



WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

Tuesday 4 May 2021

Commencing at 1.00pm

**Meeting Room 1
Ruataniwha Kaiapoi Civic Centre
176 Williams Street
Kaiapoi**

Members:

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

The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **MEETING ROOM 1, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI** on **TUESDAY 4 MAY 2021** 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**

The Mayor acknowledged the recent passing of Michael Dormer and Glen Scott.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of a meeting of the Waimakariri District Council held on 6 April 2021**

11 - 28

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 6 April 2021.

MATTERS ARISING

4.2. **Minutes of the public excluded meeting of the Waimakariri District Council held on 6 April 2021**

(Refer to public excluded agenda)

5. **DEPUTATIONS AND PRESENTATIONS**

- 5.1. Annette Williams will share her views with the Council regarding Ohoka Road fencing.

6. **ADJOURNED BUSINESS**

There is no adjourned business in the public agenda and one item of adjourned business in the public excluded agenda.

7. COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS

7.1 Covid-19 Recovery Programme Update – S Hart (District Recovery Manager)

29 - 38

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210421064657
- (b) **Notes** the updated high level economic activity assessment provided in Section 4 of this report.
- (c) **Notes** the progress update (as provided to the Economic Recovery Advisory Group) relating to the 27 initial recovery projects supported by Council contained in section 4.8.
- (d) **Circulates** this report to the Economic Recovery Advisory Group, Social Services Waimakariri and the Community Boards for their information.

8. REPORTS

8.1. Rangiora and Kaiapoi Park & Ride Budgets – S Faith (Project Engineer) and J McBride (Roading and Transport Manager)

39 - 97

RECOMMENDATION

THAT the Council:

- (e) **Receives** report No. 210420063882;
- (f) **Approves** bringing forward \$40,000 from 2025/26 to 2020/21 within the Rangiora Park & Ride budget (101280.000.5135);
- (g) **Approves** bringing forward \$110,000 from 2025/26 to 2020/21 within the Kaiapoi Park & Ride budget (101281.000.5135);
- (h) **Notes** that following this re-distribution of funds, there will be \$836,000 remaining for Rangiora and \$513,000 remaining for Kaiapoi across 2024/25 and 2025/26.
- (i) **Notes** that there is a budget of \$1.9M for Ravenswood Park & Ride across 2021/22 and 2029/30 which is not affected by this proposal.
- (j) **Circulates** this report to the Utilities & Roading Committee and to Kaiapoi-Tuahiwi and Rangiora-Ashley Community Boards for their information.

8.2. **Subdivision Contribution Programme and Budget Update – J McBride (Roading and Transport Manager)**

98 - 103

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210422065237;
- (b) **Notes** that the current budget of \$782,608 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;
- (c) **Notes** the updated commitments as summarised in Table One of this report;
- (d) **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;
- (e) **Circulates** this report to the Utilities and Roading committee and the Community Boards for information.

8.3. **Request for Capital Budget to Remedy Stormwater Discharge Deficiencies at Southbrook RRP – K Waghorn (Solid Waste Asset Manager)**

104 - 120

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210422065570.
- (b) **Approves** the approach of reinstating the asphalt pad and bunding at the pit entranceway to remedy the non-compliance in the short term while a permanent contaminated stormwater management system is investigated.
- (c) **Notes** that reinstatement of the asphalt pad and ongoing management costs will be funded out of the maintenance budget in the Disposal Account.
- (d) **Notes** that a notional capital budget for investigations into and installation of infrastructure to discharge contaminated stormwater from the pit entranceway into the trade waste system will be included in the staff submission to the Long Term Plan.
- (e) **Notes** that the upgrade design budget will be increased to allow for the additional work necessary to design the stormwater management system referred to in 2(d).
- (f) **Notes** that, once investigations have been completed into and a cost estimate has been prepared, staff will bring a report to the Utilities & Roading Committee to inform them about the final solution and, if necessary, will request additional budget from the Council to install the approved stormwater management system during the 21/22 year.
- (g) **Approves** a budget of \$15,000 for the installation of an oil/grit interceptor sump in the current 20/21 financial year, to ensure stormwater from the Hazardous Waste Area is discharged in compliance with Condition 1b of CRC971142.3.

- (h) **Notes** that the Disposal Account will have sufficient funds available to undertake the capital works proposed in 2(b), 2(d) and 2(g) without impacting on rates.
- (i) **Notes** that the two site upgrades will be designed in the 21/22 year, and that a Site Stormwater Management Plan will be prepared to ensure stormwater discharge from the Southbrook Resource Recovery Park site meets all the requirements stipulated in the Discharge Consent for the site, the Land and Water Regional Plan and our Council's global stormwater discharge consent.
- (j) **Circulates** report No. 210422065570 to the Rangiora Ashley Community Board for their information.

8.4. **Establishment of a Housing Working Group – S Markham (Manager Strategic Projects)**

121 - 126

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210423065589.
- (b) **Approves** establishment of a Housing Working Group with the Terms of Reference as attached to this report (Doc no 210423065590)
- (c) **Appoints** Deputy Mayor Atkinson, Councillor Doody and Councillor.....to represent the District Planning & Regulation Committee on the Working Group, noting that Mayor Gordon would be ex-officio a Group Member
- (d) **Requests** the Housing Working Group to provide an interim report within 6 months and review its ongoing role in 2022 in time for recommendation to the incoming Council in October 2022
- (e) **Circulates** the report to Community Boards for information.

8.5. **Southbrook Road Improvements – Establishment of Governance Structure – D Young (Senior Engineering Advisor)**

127 - 143

- (a) **Receives** report No. 210315043232.
- (b) **Establishes** a Southbrook Road Improvements Working Group that will report to the Utilities and Roding Committee, in accordance with the Terms of Reference for the Southbrook Road Improvements Working Group (Trim 210420064152).
- (c) **Appoints** Dan Gordon (Mayor and Transport Portfolio Holder) as Chair, Paul Williams (Councillor and Roding Portfolio Holder), Jim Gerard (Rangiora Ashley Community Board Chair), Gerard Cleary (Manager Utilities and Roding), Joanne McBride (Roding and Transport Manager) and Don Young (Senior Engineering Advisor) to the Working Group.
- (d) **Endorses** the Concept Design (Trim 210414060520) as being suitable for development by the Southbrook Rd Improvements Working Group.
- (e) **Circulates** this report to the Rangiora-Ashley Community Board and the Utilities and Roding Committee for their information.

9. **MATTERS REFERRED FROM COMMITTEES/COMMUNITY BOARDS**

9.1. **Cust Rural Recycling Facility – K Waghorn (Solid Waste Asset Manager)**
(refer to attached copy of report no. 210315043452 to the Solid and Hazardous Waste Working Party meeting of 29 March 2021)

144 - 158

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210315043452.
- (b) **Notes** that the users of the Cust rural recycling drop-off facility are generally abiding with our acceptance criteria and that contamination levels are minimal.
- (c) **Notes** that this model is currently providing a convenient recycling drop-off service for residents in the rural area around Cust.
- (d) **Approves** continuing to provide a recycling drop-off facility at the Cust Hotel Carpark for rural residents in the greater Cust area until 30 June 2021.
- (e) **Notes** that there is sufficient funding in the Waste Minimisation Account in the current (2020/21) year to continue operating the facility, and to maintain the gravel hardstand and carpark.
- (f) **Notes** that staff will bring a further report to the Solid & Hazardous Waste Working Party to give a more comprehensive analysis and comparison of the costs of providing recycling services at Cust, Oxford and Southbrook.
- (g) **Notes** that the following funding allowances have been included in the Waste Minimisation Account in the draft 2021-31 Long Term Plan budgets for the Cust rural recycling facility:
 - i. \$10,742 in operational expenditure for the operation and maintenance of this facility;
 - ii. \$11,220 expenditure for the cost to process recycling disposed of at this facility; and
 - iii. \$18,000 in capital expenditure for sealing the road crossing and paving the hard-stand area.
- (h) **Notes** that the operational funding allowance in Recommendation 2(g)i. above was based on tonnages received at the Cust RRF in the period from August to October 2019, and that that recycling weights have increased by almost 30% over the November to February period.
- (i) **Notes** that an updated budgetary allowance for the operation and maintenance of this facility based on the measured increased usage of this site, will be included for Council's consideration in the Solid Waste staff submission to the Council's LTP deliberations in May 2021.
- (j) **Notes** that, if Council approves continuing operation of the Cust rural recycling drop-off facility beyond 30 June 2021, staff will continue to monitor usage at the site and costs to operate and maintain the site, in order to ensure this facility continues to provide a cost-effective service.
- (k) **Circulates** report No. 210315043452 to the Community Boards for their information.

9.2. **District Regeneration Update on Norman Kirk Parks Projects Budgets and Dredging Ponds Decommissioning – D Roxborough (Implementation Project Manager – District Regeneration)**

(refer to attached copy of report no. 210319046740 to the Kaiapoi-Tuahiwi Community Board meeting of 19 April 2021)

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RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210319046740.
- (b) **Notes** that the development works in the Norman Kirk Park in Kaiapoi East Regeneration area are now substantially complete, and that this element of the Regeneration programme is forecast to come in under budget on a net Council expenditure basis.
- (c) **Approves** staff undertaking further works in Norman Kirk Park as generally identified in sections **Error! Reference source not found.** and **Error! Reference source not found.** of this report, to a total of \$66,925, utilising some of the remaining net budget to deliver the originally intended levels of service.
- (d) **Notes** that adoption of recommendation (c) has no significant impact to proposed rates in the current year (very slight / indiscernible reduction compared to what has been adopted in the 2020/21 Annual Plan) or those signalled under the draft 2021/22 Long term Plan
- (e) **Approves** staff utilising a further \$30,000 of the remaining net budget in the current year's programme to undertake further decommissioning works of the dredging dewatering ponds and interim reinstatement of the eastern end of Corcoran Reserve.
- (f) **Notes** that adoption of recommendation (e) results in the programme still being delivered under budget, has no further impact to proposed rates in the current year (compared to what has been adopted in the 2021/21 Annual Plan), and also obviates the need for the \$30,000 budget included in the first year of the draft Long Term Plan (2021/22) for these same works.

9.3. **Pocket Forest Development Moore Street, Kaiapoi – G MacLeod (Greenspace Manager)**

(refer to attached copy of report no. 210414059998 to the Kaiapoi-Tuahiwi Community Board meeting of 19 April 2021)

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RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210414059998.
- (b) **Approves** the Kaiapoi East Residents Association to plant a 20 metre strip in native revegetation as shown in the attached plan.
- (c) **Notes** that staff are in the process of discussing the proposal with WHoW and will provide an update regarding their position at the Board meeting.
- (d) **Notes** that the costs/labour associated with watering, weeding and planting is the responsibility of the Kaiapoi East Residents Association. Ongoing responsibility once established is likely to become a Council due to the specialist nature of maintenance to established native forest.

10. **HEALTH & SAFETY**

10.1. **Health and Safety Report April 2021 – J Harland (Chief Executive)**

176 - 189

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210422065083.
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Notes** that phase three of the Rangiora Service Centre Refurbishment Project is underway and on track with the first movements commencing in early May.

11. **COMMITTEE MINUTES FOR INFORMATION**

Nil

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1. **Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 7 April 2021**

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12.2. **Minutes of a meeting of the Woodend-Sefton Community Board meeting of 12 April 2021**

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12.3. **Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 14 April 2021**

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RECOMMENDATION

THAT Items 12.1– 12.3 be received for information.

13. **REPORTS FOR INFORMATION**

Nil

14. **CORRESPONDENCE**

Nil

15. **MAYOR'S DIARY**

15.1. **Mayor's Diary 30 March - 27 April 2021**

RECOMMENDATION

THAT the Council:

- (a) **Receives** report no. 210428067673.

(NOTE: To be circulated separately)

16. **COUNCIL PORTFOLIO UPDATES**

- 16.1. **Iwi Relationships** – Mayor Dan Gordon
- 16.2. **Canterbury Water Management Strategy** – Councillor Sandra Stewart
- 16.3. **International Relationships** – Deputy Mayor Neville Atkinson
- 16.4. **Regeneration (Kaiapoi)** – Councillor Al Blackie
- 16.5. **Climate Change and Sustainability** – Councillor Niki Mealings
- 16.6. **Business, Promotion and Town Centres** – Councillor Joan Ward

17. **QUESTIONS**

(under Standing Orders)

18. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of Council public excluded portion of Council meeting of 6 April 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
ADJOURNED ITEM OF BUSINESS				
19.2	Report of R Qu, (Property Assets Advisor) and R Hawthorne (Property Manager)	Johns Road/Townsend Road, Road Stopping for the 'wedge' and Disposal of the Surplus Land	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
19.3	Report of H Downie, (Principal Strategy Analyst) and C Wood, (Principal Policy Analyst)	Application for Immediate Legal Effect of Rules for the Rangiora Northeast Development Area upon Notification of the Proposed District Plan	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of Kaiapoi South Mixed Used Business Area Evaluation Panel	Kaiapoi South Mixed Use Business Area Proposals Recommendation	Good reason to withhold exists under Section 7	Section 48(1)(a)

19.5	Report of R Kerr (Delivery Manager)	Kaipoi Stormwater Land Acquisition	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of V Thompson (Business and Centres Advisor)	NZ Motor Caravan Association Land Lease Agreement Terms	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.7	Report of V Thompson (Business and Centres Advisor)	E-Scooter Trial in Waimakariri District	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.8	Report of K LaValley (Project Delivery Manager)	Qualifying of Suppliers to the Prequalification List	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 ^o	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 – 19.8	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSED MEETING

See Public Excluded Agenda.

OPEN MEETING

20. **NEXT MEETING**

The next ordinary meeting of the Council is on **Tuesday 1 June 2021**, commencing at 1pm in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

Prior to this the Council will be meeting during May to hear submissions and deliberate on the Draft LTP 2021-2031 as follows:

Submission Hearings:

Wednesday 5 May 2021, commencing at 3.30pm in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Thursday 6 May 2021, commencing at 10am in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

Friday 7 May 2021, commencing at 10am in the Oxford Town Hall, 34 Main Street, Oxford.

Deliberation meetings:

Tuesday 25 May and Wednesday 26 May 2021, commencing at 9am both days, in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

G Stone was very well known around the community because of his involvement with the Rangiora Rugby Club and his profession as a vet provided involvement in both the rural and the residential communities of the district.

Mayor Gordon advised that Mrs Stone has approached the Council about the possibility of having an outdoor seat placed at Waikuku Beach as a memorial for her husband. This proposal will be followed up by the Mayor and Greenspace staff.

All present stood and observed a minutes silence.

4. **CONFIRMATION OF MINUTES**

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

Moved Councillor Doody Seconded Councillor Mealings

THAT the Council:

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

- Σ Include Councillor Doody as present
- Σ Correct spelling of McIntoshes Bend

CARRIED

MATTERS ARISING

Councillor Stewart referred to the question asked at the March Council meeting regarding the number of private water supplies in the district and asked if there was an update available. Councillor Stewart also sought an update on the scoping work to inform private water suppliers of their potential new obligations under the Water Services Bill. S Allen advised that once the Water Services Bill has been passed, and the responsibilities of water suppliers are known, it is intended to survey those residents who are not connected to council water supplies and whether they are on shared water supplies. There has been a brochure produced for private well owners, which has information on testing of private wells and what contaminants to be aware of; this will be updated once the Water Services Bill has been passed. A memo will be coming to the Council updating on this matter further.

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

(Refer to public excluded minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

There was no deputations or presentations.

6. **ADJOURNED BUSINESS**

There was no adjourned business.

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

There was no Covid-19 Recovery Planning or Shovel Ready Project reports.

8. **REPORTS**

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

S Allen, C Henderson (Deputy Chair of the Waimakariri Water Zone Committee), and M Griffin (Water Zone Committee Facilitator Ecan) were present for consideration of this report and the Waimakariri Water Zone Committee's Annual Report to the Council.

S Allen provided background on the Committee and its Zone Implementation Plan Addendum (ZIPA) recommendations from 2018. This has been part of the work programme since 2018 and significant resources have been committed to this programme. Deputy Chair D Henderson provided detail on the work of the committee for 2020. An apology was extended from Committee Chairperson Michael Blackwell who was unable to attend this meeting. The report was taken as read.

Councillor Blackie noted reference to the catchment management groups being established and that there was to have been consultation with both the Te Kohaka o Tuhaitara Trust and the Northern Pegasus Bay Advisory Group. He was not aware that there had been any consultation or discussion to date with these groups. C Henderson advised that as part of the post-ZIPA work, there is a plan to establish some catchment management groups and committee member Carolyn Latham has been working with the community on establishing the first group, being the Coastal Group around Saltwater Creek. This group is now close to operating independently. The next group planned is in the Waikuku area, and S Allen advised that there has been initial discussions with landowners and the next step in establishing a catchment management group for this area will include discussions with both the Trust and the Northern Pegasus Bay Advisory Group.

Councillor Stewart questioned the comment in the report that over 85% of the ZIPA recommendations have been progressed and sort clarification on this. M Griffin spoke to this question, noting that there are 118 recommendations in the ZIPA, 59 in the Plan Change and 59 other actions. There has been quarterly reporting over the past two years, including work by both district council staff and Environment Canterbury staff on all these recommendations and any action or progress that has been made was noted.

In addition to the 2020 Committee Annual Report, C Henderson highlighted the formation of two Trusts in the Waimakariri district, both resulting from work of the Zone Committee. Firstly there is a Community Biodiversity Trust, to support landowners and community members with plans and planting funding. The second is the Waimakariri Landcare Trust, which has resulted in the merging of a subcommittee of the zone committee with the Next Generation Farmers group. This Trust is to progress 'on the ground actions' predominantly in the rural community concerning water quality issues. These groups are still under formation and the purpose statements are still in draft form, but planned to progress over the coming year.

Moved Mayor Gordon

Seconded Councillor Stewart

THAT the Council,

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

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

CARRIED

Mayor Gordon acknowledged the work of the Water Zone Committee over the last 12 months with thanks being extended for the Annual Report and the work of Plan Change 7. He commended the merging of the Landcare Trust with the Next Generation Farmers group, noting that this is where the change will happen with the next generation of farmers. The committee refresh of community members is scheduled for mid-2021 and the Mayor took the opportunity to thank the Chair (Michael Blackwell) and Deputy Mayor (Cam Henderson), who are both not seeking re-election. Appreciation was also extended to any other community members who are not seeking to continue with the committee at the upcoming refresh time.

Councillor Stewart endorsed the compliments of the Mayor regarding the community members of the Zone Committee, and that they should be acknowledged for the significant work they undertake. Regarding the 85% of ZIPA recommendations that have had progress made, Councillor Stewart expressed a desire to see some detail on what this progress is. It was suggested that the Zone Committee is seeking direction from both this Council and Environment Canterbury on "where to next". Funding for Immediate Steps projects is the only money the Zone Committee approves and Councillor Stewart suggested there needs to be some other funding allocated if the district and region want to see these Water Zone Committees deliver.

In reply, Mayor Gordon acknowledged the passion and commitment of Councillor Stewart in this field and for keeping the Council well briefed on matters.

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

T Sturley presented this report, which sought approval of an application to Rata Foundation for funding for a series of workshops to local not-for-profit organisations. It is hoped that this would empower these groups, to be well resourced and serve the community well.

Moved Councillor Ward

Seconded Councillor Blackie

THAT the Council:

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

CARRIED

Councillors extended thanks to the Community Team staff for the work that is done within the community.

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

P Eskett spoke to the report which provided additional information to support a fines free library service, as requested by the Council at the January draft Long Term Plan budget meeting. This report was originally to have be considered by the Community and Recreation Committee meeting on 23 March, which was subsequently cancelled due to a lack of quorum.

P Eskett highlighted that the report requests a zero fines policy for all library users, as per the recommendations however any lost or damaged items will remain the responsibility of the library user to be replaced or paid for.

Information was provided on the New Zealand Libraries Partnership Programme which Waimakariri Libraries is involved in. This supports public libraries in New Zealand, which recognises libraries as being key agencies and community connections particularly after the rebuild of Covid-19.

Waimakariri Libraries has four fulltime secondees through the NZ Library Partnership Programme, which has provided funding. There is also fee waivers for subscriptions. The last successful funding granted was an additional \$89,000 which was recently approved. This funding needs to align with the existing proposal, and had to be operational in nature. \$15,000 of this funding will be a reimbursement to the Council if the fine-free proposal is approved, to compensate for any loss of funds coming in from library fines. The approval of this additional \$89,000 funding is not in the report because at the time of writing, it was still pending. There has been a Community of Practice created with Christchurch City, Hurunui and Selwyn District Councils to establish our own NZLPP Community of Practice. It was noted that this proposal has been circulated previously and this report includes the additional information that has been requested. It was noted that several other Councils nationally have become fine-free and others have included this proposal in their Long Term Plans. It was pointed out that this funding needs to be allocated by the end of June.

Following a query from Mayor Gordon, the meeting adjourned at 1.47pm to allow time to seek further staff advice on this matter and the meeting reconvened at 1.57pm.

Moved Councillor Mealings

Seconded Councillor Barnett

THAT the Council:

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

- (h) **Notes** the confirmation of a request to NZLPP for \$89,000, which includes \$15,000 to compensate for uncollected library fine revenue.
- (i) **Circulates** the report to the Community Boards for their information.

CARRIED

Councillor Mealings commented that libraries exist for the community and is pleased to be able to offer this to the community. To get the funding to cover existing fines makes this a good decision and encouraged all Councillors to support this.

Councillor Barnett supported this motion, noting as mentioned in the report, that studies have shown there is no significant difference in the number of items not returned. The importance of the connection that libraries provide was especially evident during Covid-19 and Councillor Barnett does not want to see any members of the community barred from using the library services because of historical issues, especially children.

Mayor Gordon noted that there is a good faith arrangement with this community. There is evidence to show the outstanding service that the Waimakariri Libraries provide to the community and Mayor Gordon extended thanks to the Manager and all library staff.

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

V Thompson and G MacLeod were present for consideration of this report. The report sought approval from the Council to undertake public consultation from Monday 12 May to Sunday 9 May 2021 on the draft Good Street concept plan. V Thompson advised that there has already been limited engagement on the draft plan with the immediate street stakeholder. Feedback has been sought twice from this group and many of their ideas have been included into this concept plan. A further report will come back to the Council following the consultation period. This matter will not be taken back to the Rangiora-Ashley Community Board unless there is significant changes to the Plan following consultation. The budget for this financial year is \$50,000 for the consultation phase and design process and there is an additional \$585,000 in the budget for the physical work.

Moved Councillor Ward

Seconded Councillor Williams

THAT the Council:

- (a) **Receives** report No. 210309040022.
- (b) **Notes** that engagement to date has included a limited communication process with immediate Good Street stakeholders (directly affected tenants and property owners) to gather initial design ideas and feedback to support the production of the draft concept plan;
- (c) **Approves** the design ideas and proposed upgrades detailed in the draft Good Street concept plan, and the plan itself (attachment i) for public consultation;
- (d) **Notes** that the Rangiora-Ashley Community Board has endorsed the draft concept plan for public consultation on the approval of Council;
- (e) **Notes** the consultation timeframe from 12 April to 9 May 2021 (a period of four weeks);

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

CARRIED

Councillors supported this plan and look forward to improvements in Good Street, acknowledging the work of staff in progressing this plan. The Good Street businesses deserve this facelift to encourage people to use this area and support their businesses.

Mayor Gordon is pleased that this upgrade will benefit the businesses adjoining Good Street. There is an increasing number of shoppers from out of the district who are coming to Rangiora for the shopping experience which is a positive impact for many businesses in the town centre.

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

S Nichols presented this report, noting the change in the start time of the RSA Service at Rangiora High School, which is starting at 9.30am and the Sefton Service at 6pm, being the same time as the Woodend Service.

The meeting adjourned to a workshop at 2.10pm and reconvened at 2.20pm. This allowed time for members to discuss members attendance at the different ANZAC Services.

Moved Councillor Atkinson

Seconded Councillor Williams

THAT the Council:

- (a) **Receives** report No 210219028446.
- (b) **Appoints** Mayor Gordon and Councillors Atkinson, Blackie, Doody and Redmond to attend the Kaiapoi Dawn Service to be held at 6.30am on Sunday 25 April 2021 at the Raven Quay Cenotaph and to lay a wreath.
- (c) **Appoints** Mayor Gordon and Councillors Atkinson, Stewart and Redmond to attend the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021 and to lay a wreath.
- (d) **Appoints** Councillors Brine and Barnett to attend the RSA service at the Rangiora High School to be held at 9.30am on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (e) **Appoints** Mayor Gordon and Councillors Atkinson, Barnett, Brine and Williams to attend the Rangiora Anzac Day Service at the Rangiora

Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath.

- (f) **Appoints** Councillor Doody to attend the Oxford Anzac Day service to be held at 9.30am on Sunday 25 April 2021 and to lay a wreath.
- (g) **Appoints** Councillor Mealings to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Cenotaph at 10am on Sunday 25 April 2021 and to lay a wreath at Cust.
- (h) **Appoints** Councillor Mealings to attend and lay a wreath at the West Eyreton wreath laying service to be held at 11am on Sunday 25 April 2021 (following the Cust Parade).
- (i) **Appoints** Mayor Gordon and Councillors Atkinson, Barnett, Blackie, Redmond and Stewart to attend the Tuahiwi Anzac Day services to be held at 2pm on Sunday 25 April 2021 and to lay a wreath.
- (j) **Appoints** Councillor Williams to attend the Fernside Anzac Day service to be held at 10am on Sunday 25 April 2021 and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (k) **Appoints** Mayor Gordon and Councillors Mealings and Doody to attend the Ohoka Anzac Day service to be held at 11am on Saturday 24 April 2021 at Ohoka Hall, Mill Road and to lay a wreath.
- (l) **Appoints** Mayor Gordon and Councillor Blackie to attend the Woodend Anzac service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath.
- (m) **Appoints** Councillors Barnett, Redmond, Stewart and Williams to attend the Sefton Anzac service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath.
- (n) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Kaiapoi Anzac Day Service (Trousselot Park) to be held at 10am on Sunday 25 April 2021.
- (o) **Appoints** Deputy Mayor Atkinson to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021.
- (p) **Notes** that the Community Boards will be represented and lay wreaths at the various RSA ANZAC Services within the District.
- (q) **Circulates** a copy of this report to the four Community Boards.

CARRIED

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

- 9.1. **Enterprise North Canterbury Promotions Business Plan Activity Report for the six months to December 2020 and Renewal of District Promotions Contract – S Markham (Manager Strategic Projects)**
(refer to copy of report no. 210304036827 to the Audit and Risk Committee meeting of 16 March 2021)

This report referred from the Audit and Risk Committee meeting of 16 March was taken as read.

unconfirmed

Moved Councillor Ward

Seconded Councillor Stewart

THAT the Council:

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

CARRIED

Councillor Stewart mentioned the underspend and would like to see that ENC ensure the grant is fully expended and the district promotion fund is spent in the financial year that it is allocated to.

Mayor Gordon supported this motion, noting that the topic of carry overs was discussed at the recent Board meeting and this will be coming to a future ENC Board meeting.

10. **HEALTH & SAFETY**

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

This report was taken as read and Mayor Gordon asked if there was any questions.

Councillors questioned two items in the work related incidents which were answered by staff at the end of the meeting, confirming appropriate safety procedures were in place.

Moved Councillor Atkinson

Seconded Councillor Blackie

THAT the Council:

- (a) **Receives** report No 210316044336.
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Notes** that phase 2 of the Rangiora Service Centre Refurbishment Project is due to finish at the beginning of April. Phase Three sees the return of units from Lam House and work on the Executive wing will commence.

CARRIED

11. COMMITTEE MINUTES FOR INFORMATION

- 11.1. Minutes of a meeting of the Community and Recreation Committee meeting held on 23 February 2021
- 11.2. Minutes of a meeting of the Waimakariri Water Zone Committee held on 1 March 2021
- 11.3. Minutes of a meeting of the Audit and Risk Committee meeting of 16 March 2021
- 11.4. Minutes of a meeting of the Utilities and Roading Committee meeting of 16 March 2021

Moved Councillor Barnett

Seconded Councillor Doody

THAT Items 11.1 – 11.4 be received for information.

CARRIED

12. COMMUNITY BOARD MINUTES FOR INFORMATION

- 12.1. Minutes of a meeting of the Kaiapoi-Tuahivi Community Board meeting of 1 February 2021
- 12.2. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 3 March 2021
- 12.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 8 March 2021
- 12.4. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 10 March 2021
- 12.5. Minutes of a meeting of the Kaiapoi-Tuahivi Community Board meeting of 15 March 2021

Regarding a comment in the minutes of the Woodend Sefton Community Board meeting, Councillor Blackie noted that the delay of the Pegasus Bay Bylaw Review is a choice of the Advisory Group, and not because of lack of resources.

Moved Councillor Ward

Seconded Councillor Brine

THAT Items 12.1– 12.5 be received for information.

CARRIED

13. **REPORTS FOR INFORMATION**

There were no reports for information.

14. **CORRESPONDENCE**

There was no correspondence.

15. **MAYOR'S DIARY**

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

Re 21 March Councillor Doody noted the change of ownership of the Emma's Bookstore in Oxford and that the shop is still operating. The Mayors Diary will be amended accordingly to indicate that it was the farewell function for Emma Gillard.

Moved Councillor Doody

Seconded Councillor Atkinson

THAT the Council:

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

CARRIED

16. **COUNCIL PORTFOLIO UPDATES**

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

The last scheduled Mahi Tahī Joint Development Committee meeting was cancelled at short notice due to lack of a quorum. The Annual Hui with the Runanga is scheduled for Thursday 8 April at the Marae. The next meeting of the Mahi Tahī Joint Development Committee is scheduled for Tuesday 20 April.

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

Councillor Stewart commented on the 85% of recommendations from the ZIPA as having being progressed (as reported in the Zone Committees Annual Report) which looks as though there is far more being achieved than actually is. Councillor Stewart wished to register her disappointment that this reporting has a rosy glow around it, which she considered was not warranted.

Regarding the National Policy Statement Natural Wetland Protection, Councillor Stewart advised that this is still being interpreted by Environment Canterbury. The Council's drainage groups are awaiting direction from Ecan on this matter and in the meantime the Council's Rural Drainage groups are dealing with groups of frustrated farmers, regarding the lack of Council action on drainage work that they pay rates for. This matter has been brought to the attention of three of the Councils Rural Drainage Advisory Groups and Councillor Stewart said there needs to be direction from Environment Canterbury on this matter; for both the Council and landowners. There is also unsatisfactory progress on the amount of sediment that goes into the upper Kaiapoi River, which also blights the lower reaches of the Cam River. There is an environmental issue that has been ongoing for a long time, which the Council and members of the public are waiting for a resolution on from Environment Canterbury. The contentious issue of a single rural drainage rate across the district is well supported by the members of the Drainage Advisory Groups and this matter comes up regularly at their meetings. Councillor Stewart would welcome a report or briefing on this matter and where this sits in the wider 3 Waters Reform. Councillor Stewart commented that even with all the publicity, there is still an issue of stock in waterways, which was reported on recently.

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

The Waimakariri-Passchendaele Advisory Group met recently and considered a planting plan, which was presented by Greenspace staff to the Group. Consideration is now being given on how this would be funded. Signage for both ends of the Path is also proposed.

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

Councillor Blackie advised the NZ Motorhomes Park in Kaiapoi is progressing. The aqua park project is being investigated, including water quality and seeking feedback from the Runanga. Regarding the new mahinga kai project on the south bank of the Kaiapoi river, the General Manager of the Te Kohaka o Tuhaitara Trust has indicated the Trust is interested in this being a joint venture with the Council and the matter will be further considered through the Mahi Tahī Committee.

A public consultation meeting on the Kaiapoi Hub was well attended and some of the concerns of the residents were put to rest, although there is still a small number of residents who are in opposition to the proposal.

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

The draft submission to the Climate Change Commission has been submitted, and this was used as a model by the Mayoral Forums submission.

Canterbury Climate Change Risk screening workshops were held in mid-March. There are different risks in different districts within Canterbury, and so Tonkin and Taylor have asked for an extension of time to provide a risk assessment for each district.

There has recently been a demonstration of e-bikes for elected members and staff, from Evo Cycles. This demonstration was held in the Council car park and created interest.

Staff Sustainability Champions have met recently and discussed the energy in the Rangiora Service Centre and the savings that will be met following the completion of renovations.

A Sustainability Group meeting is scheduled for Monday 12 April.

The Christchurch City Council Coastal Hazards Working Group are scheduled to meet later in the week.

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

Councillor Ward advised that the Rangiora Promotions Association held Eats and Beats in March which was a successful night. On Thursday 8 April a Rangiora Promotions Business Breakfast is being held from 7am to 8.30am at the Rangiora RSA. Councillor Ward will circulate information on this event to all Councillors.

Councillor Ward attended the Long Term Plan promotions outside New World in Rangiora, with some community members expressing concern about the possibility of chlorination of water.

17. QUESTIONS*(under Standing Orders)*

There were no questions.

18. URGENT GENERAL BUSINESS*(under Standing Orders)*

There was no urgent general business.

19. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED*Section 48, Local Government Official Information and Meetings Act 1987*

Moved Councillor Blackie

Seconded Councillor Atkinson

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of Council public excluded portion of Council meeting of 2 March 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Minutes of the Public Excluded portion of the Audit and Risk committee meeting of 16 March 2021	Minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of C Roxburgh (Water Asset Manager)	Request for Budget to complete sealing of reservoirs at Chinnerys Road, Woodend	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of R Qu (Assets Advisor – Assets Planning, Acquisitions & Disposals) and R Hawthorne (Property Manager)	Johns Road/Townsend Road; Road Stopping for the 'wedge' and Disposal of the Surplus Land	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of R Qu (Assets Advisor – Assets Planning, Acquisitions & Disposals) and R Hawthorne (Property Manager)	Proposed Road Stopping High and Ivory Street	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)	North of High Property Acquisition Update and Heads of Agreement Renewal	Good reason to withhold exists under Section 7	Section 48(1)(a)

19.7	Report of V Thompson (Business and Centres Advisor)	Meridian Energy request for an additional EV Charger at the Woodend Community Centre	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.8	Report of C Brown (Manager Community and Recreation)	Coldstream Road Rangiora Tennis Development Procurement	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 – 19.8	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

The public excluded portion of the meeting occurred from 3.05pm to 4.25pm.

