types of work and in certain circumstances. As such it adopted the following criteria when the engagement of external consultants is contemplated:

- Where the level of expertise required to carry out a particular task is beyond that of staff employed, and the Council does not have sufficient ongoing work to justify recruiting a full-time specialist.
- Where existing resources are fully utilised for an identified period and the priority associated with a project(s) means that it cannot be delayed until internal resources are available.
- Where the Council does not hold specialised tools, software, or equipment to undertake the work (e.g., specialised design software/monitoring equipment).
- Where best-practice standards or legislation requires an independent peer review or audit.

The following provides further commentary on the procurement approach for each activity.

Road Maintenance and Renewal

Key attributes and value for money strategy

- All road maintenance and renewal work is included in one contract to gain efficiencies in network management
- There is one contract to manage so reducing overhead costs associated with multiple contracts.
- The contract is managed by Council in-house staff to provide a direct one-on-one client/contractor relationship to shorten communication lines in order to improve responsiveness, take advantage of network and community knowledge and to avoid the extra costs of engaging an external consultant. This approach utilises the skills and knowledge of the experienced in-house staff.
- The contractor selection process utilises short listing to ensure tenderers meet minimum quality standard and then involves contractor input in developing the contract documents to ensure the tenderers understand the contract requirements and the buildability issues are identified at an early stage.
- NEC3 Conditions of Contract is currently used as this is suitable for term service contracts and has provisions that encourage flexibility and innovation by focussing on the level of service. **As part of the upcoming section 17A review (early 2023) consideration will be given to moving to NZS3917, which aligns with the contract form used across the wider region.**
- The Waimakariri District Road Network is compact and so it provides an 'economic' and manageable package due to its size and proximity to Christchurch. Combining the network with an adjoining authority is not considered to provide any advantage.
- The contractor is responsible for inspections, programming, reporting, design of reseals and rehabilitation and other minor works so this reduces input from external consultants and in-house staff and ensures a whole of network focus thus clarifying responsibilities and avoiding duplication.
- A collaborative working approach is used to ensure the energy of all parties is directed at achieving the specified levels of service and good network outcomes. This approach minimises the risk of contract disputes.
- The contract document encourages innovation and flexibility by specifying outcomes and not specifying prescriptive work methods.
- Includes the requirement for the contractor to directly deal with customer service requests to reduce double handling and to provide a more responsive and proactive approach.
- Requires RAMM to be used to ensure more efficient management of work flow, claiming, auditing and asset data updating.

- Includes a section of Hurunui District Council's road (Okuku Pass Road), as this section is integral with the Waimakariri roading network and is remote from the Hurunui District as well as a small number of Ashley roads as agreed with the Hurunui District Council.

Nature of Activities

- All routine road maintenance and renewal activities are included with responsibility for managing the network from 'boundary to boundary'. Excludes street light maintenance as this is a more specialist activity.
- Includes some minor new works where it is cost effective to include this in the contract or where the new work is integral with a maintenance or renewal activity.
- Includes design and build for reseals, pavement rehabilitation as well as some structures repair and minor works.
- Includes investigating and responding to service requests.

Aggregation, bundling and contract term

- As noted above all road maintenance and renewal work is included in a single district wide contract.
- This approach does not impact on the supply market as Waimakariri is part of the large greater Christchurch market and its total spend is a relatively small part of that market.

Delivery Model and Supplier Selection Method

- Contract tendered every five years on a 3-year term plus 2 one year extensions subject to performance meeting the required level.
- Contract currently uses NEC3 Conditions of Contract Option A (Contractor priced price list). This will be reviewed.
- Delivery model is design and build.
- Supplier selection method involves an Expressions of Interest phase to develop a short list of tenderers of preferably three and a maximum of four. Short list selection is based on relevant experience / track record, technical / management skills and methodology.
- Short listed contractors provide input into final contract document.
- Final tender stage uses standard price quality method generally using 70% weighting on price. Scores from relevant experience / track record, technical / management skills and 50% of methodology score are carried forward from short list stage.
- Tenderers must provide a draft Contractor Plan with their tender and nominate key personnel who will be managing the contract.

Impact on value for money, fair competition, and competitive and efficient markets

- Type of contract, contractor responsibilities and size of network maximises value for money as detailed above.
- Expressions of interest phase is advertised openly and widely and so it ensures all contractors have an opportunity to be involved.
- Waimakariri District is part of the larger Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. It aims to take advantage of that market.

Risk Identification and Management

- NEC3 requires a risk register to be maintained and for 'early warnings' to be notified by both parties and for these to be entered into the risk register and managed.

Contract Management Approach

- A collaborative working approach is used focussing on delivering the required levels of service in a cost-effective way and by encouraging innovation.

Street light Maintenance and Renewal

Key attributes and value for money strategy

- All street light operations, maintenance, renewal, and minor improvements work is included in the contract to gain efficiencies in network management. This includes amenity and parks and reserves lighting and is not restricted to Waka Kotahi subsidised lighting only.
- Includes the Waka Kotahi North Canterbury's Street Light network and the Hurunui District Council's Street Light network to obtain efficiencies of scale.
- As there is one contract to manage this results in reducing overhead costs associated with multiple contracts.
- The contract is managed by Council in-house staff to provide a direct one-on-one client / contractor relationship to shorten communication lines to improve responsiveness and to avoid extra costs of engaging an external consultant.
- There is an open tender process used to minimise tender costs as the supplier market is specialised and relatively small so the extra costs of a short-listing process cannot be justified.
- Network size including Waka Kotahi and Hurunui District networks provides an 'economic' and manageable package.
- The contractor is responsible for inspections, programming, reporting, and design so this reduces input from external consultants and in-house staff and clarifies responsibilities.
- Collaborative working approach used to ensure energy of all parties is directed at achieving good network outcomes. This approach minimises the risk of contract disputes.
- The contract document encourages innovation and flexibility by specifying outcomes and not specifying prescriptive work methods.
- Includes directly dealing with customer service requests to reduce double handling.
- Utilises RAMM to ensure more efficient management of workflow, claiming, auditing and asset data updating.

Nature of Activities

- The contract includes all routine street light operations, maintenance, and renewal activities with responsibility for managing the total network. This includes amenity lighting and lighting in parks and reserves.
- Includes minor new works where it is cost effective to include them in the contract or where the new work is integral with a maintenance or renewal activity.
- Includes investigating service requests.

Aggregation, bundling and contract term

- As noted above all street light maintenance and renewal work is included in a single contract covering the Waimakariri District, Waka Kotahi North Canterbury and Hurunui District Council, street lighting networks.

- Current contract term is 3 years plus two one-year rights of renewal based on performance meeting the required level.

Delivery Model and Supplier Selection Method

- Contract tendered every five years on a 3-year term plus 2 one year extensions subject to performance meeting the required level.
- Contract uses NZS 3917 with contractor priced schedule with combination of unit rates and lump sum.
- Delivery model is design and build.
- Supplier selection method involves an open tender process using price quality method generally using 70% weighting on price.
- Impact on value for money, fair competition, and competitive and efficient markets.
- Type of contract, contractor responsibilities and size of network maximises value for money as detailed above.
- Open tender phase is advertised openly and widely which ensures all contractors have an opportunity to be involved.
- Waimakariri District is part of the greater Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. It aims to take advantage of the market.

Risk Identification and Management

- Risk is managed through regular asset inspections and regular contract management meetings.

Contract Management Approach

- A collaborative working approach is used focussing on delivering the required levels of service in a cost-effective way and by encouraging innovation.

Routine Small and Medium Sized Construction Projects.

Key attributes and value for money strategy

- Like work packaged into small to medium sized contracts of \$100,000 to \$600,000 to suit the local small to medium supplier market.
- Low risk and low technically complex contracts.
- Standard documentation and construction details consistent with Christchurch City are utilised which reduces documentation and tender and construction management costs and risks.
- Standard open tender approach with lowest price conforming tender evaluation process utilised.
- NZS 3910 Conditions of Contract used as these are well understood by the construction sector.
- When timing is not critical flexibility is allowed in contract start dates to ensure best tender prices and better utilisation of resources.
- Contracts are managed by Council in-house staff to provide a direct one-on-one client/contractor relationship to shorten communication lines to improve responsiveness, to take advantage of local and community knowledge and to avoid extra costs, such as travel from Christchurch, or engaging an external consultant.
- In-house staff are familiar with local conditions and local community needs.
- Collaborative working approach to ensure the energy of all parties is directed at achieving good project outcomes. This approach minimises the risk of contract disputes.

Nature of Activities

- Work in this category includes kerb and channel replacement projects, minor improvements projects, seal extension projects, and new footpaths and cycleways.

Aggregation, bundling and contract term

- Like works are included in contract packages on a one-off contract basis.

Delivery Model and Supplier Selection Method

- Standard NZS 3910 open tender contracts evaluated by the lowest conforming tender method.
- Delivery model is a staged model.
- On some occasions a selected tender (closed) process or direct negotiation may be used if the particular circumstances require it, and project costs are within the permitted limits.

Impact on value for money, fair competition, and competitive and efficient markets

- Type of contract, contractor responsibilities and size of contracts maximises value for money as detailed above.
- These contracts utilise the small to medium contractor market and provide valuable work to keep that market competitive.
- Waimakariri District is part of the greater Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. It aims to take advantage of the market.

Risk Identification and Management

- These are low risk contracts with risks identified, apportioned, and managed at all stages in accordance with industry best practice.

Contract Management Approach

- A collaborative working approach is utilised to ensure the energy of all parties is directed at achieving good project outcomes.

Major and Complex Projects.

Key attributes and value for money strategy

- The procurement and contract approach are determined on a case by case basis depending on the size and complexity of the project.
- Opportunities for combining the road component with other adjoining or associated work is considered and utilised when efficiencies of scale can be obtained.
- Standard documentation and construction details are utilised which reduces documentation and tender and construction management costs.
- NZS 3910 Conditions of Contract are used which are well understood by the construction sector.
- The Council will appoint an experienced in-house project manager to manage the project including procuring and managing the professional services. This ensures the Council remains a 'smart' buyer and ensures efficient and good decision making.
- Collaborative working approach is used to ensure the energy of all parties is directed at achieving good project outcomes. This approach minimises the risk of contract disputes.

Nature of Activities

- Work in this category includes major road reconstruction, major intersection improvements, and bridge and structural component renewal.

Aggregation, bundling and contract term

- All direct and associated work is included in the contract. For example, a recent major intersection improvement was combined with a stormwater pond construction project which resulted in efficiencies in both physical works and professional services involvement.

Delivery Model and Supplier Selection Method

- Standard NZS 3910 Conditions of Contract. Consideration may be given to using NEC3 in specific cases if the project may benefit.
- Delivery model is a staged model.
- Selection method by either an open tender or by an EOI and short-listing process. Evaluation will be normally by the price quality method.
- On some occasions a selected (closed) tender process may be used for projects less than \$100,000 if the particular circumstances require it.

Impact on value for money, fair competition, and competitive and efficient markets

- Type of contract, contractor responsibilities and size of contract maximises value for money as detailed above.
- These contracts utilise the range of contractors that are available in the greater Christchurch area market.
- Waimakariri District is part of the greater Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. It aims to take advantage of the market.

Risk Identification and Management

- Best practice risk management will occur at all stages of the project lifecycle.

Contract Management Approach

- A collaborative working approach is utilised to ensure the energy of all parties is directed at achieving good project outcomes.

Professional Services

Key attributes and value for money strategy

- Routine and non-specialist professional services are carried out by in-house staff to avoid duplication and to provide a more responsive service and to utilise the high level of knowledge, capability and skills that is available in the in-house teams.
- Specialist services are provided by an external consultant.
- Tendered contract for professional services with consideration of experience and technical capability; ability to work with the Council; the consultant's knowledge of the Waimakariri District network and by utilising the large Christchurch market.
- Programming of maintenance and renewal work is included in physical works contract and not carried out by separate consultants.
- External consultants are managed by experienced in-house project managers to ensure 'smart' buyer approach and to ensure responsive decision making.
- Proximity to Christchurch market provides for a range of consultants at competitive rates.
- Work combined with neighbouring authorities where economies of scale can produce better results.
- Collaborative working approach to ensure energy of all parties is directed at achieving good project outcomes.
- Ensure Waimakariri District Council is considered a client of choice and a preferred organisation to do work.

Nature of activities

- Network management, asset management and planning, traffic and transport assessments, feasibility studies, road condition surveys, traffic counting, work programming, bridge and structural advice, road safety inspections and road safety advice, road safety community programme management, project management, investigation and reporting, design and tender documentation, and construction and contract management.

Aggregation, bundling and contract term

- Network management including managing the term maintenance contracts and managing consultants for specialist activities, asset management and planning, road safety community programme management, and work programming is carried out by the in-house Roding Unit of the Waimakariri District Council.
- Feasibility studies, investigation and reporting, design and tender documentation, and construction and contract management, is procured by agreements on a preferred consultant basis with the in-house Project Delivery Unit of the Waimakariri District Council.
- Traffic and transport assessments and feasibility studies not carried out in-house are carried out through the Professional Services Contract.
- Road condition surveys, condition rating and roughness are tendered by invited tender (minimum 3 invited parties as per Council's Procurement Policy and the Procurement Manual Section 10.9 for low dollar value contracts). Tender forms are price quality or lowest price conforming.
- Traffic counting is carried out by a competitively tendered contract with a 3-year term, plus 3 x one year extensions (6 years total).
- Bridge inspections, structural advice, safety inspections and fatal / serious crash reports are all included within the Professional Services Contract.

- Major project professional services are procured on a “project by project” approach through a negotiated, selected (closed) or open tender method.

Delivery Model and Supplier Selection Method

- In-house services are provided by Output Agreements which are updated and signed annually.
- Transport and traffic assessment and project feasibility projects which are outside the area of technical expertise are included within the Professional Services contract.
- Road condition surveys are currently being carried out by direct negotiation annually (inflation based) following a competitive process in 2002, to allow for consistency in data collection. However, with new technology and a review of the requirements being carried out by Waka Kotahi and REG (Road Efficiency Group) it is proposed to carry out a review of potential alternatives before committing to the next renewal.
- Bridge inspections, structural advice, road safety inspections and specialist road safety advice are included within the Professional Services Contract.
- Major project professional services, such as investigations and reporting, design and contract documentation and construction and contract management is procured on a project-by-project basis through, invited or open tender depending on the size and complexity of the project.

Impact on value for money, fair competition, and competitive and efficient markets.

- Waimakariri District is part of the greater Christchurch market and so this model and approach does not have any significant impact on the competitiveness or efficiency of the market. The Council can, however, take advantage of the competitive market that is available.
- The model and approach outlined above provides value for money by utilising in-house staff for routine and non-specialist activities, and for key activities where asset knowledge and ownership is important, as it avoids duplication of effort of engaging and managing an external consultant. It also provides value for money through utilising a strong local market for specialist services by selecting the most appropriate consultant for the project and using experienced in-house project managers to ensure there is a ‘smart’ buyer capability.
- A key consideration is whole of life costs and so while the cost of the professional services and a competitive market is important this cost needs to be compared with the quality of output and its influence on the whole of life or total project cost.

Risk Identification and Management

- Best practice risk management is carried out at all stages of the projects.

Contract Management Approach

- A collaborative working approach focussing on delivering the required levels of service in a cost-effective way and by encouraging innovation is used in all professional services contracts.

7. Implementation

7.1. Strategy Philosophy

This strategy is underpinned by a philosophy of risk management which identifies and categorises the types of goods and services purchased by the Council. The Council's risk management strategy has been developed to make sure that risks are properly identified and managed. By understanding and apportioning risk appropriately we can minimise the cost of procurement and make savings on supply costs.

A balanced approach to risk management is appropriate for the Council (i.e., neither risk averse nor risk seeking – identify who is the most appropriate party to carry the risk). Some projects can be categorised as low risk whilst other more complex in nature require greater level of Council input and control.

7.2. Collaborative Working Approach

The WDC endeavours to uphold the principles of collaborative working in all contracts. This philosophy encourages non-confrontational relationships with suppliers and promotes the WDC as a 'Client of choice' amongst contractors and suppliers.

7.3. Shared Services

The WDC will investigate and consider opportunities for delivering services through a shared services approach with neighbouring authorities where this will deliver best value. The current examples of street lighting and road condition rating being combined with neighbouring authorities, and the road maintenance of Hurunui District Council's Okuku Pass Road, demonstrate what can be achieved. Future opportunities will be reported to the Council for consideration and approval.

7.4. Supporting Broader Outcomes

Broader outcomes consider the costs & benefits to society, the economy (local and national) and the environment, as well as the "whole of life cost" in procurement. This encourages the following:

- Opportunities for local and national businesses
- Training and development of workforces both local and national
- Adoption of sustainable products, production methods and practices
- Adoption of good employment and health & safety practices

The Waimakariri District Council is committed to supporting broader outcomes and encouraging economic growth, sustainability and social benefits in the local economy. Our procurement practices will encourage direct relationships with local contractors and service providers and will not discriminate against any suppliers.

The Council will assist local businesses (small and medium sized enterprises in particular) by providing high quality information and advice (including information on the Council's website), to ensure local businesses can compete for public contracts.

Aggregation of small contracts can reduce the individual contract administration overheads but may force local contractors out of the market. This strategy seeks to strike a balance between minimising administration costs and encouraging diversity in the local contracting industry, while supporting broader outcomes.

A pre-qualification panel for civil works has been implemented to help streamline the tender process for suppliers tendering for work in Waimakariri District, while also helping to reduce the cost of tendering.

As the next step in procurement improvement the broad direction that will be taken will be to focus on embedding two specific Broader Outcome areas into our procurement process where appropriate. These two areas are:

- Improving conditions for New Zealand workers

- Reducing Emissions & Waste

These two Broader Outcomes align with Waimakariri Community Outcomes:

- a) Improving conditions for New Zealand workers
Community Outcome
 - There is a safe environment for all.
- b) Reducing Emissions & Waste
Community Outcomes:
 - Transport is accessible, convenient, reliable and sustainable
 - There is a healthy & sustainable environment for all

Broader Outcomes will be implemented over time into new tenders where appropriate.

Considered will be given to including Broader Outcomes into request for tender documentation and, where considered appropriate, will be included as either a standalone weighted attribute, or mandatory precondition with a pass or fail scoring. Existing standard documentation will be further developed to provide prompts and guidance for these considerations through the planning and tender phases.

Consideration as to whether Broader Outcomes are included in the Request for Tender process will be undertaken at the project planning stage and be documented as part of that process (on a case-by-case basis).

All contracts are required to be monitored through the contract period and reviewed with a standard Practical Completion report prepared at the end of the physical works phase. This practical completion review currently includes:

- Health & Safety
- Traffic Management
- Minimising Costs
- Project Management
- Quality
- Communication
- Programme

Contractor performance is scored on a five-point scale (unacceptable to excellent) over the areas outlined above with an overall score for performance. This report it-is provided to the contractor. It is proposed to update this report to ensure that it incorporates the measures for the Broader Outcomes which are of a focus for Council.

Longer term maintenance contracts have a performance monitoring system where continuous improvement is encouraged and all aspects of the contractor performance are scored. This will be reviewed and updated to ensure consideration of Broader Outcomes are considered and measured.

7.5. Quality

The WDC seeks to procure goods and services that are fit for purpose, durable and affordable. A project may not require a high specification to achieve a satisfactory outcome. It is recognised, however, that decisions regarding quality and standards should be made by experienced and qualified staff in consultation with stakeholders. This is an appropriate and pragmatic approach to service delivery (i.e., state highway standards are not necessarily required on small local roads).

Conversely, whilst some flexibility in standards can bring about overall savings it may be better to spend more money in the short term to achieve long term savings (i.e., full reconstruction may give greater 'whole of life' cost benefits than a maintenance intervention strategy).

7.6. Health and Safety

This strategy considers Council's responsibilities within the Health and Safety at Work Act 2015.

The Health & Safety Act has a vision that "Everyone who goes to work should come home healthy and safe".

Council is responsible for managing the work-related risks that could cause serious injury, illness or even death. The Health & Safety at Work Act recognises that to improve our poor health and safety performance we all need to work together. Government, businesses, and workers must establish better leadership, participation in, and accountability for people's health and safety.

To achieve the vision of the strategy the HSWA provides a new way of thinking. In particular:

- Clarifying our duties as a Person Conducting a Business or Undertaking (PCBU) and understanding the relationship with other PCBU's
- Formalising our approach to pre-qualification and performance management
- Clarifying our safety expectations with our suppliers
- Risk management

The Health & Safety at Work Act 2015 requires that an organisation must ensure the health and safety of workers (including contractors), and that organisations must consult, co-operate and co-ordinate activities with all other organisations who have health and safety duties in relation to the same matter (overlapping duties); so far as is reasonably practicable. Waimakariri District Council has a Health & Safety Policy and maintains contract health and safety management systems in order to achieve compliance with these requirements.

Suppliers for all contracts are required to meet a range of health and safety requirements throughout the life cycle of the contract, which, depending on the nature of the contract, may include (but are not limited to):

- Health and safety pre-qualification through SiteWise (or equivalent approved Health & Safety System)
- Provide for approval a site-specific safety plan(s)
- Undertake site inductions
- Complete incident reporting
- Undertake site safety audits
- Council to completed contract close out reporting

Council has a Health & Safety Policy and requires all contractors/suppliers working for the Council to be SiteWise registered (or equivalent), achieve a minimum score and submit a site-specific safety plan for the project for consideration and approval by Council, before any works can commence. These aspects are required as part of our procurement approach and are detailed in our procurement and individual project plans.

Consideration is also given to site specific hazards through the design process and a "Safety in Design" assessment is undertaken for capital projects and renewals. This

information is then incorporated into tender documents and risks managed through the construction period.

As part of the tender process, methodology is one of the attributes which is scored, with specific consideration being given to the detail of how the proposed works will be undertaken safely. During the construction period, site Health & Safety audits are undertaken to ensure requirements are being met.

7.7. Pre-qualification List

A Civil Works Pre-qualification Panel was implemented by Council in 2021. The intent of the prequalification panel was to help streamline the tendering process. Where there is an appropriate category of the panel, invited tenders are sent out directly to prequalified suppliers. Open tenders are still advertised publicly via Tenderlink, however it is generally required that suppliers are prequalified in the appropriate category to any specified tier.

For the Civil Works Pre-qualification Panel there are three tiers of pre-qualification:

There are three Tiers in this category, Tier A, Tier B and Tier C, with the difference between the tiers being:

- Tier A:

This is the highest tier of the Category and is suitable for suppliers who can carry out complex work with a high degree of autonomy, and that have a high level of trust with Council. This category included projects with values over \$1mil, which have high levels of risk and significant complexity.

To demonstrate capability, suppliers are required to provide reference projects of a suitable scale for this tier, levels of plant and equipment, as well as demonstrating a high level of systems and administration capability with robust systems and ISO certification (or be in the process of gaining ISO certification).

- Tier B:

This is the middle tier of the Category and is suitable for suppliers who can carry out work on the bulk of Council's projects, with some direction from Council. This category included projects with values between \$500k and \$1mil, which have medium levels of risk and reasonable complexity.

To demonstrate capability, suppliers are required to reference projects a suitable scale for this tier, levels of plant and equipment, as well as demonstrating a good level of systems and administration, with a reasonable Q/A system and track record of these systems (such as example reporting or claims).

- Tier C:

This is the entry level tier of the category, where the suppliers and their systems may be unknown, or less well defined. This category included projects with values less than \$500k, which have standard levels of risk and routine complexity.

To demonstrate capability, suppliers are required to indicate what levels of work they can undertake and reference projects undertaken and demonstrating level of systems and administration capability.

As of September 2022, there are 55 suppliers on the Waimakariri District Council Civil Works Prequalification List.

Information about the prequalification list and a full list of prequalified suppliers is available on Council's website as follows:

<https://www.waimakariri.govt.nz/your-council/council-tenders>

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0027/109737/WDC-PRE-QUALIFIED-SUPPLIERS-List-for-Website-Link-Excerpt-from-210623101120.pdf

7.8. Code of Conduct

All procurement activity must be undertaken to the highest ethical standards. The Waimakariri District Council insists on the highest ethical standards from its suppliers and contractors and in turn must demonstrate the highest ethical standards itself. Staff must not only be fair and 'above board' in all business dealings but should also avoid any conduct that is capable of adverse interpretation.

Staff must adhere to the code of conduct and the protocol for gifts and hospitality.

7.9. Council Organisation Structure

Council's organisational structure is included within Appendix D.

7.10. Capability and Capacity

The current management structure of the Council has a Utilities and Roothing group that is responsible for managing the assets and the delivery of the programmes for roading, water supply, sewerage, solid waste, and drainage. It is headed by a Utilities and Roothing Manager with a Roothing and Transport Manager, 3 Waters Manager, Project Delivery Manager, and Solid Waste Manager reporting to them.

The Roothing and Transport Manager is responsible for managing the Council's roading and transport function and for managing the Roothing Team. This position is a senior position requiring widespread experience in all aspects of road asset management, road maintenance management, traffic engineering, transport planning, financial management, consultant management, project management and contract management.

The Roothing Team is responsible for managing the roading network and carries out asset management and planning, developing and approving programmes, customer liaison, and project, maintenance, and contract management.

The current Roothing Team has wide and extensive experience in road maintenance and project management as well as in road asset management activities. This experience is fully utilised in the current structure where in-house staff take a lead role in managing the roading function and it develops relationships with external suppliers for those activities that require specialist input.

The structure and the procurement approach outlined above works well with the current skill set within the current organisational structure. However, the structure and procurement approach will need to be reviewed when current key staff move on or retire. Steps are being taken to ensure the transition does not compromise current standards of delivery and management.

The Project Delivery Unit is included in the Utilities and Roothing group. This Unit provides engineering services to Council departments. It has a range of engineers from graduate engineers through to senior engineers and includes a Senior Engineering Advisor and a Special Projects Team, who manage multi-disciplinary or specialist projects.

The Civil Projects Team works with the Roothing Team to deliver renewals projects, minor safety improvement and larger capital works projects such as cycle ways and intersection upgrades. The Civil Projects Team Leader has extensive roading and contract management experience.

The Project Delivery Unit has the capability and capacity to provide investigation and reporting, design and contract documentation and construction and contract management services for a range of routine roading projects and is also closely supported by the Roothing Team with specialist external consultant expertise uses where required. There are three fully qualified tender evaluators within the Project Delivery Unit.

7.11. Internal Procurement Processes

The Waimakariri District Council's financial delegations and purchasing policy are contained in documents S-DM 1046 – Contractual Authorities – Staff Schedule and S-CP 4160 – Procurement and Contract Management Policy. This is attached in Appendix A.

7.12. Performance Measurement and Monitoring

The appropriateness and effectiveness of this strategy will be evaluated on an ongoing basis as works and services are procured; and reviewed every three years leading into the Council's Long Term Plan and National Land Transport Programme development.

The future direction of the road maintenance contract and street light maintenance contract will be reviewed in the year prior to them being retendered. These reviews will consider current trends and best practice as well as the current Council direction and feedback from contractors and contractor organisations.

Information as required by the Waka Kotahi's Procurement Manual will be collected and documented to enable Waka Kotahi to monitor procurement performance.

Transparency and accountability checks occur through the Council's normal business practices including audits by Audit NZ and procedural and technical audits by Waka Kotahi.

7.13. Communication and Consultation

Feedback on the draft Transportation Procurement Strategy was sought from the industry and other local road controlling authorities including Selwyn District Council and Hurunui District Council.

A copy of the Transportation Procurement Strategy will be made available on Council's website following endorsement.

7.14. Implementation Responsibility

The Waimakariri District Council Roading & Transport Manager will be responsible for implementing this strategy and for reviewing and updating the strategy.

7.15. Corporate Ownership and Internal Endorsement

This strategy will be approved by the Council.

Appendix A – Delegation, Policy & Strategy Website Links

- S-DM 1046 – Contractual Authorities – Staff Schedule
https://www.waimakariri.govt.nz/_data/assets/pdf_file/0015/28032/S-DM-1046-Contractual-Authorities-Staff-Schedule-Issue-57-Delegations-Manual.pdf
- S-CP 4160 – Procurement and Contract Management Policy
https://www.waimakariri.govt.nz/_data/assets/pdf_file/0028/28459/4160-Procurement-and-Contract-Management-Policy.pdf
- Procurement Strategy – July 2019
https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/3864/Waimakariri-District-Council-Roading-Procurement-Strategy-Approved-by-NZTA.pdf

Appendix B – Waimakariri District Council Community Outcomes

Community Outcomes

Community Outcomes describe how Waimakariri District Council aims to achieve meeting the current and future needs of our communities with good-quality local infrastructure, providing local public services and performance of regulatory functions.

Community outcomes set the direction for our Long Term Plan (LTP) and all activities included in the LTP that the Council undertakes contribute towards achieving these outcomes. The key groups of activities that contribute to each outcome are displayed.

UN U.N Sustainable Development Goals Social Wellbeing Economic Wellbeing Environmental Wellbeing Cultural Wellbeing

Public spaces and facilities are plentiful, accessible and high quality

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

UN SDG 3, 11

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

- Harm to the environment from sewage and stormwater discharges is minimised
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard
- Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment
- Renewable energy technologies and their efficient use is encouraged
- High-speed telecommunications services are readily available across the District
- Climate change considerations are incorporated into all infrastructure decision-making processes
- Good procurement practice and effective long-term planning ensures services are sustainable, affordable and value for money for the community
- Infrastructure services are managed in a way that reduces emissions over time.

UN SDG 6, 7, 9, 11, 12, 13, 15

There are areas of significant indigenous vegetation and habitats that support indigenous fauna

- Conservation, restoration and development of significant areas of vegetation and/or habitats is actively promoted.

UN SDG 15

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

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

UN SDG 3, 16

There is a healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised
- Cultural values relating to water are acknowledged and respected
- The demand for water is kept to a sustainable level
- Harm to the environment from the spread of contaminants into ground water and surface water is minimised
- The impacts from land use activities are usually only short term and/or seasonal
- Soils are protected from erosion and unsustainable land use practices
- Low carbon, climate-resilient development is promoted.

UN SDG 6, 11, 12, 13, 15

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

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua
- The Council makes known its views on significant proposals by others affecting the District's wellbeing
- Opportunities for collaboration and partnerships are actively pursued.

UN SDG 16

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

- Mana whenua are acknowledged and respected
- All cultures are acknowledged, respected and welcomed in the District
- Heritage buildings and sites are protected and the cultural heritage links with our past are preserved
- There are wide-ranging opportunities to participate in arts and cultural activities.

UN SDG 3, 16

Effect is given to the principles of the Treaty of Waitangi

- The Council in partnership with Te Ngāi Tahu and the Crown, continue to build our relationship through mutual understanding and shared responsibilities.

UN SDG 10, 16

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
- Opportunities to increase the occupancy of commuter vehicles is actively encouraged

UN SDG 9, 11, 12

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

- Our people are supported by a wide range of health services that are available and accessible in our District
- Participation in community-based support and services is acknowledged and encouraged
- Housing is available to match the changing needs and aspirations of our community.

UN SDG 3

There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised
- Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner
- Our District is well served by emergency services and volunteers are encouraged.

UN SDG 3, 13

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District
- There are sufficient and appropriate places where businesses are able to set up in our District.

UN SDG 8

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

- The centres of our towns are safe, convenient and attractive places to visit and do business
- Our rural areas retain their amenity and character.

UN SDG 11

People have wide ranging opportunities for learning and being informed

- Our educational facilities and libraries are well resourced and have the capacity to manage and respond to changing demographics
- Our people are easily able to get the information they need.

UN SDG 4, 9

SUSTAINABLE DEVELOPMENT GOALS

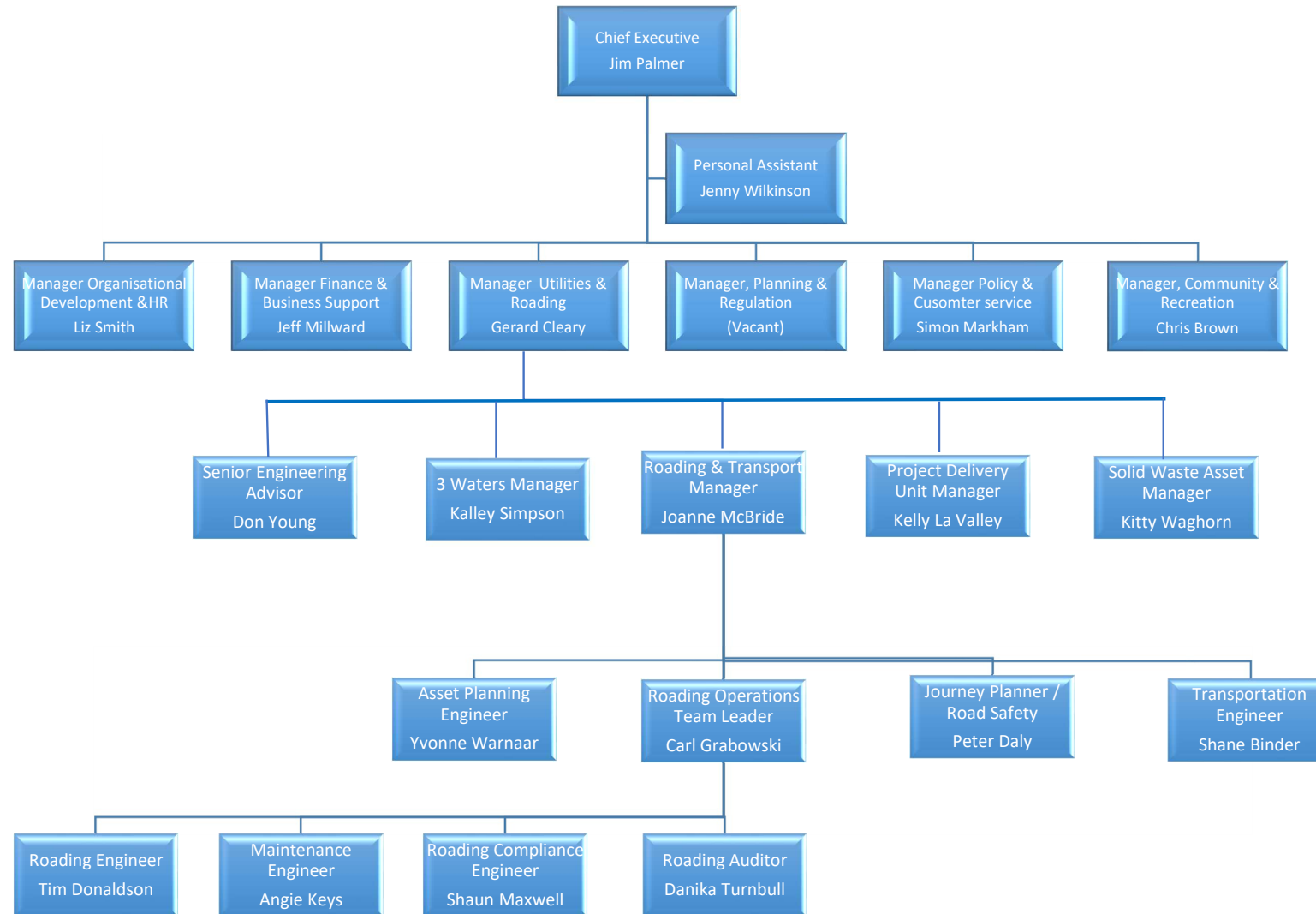
The U.N Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all. They address the global challenges including those related to poverty, inequality, climate change, environmental degradation, peace and justice.

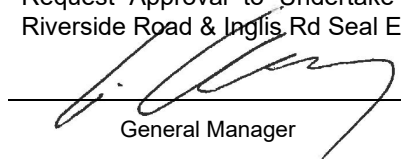


Learn more about each U.N goal at: un.org/sustainabledevelopment/sustainable-development-goals/

Appendix C – Organisational Structure

Waimakariri District Council - Organisational Structure



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-10 / 240818138177**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Joanne McBride, Roading & Transport Manager
Gerard Cleary, General Manager – Utilities & Roading**SUBJECT:** Request Approval to Undertake a Special Consultative Procedure for
Riverside Road & Inglis Rd Seal Extension and Targeted Rate**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1 This report is to seek approval:

- a. To carry out sealing on Riverside Road & Inglis Road, on the condition the residents agree to fund the “top up” required to bring the development share for sealing to 30% under the Rural Seal Extension Policy;
 - b. To carry out a Special Consultative Procedure (SCP) for a targeted rate for the sealing of Riverside Road;
 - c. Of the Draft Statement of Proposal as attached to this report, noting that a firmer estimate is currently being sought;
- and;
- d. To appoint three Councillors to the Hearing Panel.

1.2 Following a request for sealing under the Seal Extension Policy, staff have sought feedback from residents of Riverside Road and Inglis Road on three options for the road which included:

- a. Option One - Seal Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km).
- b. Option Two - Seal of Riverside Rd and a short section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km).
- c. Option Three - Retain the status quo and leaving the road unsealed.

1.3 Letters were sent to 22 property owners in May 2023, with a further follow up with a number in August 2023 where response had not been received.

1.4 Previously responses have been received from 20 of the 22 property owners which is considered to provide sufficient guidance to allow this more formal Special Consultative Procedure to commence.

1.5 Of the 20 responses received, 6 were in favour of the status quo, 13 in favour of either option 1 or 2 which involves sealing, and one generally in favour of option 2 but with a number of caveats. In summary, this means that approximately 70% are generally in favour.

- 1.6 This proposal to undertake a Special Consultative Procedure for Riverside Road & Inglis Rd Seal Extension and Targeted Rate will involve consultation with the 22 identified properties with frontage onto Riverside Rd and Inglis Road, which are within the proposed new rating area.
- 1.7 Feedback through the Special Consultative Procedure will then be considered by the Hearings Panel through a formal hearings process. This will include an opportunity for those who submit to present their submissions to the Hearings Panel.
- 1.8 It is recommended that Councillor Redmond as the Roading Portfolio Holder be appointed the chair of the Hearing Panel, with the other two members decided at the Council meeting.
- 1.9 The proposed timeline for the SCP is as follows:
- Submissions – open on 4th September and close on 1st October 2024.
 - Hearings and deliberations – 11th October 2024 at 9am.
 - Report to Council for decision – 4th November 2024.
- 1.10 Subject to the outcome of the Special Consultative Procedure, the sealing of Riverside Road will likely be undertaken in late 2024 or early 2025 (to be agreed with the successful contractor).

Attachments:

- i. Map of Proposed Targeted Rating Area (included below).
- ii. Statement of Proposal (Trim No. 240818138178).
- iii. Rural Seal Extension Policy – Adopted April 2013 (Trim No. 231123188754).
- iv. Riverside Rd & Inglis Rd Targeted Rates Seal Extension Frequently Asked Questions (Trim No. 240818138179).
- v. Riverside Road Request for Seal Extension - Letter to Residents - May 2023 (Trim No. 230519073072).

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 240818138177.
- (b) **Approves** a Special Consultative Procedure (SCP) for a targeted rate being carried out within the proposed new rating area for the sealing of Riverside Road & Inglis Road.
- (c) **Approves** the attached Draft Statement of Proposal as included as Attachment (i) to this report (Trim No. 240818138178).
- (d) **Appoints** Councillors Redmond (Chair) and and to the Riverside Road Sealing Targeted Rate Hearing Panel.
- (e) **Notes** that the new proposed targeted rate will take effect for 1 July 2025.
- (f) **Circulates** this report to the Rangiora-Ashley Community Board for information.

3. **BACKGROUND**

- 3.1 Staff have been in communication with property owners from Riverside Road regarding a request to seal a section of Riverside Road from the S Bend through to the Inglis Rd intersection.
- 3.2 A roading financial contribution was taken under RC155263 (the subdivision of 426 Riverside Road) in 2015. The subdivision which created 11 lots (i.e., 10 new lots), required

a contribution of \$88,272.00 excluding GST to be paid (\$101,512.80 including GST) towards the cost of sealing from no. 256 to 450 Riverside Rd (before the bend on Riverside Rd).

- 3.3 There has been no further development on Riverside Road since this time and as such the financial contributions held for sealing this section of road currently remain at 18.69% of the costs of upgrading the road (as calculated at the time of consent).
- 3.4 To comply with the Rural Seal Extension Policy, further development along this road would need to occur for the 30% threshold to be met and sealing to be triggered, or alternatively adjacent property owners to the unsealed road would need to be prepared to top up the amount collected to meet the 30% minimum threshold for sealing to occur. This being subject to Council approval.
- 3.5 Staff have been communicating with property owners from Riverside Road regarding a request to seal the Road from the S Bend through to the Inglis Rd intersection.
- 3.6 As well as this, an option to extend the seal around the bend and for a short distance up Inglis Road has also been explored.
- 3.7 A letter was sent to 22 residents who own property within the new proposed rating area of sealing in May 2023, with a further follow up with a number in August 2023 where response had not been received. This letter provided information around high level costings and options for payment.
- 3.8 Feedback received has been that a number of parties would like the option of a targeted rate levied on properties, to allow the sealing costs to be paid off over time. The proposed period for the new targeted rate is a 20-year term.

4. **ISSUES AND OPTIONS**

- 4.1. Staff have sought feedback from residents of Riverside Road and Inglis Road on three options for the road which included:
 - 4.1.1. Option One - Seal Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km).
 - 4.1.2. Option Two - Seal of Riverside Rd and a short section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km with 400m being on Inglis Rd).
 - 4.1.3. Option Three - Retain the status quo and leaving the road unsealed.
- 4.2. Most responses were in favour of Option Two, being to seal into Inglis Road. Of those properties along Inglis Rd, four preferred option two, one preferred option one and two wanted to retain the status quo.
- 4.3. Most responses from property owners living adjacent to Riverside Rd preferred option two. This is likely due to the fact that this splits the cost of sealing across more properties, meaning the overall cost per property is lower.
- 4.4. The following options are available to Council:
- 4.5. Option One – Approve consultation being undertaken on a Targeted Rate.

The attached Statement of Proposal for the SCP details which properties would be included in the targeted rate area, the targeted rate amount, the sections of road to be sealed and the proposed timeline.

The proposal gives property owners the option of paying their share by a lump sum payment or by a targeted rate on their property.

The proposed timeline is as follows:

- Submissions – open on 4th September and close on 1 October 2024.
- Hearings and deliberations – 11th October 2024 at 9am.
- Council decision – 4th November 2024

4.6. Option Two – Decline the option of a New Targeted Rate

This would very likely result in the sealing not being considered affordable for the affected property owners and as such sealing would be unlikely to proceed.

- 4.7. Not all property owners within the area agreed with sealing the road. Reasons for not sealing ranged from preferring the existing amenity of a rural area through to affordability issues in a financially constrained time.
- 4.8. It is noted that there are a number of properties which have houses located a reasonable distance from the road, and that dust is unlikely to be considered to be as much of an issue for them.

Implications for Community Wellbeing

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

Dust can impact the health & wellbeing of those living alongside an unsealed road.

- 4.9. 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 and the wellbeing of the community is important for Rūnanga.

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.

This sealing has been specifically requested by resident living on Riverside Road.

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

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

This budget is included in the Annual Plan/Long Term Plan in the 2023/24 year within the Roadway Subdivision Contribution area, which has a budget of \$779,077. There are a number of commitments within this budget area which are outlined in report 240717116901.

The Roothing Subdivision Contribution Budget is the funding source for financial contribution driven seal extensions and for rural seal extensions. It also funds other cost share projects where existing roads need to be upgraded in response to development, such as the urbanisation. The funding covers the cost of the benefit to existing ratepayers resulting from the work.

As a large portion of this work is driven by developers, it is often difficult to budget accurately and in the past funding has often not been fully expended at year end, due to expected work not being completed in the time anticipated.

The estimated cost of sealing Riverside Rd and Inglis Rd to the west of the driveway of no. 28 Inglis Rd, a total length of 2.8km, is approximately \$473,460.15 (excluding GST). Therefore, 30% of the cost of sealing required to trigger sealing would equate to \$142,038.04 excluding GST.

