

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-07-02-84/ 210811132101

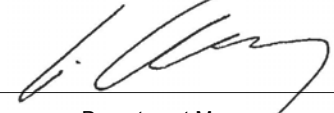
REPORT TO: COUNCIL

DATE OF MEETING: 7th September 2021

AUTHOR(S): Raymond Qu, Property Assets Advisor – Assets Planning, Acquisitions & Disposals
Don Young, Senior Engineering Advisor

SUBJECT: Hakarau Road - Proposed Partial Road Stopping

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to firstly seek approval from Council regarding an application to stop part of Hakarau Road (TRIM 210614094844) received from Misura Surveying Solutions on behalf of Clampett Investments – shown in the attached plan TRIM 210614094844, and secondly to authorise the Chief Executive to sign a Private Development Agreement (PDA) with the developer.
- 1.2 The road stopping aims to enable the establishment and operation of a comprehensive trade and large format retail centre on the site. Two separate applications have recently been approved by the Council at staff level, being a land use consent (RC205216) to establish a comprehensive trade and large format retail centre, and a subdivision consent (RC215278) to create a new lot to vest as road, two lots of existing road to stop, and redefined commercial area boundaries.
- 1.3 Council does not have a Road Stopping Policy on how any application to stop road should be considered or applied. As a result each application received requires staff to consider independently and seek Council's approval on a case by case basis.
- 1.4 It is worth noting that there is a risk to Council if the Road Stopping exercise is completed before the new road is vested as road. This is an unlikely occurrence, as the developer would have the access to their development significantly negatively affected.
- 1.5 In addition, the Council has prepared a draft Private Development Agreement (PDA) with the developer which will provide certainty around the road vesting and road stopping, and the allocation of costs. In addition the PDA will address the removal of the Waka Kotahi link strip along Smith Street, and the staging of carparks, cycle parks and landscaping. This PDA will need Council approval.
- 1.6 Stopping the road as per the application enables further development of Waimak Junction, which brings more growth / population to the district.
- 1.7 The road stopping and vesting provides a layout that differs from the ODP but the final outcome benefits the developer, customers of tenants and the general road users.
- 1.8 Staff believe there are unlikely to be legitimate objections to the proposed road closure, as the road only serves the applicant and there are no adjacent properties. The applicant is responsible for all costs associated with the road closure, reducing Council's financial risks.

- 1.9 On the above basis staff recommend that Council supports the road closure.
- 1.10 On the assumption that Council does approve the road closure consideration is then required as to which of the road closure mechanisms / legislation is most appropriate.
- 1.11 The road stopping action originates from a private party, not instigated by Council. As such, it would normally be processed and actioned under the appropriate LGA provisions.
- 1.12 Council has the power to formally stop areas of legal road under either the 10th Schedule of the Local Government Act 1974 (LGA) or Section 116 of the Public Works Act 1981 (PWA), depending on the circumstances.
- 1.13 Under the LGA, Council needs to ensure the wider community / public knows the road is being stopped, the reason for the stopping and any anticipated impacts this may have. Public consultation is even more important where Council considers that to stop any area of legal road may be contentious or subject to debate and discussion at a localised level
- 1.14 PWA road closures are processed by LINZ and require the Minister's approval. It is commonly used to stop legal road that has been declared surplus to Council's requirements and / or where the stopping is minor and inconsequential, there is no reduction to public access, and where the likelihood of direct private injury is low or non-existent.
- 1.15 In this case, the road stopping action
- a. originates from an adjoining property owners request, primarily for their benefit, and is not instigated by the Council action. However, the road stopping is considered to be minor and inconsequential as there is no change to public access and the likelihood of direct private injury is low (the applicant's property surrounds the road being stopped).
 - b. the road stopping application enables further development of Waimak Junction, bring more growth / population to the district and thereby has a positive not a negative impact.
- 1.16 The following summary table compares timelines and risks, noting that the choice of process does not have a material impact of the community.

	Normal Timeline	Public Consultation	Risks	Material Impact on community
PWA	5 to 12 weeks (if rejected by Minister up to 20)	None / lacks transparency	Council Reputation (LINZ/public) - moderate Judicial Review (3 rd party) - low Rejection by Minister - low	Overall Positive
LGA	8 to 11 weeks	5 weeks	Time delay – 5 to 7 weeks for developer Potential Objection under LGA – very low	Overall Positive

- 1.17 The above summary is expanded on in the body of the report under Issues and Options.
- 1.18 The applicants have requested that the road stopping be processed under the PWA. Staff have advised them that is subject to approval by LINZ and the Minister. If this is rejected the application would then need to be processed under the LGA process with an extended timeline and additional costs that they would need to cover. In spite of this they would prefer the road closure under the PWA process.
- 1.19 In support of the PWA process being used is advice from The Property Group that it has successfully been used for road stopping in Selwyn District Council, in particular in relation to the I-Zone development.
- 1.20 A conservative risk based response to the options favours use of the LGA in response to potential perceptions around a lack of transparency in the approval and processing of the road stopping.

- 1.21 Conversely, the low likelihood of direct and indirect negative effects and the positive benefits of development to the wider community support the more cost effective and time efficient use of the PWA process.
- 1.22 Staff see merit with both options for different reasons and seek the debate and direction of governance in finalising the preferred option.

Attachments:

- i. Application and plan to Stop Hakarau Road TRIM 210811132094
- ii. Private Development Agreement between Waimakariri District Council and Clampett Investments Limited TRIM 210901140190
- iii. Parking and landscaping staging plan TRIM 210827138721

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210811132101
- (b) **Receives** the Road Stopping application from Misura Surveying Solutions which has been prepared on behalf of Clampett Investments.
- (c) **Approves** the stopping of the road portions being Lot 203 and Lot 204 as per the proposal received.
- (d) **Authorises** the Chief Executive to sign the Private Development Agreement (Attachment ii), allowing for minor word changes and alterations.
- (e) **Approves** the disposal of the stopped road to Clampett Investments at no cost (noting the vesting to Council of an equivalent area by them as road with no compensation payable).
- (f) **Authorises** the Chief Executive and Property Manager to finalise the necessary legislative and process actions required to stop the road and then complete the transactions, at no cost to Council.
- (g) **Notes** that the Private Development Agreement address such matters as the road stopping and vesting, allocation of costs, the link strip along Smith St and the staging of the carparks, cycle parks and landscaping.
- (h) **Notes** that all costs associated with stopping the road, transferring it to the ownership of the neighbouring landowner and the vesting of equivalent are as road shall be covered at by Clampett Investments i.e. at no cost to the Council.
- (i) **Notes** that should the approved process referenced in 2 (l) below be successful, Council will by public notice declare that portion of Hakarau Road identified in the application is stopped and that it will cease to be road.
- (j) **Notes** that the stopped road will be replaced by Lot 200 as per the proposal, therefore providing equivalent or better access.
- (k) **Notes** that there are two legitimate legislative options for processing the road stopping and that both have merit for different reasons, depending on the particular circumstances.
- (l) **Authorises** the Chief Executive and Property Manager utilise;
 - i. Section 342 and the 10th Schedule of the Local Government Act 1974 (LGA) to process the road stopping
 - or
 - ii. Section 116 of the Public Works Act 1981 (PWA) to process the road stopping

- (m) **Acknowledges** that both the LGA and PGA processes may be subject to objection and / or rejection at which point staff would refer the matter back to the Council to determine.

3. **BACKGROUND**

- 3.1. The site (known as Waimak Junction) has previously had a Subdivision consent approved (RC155158), and since then several land use consents have been approved (for the establishment of several activities including a trade supplier store, an unmanned service station, a pre-school and a gymnasium).
- 3.2. Two applications have recently been approved by the Council, being a land use consent (RC205216) to establish a comprehensive trade and large format retail centre, and a subdivision consent (RC215278) to create a new lot to vest as road, two lots of existing road to stop, and redefined commercial area boundaries.
- 3.3. A road stopping application was received on the 9th of March 2021 from Misura Surveying Solutions acting on behalf of Clampett Investments to stop part of Hakarau Road. The part to be stopped is shown in the attached plan TRIM 210614094844. The road stopping application is attached in the document TRIM 210614094844.
- 3.4. Council has the power to formally stop areas of a legal road under either the 10th Schedule of the Local Government Act 1974 (LGA) or Section 116 of the Public Works Act 1981 (PWA), depending on the circumstances.
- 3.5. Council does not have a Road Stopping Policy on how any application to stop road should be considered or applied. As a result each application received requires staff to consider independently and seek Council's approval on a case by case basis.
- 3.6. A Road Stopping process requires Council to receive and process an application / request for road stopping. It is considered that the Utilities & Roading Committee can act as the Road Stopping Panel as the committee members have the required expertise for such assessment. Moreover, under the existing delegation manual, Utilities & Roading Committee has the authority to recommend to Council the stopping of roads
- 3.7. The PWA is commonly used to stop legal road that on being declared surplus to the Council's requirement is no longer needed. In this case, the road stopping action originates from an approach from adjoining owners, and was not instigated by the Council action. As such, it would normally be processed and actioned under the appropriate LGA provisions.
- 3.8. Under the LGA, the Council needs to ensure the wider community knows the road is being stopped. The provisions of the LGA requires Council to disseminate to the public the reason for the stopping and any anticipated impacts this may have.
- 3.9. Public consultation is even more important where Council considers that to stop any area of legal road may be contentious or subject to debate and discussion at a localised level.
- 3.10. The LGA provisions require a proposed road stopping to be publicly advertised. It involves erecting signs at both ends of the legal road to be stopped, sending letters to surrounding property owners, and placing at least two public notices, a week apart, in local newspapers. Members of the public then have 40 days in which to object if they so wish.
- 3.11. If objections are received, Council may arrange a pre-hearing meeting with the objector/s. If the objections cannot be resolved, staff will arrange a hearing in front of a Council committee who are authorised to decide whether or not to uphold the objections.

- 3.12. If the objections are upheld, then the road-stopping cannot proceed, and the process stops. If they are not upheld, and the Council resolves to continue with the road-stopping, then the objections are referred to the Environment Court for a decision.
- 3.13. Staff have developed a road stopping application form in order to obtain all basic facts that help the Utilities & Roading Committee and Council to make decisions.
- 3.14. The application form also informs the applicants that they are responsible for all the costs associated with their application regardless as to whether the road can be successfully stopped or not.
- 3.15. In addition to the application, the following table sets out other stakeholders involved and the status of these:

Location of Road to be stopped	To stop the 'internal loop' section of Hakarau Rd and replace it with a new vested road connecting directly with Smith St.
Consent from property owners	<p>Directly affected parties</p> <p>There are no directly affected owners, other than the applicant.</p> <p>Indirectly affected parties</p> <p>There are no indirectly affected owners, other than the applicant.</p>
How Legal Access be provided if the road is stopped	There are several lots being created by the Subdivision application. Legal frontage to all new lots is either available through the remaining legal road (that won't be stopped) or the new vested road.
Potential Effects of the stopping	There will be improved effects for road users, by having two separate intersections to access Smith St, one of which will have traffic lights. Both the WDC Transportation Engineer and Waka Kotahi have reviewed and support the applications for subdivision and land use. The road stopping will give effect to this.
Service authorities consent:	<p>WDC sewer</p> <p>The existing sewer line in Hakarau Road splits where the new proposed new Road will head towards Smith Street. The existing sewer line heading to the east within the portion of road to be stopped can be disbanded as it will not be servicing individual sites. Sewer within the development will be redesigned around the development.</p> <p>The southern sewer line that will remain within Hakarau Road will remain untouched.</p> <p>WDC stormwater</p> <p>Like the sewer, the existing stormwater mains split where the new roading to Smith Street starts within Hakarau Road.</p> <p>The northern portion of the existing stormwater main line within the portion of road to be closed, servicing the kerb and channel and land can be disbanded. The southern portion remaining in the road will be unchanged.</p> <p>Servicing of the new road and development can be considered with the design of the onsite development.</p> <p>WDC water</p> <p>The water services within Hakarau Road consist of a ring main with Fire Hydrants within the carriageway and submains in the berms around the road. A new design will be required to realigning the water mains within the new road integrating the submains and fire hydrants. The design will be incorporated into the servicing design for the new on-site development..</p> <p>Chorus NZ Ltd</p> <p>Clampett Investments Limited are consultation with Chorus over the telephone services for the overall development. Power and telephone services mains will need to be integrated into the realigned road and on-site development.</p>

	<p>Mainpower</p> <p>Clampett Investments Limited are consultation with MainPower over the power and telephone services for the overall development. Power and telephone services mains will need to be integrated into the realigned road and on-site development.</p>
--	---

- 3.16. It is worth noting that there is a risk to Council that the Road Stopping exercise is completed before the new road is vested as road. This is an unlikely occurrence, as the developer would have the access to their development negatively affected.
- 3.17. However to provide greater certainty, staff have prepared a Private Development Agreement (PDA) with the developer which will provide contractual undertakings to carry out the road vesting. This PDA is also submitted to the Council for approval and should be seen as a required action to mitigate the above risk.
- 3.18. It is also worth noting that there is a separate PWA process required to remove a Waka Kotahi Link Strip along the southern boundary of Smith St. Initial feedback from discussion with them are positive however. The actions required with regard to the removal of these link strips are covered in the PDA, as is an agreed staged provision of the car parking, cycle parks, and landscaping.
- 3.19. The applicants have requested that consideration be given to the road being stopped under the PWA to facilitate a faster process. They consider that a range of factors can and should be taken into account in support of that approach.

4. **ISSUES AND OPTIONS**

- 4.1. As noted Council has the power to formally stop areas of a legal road or to reject such a proposal. The first decision Council needs to consider is whether to (1) support the road stopping or (2) reject it.
- 4.2. The following summarises the implications and staff recommendations for each option.
- 4.3. **Option 1 - Accept** (Recommended)
- 4.4. Stopping the road as per the application enables further development of Waimak Junction, which brings more growth/population to the district.
- 4.5. While the road stopping and vesting will provide a layout that differs from the ODP, the final outcome is an improvement for both the developer, the customers of the tenants, and the general road user.
- 4.6. Staff believe that there are unlikely to be legitimate objections to the proposed road closure, as the road only serves the developer and there are no adjacent properties. The developer is responsible for all costs associated with the road closure, reducing Council's financial risks.
- 4.7. **Option 2 - Decline** (not recommended)
- 4.8. This option is not recommended unless there is strong evidence in relation to negative effects on others that justifies Council not supporting the road stopping. Staff are not aware of any such effects.
- 4.9. Staff consider the benefits associated with traffic management and the enabling effect the new road layout has on commercial development at this site are positive for the wider community. Conversely there do not appear to be any parties directly affected by the proposed change that are negatively affected by it.
- 4.10. Assuming Council agrees to stop the road, the secondary decision for Council is which or the roads stopping mechanisms is most appropriate in the case.

- 4.11. As previously noted, road stopping can be processed under either the LGA or the PWA depending on the circumstances.

Option 1 (A) - LGA

- 4.12. As the road stopping action originates from an approach from adjoining owners, and as it was not instigated by the Council action it would normally be processed and actioned under the appropriate LGA provisions.
- 4.13. The intent under the LGA process is to ensure the wider community knows the road is being stopped and has an opportunity to oppose it or raise concerns in relation to potential negative effects. To give effect to this a proposed road stopping to be publicly advertised.
- 4.14. The provisions of the LGA requires Council to disseminate to the public the reason for the stopping and any anticipated impacts this may have. This is even more important where Council considers that to stop any area of legal road may be contentious or subject to debate and discussion at a localised level.
- 4.15. If objections are received, Council may arrange a pre-hearing meeting with the objector/s. If the objections cannot be resolved, then staff will arrange a hearing in front of a Council committee. At the hearing, the committee will decide whether or not to uphold the objections.
- 4.16. If the objections are upheld, then the road-stopping cannot proceed, and the process stops. If they are not upheld, and the Council resolves to continue with the road-stopping, then the objections are referred to the Environment Court for a decision.
- 4.17. In this situation there are no direct adjoining owners affected by the road stopping other than the applicants however, there could be others that are indirectly affected. In general terms the concerns of those indirectly affected carry less weight than those directly affected.
- 4.18. On balance the benefits likely to accrue for the community as a whole appear on the surface to outweigh any objection potentially received by a third party. This however assumes we know what issues others may or may not have with the proposed road stopping.
- 4.19. Once legal survey plans are finalised the LGA process is likely to take in the order of 8 to 11 weeks (including 5 weeks for advertising). However, if an objection is received considerable additional time is likely to be required.

Option 1 (B) - PWA

- 4.20. The PWA process requires the Minister's approval and is commonly used to stop legal road that has been declared surplus to the Council's requirements and / or where the stopping is minor and inconsequential, there is no change to public access, and where the likelihood of direct private injury is low or non-existent.
- 4.21. In this case, the road stopping action
- 4.21.1. originates from an approach by the adjoining owners primarily for their benefit, and is not instigated by the Council action. However, the road stopping is considered to be minor and inconsequential as there is no change to public access, and the likelihood of direct private injury is low (as the applicants property surrounds the road being stopped).
- 4.21.2. the road stopping application enables further development of Waimak Junction, which brings more growth / population to the district and thereby has a positive not a negative impact.

- 4.22. If Council approved the PWA mechanism to complete the road stopping Ministers consent will then be sought to stop the road. However, the key difference is that no public consultation is required in the process.
- 4.23. Once legal survey plans are finalised the process could take as little as 3 weeks. As this is subject to LINZ processing capacity and the availability of the Minister for approval it is feasible it could take up to 12 weeks.
- 4.24. However, if the LINZ or the Minister question the validity of using the PWA for a developer led road closure further delays could occur.
- 4.25. In the event that the Minister does not approve the S116 PWA application then the road stopping process would revert to the LGA process outlined in Option 1 (A).
- 4.26. We have communicated the above time delay risks and additional costs to the applicant and regardless of those risks they are keen to expedite what they consider to be the fastest process for commercial and contractual reasons.
- 4.27. They also point out the positive benefits and low likelihood of negative effects on any other parties as justification for the PWA process being adopted.
- 4.28. While the likelihood is low, some potential exists for an aggrieved third party to apply for a judicial review around the appropriateness of the PWA being utilised. This could occur during the process or even after the minister has consented. The consequences of this would be financial in terms of legal costs and reputational. However, this is also considered to be very unlikely.
- 4.29. The following table compares timelines and risks, noting that the choice of process does not have a material impact of the community.

	Normal Timeline	Public Consultation	Risks	Material Impact on community
PWA	5 to 12 weeks (if rejected by Minister up to 20)	None / lacks transparency	Council Reputation (LINZ/public) - moderate Judicial Review (3 rd party) - low Rejection by Minister - low	Overall Positive
LGA	8 to 11 weeks	5 weeks	Time delay – 5 to 7 weeks for developer Potential Objection - low	Overall Positive

- 4.30. In support of the PWA process being used is advice from The Property Group that it has successfully been used for road stopping in Selwyn District Council, in particular in relation to the I-Zone development.
- 4.31. A conservative risk based response to the two options favours use of the LGA in relation to the potential perceptions around a lack of transparency for the approval and processing of the road stopping.
- 4.32. Conversely, the low likelihood of direct and indirect negative effects and the positive benefits of development to the wider community support the more cost effective and time efficient use of the PWA process.
- 4.33. Staff see merit on both and seek the debate and direction of governance in finalising the preferred option.

Implications for Community Wellbeing

There are no significant negative implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are not likely to be groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Waka Kotahi have already provided their approval, as has the Council roading team. However, if there are other parties, then the road stopping process allows views to be considered.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, if there are, then the road stopping process allows views to be considered.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are not financial implications of the decisions sought by this report as the applicant will bear all costs.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts, apart from a minor improvement to emissions by a more efficient roading network.

6.3 Risk Management

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

There is a risk that after stopping the road, the road vesting does not occur. This is a very low likelihood as it would leave the landowner with significantly poorer access to the development. In addition this risk will be largely mitigated by signing a PDA with the developer.

6.3 Health and Safety

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

There is a risk that the change in road layout and traffic controls will exacerbate road safety issues. This is in particular due to the proximity of the proposed intersection with the motorway entrance and exit points.

This risk is partially mitigated by seeking expert advice, and by obtaining approvals by the Council and Waka Kotahi roading teams. The final outcome also includes traffic lights which will be designed to mitigate road safety concerns.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The road stopping can be considered under the provisions of both the Local Government Act and the Public Works Act.

7.3. **Consistency with Community Outcomes**

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

That Transport is accessible, convenient, reliable and sustainable.

7.4. **Authorising Delegations**

This matter would normally be determined by the Utilities and Roading Committee as per the following delegation:

S-DM1024 Delegation to Committees – Jurisdiction of the Utilities and Roading Committee.

Para 10 Authority to approve vesting and disposing of infrastructural assets, as a result of subdivision or capital works being undertaken.

Para 12. Authority to recommend to Council the purchase or sale of land, the stopping of roads or prohibition of vehicles, designations on private property, establishment of road or utilities reserves.

However in the interest of timeliness, the matter is being submitted directly to the Council for its decision.

The Council has delegated authority to authorise signing of Private Development Agreements.



21009 - LT
MJH

09 March 2021

Waimakariri District Council
Private Bag
Rangiora

Attention Raymond Qu

Dear Raymond,

HAKARAU ROAD STOPPING – CLAMPETT INVESTMENTS LIMITED

On behalf of Clampett Investments Limited, we formally apply to Council to have a portion of Hakarau Road, Kaiapoi to be Stopped.

Please find attached: -

- Copy of Plan detailing portions of Road to be Stopped.
- Completed Council Road Stopping form

Background

Clampett Investments have lodged a Land Use Consent application (RC205216) with the Waimakariri District Council to establish and operate a comprehensive trade and large format retail centre on the site. Council will be familiar with the proposal.

Part of the proposal requires the realignment of Hakarau Road out to Smith Street. New road will be created with a portion of the existing Hakarau Road stopped.

Portion of Road to Be Stopped.

The attached plan details the specific areas of land.

Lots 203 at 2,693m² and Lot 204 at 69m² are the portions of the existing Hakarau Road to be Stopped. Lot 200 is new road.

Affected Parties

All existing titles that front onto Hakarau Road are in the ownership of the applicants, Clampett Investments Ltd. No other landowner is impacted by the proposed road stopping.

The Placemakers Site is a leased site. Clampett Developments are dealing with the lessee through their lease.

MISURA
Unit 5A, 337 Harewood Road, Christchurch
Phone 03 365 1888



Ray Edwards, from Urbis TPD Limited, has been involved with extensive consultation with NZTA over the proposed site development. This has largely been addressed through the Land Use Consent Application.

Various staff at the Waimakariri District Council have been consulted with over the proposed site development. Many aspects relating to the development have been dealt with through the Land Use Consent application that is currently being processed through Council.