Resolution to Resume in Open Meeting

Moved Councillor Ward Seconded Councillor Doody

THAT the open meeting resumes and

19.1 Minutes for confirmation of the public excluded portion of the Council meeting of 2 March 2021

The minutes remain public excluded.

19.2 Minutes for information of the public excluded portion of the Audit and Risk Committee meeting of 16 March 2021

The minutes remain public excluded.

19.3 Request for Budget to complete sealing of reservoirs at Chinnerys Road, Woodend

Resolves that the recommendations be made public, but the contents of this report remain public excluded, due to commercial sensitivity.

19.4 Johns Road/Townsend Road; Road Stopping for the 'wedge' and Disposal of the Surplus Land

Resolves that the report is laying on the table, pending additional information therefore the contents of this report remain public excluded.

19.5 Proposed Road Stopping High and Ivory Streets, Rangiora

Resolves that the recommendations be made public, but the contents of this report remain public excluded until such time as all necessary contractual and legislative requirements are complete.

19.6 11 Blake Street Property Acquisition Update and Heads of Agreement Renewal

Resolves that the recommendations **a to d and f and g** (excluding e) be made public, but the contents of this report remain public excluded, due to commercial sensitivity.

19.7 Meridian Energy request for an additional EV Charger at the Woodend Community Centre

Resolves that the resolutions become public on the full execution of the Meridian Access Licence for Woodend.

19.8 Coldstream Road Rangiora Tennis Development Procurement

Resolves that the resolutions and report remain public excluded until such time as all necessary contractual and legislative requirements are complete.

CARRIED

OPEN MEETING

19.3 Request for Budget to complete sealing of reservoirs at Chinnerys Road, Woodend – C Roxburgh (Water Asset Manager)

Moved Councillor Barnett Seconded Councillor Ward

THAT the Council:

- (a) **Receives** report No. 210319046799.
- (b) **Notes** that a number of defects have been identified with the northern reservoir at the Chinnerys Road headworks site, which present an unacceptable level of risk of contamination if not addressed.
- (c) **Notes** that Not Just Coatings have submitted a proposal to the value of \$49,635 to address the issues with the northern reservoir based on the Beca report, and that their price has been assessed and deemed to represent good value based on similar works which Beca have overseen previously.
- (d) **Notes** that it is reasonable to expect some remediation works to be identified for the southern reservoir, once this is able to be assessed, but that these are likely to be less than the northern reservoir, and as such an allowance of \$30,000 has been made for this site, with a contingency of \$10,000, to give a total recommended budget of \$90,000.

- (e) **Approves** the allocation of a new level of service capital budget for the 2020/21 financial year of \$90,000 to allow these issues to be addressed.
- (f) **Notes** that the new budget is forecast to increase water rates by \$1.80 per connection per year on the Woodend-Pegasus water supply.
- (g) **Approves** the direct engagement of Not Just Coatings to complete these works, given it is a specialist task, they are available to complete the works, the urgency of the works, and that their price has been assessed as good value and comparable to other works of this nature.
- (h) **Resolves** that the recommendations be made public, but the contents of this report be made public excluded, due to commercial sensitivity.
- (i) **Circulates** this report to the Woodend-Sefton Community Board for their information.

CARRIED

19.5 Proposed Road Stopping High and Ivory Streets, Rangiora – R Qu (Property Assets Advisor – Assets Planning, Acquisitions & Disposals) and R Hawthorne (Property Manager)

Moved Councillor Ward Seconded Councillor Brine

THAT the Council:

- (a) **Receives** report No. 210326050445
- (b) **Approves** the proposal to stop that area of legal road located on the corner of High and Ivory Streets, Rangiora shown as Lot 1 on DP 51741 having an area of 4 m² under the provisions of Section 116 of the Public Works Act 1981.
- (c) **Notes** that when the road is formally stopped freehold air rights at the first and second floor levels will be transferred to the adjoining land owner at a nil consideration.
- (d) Notes the freehold air rights to be held by the apartments at the first and second floor levels will revert to Council ownership if the building is demolished.
- (e) **Delegates** the Chief Executive and Property Manager Authority to finalise the necessary legislative actions necessary to stop the road and then complete the transaction.

CARRIED

19.6 11 Blake Street Property Acquisition Update and Heads of Agreement Renewal - S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)

Moved Councillor Ward Seconded Councillor Brine

- (a) **Receives** report No. 210318045580.

- (b) **Notes** that Council has acquired both 13 and 15 Blake Street as previously approved (Trim 160929100482), and as required to enable future North of High development as identified in the Rangiora Town Centre Strategy.
- (c) **Notes** staff have been working on a number of complex property easement and right of way issues relating to the acquisition of 11 Blake Street, and will continue to progress and complete these with the appropriate stakeholders.
- (d) **Notes** staff will proceed to conclude and settle on the purchase of 11 Blake Street, as per the Council approved sales and purchase agreement that is in place for this property.
- (f) **Notes** the background information provided in section 3 of this report relating to the North of High concept and previous development arrangements with Ashley Estates Limited (AEL).
- (g) **Approves** staff to draft an updated North of High Parking Building Heads of Agreement, between Council and Andrew Wenborn of Ashmore Holdings Limited, articulating an in principle agreement to work collaboratively on any future North of High Parking Building concept.

CARRIED

20. **NEXT MEETING**

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

There being no further business, the meeting closed at 4.26pm.

CONFIRMED

Mayor D Gordon
Chairperson

Date
4 May 2021

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC - 50 / 210421064657

REPORT TO: Council

DATE OF MEETING: Tuesday, 4 May 2021

FROM: Simon Hart, Business & Centres Manager (District Recovery Manager)

SUBJECT: COVID – 19 Recovery Programme Update

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report provides Council with an update on the economic situation and outlook for the country and the district as we continue to operate under COVID - 19 Alert Level One restrictions.
- 1.2 This report also provides a summary update on the progress made against 27 recovery actions, as reported to the Economic Recovery Advisory Group on the 7th April 2021.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210421064657
- (b) **Notes** the updated high level economic activity assessment provided in Section 4 of this report.
- (c) **Notes** the progress update (as provided to the Economic Recovery Advisory Group) relating to the 27 initial recovery projects supported by Council contained in section 4.8.
- (d) **Circulates** this report to the Economic Recovery Advisory Group, Social Services Waimakariri and the Community Boards for their information.

3. BACKGROUND

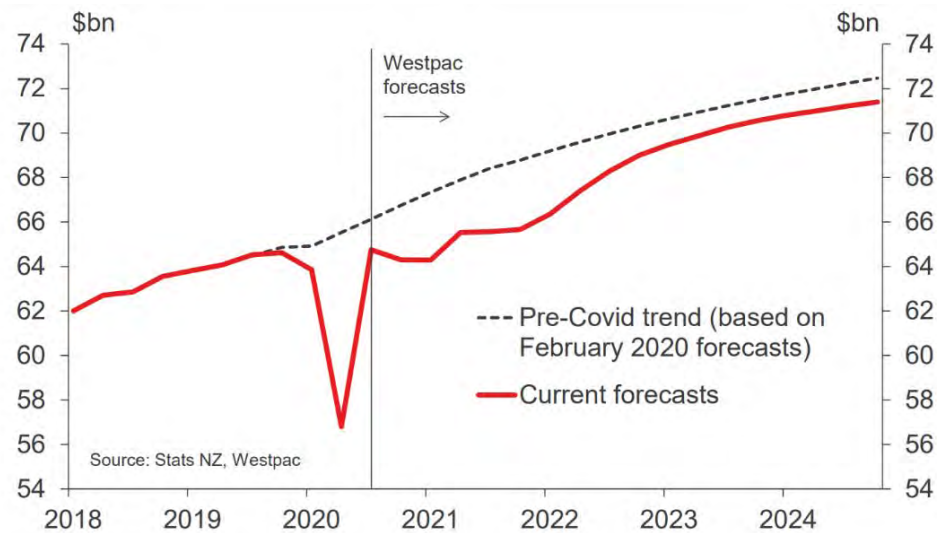
- 3.1. Early COVID-19 pandemic recovery preparations began immediately following the Alert Level Four lockdown on 26 March 2020, and the subsequent local Emergency Operations Centre (EOC) activation. Initial assessment of the traditional Civil Defence 'recovery environments' reinforced early observations that this pandemic would most significantly impact on both the economic and social environments.
- 3.2. From an economic perspective, initial forecasts highlighted interrupted supply chains, and a significant reduction in investor and consumer confidence causing damage to economies around the world. Whilst these factors have certainly also impacted close to home, the New Zealand economy has shown a reasonable amount of resilience compared with many others

around the world. More recently, we have seen retail spend increasing in our centres, house prices increasing, and the agriculture and farming sectors performing well.

- 3.3. Having said this, and while many New Zealand businesses have 'bounced back' well, a number of industries have still been badly impacted upon resulting in business closures, reduced hours for employees, and greater levels of people out of active engagement in the labour force.
- 3.4. Ongoing softening in the world economy is still expected with governments continuing to accumulate record levels of debt to support declining economies as they seek to mitigate the impacts of the COVID-19 pandemic. The world is far from over this pandemic in health and economic terms and this poses ongoing risks to New Zealand and a high level of uncertainty about our international prospects.
- 3.5. Locally, increased levels of business support offered by Enterprise North Canterbury have helped ease uncertainty and hardship within certain sectors of our local economy. In addition, Council has formed an Economic Recovery Advisory Group (ERAG) led by Mayor Dan Gordon, and with the inclusion of key leaders across the major business sectors within the district. The ERAG has now met on four occasions since its formation in July 2020, and has discussed key issues relating to the District's business and commercial sectors, and the local economy. These discussions have greatly assisted with our understanding of the impacts of COVID – 19 on our local businesses, and with refinement and development of potential recovery programmes and projects.
- 3.6. While all New Zealanders will be impacted by the pandemic, there are certain groups within our community that are disproportionately impacted. The Council's Community Team has taken the lead within the 'psycho-social' recovery space and is working very closely with the wider social service sector within the district to identify and support those experiencing increased levels of hardship as a result of COVID-19.

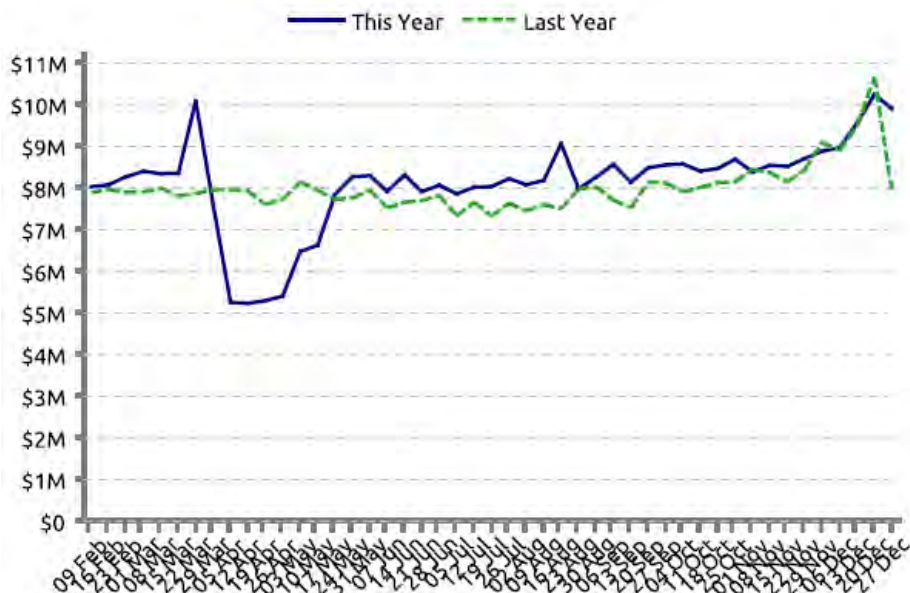
4. ISSUES AND OPTIONS

- 4.1. Council staff have been monitoring a number of economic indicators on an ongoing basis so as to understand the impacts of the pandemic on the local economy and local businesses. Overall, the district has recovered well, with most key economic indicators highlighting significant progress since the nationwide lockdown in 2020.
- 4.2. The following graph shows an updated (as at February 2021) Westpac forecast for national GDP. The graph forecasts GDP to remain below the path it was on before Covid hit, reflecting the loss of international travel and tourism resulting from the closure of the border since March 2020. With the domestic economy having already largely recovered its lost ground, and tourism remaining out of action, further growth will be harder to come by in the coming year. By the end of 2021, Westpac expect the level of GDP to be up just 2% on the previous year.



4.3. In the Waimakariri District, GDP in was provisionally down 1.2% for the year to December 2020 compared to a year earlier. However growth was higher than in New Zealand which was down by around -2.6%.

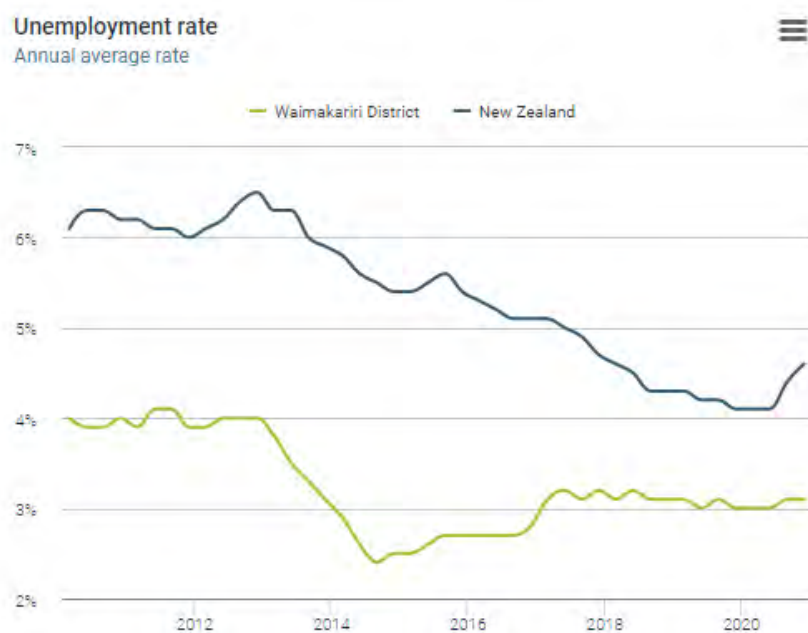
4.4. At a district level, overall retail spend recovered well by the end of 2020 to be around 1.3% higher than the previous year, despite the COVID lockdown period. The overall retail spend result is significantly bolstered by the strong performance of the 'Food, Liquor and Pharmacies' sector, which makes up a significant proportion of the retail spend within the District. The following graph highlights the retail spend journey for the district over the 2020 calendar year (in blue) as compared to 2019 (in dotted green).



4.5. However, a slightly closer look would reveal some sectors performed significantly better over the course of the year than others. The 'Food, Liquor and Pharmacies' category, and 'Home and Recreational Retailing' categories are both performing well compared with the same time last year. While over the same period, the other four categories are still significantly behind. The following graph highlights (column with red outline) annual retail performance by sector.

	SWLY		Cumulative	
	\$	#	\$	#
Food, liquor & pharmacies	+29.7%	+12.8%	+14.3%	-3.7%
Hospitality & Accommodation	+5.4%	+6.5%	-11.6%	-14.3%
Fuel & Automotive	+14.3%	+10.2%	-19.8%	-11.8%
Clothing, Footwear & Dept. Stores	+44.8%	+14.2%	-11.9%	-10.4%
Home & Recreational Retailing	+20.4%	+13.0%	+14.5%	+9.7%
All other	+50.3%	+53.1%	-26.3%	-13.3%
TOTAL	+24.9%	+12.9%	+1.3%	-7.5%

- 4.6. The unemployment rate in the Waimakariri District was around 3.1% in quarter ending December 2020, compared with a New Zealand rate of 4.6% at the same point. Job Seeker numbers increased within the district during 2020, but the general level of financial assistance provided by the government to those affected by the pandemic seems to have subsided somewhat. Underutilisation rates and underemployment also increased during 2020 following the nationwide lockdown, but have also improved more recently.
- 4.7. There were a number of specific industries within the District that were/continue to be adversely affected by the pandemic. The number of travel agencies/agents within the district has decreased as one example. During 2020, various reports and measures highlighted vulnerable groups within the population in relation to employment. Some of those worst affected included Maori and Pacific Island people and youth. The following chart highlights the districts unemployment journey over recent years.



- 4.8. On April 7th 2021, the Economic Recovery Advisory Group met for the fourth occasion. At this meeting, the Councils new Chief Executive was introduced to the group, and a progress update on the 27 initial recovery projects was provided. The following tables highlight the update provided at this meeting.

Progress

Programme A: Leadership, Advocacy and Coordination

1. National and Regional Advocacy (Continuing)

Ongoing advocacy to Central Government incl. through Regional Forums for appropriate policy/legislative change and to influence funding opportunities/support district recovery.

Council and staff advocating to central government on an ongoing basis where opportunities exist.

Council staff working with appropriate partners and submitting to funding opportunities where appropriate.

2. Local and Regional Recovery Coordination (Continuing)

Leading and coordinating ongoing development and implementation of the District Recovery Plan, influencing regional partnerships, sharing information, and coordinated advocacy.

Mayor, Chief Executive and Senior Staff are currently involved in a number of regional partnerships and forums.

A 'Core Recovery Group' is still in place and will meet as required.

3. Farming Sector Engagement (Watching Brief)

Engaging with and supporting the farming sector as a 'recovery-lead' production sector locally and nationally. Supporting initiatives that realise productive potential while adjusting to pending implementation of new Land and Water Plan requirements.

The Mayor submitting on the Land & Water Plan, Plan Change 7 seeking to ensure the pace of change does not damage the COVID-19 recovery role that farming is playing.

Programme B: Strategy and Planning

4. Monitoring Key Economic and 'Psycho-Social' Change and Recovery Plan Effectiveness (Continuing)

Key indicators for pre-COVID19 position in respect to economic and social well-being to be monitored and reported incl. regularly assessing recovery progress generally and Recovery Plan effectiveness.

Council staff have been closely monitoring key economic and social indicators.

5. Local Economic Development Strategy Review (Progress)

Review the LED Strategy in the post-COVID19 era to help guide medium and longer term economic development activities, and support decision making by ENC, Council and business.

Funding for a Local Economic Development Strategy Review has been included into the draft LTP Budget Bid due to be considered by Council over the coming months.

6. "Live/Work Waimakariri – Shop Local" – A Promotion and Marketing Campaign (On Hold)

As well as invigorating 'shop and buy' from local stores/through local supply chains, this project proposes a campaign to attract new residents through promotion and marketing of the District as a great place to live and work/set up business.

A number of shop local campaigns have been delivered by various agencies, and the shop local message seems to have been well received by locals, highlighted by a strong recovery in the retail spend data Council receives.

A campaign for 'Live and Work' local has not been progressed, and no funding currently exists for this work.

ENC has launched MADE NORTH CANTERBURY a local provenance food and beverage initiative in an effort to support 'buy local' with 40 members and a new website including a directory where to source local produce.

7. Leveraging Council's Strategic Property – An Activation Mechanism (On Hold – Linked to Town Centre Implementation)	
The Council has considerable strategic property holdings. More than ever consideration of how leveraging key Council land holdings can reduce the risk through smart divestment of land, joint venture projects, companion public realm investment and/or Public Private Partnerships.	Council staff and consultants have presented to Council on the concept of an 'activation strategy'. A further report is due to go to Council in July for consideration. In the interim, divestment of Council's strategic land holdings to assist commercial development opportunities is being undertaken on a case by case basis (South MUBA, BNZ Corner etc.) Visit Waimakariri remain committed to developing a fully signposted off-road cycle trail between the main centres of the eastern part of the District
8. Accelerating Town Centre Strategy and Plan Implementation (In Draft LTP – Implementation Programme Underway)	
Key projects that likely support Recovery Plan initiatives (such as through 8. above) or provide economic stimulus in their own right would be identified, prioritised, and possibly brought forward; noting that the 21-31 LTP won't take effect for some 14 months.	A Working Group of Council has been successful in having a 'Town Centres Implementation Budget Bid' included in the draft Long Term Plan process. This identifies priority projects over the coming 10 year period.
9. Visitor Strategy Review (Progressing Implementation of Reviewed Strategy)	
A Review of the now outdated Visitor Strategy was about to start prior to the COVID19 Lockdown. This strategy will guide actions and activities of key stakeholders in the Waimakariri, and link into activities of our Greater Christchurch and regional partners.	Council adopted the reviewed 'Visitor Strategy' at their November 3rd Meeting. The strategy was reviewed with key stakeholders and developed in conjunct with ENC and a tourism consultant. ENC are now working on implementation of actions within the plan.
10. Accelerating the "Green Economy" (On Hold)	
Opportunities to rethink how post-COVID19 'work/life' patterns can be more sustainable, and synergies between existing work streams around climate change response and sustainability strategy development exist. How the 'Post-COVID19' lens can be applied and the 'green economy' advanced is worthy of further scoping and report.	No specific action undertaken to date.

Programme C: Development Sector Support

11. Consideration of Development Contributions (Not continuing)	
Council could consider waiver or deferral, or other alterations to levying Development Contributions associated with certain types of development over a particular period, as an incentive to developers to get development underway faster.	With the exception of the noted ERAG feedback, no further feedback requesting consideration of Development Contributions has been received. Development sector activity has been increasing in recent months and looks set to continue.
12. Key Development Project Support Team (Continuing Under Normal Business Arrangements)	
Supporting/enabling private development to a greater extent under significantly changed circumstances - while still respecting regulatory requirements – by an integrated project support team to guide and support identified projects through Council (and now Govt. led) consenting processes.	Further investigation into refining our 'Business Friendly' programme has been undertaken. This has considered how 'case management' of key developments could be enhanced/undertaken. It is recommended that further work on regulatory support for commercial developments be undertaken, and that this focuses on day-to-day (normal business) processes. This could potentially then be 'ramped up' should the economic climate significantly shift over the coming months.
13. Consent Fees Relief (Not Continuing)	
Council could consider reducing/waiving building, resource and environmental health consenting and approvals fees associated with identified activities and projects of recovery significance. Again this would be aimed at providing a package of incentives for developers, existing and new business start-ups.	There have been little or no requests for consent fee relief from the commercial development community. However, should this be something that is helpful in the near future, Council could consider developing some guidelines for commercial consent fee relief.

Programme D: Council Capital Programme & CIP “Shovel Ready” Projects

14. Leveraging Councils 10 Year Capital Programmes (Continuing to Progress)

As the programme is reviewed and advanced there is the ability to look at which public projects might provide greater public and recovery benefit. Council could include these priority projects into a programme of 'accelerated works' with the aim of providing confidence to the private sector, and stimulating economic activity.

Council has considered its capital programme through the LTP process. Currently on the cards for the upcoming financial year is a capital programme that includes Rooding projects of around \$20m, Drainage projects of around \$4.5m, EQ Recovery projects of around \$7.5m, Waste Water and Water projects of around \$3m, and Recreation projects of around \$31m (which includes \$23m towards the new stadium)

This programme includes projects that were deferred/carried over as a result of Covid delays.

15. Advocacy and Support of Submitted CIP Projects (Continuing to Progress)

Continued advocacy, support and potential future implementation of 'Shovel Ready' projects submitted to Crown Infrastructure Partners Ltd. (CIP).

Council was successful in securing \$9m of CIP Shovel Ready funding. This is conditioned on Council matching that funding with a further \$9m. This collective \$18m will be allocated to Kaiapoi Storm Water and Flood protection projects over the next 18 – 24 months.

In addition, Council has opted to accept a government stimulus offer related to the Governments Three Waters reform programme of \$8m. This will go towards five key projects (mostly sewage related) Two of which relate to work upgrading Tuahiwi sewer schemes.

Programme E: Community & Psycho-Social Support Programme

16. Develop and Monitor Programme Implementation (Continuing to Progress)

Develop a Psycho-Social Recovery programme of actions, and monitor implementation.

Engaged with Social Services Waimakariri to develop and disseminate a survey of the local social and community sectors to gauge the extent of the impact of the COVID-19 pandemic.

Established and facilitated a COVID-19 Local Welfare committee to identify emerging issues and opportunities related to the COVID response and planning toward social recovery

Facilitated Social Recovery Forum to inform COVID-19 planning and key priorities with key stakeholders

17. Social and Health Sector Network Facilitation and Support (Continuing to Progress)

Elevated levels of support from the Council's Community Team to address known/probable increases in family violence, mental health issues, difficulty with access to health services, increased suicide risk, alcohol and other drug harm, social isolation, increased poverty, crime and unemployment.

Work continues on usual priority areas, such as family violence, mental health, suicide, alcohol and drug harm and social isolation as part of business as usual.

A 'seeking help is strength' inspired website is being developed as a safe and accessible one stop shop for information and inspiration to support and empower those affected by the COVID-19 events. This will also serve as a means for agencies to map and address need.

Additionally, with the successful acquisition of \$690K in funding work continues on food security, including the establishment of a food surety base, community hub and education centre.

Funding is being sought to cover medium term community development provision to facilitate social recovery.

18. Increased Community Development (Continuing to Progress)	
Undertaken through the Council's Community Team to facilitate community connectivity, education and information provision, opportunity and empowerment. Targeted initiatives for older persons', migrants and newcomers, families and children and youth development etc. in both urban and rural environments.	<p>Work continues on the following business as usual priorities:</p> <p>Family Violence and wellbeing for families and children</p> <p>Youth Development; including work on the development of a youth friendly plan for the District</p> <p>Age-friendly community plan facilitation</p> <p>Support for the work of the Waimakariri Access Group and associated delivery against the Waimakariri Accessibility Strategy 2017</p>
19. Increased support for local Community, Voluntary and Recreation Sectors (Continuing to Progress)	
Support volunteer sector, community and recreational group resilience in period of heightened demand and anxiety, and, to ensure continued to access sports, hobbies and other recreational and volunteering opportunities to enhance mental and physical wellbeing.	<p>Nine 'governance and funding' workshops were delivered to local volunteer-involving organisations.</p> <p>Increasing the role and profile of TimeBank- style skill and resource swapping/sharing initiatives.</p> <p>Planning is underway for a local Sport and Recreation Steering Group to encourage collaboration and mutual support between sport and recreation codes/clubs</p>
20. Local, Regional and National Public Health Liaison (Continuing to Progress)	
Increased engagement with the public health sector and appropriate liaison between public health and the community on health related issues to prevent further outbreak/reoccurrence of COVID19.	Facilitation and/or involvement in key local and regional fora continues, including Social Services Waimakariri, Waimakariri Health Advisory Group and Healthy Greater Christchurch.
21. Enhanced Migrant Assistance and Support (Continuing to Progress)	
Additional aspect of the existing Migrants Group Facilitator work programme to specifically assist the migrant communities with access to community services, and with employment related issues.	<p>Continued work and involvement with Immigration New Zealand and Ministry of Social Development, Citizens Advice Bureau, Social Services Waimakariri, Waimakariri Health Advisory Group and the Waimakariri Migrants and Newcomers Group.</p> <p>A survey is under development to gather specific local formative information related to the needs, experiences and challenges of local migrants post-COVID.</p>
22. Rates Relief (Continuing to Progress Under Normal Business Arrangements)	
Continue to implement and manage the approved Rates relief options to residents and monitor the need for these on an ongoing basis.	Rates relief has been offered but uptake has been very small in nature. Council is still open to requests for rates relief on an ongoing basis.
23. Commercial and Community Group Rent Relief (Progressing Under Normal Business Arrangements)	
Council has offered short term and could offer longer term rent/room hire relief to community groups, and businesses that meet certain criteria and that use/occupy Council owned buildings.	A few requests for rent relief have been received by commercial tenants or community groups using Council facilities. These have been considered and supported on a case by case basis.

Programme F: Business Support & Economic Development

24. Business Sector/Regional and Central Government Programme Liaison (Continuing to Progress)

Develop/maintain key relationships with Central Govt. and Regional partners/policy makers to ensure any opportunities for influence, and improvements in the local resourcing for economic recovery are realised.

MSD partnership was wound up 31 December 2020. Demand had diminished

ENC ran a business start-up programme for 15 people (funded by MSD). One more to run in May/June

Regional Business Partners (MBIE/NZTE) – funding for business support through ENC (\$760k allocated to help North Canterbury Businesses since lockdown including tourism funding and Covid funding)

NZTE – Identifying opportunities for Waimakariri for new large businesses with ENC

Christchurch NZ – Worked with Visit Waimakariri to provide workshops to Waimakariri food and beverage producers to investigate commencing a tourism business and being part of a new MADE NORTH CANTERBURY Makers Trail. Any future trail will be in conjunction with Hurunui and Kaikoura

DIA (Immigration) – working collaboratively with ENC to identify needs of migrant workers in the district

25. Business Mentoring, Support and Advocacy (Continuing to Progress)

Provision of direct support through ENC for advice and facilitation, access to the Regional Business Programme (RBP) for NZTE vouchers, business mentors and advisors, and an ongoing high level of advocacy on behalf of the business community to banks, financial institutions, landlords, etc.

Since Lockdown (March 25 2020)

921 businesses assisted by ENC with Covid-19 related issues (527 from Waimakariri)

\$725k of Covid-19 funding (100% funded) expert business advice allocated to businesses (\$361k from Waimakariri)

\$82k of tourism funding was provided to businesses

180 start-up businesses assisted by ENC

270 businesses assisted for non-covid needs receiving \$80k of NZTE 50/50 funded

Provided advocacy of individual business issues to council or government depending on their needs. Provided funding in some cases for legal advice for businesses.

26. Local/Community Events Planning & Delivery (Continuing to Progress)

As social interactions and public gathering returns to more normal levels, there is an opportunity to coordinate/incentivise a programme of local and community events to bring people back together, celebrate community and provide stimulus to local businesses.

ENC administer and distribute between \$30-\$45k of Council event funds each year.

ENC received \$172k from MBIE to fund major events in Waimakariri over the coming three years.

Visit Waimakariri design and distribute a monthly district events calendar which is emailed to 1,500 subscribers, promoted through its own FB page (5,644 followers) and is picked up by 27 local Facebook Groups (with 64,367 followers) as well as Chatter (WDC)

We work with local event organisers when planning events and assist them in this process.

27. District Promotions and Business Attraction (Further Consider ENC Sol and Business Plan at next Review)

The ENC Sol is a broad enabling document and anticipating no new funding from the Council to implement its 2020/21 programme, consideration of its Business Plan resourcing in light of new economic realities and appropriate funding to provide for better local business and jobs outcomes is warranted. This may evolve.

ENC currently working with 21 potential projects for the Waimakariri. 8 of these would be considered significant catalyst projects for the district if they succeed.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Economic Recovery Advisory Group has considered the progress and actions against the 27 projects listed in section 4 of this report, and has provided feedback. The All Boards Meeting received an update presentation in 2020 and provided high level feedback. The Community Team have held regular meetings and forums across the community and social services sector in the District. Council Representatives,

including the Mayor and CE also engage more widely across the Greater Christchurch area on COVID-19 recovery matters.

5.2. **Wider Community**

An online 'Bang the Table' community engagement process was undertaken following the development of the six 'Recovery Programmes'. This community engagement occurred earlier this year in June and July, and resulted in support for a number of projects, and a number of new ideas.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The recommendations within this report do not result in any expansion of the COVID-19 Recovery Fund.

6.2. **Community Implications**

COVID-19 continues to have an impact on the districts social and economic environments. This report provides some information on those impacts, and the work being undertaken by Council and other organisations to mitigate these impacts.

6.3. **Risk Management**

There remains an ever present risk of a further escalation in the pandemic disaster, but Government management of that risk is ongoing and substantial.

6.4. **Health and Safety**

There are no anticipated Council related health and safety implications associated with the recommendations in this report. All Council work being undertaken in relation to Recovery activities will be subject to the appropriate Health and Safety processes and procedures. The proposed funding allocations for and continuation of social recovery programmes help manage the adverse health and safety consequences of COVID-19 for the community.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

The Local Government Act is relevant in this matter.

7.3. **Community Outcomes**

There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

7.4. **Delegations**

The Council has delegated authority to fund and approve COVID-19 Recovery activities for the District.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-77-08 / 210420063882**REPORT TO:** Council**DATE OF MEETING:** Tuesday, 4 May 2021**FROM:** Shaun Fauth, Project Engineer
Joanne McBride, Roothing & Transport Manager**SUBJECT:** Rangiora & Kaiapoi Park & Ride Budgets**SIGNED BY:**
(for Reports to Council,
Committees or Boards)


Department Manager



Chief Executive
1. SUMMARY

- 1.1 This report is to outline expected expenditure for Rangiora and Kaiapoi Park & Ride for 2020/21, which exceed the annual plan budget, and request approval to bring budget forward from a future year to 2020/21.
- 1.2 A budget of \$784,000 is in place for Rangiora Park & Ride (PJ 101281.000.5135) for 2020/21. Expected expenditure for this year is \$824,000, therefore \$40,000 over budget.
- 1.3 A budget of \$907,000 is in place for Kaiapoi Park & Ride (PJ 101280.000.5135) for 2020/21. Expenditure is expected to be \$1,017,000, therefore \$110,000 over budget.
- 1.4 The reasons for the \$150,000 total overspend across the two budgets are as follows:
- \$8,000 required for asphalt surfacing on a section of the Northern Rangiora (River Road) carpark where frequent hard bus turning manoeuvres are currently damaging the chip seal.
 - \$35,000 for temporary and permanent repair work to two entry ways at the Central Kaiapoi site, where buses were scraping on the road surface while travelling into and out of the site.
 - \$45,000 of design fees for the Wrights Road intersection improvement project, which were not previous allowed for under this budget.
 - \$20,000 in legal fees and lease payments to the Keighley's group for the Southern Kaiapoi Park & Ride site.
 - \$17,000 additional external professional fees than planned.
 - \$15,000 additional general construction cost than anticipated.
 - \$10,000 to set up an easement for power across the Southern Kaiapoi site.
- 1.5 It is requested that budget be bought from 2024/25 into 2020/21 to cover the noted overspend.
- 1.6 There is currently \$876,000 in the Rangiora budget and \$623,000 in the Kaiapoi budget across 2024/25 and 2025/26. The intended works in these future years are not yet confirmed, but would include improvement works to the existing sites, expansion of the existing sites, or creation of one or more new sites.