The current contribution held as part of RC155263 including interest accrued is \$94,248.57 which is 20% of the cost of sealing, therefore meaning the residents would be required to fund the remaining 10%, which equates to \$47,789.47 excluding GST. This would be split between 22 properties.

This equates to approximately \$2,172.25 (excluding GST) or \$2,498.09 including GST per property, noting that these costs have been tendered and does allow for a contingency for unforeseen conditions.

The Council share of the sealing and as such the cost to Council would be 70% of the cost to complete the work, which is **\$331,422.10 (excluding GST)**.

Therefore the 22 properties within the proposed rating areas would either need to:

- Pay a lump sum of \$2,498.09 including GST / per property
- or
- Pay a targeted rate which would be \$193.71 (excluding GST) per year / per property over a twenty-year period, with the current interest rate being 4.6%.

This will be a new targeted rate which would be applied to the area shown in Attachment i, being 22 properties which have frontage onto Riverside Rd and Inglis Road. Therefore, this will be a new rating area.

It is noted that this new targeted rate would not come into effect until the next Annual Plan is adopted (being the 2025/26 Annual Plan) and at that time the new rate will be set. As such Lump Sum payments will not be able to be collected until after the new rate has been set as part of the Annual Plan. As the construction is proposed to commence in December, Council will accrue the full cost until the new rate is struck.

6.2. Sustainability and Climate Change Impacts

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

Sealing roads creates more impervious areas and increases run-off, which can have impacts on areas which are prone to flooding due to increased concentration of run-off during events. Sealed roads generally have higher operating speeds than unsealed, which results in slightly higher vehicle emissions.

6.3 Risk Management

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

It is noted that at this time the physical works have been tendered with the contract valid until 6 November 2024. Should the contract not be awarded at that time, then it is likely that this may need to be re-tendered and the cost of the works may increase.

It is also noted that the targeted rate will not come into effect until such time as the next Annual plan is adopted with the targeted rate included. As such, there is a risk in undertaking these works prior to the rate being struck prior to the 2025/26 Annual Plan being adopted.

This will be a new targeted rate which would be applied to the area shown in Attachment i, being 22 properties which have frontage onto Riverside Rd and Inglis Road. Therefore, this will be a new rating area.

It is noted that this new targeted rate would not come into effect until the next Annual Plan is adopted (being the 2025/26 Annual Plan) and at that time the new rate will be set. As the construction is proposed to commence in December, Council will accrue the full cost until the new rate is struck.

6.3 **Health and Safety**

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

There are positives and negatives in terms of sealing unsealed roads. Sealed roads tend to attract higher speeds than unsealed roads, which can increase impact should a crash occur, however unsealed roads tend to have more variable conditions due to the nature of the road and the unbound surface.

A contractor carrying out any physical works will be required to be SiteWise registered (or equivalent) and have an appropriate Health & Safety Plan.

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**

Under Section 83 of the Local Government Act a Special Consultative Procedure is required because there is a change being made to the rating regime for these properties from that which is shown in the Long Term Plan and a new targeted rate is being set.

7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

Social:

A place where everyone can have a sense of belonging...

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

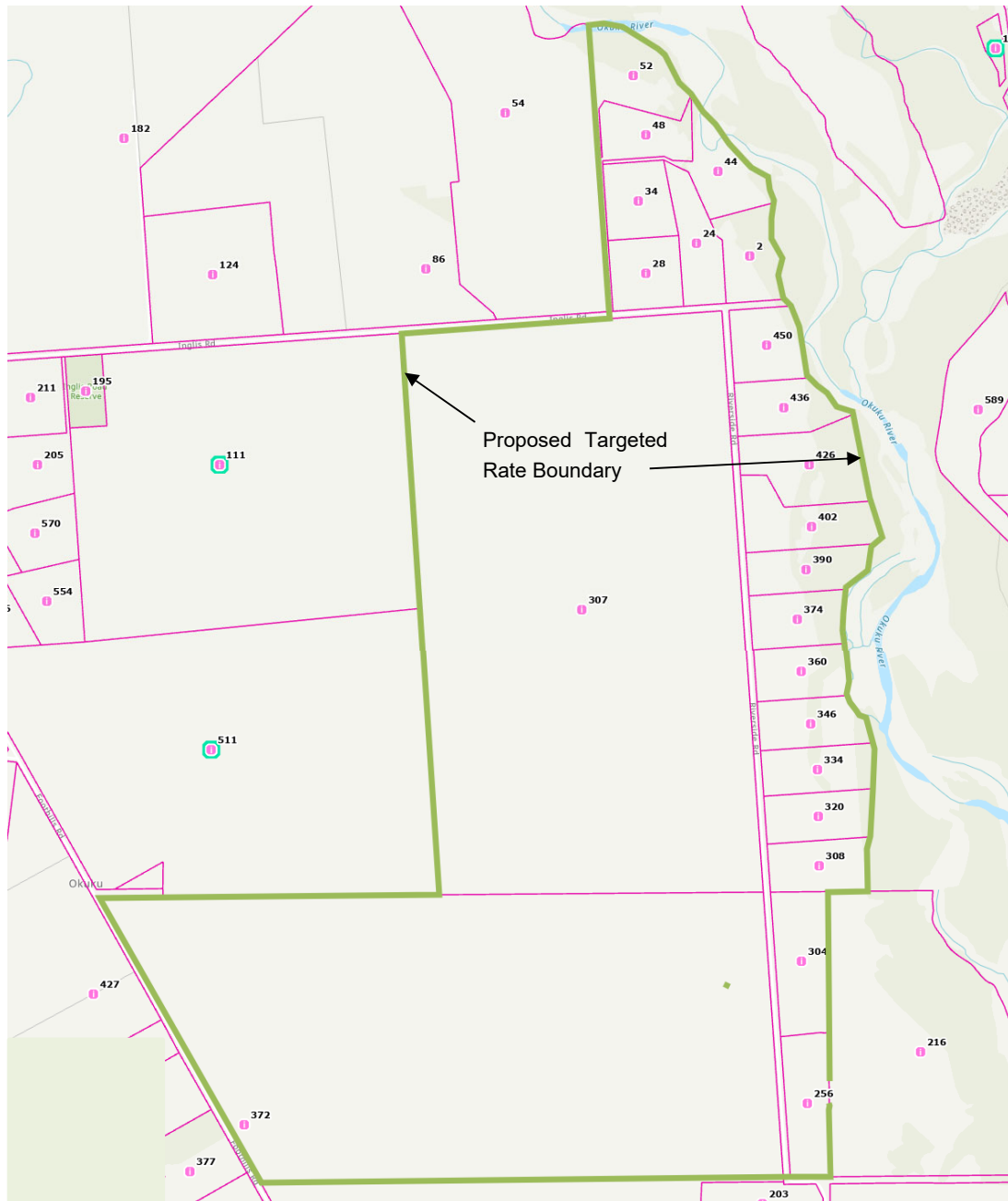
...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

7.4. **Authorising Delegations**

Council has the authority to request a Special Consultative Process be undertaken. There is no appropriate delegation to a Committee.

Attachment i - Map of Proposed Targeted Rating Area



Summary of Information

Proposed New Targeted Rate for Riverside Road and Inglis Road property owners for their contribution for sealing Riverside Road and Inglis Road adjacent to their properties.

The Council proposes to put in place a New Targeted Rate on those properties as shown on the attached map to enable the property owners to pay, through their rates, for their share of the cost of sealing the sections of Riverside Road and Inglis Road adjacent to their properties as shown on the attached map.

Property owners will have the option of paying their share by one separate lump sum payment or by a targeted rate over 20 years to repay a loan.

Council have received a number of requests from residents in this area for the road to be sealed.

The Council policy for sealing unsealed roads is that traffic volumes need to be around 300 to 400 vehicles per day before NZTA subsidy can be claimed and as such these two sections of road do not meet this funding criteria.

The alternative is that residents help fund the sealing under the “Rural Seal Extensions Policy” which allows roads to be seal upon approval from Council once contributions from development reach 30% share of the cost of sealing.

The cost of sealing the section of Riverside Road and Inglis Road as shown on the attached map is estimated to be **\$473,460.15** (excluding GST). Therefore, for the sealing to progress the residents would need to top up the contributions already collected to meet the 30% minimum threshold, for sealing to occur.

- The 30% share of the estimated cost of sealing the road is \$142,038.04 excluding GST
- The amount held from Development Contributions including interest is \$94,248.57 excluding GST.
- Therefore, the shortfall to be met by the residents is an estimated cost of **\$47,789.47 excluding GST.**
- Council would then need to fund the remaining 70% cost of the works being \$331,422.10 excluding GST.

There has been a number of requests made to Council to seal Riverside Road because the dust from the roads has a negative impact on quality of life and the road surface is often rough. It is proposed that the rating period for the sealing be taken over 20 years. Including interest this would result in a yearly cost of approximately \$193.71 per property including GST. This equates to **\$3.73 per week per property.**

The Councils 70% share of the cost of sealing is included in the Councils Long Term Plan budget in the 2024/25 year.

Should this sealing proceed, then the options for payment would be either by lump sum payment or through a targeted rate. It is on this basis that this proposal is being put forward in order to formalise a targeted rate.

The lump sum payment option would be **\$2,498.09 including GST** per property would be payable after the New Targeted Rate is set in the 2025/26 Annual Plan. The Annual Plan adoption is expected to be in June 2025, with the targeted rate coming into effect from 1 July 2025.

The new targeted rate option will be **\$193.71** per property / per year (including GST) for a period of 20 years per property. This amount includes interest of 4.6% on the loan the Council will need to take out to fund the work. The new targeted rate will apply from 1 July 2025 and will end on 30 June 2045. The interest rate is set annually and therefore is subject to change over time.

Copies of the Proposal

Copies of the Statement of Proposal for the proposed targeted rate can be picked up or viewed at any Council Service Centre or Library during ordinary office hours, or downloaded from the Council's website: waimakariri.govt.nz, during the consultation period.

Submissions

Submissions on this proposal can be made to the Council between **4th September** and **1st October 2024**. Please include a name and address. Anonymous feedback will be considered at the Council's discretion.

The submissions will be heard by a Council Hearing Panel on 11th October at 9am at the Council building in Rangiora. Please state if you wish to speak to your submission at the Hearing. Submissions on this proposal can be made either:

Email: office@wmk.govt.nz

Post: **Riverside Road & Inglis Road New Target Rate Submissions**
 Freepost 1667
 Waimakariri District Council
 Private Bag 1005
 Rangiora

Hand deliver: The Council building at 215 High Street, Rangiora or any Library branch or Service Centre.

For more Information:

Contact:

Joanne McBride, Roading & Transport Manager
 Email: joanne.mcbride@wmk.govt.nz
 Phone: 0800 965 468



Statement of Proposal

Statement of Proposal for a Targeted Rate for Riverside Road & Inglis Road property owners for their contribution for sealing Riverside Road & Inglis Road adjacent to their properties.

Introduction

This Statement of Proposal is prepared to formalise the funding arrangement for the sealing of Riverside Road and Inglis Road as shown on the attached Draft Rating Policy map and is made under Section 83 of the Local Government Act 2002.

The documents relating to this proposal are attached to this Statement of Proposal.

Nature of Proposal

The Council proposes to introduce a New Targeted Rate for inclusion in the 2025/26 Draft Annual Plan under Sections 16-18 of the Local Government (Rating) Act 2002, to fund the property owners' share of the cost of sealing the sections of Riverside Road and Inglis Road as shown on the attached map.

The New Targeted Rate will be a fixed amount on each rating unit situated within the Riverside Road and Inglis Road Rating Area as illustrated on the attached map, where a lump sum contribution is not received. Confirmation of the take up of the targeted rate or the lump sum will be required from each property owner by 20 December 2024.

The proposed new targeted rate will take effect from **1 July 2025 for a period of 20 years, ending on 30 June 2045.**

The amount of the targeted rate will be **\$193.71** per property / per year (including GST). This amount includes 4.6% interest on the loan the Council will need to take out to fund the work.

As per the attached "Frequently Asked Questions" notice dated **31 July 2024**, the interest rate is set annually and therefore is subject to change.

Property owners will have the option of paying a one-off lump sum of **\$2,498.09** (including GST), instead of having a targeted rate applied to their property. Should this option be selected, then this would be payable after the new targeted rate is set, which will be through the 2025/26 Annual Plan which is expected to be adopted in June 2025. As such the lump sum will be payable after 1 July 2025.

Any future subdivisions within the new targeted rating area will be required to contribute towards the outstanding balance of the targeted rating area account.

As part of this targeted rate process the Council invites the affected property owners to comment on the proposal.

Reason for this Proposal

Background

In past years there have been a small number of subdivisions carried out on Riverside Road and Inglis Road. These subdivisions have not been enough to collect sufficient contributions to trigger the seal extension policy and traffic volumes are not high enough to attract NZTA subsidy for sealing.

Since that time the Council has received complaints from property owners on Riverside Road about dust from the road and road conditions.

A report was taken to Council in December 2023 seeking approval in principle for the sealing of Riverside Road and Inglis Road, subject to the property owners agreeing to fund the “top up” required to bring the development share for sealing to 30% contribution, under the Rural Seal Extension Policy.

Council Policy for Private Funding of Seal Extensions

The Council policy for sealing unsealed roads using financial contributions states that *“The Council will seal all rural unsealed roads when financial contributions from subdivisions to at least 30% of the cost of sealing the road are available.”*

The cost of sealing the sections of Riverside Road and Inglis Road as shown on the attached map is estimated to be **\$473,460.15** (excluding GST). Financial contributions would need to be at least **\$142,038.15** (excluding GST) in order for the sealing to take place.

Riverside Road Financial Contributions

The current financial contributions for sealing the sections of Riverside Road and Inglis Road as shown on the attached map are **\$94,248.57 (excluding GST)** including interest earned to date, therefore there is a shortfall of **\$47,789.47 (excluding GST)**.

Council Decisions and Long Term Plan Provisions

In December 2023 the Council approved in principle the sealing of Riverside Road from the S Bend to Inglis Road, and a short section of Inglis Road from the bend to the west of the driveway of no. 28 Inglis Road to the access to no. 52, on the condition the adjoining property owners agree to fund the “top up” required to bring the development share for sealing to 30% contribution, under the Rural Seal Extension Policy.

The Council has available budget contributing to seal extensions, subject to the property owners agreeing to fund their share. Prices have been sought from the market via an open tender process, to ensure this is good value for money and to provide an accurate indication of the amount to be paid by the property owners. In total ten tenders were received for the sealing of Riverside Road and Inglis Road.

There is funding available in the Roothing Subdivision Contribution Budget in the 2024/25 year for the Council’s share of the sealing.

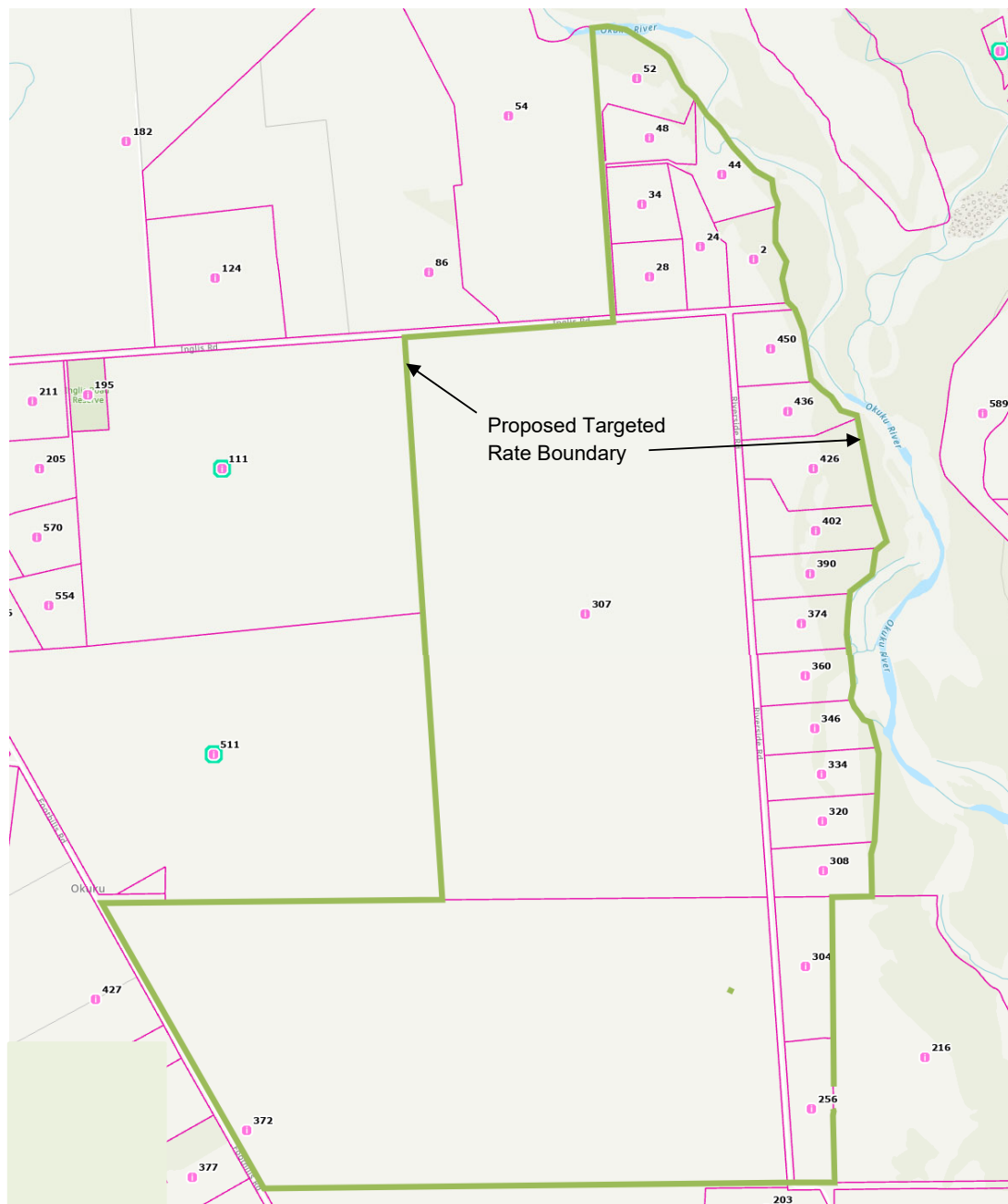
Consultation

Following requests for sealing from residents on Riverside Road, letters were sent to 22 property owners in May 2023 regarding the request and seeking initial feedback from residents. The letter presented three options which included:

- a) Option One - Seal Riverside Road from no. 256 along the straight to no. 450 (length of approximately 2.4km).
- b) Option Two - Seal of Riverside Road and a short section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Road to the access to no. 52 (length of approximately 2.8km).
- c) Option Three - Retain the status quo and leaving the road unsealed.

A further follow up letter was sent in August 2023 where response had not been received for property owners. Saff received responses from 20 of the 22 property owners with 70% of responses being in favour of progressing sealing.

The following map shows the properties on Riverside Road and Inglis Road which are within the proposed Targeted Rating Area (boundary shown in green):



It is on the basis of the feedback received that this proposal is being put forward in order to formalise the new targeted rate.

Options Available to the Council

The following options are available to the Council

1. Put in place a new targeted rate as per this proposal.

This option meets the wishes of the property owners who are willing to pay a share of the sealing but prefer the new targeted rate to make it affordable to them. This option would require all property owners within the Proposed New Targeted Rating Area to contribute to the cost, including those who are opposed. This is likely to be the only option that would guarantee the road being sealed.

2. Do not put in place a new targeted rate and request the property owners pay their share by lump sum

This option would most likely result in the road not being sealed as the lump sum may not be affordable for property owners.

3. Do not seal the roads now and wait for further development (more financial contributions to be taken)

The Council has already agreed in principle to seal the roads on the condition the property owners pay their share and therefore this option would not be consistent with Council decisions.

Community Outcomes

The sealing of Riverside Road and Inglis Road will contribute to the following community outcomes:

Social:

A place where everyone can have a sense of belonging...

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

Related Documents

The following document is attached to this Statement of Proposal and forms part of the Statement of Proposal:

- Summary of Information

Supporting Documents:

- Frequently Asked Questions

Joanne McBride
Roading and Transport Manager
Waimakariri District Council



POLICY

ATTACHMENT iii

S-CP 4520
 Issue: 7
 Date: 02/04/13
 Page: 1 of 2

Roads and Streets

RURAL SEAL EXTENSION

1 Introduction

There are currently 615 kilometres of unsealed roads in the District (at 30 June 2012), 93% of which carry fewer than 100 vehicles per day and none carry more than on average 200 vehicles per day. It is difficult to justify the cost of sealing unsealed roads that carry less than about 300-400 vehicles a day on economic grounds alone.

The Council signalled in the 2012/22 Long Term Plan that it did not wish to fund seal extensions unless it qualified for subsidy from New Zealand Transport Agency (NZTA). NZTA factors for subsidy approval include road user benefits such as lower vehicle operating costs, improved travel times and improved safety, and benefits to productive land through less dust. Road maintenance costs are also a factor. To qualify for a subsidy a road with average maintenance costs must typically carry more than 300-400 vehicles per day.

When subdivisions are built on unsealed roads the developer is normally required to make a contribution towards sealing the road in proportion to the extra traffic the subdivision generates.

2 Policy Context

The Council will only seal roads where a subsidy is available either from the New Zealand Transport Agency (NZTA), or from financial contributions from subdivisions, or when privately funded.

3 Policy Objective

This policy seeks to achieve the sealing of rural roads where a subsidy is available through NZTA criteria being met; through development contributions where the total contributions amount to at least 30% of the cost of sealing; or through private funding of seal extensions based on a 50-50 cost share arrangement.

4 Policy Statement

Rural roads are defined as those with speed limits greater than 70km/hr.

The Council will only seal rural unsealed roads in the following situations:

- (a) when approved by the New Zealand Transport Agency, or
- (b) when financial contributions from subdivisions of at least 30% of the cost of sealing the road are available, or
- (c) when privately funded under the Private Funding of Seal Extension Policy (S-CP 4525).

4.1 New Zealand Transport Agency Approved Projects

4.1.1 The Council will seal all rural unsealed roads when they meet New Zealand Transport Agency criteria and are approved by the New Zealand Transport Agency.

4.1.2 The amount of funding provided by the Council will depend on the expected number of roads meeting New Zealand Transport Agency criteria, and the amount will be reviewed annually as part of the Annual Plan or LTP process.

4.1.3 Roads meeting New Zealand Transport Agency criteria will be identified on an ongoing basis and submitted to the Annual Plan process for funding allocation.

4.1.4 The options available to the Council are as follows:



POLICY

S-CP 4520
 Issue: 7
 Date: 02/04/13
 Page: 2 of 2

Roads and Streets

RURAL SEAL EXTENSION

- (a) programme the seal extension in the earliest year the funding is available, or bring forward the funding to the following financial year.

4.2 Financial Contribution Projects

- 4.2.1 The Council will seal all rural unsealed roads when financial contributions from subdivisions to at least 30% of the cost of sealing the road are available.
- 4.2.2 Funding for these projects will come from the Subdivision Projects budget.
- 4.2.3 The Council will attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work, however the sealing will be completed whether New Zealand Transport Agency approval is obtained or not.

5 Links to legislation, other policies and community outcomes

5.1 Community Outcomes:

Transport is accessible, convenient, reliable, affordable and sustainable:

- *The standard of our District's roads is keeping pace with increasing traffic numbers*
- *Christchurch is readily accessible by cycle, car, truck, bus or train, and the communities in the District are well linked with each other*

There is a safe environment for all:

- *Crime, injury and road accidents are minimised.*

5.2 Land Transport Management Act, Government Policy Statement on Transport

6 Adopted by and date

Adopted by Council on 2 April 2013

7 Review

Review every six years or sooner on request.

New Targeted Rate Areas for Rural Seal Extensions

Frequently Asked Questions

The following information is in relation to questions often asked regarding setting of new targeted rates.

1. Interest Rate:

The interest rate as noted in the Statement of proposal is 4.6%. This is the current rate which has been provided from Council's Finance Team at the time of writing of the Statement of Proposal.

Council fixes its lending rate on an annual basis and as such this rate is subject to change.

Council does not have the ability to fix the rate for the full term that the special rate will apply (i.e. 20 years) and as such the interest rate will be subject to change over the years.

This is a risk with having the special rate apply over a longer term.

It is noted that currently interest rates are higher than previous years and are predicted to trend downwards, however there are no guarantees that this will be the case for the full term of the proposed Targeted Rate.

2. Further development and the Lump Sum Payment:

Should any further development occur within the proposed targeted rating area, then there are two scenarios which could apply.

Scenario One – When the property owner chooses to pay by the targeted rate:

In this scenario if additional lots were created then the balance owing would be recalculated with the additional lot(s) included and the payments spread across all properties (including any newly created lots).

This would result in a reduction in the cost to each property as there will be more properties contributing to the cost of sealing.

It is noted however that this would only apply from the time development occurs and the new lot(s) are created. There is no opportunity to retrospectively take funding for the years between when sealing has previously occurred, and the new lots created (e.g. if new lots are created in Year 5 then the new targeted rate would apply from Year 5).

Scenario Two – When the property owner chooses to pay the lump sum payment:

If a property owner chose to pay the lump sum payment, then this is paid up front and the amount taken off the principal of the loan. This then removes the property from any further financial contributions as the obligations would be met.

There is then no ability to be able to refund or credit any of the lump sum should future development occur, as the lump sum has already been paid and taken off the principal of the loan.

Our Reference: RDG-32-10 / 230519073072

May 2023

<name>
<address>

Dear Property Owner(s),

Re: Request for Sealing of Riverside Road

I am writing to you as the owner(s) of no. xx Riverside Road / Inglis Road.

Staff have been in discussion with a number of residents on Riverside Road regarding options for sealing of the unsealed portion of the road from the "S" bend through to Inglis Road. We have also received a request to extend this further around the bend into Inglis Rd.

This letter is to outline the options for consideration of sealing and requesting feedback from residents on these options. We would like to get an indication from residents as to whether they support sealing the road on the basis that this would require funding from property owners. This will help forming a decision on whether Council should consider commencing a more formal consultation process, prior to a final decision. We do not require any form of commitment at this stage.

Background for Policy

The Council signalled in the 2012/22 Long Term Plan that it did not wish to fund seal extensions unless they:

1. Qualify for subsidy from Waka Kotahi (New Zealand Transport Agency),
2. Meet the requirements of the "Funding of Seal Extension Policy",
or
3. Adjoining landowners request for the sealing to be undertaken under the "Private funding of Seal Extensions" Policy.

The following links are to the policies on Council's website.

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0029/28469/S-CP-4520-Rural-Seal-Extension.pdf

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/28470/S-CP-4525-Private-Funding-of-Seal-Extension-Policy.pdf

Riverside Road

A Roding Financial Contribution was taken under RC155263 (the subdivision of 426 Riverside Road) in 2015. The subdivision which created 11 lots (i.e., 10 new lots), required a contribution of \$88,272.00 excluding GST to be paid (\$101,512.80 including GST) towards the cost of sealing from no. 256 to 450 Riverside Rd (before the bend on Riverside Rd).

There has been no further development on Riverside Road since this time and as such the financial contributions held for sealing this section of road currently remain at 18.69% of the costs

of upgrading the road (as calculated at the time of consent).

To comply with the Seal Extension Policy, further development along this road would need to occur for the 30% threshold to be met and sealing to be triggered, or alternatively adjacent property owners to the unsealed road would need to be prepared to top up the amount collected to meet the 30% minimum threshold for sealing to occur. This would be subject to Council approval.

Therefore, the following options are available to the residents:

- 1) Option One - Request the sealing of Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km). Refer map in Attachment A.

The difference to meet the 30% contributions is 11.61% of the cost of sealing (rough order estimate of \$480,000 excluding GST) which equals \$55,728 excluding GST or \$64,087.20 including GST. This would need to be split equally between the residents adjoining the sealing area.

There are 15 properties which are adjacent and considered within the area for sealing. This would require a contribution of approximately \$4,272.48 including GST per property to fund the difference.

- 2) Option Two - Request the sealing of Riverside Rd including the section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km) including up to no. 52. Refer map in Attachment A.

The rough order estimate to carry out the sealing is \$560,000 excluding GST. Therefore 30% of the cost of sealing would equate to \$65,016 excluding GST or \$74,768.40 including GST.

There are 22 properties which are adjacent and considered within the area for sealing. This would require a contribution of approximately \$3,398.56 including GST per property to fund the difference.

- 3) Option Three – Retain the status quo and leaving the road unsealed. Note that consideration of alternative options for the suppression of dust could be progressed. While Council will not fund dust suppressants directly, staff can work with residents to consider this further and assist with reaching the desired outcome, subject to residents funding this.

If there was agreement from the residents and Council that sealing work could proceed, then there would be two options for payment of the property owner's contribution:

1. Option One – Apply a targeted rate to the property.
- or**
2. Option Two – Property owner may pay a lump sum for their share, so they do not have the targeted rate applied.

Seeking Feedback:

To enable decision making to progress we are seeking feedback from residents along the road on which option is preferred, noting that a decision to seal would require residents to contribute towards funding.

Therefore, we ask that property owners complete the attached feedback form and return either by post or email. We would like a 100% return and as such would appreciate it if you could give this your earliest attention.

Next Steps:

Once feedback is received and collated then a decision will be made on whether to progress a sealing request with Council.

If the majority of property owners are in favour then the steps as outlined below will be followed.

Process:

1. Report taken to Council seeking approval to carry out a Special Consultative Procedure on setting a targeted rate.
2. Formal consultation is undertaken for a period of one month.
3. Hearings Panel reviews the consultation feedback, received submissions, and makes a recommendation to Council.
4. Report to Council for decision on the targeted rate and request for sealing


Subject to approval of sealing and a targeted rate:

5. Tender Physical Works
6. Construction begins (likely early 2024)

If a targeted rate is progressed, then a Special Consultative Procedure must be followed. As part of this process, consultation documents are made publicly available on Council's website and delivered to all properties within the proposed special rating area. Submissions on the proposal are open for 4 weeks. Once the submissions close there is a public hearing and then the results and recommendation from this hearing are taken in a further report to Council for decision.

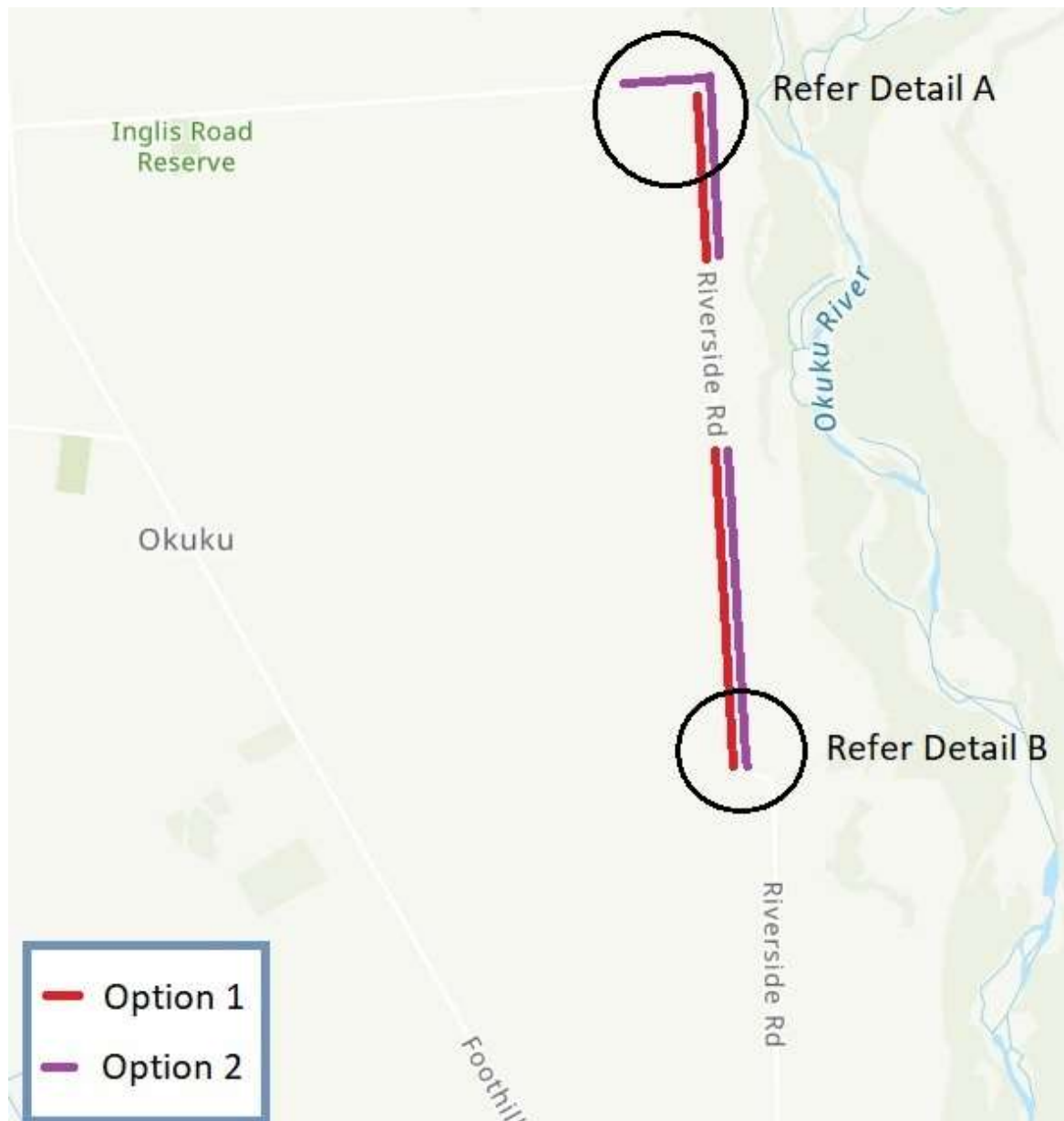
Should you have any further questions regarding the content of this letter then please do not hesitate to contact me via email joanne.mcbride@wmk.govt.nz or Phone 0800 965 468 (0800 WMK GOV).

Yours sincerely



Joanne McBride
Roading & Transport Manager

Attachment A – Map



Refer to next sheet for Detail A & B.



Riverside Road – Request for Sealing Feedback Form

In response to the Request for Sealing of Riverside Road letter dated 19th May 2023, please complete the following form:

I / We (**name/s**)

Of (**address**)

Indicate support for proceeding to formal consultation on Option (**please enter preferred option number**)

.....

Outline of Options:

- 1) **Option One** - Request the sealing of Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km).

The difference to meet the 30% contributions is 11.61% of the cost of sealing (rough order estimate of \$480,000 excluding GST) which equals \$55,728 excluding GST or \$64,087.20 including GST. This would need to be split equally between the residents adjoining the sealing area.

There are 15 properties which would be adjacent to and considered within area for sealing. This would require a contribution of approximately \$4,272.48 including GST per property to fund the difference.

- 2) **Option Two** - Request the sealing of Riverside Rd including the section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km) including up to no. 52.

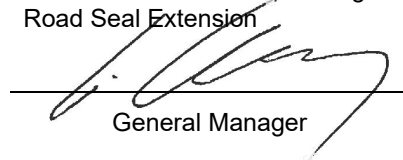
The rough order estimate to carry out the sealing is \$560,000 excluding GST. Therefore 30% of the cost of sealing would equate to \$65,016 excluding GST or \$74,768.40 including GST.

There are 22 properties which would be adjacent to and considered within area for sealing. This would require a contribution of approximately \$3,398.56 including GST per property to fund the difference.

- 3) **Option Three** – Retain the status quo, noting consideration of alternative options for the suppression of dust could be progressed. While Council will not fund dust suppressants directly, staff can work with residents to consider this further and assist with reaching the desired outcome.

Once feedback has been received and collated, staff will provide an update to residents on the outcome and update next steps.

Signed: Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-11 / 240717116901**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Joanne McBride, Roding & Transport Manager
Kieran Straw, Civil Projects Team Leader**SUBJECT:** Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1. This report is to:

- Update Council on the Roding Subdivision Contribution Programme for 2024/25;
- Approve sealing of Ellis Road under the Private Funding of Seal Extension Policy as requested by McAlpine's.

1.2. There are a number of developments around the district each year where Council contributes to the cost of upgrading Roding infrastructure. These include housing and commercial developments as well as requests for seal extensions in line with the Private Funding of Seal Extension Policy.

1.3. As developments progress through the year and further information becomes available, the funding contributions required by Council are confirmed and updated.

1.4. A summary of updated commitments is included in the Financial Implications section as Table One.

1.5. There are a number of developments underway which require funding of Council commitment share. There are also a number of requests for rural seal extensions which staff are currently working through. This will likely exceed the available budget if all projects are to proceed.

1.6. The full extent and timing of the commitments can be difficult to predict and as such any budget changes are only requested when there is certainty around the timing of projects.

1.7. Over the next 12 months there are a number of projects which have a high likelihood of proceeding. Urbanisation works are underway on South Belt and residents have requested a rural seal extension be undertaken on Riverside Road. Browns Road sealing has previously been agreed to with Christchurch ReadyMix.

1.8. McAlpine's have requested the sealing of Ellis Road to be undertaken under the Private Funding of Seal Extensions Policy. The total cost of the sealing is estimated to be \$170,000 with Council funding 50% of this or \$85,000 should this proceed. If this project is approved, written confirmation will be sought prior to acceptance of a physical works tender.

- 1.9. The developers of Bellgrove have completed the urbanisation of Kippenberger Ave east of the MacPhail Avenue Roundabout. This leaves a gap on Kippenberger Avenue which requires urbanisation of approximately 250m, to be completed by Council.
- 1.10. This budget is managed on an under's / overs basis and over the last six years this area has been underspend by approximately \$1.3M.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 240717116901;
- (b) **Approves** the sealing of Ellis Road under the Private Funding of Seal Extensions Policy at an estimated cost of \$170,000, subject to written confirmation from McAlpine's that they will fund 50% cost share (Council share being \$85,000);
- (c) **Notes** staff are proceeding with the following Council led projects, subject to normal procurement approvals:
 - i. East Belt Kerb & Channel (in conjunction with the new footpath component)
 - ii. Kippenberger Ave Urbanisation (no. 102 to McPhail Roundabout)
 - iii. Ellis Road Seal Extension
 - iv. Completion of River Road Upgrade
 - v. Riverside Road Seal Extension New Targeted Rate consultation
- (d) **Notes** that the current budget of \$779,077 (excluding GST, and carry-over budget) is unlikely to be sufficient to meet Council's share of costs associated with development and urbanisation costs, and as such this budget is likely to be overspent if all projects were to proceed. It is however considered that sufficient budget has been forecast for the period of the Long Term Plan even if some of the years are over extended;
- (e) **Notes** the updated commitments as summarised in Table One of this report;
- (f) **Notes** that funding for growth areas is budgeted to allow under's and over's and as such it is proposed to accept over expenditure in the short term, and continue to monitor growth over the next year, before any decisions about longer term budget adjustments are made;
- (g) **Notes** that over the last 6 years the budget has typically been sufficient to fund works;
- (h) **Circulates** this report to the Utilities and Roading committee and the Community Boards for information.

3. **BACKGROUND**

- 3.1. The Roading Subdivision Contribution Budget is the funding source for financial contribution driven seal extensions and for rural seal extensions. It also funds other cost share projects where existing roads need to be upgraded in response to development, such as the urbanisation. The funding covers the cost of the benefit to existing ratepayers resulting from the work.
- 3.2. As a large portion of this work is driven by developers it is often difficult to budget accurately and in the past funding has not been expended at year end due to expected work not being completed in the time anticipated.
- 3.3. Council often doesn't have control over when this work is carried out. The exception is Council managed projects and that is normally where financial contributions have been taken and Council completes the work, such as seal extensions.
- 3.4. In the 2024/25 year the commitments (confirmed and likely) are as follows:
 - 3.4.1. Kippenberger Ave urbanisation (completing the section between No. 102 and the MacPhail Ave roundabout). Estimated cost of \$350,000.

- 3.4.2. Ellis Rd Seal Extension - request for private funding of seal extension – 250m long seal extension completed with an estimated cost to Council of \$85,000 (being 50% of the total costs for the project of \$170,000).
- 3.4.3. East Belt kerb and channel extension outside No. 160 and 164 East Belt, in conjunction with the new footpath programme. Estimated cost of \$60,000.
- 3.4.4. River Road Urbanisation was largely completed in 2023/24 with \$87,763 paid in this financial year. As the project is not yet complete the expenditure and budget has been carried over. Works will be completed by the end of August 2024, with \$50,000 remaining costs to come for this project.
- 3.5. Report no. 231123188760 was approved by Council with an agreement in principle for the seal extension of Riverside Road and Inglis Road, subject to property owners agreeing to a targeted rate to “top up” the development share to 30%. This contract has been tendered, and the lowest price preferred tender is Grant Hood Contracting Ltd. A tender will not be awarded until a targeted rate has been set, which requires further consideration by residents and approvals by Council.
- 3.6. The sealing of Browns Road by Christchurch ReadyMix was approved by Council in 2023, and this is being funded over three years. Years one and two have been invoiced by Christchurch ReadyMix and paid. Only the year three payment is still to come and that will be due after 1 July 2025.
- 3.7. Private seal extensions up to a total length of 1km per year may be approved by the Manager, Utilities and Roading, under delegated authority, subject to meeting the conditions of the Private Funding of Seal Extensions Policy conditions. Staff are working with residents in regard to requests to progress rural seal extensions on Lilly Road, Ashworth Road and Egans Road, however there is currently no certainty around these sites and therefore they are not included within Section 3.4 above. Approval of these seal extensions will be subject to additional reports to Council specific to these projects.
- 3.8. Professional Fees are excluded from the values above, however there is a \$50,000 allowance for professional fees associated with the delivery of these projects.

4. ISSUES AND OPTIONS

- 4.1. The issues to be considered are as follows:
- 4.2. The Roading Financial Contribution Budget is an allocation each year and as a high proportion of the work depends on developers and their timing, often budget needs to be carried over at year end.
- 4.3. Updated estimates indicate that the current budget is likely to be insufficient to cover the commitments for the 2024/25 financial year, hence overspend in this area is anticipated.
- 4.4. Options are to only budget for the confirmed projects with a contingency to cover unknowns, or to budget an annual allocation each year based on knowledge and experience and accept that in some years the budget will be too high and in others it may be too low.
- 4.5. The approach taken previously is to be conservative and only budget for confirmed projects, accepting that in some situations funding may have to be brought forward. This option is adopted to minimise unnecessary carry overs at year end. It may result in funding having to be brought forward if projects advance more quickly or developments happen and the Council has to respond with a contribution.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū may be affected by, or have an interest in the subject matter of specific projects within this report, and staff will liaise with Mahaanui Kuruaiao Ltd specifically in regards to individual 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.

No specific consultation has been undertaken on this subject however the view of the community has been monitored through Service requests and Long Term Plan submissions. Staff work with developers and property owners where works are requested which may require a Council contribution towards the cost of upgrading a road.

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The following table outlines the projects that have a very high likelihood of being completed in the 2024/25 year:

DESCRIPTION	TIMELINES		ESTIMATED COST (\$)
	2024 / 2025	Status	
Professional Fees	✓	On Track	50,000
Riverside Road (Okuku) Seal Extension (Council 70% share only)	✓	Tender Received	331,500
East Belt Kerb & Channel (in conjunction with new footpath)	✓	Detailed Design	60,000
Kippenberger Ave Urbanisation	✓	Scheme Design	350,000
Ellis Road Seal Extension (Council 50% share only)	✓	Ready for Tender	85,000
ReadyMix Browns Road Seal Extension (Council 50% share only)	✓	Complete	117,391
River Road Urbanisation (total development related costs)	✓	Work in Progress	140,000
Silverstream – Reshaping of the Ford	✓	Quotation Received	30,000
South Belt Urbanisation (in conjunction with Summerset Development)	✓	Work in Progress	334,234
Total (estimate) for 2024/25			\$1,498,125
Budget (2024/25)			\$779,077
Predicated Carry Over from 2023/24			\$208,636
Budget Shortfall (possible overspend if all projects proceed)			- \$510,412

Table One – Projects for 2024/25

The overall Subdivision Contribution Area budget at the start of the year is \$779,077. This is made up from two areas:

- Council Performed Works – PJ 100361.000.5133 - \$360,469
- Direct Payment to Developers – PJ 100364.000.5133 - \$418,608

These two budgets then get further allocated to smaller projects within this subdivision contribution area, as required through the year.