Servicing

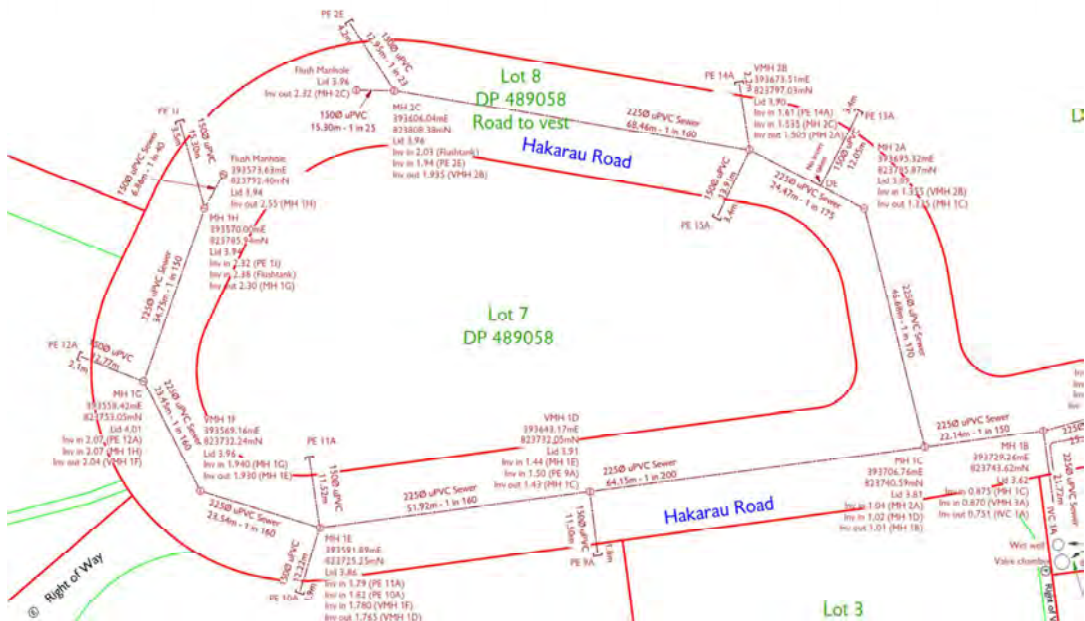
The road stopping will impact on existing servicing in the portion of road to be stopped. The following is initial assessment of servicing aspects. More detail design will be undertaken after confirmation is available that the road can be stopped.

Sewer

The existing sewer line in Hakarau Road splits where the new proposed new Road will head towards Smith Street.

The existing sewer line heading to the east within the portion of road to be stopped can be disbanded as it will not be servicing individual sites. Sewer within the development will be redesigned around the development.

The southern sewer line that will remain within Hakarau Road will remain untouched.



As-Built Sewer

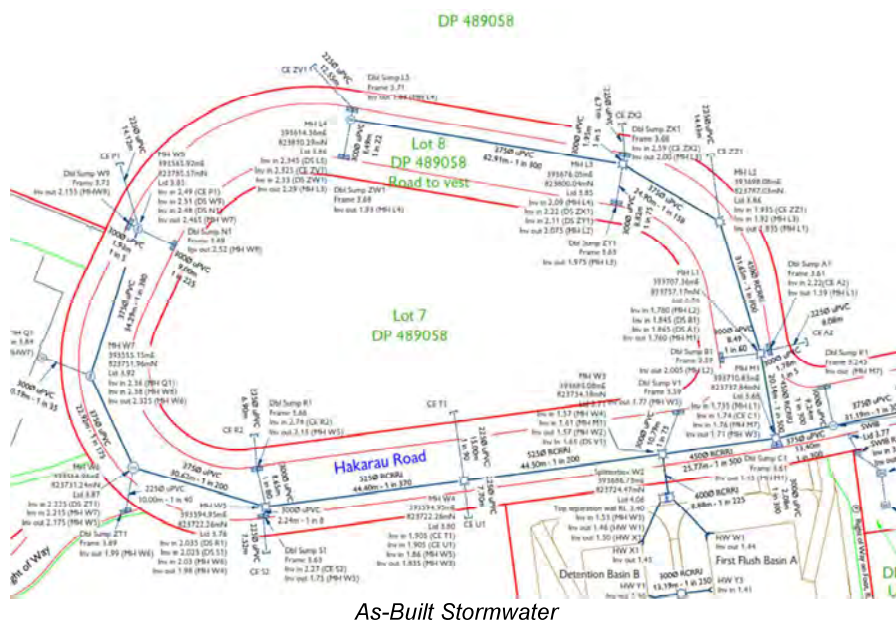


Stormwater

Like the sewer, the existing stormwater mains split where the new roading to Smith Street starts within Hakarau Road.

The northern portion of the existing stormwater main line within the portion of road to be closed, servicing the kerb and channel and land can be disbanded. The southern portion remaining in the road will be unchanged.

Servicing of the new road and development can be considered with the design of the onsite development.



Water

The water services within Hakarau Road consist of a ring main with Fire Hydrants within the carriageway and submains in the berms around the road. A new design will be required to realigning the water mains within the new road integrating the submains and fire hydrants. The design will be incorporated into the servicing design for the new on-site development.

Power and Telephone

Clampett Investments Limited are consultation with MainPower and Chorus over the power and telephone services for the overall development. Power and telephone services mains will need to be integrated into the realigned road and on-site development.



Can you kindly arrange for the process associated with the Road Stopping to commence. The applicants acknowledge other information may be required as this process is worked through and are willing to work in with Council to work through this process.

Yours sincerely

Misura

A handwritten signature in black ink, appearing to read "M Hanrahan".

Malcolm Hanrahan
Director

Cc – Clampett Developments

Application for Stopping Unformed Legal Road

To: Property Manager
 Waimakariri District Council
 215 High Street, Rangiora
 Private Bag 1005
 Rangiora 7440

Applicants Details

Name: Clampett Investments Ltd
 Postal Address: PO Box 36268 Merivale Chch
 Phone Number: _____ Mobile: 027 433 9001 (Jedd Pearce)
 Email address: jedd@plcgroup.co.nz

I/We request the Waimakariri District Council to consider the stopping of part/parts/the whole (delete as applicable) of the legal road in the Waimakariri District as described below:

1. Name or location of Road

Hakarau Road (Part – see attached plan)

2. The road adjoins or bisects my/our land described below:

Legal description of affected property: Lots 6 & 7 DP 489058

Valuation Reference Number: 217517-00600

Name of Registered Owners: Clampett Investments Ltd

*Please attach a plan of the area clearly showing the location of the property affected, the position of the road within or adjoining the property. Include any neighbouring properties that may be affected by the proposal to close the road.

3. Does the road provide legal access (frontage) to any other property? ~~Yes~~/No (delete one)

Legal description of affected property or properties:

Valuation Reference Number: _____

Name of Proprietors: _____

4. Have any other property owners been consulted and consented to this proposal?

No all other properties are owned by applicant. Some of the properties are leased and the lessees have been spoken to

5. How will legal access/frontage be provided if the road is stopped?

New Road to Smith Street

- 6. **Description of the Road Stopping Proposal Please provide details of the proposed road stopping so that we can better understand the potential effects of this proposal.**

See attached letter

- 7. **The applicant is required to check, and if applicable, obtain consent from service authorities (such as Enable, Mainpower etc.) before Council can assess the application.**

- 8. **The applicant is required to obtain consent from affected adjoining property owners.**

Please note:

- i. **Timeline:** The process can take anywhere from **one to three years** to conclude an application depending on the complexity of the individual road stopping. The length of time involved is partly due to the specific legislation that dictates how the Council must go about stopping the road before it can be sold.
- ii. **Cost to the Applicant:** Road Stopping is a formal legal process which involves some costs. These costs can make the stopping road a relatively expensive process (range from several thousand to tens of thousand dollars). Please be aware the costs are **payable to Council regardless the Road Stopping is successful or not**. Such cost includes (not limited to) staff time in processing the application, survey fees, LINZ fees, valuation fees, legal fees for both applicant and the Council, cost of public notification(if required), Environment Court hearing(if required), cost to obtain approval of Minister of Lands (in rural areas) and cost of purchasing the land.
- iii. **The legal framework:** Council must follow the correct legal framework in order to process a Road Stopping application. Applications are considered under either the **Public Works Act 1981** (limited public interest), or under the **Local Government Act 1974** (wider public interest) depending upon which legislation is relevant to your application.

Private Development Agreement

BETWEEN

Waimakariri District Council

AND

Clampett Investments Limited

DATE: **2021**

PARTIES

A. WAIMAKARIRI DISTRICT COUNCIL ("Council")

B. CLAMPETT INVESTMENTS LIMITED ("CIL")

BACKGROUND

- A. CIL is the owner of the Land and presently has a commercial development on the Land.
- B. CIL proposes to carry out a further subdivision of the Land to enable the establishment and operation of a comprehensive trade and large format retail centre on the Land ("Proposed Development"). Council has recently approved a land use consent and a further subdivision consent relating to the Proposed Development.
- C. As part of the Proposed Development, CIL requires the realignment of Hakarau Road out to Smith Street. In particular CIL requires that:
- (a) Certain portions of Hakarau Road be stopped and ownership transferred to CIL ("Road Stopping"), these areas are shown as the approximate areas outlined in black on the Plan attached at Annexure 1 to this Agreement ("Plan"), being an approximate area of 2,693 square metres (subject to survey) marked as "Lot 203" and an approximate area of 69 square metres (subject to survey) marked as "Lot 204" on the Plan (together called "Old Road"); and
 - (b) A new lot, which forms part of the Land, be created and this new lot, being an approximate area of 2,262 square metres (subject to survey) marked as "Lot 200" and shown outlined in green on the Plan ("New Road"), shall be vested or dedicated as road in Council ("Road Vesting").
- D. Council is the territorial authority with jurisdiction in respect of the Land and CIL, or its agent, has submitted an application to Council seeking approval for the Road Stopping of the Old Road, a copy of such Application being attached at Annexure 2 to this Agreement ("Application").
- E. As part of the requirements of the Resource Consent for the Proposed Development CIL is required to complete the construction of 616 carparks and associated landscaping for the Proposed Development ("Carparks"). CIL has requested that the construction of these Carparks be staged in accordance with the staging of the Proposed Development.

- F. As part of the requirements of the Resource Consent for the Proposed Development CIL is also required to terminate the existing water main which runs underneath the Old Road and construct a new water main (which shall connect to the existing water main located within the remaining portion of Hakarau Road) under the New Road and across Smith Street which will end at the approximate location on Tunas Street marked "x" on the plan attached at Annexure 3 to this Agreement ("Water Main Works").
- G. Council and CIL have reached agreement in relation to:
- (a) The costs, process and timing of the proposed Road Stopping and Road Vesting;
 - (b) The costs and timing of a separate process for the proposed vesting or dedication of the existing Segregation Strips as road which are currently held in the ownership of Waka Kotahi along the Smith Street frontage of the Land;
 - (c) The staging of the Carparks for the Proposed Development; and
 - (d) The completion of the Water Main Works by CIL,
- and accordingly now enter into this Agreement as a Development Agreement under sections 207A to 207F of the Act.

OPERATIVE PART

1 INTERPRETATION

1.1 Definitions

In this Agreement:

Act means the Local Government Act 2002;

Application has the meaning given in background recital D;

Carparks has the meaning given in background recital E;

Communication has the meaning given in clause 11.1;

Development Agreement has the same meaning as set out in section 197(2) of the Act;

Development Plan has the meaning given in clause 4.2;

Land means the land owned by CIL and situated at Hakarau Road, Kaiapoi, legally described as Lot 1, Lot 4, Lot 6 and Lot 7 Deposited Plan

489058 and comprised respectively in records of title 737881, 737884, 737886 and 737887;

Segregation Strips has the meaning given in clause 3.1;

New Road has the meaning given in background recital C;

Old Road has the meaning given in background recital C;

Plan has the meaning given in background recital C;

Proposed Development has the meaning given in background recital B;

Resource Consent means the applicable resource consent for the Proposed Development collectively being Resource Consent [], Land Use Consent RC205216 and Subdivision Consent 215278;

Road Stopping has the meaning given in background recital C;

Road Vesting has the meaning given in background recital C;

Waka Kotahi means the Waka Kotahi New Zealand Transport Agency;

Water Main Works has the meaning given in background recital F; and

Working Day has the same meaning as set out in the Property Law Act 2007.

1.2 Construction

Unless expressed to the contrary, in this Agreement:

- (a) a reference to any document includes a reference to that document as amended or replaced from time to time;
- (b) a reference to a statute or other law includes regulations or other instruments under it, and amendments or substitutions of any of them;
- (c) words in the singular include the plural and vice versa;
- (d) if a word or phrase is defined its other grammatical forms have corresponding meanings; and
- (e) *includes* means includes without limitation.

2 ROAD STOPPING AND ROAD VESTING

- 2.1 In order to facilitate the construction of the Proposed Development the parties have agreed that:

- (a) Council will, at the sole cost of CIL, use its best endeavours to undertake the required process to complete the Road Stopping of the Old Road as more specifically outlined in the Application;
- (b) CIL undertakes to sign all necessary documents and do all things required (including but not limited to obtaining any required consents) to assist Council in completing the Road Stopping of the Old Road;
- (c) CIL will, at the sole cost of CIL, undertake the required process to complete the Road Vesting of the New Road via a formal vesting or dedication process and shall accordingly be responsible for the construction and formation obligations of the New Road to the requisite standard at its sole cost; and
- (d) Council shall use its best endeavours to sign all necessary documents and do all things required (including but not limited to obtaining any required consents) to assist CIL in completing the Road Vesting of the New Road,

time being of the essence, to enable the Proposed Development to proceed.

2.2 The parties acknowledge that the Road Stopping and the Road Vesting must occur contemporaneously and be lodged for registration with Land Information New Zealand in the same property dealing. If this is unable to occur for any reason then the parties will work together to ensure that the interests of Council are adequately protected by taking all reasonable steps to ensure that either, at Council's option:

- (a) A suitable instrument is registered in favour of Council against the record of title to the Land, the terms of such instrument to be satisfactory to Council in its sole and absolute discretion, and such instrument will only be removed from the record of title to the Land following completion of the Road Vesting; or
- (b) The parties enter into a bond arrangement where CIL provides a cash bond to be held by Council or its Solicitor, the amount and terms of such bond arrangement to be satisfactory to Council in its sole and absolute discretion.

2.3 The parties acknowledge that as part of the required legal process relating to the Road Stopping (subject to the process being undertaken to complete the Road Stopping), objections may be received from the public and if these objections are upheld by a Council committee or the Environment Court then the Road Stopping will be unable to proceed and the parties shall have no further obligations under this Agreement except

for CIL's obligations to pay the relevant costs under clause 7 of this Agreement.

- 2.4 The parties acknowledge that Council is not giving any undertakings, warranties or representations as to the Road Stopping or Road Vesting process or any other matter dealt with in this Agreement and any such undertakings, warranties or representations implied by law are expressly negated and CIL shall make no claims in respect thereof.

3 **WAKA KOTAHI SEGREGATION STRIPS**

- 3.1 There are existing segregation strips held by Waka Kotahi along the southern boundary of Smith Street which presently prevent legal access to the Land from Smith Street. These presently:

- (a) Extend over the existing Smith Street entrance to the McKeown's service station located on that part of the Land being Lot 6 DP 489058;
- (b) Extend over the existing entrance to Hakarau Road from Smith Street; and
- (c) Extend over the proposed new entrance to Hakarau Road (via the New Road and as shown on the Plan) from Smith Street,

(together called "Segregation Strips").

- 3.2 The roading and intersection design and conditions were approved by Waka Kotahi for the Resource Consent. CIL is currently working through a process with Waka Kotahi to have the Segregation Strips vested or dedicated as road.
- 3.3 This Agreement and more specifically the completion of the Road Stopping and Road Vesting is conditional upon Council being entirely satisfied (in its sole and absolute discretion) that the Segregation Strips have or are to be vested or be dedicated as road. This condition is inserted for the sole benefit of Council.

4 **CARPARKS**

- 4.1 The Proposed Development requires the construction and formation of the Carparks by CIL to the standard required by Council at CIL's sole cost.
- 4.2 The parties have agreed that the construction and formation of the Carparks by CIL can be completed in a staged manner in accordance with the staging of the Proposed Development more particularly set out in the plan attached at Annexure 3 to this Agreement ("Development Plan") on the basis that the areas marked A, B, E, and F on the Development Plan

shall only require the construction and formation of the Carparks and landscaping within their respective defined area.

5 WATER MAIN

5.1 The parties have agreed that CIL shall complete the Water Main Works at its sole cost and to the standard required by Council as part of its completion and construction of the Proposed Development.

5.2 It is acknowledged that whilst the basis of the Water Main Works is broadly set out in background recital F of this Agreement, the final depth and alignment of that part of the Water Main Works which require the installation of a new water main shall be required to be agreed to by the parties.

6 TERM

6.1 Unless the parties agree otherwise in writing and subject to clause 14.1(a), this Agreement terminates on the date on which all actions, undertakings, or obligations agreed to by each of the parties under this Agreement have been fulfilled.

6.2 In the event that this Agreement terminates CIL's obligation and requirement to pay the relevant costs set out in clause 7 of this Agreement shall remain and this requirement shall not be at an end.

7 COSTS

7.1 CIL shall be liable to pay and/or reimburse Council for all costs, expenses and disbursements incurred in relation to the Road Stopping and the Road Vesting, including but not limited to costs relating to Council staff time in processing the Application, survey fees, consultant fees, LINZ fees, valuation fees, legal fees of CIL and Council, costs of public notification (if required), costs of an Environment Court hearing (if required), costs to obtain the approval of the Minister of Lands (in rural areas) and the costs of transferring ownership of any land as required. For the avoidance of doubt, CIL shall also be liable to reimburse Council's reasonable legal costs incurred in the preparation and negotiation of this Agreement upon the production of valid invoices.

7.2 The costs described in clause 7.1 above are payable by CIL regardless of whether the Road Stopping is successfully completed or not.

8 GOOD FAITH

- 8.1 Each of the parties agrees to use its reasonable endeavours to achieve implementation of this Agreement and to act in good faith in meeting its respective responsibilities under this Agreement.

9 COUNCIL ACTING AS TERRITORIAL AUTHORITY

- 9.1 CIL acknowledges and accepts that:

- (a) Council, in its capacity as a territorial authority, is required to carry out its statutory consent functions under legislation including the Local Government Acts 1974 and 2002, the Building Act 2004 and the Resource Management Act 1991, in accordance with the provisions of those and other statutes;
- (b) The granting by Council of any consent or approval, as territorial authority under any or those Acts or any other legislation, will not of itself be deemed to be a consent or approval by Council under this Agreement; and
- (c) Council is bound by statutory obligations to exercise its powers, including discretionary powers and duties under the Local Government Acts 1974 and 2002, the Building Act 2004 and the Resource Management Act 1991 or any other legislation, without regard to any relationship it may have with CIL under this Agreement.

10 RESOLUTION OF CONFLICT

- 10.1 The parties agree to manage the potential for conflict through a commitment to:

- (a) Considering, investigating and resolving issues, wherever possible before they arise but at all times in a timely and transparent manner that maintains the integrity, professionalism and statutory responsibilities of each party; and
- (b) Meeting regularly to ensure that both parties are informed of issues and that relevant information sharing occurs. It is recognised that from time to time, information may need to remain confidential (including for legal privilege or in respect of Council's regulatory responsibilities).

- 10.2 Where a conflict or difference of opinion cannot be resolved between parties and the parties have used all reasonable endeavours to resolve the dispute, an agreed independent mediator can be engaged to help the parties resolve the dispute.

- 10.3 If any conflict or difference of opinion cannot be resolved by mediation or by other agreement within fifteen (15) Working Days of the written particulars being given (or any longer period agreed by the parties), the matter in dispute shall be submitted to an arbitrator who shall conduct the arbitral proceedings in accordance with the Arbitration Act 1996, including any statutory variation or replacement.
- 10.4 If the parties cannot agree on an arbitrator to conduct the proceedings, an arbitrator shall be appointed by the President or Vice President for the time being of the New Zealand Law Society, Canterbury-Westland Branch. That appointment shall be binding and subject to no appeal (Article 11 of the First Schedule of the Arbitration Act 1996 as varied accordingly).
- 10.5 CIL acknowledges and agrees that this clause is not intended to, and does not, bind Council to submit to arbitration in respect of any matter which is, or is potentially, in the nature of any of the things set out in clause 9.

11 NOTICES

- 11.1 Each notice, agreement and other communication ("Communication") to be given, delivered or made under this Agreement is to be in writing but may be sent by personal delivery, by post or by email.
- 11.2 Each Communication under this Agreement is to be sent to the address or email address of the relevant party set out below or to any other address from time to time designated for that purpose in writing by either party:

Waimakariri District Council

Address: xx
 Email address: xx
 Attention: xx

Clampett Investments Limited

Address: xx
 Email address: xx
 Attention: xx

- 11.3 A Communication under this Agreement will only be effective:
- (a) In the case of a personal delivery, when delivered;
 - (b) If posted or delivered to a document exchange, three (3) Working Days, after posting (by airmail if to another country) or delivery to the document exchange; and

- (c) If emailed when the email has been transmitted, unless a return email is received by the sender stating that the addressee's email address is wrong or that the message cannot be delivered.

12 **AMENDMENT**

- 12.1 This Agreement may only be amended with the written agreement of both parties.

13 **FURTHER ASSURANCES**

- 13.1 Each party will sign any document and use its best endeavours to do all things reasonably requested by the other party to obtain the full benefit of this Agreement.

14 **BREACH**

- 14.1 If CIL at any time commits or suffers to occur or continue any material breach of this Agreement and such breach is not capable of remedy, or if capable of remedy is not remedied within ten (10) Working Days of written notice from Council requiring remedy, then without prejudice to any other rights or remedies Council may have at law or equity or otherwise, Council may do any one or more of the following:

- (a) At its discretion suspend or terminate this Agreement;
- (b) Bring a claim against CIL;

and, CIL shall be liable for any and all claims, damages, liabilities, losses or expenses howsoever and whenever arising suffered or incurred by Council in connection with the breach. This includes, without limitation, liability for indirect, consequential or special loss, loss of profit, increased costs incurred, however arising, and whether under contract, in tort (including, without limitation, in negligence), or otherwise, and includes without limitation costs on a full indemnity basis.

- 14.2 Material breach includes without limitation the occurrence of any thing or matter which Council considers gives rise to valid concerns about CIL's solvency or CIL's ability or willingness to fulfil its obligations in a timely fashion under this Agreement.

15 **COUNTERPARTS**

- 15.1 This Agreement may be executed in any number of counterparts, each signed by one or more parties, each of which will be deemed an original and all of which taken together will constitute one and the same agreement.