Attachments:

- i. Complete Report to Council 7 July 2020 Park and Ride - Approval of Park & Ride Proposed Programme and Design - TRIM 200621075523[v2]

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210420063882;
- (b) **Approves** bringing forward \$40,000 from 2025/26 to 2020/21 within the Rangiora Park & Ride budget (101280.000.5135);
- (c) **Approves** bringing forward \$110,000 from 2025/26 to 2020/21 within the Kaiapoi Park & Ride budget (101281.000.5135);
- (d) **Notes** that following this re-distribution of funds, there will be \$836,000 remaining for Rangiora and \$513,000 remaining for Kaiapoi across 2024/25 and 2025/26.
- (e) **Notes** that there is a budget of \$1.9M for Ravenswood Park & Ride across 2021/22 and 2029/30 which is not affected by this proposal.
- (f) **Circulates** this report to the Utilities & Roothing Committee and to Kaiapoi-Tuahiwi and Rangiora-Ashley Community Boards for their information.

3. BACKGROUND

- 3.1 The original budgets set for Park and Ride were \$800,000 each for Rangiora and Kaiapoi over the two years 2020/21 and 2021/22. These were estimated allowances only without any real understanding of the extent of work.
- 3.2 In May 2020 the design and construction estimates for Stage 1 and 2 in 20/21 as well as Stage 3 (Wrights Road intersection improvements) works in 21/22 were provided to inform the 2020/21 annual plan deliberations. These were based on designs at the time which were midway through detailed design for Stage 1 & 2. The estimates were as follows:

	FY 20/21		FY 21/22	
	Kaiapoi	Rangiora	Kaiapoi	Rangiora
Design and professional fees	\$103,000	\$57,000	\$30,000	
Construction	\$527,000	\$700,000	\$377,000	
Total	\$630,000	\$757,000	\$407,000	\$0

Design and construction estimates from May 2020 (TRIM 200610068926)

- 3.3 Based on the above estimates, the proposed Roothing Budgets for 2020/21 & 2021/22 were adopted by Council as follows:

Budget	Original 2020/21	Proposed 2020/21	Proposed 2021/22	Comment
Kaiapoi Park & Ride <i>Subsidised</i>	\$800,000	\$630,000	\$210,000	NZTA co-funded. Staged implementation of facilities being provided due to Covid-19.

Rangiora Park & Ride <i>Subsidised</i>	\$800,000	\$760,000	\$0	NZTA co-funded. Staged implementation of facilities being provided due to Covid-19.
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Abridged table taken from report at TRIM 200526062067

3.4 Once construction costs were better understood in November 2020, Council approved further changes to the budget for 2021/22 as follows (Refer TRIM 201014137860[v2])

Budget	Brought forward from future years	Revised 2020/21
Kaiapoi Park & Ride	\$277,000	\$907,000
Rangiora Park & Ride	\$24,000	\$784,000

Table taken from report at TRIM 201014137860[v2]

3.5 Since that time, the budgets for future years have been updated as follows in the long term plan which has recently been out for consultation:

Budget	2020/21	2024/25	2025/26
Kaiapoi Park & Ride	\$907,000	\$223,000	\$400,000
Rangiora Park & Ride	\$784,000	\$476,000	\$400,000
Total	\$1,691,000	\$699,000	\$800,000

Long term plan project budget summary

3.6 The current project status is that Stage 1 works have been completed at the two Rangiora and two Kaiapoi sites. Stage 2 works are underway at the Southern Rangiora and Southern Kaiapoi sites, with completion for both by end of June 2021. As such there are now fixed prices provided by contractors as well as more certainty around other costs. There were numerous additions to the work required as well as increased prices from that considered in the original estimates due to factors such as; ground contamination issues at various sites, poor ground conditions, resource consent conditions, and archaeological considerations. Most of these additions were covered by the updated budgets in November 2020.

3.7 Since that time there has been the following additions to the required work and unforeseen factors which have led to further expenditure:

- There is a much higher level of bus traffic through the Northern Rangiora Park & Ride site than anticipated. This is because ECan has made the decision to have the No. 1 line bus service in both directions travel through the site on every trip. This means that approximately 60 times per day buses are travelling through the site. The chip seal has not had a good chance to bed in and the hard bus turning manoeuvre as it leaves the site is causing the seal to be ripped up. As a solution it is planned to place a thick asphalt layer over the chip seal, which will hold up much better under this intensive use.
- Following construction of the Central Kaiapoi site, and commencement of the bus service. It was found that the bus undercarriage was scraping on the surface of the

roadway at the Sewell Street and Charles Street entries. This was due to the steep existing crown on each road. The design had appropriately allowed for a 2% gradient through each entry, however the existing roadway camber on each road had an approximate 5% opposite gradient. As remediation, there was a temporary platform set up, followed by creation of a permanent asphalt apron at each entry in order to raise the entry level and create a flatter gradient from the crown of the road into the car park.

- The design of the Wrights Road Intersection improvements have been included within the Kaiapoi Park & Ride project as the upgrading is required due to the construction of the Park & Ride facilities. This was not included when the budgets were revised in November 2020.
- The ground lease payments for the Southern Kaiapoi site have been paid from the Kaiapoi budget for 2020/21. This was not considered when the budgets were revised in November 2020.
- There has been a higher than anticipated level of professional fees. These relate to external parties and are predominantly from consenting requirements as well as legal dealings with the Southern Kaiapoi site owners regarding the lease and potential land sale & purchase.
- There has been higher than expected construction costs across the sites. Mostly this is as a result of further excavation and subsequently filling needed during earthworks due to undesirable subgrade material encountered on site.
- An easement has recently been identified as required for power running from the street light circuit to the site lighting within the Southern Kaiapoi Stage 2 site.

4. ISSUES AND OPTIONS

- 4.1. The Management Team has reviewed this report and supports the recommendations.
- 4.2. Most expenditure is already spent or committed, however in order to reduce the noted overspend for 2020/21, the following items, could be removed from the remaining work for this year:
 - Security cameras at Southern Rangiora and Southern Kaiapoi Stage 2 sites – approx. \$22,000
 - Remaining Wrights Road intersection design work – approx. \$20,000.

This would reduce the noted overspend from \$150,000 to \$108,000. However, not having the cameras would have a significant effect on the level of service offered at these Park & Ride sites and attractiveness to potential users. Removing the remaining Wrights Road intersection design work would mean this design is pushed back to 2021/22 and the construction will occur likely in late 2022 rather than late 2021 / early 2022 as currently planned. This intersection is a known high crash area, and the Park & Ride is leading to increased traffic movements into and out of Wrights Road. It is accepted that the recently adopted 60km/hr speed limit will be having a beneficial effect. However it remains a high priority to conduct the physical improvement work as soon as possible to reduce the risk in this area to motorists and pedestrians to an acceptable level.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- Consultation with groups and organisations has been ongoing and well documented, including in the report to Council on 7 July 2020 which approved the proposed Stage 1 and 2 Park & Ride works (Refer TRIM 200621075523[v2]).
- The works currently being conducted which have led to the overspend are all consistent with the community views that we received, which are that sites are provided which are convenient to encourage public transport use, while providing safety and security to the users.

5.2. Wider Community

- Consultation with the wider community has been ongoing and well documented, including in the report to Council on 7 July 2020 which approved the proposed Stage 1 and 2 Park & Ride works (Refer TRIM 200621075523[v2]).
- There has been a good level of feedback about the Park & Ride sites and the bus service received from various patrons.
- There has been very good uptake for the Rangiora Direct service with a slightly lower level of uptake for the Kaiapoi Direct service.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- The below two tables show the current and proposed Park & Ride budget allocation across the project lifetime from 2020/21 through 2025/26:

Current

Budget	2020/21		2024/25	2025/26
Kaiapoi Park & Ride	\$907,000		\$223,000	\$400,000
Rangiora Park & Ride	\$784,000		\$476,000	\$400,000
Total	\$1,691,000		\$699,000	\$800,000

Proposed

Budget	2020/21		2024/25	2025/26
Kaiapoi Park & Ride	\$1,107,000		\$223,000	\$290,000
Rangiora Park & Ride	\$824,000		\$476,000	\$360,000
Total	\$1,691,000		\$699,000	\$660,000

6.2. Community Implication

- The current proposal would benefit the community significantly by providing five completed Park & Ride facilities for use of patrons of the new bus service within the early stages of bus service commencement

6.3. Risk Management

- The project is now at a stage where the majority of costs are spent or well known, so there is limited potential for further cost overrun by the end of the financial year.

6.4. **Health and Safety**

- Health and Safety has been considered through the safety in design process for each site.

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

The Local Government Act is relevant in this matter.

7.3. **Community Outcomes**

There is a safe environment for all

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

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.

7.4. **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: RDG-11 / 210422065237

REPORT TO: Council

DATE OF MEETING: 4 May 2021

FROM: Joanne McBride, Rooding & Transport Manager

SUBJECT: Subdivision Contribution Programme and Budget Update

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



Department Manager



Chief Executive

1. SUMMARY

1.1. This report is to:

- Update Council on the Rooding Subdivision Contribution Programme for 2020/21;
- Note that there is a very high likelihood of a budget overspend in the 2020/21 year of \$482,092 in this area, related to the Council share of financial commitments to development.

1.2. There are a number of developments around the district each year where Council contributes to the cost of upgrading Rooding 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. There are various developments currently underway which require Council to fund a share of the upgrade costs.

1.4. As developments progress through the year and further information becomes available, the funding contributions required by Council are confirmed and reported.

1.5. A summary of updated commitments is included in the Financial Implications section as Table One.

1.6. Due to the rapid pace of new development in the district currently underway there are a number of developments which require funding of Council commitment share. This will likely exceed the available budget.

1.7. 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.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210422065237;
- (b) **Notes** that the current budget of \$782,608 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;

- (c) **Notes** the updated commitments as summarised in Table One of this report;
- (d) **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;
- (e) **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 50% cost share 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 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 2020/21 year the commitments (confirmed and likely) are as follows:
 - Cone Street Kerb & Channel and Footpath Stage Two – To be completed by June 2021. Estimated costs \$130,000.
 - Burgesses Rd request for private funding of seal extension – 100m long seal extension completed with a cost to Council of \$13,000.
 - Vaughan Street Upgrade in association with the Taylor Subdivision – Works nearing completion. Agreed share \$50,000.
 - Flaxton / Fernside Rd Intersection works associated with development – Work nearing completion. Costs associated with development \$130,000.
 - Ravenswood asphalt surfacing of Rangiora Woodend Road – Work completed. Agreed share \$50,000.
 - Ravenswood Shared Path – Construction of the path along Bob Robertson Drive is complete with Council share being \$261,000.
 - Two Roads Urbanisation of Gladstone Road – Completed with a cost to Council of \$255,200.
 - Pentecost Rd Urbanisation at Te Matauru School – Complete with final costs of \$13,000.
 - Loburn Kowai Rd Improvements associated with development – Completed with final costs of \$11,000.
 - Oakville Estates – Construction complete with final costs to Council of \$63,000.
 - Wallers Rd – Request for 270m seal extension through the private funding of seal extensions policy. Estimated Council share is \$27,500.
 - Smith Street Footpath fill in gap between Smith St Bridge and existing path - Estimated cost \$6,000.
 - Parsonage Road Urbanisation in conjunction with the Freeman Development – Agreed share \$255,000.

- 3.5. The Ravenswood development is progressing quickly with Bob Robertson Drive construction completed and the process for vesting the road underway. The shared path has been constructed and Council share of the cost will need to be paid this financial year.
- 3.6. The Freeman development in Woodend is also proceeding and the costs associated with the urbanisation have been agreed and are likely to be invoiced before the end of June
- 3.7. The sealing of Wallers Road was requested under the Private Funding of Seal Extension Policy by the property owner at 33 Wallers Road, due to ongoing issues with dust nuisance.
- 3.8. 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, which this does. The total length approved this financial year for seal extensions (includes Burgesses Rd and Wallers Rd) is 370m in length.

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 2020/21 financial year, hence over spend 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.
- 4.6. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

- 5.1. **Groups and Organisations**
- 5.2. No specific consultation has been undertaken on this however the view of the community has been monitored through Service requests and Long Term Plan submissions.
- 5.3. Staff work with developers and property owners where works are requested which may require a Council contribution towards the cost of upgrading a road.
- 5.4. **Wider Community**
- 5.5. As above.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.2. The following table outlines the projects that have a very high likelihood of being completed in the 2020/21 year:

DESCRIPTION	TIMELINES		ESTIMATED COST \$\$
	2020/21	Status	
Cones Street Kerb & Channel and footpath – Stage 2	✓	Completed	130,000
Burgesses Road Seal Extension	✓	Complete	13,000
Vaughan Street Upgrade (Taylor Subdivision)	✓	Well progressed	50,000
Flaxton / Fernside Rd Intersection works (D. Smith development)	✓	Nearing Completion	130,000
Rangiora Woodend Rd Asphalt Surfacing	✓	Complete	50,000
Ravenswood Shared Path	✓	Complete	261,000
Two Roads Urbanisation of Gladstone Road	✓	Complete	255,200
Pentecost Road Upgrade in conjunction with new school (Final costs)	✓	Complete	13,000
Loburn Kowai Rd - Improvements associated with development	✓	Complete	11,000
Oakville Estates – Council portion of new road	✓	Complete	63,000
Wallers Rd Seal Extension	✓	About to start	27,500
Smith Street Footpath gap at Smith St Bridge	✓	About to start	6,000
Parsonage Road Urbanisation (Freeman Development)	✓	Underway	255,000
Total (estimate) for 2020/21			\$1,264,700
Available Budget			\$782,608
Budget Overspend Predicted			- \$482,092

Table One – Projects for 2020/21

6.3. The overall Subdivision Contribution Area budget at the start of the year is \$782,608. This is made up from two areas:

- Council Performed Works – PJ 100361.000.5133 - \$364,000
- 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.

- 6.4. The predicted expenditure for the financial year if all projects proceed and are claimed is \$1,264,700 as detailed in Table One above. This would result in a budget shortfall of \$482,092. This has been discussed with the Manager, Finance & Business Support.
- 6.5. Funding for Roading 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.
- 6.6. As such it is proposed to accept the over in the short term, and continue to monitor growth over the next 12 months before any decisions about longer term budget adjustments are made.
- 6.7. Should growth continue to accelerate and the shortfall need to be loan funded, then the impact on rates has been assessed as being \$1.75 (including GST) per property on rates resulting from the shortfall in budget of \$482,092. This equates to a 0.1% rates increase.
- 6.8. **Community Implication**
- 6.9. The construction phase of the developments and proposed projects have the potential to cause disruption to traffic. Staff will work with the Communications Team and ensure notification is carried out.
- 6.10. **Risk Management**
- 6.11. Normal construction risks will apply.
- 6.12. 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.
- 6.13. There is a risk of further Covid-19 lockdowns occurring which may alter the ability to undertake works and affect the timing of developments.
- 6.14. **Health and Safety**
- 6.15. As part of any Councils construction contracts, the contractor will be required to submit a Site Specific Health & Safety Plan for approval prior to work commencing on site.
- 6.16. Developments are inspected by Council staff during construction and any Health & Safety concerns identified and escalated with the Developer.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

The Land Transport Management Act is the relevant legislation in this matter.

7.3. Community Outcomes

This report consider the following outcomes:

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.

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.

7.4. Delegations

The Council has authority to receive this report and make a decision on this matter.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXT-04-047 SHW-02-01 / 210422065570

REPORT TO: Council

DATE OF MEETING: 4 May 2021

FROM: Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: Request for Capital Budget to Remedy Stormwater Discharge Deficiencies at Southbrook RRP

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

Department Manager

Chief Executive

1. **SUMMARY**

- 1.1 This report is to inform the Council about two non-compliances received from Environment Canterbury in relation to discharge of 'contaminated' stormwater to land, the options that have been considered to remedy this, and request budget for the capital expenditure to undertake the preferred solutions.
- 1.2 On 15 March 2021 Council received a compliance monitoring report from Environment Canterbury (ECan) in relation to CRC971142.3 for discharge of contaminants into land at Southbrook Transfer Station. Two areas were identified as non-compliant with the conditions of this consent, as indicated in **Figure 1**.

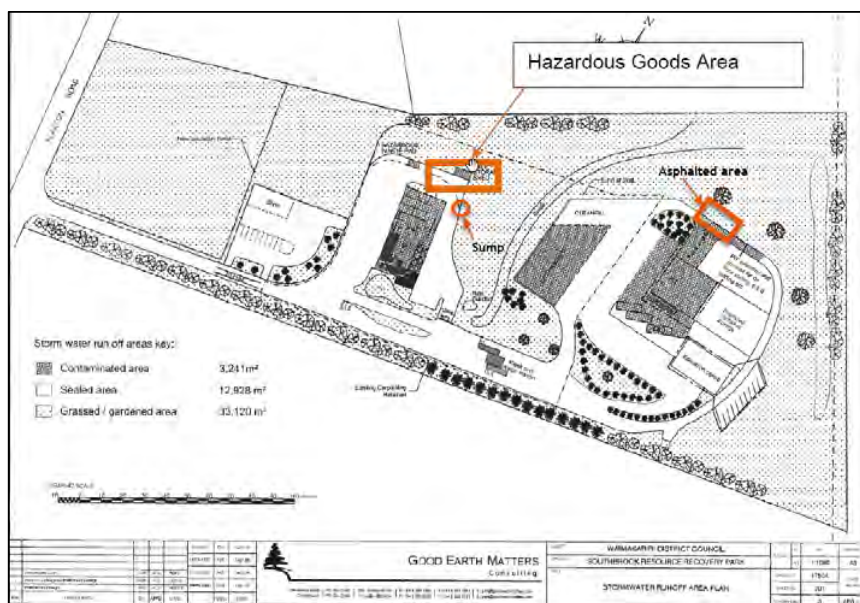


Figure 1: Stormwater Runoff Area Plan Showing Areas of Non-Compliance

- 1.3 **Action is required by 28 May 2021 to remedy the site adjacent to the pit entry/exit point (identified as the "Asphalted Area" in Figure 1), by reinstatement of an asphalt pad and bunding. This pad and bunding was a temporary measure to manage stormwater runoff from this "contaminated" area until planned upgrades were undertaken, which would improve stormwater management from this area.**

- 1.4 The asphalt was removed owing to failure of the pavement, and replacement of the asphalt can be completed within the timeline required (Option 1: do minimum). While this would rectify the current non-compliance it is not an acceptable solution for the longer term. Staff are therefore proposing to further investigate a permanent solution to better manage the contaminated stormwater from the pit entry and access road close to the pit, which could be implemented in 21/22 rather than delay this work until the scheduled upgrade in 2024/25.
- 1.5 Staff propose to include a notional budget for investigations into and installation of the infrastructure (identified in Option 3) and add design costs for this to the upgrade design budget, in their staff submission to the Long Term Plan.
- 1.6 Once the investigations have been completed and a cost estimate has been finalised, staff will bring a report to the Utilities & Roading Committee to inform them of the final solution and, if necessary, will request additional budget from the Council to install the final system during the 21/22 year. There will be sufficient funding available in the Disposal Account which is projected to have a surplus in the account balances at the end of the 21/22 year.
- 1.7 **ECan have asked whether the indicated sump at the recycling area has a method to separate contaminants from the stormwater.** This sump is close to the Hazardous Goods Area, as shown in *Figure 1*. ECan staff have stated that if the sump does not have an interceptor (grit and oil separator) the household hazardous waste (HHW) drop-off and storage area will have to be moved.
- 1.8 The sump is not an interceptor sump, and unfortunately owing to site capacity constraints we cannot move the HHW area to another location. Staff propose to replace this sump with an interceptor sump, and are requesting a budget of \$15,000 to undertake this work prior to the end of June 2021. This expenditure can be funded from the Disposal Account which is projected to have a surplus in the account balances at the end of the 20/21 year.
- 1.9 The plans for expanding the recycling site do not require any changes to the location of the HHW storage area, therefore this solution will be accommodated within the proposed development plan of the upgrades.

Attachments:

- i. Compliance Monitoring Report for CRC971142.3 for discharge of contaminants into land at the Southbrook Transfer Station, Flaxton Road, Southbrook (210420063375)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210422065570.
- (b) **Approves** the approach of reinstating the asphalt pad and bunding at the pit entranceway to remedy the non-compliance in the short term while a permanent contaminated stormwater management system is investigated.
- (c) **Notes** that reinstatement of the asphalt pad and ongoing management costs will be funded out of the maintenance budget in the Disposal Account.
- (d) **Notes** that a notional capital budget for investigations into and installation of infrastructure to discharge contaminated stormwater from the pit entranceway into the trade waste system will be included in the staff submission to the Long Term Plan.
- (e) **Notes** that the upgrade design budget will be increased to allow for the additional work necessary to design the stormwater management system referred to in 2(d).

- (f) **Notes** that, once investigations have been completed into and a cost estimate has been prepared, staff will bring a report to the Utilities & Roading Committee to inform them about the final solution and, if necessary, will request additional budget from the Council to install the approved stormwater management system during the 21/22 year.
- (g) **Approves** a budget of \$15,000 for the installation of an oil/grit interceptor sump in the current 20/21 financial year, to ensure stormwater from the Hazardous Waste Area is discharged in compliance with Condition 1b of CRC971142.3.
- (h) **Notes** that the Disposal Account will have sufficient funds available to undertake the capital works proposed in 2(b), 2(d) and 2(g) without impacting on rates.
- (i) **Notes** that the two site upgrades will be designed in the 21/22 year, and that a Site Stormwater Management Plan will be prepared to ensure stormwater discharge from the Southbrook Resource Recovery Park site meets all the requirements stipulated in the Discharge Consent for the site, the Land and Water Regional Plan and our Council's global stormwater discharge consent.
- (j) **Circulates** report No. 210422065570 to the Rangiora Ashley Community Board for their information.

3. **BACKGROUND**

- 3.1 On 15 March 2021 Council received a compliance monitoring report from Environment Canterbury in relation to consent CRC971142.3 which is to discharge contaminants into land at the Southbrook Transfer Station, Flaxton Road, Southbrook.
- 3.2 The compliance report signalled that the site was non compliant at two sites: one sump in the recycling area, close to the Household Hazardous Waste drop-off area; and an area opposite the refuse pit entry. These areas are shown in **Figure 2**.

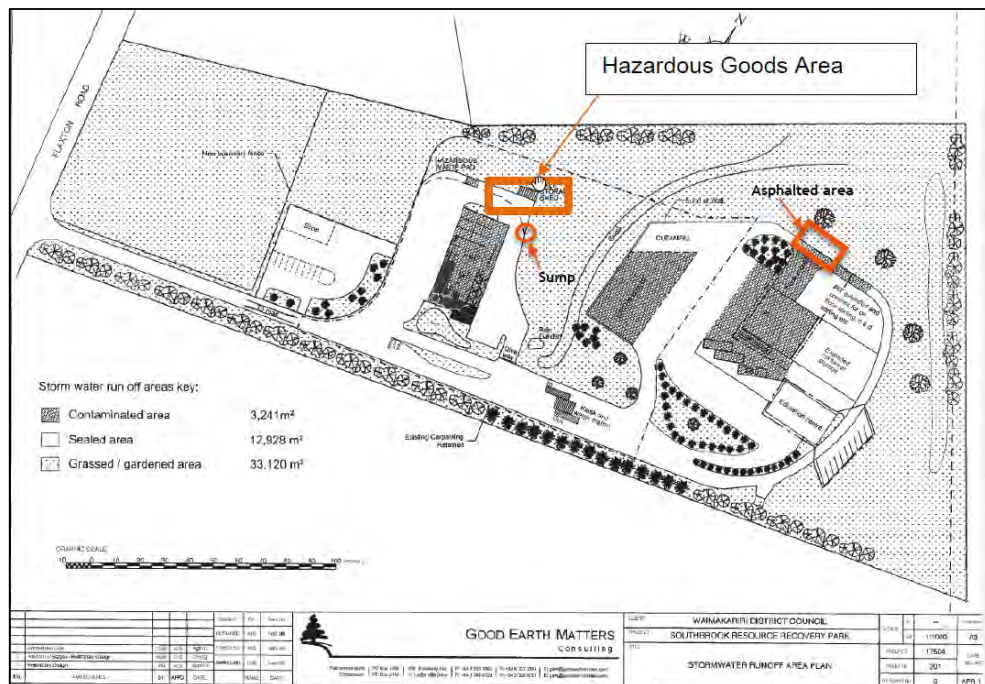


Figure 2: Stormwater Runoff Area Plan Showing Areas of Non-Compliance

- 3.3 The compliance report noted that action is required by 28 May 2021, to remedy the site adjacent to the pit entry/exit point (identified as the "Asphalted Area" in Figure 1) by reinstatement of the asphalt pad.

- 3.4 ECan have requested that we provide comment on whether the sump which is close to the hazardous waste drop-off area at the resource recovery portion of the site (the sump indicated in **Figure 2**), has a method to separate contaminants from the stormwater sump. ECan staff have stated that if the sump does not have an interceptor (grit and oil separator) the HHW drop-off and storage area will have to be moved.
- 3.5 Staff intend to apply for an extension of time in order to undertake some of the work needed to remedy the non-compliances, as it will be necessary to install additional infrastructure in order to ensure both of these areas comply with the consent conditions.
- 3.6 Staff are requesting additional budget from the Council in the current financial year to undertake some of this unbudgeted work, and propose to include a new notional budgetary allowance in the 21/22 year in the Long Term Plan to install the remainder of the infrastructure.

4. **ISSUES AND OPTIONS**

Pit Entrance Drainage

- 4.1. The asphalt surfacing and bunding at the location identified as the “Asphalted Area” in Figure 1 was a short-term fix for highlighted drainage issues until planned upgrades were undertaken. This asphalt surfacing was removed as it had begun to fail owing to ponding of water, but there has been a delay in the contractor replacing the asphalt.
- 4.2. Staff are following up with Sicon for them to reinstate the asphalt prior as soon as is possible. The existing sumps are not heavy-duty sumps as this area is not designed to take traffic, and will need to be replaced as part of the planned upgrade.
- 4.3. Staff have looked at other options to permanently resolve drainage from this area, as the upgrade around the pit has been deferred until the 24/25 year. The solution will have to fit within the new design: to date only a high-level concept plan has been prepared, which gives some uncertainty about pavement levels. The detailed design of this area will be carried out in 21/22 and staff envisage that will provide more certainty of final layout and levels to enable construction of the preferred option in that year.
- 4.4. Options considered are:
- 4.4.1. Option 1: Do minimum. Reinstate the pavement, and have the ‘blind’ sumps cleared out after each rain event to prevent further damage occurring to the asphalt. The physical costs for this work are minor, however the ongoing cost of this would be significant in the long term, as this would cost up to \$700 per ‘empty’. This system would be replaced during the upgrade. This would achieve compliance with the consent conditions in the short term, and staff recommend that this work is carried out in the current financial year.
- 4.4.2. Option 2: Install a storage tank, pipes and pumps to pump the “first flush” of contaminated stormwater into the tank. The tank could be emptied on a less frequent basis than for Option 1, reducing ongoing maintenance costs. A power supply would have to be installed to the pumps, and ongoing emptying costs would continue until the upgrade is completed in 24/25.
- This option would achieve compliance with the consent conditions in the short to medium term only. The additional costs for installation of this infrastructure are not warranted owing to the short-term nature of this solution, as this would be surplus to requirements after the upgrade.
- 4.4.3. Option 3: Install a heavy-duty interceptor sump, a small pump station and pump, and pump “contaminated” water into the site’s trade waste pressure main, which

runs in close proximity to this area. The asphalt pad and bunding would be extended in order to contain the stormwater run-off until the upgrade is completed in 24/25 and the site is repaved.

The works would be undertaken on the grassed area adjacent to the access road, and will have limited impact on customers and site operation vehicles. This is the preferred permanent solution, however further investigations are needed to finalise the details of the pumped system. These will include determining how the two pumped systems can work together without conflict during rain events, provision of power to the pump station, and the final location and level for the pump station, pipes and new sump.

- 4.4.4. Option 4: Connect the sumps to the pit drainage sump. The pit drainage sump discharges into the sump located in the compactor area (south of the pit), which drains into the trade waste pump station. The pipe draining the pit drainage sump is operating at capacity, as it was originally designed to take only contaminated wash-water from the pit, and requires flushing on a regular basis as it was laid on a flat grade.

This option would also require pipes to be laid across the exit road and operational area beside the pit, which would be disruptive for customers and operations. Careful traffic management could reduce this disruption. This option is not recommended, owing to capacity limitations in the pipeline and potential disruption to customer and operations vehicles.

- 4.5. Staff recommend that the works identified in both 4.4.1 and 4.4.3 (Option 1 and Option 3) be carried out.
- 4.6. Option 1 will be completed by Sicon by 28 May 2021: they are required to reinstate the initial asphalt pavement which was removed. There will be sufficient budget in the Disposal Account Maintenance ledger code to fund any additional reinstatement costs and ongoing costs to empty the sumps, until the system in Option 3 is completed.
- 4.7. Staff propose to include a notional budget for investigations and installation of the proposed infrastructure identified in Option 3 in their staff submission to the Long Term Plan. The extra design costs for this system will be added to the upgrade design budget.
- 4.8. Once the investigations have been completed and a cost estimate has been finalised, staff will bring a report to the Utilities & Roading Committee to inform them of the final solution and, if necessary, will request additional budget from the Council to install the final system during the 21/22 year.

HHW Area Drainage

- 4.9. The identified sump in the recycling area does not have an interceptor. However, it is not feasible to move the HHW drop-off and storage area given lack of space on the recycling site.
- 4.10. The upgrade for this area is programmed for design in 21/22 and construction in 22/23. While this upgrade would include additional stormwater management infrastructure and systems that would resolve this non-compliance, it is essential that this is resolved in a much shorter timeframe.
- 4.11. Options considered are:
- 4.11.1. Option 1: Do Nothing. While we could advise ECan that the upgrade scheduled to be completed in 22/23 would resolve the non-compliance, it is inadvisable to take

this course of action owing to the risk to Council's reputation. This option is not recommended.

- 4.11.2. Option 2: Install an interceptor sump and continue to discharge to the grass swale. This is the preferred option. A quote has been received for this work, and the estimated total costs are in the order of \$15,000. This would be less disruptive to customers and operations than Option 3, as only a portion of the non-traffic area of the site would be impacted by the physical works.

This option would meet the Consent condition requirements by separating out sediments and oil from the recycling and hazardous waste drop-off area before the stormwater is discharged to land. This will resolve the non-compliance to ECan's satisfaction.

The plans for expanding the recycling site do not require any changes to the location of the HHW storage area, therefore this solution will be accommodated within the proposed development plan of the upgrades.

- 4.11.3. Option 3: Connect the sump to the trade-waste system in the recycling area. While a quote has been received for this work and the estimated total costs for the pipework are in the order of \$11,000, an interceptor sump would also need to be installed to enable this area's drainage system to be connected to the public wastewater infrastructure. This would increase the total costs for this solution to approximately \$26,000.

Investigations would also need to be undertaken to determine if the existing internal trade waste system has capacity to take an increased stormwater loading from the additional paved area that feeds into the sump. The physical works would involve trenching through the live lanes of the recycling area, which would cause some disruption to customers and operations, although this can be minimised through careful traffic management.

This option is not recommended owing to the higher cost and potential disruption to customers and operations.

- 4.11.4. Option 4: Connect the sump to the trade-waste system from the greenwaste disposal area. This would still require an interceptor to be installed. The distance from the sump outlet to the trade waste manhole is approximately 70m, therefore the overall costs for this option will be higher than Option 3, where the length of pipes is less than 10m. The works for this would be less disruptive to customers and operations than Option 3.

Investigations would need to be undertaken to determine if the existing trade waste system has capacity to take an increased stormwater loading from the additional paved area that feeds into the sump. The development plans for the recycling site expansion include extending the operational area toward the greenwaste area, and there is a risk that the pipework in this option may become redundant.

This option is not recommended owing to the higher cost and potential conflict with future infrastructure associated with the scheduled upgrade.

- 4.12. Staff therefore propose to undertake the work identified in 4.11.3 (Option 3) to replace this sump with an interceptor sump, and are requesting a budget of \$15,000 in the current financial year, in order to undertake this work prior to the end of June 2021. This expenditure can be funded from the Disposal Account, as there is projected to be a surplus in the account balances at the end of the current year.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Environment Canterbury will be affected by the subject matter of this report, as this is a matter to do with discharge consent non-compliance.

5.2. **Wider Community**

The wider community is not likely to be affected by the subject matter of this report.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Pit Entrance Drainage

Option 1 Reinstatement of the asphalt pad by 28 May 2021. This would achieve compliance with the consent conditions in the short term. The physical costs for this work will be minor, as Sicon have to reinstate the asphalt surfacing which was removed owing to damage to the surfacing. The cost of emptying the blind sumps will not be significant in the short term.

The Disposal Account Maintenance ledger code has a remaining balance of \$22,000 for the 20/21 year. Staff note that repairs to the fire-damaged recycling compactor shed could cost up to \$10,000: if repairs exceed that amount an insurance claim will be made as the excess is \$10,000. The remaining \$12,000 will be sufficient to fund any additional reinstatement costs and ongoing costs to empty the sumps, as well as any other maintenance work necessary during May and June, until the system in Option 3 is completed.

Option 3: Install a heavy-duty interceptor sump, a small pump station and pump, connecting to the pressure trade-waste system. This option will require further investigations, design and cost-estimates before staff can provide an engineer's estimate for this work.

Staff propose to include a notional budget for investigations and installation of the proposed infrastructure, and to add extra design costs for this system to the upgrade design budget, in their staff submission to the Long Term Plan.

Once the proposed investigations have been completed and a cost estimate has been finalised, staff will bring a report to the Utilities & Roading Committee to inform them of the final solution and, if necessary will request additional budget from the Council to install the final system during the 21/22 year

HHW Area Drainage

Option 2: Install an interceptor sump and continue to discharge to the grass swale.