The predicted carry over from 2023/24 is \$208,636.

The predicted expenditure for the financial year if all projects proceed and are claimed is \$1,498,125 as detailed in Table One above. This would result in a budget shortfall of \$510,412.

Funding for Roding growth areas is budgeted to allow under's and over's due to the fluctuating nature of growth within the district and the fact that growth assumptions and actual growth are likely to differ. Therefore, it is important to consider this budget as a whole over a longer period of time.

The table below shows the budget vs expenditure of the two budget areas over the past 6 years. The table demonstrates that this area has typically not been overspent in the past, despite predictions that it would be. The exceptions to this are the 2022/23 year which showed as an overspend, however a significant amount (\$89,576) was on-charged to the developer, bringing the actual overspend to \$49,661.89

In 2023/24 the expenditure included a significant contribution of \$1,050,961 towards the urbanisation of Kippenberger Ave upgrade associated with Bellgrove. Of this, \$553,452 was recovered from Kaianga Ora as part of the development agreement. When taking this cost recovery into account, the 2023/24 year was also delivered within \$56,000 of the available budget.

Budget PJ Code	2018/19 \$	2019/20 \$	2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	TOTAL \$
100361.000.5133	328,841.00	100,000.00	340,468.80	360,468.80	360,468.80	360,468.80	-
100364.000.5133	438,469.00	318,608.00	343,108.00	266,258.04	418,608.00	1,158,608.00	-
TOTAL Combined Budget	767,310.00	418,608.00	683,576.80	626,726.84	779,076.80	1,519,076.80	-
Expenditure							
100361.000.5133	173,949.00	0	159,227.53	192,801.85	316,343.66	493,255.72	-
100364.000.5133	127,496.00	58,602.00	366,626.65	53,909.53	601,971.03	1,635,337.87	-
TOTAL Combined Expenditure	301,445.00	58,602.00	525,854.18	246,711.38	918,314.69	2,128,593.59	-
Under's & Overs							
Budget minus Expenditure	465,865.00	360,006.00	157,722.62	380,015.46	- 139,237.89	- 609,516.79	614,854.40
Revenue	0	110,000.00 *	12,706.00	43,000.00	89,576.00	553,452.00	698,734.00
Overall Surplus or Overspend	465,865.00	360,006.00	170,428.62	423,015.46	- 49,661.89	- 56,064.79	1,313,588.40

* North Eyre Rd / Browns Rd Targeted not considered as revenue for this exercise.

Therefore overall, this area has been underspent by approximately \$1.31M over the last six years. As such, it is proposed to accept the overspend in the short term and continue to monitor expenditure and growth over the next 12 months before any decisions about longer term budget adjustments are made.

This budget is included in the Long Term Plan.

6.2. Sustainability and Climate Change Impacts

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

Consideration will be given to the use of alternate / recycled materials where appropriate.

6.3 Risk Management

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

Normal construction risks will apply, and a contingency value is included in these estimates, where appropriate to do so.

There is a risk that development may occur either ahead or behind of the anticipated programme. Staff liaise with developers to better understand timing of proposed developments with an aim to mitigate the risk around this issue.

6.4 **Health and Safety**

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

As part of any Council contracts, any contractor undertaking physicals works will be required to submit a Site-Specific Health & Safety Plan for approval, prior to work commencing on site.

Developments are inspected by Council staff during construction, and any Health & Safety concerns identified and escalated with the Developer.

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 Management Act is the relevant legislation in this matter.

7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

Social:

A place where everyone can have a sense of belonging...

- Housing is available to match the changing needs and aspirations of our community.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

7.4. **Authorising Delegations**

The Council has authority to receive this report and make a decision on this matter.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: 240812134525

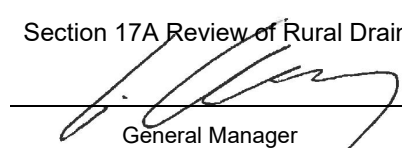
REPORT TO: COUNCIL

DATE OF MEETING: 3 September 2024

AUTHOR(S): Kalley Simpson, 3 Waters Manager
James Thorne, Strategic Asset Management Advisor

SUBJECT: Section 17A Review of Rural Drainage Maintenance Contract

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to inform Council of the findings of the Section 17A Review of the rural drainage maintenance contract and to seek approval of the recommended option to pursue procurement of an externally tendered rural drainage maintenance contract (separate from the road maintenance contract).
- 1.2. There will be a future report to Council with detail on the proposed contract type and duration, and with detail on the maintenance requirements and inspection specification for the proposed rural drainage maintenance contract.
- 1.3. The current contract expires in October 2025, so a new contract needs to be awarded in mid 2025 to allow for mobilisation prior to the commencement date of 1 November 2025.

Attachments:

- i. Rural Drainage S17A Options Pros and Cons Assessment – Trim 240722120106
- ii. Full Review Template for Rural Drainage Maintenance Activities under Section 17A – Trim 240722120107

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240812134525.
- (b) **Notes** the findings of the Section 17A review of rural drainage maintenance services that an externally tendered contract (separate from the road maintenance contract) is the most effective option for delivering rural drainage maintenance services;
- (c) **Approves** the procurement of an externally tendered rural drainage maintenance contract, separate from the road maintenance contract;
- (d) **Notes** that a subsequent report on the contract procurement approach, including detail on the maintenance requirements and inspection specification for the proposed rural drainage maintenance contract, will be presented to the October Council meeting.
- (e) **Notes** that the current contract expires in October 2025 and a new contract will need to be awarded in mid-2025 in order to allow adequate time for mobilisation prior to the commencement date of 1 November 2025.

3. **BACKGROUND**

- 3.1. Council has performed a Section 17A Review of its arrangements for rural drainage maintenance. This review is a requirement within the Local Government Act 2002 (under Section 17A) and involves Council reviewing of the cost-effectiveness of their infrastructure service delivery arrangements when a significant change to a level of service is being considered or when a relevant contract is within two years of expiration. This Section 17A review was triggered because the current Road and Drainage Maintenance Contract, which includes rural drainage maintenance works, will expire on 31 October 2025.
- 3.2. Council's rural drainage network is over 350 km long consisting primarily of open drains and waterways, with a small number of stormwater management areas. The rural drainage network is split into seven different rural drainage schemes.
- 3.3. Currently the maintenance of Council's rural drains is provided through the combined Road and Drainage Maintenance Contract (Contract 19/43) with Corde. This was a conditional 5 year contract (base 3 years +1 year extension +1 year extension) beginning in 2020 and expiring on 31 October 2025. The value of the rural drainage maintenance work is a small share of the overall combined contract value. The annual maintenance contract budget for the 2023/2024 financial year is provided in Table 1.

Table 1 - Annual maintenance contract budget 2023/24

Year	Rural Drainage (only)	Roading (only)	Combined Total
FY2023/2024	\$1.1M	\$10.2M	\$11.3M

- 3.4. Prior to this report, staff conducted three briefing workshops with Council regarding the roading and rural drainage maintenance contract and options for service delivery on:
- 30 April 2024 – Road & Drainage Maintenance Contract, Workshop 1 of 3 (refer Trim 240419062854)
 - 11 June 2024 – Road & Drainage Maintenance Contract, Workshop 2 of 3 (refer Trim 240528086290[v2])
 - 30 July 2024 – Road & Drainage Maintenance Contract, Workshop 3 of 3 (refer Trim 240725122361)

4. **ISSUES AND OPTIONS**

- 4.1. Through conversations with Elected Members and Utilities and Roding staff, five potential service delivery options were developed based on what would be feasible for the rural drainage maintenance activity. The developed options are broad categories, and further detail such as the form of contract, duration and scope will be developed following approval of the preferred option.
- 4.2. The Section 17A Review considered the cost-effectiveness of the following five options:
1. Combined roading and drainage contract – external
 2. Rural drainage (only) contract – external
 3. Supplier panel of multiple rural drainage contractors – external
 4. In-house rural drainage maintenance – internal Water Unit
 5. Shared services agreement with neighbouring Council(s) – external

These options are described further below.

Combined roading and drainage contract – external

- 4.3. This option is the current approach where the rural drainage maintenance and roading maintenance are both carried out under the same contract, by an external contractor. The total contract value for this option is large because it includes the much larger roading maintenance portion. The rural drainage aspect would represent about 10% of the combined contract value.

Rural drainage (only) contract – external

- 4.4. In this option the rural drainage maintenance would be carried out under its own contract, separate from the roading maintenance. There would be a single drainage-specific external contractor engaged for the contract.

Supplier panel of multiple rural drainage contractors – external

- 4.5. This option would see the rural drainage maintenance carried out by multiple external contractors who are part of a Council-managed supplier panel. This would also be rural drainage only, i.e.: separate from roading maintenance.
- 4.6. The Council would firstly appoint a number of contractors to the Panel (the Primary Procurement). A panel agreement would be developed and signed by each Panel member to cover issues such as contractor's resources that must be made available, and the level of work being assigned by Council.
- 4.7. Each item of work would then be procured from the panel Members (the Secondary Procurement). Work would be assigned to individual panel contractors in some agreed manner (yet to be determined) by Council, taking into account various factors such as pricing, resource availability, practicality and fairness.

In-house rural drainage maintenance – internal Water Unit

- 4.8. In this option the rural drainage maintenance would be carried out by Council's internal Water Unit. This would be rural drainage only, i.e.: separate from roading maintenance.
- 4.9. This would require new staff roles within the Water Unit to manage and carry out the works, and acquisition of additional plant and machinery necessary for the rural drainage works.
- 4.10. Council's 3 Waters staff would continue to operate in a "client" capacity providing the requirements, work instructions, and payment. The Water Unit would be responsible for carrying out the maintenance works and the corresponding day-to-day contract and personnel management.

Shared services agreement with neighbouring Council(s) – external

- 4.11. In this option Waimakariri District Council would join up with neighbouring councils to engage a drainage-specific external contractor to carry out the maintenance across a wider region. This option has not been explored in detail with neighbouring councils and so is put forward in theory, on the basis that if it was likely to be the most effective, we would enter specific discussions with neighbouring councils. This would not pre-empt any Local Water Done Well negotiations with other councils.
- 4.12. This option requires a collaborative procurement process to get multi-council agreement of the scope and specification of the rural drainage maintenance works. Each council would be responsible for payment of works carried out within their district. "Client"-side

management/administration of the contract would be by agreement (yet to be determined) with participating councils.

Integration with urban drainage maintenance

- 4.13. Further to the options above, opportunities to integrate urban drainage maintenance works with rural drainage maintenance have been considered. However, the urban drainage maintenance works are primarily grass mowing and garden maintenance, which is more aligned with work undertaken within the Parks & Reserves Maintenance Contract. Given the primarily different nature of the works, combining the scope of the urban and rural drainage maintenance is not warranted. There is some drain cleaning undertaken in urban areas which could potentially be moved into the scope of the rural drainage maintenance works where appropriate.
- 4.14. A subsequent Section 17A Review will need to be undertaken for the urban drainage maintenance works.

5. OPTIONS ASSESSMENT

- 5.1. Three internal workshops were held within the Utilities and Roading Team to assess the pros and cons of each option against criteria below.

- Contractor's management expertise and systems
- Drainage maintenance expertise and tools
- Drain inspection expertise and systems
- Cost of overheads
- Drainage-specific pricing
- Commercial forces
- Resource availability (general)
- Resource availability (after extreme events)
- Traffic management
- Resource planning
- Administration costs/complexity
- Local Water Done Well considerations
- Innovation
- Responsiveness
- Contract timing
- Location factor

- 5.2. The assessment was primarily qualitative, however for ease of option comparison the following basic scoring was used, and a total provided for each option:

Table 2 – Assessment scoring range

Large pro	+2
Small pro	+1
Neutral	0
Small con	-1
Large con	-2

- 5.3. The results of the pros and cons workshop are included as Attachment (i) and summarised below.

Table 3 – Results of assessment

Option	Overall score	Summary
Combined roading and drainage contract – external	6	General advantages provided by contractor scale and resources. Straight-forward procurement. Lacks advantages of having a specific drainage contractor. Not aligned with potential separation of Council's water services under Three Waters Reform/"Local Water Done Well"

Rural drainage (only) contract – external	14	Advantages of dedicated drainage-specific contractor in terms of expertise, resourcing and responsiveness. Medium sized contractor provides sweet spot for pricing and flexibility. Straight-forward procurement. Requires ensuring contractor has necessary IT systems and tools for efficient management of the works.
Supplier panel of multiple rural drainage contractors – external	-4	Benefit of locally focussed smaller contractors with a drainage-specific focus. Smaller scale limits flexibility/resourcing, and multiple contractors duplicates overhead cost. Significant extra Council planning and oversight needed to manage work across multiple parties. Some extra procurement effort and contract/panel development required.
In-house rural drainage maintenance – internal Water Unit	3	Advantage of greater control and alignment with Council objectives and drainage expertise. Expect similar costs to an external market arrangement (based on internal calculation of costs). Significant additional staff, plant and machinery required to resource the Water Unit for rural drainage maintenance work.
Shared services agreement with neighbouring Council(s) - external	1	Advantages of scale and dedicated drainage-specific contractor. Additional challenge of working with other Council's different approaches, shared control and longer travel times. Greater risk of region-wide rain event overwhelming the team. Longer procurement timeline needed to work in with other Council's, and Three Waters Reform/"Local Water Done Well"

- 5.4. With a score of 14, the option of **separating the rural drainage from roading and using a drainage-specific external contractor** was assessed the most effective option and is recommended for approval by Council.
- 5.5. The difference in scores between the in-house delivery (3) versus an external drainage-specific contractor (14) is due to the in-house delivery being subject to significant new investment in plant, personnel and facilities to provide the necessary drainage-specific capability and capacity in the Water Unit, lower commercial incentives, and being subject to Council procurement rules. The new investment required for the in-house option also has an associated lead-in time which means that an interim solution would be required to bridge the period after the current contract expires.
- 5.6. If this option is approved by Council, a subsequent report on the contract procurement approach, including detail on the maintenance requirements and inspection specification, will be presented to the October Council meeting.

Implications for Community Wellbeing

- 5.7. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 5.8. The Management Team has reviewed this report and support the recommendations.

6. COMMUNITY VIEWS

Mana whenua

- 6.1. Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Te Ngāi Tūāhuriri place a high value on natural resources that sustain life, including the life of people, and consider it important to manage and protect these resources. To support these outcomes, waterways and drainage systems need to be well managed to ensure that sites, species, and habitats are not lost, degraded, or compromised.

Groups and Organisations

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

Drainage advisory groups are likely to be affected and have interest in this report. In previously held drainage advisory meetings, staff have received strong feedback from stakeholders regarding rural drain maintenance.

Wider Community

- 6.3. The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Waterway systems need to be well managed to ensure the community expectations for drainage are met and to realise aspirations for clean, healthier waterways.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are financial implications of the decisions sought by this report.
- 7.2. There is budget included in the Annual Plan/Long Term Plan for drain maintenance, however the new contract may result in increased rates which could further impact Council budgets and the quantity of maintenance activities which are able to be undertaken.

Sustainability and Climate Change Impacts

- 7.3. The recommendations in this report do have sustainability and/or climate change impacts. Drainage maintenance is a critical to ensure a well operating network.
- 7.4. Council has in place a Drainage Maintenance Management Plan (2020, TRIM ref: 201203164171) that will inform the service delivery requirements. This management plan details Council's approach for enabling more sustainable waterway systems through maintenance in ways that reduce weed growth, lower cost, and benefit other values such as biodiversity.
- 7.5. The drainage maintenance activity is critical for mitigating the risk of flooding that is exacerbated by climate change effects. There are also carbon costs associated with maintaining the rural drainage network.

Risk Management

- 7.6. The recommendations in this report do have risk management impacts such as those for sustainability and/or climate change impacts as stated in 0 above, and for health and safety in 0 below.

Health and Safety

- 7.7. There are risks arising from the adoption/implementation of the recommendations in this report.
- 7.8. There is a risk in small or in-experienced contractors being tendering for the drainage maintenance contract. This would also result in more risk for Council in areas such as Health & Safety and Temporary Traffic Management. There may also be more additional internal resource required to manage this.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 8.2. The Section 17A Review has been undertaken in accordance with the Local Government Act 2002.

Consistency with Community Outcomes

8.3. ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Authorising Delegations

- 8.4. The Council have delegated authority to approve the recommendations in this report.

Summary of pros and cons	Within Road Maintenance contract	Separate drainage Maintenance Contract	Supplier Panel for Drainage Maintenance	WDC In-House Delivery	Shared Services with Neighbouring Council (External Contractor - Drainage Only)	
Contractor's management expertise and systems	Large scale attracts more sophisticated/mature contractors	Smaller contract less attractive for larger more sophisticated/mature contractors	Smallest contract/packages of work so less attractive for larger more sophisticated/mature contractors	Will need to appoint additional in-house person with relevant expertise, and develop systems/tools for drainage maintenance contract.	Large scale attracts more sophisticated/mature contractors	1
Drainage maintenance expertise and tools	Road-centric contract doesn't attract specific drainage expertise/advantages	Candidates assessed on drainage-specific expertise	Candidates assessed on drainage-specific expertise, but multiple parties need to have/maintain the required expertise	Current skill set in Water Unit not aligned with drain maintenance. Will need to appoint/train in-house staff to get to relevant expertise	Candidates assessed on drainage-specific expertise. Large scale attracts quality contractors	2
Drain inspection expertise and systems	Large scale attracts more sophisticated/mature contractors (but not necessarily drainage-specific advantages)	Candidates assessed on drainage-specific expertise	Candidates assessed on drainage-specific expertise, but multiple parties need to have/maintain the required expertise	Inspection informed by Councils knowledge of drainage asset/service objectives and greater overall ownership of outcomes.	Candidates assessed on drainage-specific expertise. Large scale attracts quality contractors	2
Cost of overheads	Spread over large contract so less proportional cost	Spread over small contract so higher proportional cost	Required for multiple parties and spread over small work packages so highest proportional cost	Overheads borne by Council but can be added to existing roles/systems	Spread over multiple Councils and large contract so less proportional cost	1
Drainage-specific pricing	Drainage-specific prices less competitive if bundled with higher value roading works (or subcontracted). And limited opportunities to reduce cost through roading/drainage integration	The drainage-specific prices are the focus so will need to be competitive	The drainage-specific prices are the focus so will need to be competitive	No profit margin. But need payback period to recoup additional capital investment in plant/equipment	The drainage-specific prices are the focus so will need to be competitive	1
Commercial forces	Standard competitive contract with some appeal for larger contractors	Medium-sized drainage contractor provides competitive unit rates ("right-sized"). Contract is attractive for companies that have encumbant contracts in the district.	Smaller drainage contractors provide competitive unit rates. Less flexibility for certain pricing elements outside of their capability. More complex arrangement required to ensure price competition alongside fairness	Water Unit charges are comparable to wider market (based on internal calculation). Limited commercial incentive structure inherent with in-house delivery.	Regional contract has appeal for larger contractors	0
Resource availability (general)	Larger combined-roading/drainage contractor has larger pool of resources to draw from	Specific dedicated drainage contractor resource	Number of specific dedicated drainage contractor resources, but will also have other commitments	Additional roles/investment needed to get staff resource. Investment needed to get plant/equipment. Little ability to utilise plant outside of contract or access additional plant except via subcontracting	Large geographic spread limits resource availability (and responsiveness)	-1
Resource availability (after extreme events)	Large contractor but resource will be needed for roading response also	Specific dedicated drainage contractor resource	Multiple specific drainage contractor resources to draw from, but will also have other commitments	Ability for Council to direct the Water Unit's specific drainage resource as needed	Risk of events affecting multiple districts overwhelming the team	-2
Traffic management	Road-based contractor is well resourced and cost effective	Drainage contractor has adequate TM resources and process	Difficult to effectively resource and manage across multiple smaller contractors	Water unit has existing TM resource/contract for plant and equipment	Drainage contractor has adequate TM resources and process and scale advantage.	1
Resource planning	Larger pool of resources - easier to scale appropriately for workload peaks and troughs	Smaller pool of resources - dedicated resource but limited ability to scale for workload peaks and troughs	Multiple smaller and non-fulltime panel contractors will have to juggle other work commitments	Smaller pool of resources - dedicated resource but limited ability to scale for workload peaks and troughs	Larger pool of resources - easier to scale appropriately for workload peaks and troughs	1
Administration costs/complexity	Combined roading and drainage contract requires some administration coordination between units	Straightforward administration between single Council team and contractor	High degree of Council oversight to organise/manage/programme works across multiple parties and manage payments and performance	Council responsible for all administration functions. Would be additionally subject to Council rules (eg procurement policies)	No one-size-fits all approach with different processes/systems/rules across different Councils	-1
3W Reform Considerations	Will need to be separated from roading in future if a different delivery model is used for 3W	Will be easily transferable in future if a different delivery model is used for 3W	Will be easily transferable in future if a different delivery model is used for 3W	Will be easily transferable in future if a different delivery model is used for 3W	Assuming that area covered aligns with Local Water Done Well there is a benefit. Otherwise would need to split or transfer contract if the shared service Councils don't match the chosen delivery model for 3W	-1
Innovation	Limited drainage innovation given the roading focus	Dedicated drainage contractor more flexible and innovative	Limited innovation given the smaller size of each panel contractor	Can work collaboratively on innovation with Council Stormwater staff	Can work collaboratively with other Councils to innovate	1
Responsiveness	Limited drainage responsiveness given the roading focus	Dedicated drainage contractor more flexible and responsive	Less commitment/ownership per party therefore low responsiveness	Greater control over the scope, timing and quality of the work.	Only one of multiple client Councils so less control over the scope, timing and quality of the work.	-1
Contract timing	Normal procurement timelines	Normal procurement timelines	Some extra procurement time for more complex panel agreement (needs interim solution)	Some lead-in time for new equipment, facilities and staff (needs interim solution)	Risk that longer lead-in time required for multi-Council agreement delays contract start beyond current renewal date (needs interim solution)	-2
Location factors	Locally dedicated contractor	Locally dedicated contractor	Panel contractors could have locally-specific separate areas of focus	Locally dedicated team aligned to Council objectives	High travel times - may need multiple depots/teams and variable prices/specifications. Contractor dedication split between multiple Councils	-1
Net scores	6	14	-4	3	1	

Key

Large Pro	Small Pro	Neutral	Small Con	Large Con
2	1	0	-1	-2

S17a Full Service Reviews

PART ONE - CURRENT ARRANGEMENTS			
1	Name of the Unit responsible for the service 3W and Solid Waste	Name of Unit Manager Kalley Simpson	Name of Service under Review Rural Drainage Maintenance Contract (currently part of the Roding Maintenance Contract)
2	Description and scope of the service <i>(be consistent with LTP/AMP)</i>	Delivery of the rural drainage maintenance works service including the following: <ul style="list-style-type: none"> • All routine rural drainage maintenance activities (eg clearing drains, debris and vegetation removal, weed spraying) • Drain condition inspection • Investigation and responding to service requests. These works are currently integrated in the Roding Maintenance Contract.	
3	Rationale for service provision	Legal requirement to provide the service	<ul style="list-style-type: none"> • Local Government Act 2002
4		Community outcomes the service contributes to (LTP)	Infrastructure and services are sustainable, resilient, and affordable <ul style="list-style-type: none"> • Harm to people from natural and man-made hazards is minimised. • Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change. • The drainage maintenance programme provides values for money The natural and built environment in which people live is clean, healthy and safe <ul style="list-style-type: none"> • The open drain network is free from blockage and mitigates high consequence flooding • Water quality within the drainage network is maintained or enhanced • Cultural values of the drainage network are maintained or enhanced
5		Council policies, bylaws, strategies and plans the service contributes to	<ul style="list-style-type: none"> • Long Term Plan; • Rural Drainage Activity Management Plan.
6	Performance	Major levels of service (LTP)	<ul style="list-style-type: none"> • The percentage of service requests for drain cleaning that are responded to within 5 working days; • Facilitate and engage with all drainage and water race advisory groups; • Maintain dialogue and consultation with Te Ngai Tuahuriri Runanga; • For properties or carriageways within rural drainage schemes, the percentage of complaints, about nuisance flooding caused by lack of capacity, that are investigated and where justified measures implemented to improve the situation. Applies to rain events less than a mean annual flood; • Number of complaints, post cleaning, resulting from unsatisfactory drain cleaning operations or service; • Number of complaints about odour, midges or insects in the open network including drains and ponds. • Percentage of respondents to a three-yearly community survey that have an opinion, that rates the service as "Satisfactory" or "Very Satisfactory". • Percentage of the total number of Drainage consent conditions that have breaches that result in an Ecan report identifying compliance issues that require action.

S17a Full Service Reviews

7		Performance measures (LTP)	Combined above.		
8	Finance & management	Type of governance	This is a core function of Council, therefore currently governed by the Council.		
9		Funding	The activity is funded from rates. The funding is provided for and approved through the Council's Long Term Plan.		
10		Method of delivery (include term of contract if currently contracted out)	Single district wide contract that combines rural drainage and roading maintenance. The current arrangement is a NEC3 contract that is combined with roading maintenance. The combined roading and rural drainage maintenance contract annual spend (FY2023/2024) is \$11.2M, of which approximately \$1.2M is spent on rural drainage. The current contract has been in effect for 5 years (3+1+1) and finishes on 30 June 2025 date. The annual costs for just the rural drainage maintenance are provided below in CAPEX and OPEX terms.		
11		Cost of providing the service (rural drainage maintenance only)	Capital Cost N/A	Operating Cost \$1.2M	Total Cost \$1.2M
PART 2 - DETERMINING THE TIMEFRAME FOR A REVIEW					
12	Review date	Date last review was carried out:	This is the first review carried out specifically for rural drainage maintenance	Year next review is scheduled:	2027. The review will take place prior to earliest contract renewal date which will be 2028 (subject to the proposed new contract period – likely to be up to 5 years). The next review will take into account any joint Council/CCO arrangement that comes out of Local Water Done Well legislation
13	Is Council considering a significant change to a level of service? S17A (2) (a)	Yes <input type="checkbox"/>	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4
		No <input checked="" type="checkbox"/>	Go to Question 14		
14		Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4		

S17a Full Service Reviews

	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	No <input checked="" type="checkbox"/>	Go to Question 15			
PART 3 – REVIEW ANALYSIS						
15	Does the cost of undertaking a review outweigh the benefits? S17A (3) (b)	What is the anticipated cost of the review?	\$ N/A		Managed within current staff workload	
		What is the total cost of providing the service (both operating and capital costs)?	\$1.2M contract cost		The annual cost of the rural drainage maintenance contract is \$1.2M. Council internal contract management/administration costs covered within existing roles.	
		Is the service significant enough to trigger the Council's Significance and Engagement Policy 2024- (Trim 230614088040)	Yes <input type="checkbox"/>		Click here to enter text.	
			No <input checked="" type="checkbox"/>		There will be no significant changes in service delivery for rural drainage assets as a whole	
		Is the activity more than \$250,000 direct cost? (direct expenditure excluding depreciation, funding and overhead)	Yes <input checked="" type="checkbox"/>		Click here to enter text.	
			No <input type="checkbox"/>		Click here to enter text.	
		Has the governance, funding or delivery of the activity been reviewed recently enough that a further review is not justified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Roading contract arrangements were reviewed in 2019. This did not include a specific rural drainage review.	
		Have there been any changes to the policy and/or regulatory environment since the last review?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	There was no previous specific S17A review of rural. There are multiple changes in relevant regulation/policy currently in progress, eg: Water Services Act, Local Government (Water Services Preliminary Arrangements) Bill, National Policy Statement for Freshwater Management, National Environmental Standards for Freshwater, and waste disposal resource consenting	
How effective are the current arrangements?	The current contract arrangements are effective.					

S17a Full Service Reviews

		Do other Local Authorities have the ability to participate in the review?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	We have considered a shared services agreement with neighbouring Councils in principle but have not sought formal feedback from other Councils because this option was not recommended.
		Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		What are the views and preferences of the users of the service and the community?	The community expect drainage maintenance to be managed to the agreed levels of service within the budget allocated in the Long Term Plan. Community feedback is solicited through the Drainage Reference Groups which would continue to be used irrespective of the chosen option for service delivery.		
		Is the activity insignificant enough in terms of scale or (public) visibility for the review costs to outweigh the benefits?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The review costs are modest in proportion to the maintenance activity cost (\$1.2M per annum) and direct impacts on the wider community.
		15A In conclusion, does the cost of undertaking a review outweigh the benefits?	Yes <input type="checkbox"/>		No review is required S17A (3) (b). Go to Part 4
			No <input checked="" type="checkbox"/>		Go to Question 16
16	Are there likely to be realistic potentially beneficial options given the nature of the activity and/or the availability of alternative providers, having regard to S17A (4)	Does the service have a need for proximity to or interrelationship with core Council democratic, administrative or policy development processes?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		Will another option provide effective delivery of financial, asset and executive management or regulatory responsibilities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Four other options were assessed as viable but were determined to be less effective than the selected option
		Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Click here to enter text.
		Is the service able to be delivered by another local authority or authorities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Theoretically the drainage maintenance Could be provided by neighbouring Councils, but this would not provide any obvious benefits to WDC.
		Is the service able to be delivered by another person or agency (central government, private sector organisation or community group?)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	No. This is a local government function.

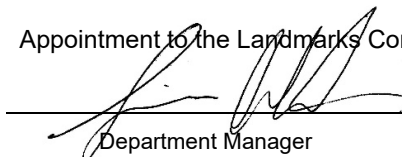
S17a Full Service Reviews

		Is the service able to be delivered by a CCO or joint Council/CCO arrangement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Joined-up Council services or CCO arrangements under the Local Water Done Well legislation could be a viable delivery method in future, but any such arrangement is currently uncertain and subject to political processes. Given the uncertainty, a joint Council/CCO arrangement is not able to be assessed as a current option. The impact that a future joint Council/CCO arrangement would have on each of the options has been included in the assessment.
		16A In conclusion, are there likely to be realistic potentially beneficial options?	Yes <input checked="" type="checkbox"/>	Go to Part 4	
			No <input type="checkbox"/>	No further review is required for up to 6 years S17A. Go to Part 4	
PART 4 – REVIEW RECOMMENDATION					
17	Unit Manager's recommendation	That the Council's rural drainage maintenance service is delivered under a specific rural drainage maintenance contract (separated from roading maintenance) with an external contractor.			
18	Reason/s for recommendation	Gains the benefits of having a dedicated specialist drainage contractor in terms of expertise, resourcing and responsiveness. A medium-sized contractor provides a sweet spot for pricing and flexibility. The procurement process is straight forward without risk of misalignment to future Local Water Done Well joint Council/CCO arrangements. Does not require Council to invest significantly in their own plant and machinery. Uses market forces to incentivise cost effectiveness. Working with a single contractor will streamline Council staff communication and oversight, and is appropriate for the modest annual value of the contract. The new contract provides opportunity for developing a collaborative Council-contractor working environment, using a price and quality-based contractor selection process to provide good outcomes for the Community.			
* Enter year next review is scheduled in dark green box in Question 12.					

Signed by:

 Department Manager

 Chief Executive

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-01-11 / 240822141899**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**FROM:** Kay Rabe, Governance Adviser**SUBJECT:** Appointment to the Landmarks Committee**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to consider the appointment of a Council representative to the Waimakariri Landmarks Committee, as it is believed that elected members have unique knowledge of the district which would assist the Landmarks Committee to understand the history of buildings and sites in the area.
- 1.2 Councillor Tim Fulton has indicated an interest in being appointed to this Committee. It should be noted that the Kaiapoi-Woodend Ward is already represented on the Landmarks Committee, and a request for representatives from the Oxford-Ohoka and Rangiora -Ashley Wards are also being sought.

Attachments:

- i. Correspondence from the Waimakariri Landmarks Committee (Trim Ref: 240820139755).
- ii. Landmarks – Rangiora Plaques Programme Agreement (Trim Ref: 05121200001[v2]).
- iii. Landmarks – Kaiapoi Plaques Programme Agreement (Trim Ref: 070724023204[v2]).

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** report No. 240822141899.
- (b) **Approves** the appointment of Councillor as the Council representative and liaison person to the Waimakariri Landmarks Committee.

3. BACKGROUND

- 3.1 At the meeting held on 6 December 2022, the Council appointed representatives or liaison people to various outside organisations and/or groups.
- 3.2 Staff have received a letter from the Waimakariri Landmarks Committee (the Committee) requesting the Council to appoint a representative to the Group.

4. **ISSUES AND OPTIONS**

- 4.1 Many community groups have a long association with the Council and Community Boards. Councillors appointed to outside organisations will be expected to act as liaisons between these organisations and the Council. Councillors will, therefore, be expected to attend meetings and other functions of these organisations to convey matters that may interest the groups, such as Annual and Long Term Plan consultations and possible Discretionary Grant funding. Councillors will also be expected to report back to the Council on the activities and concerns of the groups.
- 4.2 The Committee was created to recognise buildings, sites, and locations of historic significance in Rangiora. In 2007, the programme was extended to Kaiapoi. The Committee identifies buildings, sites, and locations that meet set criteria, recognises them for their historic importance to the district, and presents them with a plaque recognising their heritage status. The Committee wishes to extend the programme to the whole district.
- 4.3 Council representatives are not considered executive members of the groups/organisations and generally do not hold voting rights at their meetings (often due to the groups' constitutional rules). The Landmarks Committee Agreement does not make provision for voting. However, it states that representatives need to agree on the wording of the plaques and if not, the preferred wording of the building owner would be used.
- 4.4 Although the Council does not have a requirement to appoint a Committee member to the Landmarks Group, it plays an important role in representing and advocating for the interests of the district. Therefore, Council representations would bring valuable insight into the importance of buildings, sites, and locations within the district's geographical area. It would benefit the Council to connect with owners of historic buildings and sites in the District, which are often privately owned, and establish connections between the Council and property owners.
- 4.5 Council representatives, as part of the Committee, will be expected to research the history of nominated buildings on behalf of the programme during meetings and on their own time. The representative is expected to attend meetings every four weeks. The meetings would typically be in the afternoon (approximately 4 p.m.) and may take place in Rangiora or Kaiapoi. The meetings are expected to run for approximately one to one and a half hours.
- 4.6 **Implications for Community Wellbeing**
The issues and options that are the subject of this report have no implications for community well-being.
- 4.7 The Management Team have reviewed this report and supports the recommendations.

5. **COMMUNITY VIEWS**

- 5.1. **Mana Whenua**
Te Ngāi Tūāhuriri hapū is not likely to be interested in the subject matter of this report.
- 5.2. **Groups and Organisations**
No groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.
- 5.3. **Wider Community**
Many community groups and organisations have a long association with the Board. The Board works actively with community groups and organisations for the betterment of the community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

6.1.1 The decisions sought by this report have no financial implications. Representing the Council on outside Committees, Advisory Groups, and organisations is covered through existing Operational Budgets.

6.1.2 No additional remuneration is provided for representing the Council on outside Committees, Advisory Groups, and organisations, as that is considered part of an elected member's regular duty.

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

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act 2002 – schedule 7, part 1, clauses 30 and 31.

7.3. Consistency with Community Outcomes

There are wide-ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

7.4. Authorising Delegations

Council Delegation SD-M1041.

Our Reference: GOV-26-10-04 / 240820139755

15 August 2024

Dear Thea

Waimakariri Landmarks Committee – Appointment of new members

The purpose of this letter is to seek the appointment of three new members into the Waimakariri Landmarks Committee. These three persons currently serve on their respective Council Community Boards and seek to join the Landmarks Committee in both their private and professional capacity. These three members are as follows:

- Bruce McLaren: Member of the Rangiora-Ashley Community Board
- Tim Fulton: Councillor and member of the Oxford-Ohoka Community Board
- Mark Brown: Member of the Oxford-Ohoka Community Board

What is the 'Landmarks' Committee?

'Landmarks' was created to recognise buildings, sites and locations of historic significance in Rangiora, and the programme was later extended to Kaiapoi in 2007. It is a partnership between the Waimakariri District Council, the Rangiora & Districts Early Records Society, and the Kaiapoi District Historical Society, making up the Landmarks Committee.

What is the purpose of 'Landmarks'?

Under the programme, buildings, sites and locations within the District, that meet a set criteria, are recognised for their historic importance to the District and are presented with a plaque recognising their heritage status.

The Landmarks Committee members research the history of nominated buildings on behalf of the programme.

Why do they need Community Board representation?

As Community Boards play a role in representing and advocating for the interests of their local area, making decisions on behalf of the communities they represent, Community Board representation by Bruce McLaren, Tim Fulton and Mark Brown would be valuable to the Landmarks Committee. Being Community Board members, this means that they have valuable insight as to the importance of buildings, sites and locations within the District, and in particular within areas in the District that they represent on their respective Boards.

Bruce McLaren, Tim Fulton and Mark Brown all have an interest in the historic importance of the District. Therefore, their interest in this matter would see that their appointment into the Landmarks Committee helps to further enhance the notable work that the Committee historically has and continues to undertake within the District.

What will be expected from the Community Board representatives?

The expectation of the Community Board representatives as part of the Landmarks Committee would be to research the history of nominated buildings on behalf of the programme during meetings, and some time outside of meetings in their own personal time.

The representatives would be expected to attend a face to face meeting with the Committee, every four weeks or so. The details of the meetings are outlined in the 'date, times and venue of meetings' section below.

The representatives would be expected to attend any events, where practical, at such time that buildings, sites and/ or locations within the District are formally recognised for their historic importance with plaques, or of a similar nature.

Date, times and venue of meetings

The Landmark Committee typically meets face to face approximately every four weeks. The meetings are typically in the afternoon (approximately 4pm) and may take place in the Council High Street office or in Kaiapoi. They run for approximately 1 – 1.5 hours.

Yours sincerely



Brooke Benny
**Intermediate Resource Management Planner
 & Chair of Waimakariri Landmarks Group**

LANDMARKS

Rangiora Plaques Programme Agreement

05121200001[v2]

548-024-019-1



TRIM Record Number

1. Parties

Waimakariri District Council and;

Rangiora & Districts Early Records Society Inc.

2. Name of Plaques and Programme

2.1 The name of the programme and the plaques is to be *Landmarks*.

3. Purpose of Programme

3.1 To recognise and encourage the preservation of heritage buildings, sites and structures, and buildings which contribute to the townscape in Rangiora.

4. Buildings and sites to be included in Programme

4.1 All buildings, sites and structures identified in the District Plan as listed heritage items are eligible to be included in the programme.

4.2 It is also acknowledged that the Rangiora & Districts Early Records Society Inc. can include other buildings, sites and structures to the programme that are not identified in the District Plan register, but meet the purpose of the *Landmarks* programme.

5. Funding of Programme

5.1 The Waimakariri District Council will fund up to a maximum of three plaques per year, subject to availability of funding. This will be limited to buildings, sites or structures that are listed in the heritage register in the District Plan.

5.2 The Rangiora & Districts Early Records Society Inc. will fund up to a maximum of three additional plaques per year, subject to availability of funding. These can include those buildings, sites or structures not included in the District Plan heritage register.

6. Wording

- 6.1 The plaques are to state the essential and timeless facts:
- Name of the building, site or structure
 - Date built
 - Designer/architect
 - Builder
 - Design and materials of building, site or structure; and
 - Any other significant and relevant facts directly associated with the history of the building, site or structure.
- 6.2 Both parties shall work together to research the facts identified in 6.1 above.
- 6.3 One representative from both the Waimakariri District Council and the Rangiora & Districts Early Records Society Inc. shall meet and use their best endeavours to reach a consensus on the final wording of the plaque.
- 6.4 When a consensus cannot be reached in 6.3 above. The final wording shall be approved by the organisation funding the plaque.
- 6.5 The building owner shall also approve the final wording of the plaque.

7. Design and Appearance

- Wording is to be in *Times New Roman* font.
- The plaques are to be made in aged bronze.
- Oval shaped in approximately (270mm horizontal axis by 200mm vertical axis)
- Fixed to the building, site or structure in the most appropriate method.
- There shall be no naming rights on the plaque (either the Waimakariri District Council, the Rangiora & Districts Early Records Society Inc. or any other sponsors name).
- The design for all plaques shall be the same, whether funded by the Waimakariri District Council or the Rangiora & Districts Early Records Society Inc.

Note: To ensure consistency of production the parties agree to use the same suppliers to produce the plaques.

8. Responsibilities

- 8.1 The Rangiora & Districts Early Records Society Inc. is to be responsible for ensuring that the consent of the owner of the building, site or structure is obtained.
- 8.2 The Waimakariri District Council is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.3 The Rangiora & Districts Early Records Society Inc. is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.4 The Rangiora & Districts Early Records Society Inc. is to be responsible for fixing all plaques to the buildings, sites or structures.

9. Maintenance

- 9.1 The plaques when fixed to the building, site or structure become the property of the owner of the building, site or structure. However, the Waimakariri District Council and the Rangiora & Districts Early Records Society Inc. will ensure that the plaques, with the owners consent, are maintained to an appropriate standard, or are replaced if damaged.

SIGNED:



For Waimakariri District Council



For Rangiora & Districts Early Records Society Inc.

DATE: 12-12-05.

PROCESSED IN TRIM

070724023204
POL-08-07
ATTACHMENT iii

LANDMARKS

Kaiapoi Plaques Programme Agreement

1. Parties

Waimakariri District Council and;
Kaiapoi District Historical Society Inc.

2. Name of Plaques and Programme

2.1 The name of the programme and the plaques is to be *Landmarks*.

3. Purpose of Programme

3.1 To recognise and encourage the preservation of heritage buildings, sites and structures, and buildings which contribute to the townscape in Kaiapoi.

4. Buildings and sites to be included in Programme

- 4.1 All buildings, sites and structures identified in the District Plan as listed heritage items are eligible to be included in the programme.
- 4.2 It is also acknowledged that the Kaiapoi District Historical Society Inc. can include other buildings, sites and structures to the programme that are not identified in the District Plan register, but meet the purpose of the *Landmarks* programme.

5. Funding of Programme

- 5.1 The Waimakariri District Council will fund up to a maximum of three plaques per year, subject to availability of funding. This will be limited to buildings, sites or structures that are listed in the heritage register in the District Plan.
- 5.2 The Kaiapoi District Historical Society Inc. will fund up to a maximum of three additional plaques per year, subject to availability of funding. These can include those buildings, sites or structures not included in the District Plan heritage register.

6. Wording

- 6.1 The plaques are to state the essential and timeless facts:
- Name of the building, site or structure
 - Date built
 - Designer/architect
 - Builder
 - Design and materials of building, site or structure; and

- Any other significant and relevant facts directly associated with the history of the building, site or structure.

- 6.2 Both parties shall work together to research the facts identified in 6.1 above.
- 6.3 One representative from both the Waimakariri District Council and the Kaiapoi District Historical Society Inc. shall meet and use their best endeavours to reach a consensus on the final wording of the plaque.
- 6.4 When a consensus cannot be reached in 6.3 above. The final wording shall be approved by the organisation funding the plaque.
- 6.5 The building owner shall also approve the final wording of the plaque.

7. Design and Appearance

- Wording is to be in *Times New Roman* font.
- The plaques are to be made in aged bronze.
- Oval shaped in approximately (270mm horizontal axis by 200mm vertical axis)
- Fixed to the building, site or structure in the most appropriate method.
- There shall be no naming rights on the plaque (either the Waimakariri District Council, the Kaiapoi District Historical Society Inc. or any other sponsors name).
- The design for all plaques shall be the same, whether funded by the Waimakariri District Council or the Kaiapoi District Historical Society Inc.

