



**WAIMAKARIRI**  
DISTRICT COUNCIL

# Council

## Agenda

**Tuesday 22 February 2022**

**11.30am**

*Council Chamber  
215 High Street  
Rangiora*

*Members:*

Mayor Dan Gordon (Chair)

Cr Neville Atkinson

Cr Kirstyn Barnett

Cr Al Blackie

Cr Robbie Brine

Cr Wendy Doody

Cr Niki Mealings

Cr Philip Redmond

Cr Sandra Stewart

Cr Joan Ward

Cr Paul Williams

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA** on **TUESDAY 22 FEBRUARY 2022** at **11.30am**.

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. **CONFIRMATION OF MINUTES**

3.1. **Minutes of a meeting of the Waimakariri District Council held on Wednesday 2 February 2022**

5 - 31

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms** as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on 2 February 2022.

**MATTERS ARISING**

#### 4. **REPORTS**

##### 4.1. **Draft Annual Plan 2022/2023 and Consultation Document – J Harland(Chief Executive**

32 - 35

###### *RECOMMENDATION*

**THAT** the Council

- (a) **Receives** report No. 220210017394;
- (b) **Adopts** the Draft Annual Plan 2022/2023 (TRIM No. 211119185725) as the principal document relied on for the content of the Consultation Document;
- (c) **Adopts** the Consultation Document 2022/2023 (TRIM No. 220211017589) as the statement of proposal for public participation in decisions on the content of the draft Annual Plan;
- (d) **Notes** the Annual Plan Engagement Schedule (Trim 220211017985) with the special consultative procedure to open on 4 March 2022 and close on 4 April 2022;
- (e) **Notes** the Draft Annual Plan and Consultation Document refers to further information and reports and this information will be provided on the Council website during the special consultative procedure from 4 March 2022 to 4 April 2023;
- (f) **Delegates** to the Mayor and Chief Executive authority to make changes to the Consultation Document following Audit opinion and Council comments.

*(NOTE: The Draft Annual Plan documents will be circulated separately)*

#### 5. **QUESTIONS (UNDER STANDING ORDERS)**

#### 6. **URGENT GENERAL BUSINESS (UNDER STANDING ORDERS)**

#### 7. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

###### *RECOMMENDATION*

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

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

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
7.1	Minutes of the public Excluded portion of Council meeting of 2 February 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
7.2	Report of A Coker (Community Facilities Team Leader)	Town Hall Cinemas (Tin Man Cinema) – Revenue Forecast	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
7.1 – 7.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CLOSED MEETING**

*See Public Excluded Agenda (separate document)*

**OPEN MEETING**

8. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 1 March 2022, commencing at 1pm in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO:** LTC 03-08 / 220210017394

**REPORT TO:** Council

**DATE OF MEETING:** 22 February 2022

**AUTHOR(S):** Jim Harland – Chief Executive

**SUBJECT:** Draft 2022-2023 Annual Plan and Consultation Document

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

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

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

**1. SUMMARY**

1.1. The purpose of this report is to recommend to Council the adoption for consultation the Draft Annual Plan 2022/2023 (AP) and Consultation Document 2022/2023 (CD). A proposed AP Engagement Schedule is also provided for feedback.

Attachments:

- i. Draft Annual Plan 2022/2023 (TRIM No. 211119185725) (*circulated separately*)
- ii. Consultation Document 2022/2023 (TRIM No. 220211017589) (*circulated separately*)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 220210017394;
- (b) **Adopts** the Draft Annual Plan 2022/2023 (TRIM No. 211119185725) as the principal document relied on for the content of the Consultation Document;
- (c) **Adopts** the Consultation Document 2022/2023 (TRIM No. 220211017589) as the statement of proposal for public participation in decisions on the content of the draft Annual Plan;
- (d) **Notes** the Annual Plan Engagement Schedule (TRIM No. 220211017985) with the special consultative procedure to open on 4 March 2022 and close on 4 April 2022;
- (e) **Notes** the Draft Annual Plan and Consultation Document refers to further information and reports and this information will be provided on the Council website during the special consultative procedure from 4 March 2022 to 4 April 2023;
- (f) **Delegates** to the Mayor and Chief Executive authority to make changes to the Consultation Document following Audit opinion and Council comments.