A quote has been received for this work, and the estimated total costs for this project are in the order of \$15,000. This is unbudgeted work.

The Solid Waste capital budgets include allowances for some minor improvement works and renewals to occur throughout the year at Southbrook RRP and Oxford transfer station. Overall this year, while some of these budgets will be unspent, the allowance for H&S improvements has been over-spent. There is therefore insufficient capital budget available that could be to fund the proposed works in the current year.

Staff are requesting a \$15,000 budget for capital funding in the current 20/21 year for installation of the interceptor sump in order to comply with ECan's consent conditions.

6.2. **Community Implication**

While we could advise ECan that the RRP upgrade scheduled to be completed in 22/23 would resolve the non-compliance at the HHW area drainage, it is inadvisable to take this course of action owing to the risk to Council's reputation from an ongoing consent non-compliance. This could be a significant issue for the community.

6.3. **Risk Management**

There is a risk that there could be an uncontrolled discharge of contaminants to the ground and swales of the site, which feed into the Council's public drainage system. Remediation work is required to mitigate this risk.

The Council takes Non-Compliances in relation to consent conditions very seriously, and there is a risk to the Council's reputation if urgent action is not taken in this matter.

6.4. **Health and Safety**

The scheduled upgrades will address identified issues in relation to health & safety, in addition to improving stormwater management, particularly management of the stormwater from identified contaminated areas.

Staff will ensure that the contractors engaged for the works are comply with the stipulations of our Procurement Policy in relation to Health & Safety.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Resource Management Act: effects on the environment are minimised

Local Government Act:

7.3. **Community Outcomes**

k. Core utility services are provided in a timely and sustainable 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.

7.4. **Delegations**

The Council has the delegated authority to approve additional budget for urgent works, and to annually approve budgets in the Long Term Plan and subsequent Annual Plans.

Staff will ensure they comply with the Procurement Policy requirements when seeking to procure a contractor to undertake the physical works.



Customer Services
P. 03 353 9007 or 0800 324 636

200 Tuam Street

PO Box 345
Christchurch 8140

E. ecinfo@ecan.govt.nz

www.ecan.govt.nz

12 March 2021

Waimakariri District Council
Private Bag 1005
Rangiora 7440

Dear Sir/Madam

Compliance Monitoring Report Waimakariri Water Management Zone

Please find enclosed your compliance monitoring report for the following activity. It contains important information which needs to be read carefully.

Consent number: CRC971142.3
Location: Southbrook Transfer Station, Flaxton Road, SOUTHBROOK
Description: To discharge contaminants into land.

Overall Inspection Compliance: Non-compliance Action required

This matter needs your immediate attention.

Important: *The Overall Inspection Compliance grade above relates only to the conditions monitored as part of this inspection. It does not change the status of previous grades received for other consent conditions. If you have received a non-compliance grade for other conditions, please continue to take appropriate action to achieve or maintain compliance.*

Reason(s) for non-compliance:

A comment is required on whether this sump has an oil/grit interceptor or separate contaminates from entering the stormwater system.

The action required is to replace the asphalt area to avoid the discharge of Stormwater and contaminates to ground.

This is required to be undertaken by the 28th of May 2021.

Please contact me on (03) 365-3828 to discuss the actions needed to achieve compliance.

Yours sincerely

Josh McDonald-Davis
Resource Management Officer II - Compliance Monitoring

Doc No: C21C/66043

Your Customer No: EC116063

File No(s): CO6C/12580

Consent No: CRC971142.3

Description of consent

To discharge contaminants into land.

Date Consent Number Issued

27 Apr 2010

Location

Southbrook Transfer Station, Flaxton Road, SOUTHBROOK

Expiry Date

07 Jul 2032

Conditions & compliance

- 1
 - a. The discharge shall only be of contaminants in rainfall run-off from grassed areas, gardens, roofs, hard-standing areas, roads, detailed on the plan titled "Stormwater Run-off Area Plan" and dated April 2010, and natural ground surfaces at the Southbrook Refuse Transfer Station.
 - b. There shall be no discharge of contaminants from any area identified as a contaminated area on the Plan titled "Stormwater Run-off Area Plan" and dated April 2010. This includes the refuse pit area, tipping surfaces, the hazardous goods area, the green waste drop-off area and the recycling bin area.

Compliance Report:

Non-compliance Action required

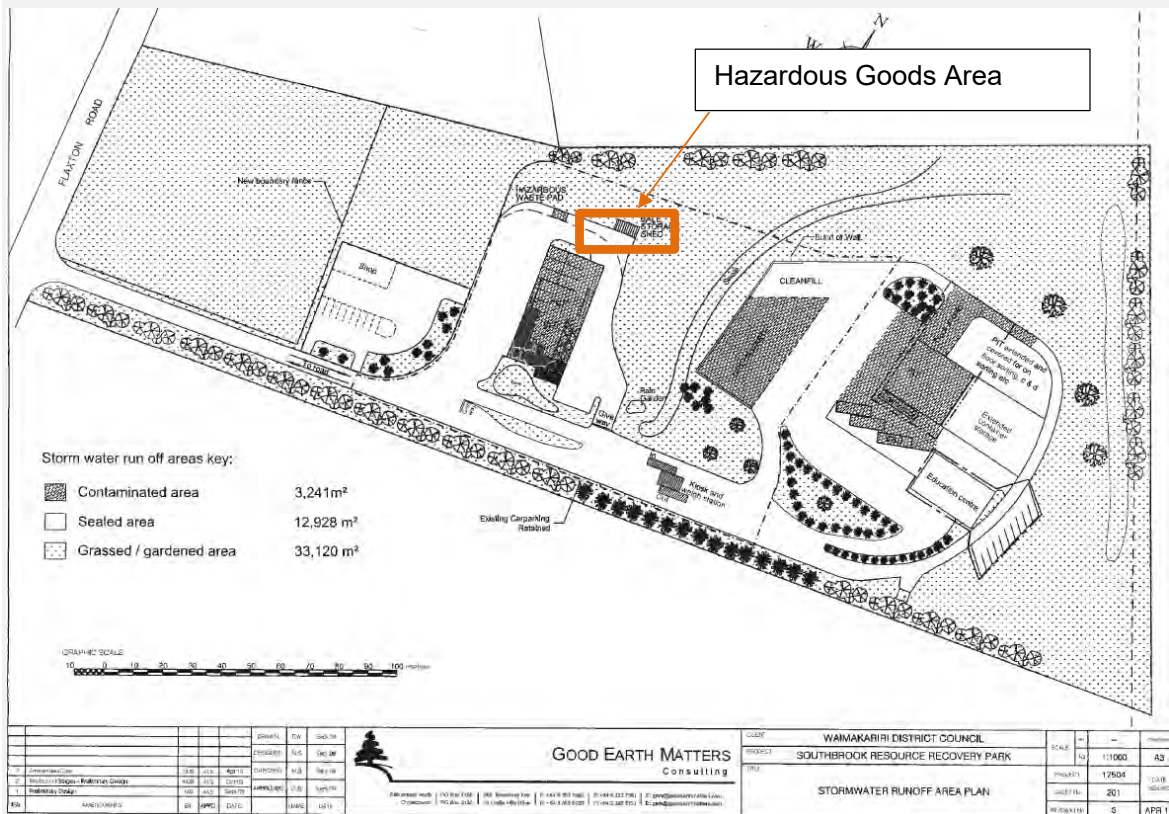


Figure 1: Plan provided with the Consent.

After further review from the site visit with Russel Gillies on 25 February 2021. I have some concerns surrounding the location of the hazardous goods area. The hazardous goods area appears to be located in the incorrect place which is provided for in the plan attached to this consent.



Figure 2: Location of hazardous goods area.

The issue arising from the hazardous goods area is the potential for any spills/ leaching of products to be mobilised and flow towards a stormwater system. Figure 3 outlines that spills have occurred in the area.



Figure 3: Photo of paint spills contained with "Kitty Litter"

At the time of the inspection there had been a contained spill. The direction of the stormwater pathway is towards a stormwater sump. This sump appears to capture all the stormwater from this area which is one of the most high-risk areas of the site.



Figure 4: Stormwater sump at risk of receiving contaminated stormwater.

The sump in figure 4 is collecting the stormwater from the hazardous goods area. This has the potential to be receiving a number of different contaminants which are being discharged to the stormwater system and then onto a receiving environment.

As the runoff from this area would be contaminated. There shall be no discharge of contaminants from any area identified as a contaminated area therefore contravening this consent condition.

Action

A comment is required on whether this sump has an oil/grit interceptor or separate contaminates from entering the stormwater system.

If the sump has an oil/grit interceptor there will be no requirement to relocate the hazardous goods area.



Figure 5: Recently constructed stormwater pad.

The stormwater pad which receives any overflow of stormwater from the pit. This was asphalted. Russell advised that the asphalt had failed and was removed. Currently Stormwater from a Contaminated area is being discharged to ground.

Action

The action required is to replace the asphalt area to avoid the discharge of Stormwater and contaminates to ground.

This is required to be undertaken by the 28th of May 2021.

-
- 2 The stormwater collection and disposal system shall be installed and constructed in accordance with the plan titled “Stormwater Run-off Area Plan” and dated April 2010, showing the proposed layout of the site including the hazardous goods store, attached to this consent.

Compliance Report:
Unable to determine compliance

This is required to be submitted to Environment Canterbury.

-
- 3 The consent holder shall submit a certificate signed by a registered engineer or the person responsible for designing the stormwater collection and disposal system to certify that the stormwater collection and disposal system is constructed in accordance with the plan submitted to the Canterbury Regional Council as per condition (2), within one month of the construction of the system.

Compliance Report:
Unable to determine compliance

This is required to be submitted to Environment Canterbury.

- 4 The stormwater infiltration rate in the open channels and swale area, as determined using a double ring infiltrometer and the method "Double Ring Infiltration Test" attached to this consent, shall not exceed 50 millimetres per hour.

Compliance Report:
Complies

The appropriate double ring infiltrometer test was completed and complied to this condition (C03C/6170).

- 5 Prior to the commissioning of the swale area the consent holder shall take one representative soil sample and thereafter at least every five years, shall take four representative soil samples from a depth of 200 millimetres below the ground surface in the swale area. One of these samples shall be taken at the point of lowest elevation in the swale area. The samples shall be analysed for the following determinands: Chromium III Chromium VI Nickel Copper Zinc Arsenic Cadmium Lead Polyaromatic hydrocarbons (total) The method of analysis for polyaromatic hydrocarbons shall be either EPA 8100 or EPA 8310. The laboratory carrying out the analysis shall be accredited to ISO Guide 25 for those analyses either by Telarc or by an organisation with a mutual recognition agreement with Telarc established in accordance with ISO Guide 58. The results of these analyses shall be provided to the Canterbury Regional Council within two months of the taking of the samples.

Compliance Report:
Complies

The appropriate sampling was undertaken in the report undertaken by PDP "Southbrook Resource Recovery Park Soil Sampling Investigation – Environment Canterbury Resource Consent CRC971142.3 (C21C/56576).

The next round of sampling is required in January 2025.

- 6 If any one of the determinands measured according to condition (5) exceed the maximum acceptable soil concentrations specified below, 300 millimetres of topsoil from the swale shall be removed and replaced by 300 millimetres of uncontaminated topsoil. The area of soil excavation shall include the full area of the swale.
- | MAXIMUM ACCEPTABLE SOIL CONCENTRATIONS | (mg/kg) |
|--|---------|
| Chromium III | 600 |
| Chromium VI | 10 |
| Nickel | 100 |
| Copper | 100 |
| Zinc | 500 |
| Arsenic | 30 |

Cadmium
Lead
Polyaromatic hydrocarbons (total) 20

5
150

Compliance Report:

Complies

The Soil Sample results are below the consented limit:

Sample Name	Transfer Station Site 1	Transfer Station Site 2	Transfer Station Site 3	Transfer Station Site 4	Transfer Station Site 5	Transfer Station Site 6	Resource Consent CRC971142.3 Maximum Acceptable Soil Concentrations
Sample Depth (m)	0.2	0.2	0.2	0.2	0.2	0.2	
Laboratory Reference	2306778.1	2306778.2	2306778.3	2306778.4	2306778.5	2306778.6	
Date	17 January 2020	17 January 2020	17 January 2020	17 January 2020	17 January 2020	17 January 2020	
Heavy Metals							
Chromium III	11	14	11	9	12	13	600
Chromium VI	< 0.4	< 0.4	< 0.4	2.1	< 0.4	< 0.4	10
Nickel	4	8	8	7	9	9	100
Copper	5	7	4	7	6	4	100
Zinc	37	59	56	70	45	36	500
Arsenic	4	2	< 2	3	3	< 2	30
Cadmium	< 0.10	< 0.10	< 0.10	0.12	< 0.10	< 0.10	5
Lead	17.1	14.4	7.6	11.8	13.6	9.5	150
Polycyclic Aromatic Hydrocarbons							
Total PAH	0.3	<0.3	<0.3	<0.5	<0.7	<0.3	20

Notes:

1. Trigger levels as listed in Condition 6 of Resource Consent CRC971142.3 issued by Environment Canterbury on 27 April 2010.

- 8 Hazardous waste in terms of the Hazardous Substance and New Organisms Act (HASNO) (1996) shall not be stored at the site for longer than six weeks before disposal off-site.

Compliance Report:

Complies

Russell advised that the Hazardous Substance is removed fortnightly.

- 9 The hazardous waste storage containers shall be sealed to prevent the entry of stormwater into the contained area and comply with the requirements of the HASNO Act (1996).

Compliance Report:

Complies

At the time of the inspection the hazardous waste storage containers were sealed to prevent the entry of stormwater. Russell also provided a certificate certifying the hazardous waste storage containers (C21C/55647).

- 10 Any sorting or re-packaging of hazardous waste shall be undertaken either inside the hazardous waste storage containers or within a temporary bund, to prevent the spillage of contaminants onto the ground surface.

**Compliance Report:
Unable to determine compliance**

At the time of the inspection there was no sorting occurring site. The hazardous waste can be sorted inside waste storage containers. From the visit it was evident there had been spill of a contaminant that had been captured by "kitty Litter" There should be a temporary bund available when sorting the hazardous waste.

General comments

On the 25th of February 2021, I visited Transfer station located at 284 Flaxton Road. The purpose of this visit was to assess the compliance status of the stormwater system and the associated works occurring on site.

There are a number of issues that require Waimakariri District Council action.

An invoice for the Discharge consent will be sent in due course. If you have any questions regarding this Compliance Monitoring Report or Resource Consent, please contact me on 0272564129 or email josh.mcdonald-davis@ecan.govt.nz

Date Inspected: 25 Feb 2021

Monitored By: Josh McDonald-Davis



Signature: _____

Resource Management Officer II - Compliance Monitoring

General information

Canterbury Regional Council Obligations

Under Section 35 of the Resource Management Act 1991, the Canterbury Regional Council has a duty to monitor all resource consent exercised within its region, to make sure all the conditions are being complied with.

Monitoring Frequency

The frequency with which your consent is monitored will vary according to the type of activity your consent authorises, the conditions imposed and the extent to which you have complied with these

conditions on previous visits. **If you fully comply with all conditions then frequency will reduce to the minimum set for the activity.**

Costs

It is the Council's policy to recover all actual and reasonable costs of compliance monitoring of resource consents.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-30 / 210423065589

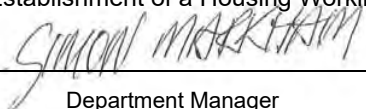
REPORT TO: Council

DATE OF MEETING: 4 May 2021

FROM: Simon Markham, Manager Strategic Projects

SUBJECT: Establishment of a Housing Working Group

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to recommend the Council establish a Housing Working Group. The Group would consider and advise on the way forward for the Council's involvement in addressing the provision of social and affordable housing in the District. This would need to be in a way that is consistent with the pattern of short and longer term needs and appropriate role(s) for the Council in contributing to meeting those needs.

Attachments:

- i. Draft Terms of Reference – Housing Working Group (Doc. no 210423065590)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210423065589.
- (b) **Approves** establishment of a Housing Working Group with the Terms of Reference as attached to this report (Doc no 210423065590)
- (c) **Appoints** Deputy Mayor Atkinson, Councillor Doody and Councillor.....to represent the District Planning & Regulation Committee on the Working Group, noting that Mayor Gordon would be ex-officio a Group Member
- (d) **Requests** the Housing Working Group to provide an interim report within 6 months and review its ongoing role in 2022 in time for recommendation to the incoming Council in October 2022
- (e) **Circulates** the report to Community Boards for information.

3. BACKGROUND

- 3.1 The Council has a portfolio of 112 Elderly Persons Housing Units that helps meet the housing needs of senior citizens on modest incomes, consistent with the role many Councils play in this regard. It has recently divested 7 community housing units that were targeted at households saving for home ownership as not meeting the aims of the scheme under which they were established. It has retained the sale proceeds arising to reinvest in housing to address district needs.

- 3.2 To assist it better understand those needs as well as contribute to framing enabling district plan provisions for social and affordable housing, the Council in 2020 commissioned a comprehensive housing needs assessment (HNA) https://www.waimakariri.govt.nz/_data/assets/pdf_file/0025/87343/20200527-Waimakariri-District-Housing-Needs-Full-Report-Community-Housing-Solutions.PDF
- 3.3 The HNA has among a number of findings estimated the change in household numbers by age (of household reference person) and tenure, highlighting the very significant projected growth in older households generally, including older renter households. It has gone on to define and project housing need as the number of renter households within the community who will require some assistance to meet their housing requirements and confirms that this is projected to rise steadily in the Waimakariri District.
- 3.4 Apart from options for additional provision of housing be it publically or privately provided to meet anticipated needs, the report addresses a number of other aspect of housing; what can be done otherwise, including through the District Plan, to be more enabling of social and affordable housing.
- 3.5 Also in 2020 the Greater Christchurch Partnership commissioned a report on social and affordable housing that picks up on the potential range of actions that Councils can consider to stimulate social and affordable housing provision in their Districts. This report makes a series of recommendations that warrant specific consideration by Waimakariri District Council.
- 3.6 As indicated above the Council has retained divestment sale proceeds it has resolved to reinvest in housing to address district needs. Considered attention to the options in this regard is warranted. This is appropriately done not just in the light of evidence in relation to unmet or compromised fulfilment of district needs but also the roles of other agencies, and community partners; as well as emerging Govt. housing policy addressing the nation's significant housing shortage and declining housing affordability.

4. **ISSUES AND OPTIONS**

- 4.1. Determining a way forward for the Council in light of the factors cited in Section 3 above is anticipated to require considered attention. The range of issues associated with social and affordable housing spans a range of Standing Committee/Portfolio briefs. From among the options available and following Council Briefing on the matter, the recommended way of proceeding is to form a project-based Councillor Working Group with staff support to arrive at recommendations for full Council consideration.
- 4.2. **Attachment i** sets out a proposed brief for a Housing Working Group (HWG) on this basis. Five key objectives are proposed for the HWG to reflect the range of issues involved. A feature of the HWG would be engagement with potential partners, relevant agencies and interested groups & organisations in the community.
- 4.3. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1. Have not been specifically canvassed in the preparation of this report but have been sought through the preparation of the District Housing Needs Assessment. It is believed from this feedback that a focused and considered approach to the Council's role would be generally supported.

- 5.1.2. As indicated, a feature of the HWG would be engagement with potential partners, relevant agencies and interested groups & organisations in the community. It is proposed it be specifically directed to engage with Ngāi Tūāhuriri on housing matters, initially through the Mahi Tahī Joint Development Committee.

5.2. **Wider Community**

- 5.2.1. It is expected the HWG will consider and advise on the extent and timing of any wider community engagement through the course of its work.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. Financial implications for the activities associated with HWG functioning are accounted for within approved project costs or via departmental budgets in the Annual Plan for 20/21 or as per the draft 2021-31 LTP. Any specific recommendations of the HWG with financial implications will be reported at the time.

6.2. **Community Implications**

- 6.2.1. Contributing to community wellbeing in terms of ensuring a response to unmet or compromised fulfilment of district housing needs on a sustainable basis is at the core of the work of the HWG.

6.3. **Risk Management**

- 6.3.1. Establishing a HWG with Terms of Reference as proposed provides a focused and considered approach to help determine the Council's future role in housing across a number of actual/potential provider, advocate, facilitator, regulator roles. As such it mitigates the risk of less than well-informed evidence based advice.

6.4. **Health and Safety**

- 6.4.1. The functioning of the HWG does not present any specific health and safety risks. Addressing shortfalls in housing provision matched to need has positive health and safety outcomes for the community overall.

7. **CONTEXT**

7.1. **Policy**

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

Legislation

- 7.1.2. The Local Government Act sets the purpose for local authorities around maintain and enhancing community well-being and the work and potential outcomes arising from the HWG is strongly aligned with this.

7.2. **Community Outcomes**

- 7.2.1. **“People's needs for mental and physical health and social services are met:**
- Housing is available to match the changing needs and aspirations of our community”

Delegations

7.2.2. The Council has authority to consider this matter.

TERMS OF REFERENCE

HOUSING WORKING GROUP

1. Purpose

To consider and advise on appropriate role(s) for the Council in contributing to meeting short and longer term needs for social and affordable housing in the District and the way forward for the Council's involvement in the provision of housing in light of that

2. Membership

- Community Facilities Portfolio Holder, Cllr Doody
- Greater Christchurch Partnership (GCP) Cttee member, Cllr Atkinson
- District Planning & Regulation Committee member, ...
- Mayor Dan Gordon

3. Staff Support

- Manager People & Engagement, Liz Smith
- Manager Strategic Projects, Simon Markham
- Property Manager, Rob Hawthorne
- Community Team Manager, Tessa Sturley

4. Administrative Support

- Executive Assistant, Rosie Jordan

5. Quorum

3 members

6. Objectives

- 6.1 To consider available information on housing needs and opportunities through the Council commissioned 2020 Housing Needs Assessment and the GCP 2020 Social and Affordable Housing Report, and undertake any further enquiries in this regard deemed appropriate.
- 6.2 In the short term, consider and advise on known potential partnership opportunities to increase the supply of assisted housing for elderly persons in the District and the likely level of community support for option(s) that might be available.
- 6.3 Form a reference group of interested parties as may be known to be interested in the purpose of the Working Group so as to ensure community knowledge and voice in relation to needs and opportunities is available to the Working Group.
- 6.4 Consider longer term options for the efficient and effective delivery of housing services by the Council, including through partnering arrangements.
- 6.5 Lead on behalf of the Council engagement with GC partners, other government agencies and other groups and organisations with an interest in social and affordable housing, including direct engagement with relevant Ministries on emerging opportunities for Government assistance in increasing social and affordable housing in the district.

TERMS OF REFERENCE

HOUSING WORKING GROUP

7. Delegation

7.1 The Working Group will have delegation to seek the views of interested parties in the provision of social and affordable housing and propose for consideration proposals in this regard.

7.2 It is specifically directed to engage with Ngāi Tūāhuriri on housing matters, initially through the Mahi Tahī Joint Development Committee.

8. Decision Making

9.1 Decisions will, in so far as it is possible, be reached by consensus. Where this is not achievable, decisions will be made by voting with a simple majority being required.

9.2 The Working Group will have the option of referring any matter to the Community & Recreation Committee for a decision.

9.3 All decisions once finalised will be reported back to the Community & Recreation Committee as recommendations.

9. Meeting Frequency

The Working Group shall meet monthly or when requested to do so for urgent matters, or matters relating to the purpose of the Working Group.

10. Duration

The Working Group will function until the completion of the project.

11. Review

This Terms of Reference will be reviewed at six months after formation of the Working Group, following provision of an interim report and later in 2022 in a timeframe that would allow recommendations for its reformation to the incoming Council in October 2022

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-32-79-08/210315043232

REPORT TO: Waimakariri District Council

DATE OF MEETING: 4th May 2021


FROM: Don Young, Senior Engineering Advisor

SUBJECT: Southbrook Road Improvements – establishment of governance structure

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



Department Manager



Chief Executive

1. **SUMMARY**

1.1 This report is to request that the Council establish a Southbrook Road Improvements Working Group to assist with advancing the project, and providing recommendations to the Utilities and Roding Committee on short term and long term improvements to Southbrook Road and its environs.

Attachments:

- i. Terms of Reference Southbrook Road Improvements Working Group (Trim 210420064152)
- ii. Torlesse/Coronation/Southbrook Road Intersection layout – Concept Design (Trim 210414060520)
- iii. Southbrook Road Improvements – Abley's Summary email on amended modelling results (Trim 210414060558)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210315043232.
- (b) **Establishes** a Southbrook Road Improvements Working Group that will report to the utilities and Roding Committee, in accordance with the Terms of Reference for the Southbrook Road Improvements Working Group (Trim 210420064152)
- (c) **Appoints** Dan Gordon (Mayor and Transport Portfolio Holder) as Chair, Paul Williams (Councillor and Roding Portfolio Holder), Jim Gerard (Rangiora Ashley Community Board chair), Gerard Cleary (Manager Utilities and Roding), Joanne McBride (Roding and Transport Manager) and Don Young (Senior Engineering Advisor) to the Working Group
- (d) **Endorses** the Concept Design (Trim 210414060520) as being suitable for development by the Southbrook Road Improvements Working Group

- (e) **Circulates** this report to the Rangiora-Ashley Community Board and the Utilities and Roading Committee for their information.

3. **BACKGROUND**

- 3.1 The Council has long been aware that there are a number of issues relating to the performance of Southbrook Road. In particular these are associated with vehicle congestion for through traffic, pedestrian safety, vehicle access onto Southbrook Road, lack of cycling facilities, lack of room for public transport, and access to businesses.
- 3.2 The Council has previously allocated a budget towards considering improvements to Southbrook Road and \$450,000 is available for expenditure in 2020/21.
- 3.3 An initial high level assessment of current and desired levels of service for various users has been carried out, and discussed with the Rangiora Ashley Community Board. This process highlighted the complexity of the issues, as well as the difficulty of meeting the needs of the various users within a limited space, and with constrained funding.
- 3.4 As a result of that process, the Council decided to delay a decision on the long term approach for Southbrook, but instead concentrate on resolving one element. Subsequently the Council has mandated the design of traffic lights at the Torlesse/coronation/Southbrook Road intersection, along with a one-way entry into Denchs Road off Southbrook Road. Since that time staff have advanced the concept design (see attachment ii), and also had a consultant undertake traffic modelling for the signals.
- 3.5 The Rangiora-Ashley Community Board has previously considered the issue.

4. **ISSUES AND OPTIONS**

- 4.1. Two rounds of traffic modelling have been carried out. The first round modelled different scenarios as follows:
- 4.1.1. Option 1 - existing situation (i.e. "Base model"),
 - 4.1.2. Option 2 - lights at the existing kea crossing,
 - 4.1.3. Option 3 - lights at Torlesse/Coronation St with no right turn into Torlesse St from Southbrook Rd (northbound) and no right turn into Coronation St from Southbrook Rd (southbound) , and one way in at Denchs, and
 - 4.1.4. Option 3B lights at Torlesse/Coronation St with left, straight through and right turn at all approaches, shared path along Southbrook, and one way in at Denchs.
- 4.2. After a staff meeting, this traffic modelling was further refined as follows:
- 4.2.1. Amending Option 3B for the Torlesse intersection to be as per the attached concept Attachment iii) (i.e. cycles and left turners share the same lane, single straight ahead lane, right turn lane)
 - 4.2.2. Adding a 'school peak' as well as AM and PM peaks
 - 4.2.3. Considering options around 'merge length'
 - 4.2.4. Considering benefits of Eastern Link
- 4.3. In summary, the following are the commentary on the comparison of the attached concept (Attachment iii) to the current 'base model':
- 4.3.1. The Southbrook Road / Pak'n'Save / Mitre10 traffic signals show a reduction in delay if the concept is installed, for both 2020 and 2035. (Note the delay will be greater in 2035, but lights will improve it over what it would have been otherwise.

- 4.3.2. The Southbrook Road / South Belt / Percival Street traffic signals do not change for the most part. However, in the 2035 AM peak there is an increase in average delay from 39 to 53 seconds. The additional delay here is caused by southbound traffic queuing back from the Torlesse Street traffic signals.
 - 4.3.3. The Southbrook Road / Torlesse Street / Coronation Street signals show a slight increase in delay time for Southbrook traffic (eg morning peak 7 seconds becomes 21 seconds), but a huge decrease in delay for Torlesse and Coronation Street (e.g. Torlesse AM Peak 176 seconds to 49 seconds, PM peak 311 seconds to 34 seconds)
 - 4.3.4. Southbrook Road / Denchs Road intersection is substantially improved with the conversion to a one-way system and hence the removal of exiting stop-controlled traffic. It is worth noting that without this change, the base models show that by 2035 vehicles would have 40+ minutes of delay in the School peak and 54+ minutes of delay in the PM peak (i.e. the straight through and right turn manoeuvre is not achievable at peak times).
 - 4.3.5. In terms of travel time along the Southbrook Road corridor, in 2020 there is a slight (12 second) increase in AM southbound travel time due to the new signals, but a 70 second decrease in PM northbound travel time. In 2035 there is a 73 second increase in AM southbound travel time due to the queuing issues mentioned above, but there is a 162-second decrease in PM northbound travel time.
 - 4.3.6. It is worth highlighting that all models are based on a range of assumptions, and traffic modelling is more variable than other types. Paramics models by their very nature will vary from one model run to the next because of the vehicle assignment process.
 - 4.3.7. This is achieved by having a random probability distribution or pattern that may be analysed statistically but may not be predicted precisely. Therefore, to analyse the road network performance, data has been extracted and averaged from five consecutive model runs. For this reason, the Paramics model is not really well suited for modelling small differences in traffic operations.
 - 4.3.8. In addition the child-operated kea crossing is very hard to model in any software because computers don't model child decision-making well.
 - 4.3.9. Therefore, it is not prudent to read too much into the specific numbers above, but rather on the general outcome.
- 4.4. Another opportunity for improving the performance of the road is to consider the merge length (i.e. the length where two lanes exiting the lights reduce to one lane). The modelling considered whether changes to this would improve queuing.
- 4.4.1. AM peaks - there is little change in the queue lengths between the different merge scenarios. In 2020, the average peak hour maximum queues are in the 50-55m range and in 2035 they are in the 55-60m range.
 - 4.4.2. PM peaks - in 2020, we get average maximum queues of 232m for the existing 70m merge, 115m for the 90m option, and 138m for the 110m option. In 2035, we get 228m for the existing merge, 136m for the 90m option and 164m for the 110m option.
 - 4.4.3. This indicates a significant improvement from increasing merge lengths.
 - 4.4.4. The practicality of this is yet to be determined.
- 4.5. We also modelled how the queue lengths changed in 2035 when the Eastern Link is added. This change has a noticeable effect in the PM as the average hourly maximum

queue lengths drop considerably to 86 metres for the existing layout, 81 metres for the 90m scenario and 71m for the 110m scenario.

- 4.6. In summary, the modelling indicates that:
- 4.6.1. Traffic lights at Torlesse/Coronation/Southbrook Road (with all turning manoeuvres allowed and one way in Denchs Road) does not negatively impact in through traffic, and has a significant benefit for cross traffic
 - 4.6.2. Increasing the merge length for northbound traffic at each intersection reduces queue length
 - 4.6.3. A significant upgrade to services or capacity (such as the Eastern Link) will be required by 2035 to avoid major congestion issues.
- 4.7. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Community Board has been briefed on an approach to proceeding with this project, which initially involved moving directly to establish a reference Group, made up of various representatives from the affected community. However there was some concern that this process would further delay the implementation of the lights. Therefore the approach has been amended to involve a Working Group made up of elected members and senior staff (as per attachment i), who will develop a number of documents including an Engagement plan. This engagement plan will further consider the timing of a wider Reference group.

It is worth noting that in initial discussions with Waka Kotahi they have been very firm on the inclusion of a 'raised table' at the intersection (to further decrease speeds). At this stage the staff believe this would be detrimental, but discussions are ongoing.

5.2. Wider Community

The Working Group will be tasked with ensuring all of the affected stakeholders are involved and informed.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The Council has already transferred the majority of the funding in 2020/21 for Southbrook Road improvements to other projects.

In the 2021/31 Long Term Plan, the Council has budgeted \$50,000 in 2021/22 for design, and \$1.8M in 2022/23 for implementation of the Torlesse/Coronation/Southbrook Road traffic lights.

In addition it has budgeted \$200,000 (subsidised) in 2024/25 for Southbrook Road pre-implementation, and \$220,000 in 25/26 and \$2,000,000 (both unsubsidised) in 2026/27 for Southbrook Road Improvements.

At this stage the Waka Kotahi subsidy has not been confirmed.

The Council have indicated a willingness to bring money forward if the planning progresses faster.

6.2. **Community Implication**

The Working Group approach will consider how to understand the view of the community, and therefore mitigate the implications.

6.3. **Risk Management**

There is a risk that the works will be viewed negatively, especially by those who commute through this area – this will be mitigated by careful communication.

There is a risk that the operation of the lights will actually slow down the through traffic more than is currently predicted. This will be partially mitigated by getting good advice and good planning.

There is a risk that the community won't engage with the process as intended – this will be partially mitigated with good communication.

6.4. **Health and Safety**

Health and safety will be a key consideration during the planning, and implementation phases.

7. **CONTEXT**

7.1. **Policy**

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

Legislation

This matter is covered by the Land Transport Act and the Local Government Act.

7.2. **Community Outcomes**

Transport is accessible, convenient, accessible and sustainable

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

7.3. **Delegations**

The establishment of a Working Group for a matter that affects the whole District is best considered by the Council. However, the key outputs from the Working Group will be brought back to the Utilities and Roading Committee for decision.

TERMS OF REFERENCE

SOUTHBROOK RD IMPROVEMENTS WORKING GROUP

1. Purpose

To provide community input to the Utilities and Rooding Committee, firstly on the current traffic light proposal, and secondly on a Long Term Strategy for improving traffic flow, traffic safety, pedestrian safety, access to business and residents, public transport, and cycling facilities on or around Southbrook Rd.