Note: To ensure consistency of production the parties agree to use the same suppliers to produce the plaques.

8. Responsibilities

- 8.1 The Kaiapoi District Historical Society Inc. is to be responsible for ensuring that the consent of the owner of the building, site or structure is obtained.
- 8.2 The Waimakariri District Council is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.3 The Kaiapoi District Historical Society Inc. is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.4 The Kaiapoi District Historical Society Inc. is to be responsible for fixing all plaques to the buildings, sites or structures.

9. Maintenance

- 9.1 The plaques when fixed to the building, site or structure become the property of the owner of the building, site or structure. However, the Waimakariri District Council and the Kaiapoi District Historical Society Inc. will ensure that the plaques, with the owners consent, are maintained to an appropriate standard, or are replaced if damaged.

SIGNED:



For Waimakariri District Council



The Kaiapoi District Historical Society Inc.

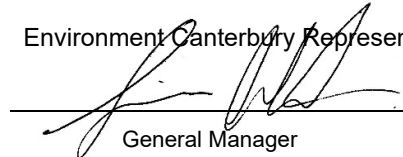
DATE:

7.8.07

LANDMARKS

KAIAPOI BUILDINGS AND SITES BEING RESEARCHED.

Courthouse – Kaiapoi Museum	145 Williams Street
Kaiapoi Woollen Mill	35 Ranfurly Street
Riverside Centre (ex Rialto Theatre)	45 Charles Street
Bank of New Zealand building & fence	188 Williams Street
Chadwell – Residence	250 Williams Street
Railway Station (now Kaiapoi Information Centre) – Riverbank	
Riverside Shopping Centre (Blackwells)	121 Raven Quay
St Bartholomew's Church	23B Cass Street
World War One Memorial	Memorial Reserve Raven Quay
Hitching Post and Drinking Fountain	Cnr Williams /Charles Streets

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-12 / 240823142252**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Environment Canterbury Representation Review**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


General Manager



Chief Executive
1. SUMMARY

- 1.1. This report seeks feedback from the Council on the Environment Canterbury Representation Review Arrangements for the 2025 Local body elections.

Attachments:

- i. Public Notice of Ecan Initial Proposal
- ii. Ecan Representation Review Summary survey report of previous consultation.

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 240823142252.
- (b) **Notes** there is no change to the North Canterbury Constituency arrangements proposed in the Environment Canterbury Representation Review Proposal.
- (c) **Supports** Environment Canterbury in its Representation Review proposal regarding the North Canterbury/Opukepuke Constituency.
- Or**
- (d) **Declines** to submit to Environment Canterbury's Representation Review process.
- (e) **Circulates** a copy of this report to the Community Boards for information.

3. BACKGROUND

- 3.1. Environment Canterbury (ECan) have undertaken a Representation Review which will affect their Council elections held on 11 October 2025 and the number of elected members across their seven constituencies covering the Canterbury region.
- 3.2. Currently Ecan have seven constituencies, with two Councillors elected from each one. Based on current boundaries and population, South Canterbury/Ōtuhituhi is over-represented, Mid Canterbury/Ōpākihi is under-represented, and our Christchurch/Ōtautahi constituencies do not align with the current Christchurch City Council wards.
- 3.3. Mana whenua representation is not included in this review. Ecan has two Ngāi Tahu Councillors who represent mana whenua interests across all of Waitaha/Canterbury. This was achieved through the Canterbury Regional Council (Ngāi Tahu Representation) Act 2022 and is not part of this consultation.

4. **ISSUES AND OPTIONS**

- 4.1. Environment Canterbury is proposing that they combine the Ashburton District area with the current South Canterbury/Ōtuhituhi constituency, to form a larger Mid-South Canterbury/Ōtuhituhi constituency. This leaves Selwyn/Waikirikiriki as its own constituency. This would address the population growth in the Selwyn/Waikirikiriki constituency and allows for a ratio between population and Councillors closer to the criteria set out in the Local Electoral Act. Feedback earlier in the year showed that this was the preferred option of respondents to earlier consultation.
- 4.2. Currently the North Canterbury constituency is represented by two Councillors. There is no change proposed to the North Canterbury constituency area post 2025 elections to represent the area.
- 4.3. Consultation closes on 2 September, with Hearings being held 18 September and Ecan deciding on its final proposal in October 2024. The final proposal will then be subject to the Local Government Commission process and review.
- 4.4. The Council have an opportunity to provide Environment Canterbury feedback on their Representation Review or may wish to remain silent on the matter.

Implications for Community Wellbeing

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

- 4.5. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

6.3. **Health and Safety**

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

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

Local Government Act 2002

Local Electoral Act 2001

7.3. Consistency with Community Outcomes

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. Authorising Delegations

Council may choose to respond to any public submission process.

Environment Canterbury

ATTACHMENT i

Public Notice – Representation Review Initial Proposal

Initial proposal for representation arrangements for the 2025 local elections

On 24 July 2024 the Canterbury Regional Council (Environment Canterbury) reviewed its representation arrangements, and resolved that the following proposal apply for the Council for the elections to be held on 11 October 2025:

Council Representation

It is proposed that the Council comprise 14 members elected from seven constituencies. The seven constituencies reflect the following identified communities of interest:

CONSTITUENCY	Communities of interest
North Canterbury/Ōpukepuke	Comprising the area of the Kaikōura, Hurunui and Waimakariri district councils
Christchurch West/Ōpuna	Comprising the area of the Harewood Ward, Waimairi Ward, Hornby Ward, and Halswell Ward of Christchurch City Council
Christchurch North East/Ōrei	Comprising the area of the Coastal Ward, Innes Ward, Burwood Ward, and Papanui Ward of Christchurch City Council
Christchurch Central/Ōhoko	Comprising the area of the Fendalton Ward, Riccarton Ward, Linwood Ward, and Central Ward of Christchurch City Council
Christchurch South/Ōwhanga	Comprising the area of the Spreydon Ward, Heathcote Ward, Cashmere Ward, and Banks Peninsula Ward of Christchurch City Council
Selwyn/Waikirikiriri	Comprising the area of the Selwyn District Council
Mid-South Canterbury/Ōtuhituhi	Comprising the area of the Ashburton, Timaru, Mackenzie, Waimate and part Waitaki districts

The population that each member will represent is as follows:

CONSTITUENCY	Population	Members	Population per member
North Canterbury/Ōpukepuke	87,000	2	43,500
Christchurch West/Ōpuna	104,800	2	52,400
Christchurch North East/Ōrei	102,000	2	51,000
Christchurch Central/Ōhoko	101,100	2	50,550
Christchurch South/Ōwhanga	88,300	2	44,150
Selwyn/Waikirikiriri	81,250	2	40,625
Mid-South Canterbury/Ōtuhituhi	101,720	2	50,860
Total	666,170	14	47,593

In accordance with subsection 19V(2), Local Electoral Act 2001 the population that each member represents must be within the range of 47,593 +/- 10% (42,834 to 52,352), unless particular community of interest considerations justify otherwise.

The representation of the Christchurch West/Ōpuna and Selwyn/Waikirikiriri constituencies fall outside the stipulated range. The Council considers that the proposal provides for the effective representation of the region's communities of interest on the grounds provided in subsection 19V(3)(b) that to provide effective representation, constituencies may be defined and membership distributed between them in a way that does not comply with subsection 19V(2).

Further Information

Copies of the Council's resolution and maps setting out the areas of the proposed constituencies may be viewed and obtained from:

Environment Canterbury
 - 200 Tuam Street, Christchurch 8011
 - Level 2, 96 West End, Kaikōura 7300
 - 75 Church Street, Timaru 7910

Any queries regarding the Council's proposal should be directed to Lisa Goodman, (General Manager Governance) at lisa.goodman@ecan.govt.nz or phone 03 367 7436.

Relevant information is also available on the Council's website ecan.govt.nz/representation

Submissions are invited

Persons with an interest in the proposed representation arrangements are invited to make written submissions on the Council's representation proposal.

Submissions must be received by the Council no later than 2 September 2024.

A submission may be made in the following ways:

- **Online** - Complete the submission form online by going to ecan.govt.nz/representation
- **In writing** - Download the form from ecan.govt.nz/representation, pick one up from any of Environment Canterbury's offices, or post to: Freepost 1201, Representation Review, P O Box 345, Christchurch 8140
- **By hand** - Submissions may be dropped in at any of the afore mentioned Environment Canterbury offices.
- **By email** - haveyoursay@ecan.govt.nz.
Please ensure you use Representation Review as your subject and that your name and address is included. If you wish to present your submission at a hearing, please indicate this in your email.

Dr Stefanie Rixecker - Chief Executive
 2 August 2024

MAPPING YOUR REPRESENTATION

Canterbury Regional Council's Representation Review

Summary of results

Background

- 1 The Canterbury Regional Council is reviewing its representation arrangements; the number and boundaries of its constituencies and the number of Councillors representing those constituencies.
As part of its review, the Council must consider how fair and effective any new arrangements might be. The Local Electoral Act 2001, which requires Councils to undertake a representation review every six years, is prescriptive with regard to the factors that must be taken into account when undertaken a review of representation arrangements.
- 2 An informal, preliminary engagement was undertaken by the Council with its communities, constituency territorial authorities and the 10 Ngāi Tahu Papatipu Rūnanga within Waitaha from 6 to 26 May 2024. The purpose of this engagement was to seek informal feedback on options identified by the Council to see if there was a clear preference for one or more to form the Council's Initial Proposal. Only one option can be presented as the Council's Initial Proposal, and a decision on that will be made by the Council prior to the end of July 2024.

Summary of findings

Submitters

- 3 There were 291 responses; 16 gave feedback on behalf of an organisation, association or community group. Just over half live and/or work in Christchurch City.
- 4 A Southern Canterbury Councils Joint Submission was received, endorsed by the Mackenzie, Timaru, Waimate and Waitaki District Councils. Individual written feedback was also received by Timaru, Waimate, Selwyn and Ashburton District Councils.
- 5 Written feedback was received from Te Rūnanga o Waihao and Te Rūnanga o Taumutu.

Methods of engaging

- 6 Feedback was sought through the following channels:
 - Direct email
 - E-newsletters
 - Website article
 - Media story
 - Paper advertising
 - Library posters
 - Social media
 - Word of mouth.
- 7 Letters and emails were sent directly to the Council's constituent territorial authorities, and to the 10 Papatipu Rūnanga.
- 8 The most effective channels were through social media and direct email.

Overall feedback sentiment

The options

- 9 Three options were provided:
 - **Option One** – Retain the status quo, with minor adjustments to align constituency boundaries with current Christchurch City Council ward boundaries
 - **Option Two** – Merge Ōpākihi/Mid Canterbury and Ōtuhituhi/South Canterbury into one constituency
 - **Option Three** – Create a new constituency combining Hakatere/Ashburton District and the current Ōtuhituhi/South Canterbury constituency.
- 10 All options included realigning the Christchurch City constituency boundaries with the new Christchurch City Council wards.
- 11 No change was proposed to the number of Councillors.

Ranking of options - overall

- 12 Participants were asked to rank the three options identified – 1 being the one they liked the most, and 3 they liked the least.
 - Option Three was narrowly preferred, with an average rank of 1.82.
 - Option One was the second preferred option, with an average rank of 2.01.
 - Option Two was the third preferred option, with an average rank of 2.06.

Ranking of options – districts most affected

- 13 The three options identified for engagement did not affect all districts/constituencies within the Waitaha/Canterbury region.
- Of those districts most directly affected¹:**
- Option One was narrowly preferred, with an average rank of 1.82
 - Option Three was the second preferred option, with an average rank of 1.83.
 - Option Two was the least preferred option, with an average rank of 2.22.
- 14 It is clear from the overall rankings, and those rankings taken from the areas most directly affected, that views were reasonably evenly spread, rather than a clear majority view emerging.

Ranking of options – Territorial Authorities

- 15 A joint submission from the Southern Canterbury Councils (Mackenzie, Timaru, Waimate and Waitaki) stated a preference for Option One. Individual submissions from Timaru and Waimate District Councils reaffirmed this preference.
- 16 Selwyn District Council supported Option Three.
- 17 Ashburton District Council did not support any of the options presented. Their primary concern is that none of the options would guarantee effective or fair representation for Ashburton District. Ashburton District Council proposes three alternative options for the Canterbury Regional Council to consider, which are outlined in the responses to **Question 4** further on in this report.

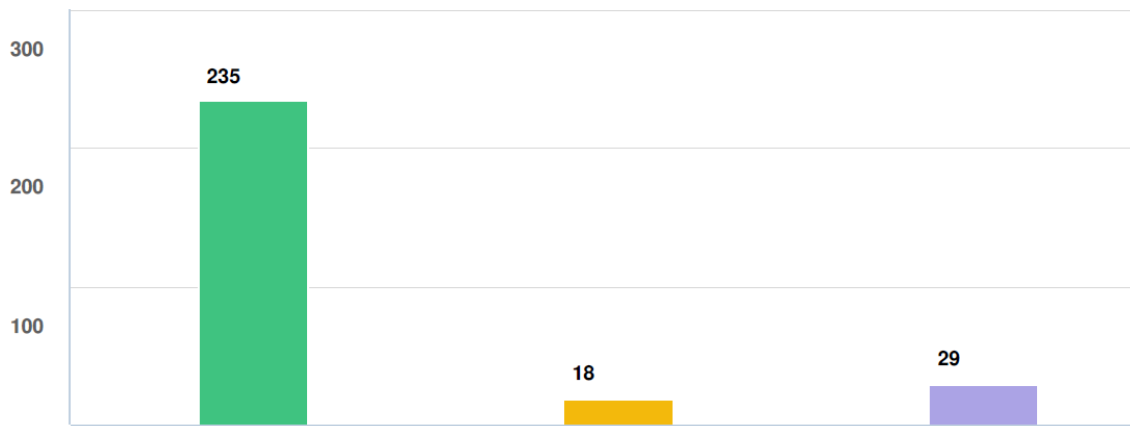
Ranking of options – Papatipu Rūnanga

- 18 Two rūnanga provided feedback, with Te Taumutu Rūnanga favouring Option Three. Te Rūnanga o Waihao did not single out an option, but noted that “the loss of localised representation if constituency areas are combined will create competing representation with urban areas and higher population”.

¹ i.e. Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts

Survey results

Question 1: Currently our Ōtautahi/Christchurch city constituencies (Ōpuna/West, Ōrea/North, Ōhoko/Central and Ōwhanga/South) do not align with the Christchurch City Council (CCC) ward boundaries. Do you support minor adjustments to align the four Ōtautahi/Christchurch city constituency boundaries to the CCC ward boundaries?)



Question options

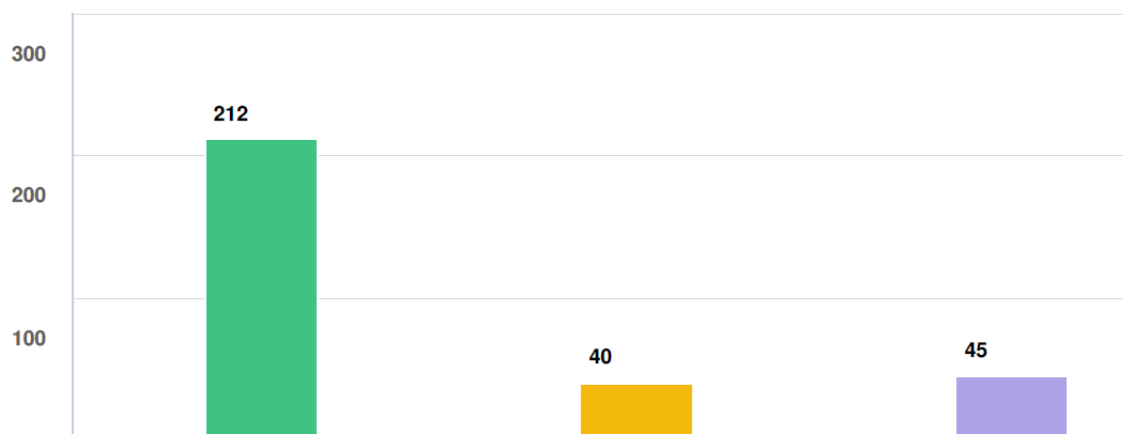
☒ Yes
 ☐ No
 ☐ I don't know

Optional question (264 response(s), 25 skipped)

Question 2: What else should be considered?

- 19 This question attracted few comments, and of those received, none were of direct relevance.

Question 3: Do you agree we should continue to have two elected members represent each of the Ōtautahi/Christchurch wards?)



Question options

● Yes ● No ● I don't know

Optional question (278 response(s), 11 skipped)

Feedback from Territorial Authorities

- 20 The joint submission of the Southern Canterbury Councils supports maintaining two representatives in the South Canterbury constituency through Option One: Retain the status quo.
- 21 Ashburton District Council's alternative options for constituency arrangements propose differing levels of representation; either one Councillor for two of their options based on the Selwyn District or, under their third option, three Councillors for the current Mid Canterbury constituency and one Councillor for the current South Canterbury constituency.

For those who responded 'no' to Question 3:

Question 4: Why not? What should change?

- 22 There were four key themes underlying responses that **directly** addressed this question.
 - *Rural/Urban differences.*
Around 10 responses stressed the need to balance rural and urban representation. Some responses noted that boundaries based on population will be biased towards higher urban populations. Some noted that issues in city constituencies can be different to those in the rural areas, and that there can be too much urban say in rural issues.
 - *Population being a key consideration.*
Some respondents were concerned that two Councillors per constituency may

be insufficient if population density is given too much weight. Others felt that representation should not be based solely on population.

- *There are currently too many Councillors.*
Some noted that having two Councillors per constituency seems “top heavy”, and one person’s job shouldn’t be done by two people. Reducing the number of Councillors could also assist with reducing Environment Canterbury’s costs.
- *Impact of the last Christchurch City Council representation review*, which resulted in the dissolution of the former Linwood-Central-Heathcote community boards. One submitter sought the composition of the Christchurch North East/Orei and Christchurch Central/Ohoko constituencies to reflect the following:
 - a. Politically, socially and geographically the Linwood Ward aligns with the Coastal and Burwood Wards and should be in the same Environment Canterbury constituency as those wards
 - b. Politically, socially and geographically the Papanui Ward aligns with the Central and Fendalton Wards and should be in the same Environment Canterbury constituency as those wards.

Question 5: Please rank the options – 1 being the one you like the most and 3 you like the least:

- Option One – Retain the status quo, with minor adjustments to align constituency boundaries with current CCC ward boundaries
- Option Two – Merge Ōpākihi/Mid Canterbury and Ōtuhituhi/South Canterbury into one constituency
- Option Three – Create a new constituency combining Hakatere/Ashburton District and the current Ōtuhituhi/South Canterbury constituency.

23 For all survey results (Note: the lower the number, the more preferred it was):

Option

Avg. Rank

Option Three – create a new constituency combining Hakatere/Ashburton District and the current Ōtuhituhi/South Canterbury constituency

1.82

Option One – retain the status quo, with minor adjustments to align constituency boundaries with current CCC boundaries

1.98

Option Two – merge Ōpākihi/Mid Canterbury and Ōtuhituhi/South Canterbury into one constituency

2.07

- 24 Results from those who work or live in the **areas most affected** by the options put forward (*i.e. Selwyn, Ashburton, Timaru, Waimate, Waitaki and Mackenzie*):

Option

Avg. Rank

Option One – retain the status quo, with minor adjustments to align constituency boundaries with current CCC boundaries

1.82

Option Three – create a new constituency combining Hakatere/Ashburton District and the current Ōtuhituhi/South Canterbury constituency

1.83

Option Two – merge Ōpākihi/Mid Canterbury and Ōtuhituhi/South Canterbury into one constituency

2.22

Feedback from Territorial Authorities

- 25 The Mackenzie, Timaru, Waimate and Waitaki District Councils support Option One.
- 26 Selwyn District Council supports Option Three
- 27 Ashburton District Council does not support any of the three options, and has put forward three alternatives, all of which would mean their area is guaranteed one Council representative on the regional Council:
- *Alternative 1*: a constituency stretching from the Rakitata River boundary to the Selwyn River boundary, electing one Councillor. The remaining area could either remain as its own constituency or be split between the North Canterbury and Christchurch constituencies.
 - *Alternative 2*: a constituency stretching from the Rakitata River boundary to include the Ellesmere Ward of the Selwyn District, electing one Councillor. This option could be administratively simpler, given the ward boundaries already exist and meet the effective criteria rule. The remaining wards could either remain as one constituency or be split between the North Canterbury and Christchurch constituencies.
 - *Alternative 3*: Retain the Mid Canterbury constituency with three representatives. This option would move one of the current South Canterbury representatives to the Mid Canterbury constituency. While it may initially result in over-representation for Mid Canterbury, given the current and ongoing growth of this area, it better aligns with likely future population growth.

Feedback from Papatipu Rūnanga

- 28 Te Taumutu Rūnanga support Option Three.

Question 6: For the option you liked the most, please tell us why you liked that one most.

Key themes

Where Option Three was preferred:

- 29 For those who live in/work from **areas that are most affected** by the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Selwyn's interests are more aligned to Greater Christchurch rather than the rural areas. Selwyn has more in common with urban areas rather than Ashburton/South Canterbury. Its rate of urbanisation makes it a very different area than Ashburton and South Canterbury, which have far more in common.
 - Selwyn will not continue to be over-represented for long, with its fast-growing population. This is the best option to avoid over-representation in the future.
 - Selwyn's challenges of growing population and a fast-growing urban population amongst a traditionally rural environment creates significant challenges that need to be considered through focused representation.
 - Ashburton north doesn't have much locality with South Canterbury.
 - The values of the South Canterbury community and Ashburton community align. There are also many traditional commerce connections between Timaru and Ashburton that would benefit.
 - Merging with another district would reduce Selwyn's representation coverage as well as the other district.
- 30 For those who live in/work from **all other areas** within Waitaha/Canterbury (i.e. Christchurch City, Hurunui, Kaikōura, Waimakariri districts):
- Option Three offers the fairest and best geographic representation.
 - Smaller constituencies have more chances for a common goal that benefit most.
 - Ashburton's urban area is more like Selwyn than Timaru.
 - Best represents the specific needs of each community better.
 - This option will happen anyway, Selwyn's population will increase significantly thanks to rapid growth in Rolleston and Lincoln. If it's not done now, it will need to in the future.
 - Produces a good balance between representation and certainty of spread. Selwyn ends up over-represented but not by much, and growth there could in time even out that over-representation.
 - Retains the convention of two councillors for each constituency and doesn't create a giant constituency that merges communities of interest. South Canterbury and Ashburton need their own voice. They have a different population, lifestyle, culture and needs compared with Selwyn/Waimakariri.

Where Option Two was preferred:

- 31 For those who live in/work from areas that are **most affected** by any of the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Merging mid and south makes sense.
 - Mid Canterbury needs more support but would need four Councillors due to the vast area it would cover.
 - Provides fairer representation for the Ashburton District.
 - Best satisfies representational needs with the least financial and regulatory impact.
 - Avoids over-representation of Selwyn as does Option Three.
 - Best option to retain a rural voice. It's the nearest out of the three given options that gives the fairest democratic representation based on population size.
 - It creates wider points of view other than that of industrial agriculture.
- 32 For those who live in/work from **all other areas** within Waitaha/Canterbury:
- South Canterbury is a large area so requires two people to represent it. Selwyn is becoming quite developed/urban in nature.
 - Fairer representation.
 - Aligns best with population and natural boundaries. Takes advantage of existing communities of interest.
 - Appears to be most balanced in terms of representation.
 - Mid and South Canterbury face similar challenges and opportunities, this option would support collaboration.

Where Option One was preferred

- 33 For those who live in/work from **areas that are most affected** by any of the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Keeping the status quo is less disruptive.
 - Selwyn is growing and Ashburton has more links with the area south of the river, rather than with Selwyn.
 - Any merge of South Canterbury with other constituencies or part constituencies runs the risk that no Councillors in South Canterbury are elected.
 - Under other options Mid Canterbury will be overlooked and it merges with the other districts. It needs to be well represented/have a voice at the table.
 - More likely to achieve local representation. Southern areas retain a voice.
 - Geography is important. Each area needs local knowledge to best represent it.
 - The areas of South Canterbury and Mackenzie are large enough and have issues in common, but differ from Mid Canterbury. South Canterbury is currently very well run. Prefer to keep our current structure and allow Mid Canterbury and Selwyn to run their own.

- 34 For those who live in/work from **all other areas** within Waitaha/Canterbury:
- No options fully solve the issues of over/under representation; hence status quo seems to be an efficient choice.
 - It's the most practical, logical and possibly most feasible option.
 - Ashburton's urban areas are more like Selwyn's rather than Timaru's.
 - Simple, has stood the test of time, imbalance to population is negligible.
 - Status quo gives a good balance in terms of boundary size and population. Means that smaller locations will still have a good amount of representation, something that larger borders may harm.

Feedback from Territorial Authorities

- 35 In indicating their preference for **Option One**, the Southern Canterbury Councils noted that:
- An examination of Environment Canterbury's governance structure must have regard to the divergent interests between metropolitan Christchurch and rural Canterbury.
 - The current electoral model predicated as it is on equal representation plus or minus 10% presents a number of problematic issues given the distribution of Canterbury's population and diversity of environmental interests.
 - South Canterbury (including part of the Waitaki District) makes up 39.84% of the total area of the Canterbury region, and as such, Option One is the only choice as representation should not be predominantly a population driven model, but rather focused on a number of factors including land area, population, complexity and the diversity of the region.
- 36 In indicating its preference for **Option Three**, Selwyn District Council noted that the current representation arrangements, while seen to be effective, are not fair. The lack of compliance with the plus or minus 10% rule is likely to be further exacerbated with the continued growth of Selwyn as a District. While Option Three currently leads to over-representation for Selwyn, this is unlikely to remain due to the high growth rate of Selwyn.

<p>Question 7: For the option you liked least, please tell us why you liked that one least.</p>
--

Key themes

Where Option Three was liked the least

- 37 For those who live in/work from **areas that are most affected** by the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Mid Canterbury needs its own view, it could be under-represented.

- Equitable representation could be difficult to achieve, it potentially could come from one part of the constituency only.
- This option is least likely to deliver the best chance of a rural voice around the table.

- 38 For those who live in/work from **all other areas** within Waitaha/Canterbury:
- Concern around the size of the constituency.
 - It is the most complex option. Have to ensure it is viable and efficient.
 - You end up with a diverse area represented by the new area, which aren't particularly related.
 - Concerns regarding chances of local representation within such a big constituency. Representatives need to know the areas they represent.
 - Requires a new untried constituency rather than building on existing communities.

Where Option Two was liked the least

- 39 For those who live in/work from **areas that are most affected** by any of the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Area is too large and representation is lost.
 - The risk of dilution of unique issues is high.
 - A merge would not reflect existing communities of interest, and urban and rural interests may not be well represented.
 - Mid Canterbury and South Canterbury are not similar. One is more urbanised with a major port so has significant elements that vary from the extensive rural character of Mid Canterbury.
 - This will effectively eliminate the representation of South Canterbury.
 - This would mean South Canterbury is still over-represented.
 - Challenges with Selwyn growth need focused representation. By merging with South Canterbury, which has stable populations with a predominantly rural background, the ability to focus on the unique challenges of the Selwyn area is reduced.
- 40 For those who live in/work from **all other areas** within Waitaha/Canterbury:
- Area too large. Councillors could all come from the same area which would provide less representation than currently is provided.
 - Large block leads to block voting.
 - Less opportunity for small town members to have a say.
 - Larger constituencies don't make for better representation.
 - Can't ensure fair representation in terms of four councillors for such a big area, risk of ideological capture if representatives end up being skewed from the same area.

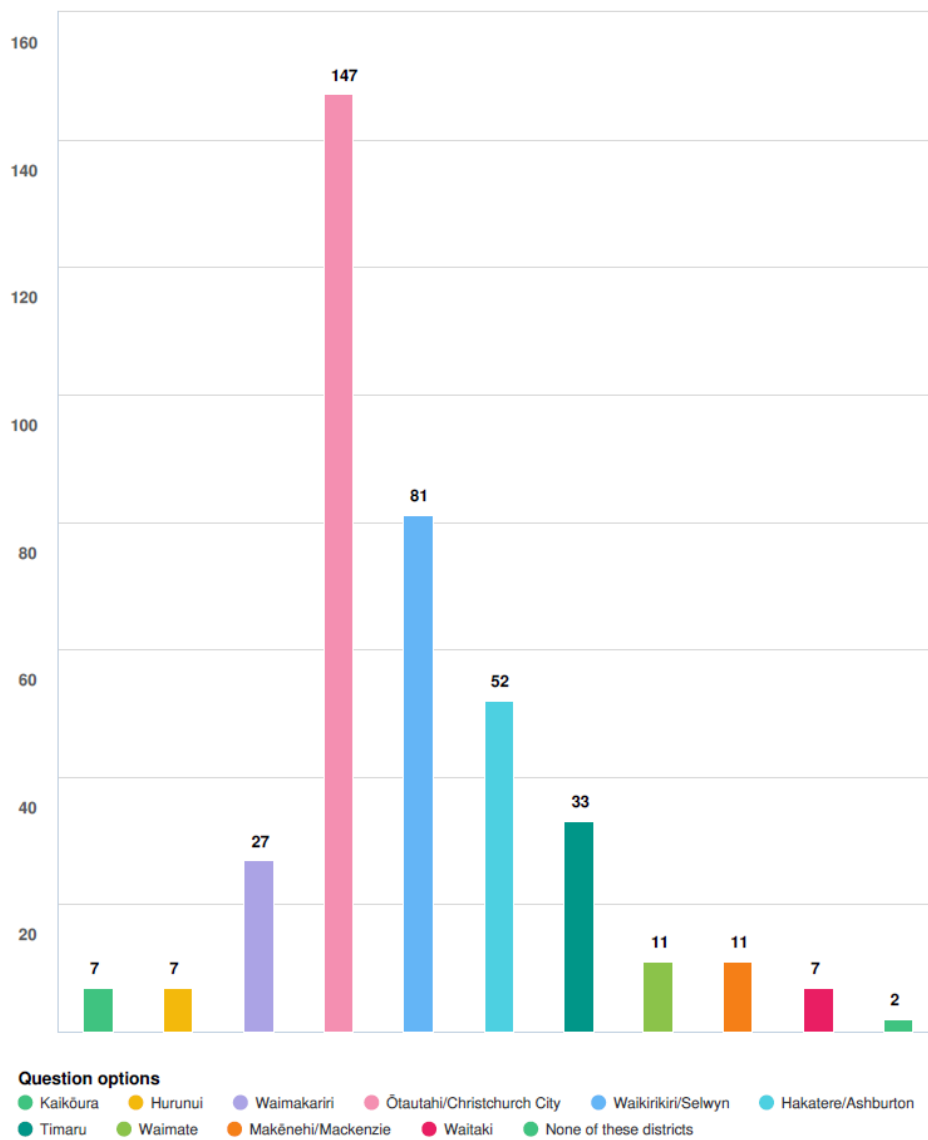
Where Option One was liked the least

- 41 For those who live in/work from areas that are **most affected** by any of the three options put forward (i.e. the Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki districts):
- Doesn't fix the problem of having a huge mismatch of representation.
 - In terms of population the lifestyles blocks and satellite town dwellers in Selwyn are inadequately represented.
 - The status quo is undemocratic, with Mid Canterbury and Christchurch West under-represented, and South Canterbury massively over-represented.
 - Retaining the present system does not represent Ashburton and the surrounding areas in an equitable manner.
- 42 For those who live in/work from **all other areas** within Waitaha/Canterbury:
- Selwyn is growing fast, and its representation may not have the rural ideology needed to accurately represent South Canterbury. Hence support for separation of Selwyn and the South.
 - Keeping the status quo doesn't address the need for Councillor reduction in numbers.
 - Still don't have balanced representation.
 - It leaves the challenge of under and over-represented rural communities.
 - Won't work with future changes in population growth.

Feedback from Territorial Authorities

- 43 Ashburton District Council's key concerns with all of the three options identified by the Canterbury Regional Council include:
- *Potential for reduced or no representation.* There is always risk that the Ashburton district will not be represented directly on the regional Council, but the options put forward by Environment Canterbury accentuate the potential for it to occur.
 - *Ashburton's Communities of Interest more closely align north rather than south.* The connection with the Greater Christchurch area north of Ashburton District is stronger than with South Canterbury.
 - *Under Option One*, the current Mid Canterbury constituency would continue to be underrepresented, despite significant population growth.
 - *Under Option Two*, an enormous constituency area is created, along with the risk that representatives could be elected only from high electoral population areas in that area.
 - *Under Option Three*, a significant sized constituency nearly half the size of the Canterbury region would be created, with only two representatives. This would fail the effective representative principle and communities of interest principle.

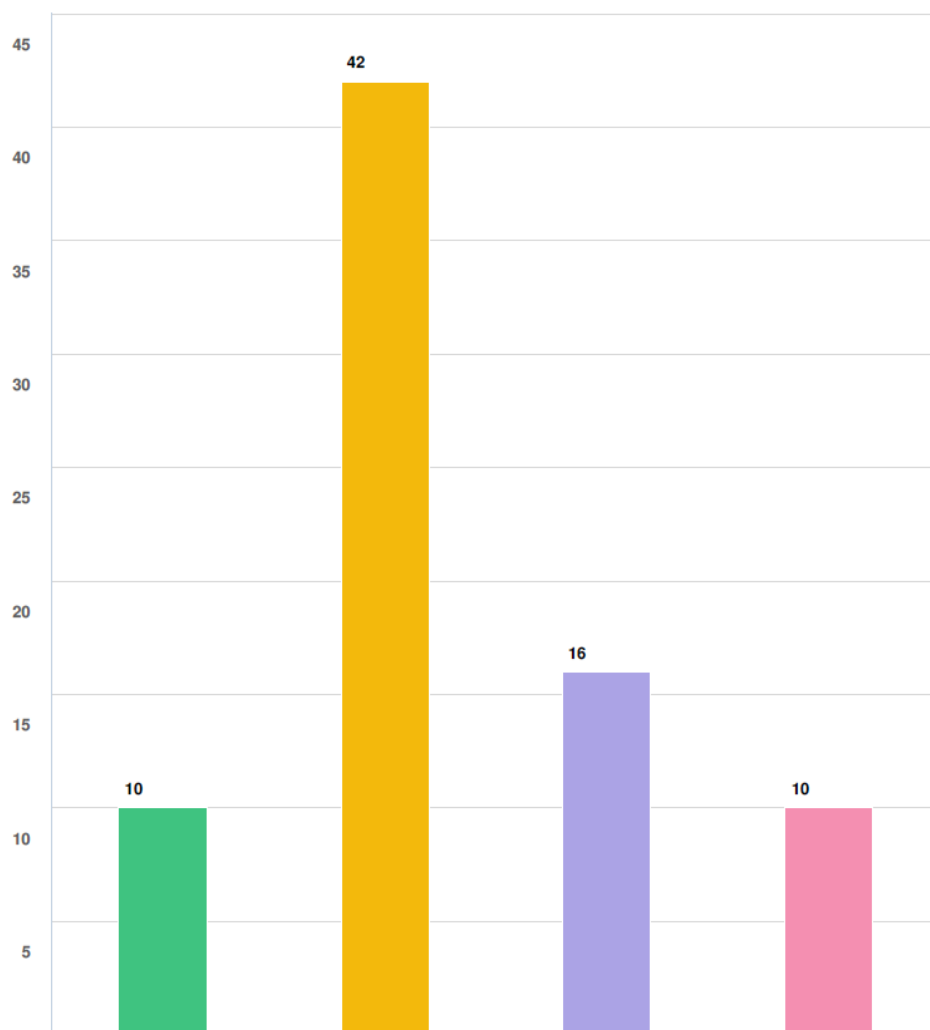
Question 8: What district do you live and/or work in? (choose as many as apply)



Mandatory Question (288 response(s))

Question 9(a): For those who live in the Waikirikiri/Selwyn district

Do you think the Hakatere/Ashburton District has more similarities with the Waikirikiri/Selwyn District or those in Ōtuhituhi/South Canterbury (Timaru, Waimate, Waitaki and Mackenzie districts)?

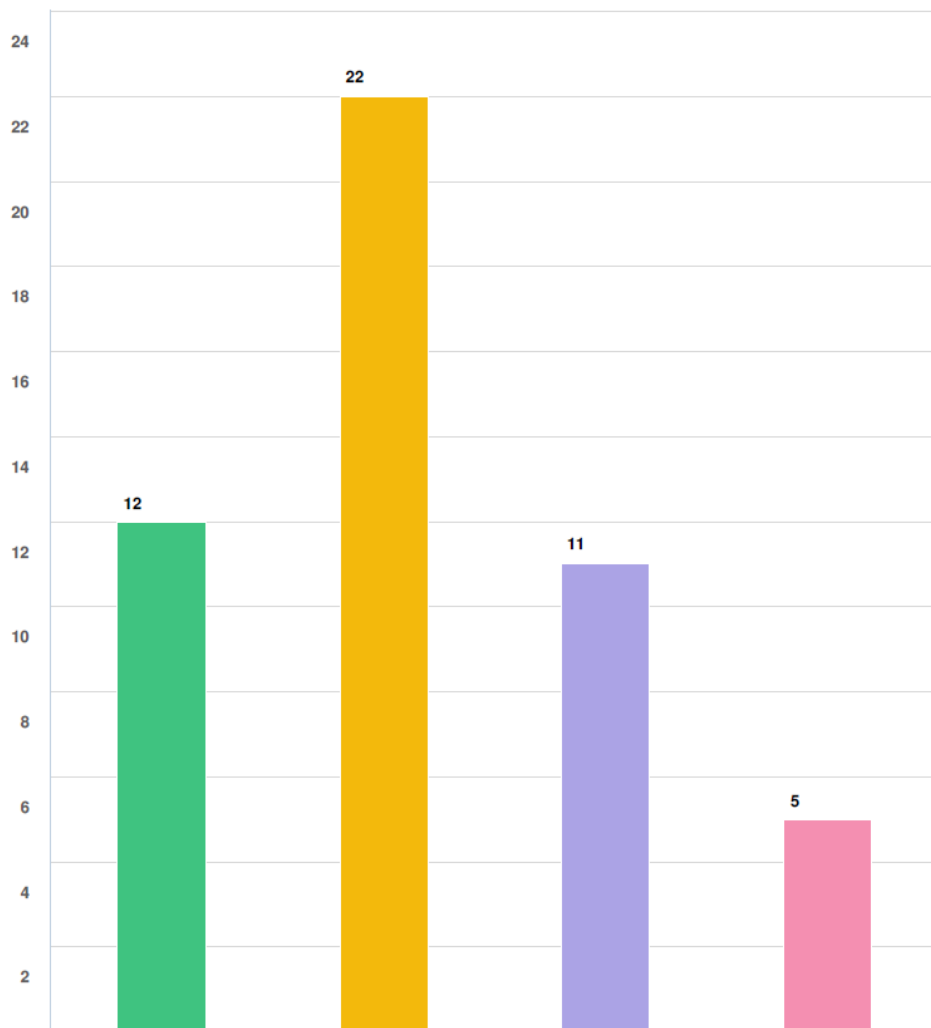
**Question options**

- Waikirikiri/Selwyn District ● Ōtuhituhi/South Canterbury (Timaru, Waimate, Waitaki and Mackenzie districts)
- Equal similarities with all of them ● I don't know

Optional question (72 response(s), 217 skipped)

Question 9(b): For those who live and/or work in the Hakatere/Ashburton District

Do you think that District has more similarities with the Waikirikiri/Selwyn District or those in Ōtuhituhi/South Canterbury (Timaru, Waimate, Waitaki and Mackenzie districts)?



Question options

- Waikirikiri/Selwyn District
- Ōtuhituhi/South Canterbury (Timaru, Waimate, Waitaki and Mackenzie districts)
- Equal similarities with all of them
- I don't know

Optional question (45 response(s), 244 skipped)

Question 10: Is there anything about the district you work or live in that you think we should consider when developing our preferred representation arrangement to formally consult on later this year?)

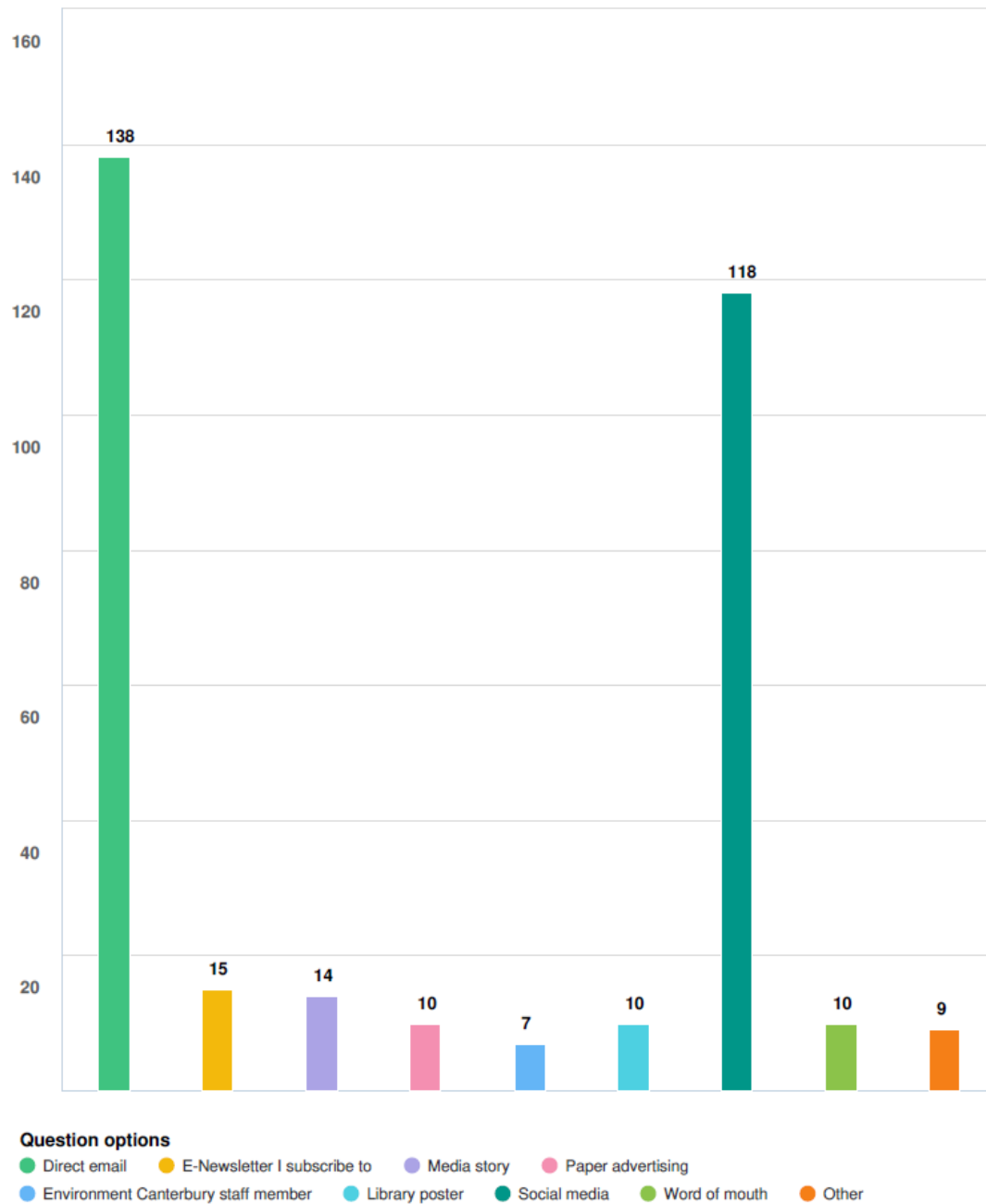
Key themes

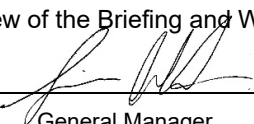
- 44 Key themes are as follows:
- Geography is just as/more important than population.
 - Population is not a fair way to ensure all ratepayers receive fair representation.
 - Concern that Banks Peninsula does not get the discrete representation it deserves – it is different to Canterbury.
 - The number of towns and complexity of communities in provinces is important, as are their own environmental concerns and unique environments.
 - Rural/urban balance in representation is important.
 - Desire for clear mana whenua representation and impact (conversely, some indicated a wish for no iwi representation).