- 15.2 A facsimile copy or scanned and emailed PDF copy of this Agreement, showing a representation of the signature of a party, will be deemed to be an original counterpart copy of this Agreement.

16 **CONFIDENTIALITY**

- 16.1 Each party will keep confidential the existence and terms of this Agreement and all information made available by or on behalf of the other party under or in relation to this Agreement and must not disclose the existence or content of this Agreement or any related information to any third party, subject to the following permitted exceptions:

- (a) Disclosure is required by law or regulation or internal regulatory process (especially the Local Government Official Information and Meetings Act);
- (b) Disclosure to professional advisers and consultants, provided that the disclosing party requests the recipient to maintain confidentiality on the same terms with the necessary modifications;
- (c) Disclosure to officers, staff, and contractors (where reasonably considered necessary or obligatory by the disclosing party) provided that the disclosing party requests the recipient to maintain confidentiality on the same terms with the necessary modifications; and
- (d) Disclosure of information which is already in the public arena (as fact and not merely speculation), otherwise than by reason of breach by the party claiming the benefit of the exception.

- 16.2 Council may, but shall not be obliged to, take legal advice as to whether disclosure is or may be required by law or regulation or internal regulatory process (especially the Local Government Official Information and Meetings Act) and in such case such disclosure, where consistent with the advice, is permitted.

17 **NO SURPRISES**

- 17.1 Where communication with third parties or the public is required, both parties will adopt a "no surprises" approach and keep the other party informed and CIL will obtain Council's consent in writing prior to the communication being made, and Council will make all reasonable efforts to consult with CIL prior to the communication being made.

18 **INVALIDITY AND SEVERANCE**

- 18.1 If any provision of this Agreement is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining

provisions will not in any way be affected or impaired. The parties will nevertheless negotiate in good faith in order to agree the terms of a mutually satisfactory provision, achieving so nearly as possible the same commercial effect, to be substituted for the provision so found to be void or unenforceable.

19 RELATIONSHIP BETWEEN PARTIES

19.1 Nothing in this Agreement may be construed as creating a relationship of partnership, of principal and agent, trustee and beneficiary, or of joint venturers, nor giving rise to any fiduciary obligation or duty on the part of Council to CIL. No party has any authority to bind any other party or act on its behalf, except to the extent expressly provided for, or warranted, in this Agreement.

20 TRANSFER OF RIGHTS AND OBLIGATIONS

20.1 This Agreement is for the benefit of the parties, namely CIL and Council.

20.2 Council agrees that CIL may sell the Land or transfer development rights related to the Land, subject to CIL having performed all of CIL's obligations under this Agreement up to the date of such sale or transfer and the entry by the transferee or assignee into a deed of adherence in favour of Council pursuant to which the transferee or assignee undertakes to comply with the terms of and perform CIL's obligations under this Agreement.

20.3 CIL shall not assign or dispose of any part of, or the whole of, its right and interests under or in this Agreement or the Land, without complying with clause 20.2 of this Agreement (which shall apply with any necessary modifications). This restriction extends to any arrangement or transaction or series of transactions which has the effect (whether legally or in substance) of changing the effective management or control of CIL.

EXECUTION as an Agreement

Signed for and on behalf of **Waimakariri District Council** by its duly authorised agent in the presence of:

Signature of Witness

Name of Witness

Private Development Agreement

Occupation

City/Town of residence

Signed for and on behalf of **Clampett Investments Limited** by:

Director

Director

DRAFT

ANNEXURE 1 – PLAN SHOWING THE LAND

DRAFT

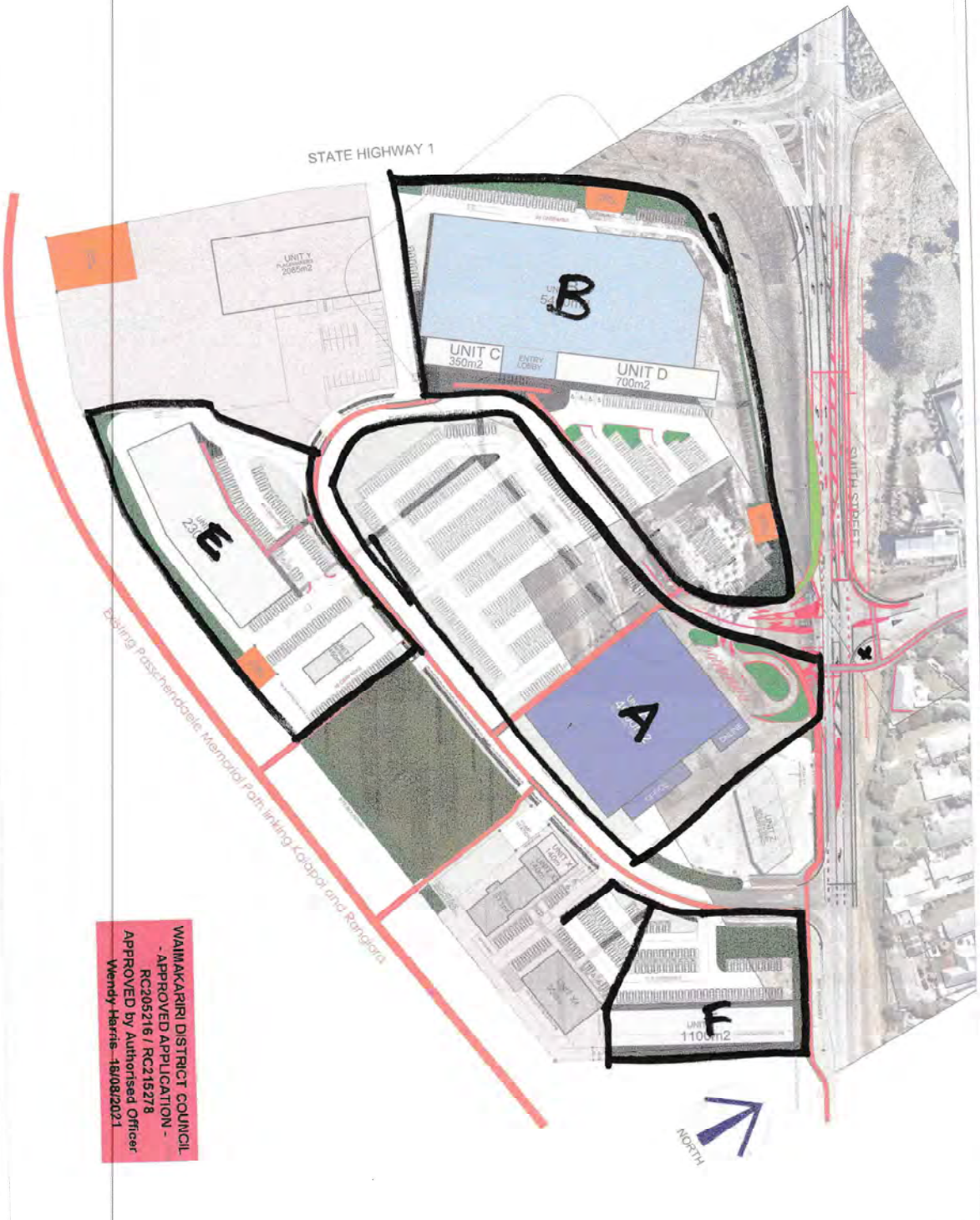
**ANNEXURE 2 – APPLICATION TO COUNCIL FROM CIL REGARDING
STOPPING OF HAKARAU ROAD**

DRAFT

ANNEXURE 3 – DEVELOPMENT PLAN

DRAFT

Smith Street - Updated Road and Site Layout and Cycle Connectivity



WAIMAKARIRI DISTRICT COUNCIL
 - APPROVED APPLICATION -
 RC2052161 / RC215278
 APPROVED by Authorised Officer
 Wendy Herrie - 16/08/2021

Urbis PD Limited
 Level 1, 30 Southview Street
 Christchurch 8145

Key	Date	Description
V1	22/07/2020	Urbis's Parking
V2	23/07/2020	Urbis's Parking
V3	14/07/2020	Urbis's Parking
V4	19/11/2020	Urbis's Parking
V5	29/04/2021	Urbis's Parking
V6	16/08/2021	Urbis's Parking

General Note

Sourced from:
 - Credits Architecture
 - Approved Development - Warrick Junction - Smith Street, Rangiora
 Date - 20/05/17
 Job No. 111028
 Revision: 1

Road layout is adopted from aerial imagery.
 All dimensions to be confirmed on site.
 All footpath markings will be under Australian accordance with AUSTSAA Part 7.
 Cycle path shown in orange.

Date: 28/05/2021
 Drawn by: Ihab Ayad
 Checked by: Roy Edwards
 Scale: 1:500 (A3)
 Sheet: 1 of 1
 Job No.: 239202

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Trim number 210819135927


REPORT TO: Council

DATE OF MEETING: 7 September 2021

AUTHOR(S): Vanessa Thompson – Business and Centres Advisor and Simon Hart – Business and Centres Manager on behalf of the Town Centre Strategies Implementation Programme Working Group

SUBJECT: Six Month E-scooter trial in the Waimakariri District

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



 Department Manager



 Chief Executive
1. SUMMARY

- 1.1 The purpose of this report is to seek approval from Council to conduct a six month trial of e-scooter share services in the Waimakariri District, primarily servicing the townships of Rangiora, Kaiapoi, Woodend and Pegasus. A maximum of 400 e-scooters are proposed for deployment throughout the trial.
- 1.2 The trial is proposed for October/November 2021 to March/April 2022.
- 1.3 Flamingo Scooters are the commercial operator for this project and will be managing all operational aspects of the trial.
- 1.4 This report includes an outline of the key trial parameters including general operational, safety and evaluation/reporting considerations.
- 1.5 Select engagement was undertaken with the Waimakariri Access Group, Age Friendly Waimakariri and the Youth Council so their concerns could be reflected in the trial planning. As a result some geo-fencing restrictions around scooter access are proposed to mitigate any perceived safety issues.
- 1.6 The trial presents an opportunity to explore the impact of commercial hire e-scooters and to assess whether there is a pace for this technology in the district as an alternative transport solution, and one that helps alleviates pressure on town centre car parking.
- 1.7 The presence of more e-scooters in the district (from increased private ownership or through the presence of a non-sanctioned commercial operator) could occur in the future, especially as e-scooters become more affordable. Council should be taking a proactive approach in managing the presence of this technology and its operators to help control the impact on our communities and public spaces.
- 1.8 Future government decisions around Waka Kotahi's Accessible Streets package and its proposed land transport rule changes (to improve safety and accessibility for road/footpath users) may provide more controls to help regulate e-scooter use within the district.

Attachments:

- i. 210713113742 E-Scooter Restriction Zones
- ii. 210630106123 E-Scooter Preferred Parking Sites
- iii. 210819135959 Operator Code of Practice DRAFT

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210819135927;
- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They have pre-approved Flamingo Scooters as the e-scooter share operator and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.3 to 4.4;
- (c) **Notes** that on 4 May 2021 Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by Flamingo Scooters, noting that details of any trial parameters would be brought back to Council at a later date for consideration toward formal approval;
- (d) **Notes** that the Community Boards have supported the trial and any feedback has been addressed (where possible) in the trial conditions outlined in clauses 4.3 to 4.4;
- (e) **Notes** that pre-engagement was undertaken with the Waimakariri Access Group, Age-Friendly Waimakariri and the Youth Council and their feedback has been addressed (where possible) in the trial conditions outlined in clauses 4.3 to 4.4;
- (f) **Notes** the proposed trial period of six months from October/November 2021 to March/April 2022;
- (g) **Notes** that a maximum of 400 e-scooters will be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus;
- (h) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.3.6;
- (i) **Notes** that some key safety considerations for the trial are identified at clause 4.4;
- (j) **Notes** that Flamingo Scooters will be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution is required from Council;
- (k) **Notes** that at the conclusion of the trial, a full report will be brought back to the Community Boards and Council providing feedback including relevant qualitative and quantitative data related to e-scooter use and community perceptions;
- (l) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating permits to commercial operator/s, but that any such recommendation will be subject to Community Board feedback and the approval of Council;
- (m) **Approves** the six month trial of up to 400 e-scooters in the Waimakariri District with Flamingo Scooters as the service provider.

3. **BACKGROUND**

- 3.1 In late November 2019, staff received a request from the Kaiapoi Promotions Association to trial fifty hire e-scooters at their Kaiapoi Christmas Carnival and Santa Parade in early December. At the time, the Management Team declined approval given the very short notice period and the number of considerations that would need to be worked through.
- 3.2 Staff submitted an application to Waka Kotahi's 'Innovating Streets for People' fund on 3 July 2020 to undertake a trial of e-scooters/e-bikes in Rangiora and Kaiapoi. The intention was to progress an action in the Rangiora Town Centre Strategy Blueprint to 2030+, to further Council's commitment to sustainability in relation to transport as well as support the Kaiapoi Promotions Associations' earlier request. Staff were unsuccessful with the application, however funding was instead allocated to another school based project run by the Rooding Unit.
- 3.3 The Rangiora Town Centre Strategy Blueprint to 2030+ was adopted by Council on 7 July 2020. The idea of alternative transport modes for the district was imbedded as Major Project 9 which outlined an action over the short to long term: *work with providers and partners to facilitate the use of alternative transport modes, including future transport technologies, through provision of an appropriate built environment and regulatory framework.*
- 3.4 At a Council briefing on Tuesday 27 October 2020, Councillors approved staff continuing to progress an e-scooter trial with oversight from the Town Centres Strategies Implementation Programme Working Group (TCSIPWG) to work through a range of trial parameters before any formal report was brought back to Council. The intention was to complete a trial of e-scooters in the Waimakariri District for a six month period from October 2020 to March 2021.
- 3.5 At the approval of the TCSIPWG, a formal Request for Proposal (RFP) process was undertaken across late December 2020 to 12 February 2021 to canvas interest from commercial operators. An RFP document was released to five providers: Flamingo, Lime/Jump, Neuron, Bean and Lava. Only one proposal was received by the submission deadline date.
- 3.6 Staff and TCSIPWG members assessed the proposal in late February 2021 according to the RFP evaluation criteria. The commercial supplier was deemed a suitable provider and met the pre-condition requirements. Staff were approved to continue conversations with the Flamingo Scooters (Flamingo) to outline some key considerations before the full trial parameters were brought back to Council for formal approval.
- 3.7 Staff conversed with Selwyn District Council (SDC) in late 2020 regarding their trial of hire e-scooters in the Selwyn District. SDC approved a trial of both Lava and Lime e-scooters in 2019 covering a period from 12 December 2019 to 31 July 2020, which included Prebbleton, Lincoln, Rolleston, Izone Drive and Burnham. SDC opted to operate the trial under a 'no cost' model to the commercial operator so the Council could use the trial as an opportunity to collect data. SDC's trial was deemed successful, with only a small number of complaints being received – all resolved to the Council's satisfaction. In total, 300 e-scooters operated successfully throughout the trial's duration, 100 for Lava and 200 for Lime. Data collected throughout the trial illustrated an ongoing and continued growth for e-scooter popularity until the March to May 2020 Covid 19 lockdown period which affected subsequent uptake. In total, 22,000 e-scooter trips occurred in Selwyn throughout the trial's duration. Following the trial, Selwyn District Council issued yearlong permits to both Lava and Lime (which expire 31 July 2021) to operate hire e-scooters in the district under a fee paying model.
- 3.8 On 4 May 2021 Council approved 'in principle' a district trial of up to 400 e-scooters noting that under this scenario Flamingo would cover all trial infrastructure and operational costs and there would be no expectation of a significant financial contribution by Council.
- 3.9 In May and June staff engaged with the Waimakariri Access and Age Friendly Groups as well as the Youth Council so their feedback could be considered and reflected (where

appropriate) in any trial planning. Their feedback is included in the issues/options section of this report.

- 3.10 From mid-July to early August staff sought Community Board feedback on the proposed e-scooter trial and all Community Boards were supportive of the trial with board member feedback (where possible) being implemented as part of any trial conditions for the district.

4. **ISSUES AND OPTIONS**

4.1. ***Legislation and Controls***

- 4.1.1. Under current legislation, e-scooters are permitted to travel on foot paths and the road. E-scooters can travel on shared paths and cycle paths if permitted by a road controlling authority but are not allowed to travel in cycle lanes (on the road).
- 4.1.2. Council has no current mechanism for preventing commercial hire e-scooter companies conducting their business activities in the district without Council permission. While the Parking Bylaw 2019 (clause 7) provides an ability to issue penalties and infringement notices for e-scooter parking that causes pedestrian obstruction or obstacles, Council cannot restrict the full operation of an e-scooter business within the bylaw as it currently stands. Staff would need to explore any available mechanisms for controlling commercial hire e-scooter businesses accessing public land through proposed Bylaw changes.
- 4.1.3. In March 2020, Waka Kotahi (NZ Transport Agency) undertook the 'Accessible Streets' public consultation which proposed (effecting e-scooters) to limit speed to 15km per hour on footpaths, and to allow e-scooters access to cycle lanes and cycle paths. The Government's decision on the Accessible Streets proposed legislation changes has not yet been determined and is expected sometime in 2021. However, any decision in line with Waka Kotahi's original proposed changes will help local authorities in placing some controls around the ways e-scooters access public spaces (especially footpaths) within the district.
- 4.1.4. It is worth noting that the presence of more e-scooters is likely to arrive in the Waimakariri district in some form (whether via increased private ownership as e-scooters become more affordable or through the presence of commercial operator/s) within the foreseeable future. It is recommended that Council take a proactive approach to manage the potential presence of more e-scooters on our roads and streets, and to work with companies to create an environment which better plans for and manages the impact on our communities.

4.2. ***Flamingo Scooters***

- 4.2.1. A full report detailing information about Flamingo and their proposed operational methods for the trial can be found at trim 210315043542.

4.3. ***Proposed Trial Parameters***

- 4.3.1. The proposed trial timeframe is intended to cover October/November 2021 to March/April 2022 under the Flamingo partnership and 'no rent' model applied by Council. This means Council can use the trial as an opportunity to collect data and assess the future viability of semi-permanent commercial e-scooter operations

within the district before applying any commercial rent scenario for third party access to public land.

- 4.3.2. Flamingo has worked with staff to assemble a distribution list of the locations for the placement of up to 400 e-scooters across the district, spread amongst Rangiora, Kaiapoi, Woodend and Pegasus. Approximately 50 locations in Rangiora, 32 in Kaiapoi, 12 in Woodend and 20 in Pegasus. From 2-6 e-scooters will be placed at each location. The locations/e-scooter numbers will be updated periodically throughout the trial depending on use/trip patterns to ensure the majority of locations are concentrated in high usage areas.
- 4.3.3. Riders must download the Flamingo App from either the Apple App or Google Play stores to access the e-scooters. The Flamingo App provides a way for riders to sign up, complete training courses, find and unlock e-scooters, report problems and contact customer support.
- 4.3.4. Typical e-scooter hire hours are between 5am-7am and 9pm. However, some e-scooters will be available for public hire 24/7 depending on whether they need overnight charging or not, i.e. are not removed from the street.
- 4.3.5. For general riders a \$1 flat unlocking fee plus 38 cents per minute of riding time, will apply. Students, gold card and community services ID/card holders are entitled to a riding fee of 30c per minute with no unlocking fee.
- 4.3.6. Geo-fencing enables a range of controls or restrictions to be applied to e-scooter use linked to mobile phone GPS technology, i.e. the rider's mobile phone. Geo-fencing restrictions will be applied to respond to some of the control/safety issues identified by staff, the Community Boards and pre-engagement groups. The following table includes the proposed geo-fenced restrictions:

<i>Area</i>	<i>Coverage</i>	<i>Apply a no-go zone</i>	<i>Apply preferred parking zone</i>	<i>Apply a no-parking zone</i>	<i>Apply speed restrictions</i>	<i>Special Access Areas</i>	<i>Notes</i>
RANGIROA							
Rangiora	Outside the natural town boundary	Y					E-scooter access primarily contained within the natural town boundary
Rangiora Airfield	Merton Road, Fernside	Y					This is outside the natural town boundary so should automatically be excluded
High Street	Between Durham and Ivory/Ashley	Y					High pedestrian area
High Street	High Street between King and Durham				Y – 15km		High pedestrian area
Conway Lane	Between High Street and the Service Lane			Y	Y – 15km		High pedestrian area
Good Street	Between High Street and				Y – 15km		High pedestrian area

	the Service Lane						
Mini laneways to High Street	Excludes Good Street and Conway Lane			Y	Y- 15km		High pedestrian area
Service Lane	Entire footpath area				Y – 15km		High pedestrian area
215 High Street and 139 Percival Street	Council Service Centre and Rangiora Library				Y – 15km		High pedestrian area
Alfred Street	Between Percival and Victoria Streets				Y – 15km		High pedestrian area
Railway tracks	Rangiora wide			Y			Where roads intersect within the streets
BNZ Corner (70 High Street)	Western side of the site		Y				See attachment i & ii
215 High Street (Rangiora Service Centre)	Designated section on the paved area		Y				See attachment i & ii
Passchendaele Memorial Cycle Path	Entire path					Y	To allow e-scooter access between Rangiora and Kaiapoi
Rangiora-Woodend Cycle Path	Entire path					Y	To allow e-scooter access between Rangiora and Woodend
KAIAPOI							
Kaiapoi	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Pines Beach, Kairaki Beach and Waikuku Beach	Entire settlements and access roads	Y					Scooter access contained to the Kaiapoi township
Kaiapoi Marine Poontoons/Wharf	Entire areas	Y					Not suitable for access
Banks of the Kaiapoi River	Area in immediate proximity to the Kaiapoi River			Y			Not suitable for parking
Stopbanks	Pathways (and generally)			Y			Not suitable for parking

Williams Street	Between Hilton and Sewell Streets				Y – 15km		High pedestrian area
176 Williams Street (Ruataniwha Kaiapoi Civic Centre)	Adjacent to river facing side of the building		Y				See attachment i & ii
1 Tom Ayers Drive (Paris for the Weekend Café site)	Designated area adjacent to the roadside		Y				See attachment i & ii
WOODEND							
Woodend	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Main North Road - North	Main North Road (from Chinnerys Road intersection)	Y					E-Scooters will be restricted due to limited road shoulder access on this section of Main North Road (SH1)
Main North Road - South	Main North Road (from Rangiora Woodend Road intersection)	Y					E-Scooters will be restricted south on Main North Road past Rangiora Woodend Road
School Road	Designated area in front of the Council owned toilet block		Y				See attachment i & ii
51 Main North Road	Designated area on the lawn in front of The Woodend Tavern		Y				See attachment i & ii
PEGASUS							
Pegasus	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Pegasus Boulevard	West at the intersection	Y – initial					Primarily contain e-scooters to the

	with Mapleham Drive and Te Haunui Lane	six week period					Pegasus township/Pegasus Golf and Sports club vicinity
Pegasus Boulevard Roundabout		Y – initial six week period					E-Scooters will be restricted access past the Main North Road/Pegasus Boulevard roundabout for six weeks but then potentially made accessible for the remainder of the trial, i.e. once the community are familiar with using the e-scooters.
67 Pegasus Main Street	Designate section on the paved area		Y				See attachment I & ii
Gladstone Road	Entire Road					Y	To accommodate Woodend/Pegasus access
Tiritiri Moana Drive	Entire Road to beach area carpark					Y	To provide access to the beach

4.3.7. The performance of the geo-fenced restrictions will be monitored by staff over the course of the trial and can be amended as necessary based on any operational/safety considerations and community or elected member feedback.