This Working Group feedback will be considered by the Utilities and Rooding Committee along with any technical advice, the outcome of any wider community consultation, and the view of the Rangiora Ashley Community Board.

2. Membership

- Dan Gordon, Mayor and Transport Portfolio Holder (Chair)
- Paul Williams, Councillor and Rooding Portfolio Holder
- Jim Gerard, Rangiora Ashley Community Board chair
- Gerard Cleary, Manager Utilities and Rooding
- Joanne McBride, Rooding and Transport Manager
- Don Young, Senior Engineering Advisor

3. Administrative Support

- Communications assistance – Karen Lindsay-Lees
- Meetings and Minutes assistance – Utilities and Rooding administrative staff

4. Quorum

Any 4 members, including at least 2 elected representatives.

5. Objectives
Short Term (pre 30 Sept 2021)

- 5.1 To develop the traffic lights concept as agreed by Council, to a point of being suitable for procurement
- 5.2 To develop and implement an engagement approach prior to and during implementation, that considers local residents, schools and businesses, as well as Waka Kotahi (NZTA)
- 5.3 To provide advice to staff, and assist with discussions with Waka Kotahi on required design elements

Long term (pre 30 June 2022)

- 5.4 To prepare a Project Timeframe with key milestones
- 5.5 To develop a draft Problem Statement for the Southbrook Rd environs, extending on Southbrook Rd between the Southbrook/Flaxton Rd intersection, and the Southbrook/South Belt intersection, and on Denchs Rd, Marshall St, Torlesse St,

TERMS OF REFERENCE

SOUTHBROOK RD IMPROVEMENTS WORKING GROUP

Railway St, Coronation St and Buckleys Rd. The Problem Statement to include problem definition, project objectives, and key success factors.

- 5.6 To prepare an Engagement Plan to ensure the local residents, schools and businesses, wider road-users (as practicable), and agreed key stakeholders were involved in the process in the following ways:
- 5.6.1 Confirmed the Problem Statement
 - 5.6.2 Provided input into the advantages and disadvantages of options
 - 5.6.3 Provided feedback to the Council on any implementation recommendations
 - 5.6.4 Felt listened to, supported and engaged in the process
- 5.7 To prepare an Options Assessment that includes
- 5.7.1 Consideration of options, including advantages and disadvantages
 - 5.7.2 Recommended option
 - 5.7.3 Recommended prioritised work programme
- 5.8 The options to be consider will include but not be limited to
- 5.8.1 Traffic lights
 - 5.8.2 Road widening
 - 5.8.3 Intersection improvements
 - 5.8.4 Access improvements
 - 5.8.5 Reallocation of lane space
 - 5.8.6 Consideration of on-street parking
 - 5.8.7 Ensuring cycling amenity as agreed by the Council following the Cycle Network Plan process is incorporated into the long term thinking
 - 5.8.8 Alternative traffic routes, including considering the timing of the Rangiora Eastern Link
 - 5.8.9 Waka Kotahi safety improvements on Lineside Rd
 - 5.8.10 Daily traffic management options (e.g. clearways)
 - 5.8.11 Changes in traffic directions (e.g. one way)
 - 5.8.12 Local Area Traffic Management
 - 5.8.13 Safety improvements outside schools

6. Outcomes

- 6.1 The outcome for the Southbrook Rd Improvements Working Group is to provide the following documents to the Utilities and Roding Committee (and Council if required) to assist in its decision making
- 6.1.1 Problem Statement
 - 6.1.2 Engagement Plan
 - 6.1.3 Options Assessment.

7. Delegation

- 7.1 The Southbrook Rd Improvements Working Group does not have any delegated authority.

TERMS OF REFERENCE

SOUTHBROOK RD IMPROVEMENTS WORKING GROUP

8. Decision Making

8.1 Decision making will be by consensus. Where this is not achieved, a vote will be taken with equal weighting between members, except the Chair will have the casting vote. Any counter views will be recorded if requested.

8.2 In order to achieve free and frank discussions, the meetings will not be open to the general public.

9. Financial Management

9.1 The Southbrook Rd Improvements Working Group will not be responsible for expenditure of Council funds.

10. Legal Responsibilities

The Southbrook Rd Improvements Working Group are required to comply with all relevant legislation and regulations.

These include, but are not limited to:

- Health and Safety at Work Act
- Local Government Act
- Resource Management Act
- Land Transport Act

11. Administration

The agenda and minutes for the Southbrook Rd Improvements Working Group meeting will be prepared by the Administrative Support. The agenda and minutes will be filed in TRIM and distributed to all members.

The outline agenda for the meeting shall generally be as follows:

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4. Staff Reports (milestones, programme, issues, budget, risk, health and safety)
5. Risks, Issues or Concerns
6. Community Engagement and Media
7. Reports to Council, Committee or Community Board
8. General Business

12. Meeting Frequency

The Southbrook Road Improvements Working Group shall meet as required, or when requested to do so for urgent matters.



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TERMS OF REFERENCE

SOUTHBROOK RD IMPROVEMENTS WORKING GROUP

13. Duration

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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED	JD	10/07/2020	PROJECT No	P001691
DRAWN	DY	10/07/2020	CON No	CON2021-
DRAWING CHKD	DY	--/2020	SCALE (A3)	1:500
DESIGNED	JD	--/2020	DATUM ORIGIN	
DESIGNED CHKD	DT	--/2020	HORIZONTAL NZTM GD2000	
APPROVED	JM	--/2020	VERTICAL	NZVD2016



PROJECT	SOUTHBROOK ROAD TRAFFIC SIGNALS
---------	---------------------------------

SHEET TITLE	PRELIMINARY DESIGN
-------------	--------------------

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION A

We have updated the model with the Southbrook Rd / Torlesse St / Coronation St signals as per Bill's design provided. In addition, the northbound merge following the Pak'nSave / Mitre10 intersection has been calibrated to increase friction and match the observed behaviour as far as possible. This has been challenging trying to get the model to reflect the extent of queuing which we observed and the response of the model is conservatively on the low side.

Bill's signal layout testing including school peak

We have updated the previous morning and evening peak modelling to include Bill's proposed layout and also modelled the afternoon school peak period. This has included school activity levels which have been calibrated from the counts provided by Council with Southbrook Rd through volumes calibrated from the Southbrook Rd / Torlesse St intersection survey. We have compared the results to a base model with the Torlesse St signals left as a priority intersection and no one-way system (current network). The results of this modelling indicate that the level of service along the Southbrook Rd corridor is generally improved by these changes, though by 2035 there are issues at the South Belt / Percival St signals in the morning peak model if the Eastern Arterial is not assumed to be present.

Comparing the option model to the base model we have found the following:

- **The Southbrook Rd / Pak'nSave / Mitre10 signals show a reduction in delay.**
 - LOS goes from C to B in the 2020 AM peak and D to C in the 2020 School & PM peak.
 - In the 2035 model, LOS goes from C to B in the AM peak, D to C in the School peak, and E to D in the PM peak.
- **The Southbrook Rd / South Belt / Percival St signals do not change for the most part.**
 - LOS stays at C though all periods in 2020.
 - This is also the case in 2035 for the School peak and PM peak which stay at C.
 - However, in the **2035 AM peak there is an increase in average delay from 39 to 53 seconds**, though there is no step change in LOS level as both are D. Three of the arms are at LOS E, though. The addition delay here is caused by southbound traffic queuing back from the Torlesse St signals. We have tested to see if this can be improved by offsetting the signals differently, but we have not managed to do so.
- **Without the Eastern Arterial there is substantial flow attempting to head down Southbrook Rd from all of the other approaches at all stages of the signal cycle in 2035.** There are some inconsistencies in trends at 2035 along the corridor as a result of the congested and somewhat unstable model performance.
- The **Southbrook Rd / Torlesse St / Coronation St signals do not provide significant change in average delay over the current priority intersection, but the delay is better distributed** as the several minutes delay experienced by vehicles exiting Torlesse St and Coronation St are reduced to LOS C-D levels.
- The **Southbrook Rd / Denchs Rd intersection is substantially improved** with the conversion to a one-way system and hence the removal of exiting stop-controlled traffic. It is worth noting that without this change, the base models show that by 2035 vehicles would have 40+ minutes of delay in the School peak and 54+ minutes of delay in the PM peak.
- **In terms of travel time along the Southbrook Rd corridor, in 2020 there is a slight (12 second) increase in AM southbound travel time due to the new signals, but a 70 second decrease in PM northbound travel time. In 2035 there is a 73 second increase in AM southbound travel time due to the queuing issues mentioned above, but there is a 162-second decrease in PM northbound travel time.**

A full breakdown of the intersection LOS is attached.

Merge testing

We have tested three merge locations in both 2020 and 2035. These are the existing location at 70m beyond the Pak'nSave / Mitre10 signals, plus extended scenarios at 90m and 110m beyond the signals. We have then measured the maximum queues extending southwards from the signals along Southbrook Rd and Lineside Rd for each scenario. We have tested these with the Torlesse St / Coronation St and Pak'nSave / Mitre10 signals set to 90 second cycles with offsets to prioritise northbound mainline traffic. I've attached a summary of the queue length profile over the peak periods.

Due to the random variation inherent to the model there is quite a bit of fluctuation in the length of the resulting queues. The results don't always show a consistent story across all time periods for a given scenario because of this fluctuation. Queue lengths are stated as the average of the maximum queues across four 15-minute segments to represent the peak hour average maximum.

Also note that the queue lengths we are quoting are conservatively short. This is for two reasons. First, because Paramics has pre-set definitions as to what constitutes a queue. We can't change these settings and sometimes they aren't sufficient to pick up rolling queues past the end of the main queue if there is a large enough gap between them. Secondly, the results are averaged maximums for 15-minute periods across 4 model runs. The most extreme queue lengths from a given model run can thus be averaged out to a smaller value, particularly if they've occurred in a different 15-minute segment to other model runs. We recommend going by the trends the queue lengths show rather than by their exact lengths. We have checked the models visually and can confirm the results are reflective of the actual model performances.

AM peaks:

As northbound flows are not high in the AM peak there is little change in the queue lengths between the different merge scenarios. In 2020, the average peak hour maximum queues are in the 50-55m range and in 2035 they are in the 55-60m range. Extending the merge location appears to result in minor improvements to the queueing but the differences are small enough they could be as a result of the randomness of the models.

PM peaks (including school period):

In 2020, we get average maximum queues of 232m for the existing merge, 115m for the 90m option, and 138m for the 110m option.

In 2035, we get 228m for the existing merge, 136m for the 90m option and 164m for the 110m option.

In both model years, the two extended scenarios show noticeably reduced queues compared to the existing layout throughout the PM peak period. The existing scenario shows extensive queueing at the school peak around 15:00 and then again throughout the 16:00 – 18:00 peak. The 90m and 110m scenario show lower than the existing option and mostly similar levels of queueing to each other, except for 16:00 - 17:00, when queues in the 110m option are higher. This is showing that the optimal queue length is likely to be somewhere in the middle of the tested merge locations. Obviously having more time available for vehicles to organise themselves entering the merge is beneficial, but as the merge point gets further out we found that there also starts to be more interaction with the back of the queue at the Coronation St / Torlesse St signals which disrupts the flow of vehicles through the merge.

With inclusion of Eastern Arterial in 2035:

We have also tested how the queue lengths change in 2035 when the Eastern Arterial is included. This change has a noticeable effect in the PM as the average hourly maximum queue lengths drop

considerably to 86 metres for the existing layout, 81 metres for the 90m scenario and 71m for the 110m scenario. This shows the inclusion of the Eastern Arterial has a much greater effect in reducing the queue lengths than adjusting the merge location.

We look forward to your feedback and are happy to organise a time to discuss the findings.

Regards

Dave

Dave Smith

MPhil BTech(Hons) CMILT MEngNZ
Technical Director, Transportation
Planning, Abley



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At Abley we work flexibly - so whilst it suits me to send this email now, I do not expect a response or action outside of your own working hours.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** SHW-12 CON201817-05 / 210315043452**REPORT TO:** Solid & Hazardous Waste Working Party**DATE OF MEETING:** 29 March 2021**FROM:** Kitty Waghorn, Solid Waste Asset Manager**SUBJECT:** Cust Rural Recycling Facility**SIGNED BY:**
(for Reports to Council,
Committees or Boards)


Department Manager



Acting Chief Executive
1. SUMMARY

- 1.1 This report is to inform the Solid & Hazardous Waste Working Party (SHWWP) about the to-date usage and costs of the Cust rural recycling facility (RRF), and to recommend that the SHWWP recommends to Council that they approve continuing to operate the Cust RRF until 30 June 2021 and also consider making the Cust RRF a permanent service at their LTP deliberations in May 2021.
- 1.2 The Cust rural recycling facility (RRF) trial commenced on 27 July 2019, paused for the COVID-19 lockdown and the following Alert Levels, and was reinstated during Alert Level 1 in late July 2020. A total of 40.2 tonnes of recycling was dropped off at the Cust RRF in the 8 month operating period during 2019/20, and in the seven months to date (August to end of February), 51.7 tonnes of recycling has been dropped off.
- 1.3 The Hotel owners continue to provide a good level of oversight of the site, and contact staff when any issues arise. Despite the increased usage of the site, Council staff and management time to respond to raised issues has been much reduced in the 2020/21 year, compared to the 2019/20 year.
- 1.4 Users have generally complied with our materials acceptance standards, with a very low level of non-compliance apart from one incident where bale-wrap was placed in the bin. This material was removed by the Hotel owner and Council staff prior to the bin being collected and emptied, and this has not recurred since. No loads have been rejected at the receiving facility.
- 1.5 The new cardboard and paper cage, which has 'slots' for users to post their flattened cardboard into, has resolved the previous problems from cardboard being blown out of the open cage and around the car park.
- 1.6 Site maintenance costs have been lower this year than in the initial trial period, but we anticipate work will be necessary to compact the hardstand area and ensure the carparking area remains in a good state, prior to the end of the financial year. These costs are expected to be relatively minor. There is sufficient budget available in the Waste Minimisation Account to fund a continuation of this service until 30 June 3021.
- 1.7 Staff estimate that on average, 360 visits have been made to the Cust RRF each month so far this year. This calculation is based on the assumption that the weight of recycling "per visit" in Cust is double the calculated average weight of domestic 'urban' kerbside

bins, which are collected every fortnight (i.e. the monthly weight of recycling is the same for rural as for urban households).

- 1.8 Over the past two years, there has been a decrease in the weight of aluminium cans, cardboard, glass bottles/jars, paper and plastic containers at Oxford TS, and a more significant decrease at Southbrook RRP. The recycling tonnages from Cust RRF are not significant enough to have caused all of these decreases, but they are likely to have contributed to them.
- 1.9 In general terms, recycling quantities were severely impacted by COVID in 2020 owing to site closures under Level 4, and by the limited access for recycling under Levels 3 and 2. The return to Level 2 in 2021 has also impacted on Southbrook RRP, owing to access limitations imposed during this Alert Level. Recycling quantities at Southbrook RRP and Oxford TS have still not recovered to previous levels, and this will owing to a number of factors.
- 1.10 The following options have been presented for the SHWWP's consideration, for recommendation to the Council:
- Option 1: Cease operating the rural recycling facility at Cust.
 - Option 2: Continue to provide a recycling drop-off facility at the current site behind the Cust Hotel for the remainder of the 20/21 year, and consider making the Cust rural recycling facility a permanent facility as from 1 July 2021 at the LTP deliberations in May 2021.
 - Option 3: Continue to provide a recycling drop-off facility at the current site behind the Cust Hotel for the remainder of the 20/21 year, and plan to move the recycling facility to behind the Cust petrol station and fire station.
- 1.11 Notional funding allowances have been made in the Waste Minimisation Account in the draft 2021-31 LTP for the above capital expenditure during the 21/22 year, and for ongoing operations and site maintenance. Staff will use the latest costings and weight information to bring an updated budget for the ongoing operations and maintenance of this site in their submission to the Council's Long Term Plan deliberations in May 2021.
- 1.12 Should the Council approve the continuation of this service, and once the hardstand has been paved and the entranceway is sealed in 21/22, maintenance costs at Cust will decrease. Operational costs, which are mainly driven by transportation needs, will generally fluctuate in proportion to the weight of recycling received at the facility.

Attachments:

- i. Photo of Cardboard/Paper Bin at Cust Rural Recycling Drop-off Facility (210317045277)

2. RECOMMENDATION

THAT the Solid & Hazardous Waste Working Party recommends:

THAT the Council:

- (a) **Receives** report No. 210315043452.
- (b) **Notes** that the users of the Cust rural recycling drop-off facility are generally abiding with our acceptance criteria and that contamination levels are minimal.
- (c) **Notes** that this model is currently providing a convenient recycling drop-off service for residents in the rural area around Cust.

- (d) **Approves** continuing to provide a recycling drop-off facility at the Cust Hotel Carpark for rural residents in the greater Cust area until 30 June 2021.
- (e) **Notes** that there is sufficient funding in the Waste Minimisation Account in the current (2020/21) year to continue operating the facility, and to maintain the gravel hardstand and carpark.
- (f) **Notes** that staff will bring a further report to the Solid & Hazardous Waste Working Party to give a more comprehensive analysis and comparison of the costs of providing recycling services at Cust, Oxford and Southbrook.
- (g) **Notes** that the following funding allowances have been included in the Waste Minimisation Account in the draft 2021-31 Long Term Plan budgets for the Cust rural recycling facility:
 - i. \$10,742 in operational expenditure for the operation and maintenance of this facility;
 - ii. \$11,220 expenditure for the cost to process recycling disposed of at this facility; and
 - iii. \$18,000 in capital expenditure for sealing the road crossing and paving the hardstand area.
- (h) **Notes** that the operational funding allowance in Recommendation 2(g)i. above was based on tonnages received at the Cust RRF in the period from August to October 2019, and that that recycling weights have increased by almost 30% over the November to February period
- (i) **Notes** that an updated budgetary allowance for the operation and maintenance of this facility based on the measured increased usage of this site, will be included for Council's consideration in the Solid Waste staff submission to the Council's LTP deliberations in May 2021.
- (j) **Notes** that, if Council approves continuing operation of the Cust rural recycling drop-off facility beyond 30 June 2021, staff will continue to monitor usage at the site and costs to operate and maintain the site, in order to ensure this facility continues to provide a cost-effective service.
- (k) **Circulates** report No. 210315043452 to the Community Boards for their information.

3. **BACKGROUND**

- 3.1 After receiving a submission from the Cust Community Network to the Waste Management & Minimisation Plan and 2018-28 Long Term Plan, the Council committed to running a trial rural recycling drop-off in Cust. A resource consent was granted for a drop-off facility in the Cust Hotel car-park in February 2019, and the trial commenced on 27 July 2019. A temporary lease to occupy the site was entered into with the Hotel owners for the term of the trial: they have agreed to act as 'caretakers' of the facility to check that there is no litter and misuse of the site, and they can utilise the bins for their business' recycling.
- 3.2 Report 20062076383 (which was a Public Excluded document) to the SHWWP outlined the outcomes of the trial, which was curtailed when COVID-19 Alert Level 4 commenced. At their meeting on 8 July 2020, the SHWWP approved reinstating the trial during the 2020/21 year.
- 3.3 The bins were returned to the Cust Hotel in July 2020, and the facilities have had a good level of use since then. Users have generally complied with our materials acceptance standards, with only a low level of non-compliance apart from one incident where bale-

wrap was placed in the bin. This material was removed by the Hotel owner and Council staff prior to the bin being collected and emptied, and this has not recurred since.

- 3.4 The only other potential issue identified was from lids being left on bottles, jars and other containers. This was resolved by provision of buckets so that users could discard their lids before placing containers in the bins. The Hotel owner and Council staff continue to monitor and empty these buckets to ensure the contents don't spill onto the carpark and cause a litter problem. No loads have been rejected at Southbrook RRP, the receiving facility.
- 3.5 The new cardboard and paper bin, which has 'slots' for users to post their flattened cardboard into, has resolved the previous problems from cardboard being blown out of the open cage and around the car park. Photos of the new bin are shown in **Attachment i**.
- 3.6 **Table 1** shows the costs for consenting, setting up, operating and maintaining the Cust RRF in over the last three years and eight months. The per-tonne costs that were incurred for transportation and processing of materials from Cust RRF, Oxford TS and Southbrook RRP over that same period have been included for comparison purposes. It should be noted that this analysis excludes operational, staffing and maintenance costs from Oxford TS and Southbrook RRP.

	17/18 & 18/19	19/20 (8 months operation)	20/21 (7 months operation)	Total
Consenting	\$10,436	\$0	\$0	\$10,439
Site Set-up costs		\$2,359	\$0	\$2,359
Maintenance, Signage Costs		\$6,914	\$180	\$7,094
Transport Costs		\$5,685	\$3,335	\$8,630
Subtotal	\$10,436	\$14,958	\$3,515	\$28,909
Processing costs		\$5,059	\$8,470	\$13,529
Staff/management time	\$10,000	\$27,750	\$6,300	\$44,050
TOTAL COSTS including recycling processing + est. staff & management time	\$20,439	\$47,767	\$18,285	\$86,488
Tonnes collected		40.8	51.7	84.8
Average \$/t for Transport + Processing (Cust RRF)		\$263.59	\$228.34	
Average \$/t for Transport + Processing (Oxford TS)		\$207.38	\$257.07	
Average \$/t for Transport + Processing (SRRP)		\$90.86	\$86.70	

Table 1: Costs for Cust Rural Recycling Facility from August 2020 to January 2021

- 3.7 Note that there were initial set-up costs for the Cust site in 2019/20, which included preparation of a gravelled hardstand area, provision of signage, and removal of branches overhanging the bins, as well as costs to undertake some maintenance that was necessary in the car park. Some ongoing maintenance work will be necessary this year in relation to re-compaction of the gravel hardstand and also carpark maintenance, but these costs are expected to be relatively minor.
- 3.8 Processing costs for recycling dropped off at our facilities are currently funded out of the general rate component in the Disposal Account. The increase in processing costs at Cust

is a result of both an increased weight of recycling and the increased charges for comingled recycling sent to Eco Central Ltd. The per-tonne processing charges are the same for all recycling sent to Eco Central, therefore the same costs would be incurred for the same weight of recycling whether it was brought to the Cust RRF or to Oxford TS.

- 3.9 Recycling dropped off by the public at Southbrook RRP is kept separated, and is delivered to different facilities for processing and recycling. The costs for transportation of recycling from Southbrook are lower than for Oxford and Cust as the bins used for transport are generally larger than those used at the smaller sites, i.e. more weight can be transported in each trip. Some materials are accepted at no charge (e.g. colour separated glass), and only plastic containers are sent to Eco Central to be processed with kerbside recycling, therefore the average processing costs for materials accepted at Southbrook RRP are lower than for recycling from Cust RRF and Oxford TS.
- 3.10 **Figure 1** shows the tonnages of 'household' recycling received each year from 2014/15 to 2020/21 at Southbrook resource recovery park (RRP), Oxford transfer station (TS) and Cust RRF, over the time period from 1 August to 1 January. These are limited to the weight of paper, plastic containers, cardboard, glass bottles & jars, and aluminium cans only, and does not include any bulky recycling materials (e.g. scrap metal and white ware) or items that cannot be recycled in a comingled collection service, and which are accepted at Southbrook RRP and Oxford TS but not in Cust.

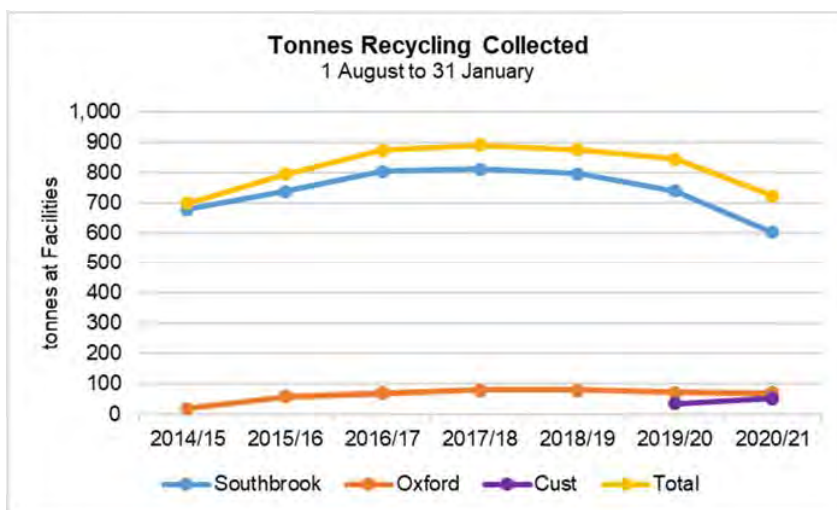


Figure 1: Tonnes of recycling collected at facilities (August to January)

- 3.11 This August to January time period excludes the 2020 COVID-19 Alert Level 2, 3 and 4 periods which impacted all sites, and also excludes the COVID-19 L2 restrictions in February 2021. This period was selected to determine if the Cust RRF has impacted on other Council facilities' recycling volumes.

- 3.12 **Table 2** shows the monthly weight of recycling dropped off at the Cust RRF.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2019/20		3.2	3.6	3.4	3.4	7.9	6.1	7.4	5.8	0	0	0	40.8
2020/21	0	6.3	6.0	6.8	8.4	8.3	8.3	7.7					51.7

Table 2: Tonnes of Recycling Collected at Cust RRF each Month

- 3.13 A total of 40.8 tonnes of recycling came into the Cust RRF site during the 8 month trial period from August 2019 to March 2020. The weight of recycling dropped off in the second 4 months of the trial period was double that of the first 4 months. Although the increase

could have been influenced by seasonal factors, this also indicates that more people started to use the facility as they learned about it.

3.14 A total of 51.7 tonnes of recycling has been dropped off in the current year up to the end of February (7 months). Again, there has been an increase over November to February (approximately 30%), and weights are greater than seen in the previous year. This indicates that there continues to be growth in the use of the site and the amount of materials being brought there, which appears to be contrary to what has happened at Oxford TS and Southbrook RRP.

3.15 The user survey undertaken by CCN in 2019 found that 70% of users came from the Cust area (town or rural), 25% from West Eyreton, and 5% from other points in the District. Of these users, 71% reported they would previously have used Southbrook RRP, 11% would have used Oxford TS, 13% would have used other methods for recycling, and 5% would have burned or buried their materials on-property. These results are graphically represented in **Figure 2** and **Figure 3**.

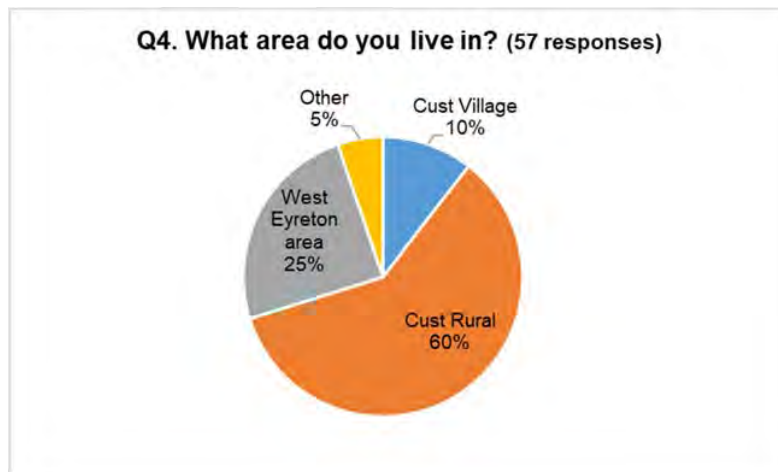


Figure 2: Location of Household from CCN 2019 Usage Survey

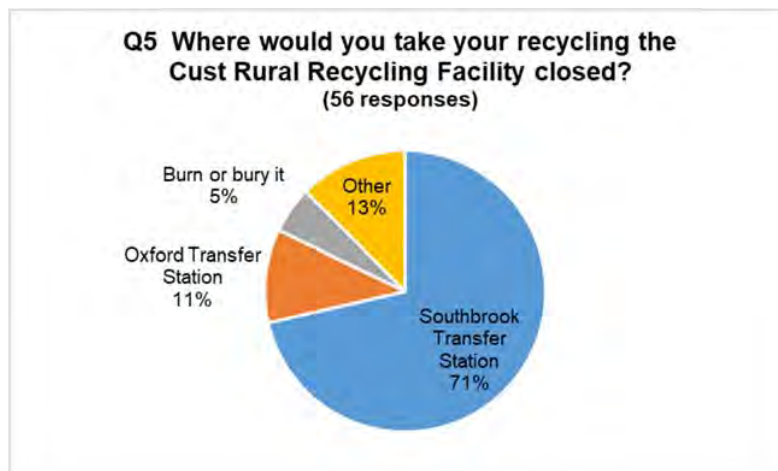


Figure 3: Previous Place of Disposal of Recyclables from CCN 2019 Usage Survey

3.16 **Table 3** shows the estimated weight of recycling that has been diverted from other facilities by households using the Cust RRF, based on the above responses from the 2019 customer usage survey.

	2019/20	2020/21

Tonnes Recycling at Cust RRF	40.8	51.7
Southbrook RRP 71%	29.0	36.7
Oxford TS 11%	4.5	5.7
Other 18%	7.3	9.3

Table 3: Estimated Weight of Recycling Diverted from Previous Place of Disposal

- 3.17 **Table 4** shows the changes in the weight of recycling from year to year (2018/19 to 2020/21) over the August to January period used for Figure 1.

Change in recycling at:	2018/19	2019/20	2020/21
Southbrook RRP	-15.21	-57.56	-136.43
Oxford TS	-0.02	-7.90	-2.61

Table 4: Change in Recycling Tonnages 2018/19 to 2020/21 (August to January)

- 3.18 The recycling tonnages from Cust RRF are not significant enough to have caused all of the observed decrease in recycling tonnages received at Oxford TS, and in particular at Southbrook RRP, as depicted in **Figure 1** and shown in **Table 4**, but they are likely to have contributed to these decreases. Note that there had been a slight decrease in recycling received at Southbrook RRP and Oxford TS in the 2018/19 year, from the 2017/18 year, which was before the Cust RRF trial commenced.
- 3.19 Staff estimate that on average, 360 visits have been made to the Cust RRF each month so far this year. This calculation is based on the assumption that the weight of recycling “per visit” in Cust is double the calculated average weight of domestic ‘urban’ kerbside bins, which are collected every fortnight (i.e. the monthly weight of recycling is the same for rural as for urban households).

4. ISSUES AND OPTIONS

- 4.1. In general terms, recycling quantities were severely impacted by COVID in 2020 owing to site closures under Level 4, and by the limited access for recycling under Levels 3 and 2. The return to Level 2 in 2021 has also impacted on Southbrook RRP, owing to the same access limitations imposed under the Pandemic BCP.
- 4.2. Recycling quantities at Southbrook RRP and Oxford TS have still not recovered to previous levels, and this will be owing to a number of factors, possibly including but not limited to:
- 4.2.1. Changes to the types of plastics accepted in the comingled recycling bin, although this is only a minor component of the recycling stream by weight;
 - 4.2.2. Peoples’ growing awareness about sustainability, which will impact on purchasing decisions (e.g. more people are looking to reduce packaging when they shop, and are using reusable containers, which impacts on recycling quantities);
 - 4.2.3. The negative publicity around recycling markets and contamination levels in kerbside bin may be dissuading some households from recycling;
 - 4.2.4. Economic pressures from COVID-19 impacts on employers and employees, which usually impacts on peoples and businesses purchasing and waste disposal behaviours;
 - 4.2.5. A drop in the amount of printed advertising, newspapers and newspaper publications, and a decrease in the size of newspapers, will be impacting on the quantity of paper that gets recycled.

4.2.6. Use of other recycling facilities, including Cust RRF.

- 4.3. In the 20/21 year to date, the average per-tonne costs for transportation of the bins from Cust to Southbrook RRP were approximately \$65/tonne, lower than the approximately \$95/tonne to transport recyclables from Oxford TS. The cost to transport separated recycling from the Southbrook RRP is approximately \$65/tonne: this separated recycling is taken to several facilities for processing and recycling. Oxford and Cust comingled recycling is combined with uncontaminated kerbside recycling and commercial recycling for removal to Eco Central for processing, at no extra cost to the Council.
- 4.4. Processing costs for the comingled recycling from both Oxford and Cust have averaged \$165/tonne in the year to date. Processing costs for the separated recycling from Southbrook RRP are, on average, \$25/tonne as some materials are accepted at no charge (e.g. colour separated glass). The financial implications of the Cust RRF trial are discussed further in Section 6.1 below.
- 4.5. Operational and maintenance costs at Southbrook RRP and Oxford TS have not been impacted by the presence of another recycling drop-off site. Now that users have become used to the facility and Council's acceptance standards, and issues with the cardboard cage and around removal of bins have been ironed out, Council staff and managers' time in responding to those issues has reduced considerably.
- 4.6. In the 21/22 financial year, staff propose to consider the levels of service related to recycling disposal provided to residents in rural areas as part of a planned review of waste disposal and diversion services provided at Oxford TS. This will inform the Waste Assessment process for the Waste Management and Minimisation Plan Review, due to be undertaken in 2022/23.

Options

- 4.7. **Option 1: Cease operating the rural recycling facility at Cust.** This is not recommended.

The Cust Community network and Rangiora Community Board have been supporters of this facility, and the wider rural community around Cust have also support the provision of a local recycling drop-off facility. There was considerable push-back on the Council for the removal of the bins over the 2020 COVID-19 Alert Level 4 lockdown, and requests were made through social media for the bins to be returned under Levels 3 and 2. There is an expectation now in the community that this service will continue to be provided.

- 4.8. **Option 2: Continue to provide a recycling drop-off facility at the current site behind the Cust Hotel for the remainder of the 20/21 year, and consider making the Cust rural recycling facility a permanent facility as from 1 July 2021 at the LTP deliberations in May 2021.** This is the preferred option, for the reasons explained in 4.7 and 4.9.

Householders continued to use the facility over the 2021 Level 2 lockdown period, when access into Southbrook RRP and Oxford TS were limited to ensure physical distancing requirements were able to be met. While there is an additional transportation cost to move the materials to Southbrook RRP, it is less than the costs incurred to transport recyclables from Oxford TS to Southbrook RRP owing to the shorter travel distance.