Feedback from Papatipu Rūnanga

- 45 The submission from Te Rūnanga o Waihao sets out some high-level principles that it would like to see included in setting new representation:
- Representation must consider the vast area and unique nature of the taiao – as the regulator for natural resources, this is a priority area.
 - Loss of representation is not acceptable for South Canterbury; the loss of localised representation if constituency areas are combined will create competing representation with urban areas and higher population.
 - If there is to be a combination of representation, then a guiding set of principles to support a fair and just representation across a significant area of land must be considered.

Question 11: Finally, how did you find out about the representation review? (Pick as many as apply)



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 / 231123188463**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Review of the Briefing and Workshop Policy**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. This report seeks minor updates to the Workshop and Briefing Policy following a staff review. The policy was introduced in October 2022 to provide clear guidance for both elected members and staff on the process, expectations and transparency of briefings and workshops.
- 1.2. The Policy is aimed at non-decision-making meetings that occur with elected members at Council, Committee or Community Board level. The Policy is consistent with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
- 1.3. The Policy was due for renewal in August 2023, and every two years thereafter. In September 2023 staff workshoped with the Council potential changes and received feedback. There was a suggestion from the Council that the renewal be delayed into 2024. A further workshop discussion was undertaken in July 2024 and the feedback has been incorporated into the draft policy. The staff seek minor amendments now to aid best practice improvements and clarity following the Ombudsman's Review into Workshops and Briefings. This does not preclude a further review later in 2025.

Attachments:

- i. Workshop and Briefing Policy with track changes of suggested minor amendments. (Trim 240823142291)

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 231123188463.
- (b) **Approves** amendments as per track change document (Trim 240823142291).
- (c) **Notes** that this policy gives consideration and aligns to the Ombudsman's Opinion following the Review of meetings and workshops released in June 2023.
- (d) **Notes** the policy is proposed to be reviewed in February 2026.
- (e) **Circulates** a copy of this report to the Community Boards for information.

3. **BACKGROUND**

- 3.1. In October 2022 the Council adopted a Briefings and Workshop Policy (trim 220603094363). The Policy was effective for Council, Committees and Community Board meetings.
- 3.2. The Policy was due for review in 2023, however following a discussion with the Council, this was postponed until 2024. A workshop discussion was held in July 2024 with further feedback received which has now been included in the policy for consideration.

4. **ISSUES AND OPTIONS**

- 4.1. The review of the Policy for Briefings and Workshops with the Council, Committees and Community Boards is overdue for updating. Minor changes have been proposed, following elected member feedback for clarity.
- 4.2. Both workshops and briefings are valuable discussions that are non-decision making between staff and elected members to develop and understand matters such as strategic or development, ahead of a formal report being presented to a decision making meeting into the future.
- 4.3. The main amendments clarify that workshops will be advertised and the agenda and notes available on the website.
- 4.4. It is proposed that the Policy will be reviewed again by the new Council in early 2026, however it does not preclude this Council undertaking further amendments during 2025.

Implications for Community Wellbeing

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are 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 be affected by, or to have an interest in the subject matter of this report as the improvements to the business practices of the Council assist with greater transparency of information available to all.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. Standard Governance practices of agenda compilation apply and LGOIMA is given due consideration.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Official Information and Meetings Act 1987.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Council has delegation of matters related to elected members and policy setting.

Policy for Briefing and Workshop Sessions to Elected Members

1. Purpose

This policy establishes clear guidelines for the conduct of elected member briefings and workshops.

This policy provides a framework for the orderly and proper conduct of elected member briefings and workshops and aims to increase transparency around the council decision-making process in line with the principles of good governance. This policy is consistent with the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

2. Scope

This policy applies to all elected members (Mayor, Councillors and Community Board Members) and Council employees that attend and participate in briefing sessions and workshops including staff that contribute towards any future decision-making process.

3. Statement

3.1. Background

- 3.1.1. This policy provides direction and leadership to elected members and Council staff on the purpose, conduct and value of briefing sessions and workshops. The Council has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents. Transparent meeting procedures in the lead up to the Council decision-making process ensure greater public confidence.
- 3.1.2. Briefings and workshops can occur at Council, Committee or Community Board meeting levels.

3.2. Briefing Sessions

- 3.2.1. Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Council will consider in their future decision-making process. Briefing sessions will not be constrained by Standing Orders. The briefing sessions are a forum for the Chief Executive and Council staff to address any elected member questions and provide additional background on matters of interest to the Council. **No decision making or voting** takes place at briefing sessions. Briefing sessions are **public excluded** meetings, whereby the discussion is **restricted** to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public. Briefing sessions are not advertised in newspapers **or on the website**.

220603094363 / QD GOV Policy 001— Version 1 — October 2022

- 3.2.2. Specifically, briefing (*public excluded*) sessions provide a forum for:
- (a) Elected members to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings.
 - (b) Presentations by an external party may occur where deemed appropriate by the Chief Executive and/or Mayor and where **a decision is not required**.
- 3.2.3. Bullet point type meeting notes of the general discussion will be taken by Governance staff during a briefing and recorded in Trim. It is possible that briefing notes could be released, upon requests under LGOIMA with any such request considered on a case-by-case basis and subject to LGOIMA.
- 3.2.4. Refer to Appendix A and B for LGOIMA reasons for excluding the public from a briefing session and reasons to withhold information.

3.3. Workshop Sessions

- 3.3.1. Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals *prior to the formal decision-making* process commencing. Workshops will not be constrained by Standing Orders. **No formal decision making or voting takes place at workshop sessions.** Workshop sessions are open to the public. **Workshop sessions are advertised in newspapers and on the website under meeting schedules. Agendas will be listed on the website.** Notification of a workshop may occur in a **Committee or Community Board** agenda if the workshop immediately follows the conclusion of a formal meeting.
- 3.3.2. Examples of workshops include:
- (a) discussions to determine strategic priorities;
 - (b) the development of budget planning for the coming financial year;
 - (c) the initial development of a new Planning Scheme; and
 - (d) initial input into the development or review of a Council Policy
 - (e) **any discussion matter that does not meet Section 7 of LGOIMA**
- 3.3.3. While workshops are **not formal decision-making forums** they may be used as the basis for staff to develop a more firm proposal which will be considered formally by the Council, Committees or Community Boards in the future.
- 3.3.4. Where a report is presented to the Council or Committee or Community Board that has been in part developed by collaborating in a workshop, it will be a requirement to note this in the 'Community Views' section of the report template.
- 3.3.5. Bullet point type meeting notes of the general discussion will be taken by Governance staff during a workshop and recorded in Trim. These notes will also be recorded in the next agenda of that meeting **and included on the website.**

3.4. Schedule

- 3.4.1. Regular Council briefings and workshops shall be held in accordance with the Waimakariri District Council Meeting Schedule on a monthly basis with the Council. Community Board briefings and workshops shall be held on 'an as need' basis and included on formal agendas. Notification and diary commitments will be provided to Councillors with the agenda being provided **two (2)** days prior to the meeting. Community Board agendas, which includes briefings and/or workshop topics, will be provided two working days prior to the scheduled meeting.
- 3.4.2. The Mayor or Chief Executive may call additional briefing and workshop sessions for the Council as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. The Chairperson or Senior Manager may call for additional briefing or workshop sessions if required. Scheduling of such additional meetings will be undertaken by the Governance team.

- 3.4.3. If a member of the Management Team believes it is necessary to schedule a briefing or workshop with the Council outside of the scheduled sessions, the relevant General Manager shall liaise with the Chief Executive who shall decide whether to call an additional briefing or workshop.
- 3.4.4. If a member of the Management Team believes it is necessary to schedule a briefing or workshop with a Committee or Community Board outside of the scheduled sessions (which is often held after the conclusion of a formal meeting), the General Manager shall liaise with the Portfolio holder/Committee Chair and/or Community Board Chair who shall decide whether to call an additional briefing or workshop.

3.5. Participants

- 3.5.1. Briefing sessions and workshops are not formal meetings of the Council. All workshops are open to the public. Briefing sessions are not open to the public unless otherwise specifically invited. There is no livestreaming of briefings or workshop meetings.
- 3.5.2. ~~Workshops may be recorded and uploaded to the website.~~ While no quorum is required, briefings and workshops of Council and Committees are open for attendance by the Mayor, all Councillors and all General Managers. For Community Board briefings or workshops, attendance is open to the Board, any Councillor, the Mayor or General Manager. In order to make the best use of time, resources and people, the Chief Executive shall determine which council staff are required to attend any given meeting. Only staff with a direct connection to the subject matter of a briefing shall be present at the time. A register of attendance will be recorded to support transparent and accountable processes. External persons may attend a briefing upon invitation from the Mayor, Chair or Chief Executive. If an external person (for example a consultant, contractor or guest) is to be present at a briefing the person's name, title and company shall be included on the agenda and notes. The external person shall only be present at the briefing during discussion of the item for which their name appears next to on the agenda and their participation/expertise is required.

3.6. Co-Ordination

- 3.6.1. The Governance Team shall coordinate the agenda of all briefings or workshops. Workshops and briefings may be facilitated by Council staff, elected members or external parties.
- 3.6.2. The Governance Team shall assume responsibility for the good governance and order of the meeting and is responsible for determining the order of business of the agenda, in conjunction with the Chair and General Manager of the meeting.
- 3.6.3. The relevant Chair or General Manager shall introduce each session, introducing the purpose for the briefing or workshop and the presenter/facilitator.
- 3.6.4. Requests for a briefing or workshop for the Council, Committees or Community Boards must be submitted on the appropriate request form (QD GOV Form 014 or 015) by staff and submitted to the Governance Team for processing. Before any form is submitted, consideration must be given to the most appropriate means of delivery of information to the elected members, i.e. a memo or report verse workshop or briefing session. If a briefing is requested, the submitter must stipulate on the form the reasons for a briefing in compliance of LGOIMA. All request forms must be signed/approved by the department's General Manger prior to submission to the administrators of the Governance Team.
- 3.6.5. The Management Team/Chief Executive, in consultation with the Mayor, will consider and approve all briefings and workshops presented before the Council. The supporting General Manager of a Committee, in conjunction with the Committee or Community Board Chair will consider and approve all briefings and workshops considered before the particular Committee or Community Board prior to agenda finalisation.

3.7. Administration

- 3.7.1. The Management Team/Chief Executive, in consultation with the Mayor, will determine matters to be presented to briefings or workshops to the Council. The Senior Manager and/or the Chairperson of the Board will determine matters to be presented as briefings or workshops.
- 3.7.2. The types of matters deemed appropriate for consideration include matters that are:
 - (a) of particular strategic significance for Council/Community Board;
 - (b) involve notable community engagement, impact or concern;
 - (c) involve complex procedural, legal or factual considerations; or
 - (d) the Chief Executive/Senior Manager considers appropriate for an elected member briefing or workshop.
- 3.7.3. A copy of the agenda and any briefing notes/attachments shall be circulated to elected members electronically a minimum of **two (2)** days prior to the meeting. Details for briefings and workshops scheduled for Community Boards will appear on the formal agenda of the Board meeting, which is circulated two days prior to the meeting. In exceptional circumstances, where a meeting is convened at short notice outside of the regular schedule, briefing material should be provided at the earliest opportunity. Where external presenters are providing material, best efforts are to be made to have briefing material in advance, in-line with the above provisions. For each agenda item, the agenda shall state the title of the item, the name of the person who will lead the discussion, the time allotted to each agenda item and whether the item is a Briefing Session or Workshop.
- 3.7.4. In planning and conducting the briefing or workshop, presenters are able to take the material circulated to elected members with the agenda as read. Presenters are to clearly present the purpose, key points and summary of next steps and to ensure that at least half of the allotted time is set aside for discussion and questions from the elected members.
- 3.7.5. Presentations and background material presented as part of a briefing or workshop that is confidential in nature shall be clearly marked 'CONFIDENTIAL/PUBLIC EXCLUDED' by the staff preparing the material.
- 3.7.6. Matters arising from briefings or workshops will be recorded with a response regarding the outcome provided to elected members if required. Where the matter arising relates to the business of an upcoming Council, Committee or Board meeting the response will be provided prior to the commencement of the meeting. All presentation material will be recorded in Trim, whether a briefing or workshop presentation.
- 3.7.7. To demonstrate and support a transparent decision-making process, notes from briefing sessions and workshops are circulated to members as soon as practical. In the case of Community Boards, the minutes will reflect key points of workshops and briefing notes will be separately circulated.
- 3.7.8. Notes are required to include:
 - (a) the name of each elected member who attended the meeting;
 - (b) other persons (eg. members of the public, Council staff) who attended the meeting, other than elected members;
 - (c) the **general nature of matters and questions** discussed at the meeting;
 - (d) any conflicts of interest declared; **DELETE**
 - (e) a copy of presentation material provided during the briefing (including slide **packs**, handouts etc. but not confidential documents); and
 - (f) any matters arising as a result of the discussion.

3.8. Roles and Responsibilities

- 3.8.1. Elected members are obliged to comply with the local government principles including 'transparent and effective processes, and decision-making in the public interest' and should refrain from preconceived views, consensus building or making formal or implied decisions during briefings and workshops.
- 3.8.2. Employees are obliged to provide sound and impartial advice during briefings and workshops consistent with their responsibilities outlined in the Local Government Act 2002.

4. Confidentiality

- 4.1. It is accepted that elected members will be in receipt of confidential information that may or may not be part of a formal Council, Committee or Community Board meeting. Elected members must use Council information in such a way that promotes and maintains the public's trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the Local Government Act 2002.
- 4.2. Elected members and Council staff have a responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

5. Conflicts of interest

- 5.1. During a briefing session or workshop elected members should declare conflicts of interest on any matters being discussed in accordance with the relevant provisions of the Local Government Act 2002 and Standing Orders (Trim 230510066902).
- 5.2. An elected member who has a Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item unless approved by the Mayor or Chief Executive, ensuring no legal conflict. In the Community Board's case the Chair and/or Senior Manager replaces the Mayor or Chief Executive in this instance.
- 5.3. This requirement recognises that discussion at briefings and workshops may influence elected members when deciding a matter at a Council, Committee or Board meeting.
- 5.4. These declarations will be recorded in the notes to ensure that a transparent and effective process is maintained, and the ethical and legal behaviour of elected members and staff is upheld.

6. Responsibilities

- 6.1. This Policy establishes a clear operating framework to ensure that the Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.
- 6.2. The effectiveness of this Policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.
- 6.3. This document would be reviewed by the Council and administered by the Governance Manager.

7. Definitions

Briefing – Public Excluded

Workshop – Open to the public

LGOIMA – Local Government Official Information and Meetings Act 1987.

8. Questions

Any questions/queries regarding this Policy should be directed to the Governance Manager in the first instance.

9. Relevant documents and legislation

- Local Government Official Information and Meetings Act 1987
- Local Government Act 2002 and Amendment Act 2014 (noting sections 76-81 good decision making)
- Privacy Act 2020
- **Public Records Act 2005**
- WDC Charter (being developed in **December 2024**)
- Code of Conduct
- Standing Orders (Conflicts of Interest)
- Local Authorities Members' Interests Act 1968
- Local Government (Pecuniary Interests Register) Amendment Act 2022.

10. Effective date

4 October 2022. **4 September 2024**

11. Review date

1 August 2023 followed by 2025. **February 2026**

This Policy establishes a clear operating framework to ensure that Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.

The effectiveness of this policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.

12. Policy owned by

Governance Manager, Finance and Business Support.

13. Approval

Approved:



Acting Chief Executive
Waimakariri District Council

Adopted by Waimakariri District Council on 4 October 2022. **3 September 2024**

APPENDIX A:

To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.

Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
 - (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - (i) where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i));
 - (ii) where the local authority is named or specified in Schedule 2 of this Act, under section 6 or section 7 or section 9 (except section 9(2)(g)(i)) of the Official Information Act 1982:
 - (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - (i) be contrary to the provisions of a specified enactment; or
 - (ii) constitute contempt of court or of the House of Representatives:
 - (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a local authority named or specified in Schedule 1) or under section 30(1) or section 35(2) of the Official Information Act 1982 (in the case of a local authority named or specified in Schedule 2 of this Act):
 - (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
- (2) Paragraph (d) of subsection (1) applies to—
 - (a) any proceedings before a local authority where—
 - (i) a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
 - (ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) [Repealed]
 - (c) any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

- (3) Every resolution excluding the public from any meeting shall be in the form set out in Schedule 2A and shall state—
 - (a) the general subject of each matter to be considered while the public is excluded; and
 - (b) the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection Part 7 s48 Local Government Official Information and Meetings Act 1987 (1)(a), the particular interest or interests protected by section 6 or section 7 of this Act, or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and
 - (c) the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a) shall be available to any member of the public who is present; and
 - (b) shall form part of the minutes of the local authority.
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

APPENDIX B:

To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.

6 Conclusive reasons for withholding official information

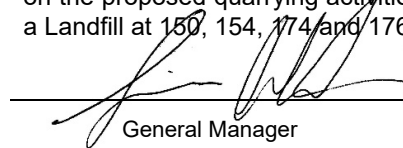
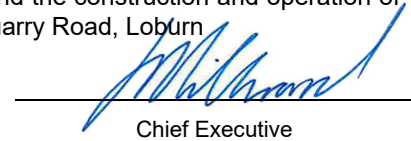
Good reason for withholding official information exists, for the purpose of section 5, if the making available of that information would be likely—

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- (b) to endanger the safety of any person.

7 Other reasons for withholding official information

- (1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.
- (2) Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to—
 - (a) protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) protect information where the making available of the information—
 - (i) would disclose a trade secret; or
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - (ii) would be likely otherwise to damage the public interest; or
 - (c) avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) maintain the effective conduct of public affairs through—
 - (i) the free and frank expression of opinions by or between or to members or s or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or
 - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or

- (g) maintain legal professional privilege; or
- (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) prevent the disclosure or use of official information for improper gain or improper advantage.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 / 240730125577**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 September 2024**AUTHOR(S):** Thea Kunkel, Governance Team Leader (on behalf of the Rangiora-Ashley Community Board)**SUBJECT:** Funding for the Rangiora-Ashley Community Board to make a submission on the proposed quarrying activities and the construction and operation of a Landfill at 150, 154, 174 and 176 Quarry Road, Loburn**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek the Council's approval for funding to assist the Rangiora-Ashley Community Board (the Board) in drafting a submission to both Waimakariri District Council and Environment Canterbury on the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 240730125577.
- (b) **Approves** \$10,000 (incl GST) for the Rangiora-Ashley Community Board to make a submission to both Waimakariri District Council and Environment Canterbury on the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn.
- (c) **Notes** that as there is no budget for the Community Board's participation in the legal proceedings to seek professional advice, such as an independent planner, legal advisor, or other technical expert, hence the application for funding.
- (d) **Notes** the Chief Executive has authorised a maximum budget of \$10,000 (incl GST) for legal advice, public meeting logistics and lodgement of legal documents with the Courts.
- (e) **Notes** that when allocated funding is exhausted, the Board will need to withdraw from proceedings.

3. BACKGROUND

- 3.1 The site (150, 154, 174 and 176 Quarry Road, Loburn) in the Whiterock area has operated as a lime quarry since the 1950s. Protranz International Limited has acquired the property and the adjoining property at 176 Quarry Road, which has not been subject to any quarrying activities.

- 3.2 Protranz proposes constructing and operating a Class 3 Managed to Fill Landfill at the site receiving inert and sorted construction and demolition waste and specific inert wastes, including contaminated soil material. The existing quarry pit on site is proposed for landfill use. Protranz will also continue the existing limestone processing activities from the overburden quarrying and limestone extraction that will occur to shape the landfill floor and sides within 150 Quarry Road and part of 174 Quarry Road. The proposed activities include:
- Earthworks and clearing within waterway margins.
 - General earthworks for the formation of a landfill.
 - Bridge structure within water setbacks.
 - Increase rates of mineral extraction.
 - Operate and manage fill landfills.
 - Construction of outfalls within the Sites and Areas of Significance to Māori.
 - Earthworks and stockpiling associated with quarrying /landfill construction.
- 3.3 Protranz has sought resource consent from both Waimakariri District Council and Environment Canterbury for their proposal and has requested that the application be publicly notified.

4. ISSUES AND OPTIONS

- 4.1 The Board works collectively with the Council to achieve community goals. However, the Board is an unincorporated body and is not a local authority or a committee of the Council. The Board is a separate entity from the Council and, therefore, has independent rights to submit on matters before a public submission process. The Community Board has a specific delegation to submit on resource consent applications within the Board area where appropriate.
- 4.2. The Board is aware of community opposition to this application from the well-attended public meetings in opposition to the proposal. The Board also received a large deputation from concerned residents at its meeting on 10 April 2024. It has also noted the many signs displayed in the Rangiora-Ashley Ward calling for the proposed quarry to be stopped.
- 4.3 Therefore, at its meeting on 10 July 2024, the Board resolved to make a submission on the Resource Consent (RC245076 and CRC243700 and associated) applications.
- 4.4 The Board is aware that the Protranz International Limited consent applications with Waimakariri District Council and Environment Canterbury are currently on hold, and no public notification has taken place. However, once notified, the submission period will be 20 days, as per the RMA. The Board, therefore, delegate authority to the Chairperson, Jim Gerard and Board members Kirstyn Barnett and Ivan Cambell to formulate a submission on behalf of the Board.
- 4.4 The Board is seeking funding to engage professional advice, such as an independent planner, legal advisor, or other technical experts knowledgeable in the RMA process, to assist with drafting the Board's submission on RC245076 and CRC243700.
- 4.5 **Implications for Community Wellbeing**
The issues and options in this report have implications for community well-being. A core role of the Community Board is advocating for community interests, which in turn affects community well-being.
- 4.6 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana Whenua**

Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report. All communities within the district are interested in environmental issues that could impact water quality in the future.

5.2. **Groups and Organisations**

Groups and organisations in the community will likely be affected by or interested in this report's subject matter.

5.3. **Wider Community**

The wider community will likely be affected by or interested in this report's subject matter. The Board received strong feedback in opposition to the proposal and is mandated to advocate on behalf of the community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The decision sought by this report has financial implications. The 2024-34 Long Term Plan does not include a budget for legal fees and specialist knowledge consultants related to the Resource Management Act and/or Consenting matters.

It is estimated that engaging professional advice may cost between \$5,000 to \$10,000, depending on the advice sought. Any request to the Council for this funding would include rating impacts based on the specific funding sought.

If funding is approved, there is a risk that there will be the expectation that funding for resource consent submissions and hearings will continue to be made available to Community Boards. This will have a further financial impact on the Council.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not impact sustainability and/or climate change. However, the outcome of the resource consent applications, if granted, will affect the environment.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. These risks are primarily related to the reputation of the Board if it were not to listen and advocate on behalf of community interests.

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Local Government Act 2002.
Resource Management Act 1991.

7.3 Consistency with Community Outcomes

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

7.4 Authorising Delegations

As a separate entity under legislation, a Community Board has the right to submit independently to public submission processes.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: ENV-18/240801127115

REPORT TO: District Planning and Regulation Committee

DATE OF MEETING: 20 August 2024

AUTHOR(S): Billy Charlton – Environmental Services Manager

SUBJECT: District Licensing Committee Membership Options

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report has two objectives, the first is to inform the District Planning and Regulation Committee of the changes to the Sale and Supply of Alcohol Act 2012 which are discussed in 3.12 to 3.14 of this report and the second, is to seek approval to expand the membership pool of the District Licensing Committee from five to eight members and to consider the introduction of a more flexible approach to appoint commissioners to determine applications on the papers or chair a hearing if the Chair or Deputy Chair are not available.
- 1.2. At present the Council has a District Licensing Committee comprising of five standing members, with a Chairperson and Deputy Chairperson. All members have also been appointed as Commissioners. The present members are confident and competent in their roles with the Chairperson being highly experienced heading the District Licensing Committee. The District Licensing Committee's role is to provide an unbiased and fair approach to decision making for Alcohol Licence and Manager's Certificate applications. However, there is concern that the present pool of members is too small for the anticipated future workload demands, and consideration to build the pool of District Licensing Committee members is required so Council has the required resources to meet its legislative obligations pursuant to the Sale and Supply of Alcohol Act 2012.
- 1.3. This report also discusses the option to install flexibility, if required, to create the ability to appoint commissioners to run a hearing and sign off unopposed applications if the Chair or Deputy Chair are not available. This approach would give staff the flexibility and assurances that a District Licensing Committee can be called together at short notice if needed. It will remain that the first option would be to use the Chair and/or Deputy Chair first, however, if upon discussion either is not available, there will be further flexibility of options to prevent delay.
- 1.4. All members of a District Licensing Committee, regardless of the current number are placed on a Members List and is available to view at any time on Council's website. If there is a need to form a District Licensing Committee for a hearing there is a pool of resources to call on. If an Alcohol Licence or Manager's Certificate application is opposed, the Chair and Secretary discuss the issues and the Chair will make a decision regarding whether a Hearing is required. If a hearing is required, the Chair and Secretary will discuss which members from the District Licensing Committee list should be used to form the District Licensing Committee for a particular hearing. The Secretary will then appoint those members.
- 1.5. If the Chair and Deputy Chair are not available and a hearing is required as a matter of urgency. The Secretary would have the ability to form a District Licensing Committee from the list if all were appointed as Commissioners and the Council approved the

recommended change to process discussed in 1.3 above. The Secretary would then have the flexibility required to appoint a Chair and 2 members as the District Licensing Committee for a hearing, under urgency should the sitting Chair and Deputy Chair be unavailable.

2. **RECOMMENDATION**

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 240801127115
- (b) **Endorses** the recommendation to expand the membership of the District Licensing Committee by up to three members from 5 to up to 8 members (maximum) with elected members from Council or Community Boards and allow the Secretary of the District Licensing Committee to form a District Licensing Committee with Commissioners if the situation arises that the sitting Chair or Deputy Chair are not available when a hearing is required a matter of urgency.

AND

THAT the District Planning and Regulation Committee recommends:

THAT the Council:

- (c) **Approves** expansion of the membership of the District Licensing Committee by ____ members, with elected members from Council or Community Boards.
- (d) **Approves** updating the District Licensing Committee Delegations to allow an all Commissioner District Licensing Committee to be formed if required and only in the absence of availability of the Chair and Deputy Chair.
- (e) **Notes** All District Licensing Committee appointments are for a period of five years by Council resolution.
- (f) **Notes** a further report will be present to Council for any new appointments to the District Licensing Committee should the Committee recommend to Council to expand the District Licensing Committee membership.

3. **BACKGROUND**

- 3.1. In 2012 the Sale and Supply of Alcohol Act (the Act) was enacted and superseded the Sale of Liquor Act 1989. There was a deliberate move to the wording to illustrate the chemical nature of alcohol rather than the recreational term of liquor. The main thrust of the change was to make legislation more holistic to ensure that harm created by and associated with alcohol was in the forefront of thinking by the decision makers, being the membership of the District Licensing Committee.
- 3.2. The decision makers are the District Licensing Committee and are engaged by Council; however, it is important to recognise that the District Licensing Committee is not a Committee of Council. The District Licensing Committee does not report to Council, it is an independent Committee with the authority to make decisions on alcohol license applications and Manager's Certificate applications pursuant to the Sale and Supply of Alcohol Act 2012. The Council cannot influence the District Licensing Committee's decisions.
- 3.3. The current District Licensing Committee has an appointed Chairperson (Mr. Neville Atkinson) who can sign off all Licence and Manager's Certificate applications that have had no opposition from either the three agencies being the Police, Medical Officer of Health and a Licensing Inspector, (known as the Tri-agencies) or when there is no objection received from a member of the general public. This procedure of sign off by the Chairperson alone is a legitimate process and is termed as signing off "On the papers". The Deputy Chair can fill this roll should the Chair be unavailable.

- 3.4. The Current District Licensing Committee also has a Deputy Chair, Mr. Jim Gerard. Mr Gerard has indicated he would like to remain on the District Licensing Committee but would like to step down from the role of Deputy Chair. After discussions, Mr. Gerard is willing to remain in the position of Deputy Chair until the membership of the District Licensing Committee has been worked through and resolved.
- 3.5. Most of the Alcohol Licence and Manager's Certificate sign offs are completed "on the papers" by the Chairperson, alone. There have been a small number of occasions where the Deputy Chair has signed off when the Chair has not been available.
- 3.6. There are three further members of the District Licensing Committee to call upon when the Chair requires further opinion on any Licence or Manager's Certificate application. Two members will join the Chair to form a committee of three to provide a quorum for discussion, which may or may not lead to the implementation of a Hearing. There does not have to be official opposition for the Chair to request a District Licensing Committee to be formed to gain other members' opinions, or to gain further opinion on whether a hearing is required. If a hearing is called when there has been no opposition there always needs to be good reasoning to do so. To note, it would be rare for this to occur.
- 3.7. A District Licensing Committee, comprising of 3 members, which would be two members and the Chair may be called together when there has been opposition from either, one or all, of the Tri-agencies, and/or objection from one or many members of the general public, to consider whether a hearing is required. It is the Secretary's role to engage the make-up of the District Licensing Committee and at present this is always done through discussion with the Chairperson and works well.
- 3.8. A hearing is usually required when there is opposition, from one or all of the Tri-agency members and/or objection from the general public that cannot be resolved before final reports are written by the Tri-agencies and submitted to the District Licensing Committee through the Secretary. The need for natural justice applies to all parties involved; meaning, that in most cases if there is opposition there needs to be a hearing to make sure all parties can put their case to the District Licensing Committee for consideration unless there are exceptional circumstances that allow the District Licensing Committee to sign off an opposed application on the papers. Exceptional circumstances do not occur often and therefore it is most likely a hearing would take place if there was opposition to an application.
- 3.9. Under the Act the Chief Executive Officer of a Council is the Secretary of the District Licensing Committee by default. Councils across New Zealand typically delegate the District Licensing Committee Secretary role to a Level 3 Manager in the regulatory environment, and at Waimakariri District Council that delegation sits with the Environmental Services Manager.
- 3.10. All District Licensing Committee members have been given Commissioner status to create continuity should any standing Councillor on the District Licensing Committee not return to Council and become a standing member of the public. The Commissioner status of members does give the Secretary the potential flexibility to call upon District Licensing Committee members to form a District Licensing Committee should the Chair or Deputy Chair not be available if the Council see merit in this solution. However, this flexibility would need Council endorsement. The District Licensing Committee could then be chaired by a Commissioner if Council passed a resolution to allow an all Commissioner District Licensing Committee if ever required. This flexibility does lower any risk that Council has regarding forming a District Licensing Committee for urgent matters if the Chair and Deputy Chair were not available.
- 3.11. All District Licensing Committee members have a five-year term which can be rolled over by Council resolution for a further five years. The current five-year term ends on 5 September 2024 for 4 of the members with one member's term running until 24 Oct 2024. One current member has indicated that they do not wish to continue as a member of the District Licensing Committee.

- 3.12. As with all legislation, amendments occur from time to time. The Act has had recent amendments which have had a two-phase implementation process. The first set of changes which are now in force (as of 31 Aug 2023) are:
 - 3.12.1. Remove the ability for people to appeal provisional local alcohol policies (LAPs) to the Alcohol Regulatory and Licensing Authority (ARLA),
 - 3.12.2. Enable district licensing committees (DLCs) and ARLA to decline to renew a licence if the licence would be inconsistent with conditions on location or licence density in the relevant LAP, and
 - 3.12.3. Allow any person to object to licence applications, whether as an individual or a representative of a group or an organisation, with narrow exceptions for trade competitors and their surrogates. This change accommodates people who were excluded for reasons such as (but not limited to), may not live in the area but spend time there due to family connections, living rurally, or having a particular connection to the area.
 - 3.12.4. Objectors (the general public) have had the period to submit extended from 15 working days to 25 working days.
- 3.13. The second set of changes which are now in force from 30 May 2024 are:
 - 3.13.1. DLCs and Alcohol Regulatory and Licensing Authority (ARLA) will be required to consider reasonable requests from parties to attend hearings remotely,
 - 3.13.2. Changes to how a DLC hearing is run include:
 - 3.13.2.1. Avoiding unnecessary formality,
 - 3.13.2.2. Not permitting cross-examination, or the ability for parties to question other parties or their witnesses. The DLC will test evidence instead. Therefore, all questioning must be through the DLC only.
 - 3.13.2.3. Allow for tikanga to be incorporated into proceedings and
 - 3.13.2.4. Allow evidence to be received in te reo Māori
- 3.14. Council will receive more information from the Ministry of Justice to help guide the District Licensing Committee to implement the required changes sometime in 2024. As yet, that information has not be forthcoming.
- 3.15. There is no doubt that under the second phase of amendments to the Act, the Tri-agencies, especially the Inspector, will be required to conduct far deeper investigations and expand their report writing to help the District Licensing Committee fulfil their responsibilities as the Tri-agencies will not be allowed to cross-examine any party in a Hearing. This may affect resourcing requirements in the future. However, it is too early to measure any impact on resourcing and staff will continually assess the resourcing situation across all areas that Council is required to resource for alcohol licensing.
- 3.16. Due to the changes in Hearing protocols, the District Licensing Committee may require more time to consider the questions they may want to ask at a Hearing to seek clarification of information after reading the Tri-agency reports and any public objection documentation before, during and after a Hearing. At this point in time, we do not know how the changes will impact on the timeframe for a Hearing until we conduct a Hearing under the new format.

4. **ISSUES AND OPTIONS**

- 4.1. The members of the District Licensing Committee understand the changes set out in 3.12 and 3.13 of this report and will continue to follow a process that incorporates the changes to the Act by:
 - 4.1.1. Considering and allowing any party to present remotely, when appropriate, and
 - 4.1.2. Allowing for tikanga to be incorporated into proceedings and
 - 4.1.3. Allowing evidence to be received in te reo Māori
- 4.2. From 30 May 2024 the District Licensing Committee will not permit cross-examination. The District Licensing Committee have had training covering this change and will make provisions throughout any Hearing to formulate questions to gather all of the information they require to make their decision.
- 4.3. All questioning in a Hearing from 30 May must be through the District Licensing Committee. This is expected to increase the number of Hearings that will be required as there will no longer be a right of cross-examination, which is expected to lead to an increase of opposition from the Tri-agencies and possibly the general public.
- 4.4. Due to the changes of the Act, there have been extensive discussions with the District Licensing Committee Chair around the need to increase the membership of the District Licensing Committee.
- 4.5. Council has generally had an all-elected membership of the District Licensing Committee, either Councillors or Community board members. At present one member is a Commissioner and not elected as a Councillor or Community Board member due to retirement from the Council. That member has indicated that they do not wish to stand for a further term.
- 4.6. There is a need to engage more District Licensing Committee members to cover the possibility of a higher number of Hearings in the future due to the changes to the Act, and more importantly the need to look to the future to make sure the District Licensing Committee can continue to run with competent and confident members with a timely and seamless process. Sickness, annual leave, other commitments are becoming more common and could create a risk to Council regarding the formation of a District licensing Committee to sit for a Hearing or indeed, sign off licensing applications.
- 4.7. With the appointment of any District Licensing Committee member, it is important to recognise the need to consider whether any conflicts of interest or bias exist. There is a need for all members of a District Licensing Committee to not only avoid conflicts of interest or bias but to avoid the appearance of perceived conflicts of interest or bias. Having more District Licensing Committee members allows for any District Licensing Committee member(s) to 'step down' from the decision-making process if any form of Conflict of Interest or bias exists. This provides for greater robustness in the decision-making process and reduces the risk of appeals against a District Licensing Committee decision. It is noted that at all Waimakariri District Licensing Committee Hearings the Chair asks the question of members at the start of a Hearing, as part of the normal protocol, whether there is any conflict of interest or bias. There are processes to follow if there were to be a Conflict of interest or bias.
- 4.8. At this point, all current members are appointed as Commissioners, this position does give the Secretary an available pathway to allocate Chairperson duties to alternative members if there was a need, such as a Conflict of interest, or bias or unavailability. If the Council endorsed this model of approach, there would still be an allocated Chairperson and Deputy Chairperson who would always be utilised first and second respectively unless there was a conflict of interest or an extended period of time both were unavailable compromising the application process.
- 4.9. The District Licensing Committee is made up of a Chairperson and 4 District Licensing Committee members, one member sits as Deputy Chair to fill the Chairperson's role

should the Chair not be available. All District Licensing Committee members have been given Commissioner status through Council resolution, which was put in place to make sure that there would be a continuation of membership regardless of local body election results. Meaning, that should a sitting member of the District Licensing Committee not be re-elected to the Council or a Community Board, rendering them a member of the general public, they could still be a sitting member of the District Licensing Committee.

- 4.10. As with all current members any additional member would be a working member of the District Licensing Committee and be paid for each hour worked when called upon.
- 4.11. It is recommended that the District Licensing Committee be expanded to up to eight members to accommodate the expected increase in Hearings required due to the changes in the Act discussed above. With the expected increase in Hearings, there will be more opportunity for members to be involved and put the requisite training to practice.
- 4.12. All members of a District Licensing Committee, regardless of the current number are placed on a Members List and is available to view at any time on Council's website. If there is a need to form a District Licensing Committee for a hearing there is a pool of resources to call on. If an Alcohol Licence or Manager's Certificate application is opposed, the Chair and Secretary discuss the issues and the Chair will make a decision regarding whether a Hearing is required. If a hearing is required, the Chair and Secretary will discuss which members from the District Licensing Committee list should be used to form the District Licensing Committee for a particular hearing. The Secretary will then appoint those members.
- 4.13. If the Chair and Deputy Chair are not available and a hearing is required as a matter of urgency. The Secretary would have the ability to form a District Licensing Committee from the list if all were appointed as Commissioners and the Council approved the recommended change to process discussed in 1.3 above. The Secretary would then have the flexibility required to appoint a Chair and 2 members as the District Licensing Committee for a hearing, under urgency should the sitting Chair and Deputy Chair be unavailable.
- 4.14. The available options are:
 - A. Keep a pool of five commissioners as District Licensing Committee members without additional membership. Noting that one member is stepping down from the role.
 - B. Add up to three additional members to the District Licensing Committee (from 5 to up to 8) using Councillors as the required resource.
 - C. Add up to three additional members to the District Licensing Committee (from 5 to up to 8) through a combination of Councillors and Community Board members.
- 4.15. It is noted that all options include the following for consideration: To allow the Secretary to form a District Licensing Committee using Commissioners if the Chair and Deputy Chair are not available for a length of time that could compromise an application being processed and only for this scenario.
- 4.16. Option C is the preferred option as this enhances the resource of District Licensing Committee members and also mitigates risk for Council if the Chair and Deputy Chair are unavailable for an extended period of time, which could compromise an application being processed.

Implications for Community Wellbeing

- 4.17. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Having a greater pool of District Licensing Committee members creates a continued environment of good and fair decision making on alcohol licensing applications. A greater pool also allows for timely decisions, which is fair and reasonable to both applicant and residents alike to maintain the Council's commitment when considering the object of the Act, which is to minimise alcohol related harm.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. The information on the recent changes to the Act provided to the Committee and Council in this report has also been provided by the Ministry of Justice to all relevant parties including Mana Whenua. The allocation of three further members to the District Licensing Committee does not change any part of the application process or the decision-making process.

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

There is sufficient budget available to provide the required training to any new members appointed to the District Licensing Committee. There is also budget available for any legal advice that may be required to support the District Licensing Committee.

This budget is included in the Annual Plan/Long Term Plan.

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

There is the risk that with more members on the District Licensing Committee, trained members are not able to participate in Hearings frequently enough to maintain the required skillset. However, it is anticipated that due to the changes in the Act, Hearings will be required more frequently allowing greater participation than has been the case in recent years. This risk could also be mitigated by building up membership gradually as the need for Hearings increases.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.2.1. **Sale and Supply of Alcohol Act 2012**

7.2.2. The Sale and Supply of Alcohol (Community Participation) Amendment Act 2023

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The social aspect of making decisions, where all people have a right to have a say promotes a place where everyone can have a sense of belonging. Having a wider pool of District Licensing Committee members.

7.4. **Authorising Delegations**

District Planning and Regulation Committee is responsible for activities relating to the sale and supply of alcohol.

The Council has the delegation to appoint members to the District Licensing Committee.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 240821140357

REPORT TO: COUNCIL

DATE OF MEETING: 3 September 2024

AUTHOR(S): Jeff Millward – Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – August 2024

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

Department Manager

Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between July 2024 and August 2024. The dashboard reporting in the appendices cover trends between August 2023 and August 2024.
- 1.2. There were 18 incidents which occurred from mid-July 2024 and mid-August 2024 which resulted in 0 lost time to the organisation. Flamingo Scooter and Rangiora Airfield incidents are included within this report.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Policy & Document updates
 - 4.3 Risk Register Review

Attachments:

- i. Appendix A: Incidents, Accidents, Near-misses, Hazard reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No 240821140357
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

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

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-July 2024 to mid- August 2024 shows a slight increase in Near Misses with Property and Vehicle Damage and minor Injuries.
- 4.1.2. The potential within the incidents shows some complacency around tasks and general task-based events. Overall, we have seen positive responses to these occurrences and proactive mitigations by the individuals and teams. Great reporting has given an opportunity for prevention and key learnings.
- 4.1.3. Our Libraries are reviewing their lockdown process in light of a recent incident where they momentarily locked down. I commend the staff and their ability to manage these situations in a quick, safe and well-planned manner.
- 4.1.4. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Policy & Document updates

- 4.2.1. HS&W & HR have committed to adding the following statement to our Drug & Alcohol Process, HS&W Induction/Onboarding, Code of Conduct and the Employee Agreement Template.
- 4.2.2. The statement reads:” Employees will not come to work under the influence of alcohol or illegal drugs or drink alcohol or use illegal drugs during their work hours. Employees should not come to work if they have taken over the counter or prescribed medication that inhibits their ability to perform their role.”
- 4.2.3. This update has come about due to our ongoing review and refinement of existing policies to ensure we have a consistent and clear guideline for staff.. We cover all other aspects of this within our Fleet Policy, Self-disclosure, post incident and reasonable cause.

4.3. Risk Register Review

- 4.3.1. HS&W are due to review the HS&W Risk Register. After discussions with the Risk Advisor, there are some risks that are sitting on the HS&W register that should be sitting within other departments and the Corporate Risk Register.
- 4.3.2. There has been good progress on the actions and mitigations over the past 12 months. The current and proposed risk landscape will be discussed with the Management Team at the next Management Team Strategy meeting to determine the placement of our current risks and potential scoring of critical to high.
- 4.3.3. The completed review and results will be submitted to the Audit and Risk Committee.

5. Implications for Community Wellbeing

There are no implications for community wellbeing by the issues and options that are the subject matter of this report.