4.4. **Safety considerations:**

- E-scooter models:

MAX: This model is a rear wheel drive e-scooter which increases rider stability. The scooter features a front hub brake and rear electronic brake. Other safety features include a 2.5W LED headlight, a red tail light, reflectors on the main frame. There is also a warning bell, which can easily and safely be operated while riding. Both the headlight and the tail light are on for the entire trip, while in motion or stationary.

ES: This model includes an electronic front brake with an anti-lock braking system, a 1.5W LED headlight, red tail light, reflectors on the mainframe and a manual back brake. A warning bell is also fitted which can easily and safely be operated while riding.

Both scooters are kick started, meaning they require the rider to reach at least 3km/h before the throttle can be used. Each scooter will be equipped with a device that allows them to report back to Flamingo's mainframe platform. The device will measure: location, speed, status, the batter charge plus more. The device will also alert the operator if the scooter falls over or detects tampering.

- Age Restriction: Riders will only be able to create a user account (on the Flamingo App) if they are over 18 years of age.

- Helmets: Helmets are not legally required for e-scooter riders. However, free helmets will be provided by Flamingo at the rider's request on receipt of the postage fee.
- Preferred Parking Locations: While the e-scooters can be parked anywhere (except in the designated 'no parking' zones) preferred parking areas have been identified in Rangiora, Kaiapoi, Woodend and Pegasus for riders who wish to park in preselected locations. These sites will be visible via the Flamingo App.
- Correct Parking Behaviour: E-scooter riders are required to take a photo of their parked e-scooter and upload it to Flamingo's mainframe platform before they can finish their riding experience. The photo is then assessed by their staff as 'acceptable' or 'unacceptable'. Unacceptable ratings include e-scooters that have been parked: blocking a footpath, emergency utilities, general entrances, or if the e-scooter is not fully observable in the photo; or where the quality of parking cannot be determined properly. If a rider parks an e-scooter inappropriately, then they are required to complete an in-App training video providing more parking training. Riders who continue to violate parking rules will have their accounts suspended or cancelled.
- Staff: Flamingo propose to employ up to 20 locals to act as staff. The local staff are responsible for deploying e-scooters in the morning to their locations (between the hours of 5am-7am) and then collecting any e-scooters that need charging after 9pm each night. The staff will make themselves available to assist with any emergency/imminent safety operational issues that might require a quick response. In general there will be a two hour response timeframe to resolve any urgent issues, this is the standard response time of Flamingo's other Council contracts across New Zealand.
- Accidents/Incidents: Flamingo App riders can report any health and safety matters/incidents from the home page of the Flamingo App, or they can contact the Flamingo's customer support team directly. All incidents reported during the trial will be shared with Council.
- Complaints: All complainants will primarily be directed to Flamingo's customer support centre. They will respond to all queries or complaints promptly, or within a maximum timeframe of 24 hours. However, all Council referred/escalated complaints will be responded to within 12 hours (except emergency issues). A record of all complaints and response actions will be provided to Council staff on request.
- Code of Practice: Throughout the trial, Flamingo will be required to adhere to the Waimakariri District Council's 'Code of Practice' for e-scooter trading operations within the district. The code of practice will form part of the trading permit documentation that is issued by Council. The Code of Practice is based on the 'Wellington City Council Code of Practice for Electric Scooter Share Schemes', with their permission.

4.5. ***Evaluation and Reporting:***

- 4.5.1. The following things will be monitored/measured throughout the trial:
- Total number of scooter rides and average trip duration for the district
 - Trips per township
 - % utilisation of e-scooters of available trip time and how this compares to usage elsewhere

- Where possible, % replacement of car trips
- Demographics of riders
- Most popular trips (highest utilisation areas)
- Weekly reporting of incidents, investigations and any corrective measures
- Any operator software, hardware or operational issues
- Complaints received via Flamingo or the Waimakariri District Council and the respective response times/actions

4.5.2. Some key indicators of a successful trial will include:

- Trial is free of any serious health and safety incidents
- Any complaints received are resolved in a timely and satisfactory manner
- Replacement of car trips
- Reasonable e-scooter uptake over the course of the trial
- The majority of public perception is positive towards e-scooters post trial
- General desire by the majority public to retain e-scooters in the district

4.5.3. Staff will complete a report following the trial providing a comprehensive assessment based on data collected from Flamingo's mainframe platform (which staff will have access to), general trial observations by staff and any other anecdotal/community feedback received during the trial. Any concluding report may include a recommendation to continue hire e-scooters in the district on a semi-permanent basis via the issuing of annual operating permit/s to selected providers, depending on the assessment findings.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The scooter trial does pose more risk for elderly or physically impaired community members by nature of the competing use of footpath space. The geo-fencing restrictions tabulated at clause 4.3.6 attempt to address some of the engagement concerns previously raised by directly affected community groups (clause 5.5.2).

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Staff have pre-engaged with the Waimakariri Access Group, Age Friendly Waimakariri and Youth Council to gather some initial feedback so this can be considered as part of the trial framework that is put in place. Grey Power also submitted a letter to the Mayor and Councillors on hearing about the proposed trial.

Of interest, neither Christchurch City Council nor the Selwyn District Council conducted any significant engagement with directly affected groups before launching trials in their districts (CCC = 3 month trial and SDC = six months trial).

Staff comments in relation to the feedback are italicised.

Waimakariri Access Group (see trim letter 210803126680)

- General concern about the trial, the full group is not likely to support it.

- Worried about general safety issues, i.e. low vision or hearing impaired community members or those who may not be steady on their feet intermingling with e-scooters on footpaths and the collision possibilities, especially when exiting shops/premises.
- Concern about e-scooter riders crossing at the Pegasus/Ravenswood roundabout due to perceived/real safety issues.
- Concern about the width of some existing footpaths, multiple items already on the footpaths (signage, wheelie bins, pedestrians etc.) and the stability/smoothness of the ground on existing paths.
- The need to inform the public adequately if an e-scooter trial is confirmed.
- Concerned that e-scooters are not legally allowed on roads or dedicated cycle ways and therefore have to keep to pedestrian footpaths.
- Concern as to whether e-scooter riders will stick to the speed limits.

As outlined in clause 4.3.6, geo-fencing restrictions/controls will be applied to operational aspects of the trial to better manage any community risks associated with the use of e-scooters on our streets and their potential interaction with pedestrians. Access across the Pegasus/Ravenswood roundabout will be restricted for the first six weeks of trial enabling community members to get used to the technology before access is made available to allow e-scooter travel between Ravenswood and Pegasus. The roundabout does already include provision for crossings (e.g. pedestrians, bicycles, e-scooters) on its south side.

E-scooters are legally allowed on the road currently (except in cycle lanes) which may encourage those wishing to travel at higher speeds to vacate the footpaths. In areas that are geo-fenced for speed restrictions (i.e. the 15km speed zones) the scooter automatically slows down to the required speed limit which is triggered by GPS and cannot be overridden by the rider.

A three week communications campaign will be launched before the trial commences in order to educate the community about the trial opportunities and considerations.

Age Friendly Waimakariri (see trim letter 210630106237)

- The group are not supportive of the trial in general.
- They are perplexed as to why Council wants to go ahead with a trial given that anyone can purchase an e-scooter if they wish to. They see no advantage in Council undertaking a trial.
- They believe there is no evidence to date in New Zealand that the uptake of e-scooters reduces the use of private vehicles on the roads.
- Concern over the existing congestion of our town centre streets due to narrow footpaths in some areas and the presences of advertising signage, tables/chairs, etc.
- Concern over the presence of e-scooters in High Street on top of other footpath users like pedestrians, cyclists, skateboarders, mobility scooters etc.
- Concern about e-scooters riders not concentrating while wearing headphones and not paying enough attention to their environment.
- Concern about the risk of collision related falls/injury which could cause significant harm to elderly members of the community.
- Concern about the safety of e-scooter riders who won't have to wear a safety helmet, even if travelling at speed on the roads.

If Council goes ahead with the trial, they would like to see:

- Staff providing informed and comprehensive monitoring and measuring of the trial to clearly indicate how Council/Flamingo intend to mitigate any potential issues.
- That speed limits be put in place on footpaths and in the respective shopping areas.
- That Council and Flamingo undertake an education campaign to reassure the public what safety measures are put in place, who is responsible for monitoring and enforcing the safety measures, who is ultimately accountable, along with the measures that will determine any potential introduction of e-scooters as a mainstream transport option in the district.
- That Council ensure e-scooter riders are required/recommended to wear helmets.
- That the outcomes of the trial be made available to the public in a report, prior to any further decision being made about the potential extension of commercial e-scooter permits in the district.

Some interesting research examples linked to scooters replacing car trips include:

- *The New Zealand Transport Agency's February 2021 'Mode Shift to Micromobility' report cites research from Barclays (2019) from a global survey of Lime scooter riders, where 30% state they had replaced a car trip with a bike or e-scooter trip.*
- *Wellington City Council's April 2020 survey results from their scooter share scheme pilot research project shows that of the general public survey respondents (from wave two), 49% reported they had used uber/taxis less since the introduction of e-scooter share schemes in Wellington, while 39% were driving/being driven around less. However, the survey notes that this data is subjective based on self-reported experiences.*
- *Fitt & Curl noted in June 2019 (as a result of a University of Canterbury scooter survey across New Zealand) that 23% of the noted e-scooter trips replaced those that would otherwise have been made by private car, van, motorcycle, ride source vehicle, or a taxi. The same paper indicated that e-scooter use was primarily motivated by considerations linked to speed and convenience. However, the survey is not a representative sample of New Zealand.*

As outlined in clause 4.3.6, geo-fencing restrictions/controls will be applied to operational aspects of the trial to better manage any community risks associated with the use of e-scooters on our streets and roadways. This includes measures like 'no go', 'no parking' and 'speed restriction' zones in high use areas. Staff and Flamingo will monitor the trial closely and will respond accordingly to any issues which may involve reconsideration of geo-fencing controls and whether they need to be extended to certain areas to better manage any issues. A three week communication campaign will be undertaken in the lead up to the trial, notifying the general public and providing relevant information about the geo-fenced areas. Some community training on e-scooter usage will also be offered during this timeframe. At the conclusion of the trial, a full report will be brought back to the Community Boards and Council detailing the outcomes of the trial which will also be available for public access. It is worth noting that while Council can recommend that riders purchase helmets, this is not legally enforceable as helmets are not a legal requirement for e-scooter use on the road.

Youth Council:

- There was some trepidation from a couple of members about e-scooters accessing the busiest parts of High Street due to the number of people/things already competing in the street.
- If e-scooters are allowed down High Street, then consider restricting speed to mitigate any safety risks.
- Suggestion that e-scooters should not be allowed in busy school areas due to potential footpath congestion issues, although it was acknowledged that school students aged 18 may be a key market for the e-scooters.

As outlined above and in clause 4.3.6, geo-fencing restrictions/controls will be applied to operational aspects of the trial to better manage any community risks. E-scooter use will not be restricted in busy school areas initially as riders will need to be 18+ to set up a rider account which is likely to restrict usage in these areas. While some e-scooters will be located in proximity to high schools in Rangiora and Kaiapoi, the numbers deployed in these areas will be limited.

Grey Power (see trim letter 210630106237)

- While they note the possibility for geo-fencing restrictions they firmly oppose the trial. Members would prefer that accessible parking for mobility scooters be prioritised near supermarkets and at key locations in the shopping precincts over parking for e-scooters.
- They see no rationale for the trial and feel it is a low-cost but high-risk opportunity involving novice e-scooter riders which is likely to be hazardous for the general public and riders.

Staff acknowledge the preference for prioritisation of mobility scooter parking but note that most supermarkets are on private land and Council has no control over the allocation of mobility scooter parking zones at these sites (bar the Ashley Street carpark, which is Council owned). Staff are currently working on a District Parking Strategy which proposes that Council will generally not provide designated mobility scooter parking on public land. However, this stance can be reviewed at the request of the Community Boards and Council should dedicated parking be required at locations like doctor's clinics and public facilities (libraries/pools etc.).

There is a strategic rationale for the implementation of the trial, Project 9 of the Rangiora Town Centre Strategy Blueprint to 2030+ that was adopted by Council on 7 July 2020, includes an action associated with the provision of alternative transport modes including future transport technologies through an appropriately built environment and regulatory framework. Given the global/national move towards significant transport emission reduction targets, alternative transport options need to be explored to see if there is potential for them to alleviate emissions and parking pressures in our town centres. While we don't anticipate that scooters will be the sole 'alternative transport' solution implemented by Council, it is likely to be the combined effect of a range of options that might have the most measurable and practical impact over the long term. Therefore, testing a variety of current technologies that might make up a portion of the complete picture of alternative transport becomes important.

While a number of riders may be new to the scooters, the technology has been present in our main cities (including Christchurch) for a while meaning there is already a base of community riders familiar with using e-scooters. Staff will work with Flamingo to offer one-off training sessions in Rangiora and Kaiapoi introducing safe use of the e-scooters to the community prior to them being launched. The Flamingo App also includes rider training for first time riders. Geo-

fencing restrictions/controls will also be applied to certain operational aspects of the trial to better manage any community risks associated with the use of e-scooters on our streets and roadways.

All Community Boards were supportive of the trial and some feedback of note includes the following:

Rangiora-Ashley Community Board

- One member noted that while e-scooters were a contentious issue, any e-scooter operator was legally allowed to come into the Waimakariri District and operate a number of e-scooters. Therefore, the trial would be a good way to manage the introduction of e-scooters into the district.
- Another member noted that the speed of the e-scooters could be restricted to 15km/hr on the footpath. Also, people who vandalised the e-scooters, could be tracked and billed. He was in agreement with the preferred parking locations, such as the BNZ corner and in front of Council building in Rangiora and believed a controlled trial was appropriate.
- Another member commented that the Council had looked at the results of the e-scooter trials in Selwyn. She believed that e-scooters would help alleviate parking issues in town centres and it would be interesting to see the effect of the trial in Rangiora.

Kaiapoi-Tuahwi Community Board

- One member noted that at the last Waimakariri Access Group meeting concerns were raised about the e-scooters being allowed access to the footpath along the main streets of Rangiora or Kaiapoi.

E-scooter access has been restricted on High Street between Durham and Ivory/Ashley Streets. E-scooters need access to Williams Street as this is the main town centre connection road across the Kaiapoi River connecting north and south Kaiapoi.

- The same member had reservations regarding the safety of elderly pedestrians walking along the main streets in Rangiora and Kaiapoi if the e-scooters were allowed on the footpaths.

Speed restrictions of 15km have been applied to the main parts of High Street (Rangiora) and Williams Street (Kaiapoi) to reflect pedestrian concerns and enable riders/pedestrians to better integrate with each other in these high usage areas.

- Another member acknowledged the pedestrian safety concerns, but felt the trial was a good opportunity for the Council to understand the health and safety risks of e-scooters being used in the town centres.

Woodend-Sefton Community Board

- One member raised a concern about the high number of e-scooters (400) allocated to the Waimakariri district (particularly with regard to parking) and gave the comparison that Christchurch had 800 and Selwyn 250.

As a correction to these figures, Christchurch, over their past licensing year, had a contract for 1600 e-scooters (x800 each for Lime and Flamingo) and Selwyn, over their trial period, had 300 (x200 to Lime and x100 to Lava). Given the dispersal of the towns/settlements in the Waimakariri district involved in the trial, the quantum of e-scooters will be spread appropriately between the four sites

meaning the locations should not be oversubscribed, especially as the scooters are returned to their original locations each morning by Flamingo staff.

- Another member queried whether Council had discussed the proposed trial with Grey Power, Age Friendly and the Waimakariri Access Group to try and address their concerns.

As noted above, pre-engagement was undertaken with two of these groups and their feedback has been reflected in the trial geo-fencing restrictions at 4.3.6. Grey Power feedback was received independently and has been duly noted and reflected.

Oxford-Ohoka Community Board

While the Oxford town ship is not included in the trial due to Flamingo deeming it commercial unviable given its distance from the other centres, community board feedback was still canvassed.

- One member, as the Board's representative at Waimakariri Access Group meetings, raised concerns about e-scooter access to the town centres and ongoing monitoring of use.
- One member raised concerns about the potential for bunching of e-scooters outside the Rangiora and Kaiapoi service centres, since these locations had been identified as preferred parking sites.

Throughout the trial, Council staff will be working closely with Flamingo Scooters to monitor e-scooter use and any nuisance/hazard issues as they arise, and will respond appropriately. In the case of issues at preferred parking sites, this may mean new sites are allocated and updated on Flamingo's communication channels for community use. It is important to note that e-scooters can also be parked anywhere in the community except in the 'no parking' or 'no go' zones as determined by geo-fencing restrictions. However, scooters are collected overnight and redistributed to their pre-determined (approved) deployment locations each morning between 5am-7am.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. However, widespread community engagement will not be undertaken in the lead up to the trial. A communication campaign will be formalised with the Communications and Engagement Unit and designed to notify the general public about the trial in the lead up to its commencement.

Select engagement with some high risk groups was undertaken and has provided appropriate feedback from which to reference a range of safety considerations within the trial parameters

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no significant financial implications of the decisions sought by this report. Under a 400 scooter trial scenario, Flamingo will cover the bulk of the trial's infrastructure and operational costs. Council will cover external communication and marketing costs in relation to the trial, however this will be a nominal spend.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. There is the potential for e-scooters to replace some vehicle trips over the course of the trial resulting in less transport emissions over the trial period.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. Council may be subject to criticism/blame if there are any serious scooter related accidents/incidents regardless of whether these might be due to Flamingo and/or scooter driver error. The likelihood of an accident occurring is moderate, and the impact in terms of injury could range from minor to severe. In managing these risks staff will employ a range of mitigating factors such as:

- Ensuring Flamingo and their infrastructure is competent (as managed and assessed through any RFP process)
- Conducting select engagement with some high risk community groups to ensure their concerns (where appropriate) are reflected in the trial planning
- Implementing scooter access/use restrictions (utilising geo-fencing technology)
- Monitoring operational matters throughout the trial in close partnership with the Flamingo and amending things as necessary to respond to any risks/safety issues as they arise
- Ensuring an adequate amount of public communications/marketing in relation to the trial. Council will collaborate with Flamingo on marketing and communications about the trial to ensure the trial is robust, and is subsequently monitored and reported on effectively. We will work to ensure the communication is positive, factual and that it celebrates the opportunities of having e-scooters in our district.
- Working with the Council's risk unit to identify key risks and outlining ways to eliminate, isolate or minimise these.

Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report in terms of Council's Health & Safety policies or processes.

Council's 'Manage Contractor Health & Safety' obligations take effect meaning Council will seek to maintain an effective working relationship with Flamingo to ensure the effective health and safety management of their staff working as part of the trial.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Land Transport Act 1988

Land Transport Management Act 2003

7.3. **Consistency with Community Outcomes**

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District.

7.4. **Authorising Delegations**

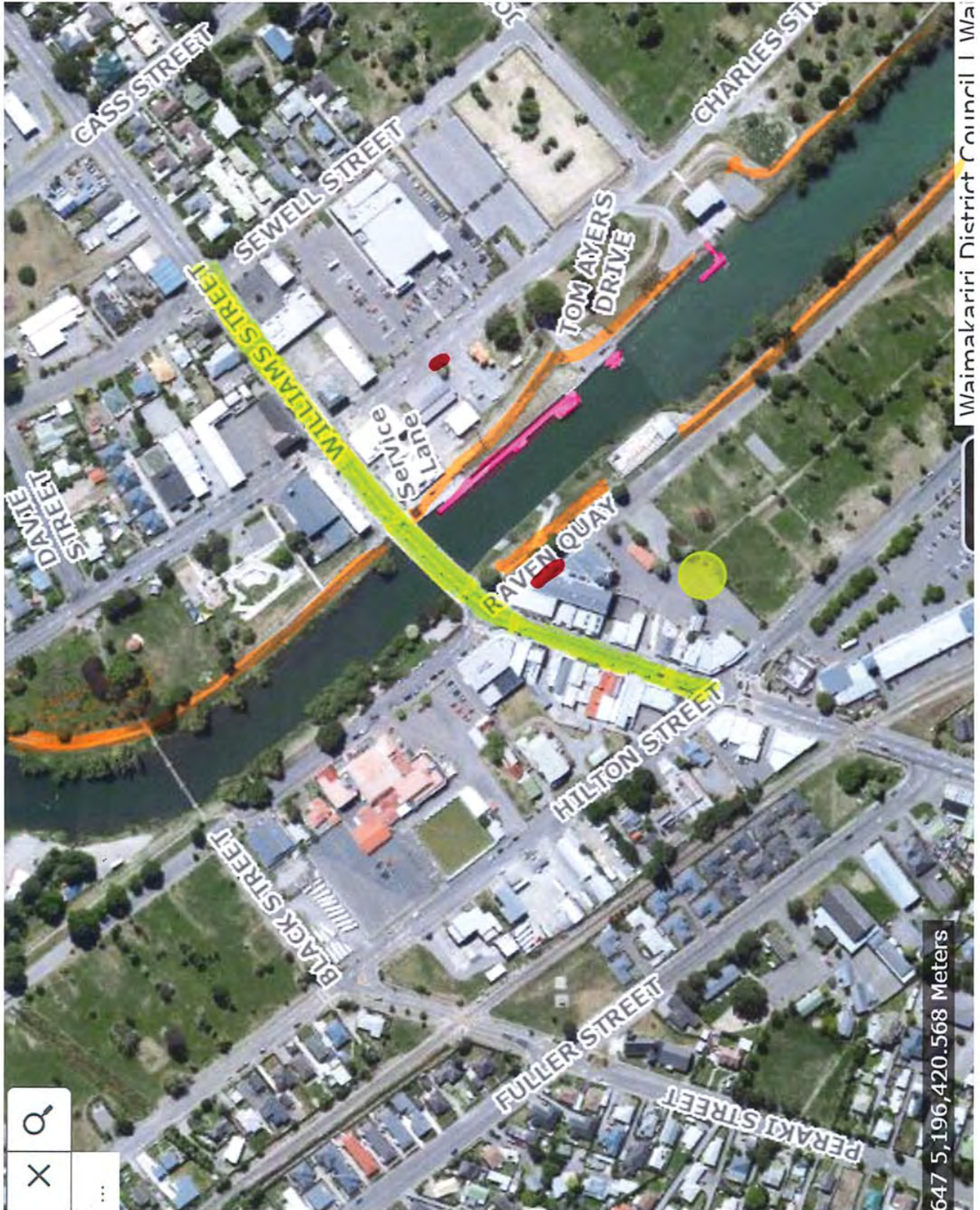
The Council has the authority to approve land access agreements for public land and associated budgetary project spending.