Providing a locally-sited recycling drop-off facility for rural residents in Cust reduces the number of individual visits to Southbrook RRP or Oxford TS. The recycling is consolidated into two large bins/skips, which are taken to Southbrook RRP for emptying as necessary

when the bins are full (e.g. once a week). Staff have estimated that an average of 360 'visits' have been made to the Cust RRF each month this year.

A permanent lease to occupy the site will need to be entered into with the Hotel owners for the term. Staff anticipate that the terms of the lease will be similar to the current, temporary lease agreement, given that the Hotel owners have reported very few issues over the past 8 months of operations.

This option is not projected to impact rates. Operational expenditure and maintenance of the Cust RRF is funded out of the Waste Minimisation Account using Landfill Levy funding, and is shared between two cost-codes. There is sufficient budget available in these cost-codes to continue operating the facility for the remainder of the year, including maintenance of the hardstand and carpark area. Funding allowances have been made in the draft 2021-31 LTP for the work to make the site a permanent facility in 2021/22, and for operational expenditure to continue annually as from the 2021/22 year.

All recycling processing costs, including for the recycling received at the Cust RRF are currently funded out of the General Rate from the Disposal Account. Staff have proposed that as from 2021/22 the increased levy funding be utilised to partially fund the costs for managing recycling and hazardous waste received at Southbrook RRP, Oxford TS, and also to partially fund recycling processing costs for any other Council recycling drop-off facility.

Staff will use the latest costings and weight information to bring an updated budget for the operations and maintenance of this site in their submission to the Council's Long Term Plan deliberations in May 2021.

- 4.9. **Option 3:** *Continue to provide a recycling drop-off facility at the current site behind the Cust Hotel for the remainder of the 20/21 year, and plan to move the recycling facility to behind the Cust petrol station and fire station.* This is not recommended.

A resource consent would be necessary to locate the facility at an alternative site as the current consent cannot be transferred to a different property, and this would come at an additional cost. This site would be subject to a different set of consent conditions, and may require upgrades to be made to the car park area and entranceway owing to an increase in traffic movements.

Staff have been advised that the owners of the garage would be unlikely to support use of this site in the same way the trial facility was supported by the Cust Hotel publicans. Fire and Emergency NZ have not been consulted on this matter and may also raise concerns about an increased number of cars using this area, as part of the consent process.

There is a lease arrangement with the garage to utilise the area behind the fire station for garage parking. This lease would need to be renegotiated, and there may be some implications for the business and the community of their car parking area were to be decreased in size. This area is out of sight and is beside a path used for school access, therefore is more likely to be subject to abuse than the current site which has the benefit of a willing property owner acting to oversee it and no passing foot traffic.

As a consequence more input would be needed from staff and the community to ensure that the site is utilised correctly, and that any nuisance issues are being minimised.

The proximity to the water supply headworks is also not considered ideal, owing to public perception about water quality being impacted by a nearby 'waste disposal site'.

4.10. Should the Council approve the continuation of this service during the LTP deliberations, and once the hardstand has been paved and the entranceway sealed, maintenance costs at the Cust RRF will decrease. A notional funding allowance of \$18,000 has been made for this work to occur during the 21/22 year, in the draft 2021-31 LTP.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Cust Community network and Rangiora Community Board have been supporters of this facility.

5.2. Wider Community

The wider rural community around Cust have proven by their actions to also support the provision of a local recycling drop-off facility.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

Table 5 shows the costs for consenting, setting up, operating and maintaining the Cust RRF in over the last three years and eight months. The per-tonne costs that were incurred for transportation and processing of materials from Cust RRF, Oxford TS and Southbrook RRF over that same period have been included for comparison purposes. It should be noted that this analysis excludes operational, staffing and maintenance costs from Oxford TS and Southbrook RRF.

	17/18 & 18/19	19/20 (8 months operation)	20/21 (7 months operation)	Total
Consenting	\$10,436	\$0	\$0	\$10,439
Site Set-up costs		\$2,359	\$0	\$2,359
Maintenance, Signage Costs		\$6,914	\$180	\$7,094
Transport Costs		\$5,685	\$3,335	\$8,630
Subtotal	\$10,436	\$14,958	\$3,515	\$28,909
Processing costs		\$5,059	\$8,470	\$13,529
Staff/management time	\$10,000	\$27,750	\$6,300	\$44,050
TOTAL COSTS including recycling processing + est. staff & management time	\$20,439	\$47,767	\$18,285	\$86,488
Tonnes collected		40.8	51.7	84.8
Average \$/t for Transport + Processing (Cust RRF)		\$263.59	\$228.34	
Average \$/t for Transport + Processing (Oxford TS)		\$207.38	\$257.07	
Average \$/t for Transport + Processing (SRRP)		\$90.86	\$86.70	

Table 5: Costs for Cust Rural Recycling Facility from August 2020 to January 2021

Note that there were initial set-up costs for the Cust site in 2019/20, which included preparation of a gravelled hardstand area, provision of signage, and removal of branches overhanging the bins, as well as costs to undertake some maintenance that was necessary in the car park. Some ongoing maintenance work will be necessary this year in relation to re-compaction of the gravel hardstand and also carpark maintenance, but these costs are expected to be relatively minor

Processing costs for recycling dropped off at our facilities are currently funded out of the general rate component in the Disposal Account. The increase in processing costs at Cust is a result of both an increased weight of recycling and the increased charges for comingled recycling sent to Eco Central Ltd. The per-tonne processing charges are the same for all recycling sent to Eco Central, therefore the same costs would be incurred for the same weight of recycling whether it was brought to the Cust RRF or to Oxford TS.

Recycling dropped off by the public at Southbrook RRP is kept separated, and is delivered to different facilities for processing and recycling. The costs for transportation of recycling from Southbrook are lower than for Oxford and Cust as the bins used for transport are generally larger than those used at the smaller sites, i.e. more weight can be transported in each trip. Some materials are accepted at no charge (e.g. colour separated glass), and only plastic containers are sent to Eco Central to be processed with kerbside recycling, therefore the average processing costs for materials accepted at Southbrook RRP are lower than for recycling from Cust RRF and Oxford TS.

To date monthly operational and maintenance costs at the Cust RRF have been lower than those from 2019/20. Some maintenance work will be necessary this year in relation to re-compaction of the hardstand and undertaking carpark maintenance over winter, but these will be relatively minor.

Operational expenditure and maintenance of the Cust RRF is funded out of the Waste Minimisation Account using Landfill Levy funding, and is shared between two cost-codes. There is sufficient budget available in these cost-codes to continue operating the facility for the remainder of the year, including maintenance of the hardstand and carpark area.

Should the Council approve the continuation of this service after 30 June 2021, and once a permanent hardstand has been constructed and the entranceway is sealed, maintenance costs at Cust will decrease. A notional funding allowance of \$18,000 has been made in the draft 2021-31 LTP for this work to occur during the 21/22 year.

A funding allowance has also been made in the Waste Minimisation Account budget in the draft 2021-31 LTP for approximately \$10,740 of annual operational expenditure to continue to provide recycling services at Cust as from the 2021/22 year, and approximately \$11,220 for processing recycling removed from Cust, to be funded from the waste levy.

Staff will use the latest costings and weight information to bring an updated budget for the operations and maintenance of this site in their submission to the Council's Long Term Plan deliberations in May 2021. This budget will be reviewed annually and, dependent on actual costs, will be adjusted accordingly.

Staff propose to continue to monitor the usage, operations and costs of the Cust RRF to ensure that site usage continues to be compliant and the service continues to be cost-effective.

6.2. Community Implication

There is a community expectation that this service will continue to be provided into the future. The Cust Community network and Rangiora Community Board have been supporters of this facility, and the wider rural community around Cust have also support the provision of a local recycling drop-off facility. There was considerable push-back on the Council for the removal of the bins over the 2020 COVID-19 Alert Level 4 lockdown, and requests were made through social media for the bins to be returned under Levels 3 and 2. The site continued to be used during the 2021 COVID-19 Alert Level 2 period.

Other rural communities may request a similar level of service to that provided in Cust. Each application would have to be considered on its own merits to determine the how Council could provide cost-effective recycling services into those communities. Notional allowances have been made in the draft 2021-31 LTP for consenting, set-up and operation of several other rural recycling drop-off facilities, based on the costs incurred at Cust. Should the Council approve additional sites in the future, these budgets would have to be adjusted based on each specific situation.

6.3. Risk Management

There are risks around:

- Risk of contamination in bins. The materials have generally been of good quality, however the publicans and occasionally WDC staff have been removing unacceptable materials from the bins. The occurrence of contamination events have reduced in 2020/21, compared to 2019-20, which indicates that users are now more aware of what can and cannot be dropped off. This risk would be higher in another location where there was not regular oversight of the facility by individuals such as the publicans, or a group such as the CCN.
- Risk of illegal dumping (includes WDC bags). The site is only consented for acceptance of recycling, owing to public health concerns and also equity issues of funding waste removal (user pays everywhere else). Dependent on demand levels for disposal of rubbish at the site, Council could look to coin-operated bins, but these are costly and can be problematic; and this would require changes to the consent. This risk would be higher in another location where there was not regular oversight of the facility by individuals such as the publicans, or a group such as the CCN.
- Use of site outside consented hours. CCN had proposed to manage illegal dumping and late-night access through surveillance cameras. Staff will seek to confirm if this is still on their workplan. They would need to work through proper channels and set up policy with Council and the publicans on who is responsible for oversight and policing of the cameras.
- Risk of conflict between individuals, including staff, publicans, neighbours, CCN members and users. It can be difficult to manage individuals involved with the trial, and some issues arose owing to communication and relationships between some individuals in the initial phase. This conflict appears to have decreased in the second period of the trial.
- Risk of site not being available in the future. The publicans expressed a level of frustration about ongoing misuse of the bins in 2019/20, and occasionally about full bins not being emptied. Although this appears to have been resolved, there is still a risk that this frustration could see the property owners request the Council to remove the drop-off facility from their property.

6.4. Health and Safety

The trial has allowed H&S risks to be identified and dealt with, such as removal of lower hanging branches in trees to improve access and reduce fire spread risks; signage for shop to ensure drivers entering and exiting the car park are aware of possibility of pedestrians between the shop and the Hotel.

Staff will continue to actively monitor site safety, and to respond to concerns raised about health and safety issues arising from use of the site.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. Waste Minimisation Act Part 4

S42 A territorial authority must promote effective and efficient waste management and minimisation within its district.

S43(2) A waste management and minimisation plan must provide for the following: ...

(b) methods for achieving effective and efficient waste management and minimisation within the territorial authority's district including -

(i) collection, recovery, recycling, treatment, and disposal services to meet its current and future waste minimisation needs (whether provided by the territorial authority or otherwise); and

(ii) any waste management and minimisation facilities provided, or to be provided, by the territorial authority...

(c) how implementing the plan is to be funded.

S46(1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.

S46(2) Without limiting subsection (1) a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to cover the costs of the service or facility, or provide a service or facility free of charge if -

i. It is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and

ii. The plan provides for charges set in this manner.

7.3. **Community Outcomes**

7.3.1. Core utility services are provided in a timely and sustainable manner.

7.3.1.1. *Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard.*

7.3.1.2. *Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment.*

7.4. **Delegations**

7.4.1. The Solid & Hazardous Waste Working Party has the delegated authority to decide on all matters relating to Solid and Hazardous Waste that do not have an effect on the Annual Plan and Budget (Terms of Reference 191105154039)

- 7.4.2. In this case the Solid & Hazardous Waste Working Party as the delegation to make recommendations to Council on this matter.

Attachment i
Cust Rural Recycling Facility (March 2021)



New Cardboard / Paper Bin

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RGN-05-12 / 210319046740

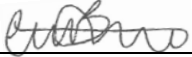
REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: 19 April 2021


FROM: Duncan Roxborough, Implementation Project Manager – District Regeneration

SUBJECT: District Regeneration update on Norman Kirk Park projects budgets & dredging ponds decommissioning

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



Department Manager



pp Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to provide a high level summary of progress on District Regeneration projects within, and associated with, the Norman Kirk Park development in the Kaiapoi East Regeneration Area.
- 1.2 On a net cost basis; the programme of works is currently forecast to be delivered below net budget, with some projects over budget and others under budget, and with an increase in NZTA subsidy received (above originally budgeted) for the Road Upgrades component.
- 1.3 It is proposed to reinstate some elements of work that were previously deleted whilst there was final out-turn cost uncertainty (prior to all projects being tendered and constructed), utilising a portion of the unspent budget. It is also proposed to potentially use some of the remaining net budget to bring forward the final decommissioning of the dredging ponds from year 1 of the LTP to the current financial year.
- 1.4 Due to constraints around planting seasons, some of the proposed works at Norman Kirk park will need to commence by the start of May, if approved.

Attachments:

- i. Dredging Dewatering ponds options assessment multi criteria analysis

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (a) **Receives** report No. 210319046740.
- (b) **Notes** that the development works in the Norman Kirk Park in Kaiapoi East Regeneration area are now substantially complete, and that this element of the Regeneration programme is forecast to come in under budget on a net Council expenditure basis.

- (c) **Approves** staff undertaking further works in Norman Kirk Park as generally identified in sections 4.10 and 4.12 of this report, to a total of \$66,925, utilising some of the remaining net budget to deliver the originally intended levels of service.
- (d) **Notes** that adoption of recommendation (c) has no significant impact to proposed rates in the current year (very slight / indiscernible reduction compared to what has been adopted in the 2020/21 Annual Plan) or those signalled under the draft 2021/22 Long term Plan
- (e) **Approves** staff utilising a further \$30,000 of the remaining net budget in the current year's programme to undertake further decommissioning works of the dredging dewatering ponds and interim reinstatement of the eastern end of Corcoran reserve.
- (f) **Notes** that adoption of recommendation (e) results in the programme still being delivered under budget, has no further impact to proposed rates in the current year (compared to what has been adopted in the 2021/21 Annual Plan), and also obviates the need for the \$30,000 budget included in the first year of the draft Long Term Plan (2021/22) for these same works.

3. **BACKGROUND**

Norman Kirk Park

- 3.1 The development of Norman Kirk Park (NKP) makes up the majority of physical works in the reserve / open-space areas within the Kaiapoi East Regeneration Area (KERA).
- 3.2 The projects within or associated (albeit not exclusively) with Norman Kirk Park include:
 - Enabling Works - site clearances, utilities decommissioning, road decommissioning, bulk earthworks, sports turfs
 - Retained Roads Upgrades - Charles (east), Cass, Jollie, Hall, Kirk
 - Park Car parking area
 - Changing Rooms and Public Toilets
 - Softball
 - Permanent Irrigation system
 - General landscaping package - paths, park furniture, planting, trees, signage
 - Dog Park
 - South of Cass Reserve
 - Community Event space
- 3.3 This report discussion and summary does not include the following projects also within KERA but on the fringes of the NKP development:
 - Honda Forest (externally funded)
 - Earthquake Infrastructure Recovery programme, and specifically:
 - Feldwick Drive construction
 - Jones Street construction
 - 3 waters repairs and upgrades
 - Private Property Works
 - Mixed use business areas developments and projects (e.g. NZMCA park)
 - Kaiapoi River wharf & Marine Precinct programme
 - Beswick SMA
 - Kaiapoi Food Forest
 - General regeneration areas maintenance and management
- 3.4 Of the 'other' projects and programmes listed above in section 3.3; all have been delivered on or under budget with the exception of the Beswick SMA project, which has been completed and previously reported to Council in June 2019 as a Drainage Activity.

- 3.5 The included projects listed in section 3.2 are now all practically complete; with the main exception of the Community Event Space which is currently in procurement phase for the completion of the power supply. The General Landscaping package is practically complete with the exception of the specimen trees planting, which was deliberately deferred to April/May 2021 for preferred planting season.

Kaiapoi Riverbanks, Wharf & Dredging

- 3.6 The Regeneration team are also responsible for delivering the Kaiapoi Riverbanks Wharf and Marine Precinct Programme. The current year projects have been completed and the multi-year programme has been delivered on overall programme budget.
- 3.7 Dredging works were undertaken in the Kaiapoi River in 2019 and 2020 as one of the projects in the overall Kaiapoi Riverbanks, Wharf and Marine Precinct programme. The capital dredging project included deepening of the new marina basin, and the navigation channel in the lower reaches of the Kaiapoi River from the marine precinct down to the Waimakariri river confluence. The dredging was carried out during 2 main dredging periods, between June and August in 2 successive years. The last round of capital dredging was completed in August 2020, and this completed the planned capital dredging scope.
- 3.8 The dredging method used was a cutter-suction method; whereby a submersible dredge pump with cutter head was used to mobilise the river bed materials and pump these materials as a slurry with river water, along a pipeline to a receiving area. The receiving area treats the slurry, settles out the solid fractions, and then returns water back to the river. A dewatering area was consented and constructed at the eastern end of Corcoran reserve. Building consent was not required for the dewatering area as it fell below the criteria for dams or large dams.
- 3.9 The settled solids in the dewatering ponds (the dredge 'spoil') were allowed to dewater and dry out in-situ and in stages, within the ponds. When dewatered sufficiently, the spoils are then excavated and hauled to the adjacent second stage dewatering and stockpiling area, to the north of the ponds.

Dredging Outcomes

- 3.10 The capital dredging removed 10,000m³ of spoil from the river. The dewatering ponds were effective in treating and returning the decanted water to the river; and resource consent compliance was achieved.
- 3.11 The dredge spoil arising from the recent capital dredging comprised of 2 main fractions:
- Sandy gravels – about 30% of the total spoil
 - Silty sands / sandy silts – about 70% of the total spoil

There were also some final sections comprised of beach sands from the dredging at the confluence.

The majority of the sandy gravels have been recovered and reused as fill in the Kaiapoi town Centre carpark and Park-n-ride construction project. The remaining stockpiles generally comprise of the silts/sands. This material has less value than the gravels but can be reused as bulk fill or capping fill in suitable future projects.

4. ISSUES AND OPTIONS

Norman Kirk Park Current programme and budget update

A summary of current budget position for the Norman Kirk Park development projects is included in

- 4.1. Table 1. This is a multi-year summary including relevant projects completed before the current financial year.

Table 1: Norman Kirk Park projects current multi-year budget status (at 18 March 2021 – refer footnotes)

Norman Kirk Park Project	Current year project?	Status	Budget ¹	EAC ²	Difference
Dog Park & Sth Cass		Complete	\$ 404,000	\$ 381,755	\$ 22,245
BMX		Complete	\$ 99,700	\$ 7,516	³ \$ -
Enabling Works		Complete	\$ 450,000	\$ 482,742	(\$ 32,742)
Sports bulk earthworks		Complete	\$ 1,650,000	\$ 1,792,540	(\$ 142,540)
Sports fields playing turf		Complete	\$ 338,800	\$ 374,344	(\$ 35,544)
Changing rooms	Y	Complete	\$ 878,650	\$ 934,000	(\$ 55,350)
Softball	Y	Complete	\$ 743,300	\$ 718,000	\$ 25,300
Irrigation		Complete	\$ 140,430	\$ 232,000	(\$ 91,570)
General Landscaping and lighting & Community Event Space/Nth of Cass	Y	Construction (power supply) - not yet fully charged	\$ 398,460	\$ 356,835	\$ 41,625
Carpark and roads (NET basis)	Y	Complete (not yet fully charged)			
<i>Budgeted Exp</i>			\$ 3,212,000	\$ 3,214,221	
<i>Budgeted Rev</i>			\$ 770,000	⁴ \$ 1,176,602	
NET basis	Y		\$ 2,442,000	\$ 2,037,619	\$ 404,381
General (unspecified)		(some used on area-wide projects)	\$ 25,000	\$ 28,534	(\$ 3,534)
SUBTOTAL					\$ 132,271

- 4.2. Based on expenditure to date, and latest forecast to complete, the overall multi-year Norman Kirk Park and associated projects are forecast to come in approximately **\$132,000** under budget (or 1.6%), when considered on a net basis. This net basis considers the budgeted expenditure, offset against the budgeted direct project income from subsidies. In this case the key project is the retained road upgrades project which is funded entirely from the District Regeneration Activity budget, and has a project subsidy (NZTA) income in this same Activity budget.

¹ Council approved budget

² The estimates at completion (EAC) in the table are based on work completed to date and allowances to complete any other outstanding completion works already committed to date.

³ Difference is zero for this project – this was 100% externally funded and was late carryover

⁴ Confirmed with NZTA

- 4.3. The expenditure overall is higher, however the actual subsidy income forecast is also higher than the original budget set in November 2017, resulting in the net WDC cost being lower. This likely change in subsidy income was signalled to Council in previous progress report in August 2020 (Trim: 200706083381).
- 4.4. The projects forecast cost at completion for the Retained Roads Upgrades project includes the Covid Alert level 4 related delay costs that were previously approved and awarded on contract 19/17 and contract 19/41 amounting to \$96,755 combined. If the Covid-related delay costs were removed the programme would currently be \$229,000 under budget (or 2.7%) on a net basis for the multi-year projects.
- 4.5. Note that the overall outturn cost, and resulting cost overrun, on the Enabling works projects is less than the originally forecast amounts reported to the Audit and Risk committee in June 2019 (Trim: 190605079277).
- 4.6. Considering solely the current financial year (as identified in the second column of Table 1) for the Norman Kirk Park and associated projects; the current year estimate at completion on a net basis is approximately \$416,000 under budget for this financial year. The further commentary and recommendations in this report however consider the Norman Kirk Park programme financial tracking on a multi-year basis (i.e. per section 4.2 or ~\$132,000 under net budget on a multi-year basis when considering previous year's projects as well).

Forthcoming Long Term Plan items

- 4.7. The draft 2021/22 Long Term Plan (LTP) includes a number of new items related to the projects discussed in this report. In particular; the following budget amounts were included in the 2021/22 LTP:
- Sports fields posts and line-marking (\$20,000 in 2021/22 year)
 - Provision for final decommissioning and reinstatement of dredging dewatering areas on Corcoran reserve (\$30,000 in 2021/22 year)
 - Cycle training track (\$250,000 in 2030/31 in Recreation Activity) – location yet tbc but now possibly NKP.

KERA Retained Road Upgrades, and Carpark Construction

- 4.8. The retained road upgrade works are practically complete. A number of items and minor improvements arising from the post-construction road safety audit are currently being constructed, by the original physical works contractor. The works have been priced and awarded. The allowance for these final works (approximately \$55,000) is included in the estimates at completion for this project included within the tables in this report.
- 4.9. The final improvement works include:
- Additional small island near the crossing point at the end of Cass St, in the Cass St parking bays area
 - Removal of 2 kerb cut-downs on the corner of Charles St
 - Additional signage and pavement marking in the Carpark area

Norman Kirk Park General Landscaping, and Community Event Space

- 4.10. The most recent Norman Kirk Park contract to be tendered was the general landscaping works (contract 20/18 awarded in August 2020). At the time of tendering the 'Engineers Estimate' for the physical works contract, and the resulting overall landscaping project

forecast cost at completion, were above the available project budget when a contingency was included. For this reason a number of items were removed from the scope (and Request for Tender document) before this was issued. The project contingency was not required during construction; and it is now proposed to reinstate those deleted works to make use of the remaining project budget. The proposed scope reinstatement is in Table 2.

Table 2: Norman Kirk Park General Landscaping proposed scope reinstatement

Item	Description	Indicative Cost	Priority/Reasoning
1	Sports fields turf infill patching De-compaction and patch seeding of any remaining thin grass areas	\$5,000	High – 'contingency' amount to cover any patchy areas outside contract areas
2	Additional trees planting Approximately 40 additional perimeter trees around playing fields and community event space, (to complement the 100 already going in).	\$20,000	High – this will improve the area and was the main item previously removed for cost reasons when budget was uncertain.
3	Additional park benches Two more benches on fields side of changing rooms, and two more on carpark side of changing rooms	\$8,000	High – seats will be highly used and were previously removed for cost reasons when budget was uncertain.
4	Clean up of central garden bed Removal of remaining excess/untidy vegetation in central carpark area (existing trees/shrubs)	\$2,000	High – existing trees and shrubs form new gateway / entry to Norman Kirk Park, and to reduce ongoing maintenance.
5	Distance markers Markers along the shared park for fitness training purposes.	\$3,000	Med – was identified in the RMP as possible inclusion
	Contingency (~10%)	\$3,625	
	SUBTOTAL	\$41,625	
	AVAILABLE BUDGET	\$41,625	

Softball

- 4.11. Similar to the General Landscaping package; a number of scope items were deleted from the contract post-tendering, in order to retain a project contingency whilst keeping the estimate at completion within budget. It was noted that these deleted items were not critical to the use of the softball diamonds (e.g. player cages, outfield fencing, spare bases) and the Softball club could potentially raise the funds to complete those works in future if desired. The club have already installed their own outfield fencing at the park since their playing season began. The construction contingency was not used on this project.
- 4.12. It is proposed to utilise the remaining unspent softball project budget (approx. \$25,000) for some extra items that have been suggested by some users and staff. The proposed works and expenditure are summarised in Table 3. These are all projects that have been deemed as high priority when reviewed with the Community Greenspace Manager.

Table 3: Softball Facility proposed scope reinstatement

Item	Description	Indicative Cost	Priority/Reasoning
1	Boot Brushes Fixed boot brushes at changing rooms and each diamond for cleaning boots/cleats	\$600	High – this will help protect the built assets
2	Additional set of removable base mats	\$1,600	High – there is only one set per diamond at present, and no spares
3	Spectator embankments Earth embankments around the southern diamond, using recovered dredge spoil, grassed and planted	*\$22,000 (based on using the remaining budget)	This would provide some tiered seating for spectators, instead of requiring terraced seating. Would use soil at hand.
	Contingency (5%)	\$1,100	
	SUBTOTAL	\$25,300	
	AVAILABLE BUDGET	\$25,300	

- 4.13. The construction of the spectator embankments is proposed to utilise the dredging spoil from the stockpiles nearby, thereby making some saving on soil importation costs and potential longer-term disposal costs.

Kaiapoi River Dredging Ponds Earthworks and Spoil Stockpiles

- 4.14. The eastern end of Corcoran reserve was used for the construction of the dewatering/treatment ponds for the multi-year Kaiapoi River Dredging project. Construction of the ponds necessitated importation of large volumes of engineering fill, as well as soil borrowed from on-site. The ponds are currently empty of water and dredge spoil, and partly deconstructed. The imported and borrowed fill is still on site. A decision needs to be made about the future use of these ponds and the area they are built on (which is open space reserve).

- 4.15. A number of options exist for final decommissioning and reinstatement of this area. The main options considered are summarised in Table 4. Further assessment of the options is attached to this report.

Table 4: Summary of main options for dredging dewatering ponds decommissioning

	Option	Description	Summary & reasoning
1	Leave fallow	Leave largely as-is	Not preferred – safety and maintenance
2	Clear site	Clear site - options (haul away, redeploy fill, sell fill) – reinstate flat grass	Not preferred – high costs up front and later
3	Plain embankments	Embankments reshaped and grassed) – could also possibly repurpose into storage area or boat haul-out area	Not preferred – maintenance and safety
4	Amphitheatre	Re-form into usable Natural amphitheatre - repurpose for events, sound-shell, informal picnic area	Not preferred – conflict with event space
5	Ponds	Ponds - naturalised, recreation – hobby or commercial (e.g. jet boats, cable ski, model boats)	Not preferred – costs, consenting, maintenance and safety
6	Plateau	Flatten into Plateau - effectively reinstate temporarily as open reserve area	Preferred option,
7	Stockpile	Reshape into heaped Stockpile	Not preferred – amenity and maintenance issues

- 4.16. There is no budget remaining in the dredging project for any of these works options, as the ponds were originally intended to potentially be left in-situ. The Kaiapoi River will likely need re-dredging in future (separate budget provision has been made for this in Greenspace activity budgets going forward); which means the ponds may need to be re-established and reused again at some unknown time in the future.
- 4.17. The preferred option from the analysis is option 6; to deconstruct the ponds but retain the imported fill on site, so it is available for reuse again sometime in the future. In this case the fill will be partly pushed against the stopbank, and the remainder used to create a low plateau that would be grassed and blend back into the adjacent reserve until such time as the ponds are needed again. The estimate costs for this reinstatement work is \$30,000.
- 4.18. The proposal to use some of the remaining uncommitted regeneration budget in the current financial year for the tidy up of the dewatering ponds in this financial year, and thereby delete the additional budget currently included in the draft LTP for next year.
- 4.19. A private commercial proposal has expressed a potential interest in utilising the ponds for a commercial recreation venture. The technical, regulatory and commercial feasibility of this has not yet been explored in any detail by staff or the proponent at this stage; it is expected that there will be a number of technical and regulatory barriers to overcome and test in a feasibility assessment in order to adapt the dewatering ponds to this type of usage.
- 4.20. This potential opportunity could impact on the outcomes or timing of Council or Community Board decisions regarding decommissioning of the ponds. It is proposed to get an approval 'in principle' from Council and Community Board of decommissioning the ponds now (per option 6), using a portion of the remaining budget in the Norman Kirk Park programme. In the event the commercial venture progresses successfully further through feasibility, and the Community Board wish to explore that option further, then there remains the option to leave the ponds and then the budget would not be used.
- 4.21. In addition to this, the spoil recovered from the river during dredging remains in stockpiles on the future memorial gardens area. This can potentially be utilised for low grade bulk fill in other projects, or made available for others to use. At present there is no urgency for removal of the spoil piles, and this could be used as bulk fill material in the Kaiapoi East Regeneration area in future when there is more certainty on land use.

Options Discussion

- 4.22. The additions proposed in sections 4.10 through 4.13 of this report are considered minor additions to retain the original target levels of service for Norman Kirk Park.
- 4.23. The Reserves Master Plan originally envisaged other future enhancements (subject to budget availability) that are not included in the current proposals; examples of these within Norman Kirk Park included:
- Fitness Trail
 - Play equipment
 - Earth mounds/embankments within the Community event space

These further levels of service enhancements above do not form part of the current recommendations and are not discussed further in this report. Council may wish to consider these in future as usage of the Park increases.

4.24. A summary of proposed reappropriation of the remaining budget is shown in Table 5.

Table 5: Summary Budget apportionment for Norman Kirk Park

	Item	Amount
<i>Current Position:</i>	Overall net budget remaining at March 2021 (considering multi-year approach)	\$132,271
<i>Less:</i>	Norman Kirk Park Landscaping scope reinstatement (Table 2)	\$41,625
<i>Less:</i>	Norman Kirk Park Softball Scope reinstatement/additions (Table 3)	\$25,300
<i>Leaves remainder:</i>	Balance unspent budget remaining	\$65,346

4.25. The approximate remainder \$65,000 unspent net budget could be used to fund the proposed dredging dewatering ponds decommissioning and reserve reinstatement (\$30,000). This would leave a net approximate \$35,000 under budget for the year. This would also result in an expenditure and very slight rates saving (compared to currently proposed rates in the draft LTP) in year 1 of the 2021/22 LTP.

4.26. Options are principally:

4.26.1. Option 1 - Do nothing

Do not undertake any of the works in this report. The current year's programme will be delivered under budget (approx. \$132k on a net basis) but some of the desired levels of service will not be achieved. This is not the recommended option.

4.26.2. Option 2 - Adopt NKP Scope only

Adopt only the recommendations per section 4.10 & 4.12. The current year's programme will be delivered slightly under budget (approx.. \$65k under on a net basis), with reinstatement of scope items previously deleted (plus addition of further improvements) to meet originally intended levels of service.

4.26.3. Option 3 – Adopt NKP scope and decommission ponds

Adopt all recommendations within the report. The current year's programme will be delivered slightly under budget (on a net basis), and the 21/22 year budget can be reduced slightly due to effectively bringing some work forward to utilise existing budget and eliminating the need for new budget next year. This is the recommended option – although has some uncertainty regarding potential third party use of the dewatering ponds area.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.1.1. The concept of constructing additional embankments around the softball diamonds has been raised by the club at their playing days at the park.

5.2. **Wider Community**

5.2.1. No specific consultation has been undertaken with the wider community on these matters. No further consultation is proposed.

5.2.2. The embankments around softball diamonds was shown indicatively on the Reserves Maser Plan that was publicly consulted on in 2018.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. All of these works and budgets sit within the “Earthquake Recovery” Significant activity in the Council’s planning. The works considered in this report are all Earthquake Recovery Loan-funded.

6.1.2. When considered against currently proposed/indicated rates in the current Annual Plan and proposed draft Long Term Plan; adoption of the preferred options and recommendations within this report (option 3) will result in the following:

- 20/21 year – indiscernible rates ‘saving’ (compared to overall signalled/adopted rates)
- 21/22 year – very slight rates ‘saving’ (year 1 of 2021/31 LTP) when compared to indicated rates in the draft LTP

6.1.3. Financial implications if nothing further is done (option 1)

- 20/21 year – very slight rates ‘saving’ (compared to overall signalled/adopted rates)
- 21/22 year – no change from current proposed draft LTP.

6.2. **Community Implication**

6.2.1. Completion of the additional works within this report will improved amenity values at the park and at Corcoran reserve, and deliver on the originally planned levels of serve for Norman Kirk Park. The addition of softball mounds will also improve the spectator experience.

6.2.2. Construction works are unlikely to have any negative effects on nearby residents or users of the parks.

6.3. **Risk Management**

6.3.1. Some of the committed NKP budget / community event space budget is set aside for the Community event space power supply, which is currently being designed. If these costs go over, then this would need to be funded from the overall programme surplus. This would not require additional budget, but would change the indicated overall net budget savings outlined elsewhere in this report.

6.3.2. A contingency sum of \$10k is included within estimates to complete work on the road upgrades project, to provide a small construction contingency.

- 6.3.3. A small contingency provision (ranging 5% - 10% on aggregate) is included in the Norman Kirk Park outstanding works schedules – to allow for minor uncertainty in the current staff estimates for those works.