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

6. COMMUNITY VIEWS

6.1. **Mana whenua**

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

6.2. **Groups and Organisations**

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

6.3. **Wider Community**

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

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. **Financial Implications**

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

7.2. **Sustainability and Climate Change Impacts**

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

7.3. **Risk Management**

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

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

7.4. **Health and Safety**

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

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. **Authorising Legislation**

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

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

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

8.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

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

8.4. **Authorising Delegations**

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

Appendix A

WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
19/07/2024	Service requests notifying threatening and antisocial behaviour.	Adverse Interaction	Employee/Volunteer	Police are aware and communications to staff have been given to ensure awareness and staff safety from potential adverse interactions in the noted area.
19/07/2024	An unknown person/people have used an angle grinder to create a gap/notch in a chain securing the entrance gate to a Waste Water Treatment Plant (WWTP). This damage to the security chain has happened before. The working assumption is people are trying to get access to collect firewood from the surrounding forestry.	Adverse Interaction	Non-Employee	Unknown members of public cutting the chain with a battery powered grinder to get into the treatment plant grounds. Assumed to be getting firewood from the forest. The chain was replaced as soon as it was found to be cut, and the area is under assessment by the relevant department for potential installation of cameras.
24/07/2024	A staff member stood on a mat in the shower at work which slipped under foot. No injury was incurred.	Near Miss	Employee/Volunteer	The mat was removed and is being replaced with a more robust, non-slip replacement once sourced.
24/07/2024	Staff member hurt their back lifting a drop saw. No lost time to date.	Injury	Employee/Volunteer	Under investigation - awaiting response
26/07/2024	The trailer plug was not working when checking the lights at the hire company.	Property/Vehicle damage	Employee/Volunteer	Under investigation - awaiting response.
31/07/2024	Staff member dunked a child under the water to demonstrate the risks of approaching someone who is struggling in the water. Child became panicked but was ok overall with no reported lasting effect.	Near Miss	Employee/Volunteer	Under investigation
31/07/2024	An asbestos-labelled bag containing overalls, gloves and other material was put in the screenings skip at the Marsh Road WWTP. It was detected after the skip was sent to Bromley with Waste Management for disposal. A staff member with asbestos training retrieved the bag. It was unclear at the time whether the bag did contain asbestos-contaminated material. Rubbish should not be put in the screenings skip - it is for screenings only.	Near Miss	Employee/Volunteer	A staff member was carrying out some minor sewer repairs, when they put the off cuts and sewer overalls in an asbestos plastic bag as it was the only thing in the vehicle that was big enough. When they got back to the yard they disposed of them in the sewer plant screening waste bin. On investigation the team leader advised communications to the team about where they can dump sewer bags in future. The Water Unit have ordered some large, unmarked plastic bags for this task going forward.

02/08/2024	A staff member was unscrewing a registration plate on a vehicle when something flicked into their eye. They flushed their eye with saline and sat for 5 minutes to make sure that everything was ok and to let the eye settle down.	Injury	Employee/ Volunteer	This was routine work that is regularly completed by parking staff. The staff member was provided safety glasses as part of standard PPE; however, they were not with them at the time of the incident. This incident will be discussed at the next team meeting. No increased aggravation occurred, or medical attention needed.
09/08/2024	When getting ready to close the library, staff met an unaccompanied young customer. As it was dark outside and we were close to closing, staff discussed what to do. Staff ascertained that they were under 12 years old and live nearby. Using Google Maps, the team worked out that a walk home would be around 3 mins and they regularly make the trip unsupervised and with parents' consent. the young person headed home and the team debriefed via a phone call. Staff member then called manager at home to debrief.	Near Miss	Employee/ Volunteer	Staff explained to the child that they expect children of their age to be accompanied by a parent or caregiver. The Manager confirmed in the investigation they have debriefed with staff and they will continue to be vigilant around unaccompanied children in our spaces.
12/08/2024	An altercation occurred on Percival Street involving a young man and some occupants of a vehicle. It appears that they were known to each other and were threatening to use weapons. The young man appeared agitated and was momentarily holding up traffic. Department manager heard a commotion from their office and notified Police immediately. While the young man was out on the street near the Farmers building, the library was momentarily locked down by staff at Managers request. The library was reopened when the man left the area.	Adverse Interaction	Employee/ Volunteer	At the time the member of the public was outside the library on Percival Street, District Libraries Manager instructed the Library team to lock down the building as a precautionary measure. The person of concern quickly moved off towards High Street and out of sight and the team reactivated the entry door. A debrief occurred and staff talked through the importance of responding quickly and appropriately. Lock down procedures will be discussed at an upcoming staff meeting.
12/08/2024	A staff member hit their left hand with a club hammer.	Injury.	Employee/ Volunteer	When the staff member had finished grinding the bolts off an old fire hydrant replacement, they had to finish the removal with a cold chisel and club hammer, they then missed the chisel and hit their hand with the club hammer causing a small cut and bruising. They cleaned it with a sterile wipe and covered the cut. New gloves have been obtained and a reminder of wearing safety gloves advised by the team leader.
13/08/2024	A staff member was filmed whilst taking photos of a vehicle and VIN number. They recorded this on their body worn camera as they concerned about any repercussions that may arise due to the driver posting the video to social media.	Adverse Interaction	Employee/ Volunteer	Notified police and will conduct social media checks.

14/08/2024	Bore 3 chamber flooded due to a contractor failing to isolate the outside valve and to bolt a butterfly valve back on to non-return valve causing the non-return valve to fail under pressure which in turn caused the chamber to flood.	Property/ Vehicle Damage	Employee/ Volunteer	Under investigation - awaiting response.
14/08/2024	A staff member was detaching plant equipment from the back of the tow bar, the weight was still at the back and it tipped up nearly hitting the staff member. The chain was connected and prevented it from sticking them.	Near Miss	Employee/ Volunteer	Under investigation - awaiting response
15/08/2024	During a school lesson, child following instruction of Aquatic instructor, jumped into the pool off the diving block and landed on instructor's head and shoulders.	Injury	Employee/ Volunteer	If the activity is to be attempted again, the swim tutor is to position themselves either out of the pool or off to the side and not in landing zone. No medical attention needed.
15/08/2024	A staff member was filling their cup from the boiling water dispenser in the kitchen, when they dropped the cup. As it fell into the kitchen sink it splashed boiling water onto their face, neck and chest. They cooled the areas with cold water.	Injury	Employee/ Volunteer	The staff members grip failed when holding a mug. They were doused in cold water and then made a cold compress that they applied for the rest of the afternoon. No medical attention needed.
15/08/2024	A staff member was navigating their way out of a small car twisted and strained their right side of their body.	Injury	Employee/ Volunteer	No further action has been required. Awareness will be applied to prevent future incidents.
15/08/2024	Oxford tennis club received an anonymous complaint from a member of the public saying that the tennis courts surface is slippery due to mould and that their child slipped and fell. No further details were provided. Contractor engaged to clean the courts.	Near Miss	Non- Employee	Under investigation.

Flamingo Scooter Incident Reports:

Date and Time	Wednesday 31st July at 4:03pm
Severity	Minor
Details	The rider reported falling off a scooter
Root cause	Rider error
Corrective actions	<p>Flamingo promptly contacted the rider and ensured that they were okay. The rider was uninjured.</p> <p>The rider explained that they had fallen off after pulling the front brake to stop too quickly. The scooter was immediately disabled and flagged for collection. There were no issues found with the scooter and the brakes were functioning properly. The scooter passed a full maintenance inspection before being returned to service.</p>

Airfield Incident Reports – Nil for this month. Further information has been submitted in report form to the Community and Recreation Committee via the Airfield Manager.

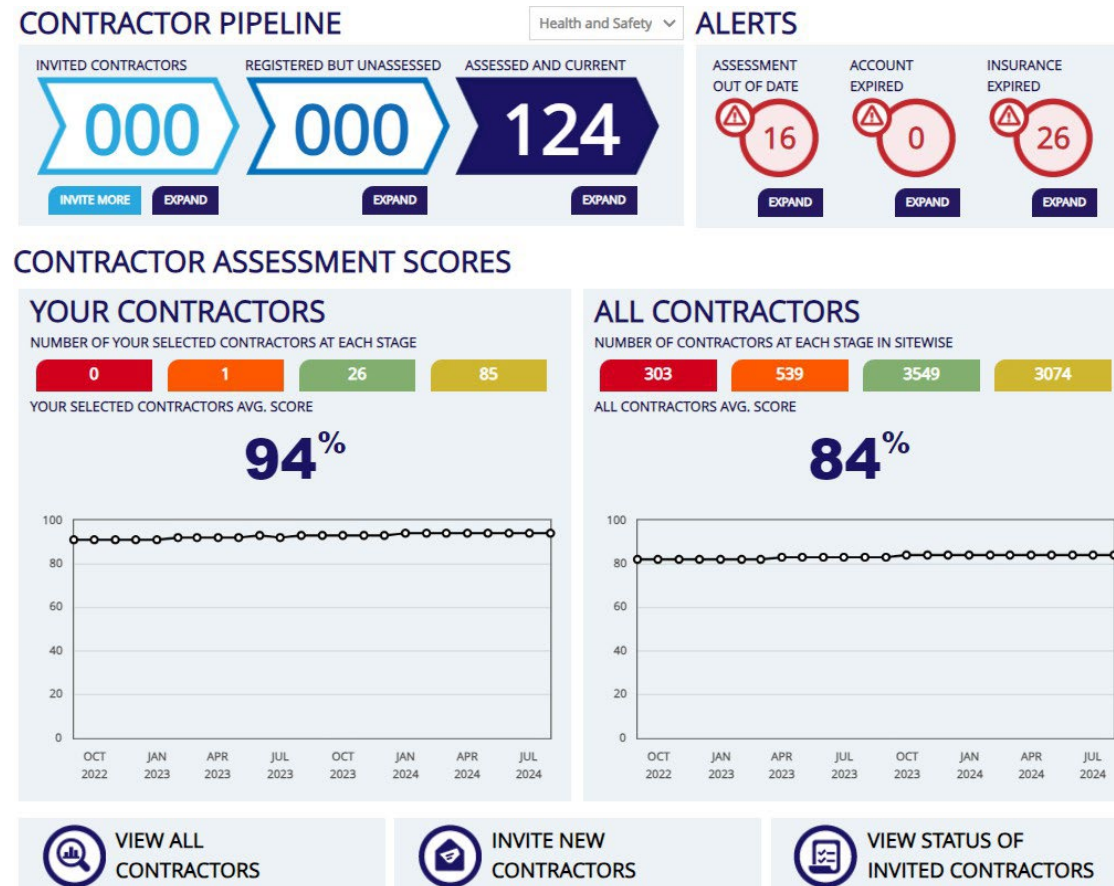
Aqualand Incident Reports - Nil reported this month

Lost Time Injuries - Aquatics:	Injury One <i>Returned to work</i> Date of injury 30 July 2017 6,490 hrs (total loss)
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Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	Workplace Walkarounds: <ul style="list-style-type: none"> Up to date
Training Delivered	People Trained: <ul style="list-style-type: none"> First Aid training planned. Nil delivered for July.

Appendix B



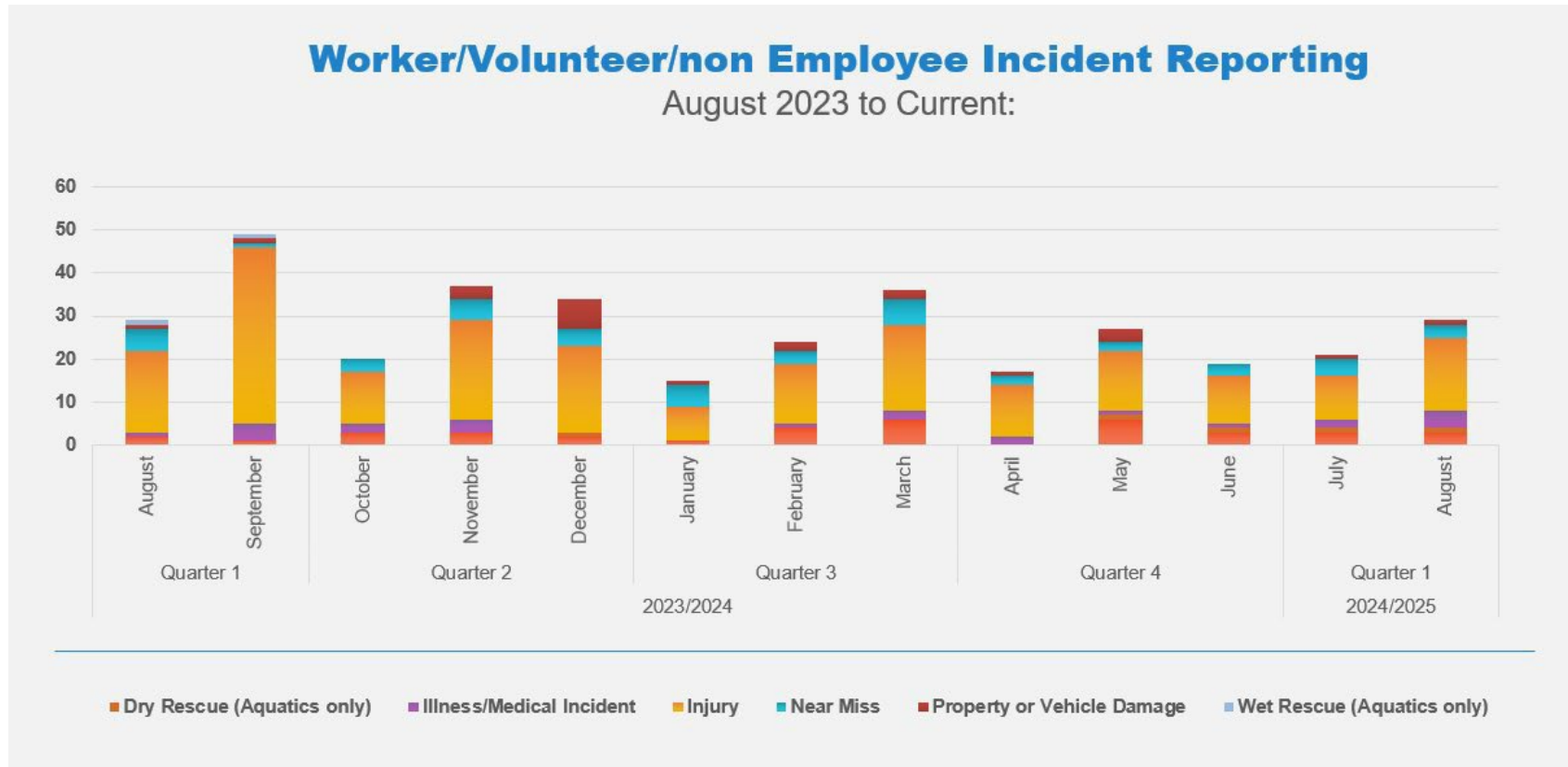
Above is the current status of our preferred contractor data base held within SiteWise.

Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

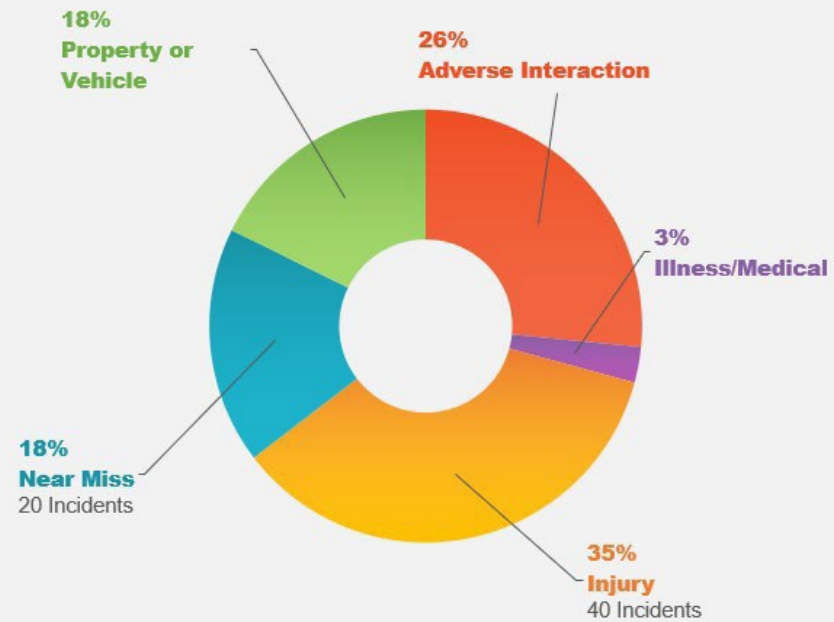
“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

Appendix C



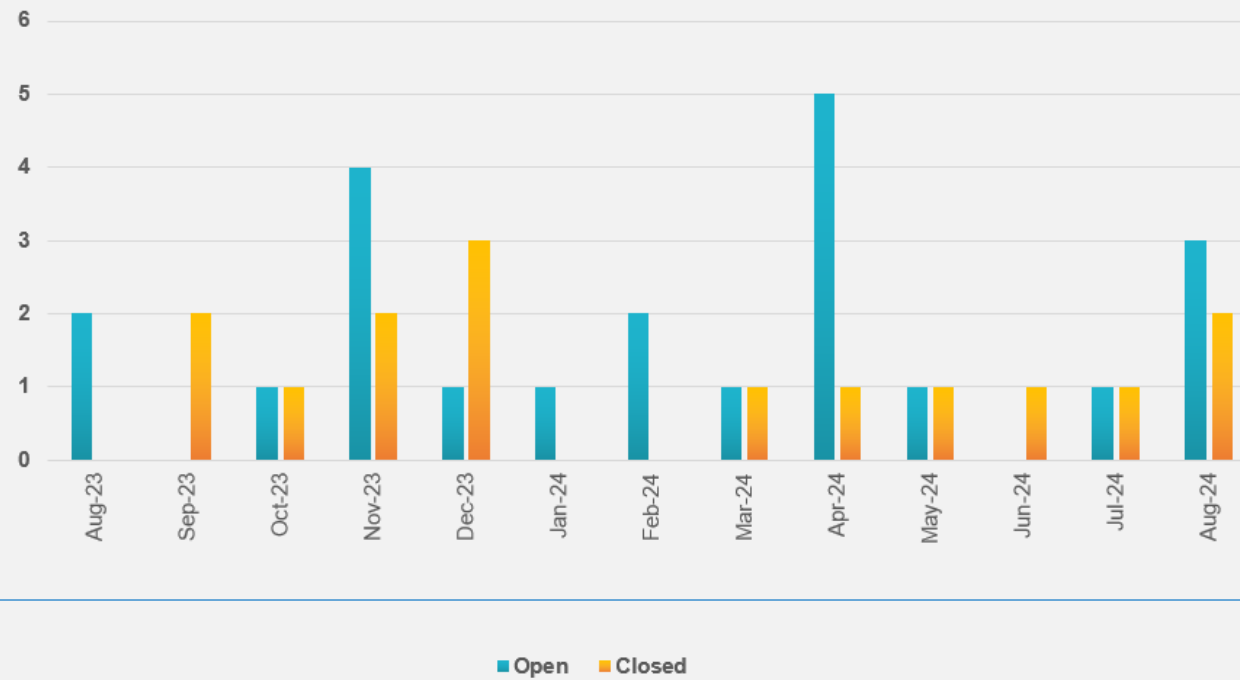
Worker/Volunteer Incident Reporting

August 2023 to Current:



Hazards Reported

August 2023 to Current:



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** SEW-03-01-04-13.01 / 240701105914**REPORT TO:** UTILITIES AND ROADING COMMITTEE**DATE OF MEETING:** 20 August 2024**AUTHOR(S):** Sophie Allen (Water Environment Advisor)**SUBJECT:** Avian Botulism Management 2023/24**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 This report summarises the occurrence, costs and management of avian botulism during the 2023-24 season at the Waimakariri District Council Wastewater Treatment Plants (WWTP) and Kaiapoi Lakes.
- 1.2 There was a minor outbreak at the Kaiapoi Wastewater Treatment Plant (WWTP) with a total of 375 birds for the 2023-24 season collected by ecological contractors. Other coastal Waimakariri District Council wastewater treatment plants had low numbers of birds collected by ecological contractors, with no avian botulism outbreak detected; Rangiora WWTP (53 birds), Woodend WWTP (4 birds) and Waikuku WWTP (1 bird), and Kaiapoi Lakes (2 birds).

2. RECOMMENDATION**THAT** the Utilities and Roading Committee:

- (a) **Receives** Report No. 240701105914.
- (b) **Notes** the bird death numbers (431 birds) for the 2023-24 season at coastal Waimakariri District Council wastewater treatment plants (WWTPs), as collected by contractors, with a minor avian botulism outbreak at the Kaiapoi WWTP, and two birds collected at the Kaiapoi Lakes.
- (c) **Notes** that the WDC Avian Botulism Management Plan 2020, information leaflets and FAQ sheet will be updated with minor amendments before December 2024, including procedures if Highly Pathogenic Avian Influenza (such as H5N1) is suspected instead of avian botulism.
- (d) **Notes** that WDC staff and contractors will be advised of the low risk of avian botulism toxin being spread by contaminated clothing and footwear if standard hygiene practices are followed, so that appropriate actions can be taken if visiting poultry or dairy farms.
- (e) **Notes** that WDC staff will continue to proactively engage with any affected residents and/or concerned members of the public about avian botulism control.
- (f) **Circulates** this report to the Council, the Waimakariri Water Zone Committee, and the Community Boards for information.

3. **BACKGROUND**

- 3.1 An update on avian botulism and its management was presented to the Utilities and Rooding Committee on 15 August 2023 (230601080981[v2]), 21 June 2022 (220420060318), 24 September 2019, (190905124322[v2]), 21 August 2018 (180719080426) and December 2015 (160301016953). These reports detailed the identification and management response of the disease at the Kaiapoi, Woodend, Rangiora and Waikuku WWTPs, and surrounding waterbodies.
- 3.2 Avian botulism is a paralytic disease of waterfowl, caused when toxin is released by bacteria commonly found in the substrates of lake and pond beds, including wastewater oxidation ponds. This toxin accumulates in aquatic invertebrates, which are then consumed by birds. The bacterium *Clostridium botulinum* is widespread in soil and requires warm temperatures, a protein source and an anaerobic (i.e. no oxygen) environment in order to become active and produce toxin. Decomposing vegetation and invertebrates combined with warm temperatures can provide ideal conditions for the botulism bacteria to activate and produce toxin.
- 3.3 Botulism is an intoxication (i.e. food poisoning) rather than an infectious disease. The affected birds show several consistent symptoms including weakness, lethargy and a progressive paralysis, which initially affects the legs and neck. Walking becomes difficult and paralysis of the neck means birds cannot hold their heads erect. For birds sitting on the water this inevitably leads to death by drowning.
- 3.4 Carcasses of dead birds are subsequently fed on by flies and their larvae, which then concentrates the botulinum toxin within the larvae and the bird-toxic maggot cycle commences. This leads to the deaths of subsequent waves of birds as they feed on the maggots in, and around, the dead bird carcasses.
- 3.5 Providing mildly affected birds with fresh water, shade and protection from predators may help them recover from the intoxication. Avian botulism antitoxin is available (potentially only overseas, such as in the USA), but requires special handling and must be given early in the intoxication. Birds that survive a botulism outbreak are not immune to future exposure to botulism toxin.
- 3.6 Avian botulism Type C, as identified at the Kaiapoi Wastewater Treatment plant, is not thought to be a risk to human health. Avian botulism Type E, which has not been identified in the Waimakariri District, does affect humans in rare cases.
- 3.7 Work boots, clothes and vehicles if contaminated with bird carcass material has been identified as a potential risk to poultry and dairy farms for spreading botulinum toxin, however this risk is much lower than the risk of contaminated feed or bedding material for example. WWTP staff and contractors are recommended to be advised of this low risk, so that appropriate actions can be taken if visiting poultry or dairy farms.

4. **ISSUES AND OPTIONS**

- 4.1. Figure 1 shows bird carcass numbers that have been collected by contractors at WWTPs and sometimes other ponds managed by WDC from 2013-24. In 2023-2024, 433 birds in total were collected from four WWTPs, primarily mallards and paradise shelducks, but also species such as New Zealand scaup were also collected. Note that cause of death is not confirmed by autopsy. There has been no significant outbreak of avian botulism since 2018-19 in the Waimakariri District. However, avian botulism is thought to have caused significant number of deaths (i.e. defined as an outbreak) in 2013/14, 2014/15, 2017/18 and 2018/19.

- 4.2. The species of each carcass collected is recorded by Keystone Ecology Ltd, who are experienced in bird identification. No species that are listed as rare or threatened by the Department of Conservation threat classification system were collected in 2023/24 or in previous year since species records have been collected. Department of Conservation classifies the royal spoonbill as naturally uncommon but increasing in range.

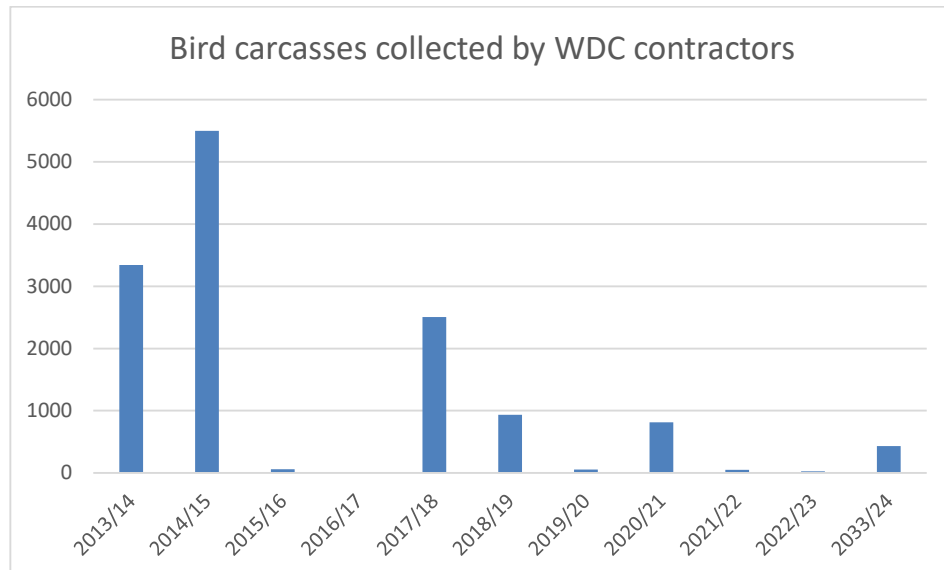


Figure 1: Bird carcasses collected 2013-24 by WDC contractors at all sites. NB data value may be slightly incorrect for the 2015-16 year, due to varying reports.

- 4.3. The first noted outbreak in the Waimakariri District was at the Kaiapoi Wastewater Treatment Plant (WWTP) in the summer of 2013/14. In total there were 3,336 birds that died at the Kaiapoi WWTP and 7 at Woodend WWTP. Most of the dead birds were paradise shelducks and mallards. The second outbreak in the summer of 2014/15 was more significant with a total of 5,499 dead birds over the summer period. The incidence of avian botulism was also more widespread with birds affected at the Kaiapoi, Woodend, Rangiora and Waikuku Beach treatment plants, at the Kaiapoi Lakes public area, the Pegasus wetlands and the Tūhaitara Coastal Park wetlands (Tutaepatu Lagoon).
- 4.4. In 2017/18 there were an estimated 2,505 bird carcasses collected by Council contractors. Any outbreaks in the summers of 2015/16, 2016/17, 2019/20, 2020/21, 2021/22 and 2022/23 were negligible (see Figure 1), due to likely factors such as weather (temperature and wind direction for example) that have not been analyzed. 2023/24 has been called a minor outbreak at the Kaiapoi WWTP with a total of 375 birds collected.

Amendments proposed to the Avian Botulism Management Plan 2020

- 4.5. The WDC Avian Botulism Management Plan 2020 (Trim 201103147380), information leaflets and FAQ sheet will be updated with minor amendments before December 2024, including;
- 4.5.1. Procedures if Highly Pathogenic Avian Influenza (such as H5N1) is suspected instead of avian botulism.
 - 4.5.2. Recommended measures for WDC staff and contractors to minimise any risk of the spread of avian botulism toxin to poultry or dairy farms.
 - 4.5.3. An update on bird rehabilitation centre contact details.

Avian Influenza (Bird Flu)

- 4.6. Highly Pathogenic Avian Influenza (HPAI) is a disease that is highly contagious and often deadly in poultry, caused by highly pathogenic avian influenza A (H5) and A (H7) viruses; it is also known as bird or avian flu. HPAI viruses can be transmitted by wild birds to domestic poultry and other bird and animal species, including occasionally to humans. Strains of HPAI have been circulating globally for many years, with many countries having seasonal outbreaks in poultry every year.
- 4.7. In 2020, a new H5N1 strain of the virus emerged in both domesticated and wild birds across the northern hemisphere. It established in wild birds and began to spread, including to the United Kingdom, Europe, and the United States. In 2023, H5N1 was detected in the southern hemisphere. Since then, it has spread down through South America to the sub-Antarctic islands and the Antarctic peninsula near South America.
- 4.8. Although not currently in New Zealand, it is anticipated the H5N1 will reach New Zealand at some stage. Symptoms in birds can be similar to avian botulism symptoms, therefore ecological contractors handling dead birds have health and safety and reporting practices in place if HPAI is suspected.

Waterbird survey results from Kaiapoi WWTP and Brooklands Lagoon/ Waimakariri River mouth coastal wetland system).

- 4.9. Christchurch City Council undertook a wading bird survey at the Brooklands Lagoon/Lower Waimakariri, including at the Kaiapoi WWTP on 27/06/2024. As this was a wintertime survey, it cannot be compared to previous summary surveys that have been carried out in 2021-23 and which were reported in 2023 to the Utilities and Roading Committee as many species are migratory.

Avian Botulism monitoring at Bromley Wastewater Treatment Plant

- 4.10. Over the 2022-23 summer, Christchurch City Council confirmed that approximately 321 dead waterfowl were collected from Bromley WWTP wetlands as part of their annual avian botulism monitoring. It was also confirmed that 11 live waterfowl were taken from Bromley WWTP for recovery.
- 4.11. Since the summer of 2011/12, there have sometimes been avian botulism Type C outbreaks in the Bromley Wastewater ponds in Christchurch. In summer 2012 there was a large outbreak with 6,300 birds collected, with death attributed to avian botulism within the Bromley Oxidation ponds. The actual estimated number of bird deaths was over 7,000 due to a number unable to be recovered.
- 4.12. In 2013/14, two years after the Bromley WWTP outbreak, WDC experienced the first noted avian botulism outbreak for the District at Kaiapoi WWTP. It was speculated that the avian botulism outbreak at the Kaiapoi WWTP was related to the outbreak at Bromley spreading to the wider area, such as through the movement of sick waterfowl between the two locations.
- 4.13. The bacterium that causes avian botulism is naturally occurring and is likely always present at all WWTP wetland sites at low levels in sediments, so is not necessarily a new infection that is spread between sites. It is rather that an outbreak at one site, such as Bromley WWTP, leads to concentrated toxins being passed on via the 'carcass-maggot cycle'. This cycle is where birds eat the maggots of a carcass that has passed away from avian

botulism, where the toxin has accumulated then moves to another site before dying and producing maggots with the accumulated toxin.

Implications for Community Wellbeing

- 4.14. There are not implications on community wellbeing by the issues and options that are the subject matter of this report. An information pamphlet on Avian Botulism has previously been prepared (refer TRIM 190204012544) to address the community's concerns regarding the disease.
- 4.15. 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 as some waterfowl are taonga species, collected for mahinga kai.

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 such as Te Kōhaka o Tūhaitara Trust, North Canterbury Fish and Game, the SPCA, Community and Public Health, Department of Conservation, and Christchurch City Council.

5.3. Wider Community

- 5.3.1. Although there is no legislative requirement, there is a social expectation of the Council to prevent outbreaks spreading to other wetland and lake areas, such as in the Selwyn District and Hurunui District (e.g. Lake Forsyth/Wairewa, Te Waihora/ Lake Ellesmere) or to poultry and dairy farms within Canterbury.
- 5.3.2. Gamebird hunters i.e., duck shooters may have reduced opportunities for hunting, and require clear communication on the severity and locations of outbreaks.
- 5.3.3. Birdwatchers, bird lovers and the general public could be saddened to see sick and dead birds at public locations. Rare or threatened birds could be affected, though no rare or threatened bird deaths have been recorded to date.
- 5.3.4. Opportunities for mahinga kai (customary food gathering) of waterfowl and tuna (eel) may be reduced. Clear communication is needed with appointed Tangata Tiaki (customary fisheries officers).
- 5.3.5. The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

- 6.1.1. There are no financial implications of the decisions sought by this report. This report is for information only.
- 6.1.2. This budget is an existing budget included in the Annual Plan for the operational cost of the wastewater treatment plants.
- 6.1.3. The cost of avian botulism management for 2023-24 was an estimated \$20,000 excl GST. A total of amount of \$32,273 was spent on avian botulism, midge emergence trap and midge larvae monitoring, which is carried out by the contractor Keystone Ecology Ltd in the same visit. The cost in 2022-23 was \$11,502, 2021-22 was \$19,525, 2018-19 was \$45,829, and 2017-18 was \$41,980 excl. GST for the bird collection by a contractor. The variation in cost per year

relates generally to an increased number of visits and/or hours required to retrieve bird carcasses.

- 6.1.4. The cost for bin rental, collection and disposal in 2023-24 was \$893 excl GST. The cost in 2022-23 was \$826, 2021-22 was \$1,070, \$3,081 for 2018-19, and \$5,773 excl. GST for 2017-18 for the waste disposal contractor. A change of contractor was made for 2023-24 which has likely led to cost savings, despite the minor outbreak at Kaiapoi WWTP.
- 6.1.5. Costs to-date have come from within WDC Wastewater budgets, including for areas such as stormwater ponds and reserve areas. This may need to be re-evaluated if significant costs arise from outside of WWTP areas.
- 6.1.6. The cost of management is thought to be reduced by efficient monitoring, quick response and a coordinated response with other parties, such as the Christchurch City Council.

6.2. **Sustainability and Climate Change Impacts**

- 6.2.1. The recommendations in this report do not have sustainability and/or climate change impacts. However, climate change will have a likely effect on avian botulism outbreaks in the future if there are warmer temperatures for longer durations for example.
- 6.2.2. WDC staff monitor for weather predictions of warmer winters and summers, to enact management options early, and reduce risk of a larger or widely dispersed outbreak.

6.3 **Risk Management**

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

6.3 **Health and Safety**

- 6.2.1. There are no specific health and safety risks directly arising from the adoption/implementation of the recommendations in this report.
- 6.2.2. Health and Safety documentation and practices such as a Site-Specific Safety Plan will continue to be in place and reviewed when appropriate for WDC staff and contractors.
- 6.2.3. Risks to human health can be minimised by clear communication of risks to staff i.e. promoting the use of gloves when in contact with bird carcasses and implementation of contractors' Health and Safety Plans.
- 6.2.4. In 2014/15 eels in Tutaepatu Lagoon are thought to have consumed some of the carcasses, which led to over 20 observed eels deaths. This raises a potential health and safety issue, due to the fact eels are gathered as a food source.
- 6.2.5. Collection of bird carcasses from wetlands is restricted to retrieval of wind-blown birds from the water's edge due to the risk for humans to enter the wetlands with treated effluent. This can reduce the efficiency and timeliness of bird carcass collection, with some areas are unable to be safely accessed for carcass removal.
- 6.2.6. Outbreaks should be re-confirmed to be avian botulism Type C by the Ministry of Primary Industries at regular intervals, particularly if symptoms presented are atypical, particularly due to the possibility of High Pathogenicity Avian Influenza strain H5N1 arriving in New Zealand.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.2.1. The Local Government Act 2002 sets out the power and responsibility of local authorities, including the Council's role in providing wastewater services.

7.3. **Consistency with Community Outcomes**

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

- There is a healthy and sustainable environment for all.

7.4. **Authorising Delegations**

7.4.1. This report is for information only. No delegations apply.

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 23 JULY 2024 AT 3:30PM.

PRESENT

Councillors R Brine (Chairperson), A Blackie, B Cairns, N Mealings, and P Redmond.

IN ATTENDANCE

Councillors T Fulton and P Williams.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), T Sturley (Community Team Manager), L Sole (District Libraries Manager), M Greenwood (Aquatics Manager), G Stephens (Design and Planning Team Leader), J Rae (Senior Advisor Community and Recreation, Assets and Capital), I Beal (Project Manager Community and Recreation), M Pugh (Community Development Facilitator), and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1 APOLOGIES

Moved: Councillor Cairns Seconded: Councillor Blackie

THAT an apology for absence be received and sustained from Mayor Gordon.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 28 May 2024

Moved: Councillor Redmond Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 28 May 2024 as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

4 DEPUTATIONS

4.1 Age Friendly Advisory Group – Norman West

N West spoke to the Committee noting that in 2024 the Age Friendly Advisory Group were reporting to the Committee as per the commitment in their terms of reference. He acknowledged and thanked the Council for the support the Advisory Group had received from M Pugh who was a key staff contact person and facilitator for age friendly within the Waimakariri. He also acknowledged the contribution to the Advisory Group from Councillor Goldsworthy and Board Member Shona Powell. He acknowledged the members of the Advisory Group. In 2023 the Advisory Group reported to the Committee regarding its ongoing role in making the Waimakariri District a more age friendly district. At that meeting

they referenced a document developed by the World Health Organisation which identified eight key themes which would enable change to ensure more age friendly communities. Subsequently United Nations Educational Scientific and Cultural Organisation (UNESCO) developed a document which elaborated on these themes and developed a number of best practice actions as a guide to governing bodies. There were several attempts at developing a questionnaire for use in the community to assess the perceptions of age friendliness in the district. They then discovered similar work had been undertaken in The Hauge to develop a questionnaire to assess age friendliness. The Advisory Group trialled this version at the 2023 Older Persons Expo and based on this experience adapted the questionnaire to be used as a consultation tool. It was acknowledged that the questionnaire consultation had some limitations as the survey was relatively small, and the results were from people who were attending meetings or who were volunteers. Therefore, the results were very heavily weighted to the positive. However, the group were conscious that age friendly should apply to all older people in our community. Given the results of the questionnaire it was reasonable to conclude that the Waimakariri District was age friendly.

Councillor Redmond queried if the group were surveying people that were already engaged with them or if it was more random. N West noted that they had gone to people that were engaged with community groups. The survey was also available in the library and the group has also engaged people at campgrounds.

Councillor Williams asked how active the group were in going out to let other people know about the group's existence. J Mather noted that they had received a better result than they had in 2023 and was a much bigger sample.

Councillor Williams asked what age group was considered 'aged'. J Mather noted that when the questionnaire was installed at the library, they asked for people that were over 60.

Councillor Williams asked how they would raise the profile of the group. J Mather noted that they catered to a wide range of people that they represented so they went back to the constituent bodies and the occasional news release.

Councillor Cairns asked about question five of the questionnaire. He noted most events were advertised on social media and asked if they provided any solution to the older people getting access to more events. J Mather noted that the question had a fairly positive response. The questions where there was not such a positive response were questions nine and ten. This highlighted an area where they needed to do further work.

Councillor Brine asked about access to banking services. J Mather noted that it was a major problem which was persistently coming up. Grey Power advocated strongly in this area.

5 **REPORTS**

5.1 **Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – J Rae (Senior Advisor Community and Recreation, Assets and Capital)**

J Rae spoke to the report which sought approval for the proposed Greenspace Capital Works Renewal Programmes and the Sports Ground Growth Programmes. These programmes were proposed for years one and three and were indicative for the remaining seven years. She noted that staff would be reporting back to the Committee during the last quarter of the financial year to give an update on progress. The report recommended that the Committee recommended to the Council to bring forward the public toilet renewals budget scheduled in year three to year two. This report did not seek additional budget but rather the reallocation of the timing of general budgets already approved through the Long Term Plan process.

Councillor Williams sought clarification on the Kaiapoi NCF Park/Community Hub Playground for \$235,000 under playground safety/surface equipment renewals and below under non-specific reserve enhancement Kaiapoi NCF Park/Community Hub Playground for \$165,000 and asked what this was for. J Rae noted that the play safety surface budget was for the playground and the non-specified reserve enhancement was a betterment budget to supplement the playground budget. The total combined budget was \$400,000.

Councillor Blackie noted that this had resulted from the Long Term Plan. He asked if there was anything that did not interface with the Long term Plan. C Brown explained that this was based on current budgets, staff were not asking for any additional funding.

Councillor Mealings noted the amount in year five for the Sefton Domain of \$140,000. She asked if the \$180,000 proposed reflective in any of these budgets. J Rae noted that it was reflected in the community facilities budget.

Commented [KR1]: May be you could elaborate more on this as it is not clear

Councillor Cairns noted that in the Long Term Plan had identified a BMX upgrade in either Rangiora or Kaiapoi. He asked if that had been included and if so, where was it shown. C Brown noted that it was included as the Rangiora BMX Track.

Councillor Redmond asked where the Kaiapoi Boat Club Reserve Carpark was as referred to on page 25 of the report. J Rae noted that there were three carparks similar in distance to each other and this was the front carpark closest to the water.

Councillor Redmond noted , the Woodend-Sefton Community Board had received a deputation regarding the Woodend Beach Domain toilets which were constantly being deferred. He asked for confirmation on when they would be scheduled. J Rae noted that the toilet upgrade was scheduled in year two which was 2025/26 and was indicative of the Council approving the budget being brought forward.

Councillor Mealings noted, the public toilet renewals on page 34 from Carlton Domain down showed no budgets. She asked if that was because they were recently done and did not require any work in the next ten years. J Rae noted that staff had looked at those locations and some were used for lease purposes and were under the lessee's requirement. Some were in good condition and had maintenance upgrades that would not require renewal in the first ten years.

Councillor Mealings noted that the Warren Community Reserve had been mentioned in the report. G Stephens noted that K Howat was leading on Warren Reserve project and would continue working with the Oxford-Ohoka Community Board.

T Fulton noted he had received a request from the Oxford Pony Club for a potable water supply for Carlton Domain.

Moved: Councillor Blackie

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

(a) **Receives** Report No. 240711113837.

(b) **Approves** the attached (i) Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programmes LTP 2024-34 for years one to three and indicative seven year programme (TRIM No. 240711113857).

(c) Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programme - Proposed Programme 2024/25- 2026/27			
Play Safety/Surface Equipment Renewals			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3

Kaiapoi NCF Park /Community Hub Playground	\$ 235,000.00		
Currie Park/ Norman Kirk	\$ 191,816.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 136,136.00	
Allin Drive Reserve			\$ 60,000.00
Pegasus View Park			\$ 100,069.00
Non-Specified Reserve Enhancement			
Kaiapoi NCF Park /Community Hub Playground	\$ 165,000.00		
Currie Park/ Norman Kirk	\$ 108,184.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 263,864.00	
Allin Drive Reserve			\$ 90,000.00
Pegasus View Park			\$ 179,931.00
Pines Beach Relocation	\$ 35,000.00		
Roads & Carparks Renewals			
Baker Park - Footpath	\$ 45,000.00		
Waikuku Beach - Central Area: Path	\$ 5,000.00		
Woodend Beach Domain: Carpark Surface	\$ 100,000.00		
Woodend Beach Domain: Carpark	\$ 100,000.00		
Waikuku Beach - Central Area: Carpark	\$ 240,000.00		
Ashgrove Park: Driveway Surface	\$ 5,000.00		
Darnley Square- North: Carpark	\$ 100,000.00		
Rangiora Airfield - Driveway		\$ 255,000.00	
Kaiapoi Boat Club Reserve: Carpark		\$ 100,000.00	
Kaiapoi Riverbank S-East Side: Path			\$ 5,000.00
Matawai Park: Path - Pedestrian Only			\$ 2,500.00
Mainpower Oval: Carpark Surface			\$ 100,000.00
Sefton Domain: Carpark Surface			\$ 65,000.00
Askeaton Park: Carpark Surface			\$ 190,000.00
Hard Surface Renewals			
no programme of works within the first three years			
Public Toilets Renewals			
Ashley Picnic Grounds- Cones Rd	\$ 357,980.00	\$ -	\$ -
Woodend Beach Domain	\$ -	\$ 375,150.00	\$ -
Future Sports Ground Development			
Kaiapoi River Sport User Hub	\$ 250,000.00	-	-

Coldstream Road Sporting Precinct	\$ 50,000.00	-	-
Maria Andrews irrigation investigation and field upgrade	\$ 105,000.00	-	-
Southbrook Park Field Upgrade	\$ 100,000.00	-	\$ 160,000.00
Gladstone Drainage	\$ 120,000.00	-	-
A&P lighting Upgrade	\$ 120,000.00	-	-
Kendall Park Drainage	-	-	\$ 273,000.00

- (d) **Notes** staff will report back to the Community and Recreation Committee during the last quarter of the financial year to update on the status of each project.
- (e) **Notes** staff will provide regular reports throughout the year to the Audit and Risk Committee as part of the standard capital project reporting system.
- (f) **Notes** that any programme changes will be reported to the Community and Recreation Committee. For example, this might be due to factors such as project engagement results, tender pricing, or breakages to other assets during this period.
- (g) **Notes** that by assigning the budgets as recommended, there is no provision made for reactive works. Greenspace does not have the budget required to react to new requests. Any such requests will result in a report back to the Community and Recreation Committee to consider changes to the programme and will impact other programmed works.
- (h) **Notes** that the General Reserves Landscape Budgets that are delegated to the local Community Boards are not considered within this work programme.
- (i) **Notes** that all renewal projects which are specifically listed in the Long Term Plan are not considered within this report, as these are consulted on through the Long Term Plan process.
- (j) **Notes** that growth budgets for land development and land purchase have not been included in this report due to the changing nature of how and when the budgets are needed. These budgets need to be flexible to react to growth and ongoing negotiations with developers.
- (k) **Circulates** this report to all Boards for their information.