RANGIOLA



-  'No go' zone
-  15 km zones
-  Preferred parking
-  No parking

KAIAPOI



Waimakariri District Council | Wa

WOODEND



PEGASUS



FOR THE
FIRST SIX
WEEKS
ONLY

© 2014 GOOGLE EARTH

E-SCOOTER PREFERRED PARKING SITES

RANGIORA

70 High Street (BNZ Corner)



215 High Street (Rangiora Service Centre)



KAIAPOI

176 Williams Street (Kaiapoi Civic Centre)



1 Tom Ayers Drive (in front of public carpark)

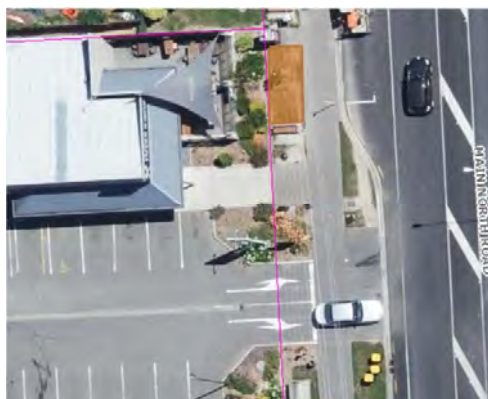


WOODEND

9 School Road



51 Main North Road



PEGASUS

2 Barnes Street





E-scooter Share Operation Code of Practice

Contents

1. Introduction	3
2. Aim and scope	3
3. Permit applications	Error! Bookmark not defined.
4. Operational Conditions	4
5. Licence fees.....	8
6. Reporting	9
7. Investigations.....	9
8. Code of Compliance	10
9. Data Sharing Requirements	10

This document is administered by Waimakariri District Council's Business & Centres Unit.
For further information please contact office@wmk.govt.nz

1. Introduction

This Code of Practice provides the conditions that e-scooter share operators (operators) must adhere to when operating their scooter share services within the Waimakariri District. It

outlines the requirements that operators are expected to follow as part of delivering safe and effective e-scooters hire services in the Waimakariri area.

This Code of Practice sits alongside an operational permit which grants permission for operators to conduct their services within the district. At any time, Waimakariri District Council (Council) reserves the right to revoke a permit in the event there are any issue/s of non-compliance with this Code of Practice which have not been rectified to a satisfactory degree, as determined by Council staff or its representatives.

This Code of Practice will be reviewed regularly so that it remains relevant to current and best operational e-scooter share practice across New Zealand and continues to reflect any recommendations from Waimakariri District Council on behalf of the community. It will be updated on an as-needed basis to ensure e-scooter share operations reflect any changes in technology or market demand.

For the purposes of this Code of Practice, Waimakariri District Council or the Council refers to the Waimakariri District Council and any person or organisation delegated by Waimakariri District Council to act on its behalf.

2. Aim and scope

Waimakariri District Council supports the provision of alternative transport within the Waimakariri district to offer more transport options for residents and to support a reduction in travel by private motor vehicle. Active transport modes like e-scooters can potentially help reduce transport emissions and ease parking related growth pressures providing more sustainable outcomes over the long term when paired alongside other transport networks.

Waimakariri District Council is committed to the safety of its residents and through this Code of Practice will endeavour to ensure the public can access our footpaths and roadways in a safe manner by ensuring e-scooter share schemes operate appropriately.

This Code of Practice is applicable to all e-scooter share operators in the Waimakariri district and it sets out the operational and safety standards that must be adhered to in order to be issued with and maintain an operational permit.

3. Permit Applications

Operators should not operate e-scooter share schemes in the Waimakariri District without first being given Council approval. In appointing operators, Council will likely undertake formal 'Request for Approval (RFP)' processes to ensure opportunities are promoted equitably to market whenever they become available. However, any appointment process will be at the sole discretion of Council and from time-to-time Council may undertake direct appointments without promoting these openly.

Prior to launching in the district, operators must contact Waimakariri District Council with an application that details how operations will be delivered in accordance with this Code of Practice including (where applicable) any RFP documentation requirements and legislative Health & Safety considerations.

4. Operational Conditions

4.1 Safety

- Relevant insurances must be kept current throughout the permitted period and evidence provided to Waimakariri District Council on request.
- All electric scooters must have front and rear lights. Lights must stay on while users wait at crossings or intersections.
- Operators must have steps in place to encourage users to comply with all relevant provisions of the Land Transport (Road User) Rule 2004.
- Electric scooters must comply with Waka Kotahi NZ Transport Agency's definition of a [low-powered vehicle](#).
- Operators must be familiar with the Council's District Parking Strategy, Business Zone 1 and 2 Public Spaces Policy (minimum pedestrian thoroughfare widths) and the Parking Bylaw 2019 (e-scooter parking requirements), with regard to e-scooter operations.
- Operators must be aware of and comply with any other Acts, Regulations, Bylaws and Policies that may also apply to their operational activities in New Zealand.
- Electric scooter devices and any associated infrastructure must be of a high standard and be designed to withstand constant public use and exposure to weather, while meeting rider safety and comfort standards.
- Electric scooters should have smart technology with an active Global Positioning System (GPS) and wireless connectivity/diagnostics that can identify mechanical failure and tipped-over scooters, as well as enabling remote maintenance and any geo-fencing restrictions imposed by Waimakariri District Council.
- Operators must comply with relevant New Zealand legal and health and safety regulations, and ensure their electric scooters comply with all legislative requirements. At a minimum, scooters should be fully serviced every month, with routine service checks on a daily basis. All repairs must be completed as soon as possible following notification of any issues. All mechanical services and repairs must be logged and available for review by Waimakariri District Council whenever requested or to an agreed reporting schedule.
- The Council retains the right to require companies to inspect their scooter fleets and provide assurances to the Council's satisfaction that the fleets are safe to operate. The Council may require a fleet to be removed from circulation immediately if it is unsafe. Failure to remedy any issue to the Council's satisfaction may result in suspension or cancellation of the permit.

4.2 Operations

- Operators should only be working in the Waimakariri District if issued a permit by Waimakariri District Council.
- The Council has sole discretion over the number of operators permitted to conduct their business activities in the district and the minimum or maximum electric scooter numbers operating under any electric scooter share scheme.
- Electric scooter share schemes must integrate successfully with the local environment and not cause consistent and noteworthy negative disruptions or

nuisance to the streets, footpaths or other public spaces used by people, especially those with impaired vision and/or other disabilities. Operators must have up to date information on their public facing communication channels about safe and considerate riding behaviour, including pedestrians' right-of-way on footpaths or other shared spaces and details of where e-scooters are allowed to operate including the appropriate speed limits for operation areas.

- All e-scooters must have visible registration numbers.
- Scooter companies should be able to monitor their scooters remotely at all times, including whether they have fallen over, to ensure electric scooters are not abandoned around the district, or causing a nuisance/hazard.
- Electric share scooters should always be parked where they do not create hazards for pedestrians or block vehicle access. Operators must endeavour to ensure information about parking requirements and standards is communicated to customers on the operator's user App and/or other communication channels.
- Scooter companies will preferably have systems that incentivise good parking behaviour and penalise non-compliance.
- During morning deployment of e-scooters, no more than 6 e-scooters can be parked at each location, unless with the prior agreement by Council.
- Parking requirements will be subject to change by the Council in order to manage the numbers of electric scooters on the city's streets.
- Damaged scooters or scooters parked in a non-compliant manner or location must be removed by the scooter company within the timeframes specified at item 4.3. If not, scooters will be removed by the Council. The removal cost is \$250 per scooter and this will be passed on to the companies when scooters are returned to them. This cost may change over time at the Council's discretion.
- If an electric share scooter is left for more than three consecutive days in an area where electric scooters are not licenced to be used, it must be moved by the scooter company or the Council may remove the scooter at the company's expense.
- Any specific infrastructure improvements required for successful operations would need to be considered and approved by the Council.
- Scooter companies must have capability to redistribute their electric scooters around the district to avoid bunching, particularly in advance of major events or at the Council's request.
- Scooter companies must have staff available on call in the Waimakariri District to respond to any immediate and/or urgent issues that may arise so that they can be resolved in a timely manner. Scooter companies must provide the Council with up-to-date and relevant contact details for their operational staff who have responsibility for resolving issues.
- Scooter companies are required to use geo-fencing technology to control rider access to certain areas in the city, which would be agreed with the Council.
- Geo-fencing restrictions for the permissible operating areas are outlined below.

Area	Coverage	Apply a no-go zone	Apply preferred parking zone	Apply a no-parking zone	Apply speed restrictions	Special Access Areas
RANGIORA						
Rangiora	Outside the natural town boundary	Y				

Conway Lane	Between High Street and the Service Lane			Y	Y – 15km	
Good Street	Between High Street and the Service Lane				Y – 15km	
Mini laneways to High Street	Excludes Good Street and Conway Lane			Y	Y- 15km	
Service Lane	Entire footpath area				Y – 15km	
215 High Street and 139 Percival Street	Council Service Centre and Rangiora Library				Y – 15km	
Alfred Street	Between Percival and Victoria Streets				Y – 15km	
Railway tracks	Rangiora wide			Y		
BNZ Corner (70 High Street)	Western side of the site		Y			
215 High Street (Rangiora Service Centre)	Designated section on the paved area		Y			
Passchendaele Memorial Cycle Path	Entire path					Y
Rangiora-Woodend Cycle Path	Entire path					Y
KAIAPOI						
Kaiapoi	Outside the natural town boundary	Y				
Pines Beach, Kairaki Beach and Waikuku Beach	Entire settlements and access roads	Y				
Kaiapoi Marine Pontoons/Wharf	Entire areas	Y				
Banks of the Kaiapoi River	Area in immediate proximity to the Kaiapoi River			Y		
Stopbanks	Pathways (and generally)			Y		
Williams Street	Between Hilton and Sewell Streets				Y – 15km	
176 Williams Street (Ruatanuiwha Kaiapoi Civic Centre)	Adjacent to river facing side of the building		Y			
1 Tom Ayers Drive (Paris for the Weekend Café site)	Designated area adjacent to the roadside		Y			
WOODEND						
Woodend	Outside the natural town boundary	Y				
Main North Road - North	Main North Road (from Chinnerys Road intersection)	Y				
Main North Road - South	Main North Road (from Rangiora Woodend Road intersection)	Y				
School Road	Designated area in front of the		Y			

	Council owned toilet block					
51 Main North Road	Designated area on the lawn in front of The Woodend Tavern		Y			
PEGASUS						
Pegasus	Outside the natural town boundary	Y				
Pegasus Boulevard	West at the intersection with Mapleham Drive and Te Haunui Lane	Y – initial six week period				
Pegasus Boulevard Roundabout		Y – initial six week period				
67 Pegasus Main Street	Designate section on the paved area		Y			
Gladstone Road	Entire Road					Y
Tiritiri Moana Drive	Entire Road to beach area carpark					Y

- The performance of all geo-fencing restrictions will be monitored by Council and, at any time, may be amended as necessary based on any operational/safety considerations and community or elected member feedback.
- Scooter companies must develop and implement operational plans that ensure all scooters, equipment and parts have an end-of-life recycling plan.

4.3 Customer Experience and Education

- Operators must provide 24-hour communication channels for users, including a clearly advertised telephone number provided on their website, App/s and e-scooters.
- Operators must work with Council to provide physical training sessions (one each in Rangiora and Kaiapoi) on e-scooters use before the share scheme is launched in the Waimakariri District.
- Terms and conditions of use must be agreed by users at the point of hire when they use the e-scooter equipment, and these terms must promote safe and legal riding and appropriate parking behaviour. At the same time, users should be educated on general behaviour expectations and provided with incident reporting education. The operator must inform the user of New Zealand regulations but can also advise their own additional safety recommendations, as well as any imposed by Waimakariri District Council.
- Operators must evidence to Council their complaint handling process to minimise escalations to Waimakariri District Council, and provide Council regular report/s of all complaints and their resolution steps. They must also have a process for managing non-compliance of their terms and conditions by users.

- When an incident is logged by the Council's customer services staff and referred to the operator, the company must promptly advise the Council how the matter was resolved within the following timeframes:

Concern	Incident response and feedback timeframe to Council
Urgent safety issue	2 hours
Routine incident/complaint	12 hours

- Operators must get permission from Council to use the Council name (Waimakariri District Council) or logos in any media placements.
- The Operator and Council will notify each other of any media placements concerning the other party and seek approval from the other before the placement is confirmed.
- The Council reserves the right to display information about electric scooter share companies on the Council's websites and apps.

5. Licence fees

No permit application fee will be applicable for operators operating e-scooter share schemes in the Waimakariri District.

If a permit is granted, permitting fees may include:

- \$0.00 per scooter deployed in Rangiora
- \$0.00 per scooter deployed in Kaiapoi
- \$0.00 per scooter deployed in Woodend
- \$0.00 per scooter deployed in Pegasus

Council reserves the right to increase permit fees in the future. If doing so, fees will be calculated according to the market value of public land per square metre for commercial and residential land in each location, which will be averaged for each location.

Each average will then be multiplied by 0.5/m² which is the amount of land each e-scooter is estimated to occupy.

The land figure per location will then be multiplied by the number of e-scooters in each town

6. Reporting

- The following operator reports are required:

- E-scooter deployment locations report and map (if subject to changes from the originally agreed upon deployment sites).
- E-scooter usage: Total number of scooter rides and average trip duration for the district; trips per township; % utilisation of e-scooters of available trip time and how this compares to usage elsewhere (Christchurch and a comparable regional location); % replacement of car trips (if known); demographics of riders; most popular trips (highest utilisation/scooter route areas).
- Monthly reporting of complaints and any corrective measures (those that are open, closed and outstanding).
- Weekly reporting of urgent issues, incidents and investigations dealt with under clause 4.3 (within two hours and twelve hours).
- Weekly reporting of crashes and circumstances (if known).
- Any current or potential software, hardware or operational issues, including in other locations where the e-scooters may be operating.
- Monthly reporting of any new safety initiatives that are implemented, for example system or process changes, software or hardware upgrades, education and communication activities etc.
- Monthly update of comprehensive safety risk registers where any new issues or changes in the status of existing issues have been applied.
- Monthly updates on maintenance programmes and any issues arising, including the amount (plus serial number) of e-scooters which have not been subject to a full maintenance inspection during the period.
- Operators must also provide summary quarterly reports of their analysis of reported incidents and safety performance data and identification of how this is informing improved safety performance.

7. Investigations

The operator must notify Waimakariri District Council as soon as it becomes aware of any significant or serious incidents/accidents affecting the safety of its employees, e-scooter users or the general public. Initial feedback to Council should be in line with the timeframes listed under item 4.3, with an update report provided within 24 hours following the event (unless an alternative timeframe is agreed upon by Council), and a full report detailing the issue, its cause/consequences, including any remedying matters submitted to Council no later than seven days after the event.

Should any incident or accident findings warrant in-depth investigations of operator software, hardware or operating processes, then all related investigative costs will be the responsibility of the operator. If Waimakariri District Council considers an independent review is required and commissions such a review, all associated costs will be met by the operator.

8. Code of Practice Compliance

Waimakariri District Council reserves the right to revoke or suspend any operator's permit should there be any incident of non-compliance with this Code of Practice that has not been remedied to the Council's satisfaction.

Waimakariri District Council may redistribute the number of e-scooters allowed per operator based on the performance of the operator against the conditions under this code.

9. Data sharing requirements

All personal information must be collected, processed and stored in accordance with the requirements of the New Zealand Privacy Act 1993.

It is a requirement that all anonymised data collected by the operator is shared with Waimakariri District Council to assist with transport planning and reporting, including ongoing network planning, management of the dock-less e-scooter share schemes and other active transport schemes.

The following table sets out the minimum usage data requirements, preferably provided in Mobility Data Specification (MDS) format:

	Format	Description
Company name	[company name]	n/a
Trip record number	xxx0001, xxx0002, xxx0003, ...	3-letter company acronym + consecutive trip #
Trip duration	MM:SS	n/a
Trip distance	KM	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	GPS location	n/a
End location	GPS location	n/a
Electric scooter ID number	xxxx1, xxxx2, ...	Unique identifier for every electric scooter, determined by company
Scooter status	Available / Unavailable	

- The Council can request scooter companies to provide real-time information on their fleets through a documented application program interface (API). Data published to the API may include (but is not limited to) the following information in real time for every electric scooter:
 - electric scooter identification number
 - GPS co-ordinate
 - availability start date

- availability start time
- battery level.

The Council will contract a third-party software vendor to provide data management services and will be required to share data collected by the scooter companies with the third-party software vendor. The Council will share this data using the Mobility Data Specification (MDS) Provider Application Program Interface (API). More information found at <https://github.com/openmobilityfoundation/mobility-data-specification/tree/main/provider>

- The scooter company will be required to:
 - populate all required fields in the Provider API
 - status API data should include all relevant vehicle_state values, including "available" and "unavailable" vehicles on the street. The vehicle_state values should represent the appropriate real world/operational state of the vehicles as defined by MDS. Similarly, event_type fields should be populated to represent the appropriate real world/operational reason underlying the vehicle_state. All changes in vehicle_state should have a valid prior vehicle_state as outlined in MDS. More information on vehicle_state can be found at <https://github.com/openmobilityfoundation/mobility-data-specification/blob/main/general-information.md#vehicle-states>
 - populate the parking_verification_URL field if the scooter company develops the capability to report on this field
 - update the MDS status endpoint provided to the third-party software company with real-time information at least every 10 minutes
 - implement any changes to the required field as formalised through the MDS Github Repository within 45 business days of receiving a formal notice from the Council.
- The Council will:
 - use a third-party vendor to conduct an audit on the MDS API of scooter companies to ensure compliance with the specification as a condition of launching the scooter share scheme
 - provide formal notice to scooter companies from time to time to implement changes to the required field through the MDS Github Repository.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** FIN-06-02 / 210726121798**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 10th August 2021**FROM:** Don Young, Senior Engineering Advisor
Gerard Cleary, Manager Utilities and Roading
Chris Brown, Manager Community and Recreation**SUBJECT:** Capital Works Programme Quarterly Report, June 2021**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report is to advise the Committee about progress to date with the delivery of the 20/21 Capital Works programme.
- 1.2 The capital works budget for the 9 portfolios that are tracked is \$81.52million. Within this financial year, a total of \$73.84million has been spent (i.e. a total of 90%)
- 1.3 There are 306 projects being tracked (note this excludes the projects which have expenditure, but do not have any budget). Of these 246 are completed (80%). This is lower than the total budget spend as there are many of the smaller projects that have not managed to be completed, as detailed in the individual sections below.
- 1.4 This result represents a significant improvement on previous years, and is due to a number of reasons, including planning for the delivery earlier in the year, being more realistic about delivering works, staging works over several years, specifically targeting large difficult projects with additional senior resource, and a greater focus on tracking through the year.
- 1.5 The summarised situation is as below:

	Total Capital Expenditure (\$000s)		
	Full Year Revised Budget (mill)	Actual as at 30 June 2021 (mill)	% Actual Spend / Full Year Revised Budget
Roading	20.04	19.11	95%
Drainage	4.76	4.62	97%
Water	2.29	1.95	85%
Wastewater	1.15	1.01	91%
Solid Waste	0.13	0.11	85%
Recreation	35.26	32.32	92%
Regen	8.26	7.13	86%
SUBTOTAL BAU	71.89	66.25	92%
Shovel Ready	4.56	3.12	68%
Stimulus	5.07	4.47	88%
SUBTOTAL STIMULUS-SR	9.63	7.59	79%
TOTAL	81.52	73.84	90%

Attachments:

- i. Attachment 1 Rooding project summary June 20-21 - 210729124720
- ii. Attachment 2 Rooding project overview June 20-21 – 210729124722
- iii. Attachment 3 Drainage project summary June 20-21 - 210729124726
- iv. Attachment 4 Drainage project overview June 20-21 - 210729124727
- v. Attachment 5 Water project summary June 20-21 - 210729124728
- vi. Attachment 6 Water project overview June 20-21 - 210729124729
- vii. Attachment 7 Wastewater project summary June 20-21 - 210729124730
- viii. Attachment 8 Wastewater project overview June 20-21 - 210729124731
- ix. Attachment 9 Solid Waste project summary June 20-21 – 210729124733
- x. Attachment 10 Solid Waste project overview June 20-21 - 210729124735
- xi. Attachment 11 Recreation project summary June 20-21 - 210729124737
- xii. Attachment 12 Recreation project overview June 20-21 - 210729124738
- xiii. Attachment 13 EQ Recovery project summary June 20-21 - 210729124740
- xiv. Attachment 14 EQ Recovery project overview June 20-21 - 210729124741
- xv. Attachment 15 Shovel ready project summary June 20-21 - 210729124743
- xvi. Attachment 16 Shovel ready project overview June 20-21 - 210729124744
- xvii. Attachment 17 Stimulus project summary June 20-21 - 210729124745
- xviii. Attachment 18 Stimulus project overview June 20-21 – 210729124746
- xix. Report to Reallocate Budget to Minor Safety Projects July 2021- 210618098882

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210726121798.

- (b) **Notes** the predicted achievement across all tracked capital expenditure;
- (c) **Notes** that 90% of the capital works programme has been completed (being \$73.84mill out of \$81.52mill);
- (d) **Notes** that the LTP had forecast a carry-over of approximately \$8million to next financial year;
- (e) **Notes** that an arithmetic error in Report No. 210618098882 to Council in July to reallocate budget to the Roding Minor Safety Budget, resulted in a shortfall in budget of \$104,000 therefore a further reallocation of budget is required;

AND THAT the Audit and Risk Committee recommends:

THAT the Council:

- (f) **Notes** that an arithmetic error in Report No. 210618098882 to Council in July to reallocate budget to the Roding Minor Safety Budget, resulted in a shortfall in budget of \$104,000 therefore a further reallocation of budget is required;
- (g) **Approves** the reallocation of \$50,960 from the Travel Demand Management Budget (PJ 101389.000.5135) to the Minor Safety budget (PJ 100185.000.5133) to cover **Council share** of the additional safety works.
- (h) **Approves** the Minor Safety budget for 2019/20 (PJ 100185.000.5133) being increased by \$104,000 to a total of \$1,082,750;
- (i) **Notes** that the Travel Demand Management Budget will decrease to \$393,040 and that the full budget will not be spent this year, but instead will be carried over to the 21/22 financial year.