6.4. **Health and Safety**

- 6.4.1. The proposed works at Corcoran reserve (included in option 3) will improve public safety around the former dredging dewatering areas. This area is currently hazardous due to uneven ground, steep banks and debris; so is fenced off as an interim control measure. Implementation of the preferred option for the dewatering areas will allow the temporary fences to be removed.
- 6.4.2. Construction-related health and safety matters will be managed through the normal Council contract management and construction management processes.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Greater Christchurch Regeneration Act 2016

Local Government Act 2002

Health and Safety at Work Act 2015

Reserves Act 1977

7.3. **Community Outcomes**

- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- Public spaces and facilities are plentiful, accessible and high quality

7.4. **Delegations**

- 7.4.1. The Kaiapoi-Tuahiwi community board have taken over the responsibilities of the former Regeneration Steering Group, in directing the expenditure of the Regeneration activity budgets within the former Red Zone areas.
- 7.4.2. Whilst the expenditure proposed within this report falls within existing overall activity budgets, there is a proposed element of using some of the unspent Regeneration budget on Earthquake Recovery (Recreation) related project i.e. the dredging dewatering ponds decommissioning. Therefore Council approval is sought for this budget utilisation (although noting that both of these projects sit under the 'Earthquake Recovery' Significant Activity in councils Activity Management plan).

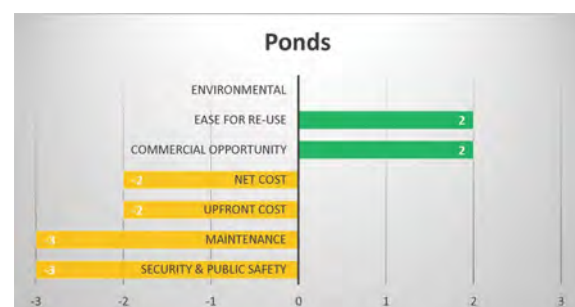
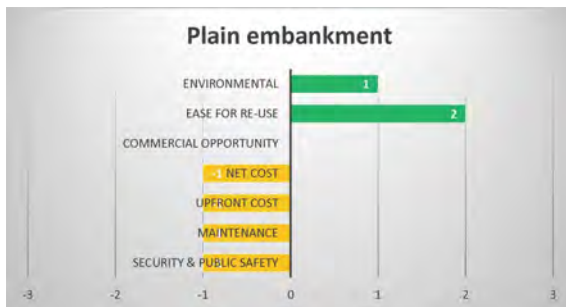
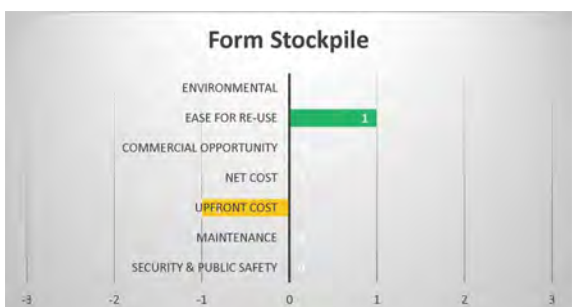
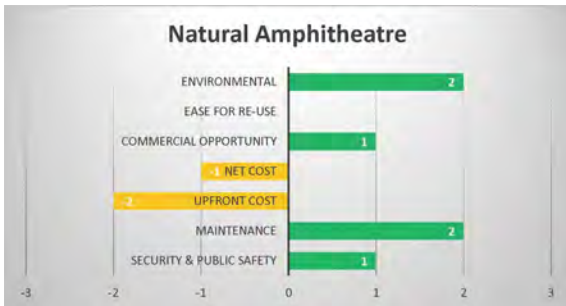
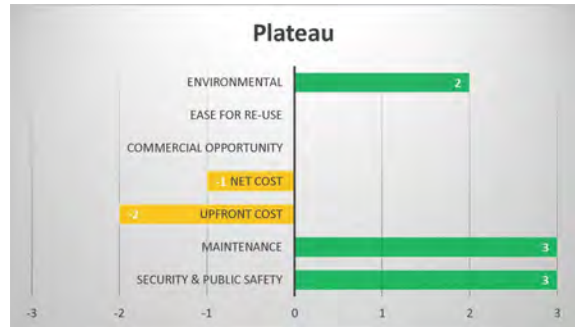
**18/15 Kaiapoi River Marine Precinct Dredging
Future use/decommissioning of dewatering ponds - Multi Criteria Assessment of main options**

Scoring (un weighted) - 0 = neutral, -5 negative through +5 positive

	Leave Fallow	Clear site	Plain embankments	Natural amphitheatre	Create Ponds	Form Plateau	Reshape stockpile
Security & Public Safety	-2	3	-1	1	-3	3	0
Maintenance	-2	3	-1	2	-3	3	0
Upfront cost	3	-3	-1	-2	-2	-2	-1
Net cost	1	-2	-1	-1	-2	-1	0
Commercial opportunity	0	0	0	1	2	0	0
Ease for re-use	3	-3	2	0	2	0	1
Environmental	-2	3	1	2	0	2	0
Net score	1	1	-1	3	-6	5	0

Order of Preference

- Form Plateau 5
- Natural amphitheatre 3
- Clear site 1
- Leave Fallow 1
- Reshape stockpile 0
- Plain embankments -1
- Create Ponds -6



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION / DECISION**

FILE NO and TRIM NO: RES-09 / 210414059998

REPORT TO: Kaiapoi Tuahiwi Community Board

DATE OF MEETING: 19 April 2021

FROM: Grant MacLeod (Greenspace Manager)

SUBJECT: Pocket Forest Development Moore Street

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



Department Manager



pp Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek Kaiapoi Tuahiwi Community Board approval to allow the Kaiapoi East Residents Association to plant a strip of trees and shrubs as per the attachment in appendix 1.
- 1.2 This area is currently under lease to WHoW (a charitable trust currently looking to develop the Kaiapoi East re-generation area into an aqua park), who have indicated that they are not intending to develop within 50 metres of this boundary.
- 1.3 The planting and maintenance during the development stage itself will be funded, managed and maintained by the Kaiapoi East Residents Association (KERA), including watering, planting, weeding and any other works associated with the plantings.

Attachments:

- i. Map of planting strip

2. RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board recommends:

THAT the Council:

- (a) **Receives** report No. 210414059998.
- (b) **Approves** the Kaiapoi East Residents Association to plant a 20 metre strip in native revegetation as shown in the attached plan.
- (c) **Notes** that staff are in the process of discussing the proposal with WHoW and will provide an update regarding their position at the Board meeting.
- (d) **Notes** that the costs/labour associated with watering, weeding and planting is the responsibility of the Kaiapoi East Residents Association. Ongoing responsibility once established is likely to become a Council due to the specialist nature of maintenance to established native forest.

3. **BACKGROUND**

- 3.1 The KERA have engaged with Council to look at ways it can be involved in increasing the biodiversity within the area between Moore Street and Feldwick Drive. The group of local residents intend to plant this area and create an ecological pocket forest that would form a buffer. This buffer would be between the residential area and any future development of the adjacent regeneration land.
- 3.2 The regeneration plan shows this stretch of land as an ecological corridor or buffer zone between the residential area and the rural land use area. The KERA proposal follows this intention by suggesting that plants would be dispersed as the regeneration plan intended and creating a 20 metre wide buffer that the local residents would then care for.
- 3.3 Rymans is offering to assist with the planting and get behind the KERA. KERA have been busy organising resources in the background including volunteers for the planting and also trees as well. The Kaiapoi Food Forest have trees available to donate for this project as well, with numbers yet to be confirmed however it is a substantial offer.
- 3.4 Greenspace staff are also sending a list of suitable tree species to KERA for consideration of planting noting the conditions from a climate and ground perspective. The planting is expected to take place in spring if approval is given.
- 3.5 WHoW has acknowledged through section 6.3 of the Memorandum of Understanding with Council, that it is not a tenant of Council and has no registrable estate or proprietary interest in the Project Area and has a contractual license only. It is still common courtesy for staff to check with WHoW on any impacts this kind of proposal would have on its own future plans.
- 3.6 Staff will need to further consult with WHoW to ensure that these plans are in keeping with the development they intend for this area. Through prior conversations and the MOU it is acknowledged that this area is one WHoW have indicated a preference to create a buffer which may include planting such as is being proposed by KERA.

4. **ISSUES AND OPTIONS**

- 4.1. The KERA is keen to look at planting a buffer or corridor of trees and vegetation from Feldwick Drive to Moore Street along the back of the residential area. This is a project that the KERA feels will engage the local people with the rural land zone and create a sense of pride and interest in the land. They also expect to maintain and look after the planting during its establishment phase.
- 4.2. Option 1 – Council approves the use of the land for KERA to plant as per the plan in appendix 1.
- This option will have an ongoing benefit with the local community and create a sense of interest in the land that was otherwise undeveloped.
 - The option will also not impact on the WHoW proposal and appears to support the intent of that group to create a buffer with the residential area. It is unlikely the land proposed for planting will be required for anything in the future other than a buffer between residential properties and development of the regeneration.
 - This option will have localised ecological benefits and potentially create linkages with other biodiversity hubs in Kaiapoi such as the yet to be developed Mahinga Kai area.

- 4.3. Option 2 – Council declines the proposal and notes that the land is subject to an MOU with the WHoW and as such does not want to further action this.
- This option will not take advantage of the goodwill that is being shown in the local community via KERA, the Kaiapoi Food Forest or Rymans.
 - This option may negate any longer term maintenance cost however with the group expected to look after the natural assets during establishment phase this is not seen as a financial burden.
- 4.4. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

WHoW anticipate placing a buffer between themselves and the residential area, so this would support that process and allow a couple of years growth prior to any development. This project is being initiated by the local residents who border the properties involved in the proposal.

5.2. Wider Community

The wider community has not been engaged in this discussion as the idea has been suggested by a local residents group KERA. The regeneration plan itself shows this area as rural land which the planting would be in keeping with. KERA has approached the immediate neighbours and have indicated that they have been given support, this has not been proofed by staff other than conversations with KERA.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

As the planting, watering and weeding is the responsibility of KERA, this is not seen as having a short term impact on Council budgets. It does need to be calculated once the forest reach maturity as staff would at this stage add maintenance into the current service contract. Forest or regenerated areas need maintenance in the first five years. We expect that this is the responsibility of the KERA as establishment maintenance. Forested areas take less maintenance as the canopy manages its own environment including the control of weed or invasive species. The ongoing cost to Council would depend on the speed of development and volunteer input. For the scale of the proposed development costs of maintenance would be relatively small.

6.2. Risk Management

The risk of this planting going ahead is limited due to prior conversations with WHoW to understand their view on this, and it will also create a sense of ownership and pride along the rural boundary for the local residents. There remains the risk that if KERA was to walk away from the planting that this would then fall to Council. The critical timeframe for establishment of a forest area would be the first five years. Once the trees are beyond this a canopy should form and the area return to a process of natural re-generation.

Other risks include the pocket forest area becoming unfavourable by adjacent residents after it is established. To mitigate this risk it will be important to ensure the right species

are planted. The pocket forest is on the south side of the adjacent properties so shading will be limited.

6.3. **Health and Safety**

Staff will need to work alongside KERA to ensure that there is a health and safety plan for any works carried out and any ongoing maintenance that the community will undertake.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

This works will not trigger consent or other requirements. The land is also not held under the Reserves Act 1977 so it reverts to decision making of the Local Government Act.

7.3. **Community Outcomes**

Public spaces and facilities are plentiful, accessible and high quality

People enjoy clean water at our beaches, rivers and lakes.

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

There are wide-ranging opportunities for people to enjoy the outdoors.

7.4. **Delegations**

The Kaiapoi Tuahiwi Community Board is the appropriate decision making body.

Appendix 1.



Kaiapoi East Buffer Zones and Potential Planting Plan

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-34-20/210422065083

REPORT TO: Council

DATE OF MEETING: 06 May 2021

FROM: Jim Harland, Chief Executive

SUBJECT: Health and Safety Report to Council April 2021

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of April 2021. This report is trending from April 2020 to April 2021.
- 1.2. The overall safety management of the Refurbishment Project is going well and communication between contractors and WDC staff is good. No incidents to report this month.
- 1.3. H&S has started a scope of work to review/audit the health and safety training needs for the organisation.
- 1.4. Four work related incidents occurred during March which have been investigated or currently being managed through investigation. Learnings were shared where necessary. An ICAM investigation was conducted due to a previous electrical cable strike. (Report attached).
- 1.5. The six monthly Health and Safety Risk Register Review has been completed and is currently being updated with agreed changes.
- 1.6. Discussions around the need for a health and safety system have commenced. A business case is currently being written to propose an alternative.

Attachments:

- i. Discharging Officer Health and Safety Duties
 - ii. March 2021 Health and Safety Dashboard Report
- ICAM incident report – Electrical Cable Strike (notifiable event)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210422065083
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

- (c) **Notes** that phase three of the Rangiora Service Centre Refurbishment Project is underway and on track with the first movements commencing in early May.

3. **BACKGROUND**

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

4. **ISSUES AND OPTIONS**

- 4.1. There were 4 new work-related incidents during April.

Date	Occurrence	Event description	Response
8/04/2021	ADVERSE INTERACTION	A young child who was at the pool for a recreational swim jumped into the LTS Pool during home school lessons. After they asked him to go back into the Leisure Pool he hit the instructor on the shoulder then started hitting her around the neck.	Child was spoken to and the parents spoken to about behaviours at the pool.
8/04/2021	NEARMISS	Contractor was coiling up a hose while cleaning the skylights at Dudley Pool, which caught the edge of a double glazed skylight unit. This caused the outer pane of the glass to shatter in one of the sky lights. The inner pane remains intact. The outer pane is external to the facility and no one including the contractor was injured.	Staff cordoned off area below skylight as a precaution. Window is currently being replaced at the contractor's expense.
12/04/2021	INJURY	Two staff members entered the restricted construction zone - records/safe room to collect the till and banking from safe. Someone had placed a large wall cabinet on the floor and leant it against the door of the safe. When we went to slide it slightly away to gain enough access, it threatened to fall over. I made a movement to force the cabinet to stay upright and strained my back.	Staff member has seen her GP and had pain medication for discomfort. Not lost time recorded. The door to the safe has been cleared on any obstructions.

14/04/2021	ADVINTACTN	A primary school aged boy who is a regular visitor to the library has his scooter stolen, and was intimidated by several youths. The scooter was recovered, but in the process it was discovered that other youths were kicking down the corrugated iron fence in the Kaiapoi Library car park. Police were notified, and one of the boys involved is currently banned from the library due to previous incidents.	Investigation in progress.
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Further Updates

4.2. Corporate Accommodation project

Phase three is on track with the return of the Building Unit to their permanent location upstairs in the Rangiora Service Centre. Governance, Rates, Lims and Customer Services, will move into the newly completed downstairs area in early May. At the same time, the Executive and Comms teams will move upstairs and the Mayor will move in to the Rakahuri Room for a short period of time during the refurbishment of the East Wing.

4.3. H&S Training Scope.

H&S training is currently undergoing a needs analysis regarding mandatory and non-essential training. H&S Reps and Managers will be asked for their feedback so that future training can be scoped to achieve team needs. A scope, coordination and scheduling will be completed by end of May.

4.4. Risk Register Review

The Health and Safety Risk register was reviewed on 19 April by Department Managers, Chief Executive and the Health and Safety team. The top three risks have remain identified as Infectious Diseases / Biological Hazards, Working at Heights and Airfield Operations. There has been no significant changes other than the mention of M Bovis being removed from the Infectious Diseases / Biological Hazards risk and created as a standalone risk within the Corporate Risk Register, due to the type of risk it presents. There are a number of actions resulting from discussions which management team are considering to improve safety awareness over the coming months. These include increased visibility from the management team to review safety processes; leadership development and increased awareness of conflict management and wellbeing matters and a more targeted focus at MTO on health and safety risks

4.5. ICAM incident investigation – Cable Strike

ICAM Incident Investigation conducted due to the Cable Strike incident that occurred on the 12th March 2021.

The voltage of the cable strike was 400v. No one was injured as a result. Work safe were notified as a precaution. The incident investigation will remain open until all assigned corrective actions have been implemented.

Investigation method: ICAM

ICAM is an analysis tool that sorts the findings of an investigation into a structured framework consisting of four elements:

1. Incident
2. Cause
3. Analysis
4. Method

The objectives of an incident investigation using ICAM:

- Establish the facts
- Identify contributing factors and latent hazards
- Review the adequacy of existing controls and procedures
- Report the findings
- Recommend corrective actions which can reduce risk and prevent recurrence

- Detect organisational factors that can be analysed to identify specific or recurring problems
- Identify key learnings for distribution

The framework, contributing factors, key learnings and corrective actions are identified in the accompanying ICAM report.

COMMUNITY VIEWS

4.4. Groups and Organisations

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

4.5. **Wider Community**

- 4.5.1. The community has not been consulted with in regard to this matter, as this is internal compliance reporting relating to Health and Safety at Work.

5. IMPLICATIONS AND RISKS

5.1. **Financial Implications**

- 5.1.1. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs, or via departmental budgets already allocated to health and safety.

5.2. **Community Implications**

- 5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

5.3. **Risk Management**

- 5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register is submitted to Management Team and the Audit and Risk Committee on a 6-monthly basis.

5.4. **Health and Safety**

- 5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 2 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

6. CONTEXT

6.1. **Policy**

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

6.2. **Legislation**

- 6.2.1. The key legislation is the Health and Safety at Work Act 2015.
- 6.2.2. The Council has a number of Human Resources policies, including those related to Health and Safety at Work.
- 6.2.3. The Council has an obligation under the Local Government Act to be a good employer.

6.3. **Community Outcomes**

6.3.1. There is a safe environment for all

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles: ta mātou mauri.

6.4. **Delegations**

6.4.1. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Discharging Officer Health and Safety Duties

OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
<p style="text-align: center;">KNOW</p> <p>(To acquire, and keep up to date, knowledge of work health and safety matters)</p>	<ul style="list-style-type: none"> • Updates on new activities/major contracts • Council reports to include Health and Safety advice as relevant • Audit Committee to receive minutes of Health and Safety Committee meetings • Update on legislation and best practice changes to Audit Committee 	<p>Various Committee reports Monthly, as required</p> <p>Quarterly</p> <p>As required</p>
<p style="text-align: center;">UNDERSTAND</p> <p>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</p>	<ul style="list-style-type: none"> • Induction of new Council through tour of District and ongoing site visits. • H&S Risk register to Audit Committee • Training on H&S legislation and best practices updates • CCO activities reported to the Audit Committee 	<p>Start of each new term and as required</p> <p>Six monthly, or where major change</p> <p>At least annually</p> <p>At least annually</p>
<p style="text-align: center;">RESOURCES</p> <p>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</p>	<ul style="list-style-type: none"> • LTP or Annual Plan to have a specific report on H&S resources • Reports to Committees will outline H&S issues and resourcing, as appropriate 	<p>Annually</p> <p>As required</p>
<p style="text-align: center;">MONITOR</p> <p>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</p>	<ul style="list-style-type: none"> • Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments • Risk register review by Audit Committee 	<p>Monthly</p> <p>Six monthly, or where major change</p>
<p style="text-align: center;">COMPLY</p> <p>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</p>	<ul style="list-style-type: none"> • Programme of H&S internal work received by Audit Committee • Internal Audit reports to Audit Committee • Incident Investigations reported Audit Committee • Worksafe review of incidents/ accidents reported to Audit Committee 	<p>Annually</p> <p>As completed</p> <p>As required</p> <p>As required</p>
<p style="text-align: center;">VERIFY</p> <p>(To verify the provision and use of the resources and processes)</p>	<ul style="list-style-type: none"> • Receive any external audit results and remedial actions (if any) reported to Audit Committee • Worksafe audits, if undertaken • Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee 	<p>Two yearly</p> <p>As completed</p> <p>As completed</p>

Progress against 2020/21 Workplan (*as at 20 April 2021)			
Objectives	2020/21 Projects	Current Progress	Comment
<p>Objective 1: To ensure that health and safety risks are identified and evaluated at least annually (if not more frequently, depending upon the nature of the risk) and implement suitable control measures to prevent work-related injury or illness.</p>	<p>Action 1: Embed the use of the Promapp Risk and Compliance Module for the identification, assessment and monitoring of health and safety risks.</p> <p>Action 2: Review of Top 10 Health and Safety risks to determine gaps in current control measures, and prioritise actions going forward.</p>		<p>The Risk Register review has been completed.</p>
	<p>Action 3: H&S participation, advice and guidance in Corporate Accommodation working group and/or project team to ensure that the following are considered throughout the project:</p> <ul style="list-style-type: none"> - Worker wellbeing - Safety in Design - Site security considerations - Risk management - Contractor health and safety management - Site health and safety management 		<p>Meetings continue to be held to monitor the Corporate Accommodation project and address safety and wellbeing issues when they are raised as teams relocate seating areas.</p> <p>Refurb Workspace Guidelines and team feedback has been approved by the Refurb Working Group and will be sent out to all relocated teams at the end of phase 3.</p>
<p>Objective 2: To ensure that health and safety policies, processes and systems of work are developed, and review them to ensure their on-going effectiveness.</p> <p>Objective 3: To ensure that Workers have clear understanding and</p>	<p>Action 4: Provide Health and Safety support and guidance to field workers, to increase the health and safety capability through the organisation, and review the effectiveness of current contract management and field work processes.</p>		<p>No update for February/March - Project has commenced. The Health and Safety Coordinator has completed an audit of field worker protocols to initiate the project. Results of the audit were presented to Audit and Risk in September. Results have also been presented and circulated to the associated Unit Managers for completion of actions and consideration of recommendations.</p>

awareness of health and safety requirements (including policies, processes and safe systems of work) that are relevant to their role.			
Objective 4: To develop and implement effective methods to consult and engage with Workers (and where appropriate, the relevant Unions) regarding health and safety matters in the workplace.	Action 5: Develop a programme of Health, Safety and Wellbeing leadership initiatives for Managers, to improve the visibility and proactivity of Health, Safety and Wellbeing leadership throughout the organisation. Action 6: Monitor and analyse progress against Wellbeing Strategy and determine future actions.		Wellbeing activity has been focused on Covid impacts and Line Managers have been encouraged to work with individuals to support them through these times. Not yet commenced. This is scheduled for June 2021
Objective 5: To ensure that incidents (including workplace injuries, illness, property damage, and near misses) are reported, investigated and analysed, and that appropriate measures are put in place to prevent recurrence of harm. Objective 6: To facilitate the safe return to work of Workers who have been injured in the workplace.	Action 7: Develop and implement CiAnywhere hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety hazards and incidents.		After 12 months of reviewing the capabilities of the CIA software it has been identified that CIA is not a sufficient system. A business case is being developed to propose an external Health and Safety System.
Objective 7: To put in place methods to assess and continually improve the systems for implementing all of the above.	Action 8: Complete an internal Health and Safety Management System gap analysis against ISO 45001:2018 Standard, to understand what actions are required to achieve compliance with international best-practice standards.		Not yet commenced. Postponed.

Legend



On track

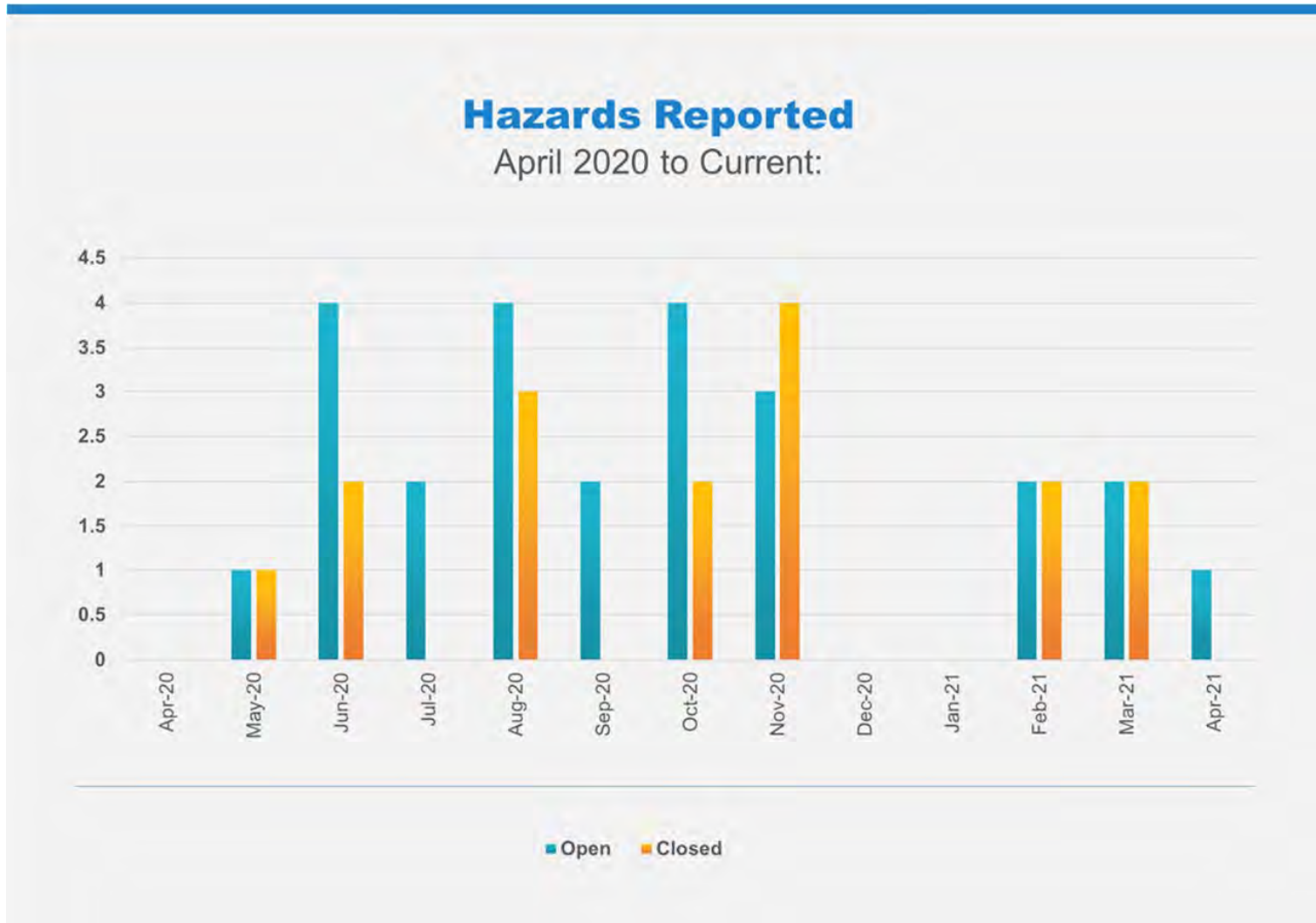
Slightly behind schedule (less than one month)

Behind schedule (greater than one month)

Incidents/Injuries – April (*as at 20 April 2021)

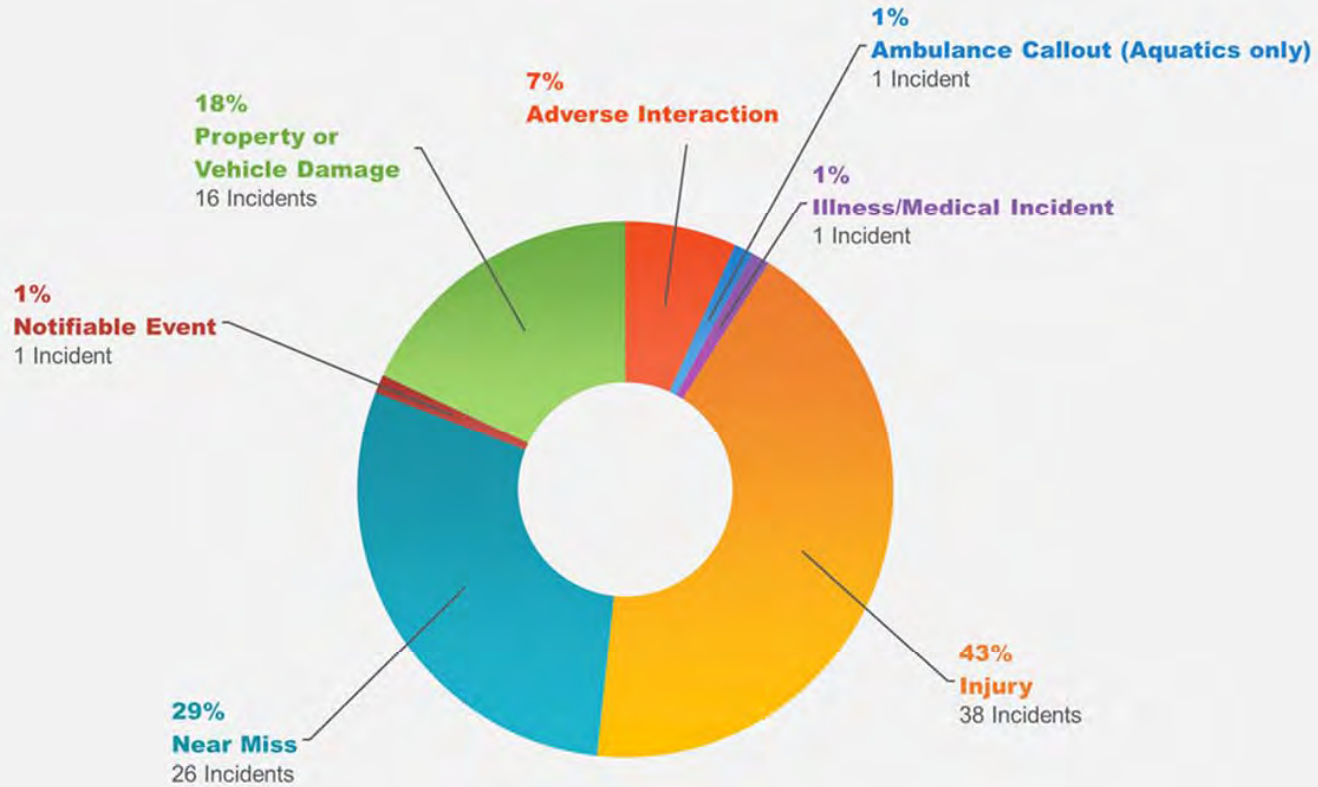


Hazards – April 2020 (*as at 20 April 2021)



Worker/Volunteer Incident Reporting

April 20 to Current:



Contractor Database (drawn from SiteWise Database)

CONTRACTOR PIPELINE

Health and Safety ▾

ALERTS



CONTRACTOR ASSESSMENT SCORES

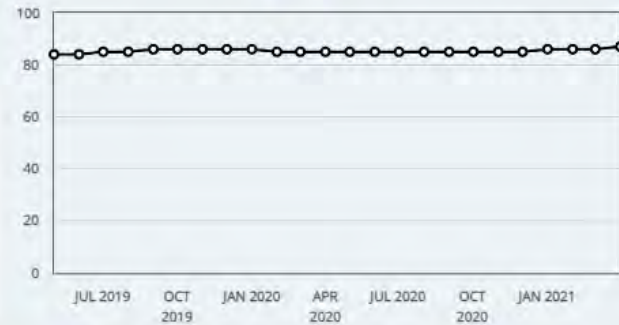
YOUR CONTRACTORS

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE



YOUR PREFERRED CONTRACTORS AVG. SCORE

87%



ALL CONTRACTORS

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE



ALL CONTRACTORS AVG. SCORE

76%



VIEW ALL CONTRACTORS

INVITE NEW CONTRACTORS

VIEW STATUS OF INVITED CONTRACTORS

Lost Time Injuries - Aquatics:	2019/2020/2021	3 Injuries - total 4489 hours (to date)
Lost Time Injuries other:	2020/21	2 Injuries – total of 34 hours (to date)

LEAD INDICATORS

Safety Inspections Completed (Workplace Walkarounds)	Q4 2021	12 out of 14 Workplace Walkarounds Completed.
Training Delivered	2020/21	People Trained: 18 (first aid)

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE MANDEVILLE SPORTS CENTRE, 431 MANDEVILLE ROAD, SWANNANOA ON WEDNESDAY 7 APRIL 2021 AT 7PM.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson) (left the meeting at 8.05pm), S Barkle, M Brown, S Farrell, R Harpur and N Mealings.

IN ATTENDANCE

T Tierney (Manager, Planning and Regulation), M Harris (Customer Services Manager), S Morrow (Rates Officer Land Information), T Künkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

A member of the public was in attendance.

1 APOLOGIES

Moved: M Brown

Seconded: N Mealings

THAT an apology be received and sustained from W Doody for absence and from T Robson for early departure.

CARRIED

2 PUBLIC FORUM

A member of the public was in attendance, however, he chose not to speak.

3 CONFLICTS OF INTEREST

Item 5.1 – S Barkle as a lessor to the Standardbred Stable to Stirrup Charitable Trust.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 3 March 2021

Moved: S Barkle

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 March 2021, as a true and accurate record.

CARRIED

4.2 Matters Arising

T Kunkel noted email updates that had been provided to the Board throughout the month. Regarding the mound at the North Eyre and Tram Roads intersection, staff had advised that there was not the budget within this contract to complete the works. The Roding Team wished to wait for the Post Construction Safety Audit to be completed in the next few weeks, before making a decision about the mound.

M Brown sought clarity on why there were no funds available in the contract to complete the works, if the earth mound was part of the original upgrading plan. Also when would this problem be resolved? T Künkel undertook to follow-up with the Roding and Transport Manager.

D Nicholl enquired if the machinery at The Oaks Reserve in Oxford had been removed. T Künkel confirmed that the Greenspace Team conducted a site inspection and staff were satisfied that the majority of the machinery had been removed, allowing work to start soon.

T Robson noted that the bike stands in Oxford had been installed, however the seat had not. He noted a concern that some of the bike stands seemed to be crocked, especially the two at the Fresh Choice.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Service Request Update –M Harris (Customer Services Manager)

M Harris provided a brief update on the service requests received in the Oxford-Ohoka Ward. She tabled a graph showing the number and type of service requests logged during the third quarter. She advised that there had been an increase in the use of the Snap Send Solve application as a means of reporting issues, which was useful as the Council then had photographs of the problems.

M Harris also provided feedback on the Customer Responsiveness Project. A pilot project had been completed, and there would be some tweaks prior to the project being rolled-out. It would mean reasonably significant changes to the management of workflow as it embedded a mandatory customer call-back. In addition, the team was evaluating various options to enter service requests received via the Council's website in a more customer friendly way.