AND

THAT the Community and Recreation Committee recommends:

THAT the Council:

- (l) **Receives** Report No. 240711113837.
- (m) **Recommends** that Council approve bringing forward the public toilet renewals budget scheduled for year three into year two.

CARRIED

Councillor Cairns commented that the Greenspace team would be busy over the next few years and congratulated staff on the report.

5.2 **Youth Development Update – T Sturley (Community Team Manager) and E Belton (Youth Development Facilitator)**

T Sturley spoke to the report which provided an overview of progress in youth development and delivery of the Youth Strategy 2018. She noted that the strategy was due for review particularly with the changing demographics in the district since the strategy had been implemented in 2018. She highlighted the results detailed in the report centred on best practice, youth development, participation. She also highlighted the success of the Youth Futures Programme and Mayors Taskforce for Jobs which both centred on youth education, employment and opportunity as well as the success of the Brad Olsen Seminar.

Councillor Cairns asked what it cost to run the programmes, where the funds come from. T Sturley replied that the general youth development role was rate funded. The projects, that were delivered were funded from a variety of funding streams. For example, there was collaborative funding for the Youth Futures project, most of which came from the Ministry of Social Development and Ministry of Education. There were a lot of high level stakeholders involved. Youth Town had funded a lot of events and opportunities while, Rata, various gaming trusts had also provided funding assistance.

Councillor Cairns noted that Pegasus, Ravenswood and Waikuku areas were missing Skate Jam events. He asked if there were any plans to put youth events into those areas. T Sturley replied that, looking at the last iteration of the Youth Strategy, young people were asked what would make the biggest difference for them. Only 3% listed events. Most of the feedback related to facilities, sport, shops and access to transport. The overwhelming impression was a desire for a sense of belonging and having a youth friendly district where they could access services, sport and facilities were really important. Going forward when staff reviewed that strategy, they needed to look at what did work.

Councillor Mealings asked if district wide skate jams could be a possibility in the future. T Sturley noted that the Council had undertaken a number of skate jams in Rangiora, Kaiapoi and Oxford. They were an easy to run event and were very popular, therefore they would continue.

Councillor Redmond noted that the Mayor's Taskforce for Jobs was funded by the Ministry of Social Development and asked if the position was still being funded. T Sturley replied that the position was funded for two years.

Moved: Councillor Mealings

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240710113131.
- (b) **Notes** the breadth of work undertaken to engage, connect, inform and empower local young people so that they can be well supported and included in local activities and decision making.
- (c) **Notes** the success of the Youth Futures initiative and associated Mayor's Taskforce for Jobs programme in linking local young people into information, support and opportunities for training and employment, which would not have otherwise been available.
- (d) **Notes** the valuable role that Youth Council has played as a mechanism to capture the voice of young people in local decision making, so that our District's services, supports and recreational opportunities fit the needs of the next generation of local rate payers.

- (e) **Notes** that, despite the need to cancel many youth-led events over the COVID period, several thousand local young people were linked into at least one of an extensive range of local youth-led events and activities.
- (f) **Notes** the importance of the planning and delivery of youth-led activities being evidence-based and relevant, so that funding spend is appropriately targeted. This is in line with the national, Ministry of Health Best Practice Guidelines for Youth Development, as detailed in 4.2, below.
- (g) **Notes** the pending review of the existing Youth Strategy This process will begin in the second quarter of this financial year, with a new document, in the form of an action and implementation plan, produced in time for the 2025/2026 financial year.

CARRIED

Councillor Mealings thanked staff for the report. She commented having a front row seat to a lot of these initiatives and commended E Belton's work in the youth space. It was encouraging that there were so many engaged youth. She commented on the success of the Youth Futures Event and that the Mayor's Taskforce for Jobs had very positive outcomes.

Councillor Cairns concurred with Councillor Mealings. He looked forward to the upcoming review of the Youth Strategy. He commended the Community Team for its work.

5.3 **Airfield Operations Update – O Stewart (Airfield Manager and Safety Officer)**

G Stephens spoke to the report noting that O Stewart had been in the role for twelve months. O Stewart had spent time building his reputation and relationships at the Airfield with the users and the Advisory Group and helping to build a health and safety culture. He had also been looking at the wider picture to ensure that the Airfield was operating using best practices and operating efficiently.

In response to a question from Councillor Williams, C Brown noted that there was a planner's report prepared in response to a submission to the District Plan from Daniel Smith for a special zone for the airfield. This encompassed residential business and other areas within the airfield, including the Priors Road land area. If that project, for any reason did not go ahead, the Council would still be able to develop the land it owned on Priors Road. Currently Daniel Smith was working with his experts to provide comments in response to the planner's report.

Councillor Brine

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240710113130.
- (b) **Notes** staff will provide status report to the Community and Recreation Committee during the last quarter of the financial year.
- (c) **Notes** that any significant programme changes will be reported to the Community and Recreation Committee.
- (d) **Notes** that Council has responsibility to maintain a safe operating environment under Civil Aviation Authority Aerodrome Operating Rule 139.503 Unsafe Conditions.

CARRIED

5.4 **Aquatics July Report – M Greenwood (Aquatics Manager) and S Bergin (Dudley Park Centre Manager)**

M Greenwood took the report as read. He noted that the mobility chair had arrived and was installed. There was programme being worked through to train staff who also worked with caregivers and support workers who utilised the pool. Staff had completed the aquarobics customer satisfaction survey which had received an overall 97% satisfaction rate.

Councillor Cairns noted a spike in attendance figures in March 2022/23 and asked if there was any particular reason for that. M Greenwood replied that the figures included sales items and commented that there had been some good weather during that time, however, he was unsure of the exact reason for the spike in attendance.

Councillor Fulton asked if staff could revisit the pricing structure for the Oxford Pool. M Greenwood replied that staff had looked into this, however it was a fine balance. Running an outdoor pool had a lot more heating costs. It was finding a balance of ticket sales versus rates funding. There were a number of options including a seasonal pass.

Moved: Councillor Mealings

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240709112171.
- (b) **Notes** strong attendance at the Aquatic Facilities with 263,322 total visits for the 2023/24 year which is 6500 more than the previous year.
- (c) **Notes** delivery of a mobile hoist at Dudley enabling greater access to all pool.
- (d) **Notes** an overall customer satisfaction result of 97% for the Aquarobics programme in a recent customer satisfaction survey.
- (e) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Mealings commented that in spite of the fact that they only needed 3% to get to 100% satisfaction staff had acknowledged that there was always room for improvement. It was heartening to see the numbers were rising. She was pleased that the hoist was now installed as a number of groups had been asking for it.

Councillor Cairns commented that the rationale for having the pools was to try and get people to become more comfortable with water. There were a huge number of drownings in New Zealand that should not be the case. The work that staff were doing was crucial to ensure that our young people were staying safe. He congratulated staff on the pool hoist.

Councillor Redmond noted that it was pleasing to see that the revenue was up, and the expenditure was down.

6 CORRESPONDENCE

Nil.

7 **PORTFOLIO UPDATES**

7.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.**

- The two observation platforms at Waikuku and Pegasus were now completed minus some planting. The Ocean Access Group were working with Greenspace staff to get the mats down from the platforms to the edge of the water.
- The Huria Mahinga Kai Reserve path was almost finished.
- Silverstream and Honda Forest planting days were well attended by the public.
- Te Kohaka Trust was going to the public for possible Trustees.
- Northern Pegasus Bay Bylaw Hearing and Deliberations were held on 18 and 19 July. It was disappointing that eight submitters did not attend the hearing. The main issues were dogs on the beach and planes over the estuary.

7.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**

- The Bowling Club were wanting to know what stage the Council was. There was a lot of work to go on. He and Board Member Steve Wilkinson attended a Southbrook Sports Club meeting where there was also a lot of discussion that still needed to be held.
- The requested architectural and engineering services proposal for the Pegasus Community Centre had been finalised and would go out to three selected companies.
- The new hoist at Dudley had been installed.

7.3 **Community Development and Wellbeing – Councillor Brent Cairns.**

- Write On and Waimakariri libraries had a special celebration at Kaiapoi library on Thursday 1 August at 5.30pm. Young writers from across the district held a masterclass creating poems, many based on artifacts displayed in the Kaiapoi museum.
- National Poetry Day would be celebrated on Friday 23 August at 5.30pm to 7.30pm at Rangiora library. This event would launch Fuego volume 2.
- Viewing platforms had been installed at both Pegasus and Waikuku beaches, with the latter to have a mat (about 30 metres long) which could be rolled out giving those with mobility issues greater access to the beach.
- Community Wellbeing had an increase of 50 food parcels handed out in July, compared to previous month but overall, a decrease in the number being handed out due to additional services being provided. The second visit to the food bank with 30 days triggered a meetings with the manager, budget advice and could involve health providers.
- Big Brothers Big Sisters were putting on “The Big Variety Show” in Rangiora on the 28 September. They were looking for people with unique talents to apply via the charity's website.
- Signage had been printed and ready to be installed on cycleways (should be installed in the next couple of months). This would be especially important as there were a number of people getting lost on the trails due to the lack of signs directing people where to go.
- Researched different housing models and found Queenstown Lakes Community Housing Trust – www.qlcht.org.nz – which allowed a family to have a 100 year lease. They had 300 homes and 1,300 people on the waiting list. He liked its simple easy to read policies, which unlock homes for the community. The Trust took advantage of the Government's Progressive Home Ownership fund and received \$22million interest free over 15 years to help locals into assisted ownership across three separate developments.

- At a recent Waimakariri Access Group meeting raised an issue in High Street in Rangiora with the Liquid Amber street trees which dropped its seed pods all over the footpath and road which had caused a wheelchair member to topple out of his chair. The staff had been working hard to establish the best way forward.
- Thank you to M Greenwood and his aquatic team in getting the access chair sorted and in place at Dudley pool.
- This terms free English classes started on the 27 July at the Rangiora Town Hall function room from 10am till 1pm.
- In June Food Secure North Canterbury held a successful gathering of interested groups (46 people attended). Good speakers and the chance to network had meant these quarterly meetings were proving worthwhile i.e. The Woodend Lions had offered land to provide vegetables to local food banks.
- This week Lotteries funding closed, so a number of groups had been working hard on getting applications in. Funding of projects and events had become very hard. At the recent funding workshop, Rata Foundation said they were becoming more targeted in where they were allocating money. With the Government pulling back on giving funds it left a large hole to fill and some would struggle. Rata made it clear that they were not there to fill the gap where the Government had turned its back on groups and projects.
- One business he spoke to had, prior to the election, had a year's work ahead of education department contracts, after the election those contracts were cut in half.
- Had reports of Christchurch Hospital discharging patients at 2am in the morning. Rangiora residents would receive a free taxi chit, Kaiapoi residents do not.
- Grandparents Raising Grandchildren Support Group gathering at 9.30am to 11am at 200 King Street on 27 July and 24 August.
- Inclusive sports day would be held again at Mainpower stadium on the 29 September 10.30am to 2.30pm.
- The Kaiapoi Food Forest had a vacancy for a coordinator – if anyone knows someone that was keen on paid work for 10 hours a week. They had visits from an International Business where staff donated time and the business paid for almost \$1,000 of trees and plants. Another international group had approached the food forest, based on the values that were similar to its own and in September would provide a large donation of trees. They ran a successful pruning workshop this past weekend, with more workshops planned over the coming months. They had a visit from two philanthropists with the view of funding the educational building.
- The Rangiora Museum run monthly talks which were always interesting. The next is at 7.30pm this 25 July at the museum on Good Street.
- Pegasus Residents Group had their Annual General Meeting on 24 July at 7pm at the school hall.
- Abbeyfield Waimakariri Inc. (AWI) extended an invitation to attend the 3rd Annual General Meeting to be held on Thursday, 25 July 2024 at the Rangiora Bridge Club Rooms, 31 Good Street, Rangiora commencing at 7 p.m.

7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- Kaiapoi Art Expo was very successful, there was around 8,000 people that attended. Sales were slightly down which was a measure of the economic climate. Overall, in conjunction with Blackwells Fire and Ice it was a successful event.
- As part of the Arts Strategy, it allowed for a 20 hours a week half time facilitator. Council had made an offer.

8 **MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD**

8.1 **Sefton Domain and Pavilion – I Clark (Project Manager Community and Recreation)**

I Clark spoke to the report which provided an update on the Sefton Public Hall Society's progress relating to the rebuild of the Sefton Hall facility. The report also sought approval to replace the full wastewater system at Sefton Domain, using the general renewals building budget. The replacement allowed not only for the repair but also for futureproofing when the new facility would be built. Staff needed to go through a procurement process to confirm the exact cost.

Councillor Williams asked about timing and had brought the issue up after ANZAC Day. There was a portaloos there currently, however this would be a public hall. I Clark replied that prior to ANZAC Day, the Council had been notified of the wastewater fail. Staff then undertook an assessment which had taken some time. Greenspace staff had then gone to the Council's Water Unit to assess the report. It was unfortunate that it had taken so long.

Councillor Williams asked how long it would take for the system to be replaced. I Clark replied that staff needed to go through a design phase prior to going to tender. She hoped it would be finished this year.

Councillor Fulton asked about the provision for the Sefton Public Hall. He noted under risk management there was provision that the lease was for 11 years on the new site allowing sufficient time for fundraising the structure of the new facility. He asked what fallback there was if funds could not be raised. C Brown noted that they would be selling the land the current hall was on and the Sefton Library and using that money as well as extra fundraising. The Council had allocated \$200,000 in the Long Term Plan towards the building costs. Once they had done that, they were still far away from being able to build. He noted that this was a problem for Sefton however there were a number of other communities that owned their own facilities which needed to be upgraded.

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Approves** option one for staff to replace the wastewater system at Sefton Domain.
- (b) **Approves** staff utilising up to \$180,000 from the General Building Renewals budget (PJ code 101179.000.5014) for the replacement of the septic system within the 2024/25 financial year.
- (c) **Notes** that the General Building Renewals programme will have an impact due to the use of allocation of this budget.
- (d) **Notes** the Community Facilities Network plan supports the Sefton Public Hall Society replacing the facility it owns that was damaged in the earthquake and requires renewal.
- (e) **Notes** that staff will be bringing a programme for Greenspace budgets to the Community and Recreation Committee in its July meeting. This report will propose the Greenspace program of works for the next three years, including the General Building Renewals Budget.

CARRIED

Councillor Redmond supported the motion. He noted that the matter had been to the Woodend-Sefton Community Board. There was a problem at the domain that need to be

repaired and related to the hall which would be located in the domain. This was futureproofing as a septic tank would be required in the future.

9 **QUESTIONS**

Nil.

10 **URGENT GENERAL BUSINESS**

Nil.

11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Brine

Seconded: Councillor Blackie

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

Item 11.1 Pines Beach Playground Relocation – Budget Reallocation

CARRIED

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public:
11.1 Pines Beach Playground Relocation – Budget Reallocation	Good reason to withhold exists under section 7	Section 7(h) of the Local Government Official Information and Meetings Act; "enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".

CLOSED MEETING

See Public Excluded Agenda (separate document)

The meeting adjourned at 5:05pm and reconvened in public excluded 5:09pm.

CLOSED MEETING

Resolution to Resume in open meeting

Moved: Councillor Brine

Seconded: Councillor Redmond

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

NEXT MEETING

The next meeting of the Community and Recreation Committee will be held on Tuesday 17 September 2024 at 3.30pm.

Workshop (5:09pm to 5:34pm)

- *Trevor Inch Memorial Library Shelving Replacement and Revised Layout Plan – Luke Sole (District Libraries Manager)*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:34PM.

CONFIRMED

Councillor R Brine (Chairperson)

Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, RANGORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY, 13 AUGUST 2024, WHICH COMMENCED AT 9AM.

PRESENT

Councillor J Goldsworthy (Chairperson), Councillors T Fulton, J Ward, P Williams and Mayor D Gordon (arrived at 9.06am and departed at 10.03am).

IN ATTENDANCE

Councillors B Cairns, P Redmond and R Brine (arrived at 9.50am).

J Millward (Chief Executive), G Bell (Acting General Manager Finance and Business Support), P Christensen (Finance Manager), K Blake (Health, Safety and Wellbeing Manager), G Cleary (General Manager Utilities and Roothing) C Roxburgh (Project Delivery Manager), H Street (Corporate Planner), and K Rabe (Governance Advisor).

APOLOGIES

Moved: Councillor Williams

Seconded: Councillor Ward

That an apology for absence be received and sustained from Deputy Mayor Atkinson and an apology for lateness from Mayor Gordon who arrived at 9.03am.

CARRIED

1 CONFLICTS OF INTEREST

No conflicts of interest were recorded.

2 CONFIRMATION OF MINUTES

2.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 11 June 2024

Moved: Councillor Williams

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 11 June 2024.

CARRIED

2.2 Matters Arising

There were no matters arising.

3 PRESENTATION/DEPUTATION

There were no presentations or deputations.

4 **REPORTS**

4.1 **Audit New Zealand Management Report on the Long-Term Plan (LTP) for the period 1 July 2024 to 30 June 2034 – P Christensen (Finance Manager)**

P Christensen introduced the report which presented the Audit New Zealand management report on the Long Term Plan (LTP) for the period of 1 July 2024 to 30 June 2034. The Council was issued an unmodified opinion on the LTP on 25 June 2024 which showed this was a clean report however it drew attention to the level of uncertainty over the New Zealand Transport Agency (Waka Kotahi) funding of the Rangiora Eastern Link Road and Skew Bridge Projects.

Councillor Williams raised concerns regarding risks in relation to the increased borrowing limits for the Local Government Funding Agency with the possible implementation of the new Local Water Done Well policy, if one of the local authorities within the group failed. P Christensen replied that the rating agencies' credit rating for the Local Government Funding Agency was unlikely to drop or increase by a significant amount.

Councillor Fulton questioned the timing of the New Zealand Transport Agency's (NZTA) funding announcements in relation to the Council's Long Term Plan process, given that this could have significant implications for large roading projects within the district. J Millward responded that this had always been an issue for all local authorities, however NZTA would not consider funding projects that were not included in the LTP and there was little likelihood of a change to NZTA's timelines to coincide with councils' timeframes in the future.

Councillor Redmond queried what the current interest rate margins on bank loans compared with the Local Government Funding Agency and J Millward responded that it was approximately 2% higher. The Local Government Funding Agency (LGFA) would work with councils if required, however it was highly unlikely that councils would fail.

Councillor Fulton queried the cost of software services and P Christenson replied that software could not be considered an asset as the Council did not own the software and only had a licence to use it. Given the Council was in the process of changing software there was a large expenditure required for the implementation however this would be smoothed over the next ten years and was considered an operational cost.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 240711114097.
- (b) **Receives** Audit New Zealand's Management Report on the Long-Term Plan (LTP) for the period 1 July 2024 to 30 June 2034 (TRIM 240723120893).
- (c) **Notes** there are no significant matters arising from the management letter.

CARRIED

Councillor Ward noted that this was a good report given the stringent audit that was undertaken.

Councillor Williams requested that a report be presented to the Audit and Risk Committee on the impact of the introduction of the new water entities in relation to possible risks and liabilities going forward.

Mayor Gordon stated that he believed that it was too early to have definitive information as decisions had yet to be made.

Councillor Redmond agreed with the Mayor that requesting information was premature and applauded the Finance Team for a good result.

Councillor Goldsworthy concurred with Councillor Redmond.

4.2 **Outcomes of the Waimakariri District Council Health and Safety Risk Register Review February 2024 – K Blake (Health, Safety and Wellbeing Manager)**

K Blake spoke to the report which presented the outcomes of the 2024 Health, Safety and Wellbeing Risk Register review and the associated action plan for high-risk and/or high consequence activities. There were nine identified and recorded risk themes which included one critical, five high and three medium risks related to stress, harm from violent/aggressive public, harm from hazards not identified and workplace bullying/harassment.

Councillor Williams expressed concern at the costs related to skid training, four-wheel drive training and road management training. He believed that if a person had a driver's licence it was not necessary to send them on skid training and questioned how many staff were required to drive off road. K Blake replied that this matter had been reviewed and fewer staff were being included in the training and retraining had been extended from three years to five years. She also noted that only staff who were likely to drive off road or would need traffic management skills were sent for that training. Staff were investigating on-line courses which could work in the future.

Councillor Goldsworthy queried if there were liability issues which could impact on insurance if staff were not sent for additional training. K Blake responded she was unsure of the insurance implications however, the Council had a duty of care to its employees.

Councillor Fulton questioned if staff reported instances of aggressive behaviour from the public out of work hours. K Blake replied that staff were encouraged to report all instances of verbal or physical abuse however this did not always happen. Councillor Fulton asked if it was possible to get a breakdown of after hours incidents. K Blake replied that there were known incidents in Oxford and also social media abuse was common. This had led to increased conversations with the Police and some incidents were formally reported. However, for the Police to be able to assist there needed to be evidence of the abuse which was sometimes difficult to obtain.

Councillor Goldsworthy queried if the review showed a lowering of the risk to staff wellbeing. K Blake replied that there had been a positive response in staff wellbeing by acknowledging the issues and the introduction of the RAISE workplace health programme which had also improved the situation. She also noted that recruitment and filling vacancies had also alleviated stress levels of staff.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No 240515077941.
- (b) **Notes** that there has been no significant change in risk assessments during this review, however, there has been an improvement in the quality of the descriptors of current control measures/risk treatments for each risk.
- (c) **Notes** that while there have been no significant changes in risk assessments, there has been change overall in the presentation of the risk register to align with the WDC Risk Management Framework.

- (d) **Notes** The current Health, Safety and Wellbeing Risks (appendix A of the report).

CARRIED

Councillor Ward agreed that the Council had a duty of care to its employees and congratulated K Blake for supporting staff during difficult times.

Councillor Fulton thanked K Blake for giving staff the opportunity to come forward when they felt uncomfortable and for providing a feeling of security in the workplace.

Councillor Redmond supported skid training and felt it was of good value however agreed that only staff who required the training should be sent. He wished to point out that elected members should not be forgotten as they often took the brunt of criticism and social media abuse from frustrated members of the public.

Mayor Gordon concurred with Councillor Redmond's comments and supported the need for programmes to include elected members to assist with reducing stress and the effects of harassment.

Councillor Goldsworthy stated that the effects of harassment and social media could not be underestimated.

4.3 2023/24 Capital Works June Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roadings) and C Brown (General Manager Community and Recreation)

G Cleary and C Roxburgh spoke to the report which showed the progress of the delivery of the 2023/24 Capital Works programme, noting that the results appeared poor in relation to the previous years results. It was noted that some of the projects had been impacted by New Zealand Transport Agency (NZTA) funding being withdrawn and some due to supply issues. However, all the Shovel Ready projects had been completed.

Councillor Redmond asked what percentage of projects that had not been completed had been a result of a Council decision to put the project on hold. G Cleary replied that this was high level reporting and that type of information would not be shown in this format however those projects were taken into account when scheduling projects for coming years.

Councillor Fulton noted that projects initiated by community boards seemed to be often delayed which caused frustration for the boards and queried if community involvement in some of these smaller projects should be encouraged. This could give staff the ability to concentrate on larger more complex projects. G Cleary acknowledged board frustration and noted that this would need staff and board delegations to be reviewed, however this had the potential to increase risks for the Council.

J Millward stated that growth councils, such as the Waimakariri District Council, operated in complex environments. Development delays, delays in the supply of goods and services and weather events all impacted on project delivery. Any emergency event took staff out of business as usual. Land purchase was complex as the Council had to balance price and timing to ensure there was sufficient land for infrastructure development and improvements. He acknowledged it was impossible to achieve 100% delivery in any given year however anything over 90% was considered a good outcome.

Councillor Fulton confirmed that negotiations were ongoing for the Ohoka UV plant. He also queried who carried the cost if projects ran over such as the Ashley Gorge bridge.

Councillor Goldsworthy queried if emergency work was factored into the annual project delivery figures. G Cleary replied that it was added to the programme which then showed negatively on projects.

Councillor Williams

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 240731126257.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$89.81mill total capital spend, \$56.29mill (62.7%) has been completed.
- (d) **Notes** that the previous March Quarterly Report predicted completion of 67.4%.
- (e) **Notes** that progress towards delivering the 2024/25 programme has begun, and staff will report on this after the September quarter.

CARRIED

Councillor Williams stated the Council need to be realistic in what could and could not be achieved in any given year and supported the review of delegations to allow staff to get on and do the work required.

Councillor Goldsworthy acknowledged the frustration due to delays outside of the Council's control.

Councillor Ward acknowledged the huge workload carried out by staff and noted that it must be satisfying when a project was delivered on time. She also acknowledged the quick response times during emergencies which took staff from their core role. However, she also believed there were benefits to be achieved when faced with a challenge and made achieving the end result more satisfying.

Councillor Redmond noted that the report was sobering and indicated capacity issues and staff capability for completing the programme in the given timeframe and queried if the Council was setting staff up to fail by setting aspirational goals.

Councillor Fulton believed that the targets set were ambitious and reiterated community board frustrations. He believed that the Council should harness other options to free up staff to concentrate on larger more complex projects.

G Bell noted that achievement over 80% was considered good in this sphere and it was largely acknowledged in the sector that 100% was unachievable.

4.4 Non-Financial Performance Measures for the year ended 30 June 2024 – H Street (Corporate Planner)

H Street took the report, which provided the results of the Long Term Plan 2021-2031 non-financial performance measures for the 2023/24 financial year, as read.

Councillor Redmond noted the decrease in library visits shown and asked if this was due to digitalisation. H Street noted that this seemed to be a trend during this financial year which could prompt a review on the value of bricks and mortar however it was acknowledged that libraries were more than just books in today's world.

Councillor Goldsworthy queried the wording of recommendation (b) and it was confirmed that "... *and 28 were not achieved*" should be removed from the recommendation.

Moved: Councillor Goldsworthy

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 240723120874
- (b) **Notes** 77 (69%) of performance measures for the 2023/24 financial year were achieved.
- (c) **Notes** 34 (31%) of the measures did not meet target, but nine were within 5% of being achieved.
- (d) **Notes** all measures were reviewed and incorporated into the 2021-2031 LTP.
- (e) **Notes** all measures have been reviewed for the 2024-2034 LTP and adopted for the 2024-2027 financial years.

CARRIED

Councillor Goldsworthy congratulated H Street on a good report and good outcomes.

5 PORTFOLIO UPDATES

5.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward

Annual report

Having worked hard finalising the LTP, finance staff moved more or less straight into annual report mode. They were aiming to get the first draft of the financials ready for the auditors on 19 August 2024. This was a tight deadline, however it was important not to delay the audit. The main challenge this year would be getting the infrastructure valuations completed and audited in a timely manner as there was quite a bit of complexity involved. We had already made good progress on the non-financial aspects of the annual report, with the performance measures for the full 2023/24 year reported to today's meeting.

Treasury management

We had \$10m debt that matured on Thursday 15 August 2024. The Council would roll the debt and keep its total borrowing at \$200m. Additional borrowing was likely to be required in October 2024 to help fund this year's capital works. Some reductions in market interest rates are beginning to be seen which bodes well, however there is always the uncertainty in relation to future interest rates.

Annual Plan

Although the Council only recently completed its LTP, staff are already starting to look forward to the Annual Plan for 2025/26. This included early planning of the project and tracking factors that may have had an impact on future budgets.

5.2 **Communications and Customer Services – Councillor Joan Ward**

Communications

Local Water Done Well

The team had been working with the Mayors and CEs of Kaikoura, Hurunui and Waimakariri District Councils to lead the communications and engagement for this important collaboration. The first announcement and related internal communications to staff and local Government partners went out in early August 2024. The team are excited to take the community on this journey as the model was developed further.

Online engagement platform

The digital engagement platform continued to grow its following. There are now over 2750 registered participants on the platform. When these participants are emailed an average open rate of 80% was received which was outstanding. By comparison 25% was considered an effective email marketing campaign. Recent projects to use the platform included the Beach Volleyball in Waikuku, Oxford Football using the Cust Domain, Northern Pegasus Bay Bylaw, Pegasus Youth Space and others.

Parking Survey

The Integrated Transport Strategy identified that parking in Kaiapoi and Rangiora needed to be investigated. In the first phase of a two-pronged engagement process feedback was being sought from town centre businesses and operators to build on the baseline of knowledge. Once this stage was completed, a similar set of questions will be asked to residents and town centre shoppers.

Media Training for Management Team

Significant media training was undertaken for six staff to prepare them for encountering the media. This included a theory session, exercises, being put on camera, critique and follow up comments. In previous years this had been facilitated by an external consultancy however the skills in the team are such that it can deliver a better service at no cost.

Civil Defence Public Information Management internal training

Internal training for staff outside the Comms and Engagement team has been undertaken to bolster the numbers for Civil Defence PIMs (Public Information Managers). This was important to do as the CE had identified that he would like to see each function have five skeleton shifts available for deployment to ensure there was capacity within the organisation to look after residents during a natural disaster. Training was undertaken and systems put together in house to meet this requirement. Currently the Council now had four shifts and were identifying further staff to be part of the team.

Long Term Plan

The team had been involved in the creation of the document, organisation of meetings etc. Following adoption, the focus turned to closing the loop through responding to submitters.

Otherwise, a couple of highlights from our recent metrics for between April to June include:

- 30 news stories, 102 media queries
- 6 engagement projects
- An electronic newsletter project called '*A day in the life of a Kerbside Collection Driver*' took a fun look at an occurring problem in the placement of rubbish bins across the District. The feedback received on this had been very positive and a lot of residents responded positively to

this 'softer' tone of messaging. Often punitive messaging damaged how residents saw the Council.

Councillor Williams expressed concern that there was more information out in the public domain on three water reforms than elected members were being given by the Comms Team. This was especially concerning for him as this was his portfolio and he felt he did not have sufficient information to answer queries. J Millward stated that once all the options had been worked through elected members would be fully briefed however he acknowledged that there was a lot of speculation in the media. Councillor Williams believed that there should be clearer messaging that no decisions had been made as the media were implying that the new arrangements were a done deal.

Customer Services

- Dog registrations were due by 31 July. The second year of the multi-year dog tag went well with very few new tags issued. Staff noticed the reduction in administration work, and there were significant savings on postage as well.
- Over 1600 rates rebates had been completed and there were firm bookings for the next few weeks. The full rebate was \$790 for this year.
- Around 900 letters had been sent out on rates arrears owing from previous years. Invitation for people to make contact so staff can look at appropriate payment arrangements.
- Datascape Service Requests went live on 1 July 2024. Staff had managed the changeover very well. The next areas being worked on are rates, land and property, cash receipting, debtors and debt management.
- LIM numbers had remained steady over the winter and there are already 200 applications ahead of the same time last year.

Councillor Fulton requested a review of capabilities on the Snap Send Solve to incorporate the option for an elected member to be identified as such. It was determined that staff should offer training on the system to ensure that elected members were able to utilise this ap to its full capabilities. Councillor Fulton also queried the 'completion' status and was told that completion was to the contractors standard. Councillor Fulton also queried the status of the review on the search function for the web and was informed this was still being worked through.

Councillor Williams noted that he has received feedback that the multi-year dog tags were not up to standard and that the numbers and bar code washed off. However no such feedback had been received officially and there were only a few replacement tags requested during the previous year.

6 QUESTIONS

Nil.

7 URGENT GENERAL BUSINESS

Nil.

8 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Goldsworthy

Seconded: Councillor Ward

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

Item 9.1 Update on Insurance Matters.

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
9.1 Update on Insurance Matters	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (LGOIMA s 7(2)(i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 10.47am and concluded at 11.03am.

OPEN MEETING

Resolution to resume in Open Meeting

Moved: Councillor Goldsworthy

Seconded: Deputy Mayor Atkinson

THAT the open meeting be resumed and the business discussed with the public excluded remained public excluded.

CARRIED

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 10 September 2024 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.07AM.

CONFIRMED

Chairperson
Councillor Goldsworthy

2024

Date

UNCONFIRMED

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 7 AUGUST 2024 AT 7PM.

PRESENT

T Robson (Deputy Chairperson), M Brown, T Fulton (arrived 7:15pm), R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were 13 members of the public present.

1. APOLOGIES

Moved: P Merrifield

Seconded: M Brown

THAT an apology for absence be received and sustained from S Barkle, and for late arrival from T Fulton who arrived at 7.15pm.

CARRIED

2. PUBLIC FORUM

2.1. AJ Lowe

A Lowe thanked the Board, especially S Barkle, who had presented at the Proposed District Plan Stream 12D Hearing in opposition to Plan Change 31. Residents were very grateful for the work that the Chair and Deputy Chair had done. She noted that the Ohoka Residents Association did not feel very positive in regards the Stream 12D Hearing. There were 650 people opposed in the Plan Change 31 however only two entities had spoken against the changes proposed in the District Plan in Stream 12D. She commented that there was a lot of stress in the community, who were unsure to the status of this matter and did not know where to access information.

T Robson thanked A Lowe for speaking to the Board. The Board appreciated that there was still a lot of interest from the community, and it was stressful. He noted that the Board were trying to do as much as they could to support the community.

2.2. Barbara and Brian

Barbara noted that the Council had submitted on the Government's Fast Track Policy. She understood that the Council had accepted this policy with a few amendments. She asked how this would affect the Rolleston Development subdivision. T Robson did not think it would be affected at this stage.

G Cleary did not believe it would affect the current process, which was already so far advanced, however it was currently in the hands of the Government.

Barbara asked who in the Council would be representing Ohoka when Plan Change 31 was being considered in the Environment Court. N Mealings noted that the Board had joined the proceedings. The Council had declined the resource consent for Plan Change 31 and this now meant that the Council were respondents in the court case. Council staff would be defending the decision to decline the Plan Change, with the Board's support.

2.3. **Keith Gilby**

K Gilby spoke to the Board noting he was the president of the Oxford Football Club and had presented at the National Sports Awards where the Oxford Football Club were finalists for community impact. The Club faced some unique challenges in the community as it was a small family club that operated out of a container at Pearson Park. The Club was the only football club in New Zealand to offer free kids' football. The main barrier was affordability. The Club had low membership numbers compared to the bigger clubs as there was a limited pool of children that could call upon. There were limited sponsorship opportunities which made it particularly challenging to fund basic operational maintenance of a sports club. There was a 'one size fits all' participation model which was something the Club had challenged with Mainland Football and New Zealand Football. Another issue the Club had was accessibility. Whilst the youngest children got to play in the amazing environment in Oxford, the older children, once they reached nine, had to commit to travelling to Christchurch. The Club had wanted to take a programme to the local junior schools and had started with three schools which had generally been a play session to encourage ball skills and getting kids used to playing with each other. Less than 5% of students asked were part of any type of sports club, the national average was 87%. The Club was looking for funding to include twelve schools in the programme.

The Chairperson thanked Mr Gilby for his presentation.

3. **CONFLICTS OF INTEREST**

Item 7.2 – T Robson declared a conflict of interest as he was the Chairperson of the Oxford Community Trust.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 3 July 2024**

Moved: M Brown Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 July 2024, as a true and accurate record.

CARRIED

4.2. **Matters Arising (From Minutes)**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Seasonal Temporary Paper Road Closures for Nesting Bird Protection – L Ellis (Operations Manager, North Canterbury District, DOC), S Young (Senior Ranger Biodiversity, DOC), and G Davies (Ashley Rakahuri Rivercare Group)**

S Young noted that braided rivers were a special ecosystem and were globally rare. Canterbury had 64% of New Zealand's braided river ecosystems. Due to extensive land development, braided rivers were now almost the last stronghold of native biodiversity on the Canterbury Plains. Braided rivers were a very dynamic habitat and were home to a wide range of species. A lot of which were specially evolved to cope with the harsh habitat of the braided river system. There were around 85 species of birds that lived on the braided rivers, many of which were endemic, of which many were threatened. Their natural

predators had been primarily airborne, so they had evolved to camouflage to their surroundings and laid their nests in the open shingle.

G Davies noted that the Ashley was the least damaged of the Canterbury Plains rivers which made it quite important. The bigger rivers received flooding from Norwest rains however the Ashley did not. The Waimakariri River had entire nesting seasons where all the birds had been washed out due to repeated flooding. Due to this the birds had migrated to the Ashley River as their principal nesting area. The Ashley Rakahuri Rivercare Group conducted bird studies in the upper part of the Ashley River which had become an important habitat. The nesting season was from 1 September through to 31 January.

L Ellis noted since 2021 they had seen a massive increase in the number of vehicles on the Ashley River. In part that stemmed from a radio station promotion of 'crate day' which occurred in December. An unofficial organised group had introduced a river run which occurred on the Ashley River from the Okuku confluence up to the Ashley Gorge. This had a real impact on the biodiversity of the threatened birds that lived on the riverbed. Not just from vehicles running over the nests but from the stones getting flicked up from vehicles driving by. Once the nests were disturbed then often the parents would abandon the nest. From a vehicle it was impossible to see the native birds because of their camouflage. In 2023 DOC had worked with the Ashley Rakahuri Rivercare Group, New Zealand Police and the Council to close some access points to the river. It was difficult to prosecute those that flouted the bylaws and therefore the decision had been made to request that the Council to close the legal road from the Okuku confluence to the Ashley Gorge from September till the end of January each year. If violated this would then be dealt with by the Police as any roading/traffic violation would.

T Fulton asked what their experience when blocking off other access points in the past. Over the years there had been a lot less vehicles out in the river, they used to see the concrete blocks being pulled away, but there was very little of that in 2023. It was a combination of physically blocking the river, education, publicity, and signs that was a major success in that part of the river.

P Merrifield asked if the radio station was still involved. S Young noted that the radio station had been approached to downplay their involvement with crate day, however this was a well ingrained event now.

N Mealings asked if the road was closed, what enforcement options did the Council have for those that flouted the closure. G Cleary explained that the Council would use a temporary traffic management plan for the closure, which would be legally enforceable by the Police.

T Robson asked if there was sufficient funding to install the concrete blocks at all the access points to the river. S Young noted that they had identified 20 main sites and would progressively close more each year. DOC had funding to block off the key access points.

T Robson noted that there were a number of people that were 4wd enthusiasts who did respect the rules. He believed that if it got to a point where everything was closed down it would have a reverse effect of encouraging bad behaviour. He commented that DOC needed to be mindful that every area they closed had the ability of causing those who would normally behave in a responsible and respectful manner to change their views.

N Mealings asked if there were other rivers, for instance the Eyre River, which were safer and less disruptive to the bird life for 4wd enthusiasts. S Young noted that it was a tricky question to answer given that there a few nesting sites on the Eyre River as well.

5.2. **Councillor Claire McKay – Environment Canterbury**

Councillor McKay noted that Environment Canterbury (ECan) went out with the preferred option in their Long Term Plan with an average rate rise of 24.2%. They had received 1,300 submissions with 153 people wishing to speak to their submissions. Following deliberations, ECan had finished with an average rate rise of 17.9%. The options that went out in the consultation document were all accepted. Including the two special consultation ECan had gone out with. The one million dollars for biodiversity concentrated in the

Christchurch City boundaries, which would be available for local community work. ECan was looking for support from the Selwyn and Waimakariri District Councils to collect a set fee from ratepayers across the area for increased flood resilience. The community were concerned around the impact of a 24.2% rate rise. ECan staff managed to find some significant reductions of rates in year one, however there were some additions. One was a motion to put another \$200,000 into maintenance of its regional parks. The other was an extra \$65,000 into the Rural Trust Advocacy Group which was associated with Civil Defence Emergency Management concentrating on rural areas. The biggest changes were in public transport which ECan had delayed due to uncertainties with funding from the New Zealand Transport Agency.

Councillor McKay noted, the Board had commented that the format of the consultation document was lacking in detail., ECan had changed its core service function and the document had focused on these core functions. To do that staff had consolidated everything into three sections within the document and agreed that it had been hard to read. The Board had also indicated that they believed that the freshwater, groundwater, and surface water had taken a back seat. She assured the Board that this was not the case. Expenditure in that area totalled 134 million. Looking at authorisations, consents, compliance, the regulatory framework, and data information ECan was looking at spending 100 million dollars. There was huge investment going into that area. Currently the gravel strategy was in development which was taking a while to get agreement. The Board had also indicated it would like assurance regarding river maintenance. Councillor McKay commented that the ECan river engineers did exemplary work and were well sought after for advice and assistance by other local authorities.

T Fulton asked if Councillor McKay had any comments of the Draft Regional Policy Statement which was open for submissions. Councillor McKay noted that entities that had been involved previously such as Councillors would have had an opportunity to provide feedback, however this had not gone out to the general public at this stage.

N Mealings asked if there was still talk about putting together an Ahsley rating district. Councillor McKay understood from feedback that the Waimakariri District Council requested that this be put on hold until it had further discussions, therefore this matter was still on the table.

N Mealings noted that ECan were doing some minor stopbank renewals. She asked if they were planning to do any more. Councillor McKay noted that option two, the preferred option, was still planned.

N Mealings asked about the one million dollar biodiversity fund and if it would be contestable. Councillor McKay noted that she was unsure how people would apply for the fund yet.

6. **ADJOURNED BUSINESS**

A memo (Trim ref: 240805128710) had been separately circulated in relation to the funding request from Ohoka School Aims Games Basketball Team which was left to lie on the table at the Board's July meeting until further information had been provided in regards to whom the grant would be paid.

This information had been provided by the Coach and was included in the memo for the Board's consideration.

Moved: P Merrifield

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Approves** a grant of \$300 to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.

CARRIED

P Merrifield commented that the Board needed clarity on what the money would be spent on and that the funds were not absorbed by the School's everyday expenses. K Rabe replied that the Team would be required to fill in an Accountability Form stating what the funds had been used for with supporting documentation.

N Mealings commented that the Team had asked for more money, however believed that \$300 was in keeping i the number of students benefitting and with other applications received by the Board.

7. **REPORTS**

7.1. **Proposed Roding Capital Works Programme for 2024/25 and Indicative Three-Year Programme – J McBride (Roding and Transport Manager) and K Straw (Civil Projects Team Leader)**

J McBride spoke to the report which sought the endorsement of the Roding Capital Works Programme for 2024/25 and indicative three years 2025-28. The minor safety programme was developed largely from known deficiencies, roadside hazards, safety issues and gaps in the network. The bus shelter programme was largely agreed through the Public Transport Futures business case; however, the Roding Capital Works Programme did not include large projects which had separate budget allocations through the Long Term Plan.

T Fulton noted that planned work in rural areas, attracted quite a lot of industrial traffic. He asked if Council staff considered this especially turning areas. J McBride noted that a balance was required. Staff had tracking kerbs and minimum radius sizes which were always applied to the design process especially for rural intersections. Unfortunately, sometimes mistakes did occur and there was occasionally damage caused by large vehicles.

N Mealings noted in the wider improvement projects, it stated that there were other lighting projects to be confirmed for Oxford. She asked if Council staff knew what those would be yet. J McBride explained that it was for work that had not yet been identified and could be ward wide. Some projects may look to address the identified gaps after the swap to LED bulbs in Oxford.