3. BACKGROUND

- 3.1 This annual report details the delivery for the 2020/21 financial year, and indicates good delivery of the capital works programme.
- 3.2 The Council has delivered approx. 90% of its committed programme, (which would be 92% for the 7 BAU portfolios).
- 3.3 The majority of the larger projects have been delivered within the planned timeframe, with the majority of the 'Delayed' project being of smaller value.
- 3.4 It is worthwhile noting that the flooding in May has delayed a number of projects, and that the percentage was likely to be higher otherwise.
- 3.5 In analysing the information, the following is worth noting
 - a. The figures in this report are based on the Council's formal financial accounting, but may differ from the financial reports for the following reasons:
 - i. This report does not include Property, or 'other' portfolios
 - ii. This report excludes expenditure that has occurred against items that have not been allocated a budget (ie it is only tracking budgeted projects)
 - iii. In some instances the predicted expenditure differs from the actual, as it includes journals that haven't happened yet.

- b. It is worth noting that often the percentage of work 'completed' is different from the percentage of actual spend. This is because the former calculation categorises all expenditure on a 'delayed' project as delayed, whereas the 'actual spend' percentage includes all costs spent, regardless of whether the project has been completed

3.6 The following is a more detailed breakdown for each area.

4. **ROADS AND FOOTPATHS**

4.1. Budget

- 4.1.1. The total budget for this year is \$20.04 million. For the year \$19.20 mill has been spent (96%).

4.2. Carry-overs

- 4.2.1. As at the beginning of the year, there was no planned budget or expenditure carry-over. There is now \$1.53mill budget and \$0.81mill expenditure predicted to be carried over. This carry-over is largely unsubsidised, with the exception of Peraki St (note as the work is largely completed, Waka Kotahi have agreed to this carryover).

4.3. Projects

- 4.3.1. There are 88 projects being tracked.
- 4.3.2. Of these, 89% are complete and 11% delayed.
- 4.3.3. The delayed projects are K&C and footpaths on Percival, Peraki Street Cycleway, Silverstream and West Kaiapoi, Town area developments, Cones Rd, Skewbridge, Travel Demand Management, and additional works at Flaxton/Fernside.

4.4. Reallocation of funding

- 4.4.1. A report was taken to Council in July 2021 seeking approval for the reallocation of budget from the Travel Demand Management budget to Minor Safety Improvements area to allow maximising of Waka Kotahi co-funding.
- 4.4.2. Following this, an arithmetic error was found in the financial table which has resulted in a budget shortfall of \$104,000. As such the reallocation of budget to address the shortfall is being requested.
- 4.4.3. The Travel Demand Management budget allocation is currently \$444,000. The anticipated costs for this financial year is under \$100,000, therefore unsubsidised budget is available for reallocation.
- 4.4.4. As such it is considered appropriate to reallocate Council share (i.e. \$50,960) of the shortfall of \$104,000 of this budget as Council share to Minor Safety Improvements. The revised Travel Demand Budget (PJ 101389.000.5135) will therefore be \$393,040.
- 4.4.5. The updated table with arithmetic correction is included below. Note – the allocated budgets have not changed from the original report (Trim No. 210618098882)

MINOR SAFETY BUDGET	Updated Total
<u>Lighting</u>	
Minor Lighting Upgrades	\$30,000
<u>Intersection Improvements</u>	

Swannanoa Rd / Johns Rd	\$23,000
Main North Rd at Hellers	\$35,000
Blackett St / Ayres St - Pedestrian Refuge	\$16,000
Solander Rd / Whakatipu St	\$17,500
Fuller Street - Pedestrian Refuge	\$10,050
North Eyre / McHughs / No. 10 Rd	\$46,000
Boundary Rd / Fawcetts Rd - Splitter Island	\$15,000
Parish Rd Intersection Improvements	\$76,000
<u>School Safety Project</u>	
Ashley School Safety Improvements	\$15,000
Rangiora New Life School (Denches Rd) Safety Improvements	\$0
Swannanoa School	\$23,000
<u>Minor Works</u>	
Tuahiwi Improvements (in conjunction with speed limit review)	\$194,677
Coldstream Road Improvements	\$0
Woodend Threshold (West of Ravenswood)	\$24,000
Ohoka Rd Speed Management	\$30,000
<u>Walking and Cycling Projects</u>	
Tram Rd Path Extension & Refuge at McHughs Rd	\$34,700
<u>Roadside Hazard Removal</u>	
Upper Sefton Rd Guardrail	\$107,912
Ashley Gorge Rd Route Improvements	\$33,000
Upper Sefton Guardrail	\$120,000
Carrs Rd Guardrail	\$125,000
Fawcetts Rd Handrail Replacement	\$9,000
<u>Cattle Underpass</u>	
Underpasses to be allocated	\$0
Unallocated budget	\$0
Other Commitments (Bike racks in Oxford, Chinnerys Rd Path, Speed Limit Signage changes / Management).	\$97,911
Unallocated	\$0
Total Budget	\$1,082,750

4.5. Summary

- 4.5.1. The Roads and Footpaths budget has been largely spent. There are a number of small unsubsidised projects that have not progressed as rapidly due to complexity, Peraki St Cycleway was always reported as being risky, and a portion of the Travel Demand Management budget has been underspent, and will be reallocated.

5. **STORMWATER DRAINAGE**

5.1. Budget

- 5.1.1. The total budget for this year is \$4.75 mill. For the year \$4.62mill has been spent (97%).

5.2. Carry-overs

5.2.1. The planned carryover of both budget and expenditure is \$1.34mill. The predicted carryover of budget is now \$0.66mill budget and expenditure is \$0.61mill.

5.3. Projects

5.3.1. There are 33 projects being tracked.

5.3.2. Of these 83% are already complete, and 17% delayed.

5.3.3. The delayed projects are under channel piping in Kaiapoi, Kiln Place, Mill Rd SMA, Northbrook Enhancement, Wiltshire Green and Cones Rd.

5.4. Summary

5.4.1. The Drainage budget is largely spent. Most of the larger projects are completed with only minor works outstanding.

6. WATER SUPPLY

6.1. Budget

6.1.1. The total budget for this year is \$2.29 mill. For the year \$1.96mill has been spent (therefore the actual expenditure is 85% of the budget). However, as the main reason for this is the under spend of \$0.25mill on the UV treatment, a better reflection of achievement is to compare actual expenditure with intended expenditure, which is a 94% completion.

6.2. Carry-overs

6.2.1. There was \$0.68mill of planned carryover, and this has now reduced to \$0.50mill predicted budget carryover and \$0.25mill predicted expenditure carryover. This is due to the decision to write off previous budget and expenditure on the UV treatment.

6.3. Projects

6.3.1. There are 30 projects being tracked in the spreadsheet.

6.3.2. Of these 94% by value are already complete, and 6% delayed.

6.3.3. The three delayed projects are Mandeville and Oxford Rural #2 pipeline replacements, which have been delayed partly to better fit with Stimulus projects, and partly to avoid poor conditions in winter, and the design of the Waikuku Beach campground UV.

6.4. Summary

6.4.1. The Water budget is significantly smaller than usual, due to pushing out work in response to Covid-19. The programme is 94% completed in terms of intended spend, and 85% complete in terms of overall budget. This difference is due to the decision to allow the budget for UV to drop, with the plan to seek this funding in the future if needed. In addition 3 small projects have been affected by the additional works for the Water unit.

7. WASTEWATER

7.1. Budget

7.1.1. The total budget for this year is \$1.15 mill. For the year \$1.01mill has been spent (91%).

- 7.2. Carry-overs
 - 7.2.1. The predicted budget carryover of \$184,600 remains the same, with the predicted expenditure carryover now being \$158,000.
- 7.3. Projects
 - 7.3.1. There are 15 projects included in the spreadsheet.
 - 7.3.2. Of these 88% are already complete, and another 12% are delayed.
 - 7.3.3. The two delayed projects are the design of the Rangiora Septage facility, (which is needing to coordinate with the proposed Eastern Link designation location), and the design of the Gladstone Rd main (which is actually the Woodend Rd main). Both of these are still intended for construction next year.
- 7.4. Summary
 - 7.4.1. The Wastewater budget is largely spent. The programme is significantly smaller than usual, due to pushing out work in response to Covid-19.

8. **REFUSE AND RECYCLING**

- 8.1. Budget
 - 8.1.1. The total budget for this year is \$133,600. For the year, \$113,700 has been spent (85%).
- 8.2. Carry-overs
 - 8.2.1. The planned carryover of both budget and expenditure is \$0.74 mill. The predicted carryover of budget is now \$0.94mill budget and expenditure is \$0.65mill.
- 8.3. Projects
 - 8.3.1. There are nine projects included in the spreadsheet being tracked.
 - 8.3.2. Of these 83% are complete, and 17% are delayed.
 - 8.3.3. The delayed project is land purchase near Southbrook which is held up at the request of the landowner.
- 8.4. Summary
 - 8.4.1. The Solid Waste budget is relatively small. There is one larger project which will be delayed, and this skews the percentages.

9. **RECREATION**

- 9.1. Budget
 - 9.1.1. The total budget for this year is \$35.26mill. For the year \$32.32mill has been spent (92%).
- 9.2. Carry-overs
 - 9.2.1. There was \$1.02mill of both budget and expenditure planned for carry over. It is now predicted to carry over budget of \$3.20mill and expenditure of \$0.65mill. These differences relate to the delays mentioned below.
- 9.3. Projects
 - 9.3.1. There are 76 projects being tracked.

9.3.2. Of these 89% (by value) are complete and 11% are delayed.

9.3.3. The delayed project are all listed in the attached detailed shets.

9.4. Summary

9.4.1. The Recreation budget is well placed to spend a significant portion of the budget. In particular the Multi-use facility is progressing well. In addition the majority of the other medium and smaller projects are also being well managed towards delivery. However, there are a number of smaller value projects which are delayed, due to longer than expected consultation, additional complexities or resourcing issues.

10. EARTHQUAKE RECOVERY AND REGENERATION

10.1. Budget

10.1.1. The total budget for this year is \$8.26mill. For the year \$7.11 mill has been spent (86%).

10.2. Carry-overs

10.2.1. The planned carryover of both budget and expenditure is \$1.26mill. The predicted carryover of budget is still \$1.32mill budget and expenditure is \$0.18mill.

10.3. Projects

10.3.1. There are 30 projects being tracked.

10.3.2. Of these 69% (by expenditure) are already complete, and 31% are delayed.

10.3.3. The delayed projects are Rangiora carpark, Feldwick SMA, Kaiapoi Pontoon, Kaiapoi Marine Precinct, Red zone (Private Lease plan, Private Lease Development, Food Forest and Mahinga Kai), Honda Forest, the Oaks, Kaiapoi South, NZMCA Park, Kaiapoi East, North Cass and Community Studios and Courtney esplanade.

10.4. Summary

10.4.1. The Earthquake Recovery and Regeneration will spend a significant proportion of the budget (86%). However delays due to third party interactions, consultation outcomes, or other complexities have meant that a number of projects are now delayed. Work is continuing to deliver the remainder, and the majority are programmed for completion this year.

11. SHOVEL READY

11.1. Budget

11.1.1. This is a new budget centre set up in response to the Government Shovel Ready funding package.

11.1.2. The total budget for this year is \$4.56mill. For the year \$3.12mill has been spent (68%).

11.2. Carry-overs

11.2.1. The planned carryover of both budget and expenditure is \$4.56 mill. The predicted carryover of budget remains \$4.56mill budget and the expenditure is \$3.13mill,.

11.3. Projects

11.3.1. There are 6 projects included in the spreadsheet that are currently utilised.

11.3.2. Of these 44% in value (4 projects) are completed in terms of the expected milestone and 56% in value (2 projects) are delayed. The two projects are land acquisition which has mostly progress well but remains unclear for one large acquisition, and the Sneyd St pipe upgrade which is behind the original programme.

11.4. Summary

11.4.1. The Shovel Ready budget is well placed in terms of achieving the anticipated milestones, with the main exception of land acquisition. It is expected that this is recoverable in terms of the overall programme.

12. **STIMULUS FUNDED**

12.1. Budget

12.1.1. The total budget for this year is \$5.07mill. For the year \$4.47mill has been spent (88%).

12.2. Carry-overs

12.2.1. The planned carryover of both budget and expenditure is \$4.60mill. The predicted carryover of budget is still \$4.60mill budget and expenditure is \$4.03mill.

12.3. Projects

12.3.1. There are 19 projects included in the spreadsheet.

12.3.2. Of these 49% are on track to reach their agreed milestone and 51% are delayed. The delayed projects are Poyntzs Rd water, Tuahiwi sewer, Oxford sewer investigations, Drainage and waterways manager and Headworks asset management improvements.

12.4. Summary

12.4.1. The Stimulus budget has a number of projects that have reached their milestones, but others are behind schedule. It is expected that this is recoverable in terms of the overall programme.

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

13. **COMMUNITY VIEWS**

13.1. **Groups and Organisations**

13.1.1. Not applicable

13.2. **Wider Community**

13.2.1. The projects within the capital works programme have been consulted through the Long Term Plan and Annual Plan.

14. **IMPLICATIONS AND RISKS**

14.1. **Financial Implications**

14.1.1. Projects which are not completed will have a short term impact on debt, as the debt will not have to be raised as quickly as expected. However, projects which

are not completed will impact on the completion of projects planned for next year as staff will have more work to be completed next year.

14.2. **Community Implication**

14.2.1. The community implications of not completing projects are variable and different for every project. This is dealt with on a project by project basis in the commentary. However, in general delays are not ideal, and undermine the community's confidence in the Council to deliver.

14.3. **Risk Management**

14.3.1. Risk is associated with the delay of projects with the main consequences being:

- Necessary work not being completed could result in not achieving levels of service.
- Price fluctuations due to the current economic environment.
- Earthquake recovery – availability and amount of government funding and insurance recoveries for some assets.
- Further costs which may be incurred in future earthquakes e.g. Council self-insures bridges in conjunction with NZTA funding.
- Risk of delays of work that is intended to mitigate the effects of an event, where the event occurs in the meantime.
- Risk of delays of work to deal with growth that undue effects are created if the growth still occurs.
- Risk of a negative effect on reputation and perception.

14.4. **Health and Safety**

14.4.1. Contracts and work undertaken have been subject to the Councils Procurement and Contract Management Policy and contain minimum requirements, expectations and controls to ensure the Health and Safety Act is being met.

15. **CONTEXT**

15.1. **Policy**

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

15.2. **Legislation**

15.2.1. This report has been prepared and provided with reference to the financial provisions relating to the Local Government Act 2002 Subpart 3 – Financial Management, and also follows Financial Reporting Standards.

15.3. **Community Outcomes**

The quarterly report contributes to the outcome:

- “There are wide ranging opportunities for people to contribute to the decision- making by public organisations that affects our District
 - Public organisations make information about their plans and activities readily available.
 - Public organisations make every effort to accommodate the views of people who contribute to consultations.”

15.4. **Delegations**

- 15.4.1. The Audit and Risk Committee have delegation to monitor the performance of the Council in delivering its programme, and take steps as it sees appropriate.

**COPY OF THIS REPORT INCLUDED IN
COUNCIL AGENDA FOR INFORMATION**

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RDG-32-86 / 210720118252

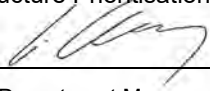
REPORT TO: All Community Boards

DATE OF MEETING: 4th August 2021 (Oxford-Ohoka)
9th August (Woodend-Sefton)
11th August (Rangiora-Ashley)
16th August (Kaiapoi-Tuahiwi)

AUTHOR(S): Don Young – Senior Engineering Advisor
Allie Mace-Cochrane – Graduate Engineer

SUBJECT: Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek approval from the Community Boards to consult on the Waimakariri District Cycle Network Plan and associated infrastructure prioritisation programme.
- 1.2 The reason for developing the Waimakariri Cycle Network Plan is to deliver upon the actions which have been agreed and endorsed in the Waimakariri Walking & Cycling Strategy 2017-2022. This strategy has a vision that “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”.
- 1.3 The Cycle Network Plan is intended to provide a future network where individuals of different abilities are catered for and are subsequently more inclined to use active modes. It is also intended to provide direction for Council to implement cycle infrastructure in future years and ensures there is an underlying connected network for the basis of decision making.
- 1.4 In recent years, the Waimakariri District has seen a greater uptake of cycling due to the development of the Passchendaele Path and Rangiora to Woodend Path, amongst other cycle infrastructure. Recently, the Christchurch Northern Corridor (CNC) has been developed, improving accessibility to Christchurch and the Waimakariri District for a far greater range of cycling abilities and has been complimented with the opening of the path connecting the CNC to Kaiapoi. Once the Kaiapoi Town link is finished, there will be a complete link formed between Rangiora and Christchurch.
- 1.5 All Boards were briefed during their respective July meetings on the Cycle Network Plan and subsequent prioritisation programme. The key concerns and recommendations made by the Boards are noted in Section 4.

- 1.6. The recommended option is to approve public consultation on all of the proposed cycle routes and prioritisations. This will enable engagement with both the public and key stakeholders to get their opinions on the proposed plan.

Attachments:

- i. Proposed Network Plan (TRIM No. 210722119967)
- ii. Option 1 – Prioritisation Table (TRIM No. 210721119442)

2. **RECOMMENDATION**

THAT the Community Board recommends:

THAT the Council:

- (a) **Receives** Report No. 210720118252;
- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements;
- (c) **Notes** that the proposed infrastructure prioritisation programme is based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year;
- (d) **Notes** that pre-engagement will be carried out in October, with district-wide consultation occurring from the start of November to the start of December;
- (e) **Notes** that the results of the public consultation and final proposals will be presented to the Community Boards and then Council for approval;
- (f) **Notes** that the plan and prioritisation routes will be reviewed every three years;
- (g) **Circulates** this report to the Utilities & Roading Committee and Community & Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities & Roading Committee to ensure timeframes are met.

3. **BACKGROUND**

- 3.1 The Waimakariri District Council have committed to improving multi-modal transport options throughout the District. The intention is to provide safe and accessible facilities which encourage active movements within the community.
- 3.2 The Cycle Network Plan has been derived to deliver upon the actions which were agreed and endorsed in the Waimakariri Walking and Cycling Strategy 2017-2022. The vision of this strategy is “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”. Overall, the aim of the strategy is to encourage walking and cycling, both for recreational and commuter travel. This policy was developed with alignment to Regional Transport Plans and other national/regional policy documents.
- 3.3 Intra-district cycling has been increasing with the addition of the Passchendaele Path, Rangiora to Woodend Path, and other rural paths. These facilities cater for a far greater range of cyclist levels as they provide improved comfort and safety, compared to cycling alongside motor vehicles. With the recent addition of the Christchurch Northern Corridor Path, and subsequently the Main North Road and Kaiapoi Town cycleways, it can be expected that there will be an increase in inter-district trips. These paths provide significantly improved connections between Christchurch City and the Waimakariri District. Furthermore, the introduction of electric bikes, more commonly known as E-bikes, has made both of these areas more accessible for a wider range of users travelling either way. These routes are now seen as commuter routes for many during the weekdays and more

recreational users on the weekend. It is therefore paramount that further facilities are planned for in the District to cater for the increased levels of cyclists.

- 3.4 Further to this, Waka Kotahi has been working on Great Rides throughout New Zealand, which specifically look to connect urban centres for touring cyclists. In 2018, the Waimakariri District Mayor, in conjunction with other mayors, signed a Memorandum of Understanding to encourage the development of this cohesive network. The Hurunui Heartland Ride was developed from this, with approval recently being granted to extend the Kaikoura to Amberley Ride through to Christchurch. This will therefore extend a pre-approved alignment (Marshmans Road, Fawcetts Road, Cones Road, Ashley Street, Ivory Street, Victoria Street, Percival Street, Passchendaele Path, Kaiapoi Town cycleway, and the Main North Road shared path) through Waimakariri, further increasing cyclist numbers throughout the District.
- 3.5 The culmination of all these factors requires far greater planning to be put into the cycle network within the district. The Cycle Network Plan is intended to provide a connected and cohesive network, which will inform decisions around the provision of infrastructure in the future.
- 3.6 The walking aspect of this plan has greater focus on pedestrian movements across roads rather than along. This is generated from the fact that most urban centres have a substantial footpath network but often lack infrastructure to access across roads. In rural areas, including rural towns, there may be no adequate footpath structure and therefore rural shared paths have a greater feature in these areas. Pedestrian refuge islands will be implemented alongside the majority of the cycle network developments within the urban centres.
- 3.7 The basis of the Cycle Network Plan is on a grading systems used by Waka Kotahi. This system aligns with the New Zealand Government's cycle training grades and reflects the type of user which can be expected on parts of the network. The grading system is detailed as follows:
 - Grade 1: Novice Cyclists
 - Grade 2: Basic Competence Cyclists
 - Grade 3: Advanced Cyclists
- 3.8 Associated facility types, which can be expected for each grade of cyclist, are shown in Figures 1 to 6.
 - a. Figure 1 shows a facility which could be expected for a Grade 1 cyclist, noting that retrofitting this facility into an urban area, with increased density of driveway accesses, comes with many safety concerns and is therefore not recommended.
 - b. Figures 2 to 4 show facilities which would correlate to a Grade 2 cyclist.
 - c. Figures 5 and 6 show facilities which would correlate to a Grade 3 cyclist.

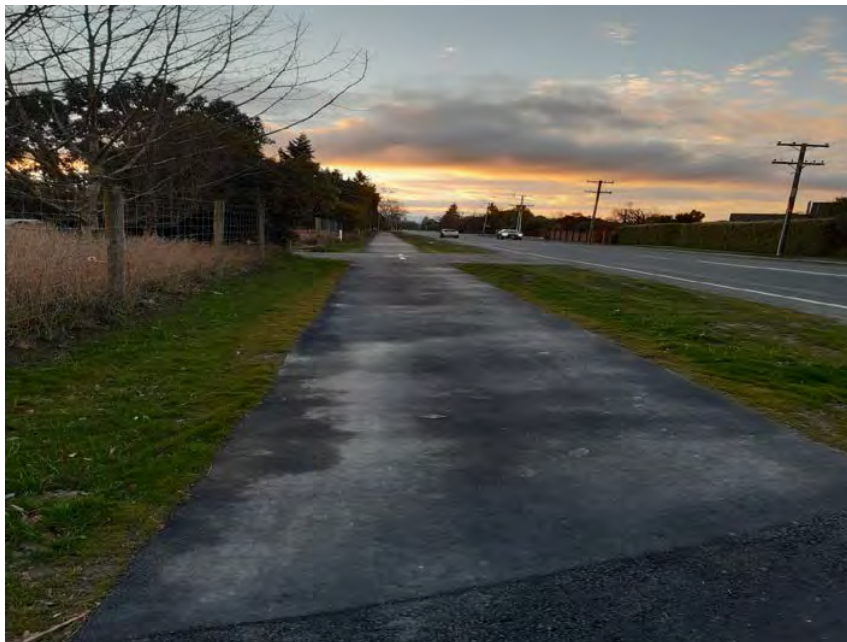


Figure 1. Rural shared path on Rangiora Woodend Road.