**3. BACKGROUND**

3.1. The draft Annual Plan 2022/2023 (AP) presented for approval is a requirement of the Local Government Act 2002 and sets out the activities, services and investment planned for the Council over the year and how council sets out how to fund its activities and services. The AP is for the second year of the Long Term Plan 2021-2031 (LTP) that is prepared every three years.

3.2. Section 95 States the Council must prepare and adopt an annual plan for each financial year. Section 95 (2A), provides exemption of consulting, if the annual plan does not include

significant or material differences from the content of the LTP for the financial year to which the proposed annual plan relates. Even though this AP does not differ significantly to the LTP, Council considers it is good practice to consult with its community each year.

- 3.3. Section 95B, states the purpose of the CD is to provide a basis for effective public participation in local authority decision-making processes relating to the activities on costs and funding, as proposed for inclusion in the annual plan by:
- (a) Identifying significant or material difference between the proposed AP and the content of the LTP for the financial year to which the annual plan relates; and
  - (b) Explaining the matters in paragraph (a) in a way that can be readily understood by interested or affected people; and;
  - (c) Informing discussion between the local authority and its communities about the matters in paragraph (a).
- 3.4. Local Government Act 2002 states that it is Council's discretion to decide what is appropriate to include in the Consultation Document.
- 3.5. The AP is not required to be audited, as the financial information does not differ significantly to that adopted in the 2021-2031 Long Term Plan.

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

- 4.1. The draft Annual Plan proposes a rating increase of 4.3% compared with 4.2% signalled in the 2021- 2031 Long Term Plan.
- 4.2. Key topics that the Council is seeking feedback on within the Consultation Document
- 1) Service Level Changes to our Road Network - Funding \$500k to continue programme due to shortfall from Waka Kotahi for Walking & Cycling, Local road improvements, SH updates ad Public transport services and infrastructure;
  - 2) Kaiapoi Stormwater and Flooding Improvements - Council share increases \$4.3m from \$9m to \$13.3m due to both scope of cost and inflation of construction material. Fund through DCs and rates;
  - 3) Funding required to complete the Kaiapoi Community Hub - Council's proposed contribution to this project will increase from \$618k over 2 years for associated facilities;

Other issues that are included as new items included within the consultation include:

- Upgrades to the Rangiora Airfield - Bring forward upgrades to Water, Sewer, Safety compliance, Runway surface cost \$1.5m over 2 years
- Ashley Gorge Water Supply - supplying water to Ashley Gore campground and reserve area \$500k over two years
- Protecting our Significant Natural Areas - Proposing to increase the grant from \$100 to \$155 per rateable unit plus \$30/ha of SNA. This would cost \$50k per year

Updates have been provided in regards to:

- 3 Water reform - orientation of issue and update on current position. Council action.
- Responding to Changes to the National Policy Statement on Urban Development - Council's lobby and direction for development and best-fit for our community
- Capital Programme Delivery - Approaches for delivery and programme
- Rating Policy for Maori land and incorporating the changes outlined in the Local Government (Rating of Whenua Māori) Amendment Act 2021