M Brown enquired about the expected timeframe for contacting a member of the public after they logged a service requests. He raised a concern that he logged three service requests with the Council regarding water issues, and had only received feedback on one. M Harris advised that it depended on the issue. However, generally service requests regarding water would be dealt within 10 days. She noted that she would follow-up with the Three Waters Team on the status of the service requests. She encouraged Board members to notify her if there were issues so she could follow-up for them.

S Farrell noted that she had logged quite a few Snap Send Solve requests, and always received a reply from Customer Services. She asked if requests were routed directly to the relevant team. M Harris explained that Snap Send Solve requests came through as e-mails which the Customer Services Team then entered into the Council's Service Request System.

T Robson commented that previously he had been advised that an issue had been programmed to be resolved, however, that problem was never addressed. He asked what the process was for this situation. M Harris recommended that he contact the Customer Service Team and request that the matter be followed-up.

6 ADJOURNED BUSINESS

6.1 Approval of the Updated Oxford-Ohoka Community Board Plan 2020/22 – T Künkel (Governance Team Leader)

T Künkel noted that at the previous meeting the approval of the Board 2020/22 Plan was tabled to allow for the amendment of the Plan. All the requested additional information and amendments had now been included.

Subsequent to discussion the members queried the locations of some of the photos included in the Plan. T Künkel noted the concerns and advised that the photos would be exchanged for others.

Moved: T Robson

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210216026178.
- (b) **Approves** the updated Oxford-Ohoka Community Plan 2020-2022. (Trim 210218027512).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Plan 2020-2022, subject to any further minor editorial corrections, if required.

CARRIED

7 REPORTS

7.1 Road Naming – Inverkelly Terraces Subdivision – S Morrow (Rates Officer Land Information)

S Morrow explained the Board was requested to approve a new road name for a private Right of Way created as part of an existing rural subdivision in Oxford.

S Barkle asked if the proposed name of Inverkelly had any historical connection with the Oxford area. In response, S Farrell provided the Board with a brief history of area. Historically names for lanes in Oxford were named after landowners.

Moved: S Barkle

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210319046474
- (b) **Approves** Miller Lane (Pvt) as the road name, for the private Right of Way as shown on the attached plan.
- (c) **Notes** the Board may replace any proposed name with a name of its own choice.

CARRIED

S Barkle noted that historically names for roads in the Oxford area were named after landowners. She therefore supported 'Miller Lane' as Noel and Sharyn Miller previously owned the property.

7.2 Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – T Künkel (Governance Team Leader)

Having declared a conflict of interest S Barkle sat back from the table and did not take part in the discussion.

T Künkel introduced the two applications and took the report as read.

Moved: M Brown

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210323047826.
- (b) **Approves** a grant of \$500 to Standardbred Stable to Stirrup Charitable Trust towards the cost of purchasing new equipment.

- (c) **Approves** a grant of \$500 to View Hill School towards the cost of purchasing a set of soccer goals for the school grounds.

CARRIED

7.3 **Approval of the Oxford-Ohoka Community Board's Submission to the Waimakariri District Council 2021/31 Draft Long Term Plan – T Künkel (Governance Team Leader)**

T Künkel tabled the updated submission document which included all the member's comments. She thanked the members for sending in amendments and additional information

S Farrell noted that the Board needed to stress its concern about the health and safety risk of the West Eyreton Pit in its current state. The Board had raised its concern about the pit on many occasions.

S Farrell expressed her frustration regarding the process for the installation of EV Charging stations in Oxford. The Council had made a decision on the location of the proposed EV stations without consulting the Board or the Oxford Promotions Association (OPAC). She noted that the EV Charging stations would not be visible from the main road at their proposed location in the Town Hall carpark.

S Farrell raised a further concern that previous advice had been that charge stations on main roads needed to be Direct Current (DC) chargers, however, the Council was installing Alternating Current (AC) Chargers. N Mealings reported that all EV Charging stations being installed in the Waimakariri District Town Hall carpark had AC Chargers. The Council's decision to install the EV Charging stations in the Town Hall carpark was based on the need to have the stations off-road and therefore less likely to suffer damage.

M Brown noted that there seemed to be no clarity on what the proposed improvements to Tram Road would entail. He suggested that the Council be requested to give special attention to road safety improvements at the Tram and North Eyre Roads intersection which had been the scene of many accidents.

S Barkle advised that she had been in discussion with the Roding Team regarding the proposed minor safety improvements to the five roads intersection in Mandeville (No 10 Road, McHughs Road and North Eyre Road). As part of its 2020/21 Minor Safety Improvement Programme the Council would be undertaking improvements at the intersection to address the accident risk for drivers eastbound on North Eyre Road, and to reduce the sealed area within the intersection itself to discourage anti-social behaviour. Upon completion of the planned works, the Council would continue to monitor the intersection. Should issues continue in the future, then further consideration would be given to the installation of concrete splitter islands.

S Barkle explained that the work to be done as part of the 2020/21 Minor Safety Improvement Programme did not allow for concrete splitter islands to be installed, as the installation of concrete splitter islands would require street lighting at the intersection, which could not be completed from within the allocated budget of \$30,000. She therefore recommended that the Board, should request the Council to consider making funding available in future for the installation of concrete splitter islands and the required street lighting.

Subsequent to discussion, it was agreed that the Board's submission should indicate that the Board priorities for consideration were included in no particular order and were therefore not ranked.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210324049332.
- (b) **Approves** its submission to the Waimakariri District Council 2021/31 Draft Long Term Plan (Trim Ref: 210324049336), subject to any minor edits from the Chairperson.
- (c) **Notes** the Board has also submitted to Environment Canterbury on their draft Long Term Plan.

CARRIED

7.4 **Approval of the Oxford-Ohoka Community Board's Submission to the Environment Canterbury's 2021/31 Draft Long Term Plan – T Künkel (Governance Team Leader)**

T Künkel tabled the updated submission document which included all the member's comments. She again thanked the members for sending in amendments and additional information.

S Farrell expressed a concern that the Board had not seen the final Council submission. T Künkel advised that the Policy Manager, Geoff Meadows, had discussed the draft submission with Council and had indicated that there would only be minor amendments to the draft. N Mealings concurred and noted that the Council had only wished to amend its submission to stress more strongly that ECan should consider their priorities more carefully.

S Barkle expressed her disappointment that ECan representatives had not had the opportunity to address the Board on their Long Term Plan, as it would have been useful to have understanding behind the decision making. She reported that concerns regarding the effects of the proposed large increase in rates had been discussed at the Waimakariri Health Advisory Group meeting. It was anticipated that the extra cost would not only add to the financial burden of households but would also add to the stress and mental health issues in communities.

With regards to the Hekeao Managed Aquifer Recharge, S Barkle believed that the cause of the degradation of the water quality was essentially due to intensive farming, industry and farming practices and over allocation of water for industry and farm use. It was therefore her opinion that the ratepayers should not be held responsible for these cost, but that this should be predominantly funded through the practices that had caused the issue. The Board agreed to include the above-mentioned in its submission to ECan's Long Term Plan.

T Robson requested that the ECan be advised of the Board's concern regarding the lack of consultative procedure undertaken by them during this process.

R Harpur questioned if the Council had considered its role in collecting ECan rates, if the proposed large increase was approved. N Mealings confirmed that the matter was being considered by the Council.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210324049445.

- (b) **Approves** its submission to the Environmental Canterbury's 2021/31 Draft Long Term Plan (Trim Ref: 210324049454), subject to any minor amendments from the Board Chairperson.

CARRIED

7.5 **ANZAC Day Services 2021 – T Künkel (Governance Team Leader)**

T Künkel took the report as read.

Moved: T Robson

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) Receives report No. 210322047617.
- (b) Appoints Board members R Harpur and D Nicholl to attend the Ohoka Anzac Day service to be held at 11am on Saturday 24 April 2021 at the Ohoka Hall, Mill Road and to lay a wreath on behalf of the community, in conjunction with the Council representative.
- (c) Appoints Board members S Farrell and T Robson to attend the Oxford Anzac Day service to be held at 9.30am on Sunday 25 April 2021 and to lay a wreath on behalf of the community.
- (d) Appoints Board members M Brown and S Barkle to attend the Cust and West Eyreton Anzac Day service to be held at 10am on Sunday 25 April 2021 and lay a wreath on behalf of the community at West Eyreton.

CARRIED

T Robson left the meeting at 8.05pm.

8 CORRESPONDENCE

D Nicoll advised that a letter was received from Keep Oxford Beautiful (Trim 210407055712) advising that they wish to carry out planting around the plaque on Harewood Road, at the dump station and at the Oaks Walkway. He noted that the Board did not have the authority to grant permission for the planting and the matter and the letter had therefore been forwarded to the Greenspace Team for consideration. There was general agreement that the Board would support the initiative.

Moved: D Nicoll

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the letter from Keep Oxford Beautiful (Trim 210407055712).
- (b) **That** the Greenspace Team be advised that the Board supports the planting initiative by Keep Oxford Beautiful.

CARRIED

9 CHAIRPERSON'S REPORT

9.1 **Chairpersons Report for April 2021**

D Nicholl commented the location the Council had been allocated at the Oxford A&P Show had not been ideal and they had therefore not received many visitors.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No 210329052091.

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 Woodend-Sefton Community Board Meeting Minutes 8 March 2021 (Trim 210312042377)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 10 March 2021 (Trim 210303035850)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 March 2021 (Trim 210319046744)
- 10.4 Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – Report to Council meeting 2 March 2021 – Circulates to all Boards.
- 10.5 Kerbside Recycling Bin Audits: Update and Extension of Audit Variation – Report to the Solid and Hazardous Waste Working Party Meeting of 23 February 2021 – Circulates to all Boards.

Moved: S Farrell

Seconded: M Brown

THAT the Oxford-Ohoka Community Board receives the information in Items 10.1-10.5.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

S Barkle

- Σ Asked if the Board would support requesting a deputation from ECan to discuss water issues with the Board.
- Σ Attended:
- ECan community engagement meeting, which was poorly attended.
 - All Boards Briefing
 - Waimakariri Health Advisory Group meeting.
 - Discussions regarding Covid-19 vaccine distribution underway.
 - Workshops on offer for Voluntary Groups for professional development.
 - New position – Next Steps Facilitator to help people access the right service at the right time.
 - New food forest locations were being scoped in the District. She suggested that Oxford may be an option.

M Brown

- Σ Attended:
- West Eyreton Hall Committee
 - Met with Cust West Eyreton Garden Club and Greenspace staff regarding the Oaks Reserve in West Eyreton. There was only a budget of \$5,000 available and it was therefore likely that community groups would assist with planting. The Greenspace Team would design a landscaping plan.
 - Mandeville Sports Club
 - Submitted an application for \$3,500 from the Landscaping Grant.
 - Oxford Promotions Association AGM
 - Most officer appointments were new positions.

S Farrell

- Σ Commented on concerns in the district regarding fluoridation.
- Σ Fibre was currently being rolled out in Oxford resulting in roadworks and road closures in the area. However, there had been poor communication with residents regarding the roadworks and road closures.

- Σ Attended:
 - All Boards Briefing.
 - Waimakariri Visitor Strategy meeting with Board representatives, Enterprise North Canterbury and Council staff.
 - Visit Waimakariri had made improvements
 - The ISITE ran at a loss.
 - Waimakariri Access Group Meeting.
 - Survey about local accessibility.
 - Work ongoing on accessibility pamphlet.
 - Medical Centre Doors to be adjusted.
 - Oxford Museum – looking to improve access between JC carpark and Art Gallery.

R Harpur

- Σ Noted concerns around damage caused by problem car enthusiasts at intersections.
- Σ Attended:
 - All Boards Briefing
 - Greypower AGM.
 - Looking at national March on Parliament to highlight banking concerns.
 - Questions around when Rangiora Police Station would be reinstated.

N Mealings

- Σ Tabled Information Exchange (Trim 210408056791).
- Σ Raised concern regarding problem 'car enthusiasts' in the area. S Farrell asked if there was potential to control the issue through Bylaw enforcement. T Tierney commented that she had seen many different solutions tried but enforcement was not an easy option for the NZ Police and the Council.
- Σ Advised that the Council was ending library fines for children and there was an amnesty period for outstanding fines.
- Σ Attended:
 - Greater Christchurch Partnership meeting – J Palmer was appointed as the new independent Chair.
 - Local Government New Zealand Zone 5/6 Conference, topics included housing, struggles of tourism dependant authorities. Commented this District had the lowest predicted rate increase.
 - Department of Internal Affairs Three Waters Reform workshop.
 - Waimakariri Youth Council – they were recruiting.

12 CONSULTATION PROJECTS

12.1 Waimakariri District Council - Long Term Plan 2021 – 31

<https://letstalk.waimakariri.govt.nz/ltp2021-2031>

Consultation opens on Friday 5 March 2021 and closes on Monday 12 April 2021.

12.2 Environment Canterbury - Long Term Plan 2021 – 31

<https://haveyoursay.ecan.govt.nz/ltp>

Consultation opens on Monday 8 March 2021 and closes on Sunday 11 April 2021.

The Board noted the consultation.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 March 2021: \$6,426.

13.2 **General Landscaping Fund**

Balance as at 31 March 2021: \$3,403.

The Board noted the funding balances.

14 **MEDIA ITEMS**

Nil.

15 **QUESTIONS UNDER STANDING ORDERS**

Nil.

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.52pm.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for Wednesday 5 May 2021 commencing at 7.00pm at the Oxford Town Hall.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE TODD ROOM , PEGASUS COMMUNITY CENTRE, 8 TAHUNA STREET, PEGASUS ON MONDAY 12 APRIL 2021 AT 6.00PM.

PRESENT

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson, S Stewart and P Redmond.

IN ATTENDANCE

Mayor D Gordon, J Harland (Chief Executive), M Harris (Customer Services Manager), S Nichols (Governance Manager), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

Two members of the public attended.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 8 March 2021

Moved: M Paterson

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 8 March 2021.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Introduction – Jim Harland Chief Executive

J Harland, the new Chief Executive of the Waimakariri District Council, introduced himself and gave a brief synopsis of his working career and requested information regarding issues currently facing the Board.

S Powell welcomed J Harland to the Council on behalf of the Board. She highlighted, the Board's support of the Woodend Bypass and the long delayed safety improvements in Woodend. She noted that residents were creating their own bypass by turning off at Lineside Road and using Revells Road, through Tuahiwi and exiting at Woodend before re-joining the SH1. The congestion would become worse when Bob Robertson Drive in Ravenswood was fully operational. She also noted the safety concerns at the Pegasus roundabout for pedestrians and cyclists crossing SH1. In response to a question regarding preferred options she indicated that the Board's preference was for an underpass giving access to Ravenswood commercial area for both cyclists and pedestrians.

J Harland sought clarity on the issues residents were facing with Pegasus Lake. S Powell explained that this summer the lake had three algal bloom alerts. The Board saw the lake as a recreational asset for the district. It was noted that the previous owners had been lax in regards to consent requirements for the lake and the current owners had commissioned a report from Golders with recommendations on how best to manage the lake to achieve compliance. However this report had not been released as yet. A Thompson noted that Environment Canterbury's (ECan) management of the lake's consent requirements had been less than successful, however this had recently been improved and the new owners, the Council and ECan were now working together to achieve better outcomes. The rapid growth in the area and the planning around this was also something the Board had a focus on.

4.2 **Service Request Update – M Harris (Customer Services Manager)**

M Harris tabled a memorandum (Trim Ref: 210412058873) which gave a quarterly snap shot of service requests received in the Board's area and noted that, particularly in the urban areas, kerbside bin requests had increased due to the growth across the district. She also noted that Snap, Send, Solve had become more popular over the last year. It was the preferred method of reporting problems with email being the second most popular. Snap, Send, Solve now had the ability to lodge a request for issues with Mainpower and Chorus. Recently an option for abandoned supermarket trolleys was added to better enable trolleys were returned to the supermarkets concerned. These new request options did not come through the Council but went directly to the agencies concerned, however the Council did receive a report on how many requests were logged through those activities.

S Powell enquired if the Customer Service staff were receiving complaints from residents whose bins were not being collected due to the bin audits ruling that the bins were contaminated. M Harris confirmed that there were unhappy customers which was to be expected.

A Thompson commented that it was surprising to see the number of people that were committed to recycling, however the amount of confusion regarding what could or could not be recycled was concerning. He believed that Council would never be able to do enough to keep the general public informed due to the constant changes being made. M Harris agreed that it was difficult to understand all the details and it was a lot of information which needed to be circulated regularly.

P Redmond noted that he was a regular user of the Snap, Send, Solve application and found it a useful tool. He queried how the application was funded and how costs were divided between multiple agencies. M Harris advised that the Council was part of the Canterbury consortium which ECan managed on behalf of the Canterbury district. All the local authorities paid according to their population however, she was unsure how the other agencies were being charged.

S Powell thanked M Harris and her staff who had to deal with unhappy residents.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **ANZAC Day Services 2021 – Kay Rabe (Governance Advisor)**

Moved: A Thompson

Seconded: J Archer

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 210322047681.

- (b) **Appoints** Board members J Archer and M Paterson to attend the Woodend ANZAC Day service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath on behalf of the community.
- (c) **Appoints** Board members S Powell and A Thompson to attend the Sefton ANZAC Day service to be held at 6pm on Saturday 24 April 2021 and to lay a wreath on behalf of the community.

CARRIED

6.2 **Ratification of the Woodend-Sefton Community Board's Submission to the Waimakariri District Council 2021/31 Draft Long Term Plan – Kay Rabe (Governance Advisor)**

K Rabe spoke to the report and noted that the submission had been lodged on Thursday 8 April 2021 and notified the Board that the report ratifying the Environment Canterbury submission would be presented at the May 2021 Board meeting.

Moved: S Powell Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210324048827.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council 2021/31 Draft Long Term Plan (Trim Ref: 210114004291).
- (c) **Notes** the Board has also submitted to Environment Canterbury on their draft Long Term Plan.

CARRIED
R Redmond Abstained

7 CORRESPONDENCE

7.1 **Letter of invitation to the Sefton ANZAC Commemoration**

Moved: P Redmond Seconded: J Archer

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence (Trim 210407055690).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for April 2021**

S Powell noted that she had been appointed to act as a liaison to the Pegasus Residents Group. However she had found that she was extremely busy during the second week of the month and had only been able to attend every second meeting this year and asked if anyone else would care to take on the role until the end of the term. A Allen volunteered to take over the role.

It was advised that a report would be presented to the Board at the May 2021 meeting to formalise the change in liaison.

Moved: S Powell

Seconded: J Archer

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 210407055693.

CARRIED

9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 March 2021 (Trim 210302035051)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 10 March 2021 (Trim 210303035850)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 March 2021 (Trim 210319046744)
- 9.4 Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – Report to Council meeting 2 March 2021 – Circulates to all Boards.
- 9.5 Kerbside Recycling Bin Audits: Update and Extension of Audit Variation – Report to the Solid and Hazardous Waste Working Party Meeting of 23 February 2021 – Circulates to all Boards.

Moved: P Redmond

Seconded: J Archer

THAT the Woodend-Sefton Community Board receives the information in Items 9.1 to 9.5.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

A Thompson

- Σ Attended the Chairperson's training session and found it very useful.

P Redmond

- Σ Attended various Long Term Plan consultation sessions.
- Σ Acknowledged the passing of Prince Philip, Duke of Edinburgh.

S Stewart

- Σ Attended a Water Zone Committee Workshop and noted that the residents of Saltwater Creek had shown an interest in forming a catchment group.
- Σ Waimakariri Biodiversity Trust was calling for Trustees.
- Σ Honda Forest Planting days were starting up again.
- Σ Biodiversity Champion for Waimakariri – This was an initiative which came from the Mayoral Forum. One champion was appointed for each of the District Councils in the region. There had been three meetings held to date.
- Σ Attended the Annual Hui.
- Σ Attended the Solid and Hazardous Waste Working Party which was looking at another round of auditing recycling bins.

M Paterson

- Σ Received feedback on the traffic lights in Woodend. There was some concern regarding accidents which were not getting publicised or reported.
- Σ Increase in petty crime in the area which had been discussed at the All Boards Briefing in March 2021. K Rabe noted that the Greenspace Team were working with Police and were hoping to have a report back for the June 2021 All Boards Briefing.

Mayor Gordon noted that he was organising a forum with the Council's Community Team. A Thompson noted that there was no community association in Waikuku Beach. An informal gathering had been organised by some residents on the increased crime in the area.

A Allen

- Σ Attended the Annual Hui.
- Σ Neighborhood Support have appointed Sarah Saunders as their interim manager for six months.
- Σ Business association meeting.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 March 2021: \$2,293.

12.2 General Landscaping Fund

Balance as at 31 January 2020:	\$13,327
Amount allocated to date:	\$ 9,727
Balance as at 31 March 2021	\$3,600

13 MEDIA ITEMS

Snap, Send, Solve.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

The Board held a minutes silence to acknowledge the passing of Prince Philip, Duke of Edinburgh.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 10 May 2021 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.05pm.

CONFIRMED

Chairperson

Date

Workshop

(7.05pm – 8.05pm)

- Σ *Woodend to Kaiapoi Cycle Routes – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)*
 - *Discussion on various possible cycle routes between Woodend to Kaiapoi.*
 - *This is urgent to get students to school safely.*
 - *Suggestion to divide project into sections.*
 - *Further workshop with better maps to be held in May*
- Σ *Members Forum*
 - *Memorial seat to be erected in Waikuku Beach*
 - *Northern Pegasus Bay Bylaw Review may be delayed.*
 - *Tsunami Engagement email to be circulated to all Board members.*

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 14 APRIL 2021 AT 7.00PM.

PRESENT

J Gerard QSO (Chairman), D Lundy (Deputy Chairman), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis and P Williams.

IN ATTENDANCE

Mayor D Gordon, J Harland (Chief Executive), J Millward (Manager Finance and Business Support), M Harris (Customer Services Manager), C Button (Graduate Engineer), K Rabe (Governance Adviser) and E Stubbs (Governance Support Officer).

1 APOLOGIES

Moved: J Gerard

Seconded: D Lundy

Apologies were received and sustained from A Wells and J Ward for absence.

CARRIED

2 CONFLICTS OF INTEREST

Nil.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 10 March 2021

Moved: J Goldsworthy

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 March 2021.

CARRIED

3.2 Matters Arising

J Gerard advised that he had viewed and approved the requested balance sheets for the Hope Community Trust and Senior Net, as requested at from the previous Board meeting, and subsequently agreed to the payments.

J Gerard further advised that the hearing dates for the Taggart Earthmoving's Rangiora Racecourse quarry proposal had been received. The Resource Management Consultants for the Council and ECan had recommended declining the application. The reasoning was primarily based on the risk to the groundwater quality and drinking water supplies down-gradient of the site.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Introduction - Jim Harland new Chief Executive

J Harland introduced himself to the Board and provided a brief overview on what he believed were future challenges for local government, including the need for strong relationships and clear priorities for the district and noted that he was looking forward to working with the Board.

4.2 **Service Request Update – M Harris (Customer Services Manager)**

M Harris tabled a memo (Trim 210414060277) showing a quarterly snap shot of service request activity for the Ward as at 31 March 2021. Further quarterly updates would be provided in the future to ensure that the Board was kept informed.

Most of the requests received for the Rangiora-Ashley Ward related to kerbside collection. The total number of service requests received was 1,958 which was up from the previous year.

Snap Send Solve was gaining momentum as a reporting tool and had replaced email as the second most popular form of reporting issues, with calling being the highest. Snap Send Solve now allowed reporting on Mainpower and Chorus faults directly to the agency as well as reporting abandoned supermarket trolleys.

The objective of the Service Request Responsiveness Project was to improve follow up procedures to customers. It was now mandatory in the Customer Services workflow a resident who reported the incident be contacted prior to a request being signed off. The program had started with Customer Services and would now be rolled out to other teams starting with the Greenspace Team.

M Fleming commented on difficulties with reading information, such as consultation documents, for visually impaired people and asked if there was a way to address this matter. M Harris replied staff were happy to read information to customers.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Ashley Street Stormwater Upgrade - C Button (Graduate Engineer) and K Simpson (3 Waters Manager)**

C Button outlined the location of the area that was prone to flooding. Flooding could be attributed to two key issues, firstly there was an under capacity of the primary stormwater system and secondly there was a lack of secondary overland flow due to low points in the topography. Multiple service requests had been received, particularly around the time of Cyclone Gita in 2017.

The solution proposed would upgrade the primary infrastructure to provide the required level of service. There were two stages to the upgrade, \$100,000 for stage one design and construction in the 2021/22 financial year and \$400,000 for stage two design and construction in years 2023 to 2025.

Moved: J Goldsworthy

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board recommends:

(a) **Receives** report No. 210309039744.

THAT the Utilities and Roding Committee:

(b) **Notes** that the budget estimate confirms that there is sufficient budget in the 2021/22, 2023/24 and 2024/25 financial years, however the required level of service will not be achieved until all works are completed.

- (c) **Notes** this solution would improve the level of service for primary reticulation during a 20% Annual Exceedance Probability storm event so it complies with the Engineering Code of Practice. The flooding at the low point on Kingsbury Avenue and Golding Avenue during larger storm events (exceeding the design criteria) will still occur due to their similar elevation to the cemetery drain top of bank. However the increased capacity of the primary reticulation would significantly reduce the extent and duration of flooding during larger rainfall events.

CARRIED

J Goldsworthy commented that the detailed report provided new information regarding stormwater.

D Lundy previously had some concerns regarding funds held over for contingency, however, this had been explained well in the report.

J Gerard believed it was a step in the right direction, the report understated the flooding which had on occasion been 18 inches deep in some areas. He requested that during future flooding events, signs be installed requesting cars to slow down to reduce the bow wave of water which caused damage to properties in the area flooded.

6.2 **ANZAC Day Services 2021 – K Rabe (Governance Advisor)**

K Rabe introduced the report and requested members to put their names forward to attend a service. She advised that wreath delivery would be arranged with the members closer to the event.

Moved: J Gerard

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210322047698.
- (b) **Appoints** Board member D Lundy to attend the ANZAC Day service at Rangiora High School at 9.30am on Sunday 25 April 2021 and to lay a wreath on behalf of the community, in conjunction with the Council representative.
- (c) **Appoints** Board members D Lundy and M Fleming to attend the Rangiora Anzac Day Service at the Rangiora Cenotaph to be held at 11.30am on Sunday 25 April 2021 and to lay a wreath on behalf of the community.
- (d) **Appoints** Board member S Lewis to attend the Cust Anzac Day service at 10.00am on Sunday 25 April 2021 and to lay a wreath at the Cust Cenotaph on behalf of the community.
- (e) **Appoints** Board member M Harris to attend the Fernside Anzac Day Service at 10.00am on Sunday 25 April 2021, to lay a wreath on behalf of the community, in conjunction with the Council representative.

CARRIED

6.3 **Applications to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2020/21– K Rabe (Governance Advisor)**

K Rabe noted an application had been received from the Rangiora Menz Shed for a bench top router to assist with building community coffins.

J Goldsworthy enquired, with respect to financial information from groups, if there was a set standard of accounting for groups to adhere to. K Rabe commented that with regard to the financial information supplied it was not checked for accuracy but was taken on the word of the community organisation and the information provided went into the public domain. J Millward added that the group was also expected to report back to the Council through their Accountability Form on how the funding was spent. The Council could request the return of the grant if funding was not spent as expected.

Moved: S Lewis

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210312042012.
- (b) **Approves** a grant of \$500 to the Rangiora Menz Shed towards the purchase of a bench top router.

CARRIED

S Lewis believed the Menz Shed had a good initiative in regard to community coffins and was pleased to support application.

K Barnett commented the funding provided by the Board to community groups was small and they provided evidence of accountability. She believed the Board should show flexibility with local groups particularly where they were known in the community. Other grant processes were often taxing and difficult and she liked this system which provided some financial support to smaller informal community groups.

J Gerard supported the Rangiora Menz Shed's application noting how they assisted other groups in the community with building projects.

M Harris concurred commenting on their start on the Northern A&P Association grounds.

D Lundy also supported the Menz Shed and noted that they were in the process of replacing their building. The coffins were filling a need in society and would assist them in raising funds.

6.4 **Ratification of the Rangiora-Ashley Community Board's Submission to the Waimakariri District Council 2021/31 Draft Long Term Plan – K Rabe (Governance Advisor)**

Moved: D Lundy

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210324048895.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council 2021/31 Draft Long Term Plan (Trim Ref: 210331053448).
- (c) **Notes** the Board has also submitted to Environment Canterbury on their draft Long Term Plan.

CARRIED

D Lundy commended the Board for working well together on the submission.

6.5 **Ratification of the Rangiora-Ashley Community Board's Submission to the Environment Canterbury's Draft Annual Plan 2020-21- K Rabe (Governance Advisor)**

Moved: D Lundy

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210324049407.
- (b) **Retrospectively ratifies** its submission to Environmental Canterbury's 2021/31 Draft Long Term Plan (Trim Ref: 210324049415).

CARRIED

D Lundy believed the submission highlighted the Board's concerns and noted that the comparison of rate increases was important.

7 CORRESPONDENCE

7.1 **Update on Cust Headworks Renewal Project - C Roxburgh (Water Asset Manager)**

K Rabe advised that the memo was a response to the Board's request for an updated on the project.

Moved: J Goldsworthy

Seconded: A Wells

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the Memo from C Roxburgh (Trim 210331053064).

CARRIED

J Gerard requested that C Roxburgh be congratulated on behalf of the Board on the work done on the project.

D Lundy commented on the accuracy of reporting and the use of contingency. While it was prudent, overstating contingency could also be dangerous.

8 CHAIRPERSON'S REPORT

8.1 **Chair's Diary for March 2020**

Updated the Board on Lineside Road planting. He would attend a meeting with the Greenspace Manager and Morrison Cars so planting could go ahead as planned in May 2021.

Moved: J Gerard

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210407055760.

CARRIED

9 MATTERS FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 3 March 2021 (Trim 210330052468).

9.2 Woodend-Sefton Community Board Meeting Minutes 8 March 2021 (Trim 210312042377).

9.3 Kaiapoi-Tuahwi Community Board Meeting Minutes 15 March 2021 (Trim 210319046744).

- 9.4 Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – Report to Council meeting 2 March 2021 – Circulates to all Boards.
- 9.5 Kerbside Recycling Bin Audits: Update and Extension of Audit Variation – Report to the Solid and Hazardous Waste Working Party Meeting of 23 February 2021 – Circulates to all Boards.
- 9.6 Final Utilities and Roading Activity Management Plans 2021 – Report to Council meeting 23 February 2021 – Circulates to all Boards.
- 9.7 Aquatic Facilities Update – Report to Community and Recreation Committee Meeting 23 March 2021 – Circulates to all Boards
- 9.8 Library Update to 5 March 2021– Report to Community and Recreation Committee Meeting 23 March 2021 – Circulates to all Boards
- 9.9 Library Update to 11 March 2021– Report to Community and Recreation Committee Meeting 23 March 2021 – Circulates to all Boards

Moved: D Lundy

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board receives the information in Items 9.1 to 9.9.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

M Clarke

- Σ Attended Eats 'n Beats, which was an enjoyable evening.
- Σ Attended Rangiora Health Advisory Board Meeting and commented on the increase of elder abuse in the community.
- Σ Commented on the number of cars parked at Park 'n Ride which was an indication that the system was successful.

S Lewis

- Σ Attended Oxford A&P show.
- Σ Supported the Leo's business event at the Five Stags restaurant.

M Fleming

- Σ Attended Hui at Tuahiwi Marae, noting that the relationship between the Rūnaga and Council appeared to be strong.
- Σ Attended Waimakariri Access Group meeting noting the business access brochure was nearing completion. There was a request for a P5 parking restriction outside of the Rangiora Post Office.
- Σ Reminded members of the Timebank event on Saturday 10 April 2021.

R Brine

- Σ There was progress on the new tennis facility. A public excluded report on the matter had gone to Council recently.
- Σ There had been a recent fire at the Southbrook Transfer Station.
- Σ Attended Joint Landfill Committee meeting.

M Harris

- Σ Attended Drainage Committee meeting and commented on landowner concerns regarding ECan's direction on wetlands. The presence of some wetlands was related to Council not cleaning drains. The problems with waterfowls would increase.
- Σ Attended a public meeting on the Rangiora Racecourse Quarry.
- Σ Attended Oxford A&P show.

K Barnett

- Σ Reminded members that the Good Street consultation was now open.
- Σ The Council had supported the waiving of fines at the library. There was potential for it to be included in the LTP going forward. Research showed waiving fines increased library engagement.

P Williams

- Σ Commented on issues around community crossings that looked similar to pedestrian crossings. There would be some communication around this matter. The upgrade of crossings had been completed in the Rangiora Town Centre. Eventually all in the district would be upgraded to the new style.
- Σ The gates on the stopbank near the Rangiora Airport had been vandalized.
- Σ Concurred that the Park' n Ride carpark on River Road was near full most days. More parking may be required in the future to cope with demand. He requested that numbers of increased patronage be sources from ECan.

D Lundy

- Σ Also commented on ECan's direction on wetlands and requested that Sophie Allen's (Water Environment Advisor) report to the Waimakariri Zone Committee be circulated to the Board.
- Σ Commented that the Long Term Plan submission workshop went well.
- Σ Attended Civil Defense meeting at Cust Community Hall and noted the facilities were being well utilised.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 March 2021: \$9,372.

12.2 General Landscaping Fund

Balance as at 1 July 2019	\$63,680
Allocations made	\$57,319
Balance as at 31 March 2021	\$6,361

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

This concluded the formal section of the meeting which closed at 7.57pm.

<p>Workshop (5.57 – 9.06pm)</p> <ul style="list-style-type: none"> Σ <i>Southbrook Road Improvements – D Young (Senior Engineering Advisor)</i> Σ <i>Procurement Policy – Jf Millward (Manager Finance and Business Support)</i> <ul style="list-style-type: none"> ○ <i>Powerpoint to be circulated to all Members</i> Σ <i>Members Forum</i> <ul style="list-style-type: none"> ○ <i>High Street decorative lighting not working on several trees.</i>
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NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 May 2021 in the Function Room at the Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.06PM.

Chairperson

Date