Figure 2. Neighbourhood greenway in Christchurch.



Figure 3. On-road lane with traffic buffer in Christchurch.



Figure 4. Rural shared path on North Eyre Road.



Figure 5. On-road cycle lane on Ivory Street.



Figure 6. Shoulder widening.

- 3.9 The Cycle Network Plan and associated network construction priorities will be reviewed every three years, in conjunction with the Waka Kotahi funding and Council's Long Term Plan cycle, to ensure that the needs of the community will be best met.
- 3.10 Currently, \$4,700,000 is budgeted for walking and cycling infrastructure within the District across ten years, noting that this is co-funded with Waka Kotahi with a 51% subsidy and that the yearly value varies each year. There is a focus of this funding towards commuter routes and connections to key destinations, particularly in urban areas.
- 3.11 Strictly recreational paths are shown on the maps in Attachment i for information only, as these are funded through differing budgets from the joint Council and Waka Kotahi budget. The reason for including these is to show connections between recreational trails were considered as part of the Cycle Network Plan.
- 3.12 The Walking and Cycling Working Group was re-established in late 2020 to provide community input into the updating of the Waimakariri District Council's Walking & Cycling Strategy Action Plan. This includes:
- a. Identification of issue relating to walking & cycling
 - b. Contributing to decision relating to the prioritisation of projects

- c. Discussing related issues with appropriate stakeholders
- d. Making recommendations to the Utilities & Roading Committee.

3.13 The Walking and Cycling Working Group consists of the following representatives:

- Walking advocate
- Cycling advocate
- Representative of Waimakariri Access Group
- Representative from the Age Friendly Advisory Group
- Two Council representatives
- One representative from each Community Board
- Youth Council Representative
- School Representative
- New Zealand Police representative
- Staff representatives from Road Safety, Policy & Strategy, Greenspaces & Communications
- Enterprise North Canterbury representative
- ECan representative
- Oxford Promotions Action Committee representative
- Kaiapoi Promotions Association representative
- Rangiora Promotions Association representative

3.14. This group was provided with the draft Network Plan and asked to provide feedback, priorities, and ideas for the Cycle Network Plan via the “Bang the Table” platform.

3.15. Staff then met again with the Working Group in June 2021 to provide the proposed Network Plan and the prioritisation programme staff had developed based on the Working Groups feedback, before taking the presentation to all Boards as a workshop at each meeting in July 2021.

3.16. The workshop presented to each Community Board included maps that demonstrated the overall goal of the District-wide Network Plan, as well as a prioritised list of sites to be achieved within the first 10 years of the programme.

3.17. The prioritisation of the network was based off four key questions highlighted below, in which a route required one ‘yes’ answer to be added to the short-list.

- Is it a critical link?
- Does it close a gap in the existing network?
- Does it extend the existing network to a key destination?
- Does it address a key issue?

From here, staff assigned potential facility types and developed six per metre rates for different facility types based on figures from relevant construction projects (e.g., Kaiapoi Town cycleway).

4. ISSUES AND OPTIONS

4.1. Each of the community boards provided feedback during their respective workshops, and were encouraged to submit feedback following the workshops directly to staff for inclusion within this report.

- 4.2. None of the community boards submitted feedback following the workshops, however, a summary of feedback from the workshops themselves is outlined for each community board below:

4.2.1. Oxford-Ohoka Community Board Feedback

- Dangers of forcing horses closer to the live lane with the implementation of the rural shared (walking & cycling) path.
- The priority given to the High Street/Harewood Road circuit was too far in the future.
- It was requested that a section of Bradleys Road, from Hallfield Drive to Main Drain Road, was reinstated on the Network Plan.
- The ambitious nature of the overall Cycle Network Plan, and concerns that this would take too long to deliver. They felt that the Network Plan should be showing only realistically achievable projects.
- The lack of clarity around which side of the road infrastructure will be located on.
- The cost of the Tram Road facility.

4.2.2. Woodend-Sefton Community Board Feedback

- There was significant concern that a link, on the eastern side of State Highway 1 between Pegasus and Woodend did not exist on the plan and that this had not been seen as a priority. It was suggested that this should have the greatest priority of any link in the Board's ward area.
- The importance of access to high schools, as a large proportion of the Community is zoned for Kaiapoi High School and there was no safe route for them currently.
- Look at providing a lower level of service on some routes and improving these in the future to allow for more of the network to be completed sooner.
- Ensuring the developer of the Rangiora North-East development provides a path which connects Kippenberger Avenue to the Mainpower Stadium Sports Facility.
- Consideration of reducing priority in other areas of the district to enable the major routes to be developed.

4.2.3. Rangiora-Ashley Community Board Feedback

- There was significant concern that the remainder of the north-south Grade 2 route along King Street did not feature in the ten year Prioritisation Programme.
- The Grade 3 shown on Percival Street, Ivory Street & Ashley Street may be more challenging than we had anticipated, with specific mention of the "S" bend between Lilybrook shopping centre, and Ivory Street. The Board shared significant concern about directing cyclists along this route.
- The Earlys Rd unsealed path extension can be terminated at Springbank Rd
- The proposed Grade 3 facility on Mill Road is unnecessary. Although Mill Rd is a high speed environment, there are very few vehicles which use it. This funding would be better spend on cycle facilities within the main road through Cust Village.

4.2.4. Kaiapoi-Tuahiwi Community Board Feedback

- Include recreational linkages between Tuahiwi Road and Arohatia te awa.
- A consensus that the prioritisation programme provided for the briefing best fitted the network.

- Look at providing a lower level of service on some routes and improving these in the future to allow for more of the network to be completed sooner.

4.3. Council Staff have reviewed the feedback made by the Boards and provide the following commentary below.

4.3.1. Oxford-Ohoka Community Board Feedback

- It is perceived that the number of horses using these paths would be relatively low; therefore, staff will allow use of these rural pathways by horses. If this use were to become of concern to the community, in terms of maintenance, etc., staff will review alternative options.
- The Board can recommend to Council that the High Street and Harewood Road circuit be moved to year one to three in the Priority Programme; however, noting that this will result in the Tram Road link being pushed back to year four to six in the programme.
- The Cycle Network Plan is intended to be ambitious, as its use is to provide direction for cycle infrastructure development across the District for years to come. What is designated in the plan is aspirational for Council, but without this direction, cycle infrastructure development may occur on an ad-hoc basis rather than as a result of an informed decision.
- Of further note, with the request of a lower speed environment down Main Street, and if there is a favourable response for this during consultation, staff will look to bring forward the budget for cycle infrastructure along this stretch.
- Current thoughts by staff are that the facilities will be provided on the western side of High Street and the northern side of Harewood Road; therefore, avoiding any need to cross sides. At this stage, generic facility types have been considered for the facilities; however, these will be considered in greater detail during the design phase. At this stage the Cycle Network Plan is intended to be a high-level direction for the Districts cycle infrastructure in the future, and details pertaining to sides of roads and exact facilities are not necessarily decided.
- The costs proposed for each potential facility have been based of a generic rate for a similar facility that has been implemented. Exact costs will be determined during the detailed design phase.
- Staff have not yet spoken to the A&P committee regarding a path through the A&P land. It is noted that this needs to take place prior to any public consultation.

4.3.2. Woodend-Sefton Community Board Feedback

- A link between Pegasus and Woodend has now been included in the Network Plan and prioritised in the ten year programme. This link has received a low priority in the ten year programme due to the uncertainties surrounding the work being completed by Waka Kotahi along State Highway 1 and the potential for the Woodend Bypass in the future. This link is also relatively high-cost, due to the requirement for a small pedestrian footbridge and piping of a substantial drain, and therefore it would be unsuitable for Council to fund this project if Waka Kotahi were then going to construct the bypass, resulting in this infrastructure being removed. If Waka Kotahi were to advance their works, then Council Staff would look to bring this budget forward and implement infrastructure which best fits around Waka Kotahi's proposal.
- Staff have been working with individuals who develop the Outline Development Plan maps to ensure cycle linkages are included within these and that the Cycle Network Plan routes are also shown.

- Once detailed design is completed for each link, staff will investigate options to stage the works, meaning that an initial lower level of service may be provided, with this being upgraded in the future. This will be reviewed on a case-by-case basis for each link.

4.3.3. Rangiora-Ashley Community Board Feedback

- The intersection at the Lilybrook shops has been reviewed and an altered high level estimate for this route has been included within the Prioritisation Programme.
- The intention of the inclusion of work on the Ashley/Ivory/Percival route within the programme is not to direct cyclists down here, but instead make it safe for the cyclists that do use it. Currently, there are cycle lanes along some of this route, with substantial gaps in-between, making it unsafe for cyclists in these areas. Staff believe that this discrepancy needs remedying in the near future due to safety concerns.
- Staff are in agreement with the Board that the King St / Enverton Dr / River Road link is an important part of the north/south cycle network through Rangiora. However the issue is when this can be afforded, given other priorities.
- The Board can recommend to Council that the remainder of the Rangiora Town link is moved into the priority programme; however, noting that this will remove funding from other routes within this Board's ward area and subsequently other parts of the district due to the high cost of this path. Otherwise, staff will look to prioritise this route as soon as funding becomes available. A further option may be to look at a lower level of service initially along King Street, noting that there will be some areas which would need to be upgraded once funding became available (i.e., the stretch of King Street between Queen Street and High Street due to its narrow nature).

4.3.4. Kaiapoi-Tuahiwi Community Board Feedback

- The missing linkages have been included within the Cycle Network Plan Maps.

4.4. The Board has the following options available to them:

4.4.1. Option One: Recommend Approval to Consult on the Current Cycle Network Plan and Prioritised Routes

This option involves recommending the approval of this report and authorisation granted to staff to undertake consultation on all of the proposed routes and prioritisations, once approved by Council.

This is the recommended option because staff have made amendments, based on the Community Boards feedback, prioritisation programme at a level which best fits with the budget currently provided by Council, noting that in some instances additional budget may potentially need to be asked for.

4.4.2. Option Two: Recommend Approval to Consult for an Amended Cycle Network Plan and Prioritised Routes

This option recommends approving an amended scope to the proposed Cycle Network Plan and subsequent facility prioritisation outlined in this report, and authorising staff to undertake consultation, once approved by Council.

This is not the recommended option because staff have best allocated the network, based on feedback received by the Boards, somewhat within Council's yearly walking and cycling infrastructure budget. If additional links or higher cost links are to be added into, or shifted within the Prioritisation Programme, either additional budget will need to be allocated by Council, or links within the ward area and/or across the network will need to be removed from the Prioritisation

Programme. There are also very few routes in the Prioritisation Programme which would be suitable for an initial lower level of service.

4.4.3. Option Three: Recommend Declining Consultation for the Proposed Cycle Network Plan and Prioritisations

This option recommends declining this report and asking staff to re-evaluate the Cycle Network Plan and Prioritisation Programme.

This is not the recommended option because staff completed briefings with the Boards asking for feedback on the Cycle Network Plan and Prioritisation Programme, and have since incorporated this feedback into both where possible. Declining consultation at this stage would also cause delays to this plan development and may push it outside of the 2021/2022 financial year.

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

The addition of cycleways and shared paths provides infrastructure which encourages a greater uptake of walking and cycling, both for commuters and recreation. An uptake in walking and cycling also contributes to improved health and wellbeing of members within the community. Further to this, including infrastructure which caters for a wide range of skill levels encourages less confident cyclists, who may have otherwise chosen to travel via motor vehicle, to use the provided facilities.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

There was a request from iwi to include a cycling link through Tuahiwi, which would join with the Rangiora to Woodend shared path. This has been included within the Cycle Network Plan and also includes an additional length which links to the Arohatia te awa path along the banks of the Cam River.

Once approval is received from Council, consultation documentation will be made available to Te Ngāi Tūāhuriri.

5.2. **Groups and Organisations**

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

Once approval is received from Council, consultation documentation will be made available to the key stakeholders.

5.3. **Wider Community**

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

The Waimakariri Walking and Cycling Strategy 2017-2022 was developed following consultation with the public. The Cycle Network Plan has been developed based on this strategy and provides the public further opportunity to provide feedback on routes throughout the network.

Public consultation for this project includes three different phases; pre-engagement, engagement, and targeted engagement, noting that this consultation period will begin once approval from Council has been granted.

The pre-engagement phase is intended to socialise the idea of the cycle network plan to the public.

During the engagement phase, staff will be asking the public for feedback on the route recommendations and prioritisation. This will be done through mapping tools, videos, visual displays, online tools, and information/drop-in sessions. There will also be an opportunity for the public to provide feedback on the level of investment from Council.

Once the plan is adopted, targeted consultation will occur as the prioritisation programme is fulfilled. This will include consultation with affected residents during the design phase specifically detailing what the cycle infrastructure will look like, the added amenity to the area, and the subsequent impacts to residents. The communication will continue during the construction phase to ensure residents remain up to date on any design changes or problems incurred.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

There is \$50,000 allocated within PJ 101229.000.5135 for the Professional Fees associated with internal staff time and consultation documents within the 2021 / 2022 year. This is included within the \$4,700,000 allocated for the next ten years in the Long Term Plan to implement this project from 2022/2023.

6.2. Sustainability and Climate Change Impacts

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

Creating a safe and accessible cycle network, which comes with improving infrastructure, increases the uptake of cycling for both recreational and commuter cyclists. This results in a subsequent decrease in the number of people using single occupancy vehicles, particularly for shorter trips. This comes with many benefits, including the reduction of greenhouse gas emissions.

6.3 Risk Management

The recommendations in this report do carry the risk that the proposed Cycle Network Plan does not meet the expectations of the community. Further to this, the infrastructure may not be able to be delivered in the time frames expected and additional investment may be required to deliver the programme of works.

6.3. Health and Safety

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

These risks are associated with the potential for changes in alert level for COVID-19. If this were to occur, staff involved with consultation will follow guidelines prescribed by the New Zealand Government. This may require alternative methods of consultation to be sought or consultation to be delayed for a period of time. This will be managed as it occurs.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Section 52 of the Local Government Act 2002 outlines the role of the Community Board and is therefore the relevant authorising legislation.

7.3. Consistency with Community Outcomes

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

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

- There are wide-ranging opportunities for people to enjoy the outdoors
- The accessibility of community and recreation facilities meets the changing needs of our community

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

- Climate change considerations are incorporated into all infrastructure decision-making processes

There is a strong sense of community within our District

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

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

- The Council takes account of the views across the community including mana whenua

Transport is accessible, convenient, reliable and sustainable

- The standard of our District's transportation system 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. Authorising Delegations

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

The decision making rests with Council as this is a significant issue which will set the framework for the Cycle Network in the future.

Print Out No.1

Proposed District Network Plan

These maps show the overall district network plan, and includes all current facilities, plus required infrastructure to complete the network plan)

Each route is graded into three categories, described in the table below:

	Treatment Options <u>Urban Areas</u>	Treatment Options <u>Rural Areas</u>
Grade 1 This grade is the highest level of comfort, and is suitable to Novice users. There is little conflict with motor vehicles along the route. These are typically “arterial” cycle routes, and are installed as critical links between our main towns.	<ul style="list-style-type: none"> • Generally not applicable to retrofit within urban streets 	<ul style="list-style-type: none"> • 2.5m or greater (3.0m desirable) shared path with an asphalt surface
Grade 2 This grade is suitable for users with basic competence skills. Users will be riding on the road adjacent to live traffic, although there will additional measures in place to protect the vulnerable users.	<ul style="list-style-type: none"> • Separated cycle path • Neighbourhood Greenways • On Road cycle lane with traffic buffers and intersection improvements 	<ul style="list-style-type: none"> • Unsealed shared path (less than 2.5m wide)
Grade 3 This grade is suitable for users with advanced skills and confidence to mix with traffic.	<ul style="list-style-type: none"> • On-road cycle lanes 	<ul style="list-style-type: none"> • Sealed shoulder widening
Recreational Trails These trails are aimed at leisure users, and may be considered an “off-road” trail (ie suitable for mountain biking)	Trails shown in the network plan are existing recreational trails only. Potential recreation trails are not included within this programme.	



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
OXFORD (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
01	A



LEGEND

	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

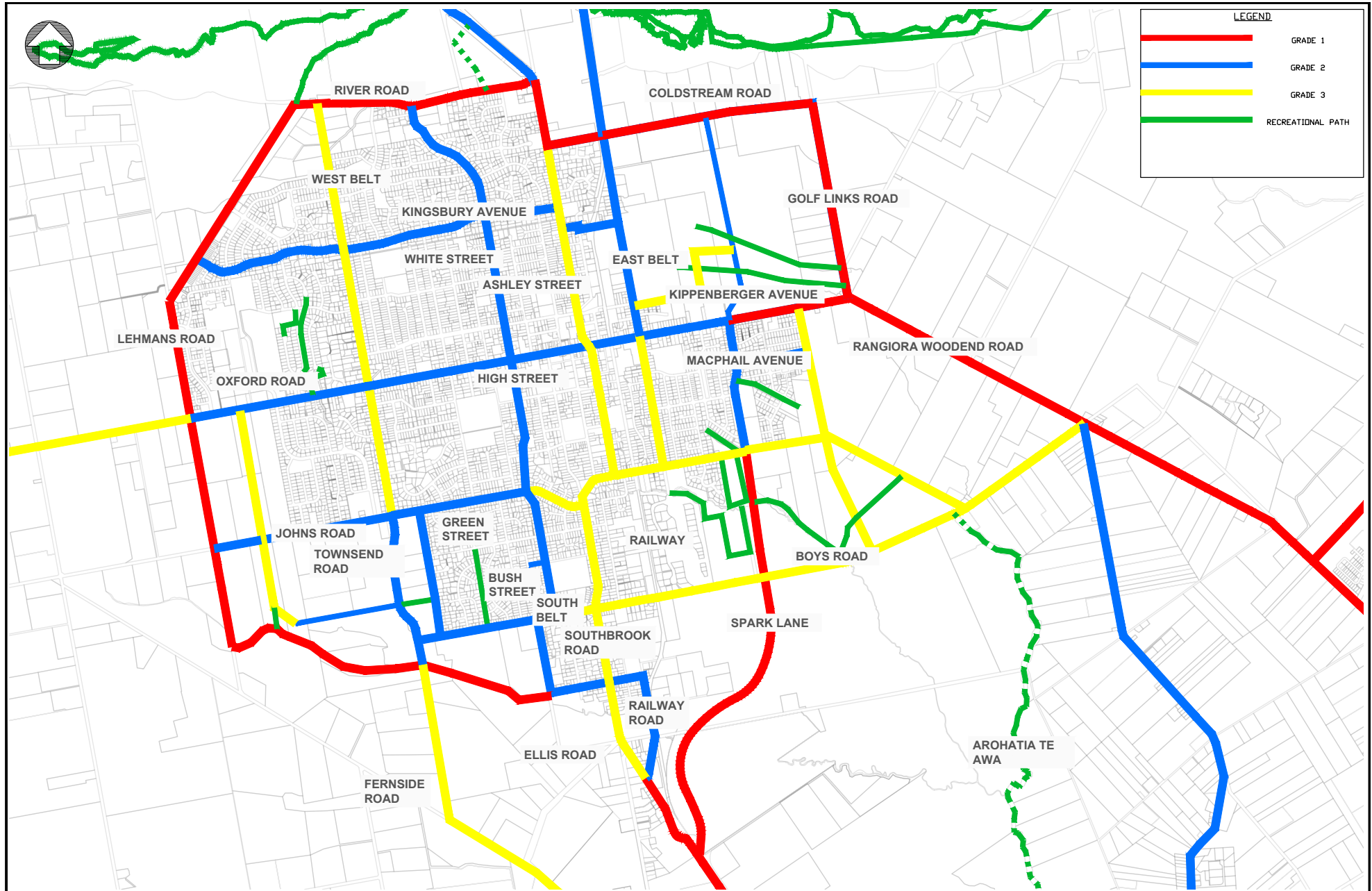
SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	CUST (PROPOSED NETWORK PLAN)
-------------	---------------------------------

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
02	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

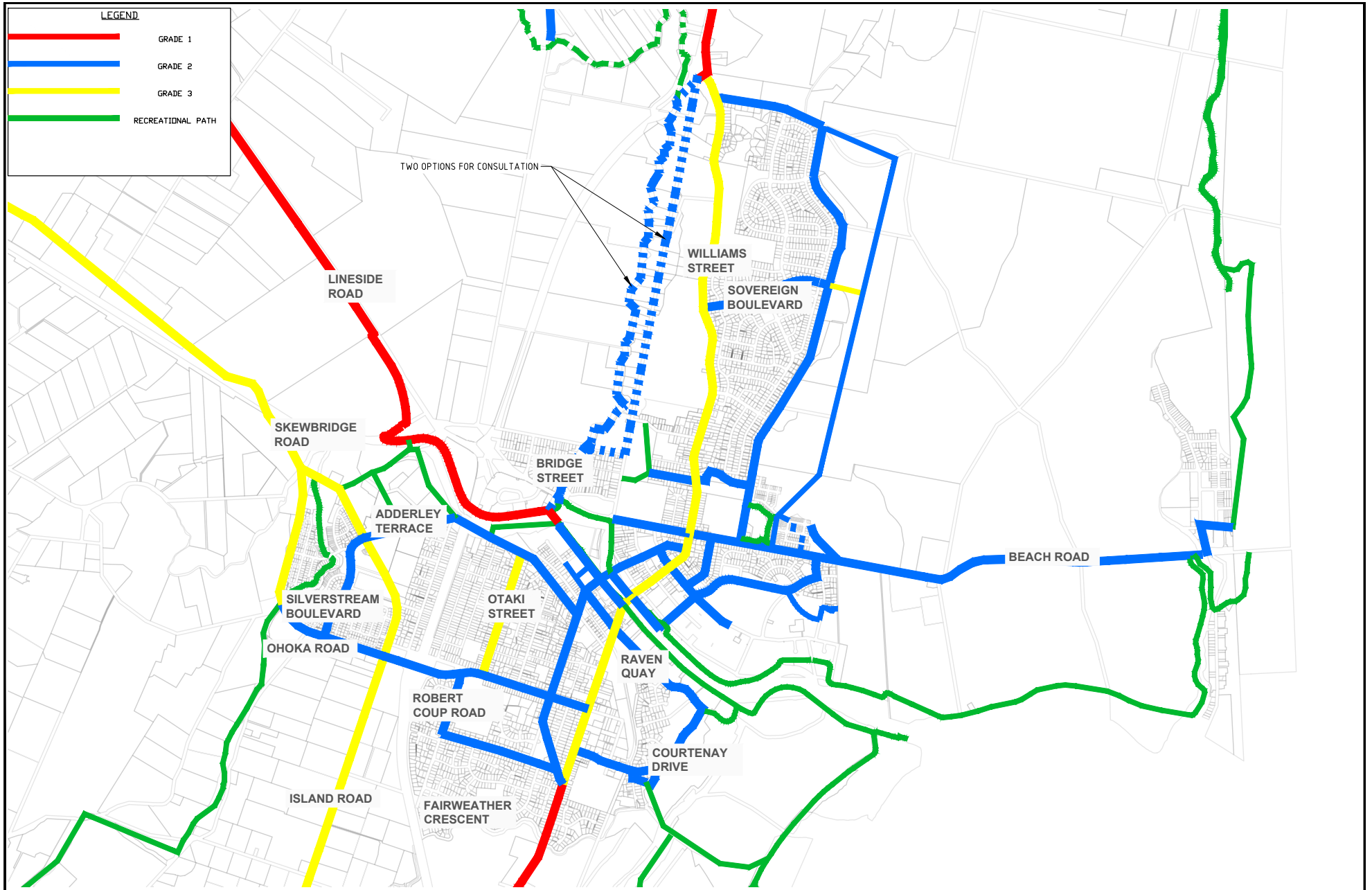
SURVEYED	DRAWN	MB
DRAWING CHKD		
DESIGNED		
DESIGNED CHKD		
APPROVED		

PROJECT No PD001583
 CON No
 SCALE (A3) NOT TO SCALE
 DATUM ORIGIN
 HORIZONTAL NZTM GD2000
 VERTICAL

PROJECT
 WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
 RANGIORA
 (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	03
REVISION	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	PROJECT No
MB		PD001583
		CON No
		SCALE (A3) NOT TO SCALE
		DATUM ORIGIN
		HORIZONTAL NZTM GD2000
		VERTICAL