- Changes to development contributions, fees and charges

4.3. The key communications and actions planned over the consultation are as follows:

Activity	Action
Consultation Document	<ul style="list-style-type: none"> <li>• Distributed to Council Service Centres and other public places 4 March – 4 April. All information will be on the website including on-line submission forms, supported by Facebook and Twitter notification, reinforcing engagement opportunities.</li> </ul>
Media releases/ news stories	<ul style="list-style-type: none"> <li>• One released day before consultation opens</li> <li>• Second two weeks into engagement opens reminding that 2 weeks left to provide feedback</li> <li>• Third after engagement closes outlining next steps</li> </ul>
Community noticeboard	<ul style="list-style-type: none"> <li>• To include media release content through the engagement period in the column</li> </ul>
Newspaper adverts	<ul style="list-style-type: none"> <li>• Northern Outlook</li> <li>• North Canterbury News</li> <li>• Smaller Community Newspapers - I.e. Oxford, Pegasus, Woodend, Kaiapoi</li> </ul>
Mayoral columns	<ul style="list-style-type: none"> <li>• Summarising engagement topics and encouraging residents to provide feedback.</li> <li>• Columns included in North Canterbury News</li> </ul>
Digital Slides	<ul style="list-style-type: none"> <li>• Digital Slides to be used across screen network at Council buildings</li> </ul>
Video series	<ul style="list-style-type: none"> <li>• An introductory message on what the Annual Plan is, what the key issues are, why it is important for the community to participate, and how they can provide feedback.</li> <li>• Footage of Kaiapoi Hub Trust, Rangiora Airfield Advisory Group.</li> <li>• Short snappy videos – clear messaging and call to action. Every video will link to online engagement.</li> </ul>
Radio Ads	<ul style="list-style-type: none"> <li>• Quick summary of Annual Plan topics with call to action directing people to online engagement</li> <li>• Second reminder with two weeks to go</li> <li>• Third spot to encourage 'final week to tell us what you think'.</li> </ul>
Social Media – Facebook	<ul style="list-style-type: none"> <li>• Regular social media posts at each stage of the Annual Plan engagement</li> <li>• Posts are sponsored/boosted to increase reach</li> <li>• Drop in events posted on our page and community targeted</li> <li>• Encourage people/ groups and organisations to share our posts</li> </ul>
Billboards	<ul style="list-style-type: none"> <li>• Integrated with our print ad collateral the billboards will be used in Rangiora and Kaiapoi. Outlining key topics in draft Annual Plan and call to action for feedback.</li> </ul>
Letterbox drop - mailbox A5 flyer delivery	<ul style="list-style-type: none"> <li>• Integrated with our print ad collateral the A5 will outline key topics in draft Annual Plan and call to action for feedback</li> </ul>
Internal Communication <ul style="list-style-type: none"> <li>• Workplace</li> <li>• CE Update</li> <li>• Project pages</li> </ul>	<ul style="list-style-type: none"> <li>• Informing staff about the process to arm them with information in case they are asked any questions by friends, family or members of the public</li> </ul>
Email to target local groups	<ul style="list-style-type: none"> <li>• Email to all community and residents' groups/associations with links to online engagement encouraging them to participate</li> <li>• Use Engagement and e-news platforms to send emails to those registered with link to online engagement</li> </ul>
Public events	<ul style="list-style-type: none"> <li>• These events are limited due to the restrictions of numbers of covid and Council's acknowledging the Health and Safety precautions.</li> </ul>

4.4. Key Dates

- Consultation period - 4 March to 4 April 2022;

- Council hearing of submissions - 4 May - 5 May 2022;
- Council deliberations on submissions - 24 May - 25 May 2022;
- Adoption of the 2022/2023 Annual Plan - 14 June 2022.

#### **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 have 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 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**

As set out in the Financial Section of the AP.

The Draft Annual Plan 2022/2023 proposes a District average rate increase of 4.3%. The Long Term Plan signalled an increase of 4.2%.

#### **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**

The Key Assumptions and Risks determined within the LTP have been used as the underlying basis in preparation of the AP.

### **7. CONTEXT**

#### **7.1. Consistency with Policy**

This matter is a not matter of significance in terms of the Council's Significance and Engagement Policy. The matters contained within the draft Annual Plan documents do not require an amendment to the 2021-2031 Long Term Plan.

#### **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 and the draft Annual Plan contains Councils plan to achieving community outcomes and applies to specially to the outcome, there are wide ranging opportunities for people to contribute to decision-making by national and regional organisations that affect the District.