N Mealings noted under, high risk intersection treatments, Mill and Ashworths Roads and asked what was proposed for that intersection. J McBride replied that when Council staff were prioritising intersections, they looked at a number of factors including the crash history at the intersections which were flagged as the highest risk. Staff then considered lines and signs and upsizing the signs to improve the lead in lines.

P Merrifield sought clarification on the Oxford speed thresholds. J McBride noted it was a future project to try and reinforce the speed at the entry into towns. In the likes of Woodend and Waikuku they had the bigger threshold signs installed and there was the opportunity upgrade those thresholds in other towns.

Moved: T Fulton Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240419062980.
- (b) **Endorses** the attached 2024/25 DRAFT Proposed Roding Capital Works Programme (Trim No. 240624102120)
- (c) **Endorses** the indicative Roding Capital Works Programme for the 2025/26, 2026/27 and 2027/28 years.
- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from this report, and reports to the other Community Boards,

will be taken by staff and will be incorporated into the final report which is proposed to be taken to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

7.2. **Application to the Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund - K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that the Club was requesting funding for paint for marking out their pitches which included Pearson Park and Cust Domain. However, the decision on Cust Domain weather Cust Domain would hold permanent football pitches was yet to be made. She had spoken with K Howat, Parks and Facilities Team Leader in connection with the Cust Domain report and was informed that this would be presented to the Board at its October meeting.

P Merrifield noted that the Club had requested \$1,000 however if the application was unsuccessful the event would not go ahead. He believed that they would be able to find some extra money.

M Brown was confused as the report said the marking would be essential for rural football in the Schools' Development Programme and the ethnic tournament to be held in October 2024. He queried whether the tournament would be held just at Pearson Park. K Rabe noted that K Howat had said that the Club were well aware that the decision on Cust Domain would not be made until October.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240702106994.
- (b) **Resolves** that the application from the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and Cust Domain lie on the table until either after the decision on Cust domain has been made or a new application is presented for the marking for Pearson Park.

CARRIED

T Fulton commented that the Club had chosen to go zero fees and that had implications on maintenance as well as the Oxford sporting community.

T Robson left the table while the application for the Oxford Community Trust was considered.

N Mealings assumed the Chair.

K Rabe noted that the Oxford Community Trust were hosting a Big Day Out. The Trust had hosted a similar event in 2022 which had been very well received. The Trust had applied for funding from all Community Boards which would go towards catering costs.

T Fulton noted that the Trust had applied to other Community Boards, who tended to take consider the benefit to their areas when allocating funding. He asked the Board to attempt to compensate for the fact the other Boards were likely to either reduce the figure or to decline the application. K Rabe noted that the event was for all social providers within the Waimakariri and Hurunui District Council areas and could be considered a benefit district wide.

N Mealings noted that the Oxford Community Networking Forum was run by the Oxford Community Trust was comprised of agencies that may hail from outside of the Oxford-Ohoka Ward, however they also delivered services in Oxford. She believed that there was a lot of value in the event.

Moved: P Merrifield Seconded: R Harpur

THAT the Oxford-Ohoka Community Board

- (c) **Approves** a grant of \$500 to the Oxford Community Trust towards the catering costs for the Trust's Day Out event.

CARRIED

P Merrifield commented that it was the start of the financial year therefore the Board needed to be prudent with its funds therefore he had suggested a slight decrease to the requested amount and believed that if the other Community Boards did contribute, they would have a reasonable amount to go towards catering costs.

R Harpur noted that this allocation would leave the Board with around \$2,000 for the rest of the financial year. He believed that \$500 was a good amount when considering the Trust had applied to the other Community Boards as well as receiving \$1,200 from Creative Communities fund .

T Robson resumed the Chair.

7.3. Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – K Rabe (Governance Advisor)

K Rabe spoke to the report noting that as the Board had not allocated its general landscaping budget for the 2023/24 financial year, they had a budget of \$28,010 for the 2024/25 financial year. The discretionary grant fund had a slight increase to \$6,330. Council staff had updated the discretionary fund application and accountability forms to take into account all the points that the Boards made during the review of the criteria for the fund.

P Merrifield believed that the 2023/24 general landscaping budget had been allocated. K Rabe noted that due to a lack of resourcing the 2022/23 general landscaping budget was only allocated in June 2023 which was the last month of that financial year, and the Board never allocated the 2023/24 general landscaping budget.

T Fulton noted a carbon farming venture had fallen over, and the Water Zone Committee was considering options for the use of thousands of young mountain beech which would have been used to plant up to twenty-six hectares of hill country. One of the areas that Council staff were looking at was hill country in the Oxford Lees Valley area. He noted that there would be associated costs with planting and maintenance which the Board could support with its Landscape budget.

T Robson commented that the Board had never had the opportunity to promote project in Lees Valley, and he would like to do something there.

M Brown noted that funding for the West Eyreton Oak Reserve had been approved for signage and the railway signage which still had not been achieved. He believed that it was important when looking at these projects that delivery of the projects in a timely manner could be achieved.

Moved: P Merrifield

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$14,330, with a carry forward from the 2023/24 financial year of \$13,680, being a total of \$28,010.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No.

210603089980).

- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

CARRIED

8. **CORRESPONDENCE**

8.1. **Council Long Term Plan Submission Response Letter**

Trim ref: 240216022707

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).

CARRIED

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for July 2024**

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 240725122295).

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 8 July 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 July 2024.
- 10.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 10.5. Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.
- 10.6. Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.7. Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.8. Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.9. Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.10. Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.11. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 10.12. Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.

10.13. Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

10.14. Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

Moved: M Brown Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

(a) **Receives** the information in Items.10.1 to 10.14.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

T Robson

- Met with J Millward and K LaValley to discuss the Woodstock Landfill process.
- Ashley Gorge Advisory Group Meeting.
 - Inspected the vegetation clearance on the roadside. They were very pleased with the work that had been done. The Group had requested that this was now regularly maintained.
 - The Group had discussed possible new members.
 - The Ashley Gorge Gala Day had trialed in 2024 and would be held on Waitangi Day in 2025.
- Attended Oxford Community Trust meeting –had discussed the bike pump track. The Trust was keen to see it happen soon and had been working with Council staff to put a proposal to install a semi-permanent track that could be up and running by Christmas. The Trust were organising the funding themselves.
- Public meeting on the Woodstock quarry appeal.
- Attended Council meeting.
- Oxford Garage Sale Trail. Had good engagement with the community And there Wahad been lots of positive feedback about the landfill.

N Mealings

- Property Portfolio Working Group Meeting.
- Ohoka Domain Monthly Working Bee – Attended the monthly working bee to look after plantings at the Ohoka Bush. Council staff also attended to discuss maintenance and drainage issues with the Ohoka Drainage Advisory Group.
- Eyreton Hall Meeting – Met with Eyreton Hall committee officers at the hall to discuss issues affecting the hall.
- Council Workshop/Briefing – Draft setting of Speed Limits 2024 Rule, Central Government was essentially proposing to unwind changes made by previous Government and was proposing to require Councils to use variable speed limit signs around schools.
- Utilities and Roading Committee Meeting – A third grader was now operating on the road network and unsealed road maintenance was underway. Washington Place culvert upgrade was to begin in August.
- Mandeville Sports Club (MSC) meeting followed by Mandeville Sports Club Board meeting – Current Clubhouse caterer has given three month notice (to 24 September if not sooner). MSC looking for a new hospitality provider to take up the contract. MSC Board also looking for another board member. Bike Track stage one was now underway around MSC perimeter. New security system installed.
- Towards Pest Free Waitaha Meeting.
- Community Wellbeing North Canterbury Board Meeting.
- Community and Recreation Committee Meeting – Deputation from Age Friendly Advisory Group, reported overwhelmingly positive findings from its recent consultation that the district was age friendly.

- Abbeyfield Waimakariri Annual General Meeting.
- Mandeville Sports Club Catch up.
- Helped with Ohoka School Fundraiser.
- Council Workshop/Briefing.
- Solid and Hazardous Waste Working Party – Council would begin updating its Waste Management Minimization Plan of which a draft would go out for consultation in a few months.
- Waimakariri Youth Council Meeting – Two Youth Councillors recently attended the Festival for the Future in Wellington.
- Residents Meeting – Met with Council staff and residents re: Threlkelds Road flooding issues.
- Property Portfolio Working Group Meeting.
- Property Site Visit – Visited a rural Oxford property undertaking a revolutionary native planting approach. Brilliant!
- Ohoka Domain Working Bee – Monthly working bee to maintain plantings in the Ohoka Bush. Great community effort on this fantastic long-term project!
- Council Meeting.
- Greater Christchurch Partnership Committee Briefing.
- Meeting with Ohoka School Principal – Met with Ohoka School's new principal to catch up on latest happenings at the school and discuss ways we can work together for community benefit.

P Merrifield

- Attended the Nitrate water testing at the Mandeville Sports Club.
- Interested with the 60/40 split towards the negative on the Cust Domain consultation. He had put the consultation on the Board's Facebook page which was popular.
- Contacted a Selwyn Community Board member around the Waimakariri Gorge Bridge.
- Grey Power Meeting – questions about why the Oxford Hospital was under utilised.

M Wilson

- Attended the Kaiapoi Arts Expo – a fantastic evening which showcased Waimakariri's artists.
- Attended the Women's Institute Meeting. Trying to help raise the profile.
- Public Meeting on the Woodstock Quarry.
- Waimakariri Health Advisory Group Meeting. There would be an advert going out for an independent Chair. Cathy from Health New Zealand, Te Whatu Ora provided an update on the changes. It was unclear yet the implication of those changes being made but we would be moving from centralized back to regions having more say. There was talk on rural after hours care and what it might look like. GP fee increases were having an impact. There was a handout for youth from the Council's Community Team around services that were available for youth. There had been successful parenting lectures. There was a project mapping what was going on for older persons in Waimakariri and that there had been no social worker services in Waimakariri for older people.
- Swannanoa School were building a bike track.

M Brown

- Eyre Environmental Safety Society – they had four members and needed ten to stay incorporated so would be doing a membership drive.
- Eyrewell Forest Residents' Group – their biggest issue was drones.
- He was now the Director of the Oxford Health Charitable Trust and Oxford Health Ltd.
- West Eyreton Oak Reserve and Railway Signage – He and T Fulton had met with K Howat in relation to design work.

R Harpur

- Attended a Junior Primary School North Canterbury Netball tournament. Amazed at the huge number of participants and the organisation that went into it. It was a shame that

the likes of the Ohoka Netball Club held all their practices at the Mandeville Sports Centre but played all their games at Dudley Park in Rangiora.

- Mandeville Sports Club work had started with the walking track.
- Attended the Waimakariri Access Group Annual General Meeting.
- Would be attending the Community Board Conference in Wellington.

T Fulton

- The Gym Trust had been declined for its Rata application. They believed that they would still have enough funds excluding that to go ahead.
- Had an interaction with a resident on Two Chain Road/North Eyre Road who had been flooded repeatedly on the south side of the intersection. Several years ago, the resurgence channel flooding issues through her property were resolved by a pipe under North Eyre Road which took the flooding from the south side to the north side.
- Attended the Take Back the Night Function at View Hill School – the Dark Sky Group with Canterbury University put on presentations in each classroom to learn about astronomy.

12. CONSULTATION PROJECTS

12.1. A Lease for the Historical Scow Success

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

The Board noted the consultation project.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 July 2024: \$4,932.

13.2. General Landscaping Fund

Balance as at 31 July 2024: \$28,010.

The Board noted the funding update.

14. MEDIA ITEMS

Nil.

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Moved: M Brown

Seconded: P Merrifield

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

CARRIED

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
15.1	Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment, and to maintain legal professional privilege as per LGOIMA Section 7(2)(f)(ii) and (g).
15.2	Ashley Gorge Reserve Advisory Group (AGRAG) appointment of additional members	Good reason to withhold exists under section 7	The report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons.

CLOSED MEETING

See Public Excluded Agenda (separate document)

The meeting adjourned at 9:45pm and reconvened in public excluded 9:56pm.

CLOSED MEETING

Resolution to Resume in open meeting

Moved: T Robson Seconded: R Harpur

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

16. QUESTIONS UNDER STANDING ORDERS

Nil.

17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 4 September 2024 at the Ohoka Community Hall.

Workshop (9:57pm to 10:03pm)

- *Members Forum*
 - *Wolffs Road Bridge Charity Entity*
 - *Community Hubs*
 - *List of Oxford Events*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:03PM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 12 AUGUST 2024 AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, R Mather, P Redmond and A Thompson.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), G Stephens (Design and Planning Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were seven members of the public present.

1 APOLOGIES

Moved: S Powell Seconded: P Redmond

THAT an apology for absence be received and sustained from I Fong.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts recorded.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 8 July 2024

Moved: B Cairns Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Confirms** the Minutes of the Woodend-Sefton Community Board Meeting held on 8 July 2024.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 David Fordyce – Proposed Solar Farm

D Fordyce advised that he was a resident of Beattie's Road, Ashley, which borders the proposed solar farm installation at 87 Upper Sefton Road. In 2023, Upper Sefton Road residents were made aware of a resource consent application by Solar Bay Limited to develop along Upper Sefton Road. Many residents had concerns that the consent would be non-notifiable. These concerns led to some of the neighbouring landowners organising a public meeting, which had over 30 attendees. He noted that the company seeking the resource consent was a wholly owned subsidiary of Energy Bay Proprietary Limited based

in Sydney. As part of the consent process, the firm visited the immediate neighbours in an effort to gain signatures on approval documents.

D Fordyce explained that the solar power industry was unregulated worldwide and seemed to have no parameters or rules regarding operations or appropriate sizing. He could not find any regulations other than the Resource Management Act of 1991 relating to solar power. He noted that as LUC2 land, 87 Upper Sefton Road was designated for pastoral farming and, as such, was protected by the National Policy Statement Regulations of October 2022.

D Fordyce reported that MainPower was establishing a solar farm on low-grade land at Eyrewell Forest, away from residential properties, which allowed for a clear buffer zone. However, the proposed solar farm at 87 Upper Sefton Road would have neighbours' residential dwellings within 50 and 100 metres of the proposed installation. Data gathered showed that solar farms should not be developed within 800 metres and, in some cases, up to two kilometres of residential properties. If the proposed development proceeded, the Ashley Village and Ashley School would be within two kilometres from the solar farm. Also, 87 Upper Sefton Road was within 900 metres of the local well which supplied much of Ashley's water.

D Fordyce noted that large solar installations caused heat bubbles as the panels were, at best, only 20% efficient, with 80% of the energy being reflected back into the atmosphere. Heat bubbles could cause a temperature rise of between three and five degrees in the surrounding area. The heat from larger solar farms had shown to cause localised weather alterations. As the Council had embraced the climate change agenda, it must consider the associated effects of its consenting processes. Furthermore, one of his greatest concerns was the effect of this proposal and the unknown effects of solar power generation on mental health.

D Fordyce advised that research on the potential mitigating factors around property valuations ranged from 4.5% to 30%. In terms of managing potential risk, there were no international guidelines for the safe use of solar panels or any mitigating factors. He believed it was incumbent on any council that was going to have a solar farm in its area to be mindful of that. He further noted that residents were informed that the power generated from the proposed solar farm was not for local consumption, as it would be on sold to businesses south of Christchurch.

P Redmond asked if any neighbours had withdrawn their written consent. D Fordyce noted that only one neighbour had signed, and he was seriously considering withdrawing his consent.

S Powell thanked D Fordyce for presenting to the Board and expressing his concerns.

4.2 Allin Drive Reserve – Aidan Johnston

A Johnston spoke to the Board noting that he was a Bachelor of Art student majoring in psychology and Māori indigenous studies at the University of Canterbury. He was seeking permission from the Board to establish a food forest at Waikuku Beach. He noted the most recent New Zealand Health survey found that less than half of adults met the physical activity guidelines recommended by the World Health Organisation. Over half of adults did not eat the recommended amount of fruit or vegetables they needed per day. For younger children only 5% ate the recommended number of vegetables. For New Zealand households one in five children lived in households where food often ran out, which increased to one in three for Māori and Pacifica families. A food forest was by no means a magic cure, however it was a start. Food Forests could help build stronger, healthier and more resilient communities. This was achieved through nurturing relationships between people and spaces, promoting resilience, wellness, education and sustainability. Most importantly they were hubs of social development and change.

R Mather asked if A Johnston had spoken with the reserve neighbours and if so, were they supportive of his initiative. A Johnston replied that they were 99% supportive. He had spoken with all the key stakeholders and had received a preliminary ok for the initiative.

A Thompson suggested the Taranaki Reserve as a location.

B Cairns asked if A Johnston was a representative of a group. A Johnston replied that he had contacts through his time working at Rangiora Landscapes. He also worked for the Council as a park ranger who could assist with planting days. The backing of Food Secure North Canterbury and with B Cairns' assistance, he had the ability to draw on community organisations to ask for financial and human backing.

B Cairns asked if he had received any donations of trees. A Johnston noted that had three trees to start with.

S Powell asked if he had any thoughts about the Taranaki Reserve. A Johnston believed the pocket food forest included on the proposed plan would be a good start. The general consensus with the neighbours he had spoken to was recognising that Waikuku was the 'north shore' of Christchurch. It was finding the balance where they were not attracting all of Christchurch and making sure it was for the most appropriate use of land.

P Redmond asked if he was proposing any structure for the group to operate and set up the food forest. A Johnston noted that they were looking to potentially come under Food Secure North Canterbury.

S Powell asked what contact they had with the Council's Greenspace Team. B Cairns noted that he had spoken with Council staff. S Powell introduced A Johnston to Grant Stephens, the acting Greenspace Manager.

A Thompson asked if the park was used frequently. A Johnston noted that it was not overly used.

The Board requested that staff investigate this proposal and bring back a report for consideration.

S Powell thanked A Johnston for his energy and enthusiasm and for bringing this idea to the Board.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Woodend Beach Domain Playground Relocation – G Stephens (Greenspace Design and Planning Team Leader)

G Stephens took the report as read. He noted since the previous report had come to the Board the budget had been increased. Council staff suggested that the playground project be included with the renewal of the carpark and toilet to gain efficiencies. All three projects would be able to be completed in the 2025/26 financial year. The next step was to approve a location for the playground. Council staff did not believe that the current site was tenable, the amount of work needed to make it accessible was impracticable. Option two was located across from the Te Kohaka Trust building. Council staff believed that was a perfectly suitable site and would meet the needs of the community. However, the challenge was that it was a bit disconnected from the beach and the current toilet location. The third option was to put the playground in the dunes. Council staff thought creating a dune coastal play space using a lot of elements for natural play would be different and offer a different experience to other play areas in the district. However, further investigation would be required to ensure that this option was viable.

P Redmond asked if there was any relationship between the playground and the location of the toilet. G Stephens classed the location as complementary. The two groups that would use the toilets were the beach users and the playground users.

P Redmond noted there had been a suggestion of locating the toilets next to the Trust building because of the sewerage connection. G Stephens noted that was part of the due diligence that Council staff would need to investigate further. He understood that the Trust building was on a septic tank.

P Redmond asked where Council staff thought the best location was. G Stephens replied, based on the main use of the areas being the picnic area, the playground and the beach, his recommendation would be for the toilet to be as close to those areas as possible. If the playground shifted opposite the Trust building, staff would consider shifting the toilets was an option.

P Redmond asked if it was possible to retain the existing fort. G Stephens replied that Councils playground inspector had inspected the fort and retaining it was not an option as it had received a lot of damage due to being regularly submerged.

R Mather noted that she had visited the option three site and found that it was cold and shady. She asked if that would be an issue during winter. G Stephens did not believe it would be an issue, however staff would need to do a tree survey looking at the health and safety requirements when looking at the feasibility of the site.

R Mather noted that the location seemed like a passing through area and asked if the play area would include seating and a picnic table for child minders. G Stephens noted as part of this renewal staff would be looking at all those needs to be included in the area.

R Mather asked about accessibility. G Stephens replied that the plan would go to the Waimakariri Access Group for assessment. There would be elements that would not be accessible for everyone. The focus was on inclusivity so that there would be challenge and fun for everyone. Part of the needs would be pedestrian network especially up to the toilet.

R Mather hoped that in the future there would be an accessible viewing platform considered for the beach. G Stephens noted if the Board was interested in including a viewing platform, it should indicate that now so it could be included in the master plan for the area, acknowledging that this would be a project for the future.

A Thompson noted that it was great to see the proposed timelines in the report, and urged staff to adhere as close as possible to them.

S Powell asked how the toilets and playground worked with the car park renewal which was scheduled for the current financial year. G Stephens replied that the Council had approved the budget for the toilet being brought forward, so it was in the same financial year as the playground.

Moved: R Mather Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM number. 240429067092
- (b) **Notes** that there is budget within the approved Greenspace Capital Works Programme for the renewal of the carpark in year 2024/25 with a budget of \$200,000 and the renewal of the play space in year 2025/26 with a budget of \$400,000
- (c) **Notes** that a report supported by the Community and Recreation Committee is before the August Council meeting to bring the toilet budget of \$375,000 forward to be within the 2025/26 financial year.
- (d) **Notes** the complexities of the current site and the flood prone nature which makes it untenable as a future location for a play space/toilet renewal.
- (e) **Approves** Staff carrying out investigations into Option 3 -Coastal Dune Play Space and if practicable, proceed with this option into the design stage noting that a design would be brought back to the Board for consideration and approval for consultation

with the community.

- (f) **Approves** that if staff identify that Option 3 – Coastal Dune Play Space is not practicable, staff proceed with design for a play space at Option 2 with the design being brought back to the Board for consideration and approval for consultation with the community.
- (g) **Notes** that as part of the design process, the location and design of the toilet replacement and also the wider car park refurbishment would also be included so that the board can consider how the site works as a whole.
- (h) **Requests** that, when progressing the Masterplan for this area, that provision be made for the option of including a viewing platform at Woodend Beach in the future.

CARRIED

R Mather commented that it was a good report and she believed that option three was a good opportunity to do something different. She hoped staff could make it happen.

S Powell echoed R Mathers comments. She commented that it was an exciting opportunity to try something a bit different. She noted from the Waimakariri Access Group point of view staff had proactive in talking to them in the early stages of projects.

P Redmond commented that the Board did not want this project to become unaffordable otherwise the toilets and the playground could be deferred further. The viewing platform was just something to be included for future consideration and would not hold up the current timing of the playground or toilets.

6.2 **Waikuku Beach Pond – B Dollery (Ecologist – Biodiversity)**

G Stephens took the report as read, noting it was for information. The \$5,000 had been allocated from the ZIPA fund for use at the Waikuku Beach Pond. The budget came with a stipulation that it would be spent on ecological enhancement work for additional planting and some environmental interpretive signage.

S Powell noted that the initial feeling was to focus on the southern side of the pond. She asked if that was where the money would be targeted. G Stephens noted that it would. Now that the restoration plan was there any funds that came in would go towards achieving that plan.

Moved: M Paterson Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. RES-35-02 / 240726123485.
- (b) **Notes** that there is \$5,000 budget available to the Woodend Sefton Community Board to use for further planting and environmental interpretation signage from ZIPA.
- (c) **Notes** that the design of the panels will be undertaken by the Greenspace team with designs approved by the Board prior to installation.

CARRIED

6.3 **Application to the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the Oxford Community Trust was inviting all social work practitioners to a day out. A similar event was held in 2021 post-covid which had gone very well. The Trust had decided to hold the event again and applications had been sent to all the community boards. The funds would be used for catering purposes.

P Redmond provided background information noting that Creative Communities was funded by a grant from Government given to Council's Creative Communities Committee to distribute to artistic groups in the district.

R Mather asked if the application fit the criteria as this seemed to be gifting. K Rabe did not see an issue as it was not a donation or paying for a speaker. It was allowing the practitioners to network and liaise.

P Redmond asked if the Council funded the Trust. K Rabe noted that they had received a grant of \$27,490 for the 2024/25 financial year.

S Powell noted that the Oxford-Ohoka Community Board had granted the Trust \$500 instead of the \$750 requested.

R Mather noted that the benefit for the Board's area was minimal.

A Thompson stated that he did not mind the Board granting money towards catering if he thought it was going to do some general good for the district. He noted that the party receiving the funds for food and beverage was someone that had gone bankrupt and was well reported as not paying staff's KiwiSaver and the local rubbish collector. He found it uncomfortable to grant funding towards someone like that.

Moved: R Mather

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 240726123407.
- (b) **Declines** the application from the Oxford Community Trust.

CARRIED

R Mather commented that she did not see any benefit to the Board's area. She believed that this was a great initiative and that the people that would be involved were hard working however most of them would be paid for what they did.

M Paterson noted that the event would not benefit the Board's area and the money could be better spent in other areas.

S Powell commented that when the Board approved the grant in 2021 it was post-covid and was a good for moral for the sector who had worked so hard to assist the district to bounce back and therefore had supported the application.

P Redmond did not think it was an appropriate use of ratepayer money. The organisation already received a Council grant and funding from Creative Communities. He did not see much benefit to the Boards area.

B Cairns commented that through his involvement with the Oxford Community Trust he was aware of the superb work done by the Trust. However, he did not believe the application would support the Boards local community.

6.4 Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – K Rabe (Governance Advisor)

K Rabe spoke to the report noting it was the yearly report the Board received informing them of their discretionary grant fund and general landscaping budget. The criteria had been amended to accommodate the points that were raised during the review.

P Redmond asked what population data was used to calculate the allocation. K Rabe acknowledged that the population figures had not been taken into account and that the increase was due to an increase to 0.51 cents per person.

Moved: R Mather

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 240515077947.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$14,326. There were no carry forwards from the 2023/24 financial year.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,830.
- (d) **Approves** the Board's Draft Discretionary Grant Fund Application Criteria and Application Form, subject to the changes identified.
- (e) **Approves** the Board's Draft Discretionary Grant Accountability Form.
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairpersons Report for July 2024

Moved: S Powell

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim. 240805129192).

CARRIED

9 MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 July 2024.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 July 2024.
- 9.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 9.5. Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.
- 9.6. Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.7. Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.8. Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.9. Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.10. Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.11. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.

- 9.12. Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 9.13. Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.
- 9.14. Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

Moved: B Cairns

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.14.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

B Cairns

- Attended Abbeyfield's Annual General Meeting – Council would soon make a decision regarding land for them to build homes on.
- Pegasus Residents Group Annual General Meeting – update on lake etc.
- Kaiapoi Promotions meeting and Annual General Meeting – it was to hold its Christmas event at Kaiapoi rugby, included would be an evening music event and they were proposing to not have a street parade, however a parade within the rugby club grounds would take place.
- Ronels Cuppa, talked with resident regarding issues with rubbish collection, which Council staff were able to resolve very quickly.
- Kaiapoi Art expo and Fire and Ice – events brought people into the township and district.
- Inquiry by design reviewing Rangiora township – this was a really good exercise.
- Waimakariri Access Meeting and Annual General Meeting – would have Ecan staff visit to discuss bus routes. Shona was again elected as Chair; she was doing a great job advocating for the group. Accessibility Games at Mainpower Stadium would be held again later in the year.
- Attended Enterprise North Canterbury networking meeting – lots of presenters with lots of good ideas.
- Attended Dudley pool for a demo of the new mobility chair, reviewed the changing areas and other access issues at the same time.
- Attended monthly meeting at Kaiapoi Museum – developing a heritage and arts walking trail.
- North Canterbury Neighbourhood Support meeting – Getsready website which was the database name – was being updated to make it more user friendly.
- Civil Defence Saturday 17 August were holding Community Hub get togethers in Cust, Loburn, Pegasus and Kaiapoi.
- Youth Futures expo on Tuesday 13 August at Mainpower Stadium.
- Attended Oxford meeting regarding Woodstock Quarry.
- Had been appointed to Enterprise North Canterbury's funding committee.
- Cycleway signage had been purchased by Enterprise North Canterbury, waiting for the go ahead to install.
- Big Brothers Big Sisters Big Variety show on 18 September, calling for acts.
- National Poetry Day 23 August at Rangiora library 5.30pm to 7.30pm.
- Attended Biodiversity "six legged ghosts" was a delightful talk.

R Mather

- Woodend School Mural.
- Acknowledged Pegasus resident, Biddy Gardener who recently passed away. She and James were the first residents in Pegasus.

P Redmond

- Attended Ronels Cuppa.
- Pegasus Residents Association Annual General Meeting. Lake of interest.
- There was an article in the North Canterbury News about Water Done Better – it almost read as it was a done deal however that was not the case.
- New Zealand Transport Agency Workshop 13 August on Woodend Bypass.

11 CONSULTATION PROJECTS**11.1 A Lease for the Historical Scow Success**

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

The Board noted the consultation project.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 July 2024: \$5,425.

12.2 General Landscaping Budget

Balance as at 31 July 2024: \$14,326.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 9 September 2024 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:37PM.

CONFIRMED

Chairperson

Date

Workshop (7:28pm to 7:37pm)

- *Members Forum*
 - *Members query spreadsheet*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 19 AUGUST 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 July 2024

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 July 2024, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

T Bartle questioned if any further information had arisen regarding the lease for the Historic Railway building, as discussed during the workshop on 15 July 2024. C Brown confirmed he had spoken with other local authorities, some of which had similar conditions in lease agreements. Others had considered the use of a café on reserve land as increasing the facilities and therefore made the reserves space more attractive to users. The lease had been changed to reflect the latter information however the lease holder had further concerns regarding the revaluation period if the sub-lease was changed. Staff were working through those issues and felt the Council had the right to revalue buildings on reserves whenever it deemed necessary.

S Stewart asked if there was any update on the Cam River monitoring. K Rabe informed the Board she had enquired with Environment Canterbury however had not received any response. C Brown agreed to progress this matter further.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 15 July 2024

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 15 July 2024.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

5.1 Application to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

J Watson noted she worked at Kaiapoi High School when Karanga Mai Early Learning Centre was opened and noted the school had never assisted with the financial operations.

P Redmond noted early learning centres received Government funding and the Board did not generally fund government funded activities.

A comment regarding the Trust's current balance would cover the quite insignificant cost was also noted.

J Watson moved that a grant be made to Community Wellbeing North Canterbury however the motion lapsed in need of a seconder.

Moved: T Bartle

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Declines** the application from the Community Wellbeing North Canterbury Trust.

CARRIED

T Bartle was concerned the Board did not have a large amount of funds and felt the Early Learning Centre could receive funds from elsewhere.

R Keetley noted the project would not benefit the wider community and many of the students were not from the Kaiapoi-Tuahiwi area. He also felt they were in a position where they could fund the project themselves.

6 REPORTS

6.1 The Oaks, Kaiapoi – Request for No Stopping Lines – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)

J McBride noted the report sought the installation of no-stopping lines at the end of the dead-end road which had no turning circle to ensure easier manoeuvring for residents.

A Blackie questioned if the \$10 figure was correct. J McBride noted it was correct as the works would be done when road markings were already being undertaken in the area.

Following a query from T Bartle, J McBride confirmed the matter was originally raised by the neighbouring residents.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240711113549.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the installation of 16 metres of 'No Stopping' lines at the dead end of the formed road of The Oaks, Kaiapoi, per Figure 3 of the report.
- (c) **Notes** the cost of approving this request is estimated at less than \$10.00, which will be funded from existing maintenance budgets. The work will be scheduled to coincide with other marking jobs in that area to minimise the cost of installation.

CARRIED

6.2 Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – K Rabe (Governance Advisor)

K Rabe presented the report and noted the changes to the application form had been made based on the direction of the Board, however drew the Board's attention to two slight changes to the timelines quoted in the criteria.

There were no questions.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240515077917.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$28,660, with a carryover from 2023/24 of \$16,990, for a total allocation of \$45,650 during the current financial year.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 was \$8,600.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866), subject to the minor changes to be made to the timelines as discussed.
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).

- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

CARRIED

6.3 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe noted the Allstar U18 had applied for grants in previous years for the same activity and the newly approved criteria suggested they should be declined however the criteria had not been approved when they applied. She also noted that the Board had the discretion to override the criteria if it believed the application warranted it.

T Bartle was concerned that the Board had limited funds and suggested that all the grants be reduced to \$500.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240709111723.
- (b) **Approves** a grant of \$500 to Allstar U18 towards their annual training camp.

CARRIED

R Keetley against.

P Redmond noted the Board had to be careful how sports clubs were funded. J Watson commented the Board had the funds to support community groups and that included sports clubs.

R Keetley noted this was a return applicant and felt new applicants should have priority in the beginning of the financial year, with repeat applications being considered at the end of the financial year.

K Rabe noted this was the first year the Kaiapoi Garden Club would be running the competition and therefore were requesting funding to cover the unforeseen costs associated with the event.

Moved: A Blackie

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Approves** a grant of \$500 to the Kaiapoi Garden Club towards the costs of running the Kaiapoi Garden Competition.

CARRIED

K Rabe informed the Board the Oxford Community Trust had applied for its Day Out event. They had applied to all the Community Boards and received \$500 from the Oxford-Ohoka Community Board and the Woodend-Sefton and Rangiora-Ashley Community Boards had both declined the applications, due to the fact that they did not see a direct benefit to their communities.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Declines** the application from Oxford Community Trust.

CARRIED

S Stewart felt this type of event should be budgeted for by the Trust as an operational cost.

There was general agreement that there was no direct benefit to the Kaiapoi area.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for July 2024**

Attended the Pines Kairaki Beaches Association meeting. Residents were pleased with the playground move as it was now in an all-season location.

Ray and Ann Harper Bequest. Had a discussion regarding the bridge project.

Met with the new Arts Strategy Co-ordinator, Michelle Wilson. Michelle was an Oxford-Ohoka Community Board member. The Waimakariri Public Arts Trust was very pleased with this appointment.

Attended a Zoom meeting with Christchurch City Council regarding the Cranford Street changes to traffic.

Kaiapoi Promotions Association Annual General Meeting. They had elected a new president. Don Young gave a presentation on parking in Kaiapoi.

A \$5,000 donation was presented to the Croquet Club from the Rangiora Rotary Club.

Attended Council Briefing with NZTA regarding the Woodend Bypass. Would not be funding a cycleway along the motorway.

Waimakariri Public Arts Trust were developing a sculpture trail, website and an archive of public art.

Attended the Civil Defence Community Hub open day in Silverstream.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

9.1 Oxford-Ohoka Community Board Meeting Minutes 3 July 2024.

9.2 Woodend-Sefton Community Board Meeting Minutes 8 July 2024.

9.3 Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.

9.4 Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.

9.5 Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.

- 9.6 Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.7 Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.8 Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.9 Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.10 Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.11 July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee 16 July 2024 – Circulates to all Boards.
- 9.12 Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roding Committee 16 July 2024 – Circulates to all Boards.
- 9.13 Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.
- 9.14 Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – 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 9.14.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Attended two RSA functions.
- Attended the Landmarks meeting. Discussed plaques that had already been made for different landmarks around the district.
- Attended the Historical Society and Museum meeting.

S Stewart

- Kaiapoi Promotions Association Christmas carnival would take place at the Kaiapoi Rugby Club. There would be a ticketed concert in the evening. The parade would also take place in the park.
- Were still waiting for the outcome of the Pegasus Bay Bylaw review.
- Would be assisting with the judging of the Waimakariri Environmental Awards.
- Prior Kaiapoi café owner had won top award for their desert pie at the national pie awards.
- Greypower lost half their membership in Timaru. Age friendly Waimakariri completed survey, 70% said Waimakariri was positive place for elderly to live.

B Cairns

- Attended Abbeyfield's Annual General Meeting – Council would soon make a decision regarding land for them to build on.
- Pegasus Residents Group Annual General Meeting – update on lake etc.
- Kaiapoi Promotions meeting and Annual General Meeting – they were to hold their Christmas event at Kaiapoi Rugby Club, included would be an evening music event and they were

proposing to not have a street parade, however a parade within the rugby club grounds would take place.

- Ronel's Community Cuppa, talked with resident regarding issues with rubbish collection, which Council staff were able to resolve very quickly.
- Kaiapoi Art Expo and Fire and Ice – events brought people into the township and district.
- Inquiry by design were reviewing Rangiora township – this was a really good exercise.
- Waimakariri Access Meeting and Annual General Meeting – would have Environment Canterbury staff visit to discuss bus routes. Shona was again elected as Chair; she was doing a great job advocating for the group. Accessibility Games at Mainpower Stadium would be held again later in the year.
- Attended Enterprise North Canterbury networking meeting – lots of presenters with lots of good ideas.
- Attended Dudley pool for a demo of the new mobility chair, reviewed the changing areas and other access issues at the same time.
- Attended monthly meeting at Kaiapoi Museum – developing a heritage and arts walking trail.
- North Canterbury Neighbourhood Support meeting – Getsready website which was the database name – was being updated to make it more user friendly.
- Civil Defence Saturday 17 August were holding Community Hub get togethers in Cust, Loburn, Pegasus and Kaiapoi (Silverstream).
- Youth Futures expo on Tuesday 13 August at Mainpower Stadium.
- Attended Oxford meeting regarding Woodstock Quarry.
- Had been appointed to Enterprise North Canterbury's funding committee.
- Cycleway signage had been purchased by Enterprise North Canterbury, waiting for the go ahead to install.
- Big Brothers Big Sisters Big Variety show on 18 September, calling for acts.
- National Poetry Day 23 August at Rangiora library 5.30pm to 7.30pm.
- Attended Biodiversity "six legged ghosts" was a delightful talk.
- Digitising the Waimakariri Historic Trails Book.

P Redmond

- Clarkville Rural Drainage Advisory Group – Waghorn site retention outlets were at incorrect levels.
- Upper Sefton Road Drainage Meeting – on site to discuss remedial work to mitigate flooding.
- Kaiapoi Art Expo – opening night event was well attended.
- Belgium Trip Meeting.
- Inquiry by Design – Rangiora South of High.
- Kaiapoi Promotions Association Meeting – was very well attended. Discussed the market, parade and concert. Costs of temporary traffic management were prohibitive.
- Northern Pegasus Bay Bylaw Hearing and Deliberations.
- RSA Rangiora Belgium Ambassador Michel Goffin – unveiling of four ceremonial plaques relocated from Christchurch RSA for four women honoured by Queen Elizabeth of Belgium for service in World War One.
- Kainga Ora Housing Open Home – visited new homes at 6 Princess Place and 203 Willams Street. Costings were not available and no consultation had been done with neighbours.
- Pegasus Residents Group Annual General Meeting – was well attended results of biannual resident's survey. Matt James was re-elected president.
- Abbeyfield North Canterbury Annual General Meeting – well attended and the committee was largely re-elected. Were focused on fund raising and obtaining site for housing.
- Threlkelds Road Residents Meeting – flooding issues were impeding access/egress.
- Attended Ronel's Community Cuppa.
- Pegasus Residents Association Annual General Meeting. Lake of interest.
- There was an article in the North Canterbury News about Water Done Better – it almost read as it was a done deal however that was not the case.
- New Zealand Transport Agency Workshop 13 August on Woodend Bypass.

T Blair

- Attended Kainga Ora open homes.
- Attended Kaiapoi Promotions Association Annual General Meeting.
- Darnley Club Meeting - Work on the garage had started however was moving slowly.

T Bartle

- Northern Pegasus Bay Bylaw Review would go to Council in September 2024.
- Attended Kainga Ora open homes.
- Pegasus Residents Group Annual General Meeting was well attended.
- Attended North Canterbury neighbourhood Support meeting.
- Waimakariri Health Advisory Group were still looking for a new independent chair.
- Kaiapoi Promotions Association Annual General Meeting.
- Town centre business parking - Was no council pre-decision made regarding parking meters.
- Local Government New Zealand round table on security.
- Council briefing on Woodend Bypass.
- Silverstream Community Hub.

A Blackie

- Was a letter in the North Canterbury News stating the riverbed had been chemically killed off, Council was not involved.
- Te Kohaka Trust had a large amount of firewood stolen. Perpetrators had been caught on camera and police had trespassed them. Was very expensive process to prosecute.

11 CONSULTATION PROJECTS**11.1 A Lease for the Historical Scow Success**

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

11.2 Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 July 2024: \$7,500.

12.2 General Landscaping Budget

Balance as at 31 July 2024: \$28,660. Plus, carryover of \$16,990.

13 MEDIA ITEMS

Nil

14 QUESTIONS UNDER STANDING ORDERS

There were no questions.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 16 September 2024 at 4pm.

There being no further business the meeting concluded at 4.58pm

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18 / 240829146439

REPORT TO: Council

DATE OF MEETING: 3 September 2024

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Monday 29 July to Sunday 25 August

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team, and staff.

Monday 29 July	Meeting: Resident; LGNZ (online)
Tuesday 30 July	Meeting: Professor Te Maire Tau; Resident meeting; President of Rangiora Rotary Presented: UA3 North Canterbury Talk
Wednesday 31 July	Meeting: FRisk (online); Resident meetings x 2; James Caygill, NZTA re Woodend Bypass Attended: Meeting with residents re Threlkeds Road flood issues
Thursday 01 August	Meeting: Harry Harper Estate
Friday 02 August	Meeting: Urban95; Local Water Done Well Attended: Farewell for Constable Rebecca French; 2024 Forestry Industry Awards Dinner
Monday 05 August	Meeting: LAPP Meeting, Wellington
Tuesday 06 August	Meeting: Canterbury Mayoral Forum with Secretariat (online) Interview: Compass FM
Wednesday 07 August	Meeting: Mayor Nigel Bowen and Canterbury Mayoral Forum Secretariat (online) Attended: Waitaha Primary Health Board Meeting; Kaiapoi Promotions Association AGM
Thursday 08 August	Meeting: David Hill, North Canterbury News; Resident meetings x 3; Urban95 planning; Vicki Buck & Tony Moore Attended: Compass FM Board Meeting
Friday 09 August	Meeting: Greater Christchurch Partnership

Monday 12 August	Meeting: District planning review progress meeting; Resident Attended: Speak at Rangiora Rotary Club Meeting
Tuesday 13 August	Interview: Compass FM Attended: Family funeral
Wednesday 14 August	Meeting: Rangiora/Ashley Community Board Meeting Attended: Mandeville Resurgence Bus Trip
Thursday 15 August	Meeting: Local Water Done Well; Working group meeting re Christmas lights; Transport Portfolio Holder meeting Attended: Citizenship Ceremony; KAE Dinner
Friday 16 August	Meeting: LGNZ National Council Teams Meeting; Teams Meeting with Zone 6 Chair re Zone 5 & 6 Conference; RSA re Passchendaele trip; Oxford Lions Club; Resident meetings x 2 Attended: Te Kohaka Trustee Interviews
Saturday 17 August	Attended: Silverstream Community Hub
Sunday 18 August	Attended: Laid a wreath and spoke at Vietnam Veterans Day Ceremony
Monday 19 August	Meeting: Urban95 planning; Call with Dr Lorna Martin re Rangiora Health Hub
Tuesday 20 August	Meeting: Gerard Cleary re Woodend Anglican Church; Discussion re Te Kohaka Trustee Appointment; Teams call with Christchurch NZ Attended: Oxford A&P show AGM (guest speaker) Interview: Compass FM
Wednesday 21 August	Attended: LGNZ SuperLocal Conference, Wellington; LGNZ Presidents Dinner
Thursday 22 August	Attended: MTFJ Breakfast; LGNZ SuperLocal Conference, Wellington Meeting: Hamiora Bowkett, DIA with Mayors and CES of Hurunui, Kaikoura and Waimakariri Districts
Friday 23 August	Attended: LGNZ Breakfast chat with electoral Reform Group; LGNZ SuperLocal Conference, Wellington; LGNZ Gala Dinner
Saturday 24 August	Attended: Kaiapoi Volunteer Fire Brigade Honours Evening

THAT the Council:

- a) **Receives** report N°.



Dan Gordon
MAYOR

Key:

LTP – Long Term Plan

RLTP –
DIA – Department of Internal Affairs
PHO – Primary Health Organisation
GCP – Greater Christchurch Partnership
WPH – Waitaha Primary Health
NCN – North Canterbury News