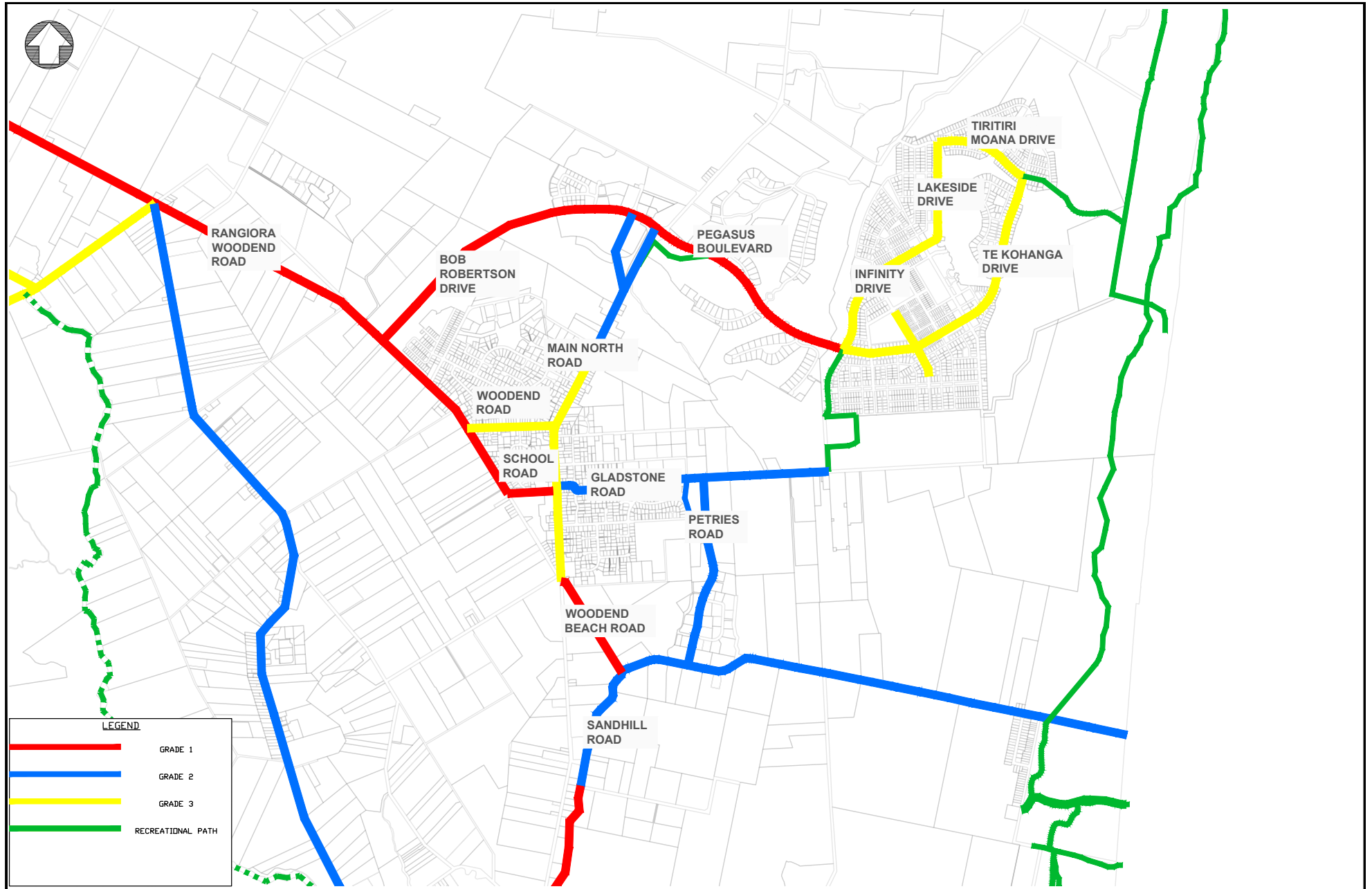


PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
KAIAPOI
(PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
04	A

PL01 DATE: 23/07/2021 FILE: S:\PD\WPU\JOBS\PD001583-1588\PD001583 WALKING & CYCLING PROGRAMME 2019-2020\13 - CYCLEWAY NETWORK GIS\00 - GIS DATA\CAD EXPORTS OF CYCLEWAY NETWORK PLAN\NETWORK PLAN\CYCLE NETWORK PLAN - 09-07-21.DWG



LEGEND

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL

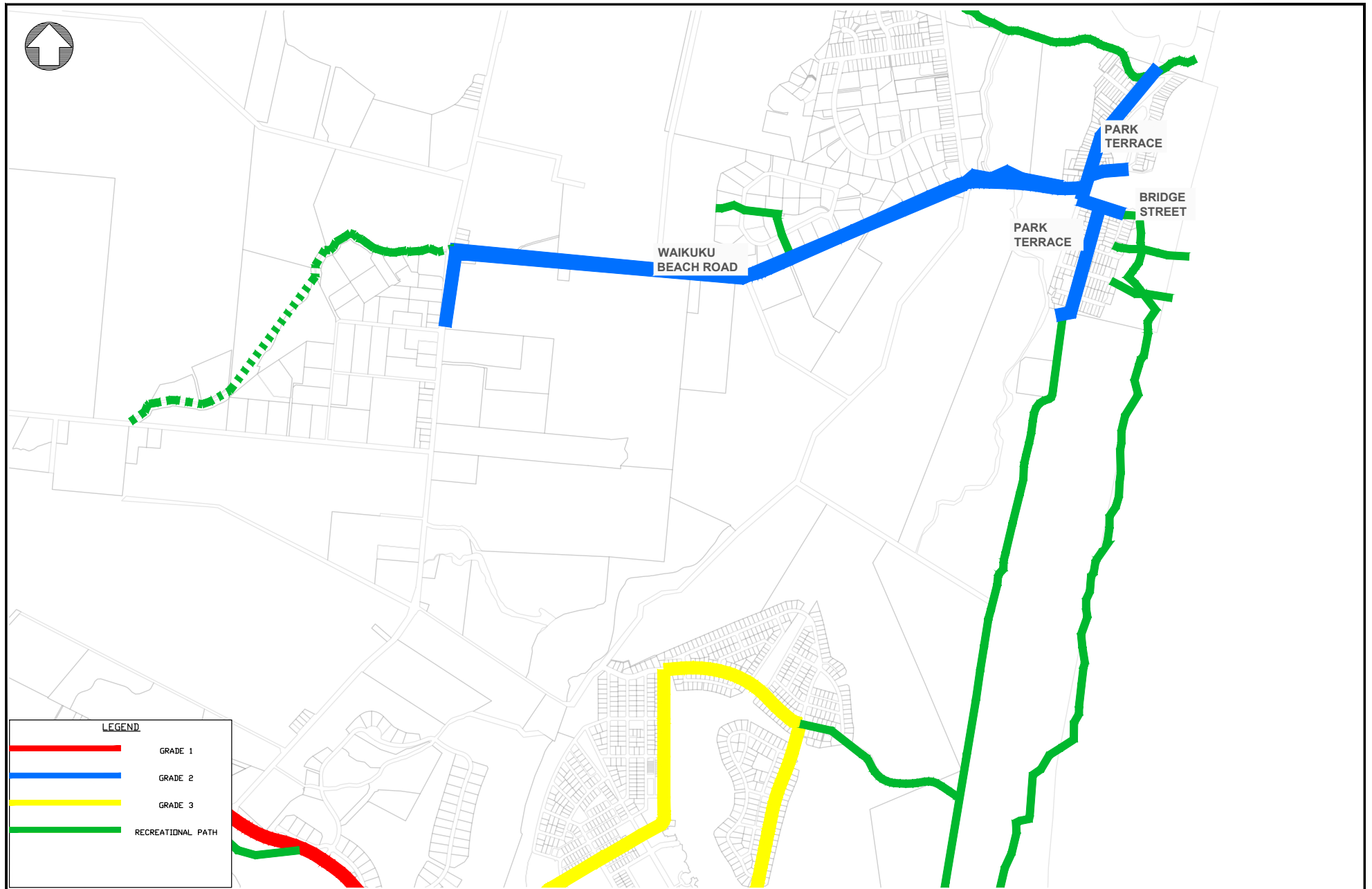


PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
WOODEND/PEGASUS (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
05	A

PL01 DATE: 23/07/2021 FILE: S:\PDP\POU\JOBS\PD001583-1589\PD001583 WALKING & CYCLING PROGRAMME 2019-2020\13 - CYCLEWAY NETWORK GIS\001 - GIS DATA\CAD EXPORTS OF CYCLEWAY NETWORK PLAN\NETWORK PLAN\CYCLE NETWORK PLAN - 09-07-21.DWG



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

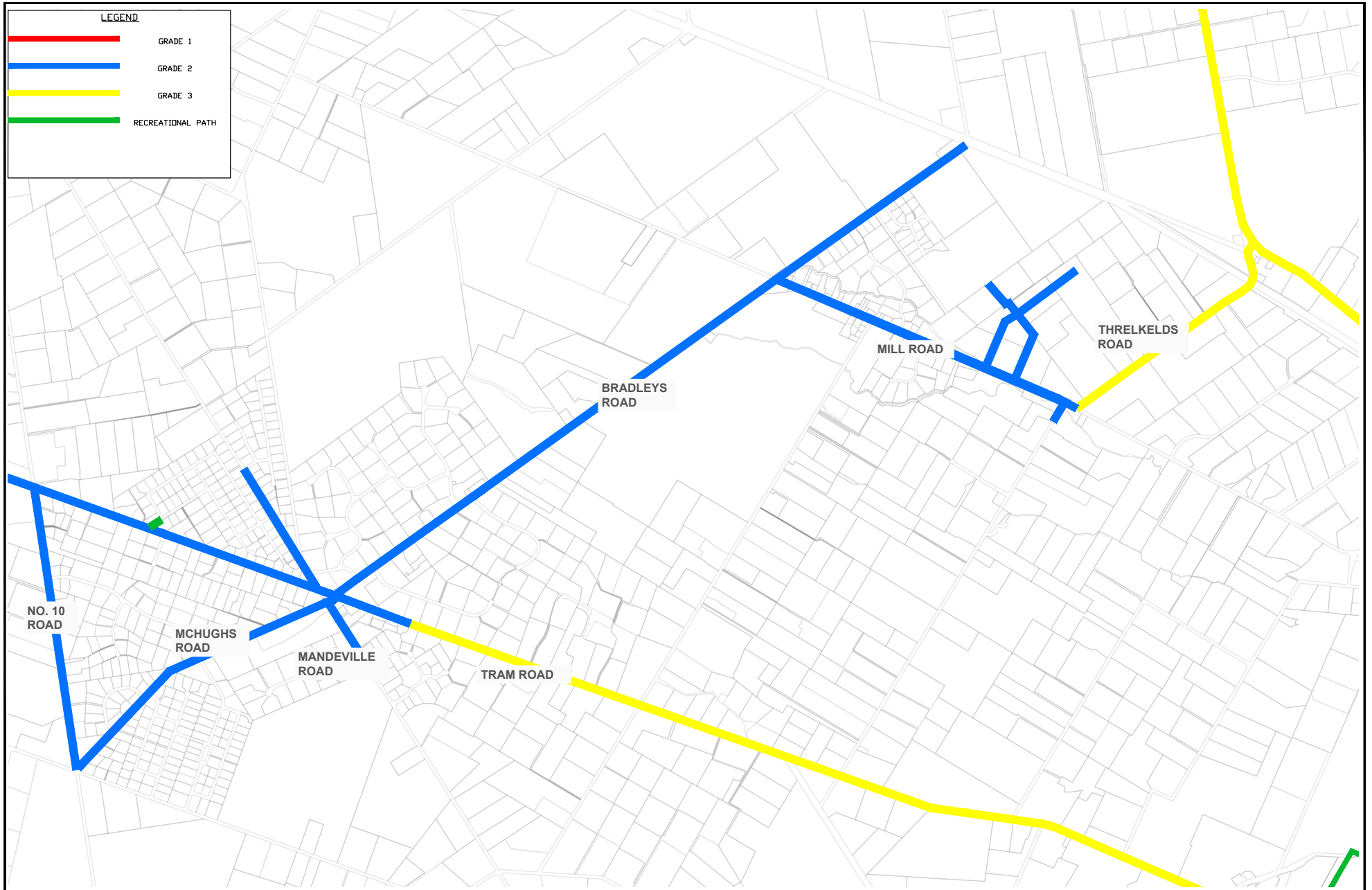
SURVEYED	DRAWN	PROJECT No
MB	MB	PD001583



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
WAIKUKU BEACH (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
06	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

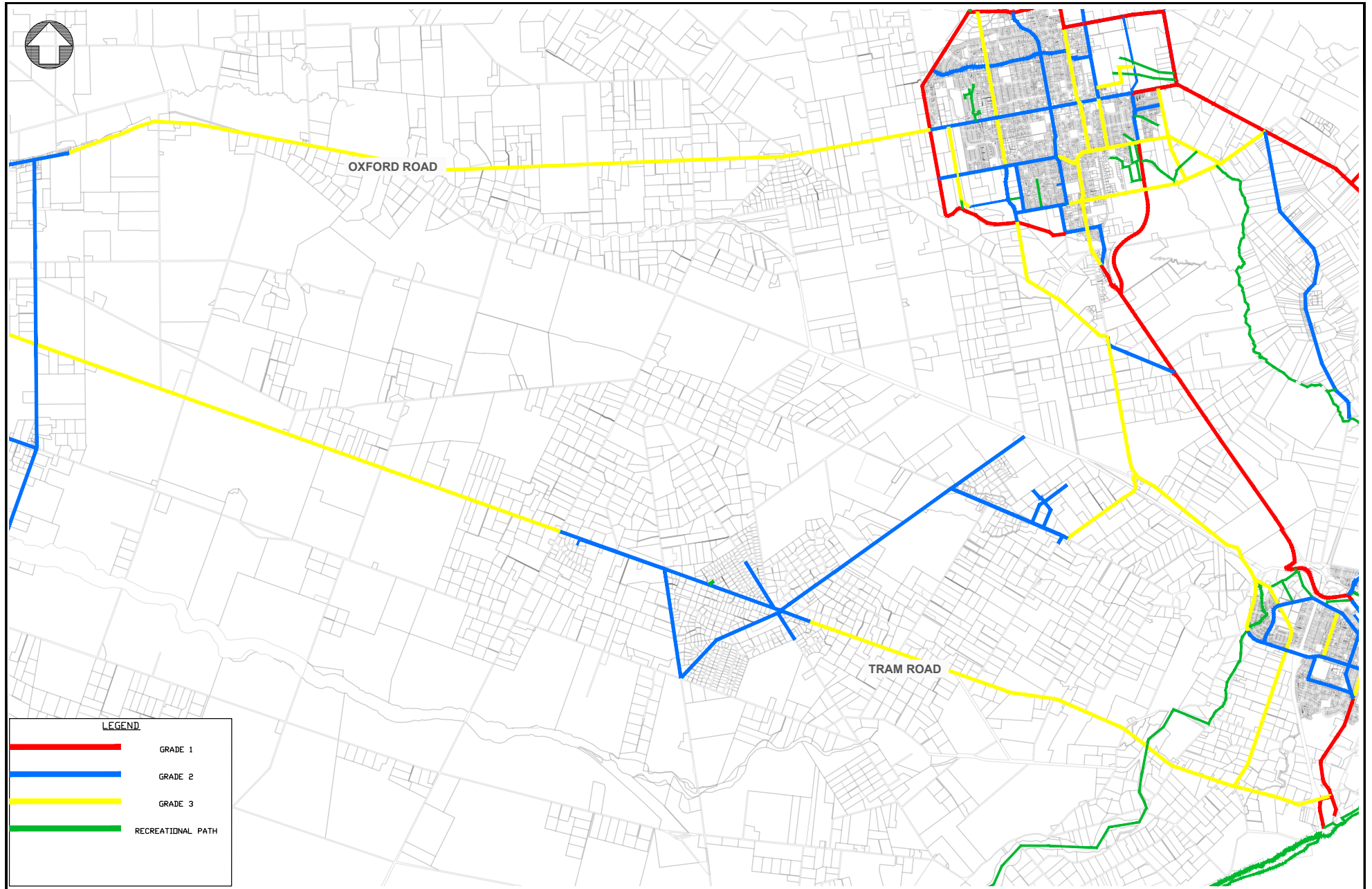
SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
OHOKA/MANDEVILLE (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
07	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	PROJECT No
DRAWN MB	PD001583
DRAWING CHKD	CON No
DESIGNED	SCALE (A3) NOT TO SCALE
DESIGNED CHKD	DATUM ORIGIN
APPROVED	HORIZONTAL NZTM GD2000
	VERTICAL

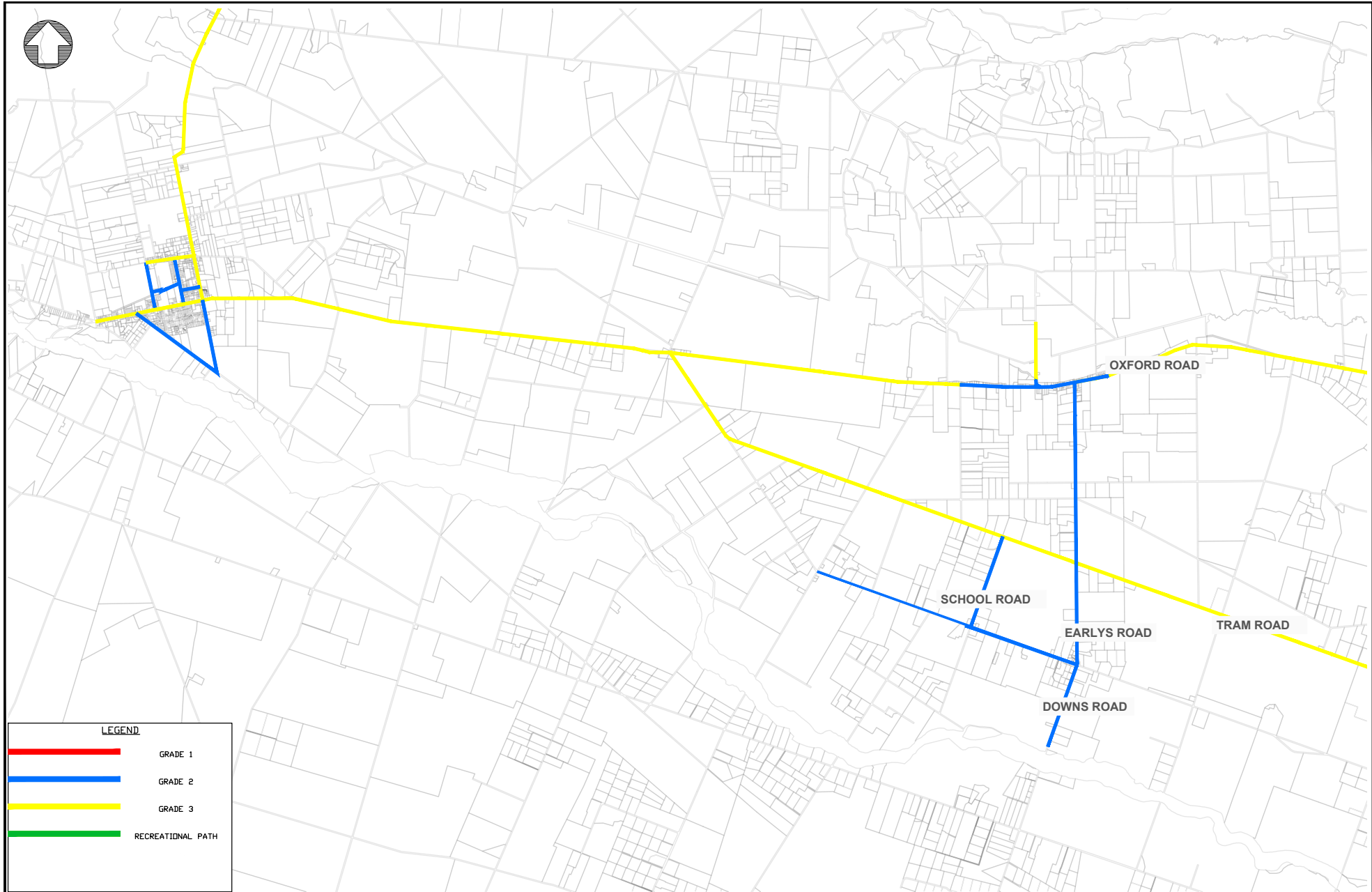


PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
TRAM/OXFORD RD TO EARLYS RD (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
08	A

PLOT DATE: 23/07/2021 FILE: S:\PDP\JOB\SP000150-1583\PD001583 WALKING & CYCLING PROGRAMME 2019-2020\13 - CYCLEWAY NETWORK GIS\00 - GIS DATA\CAD EXPORTS OF CYCLEWAY NETWORK PLANNETWORK PLAN\CYCLE NETWORK PLAN - 09-07-21.DWG



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL

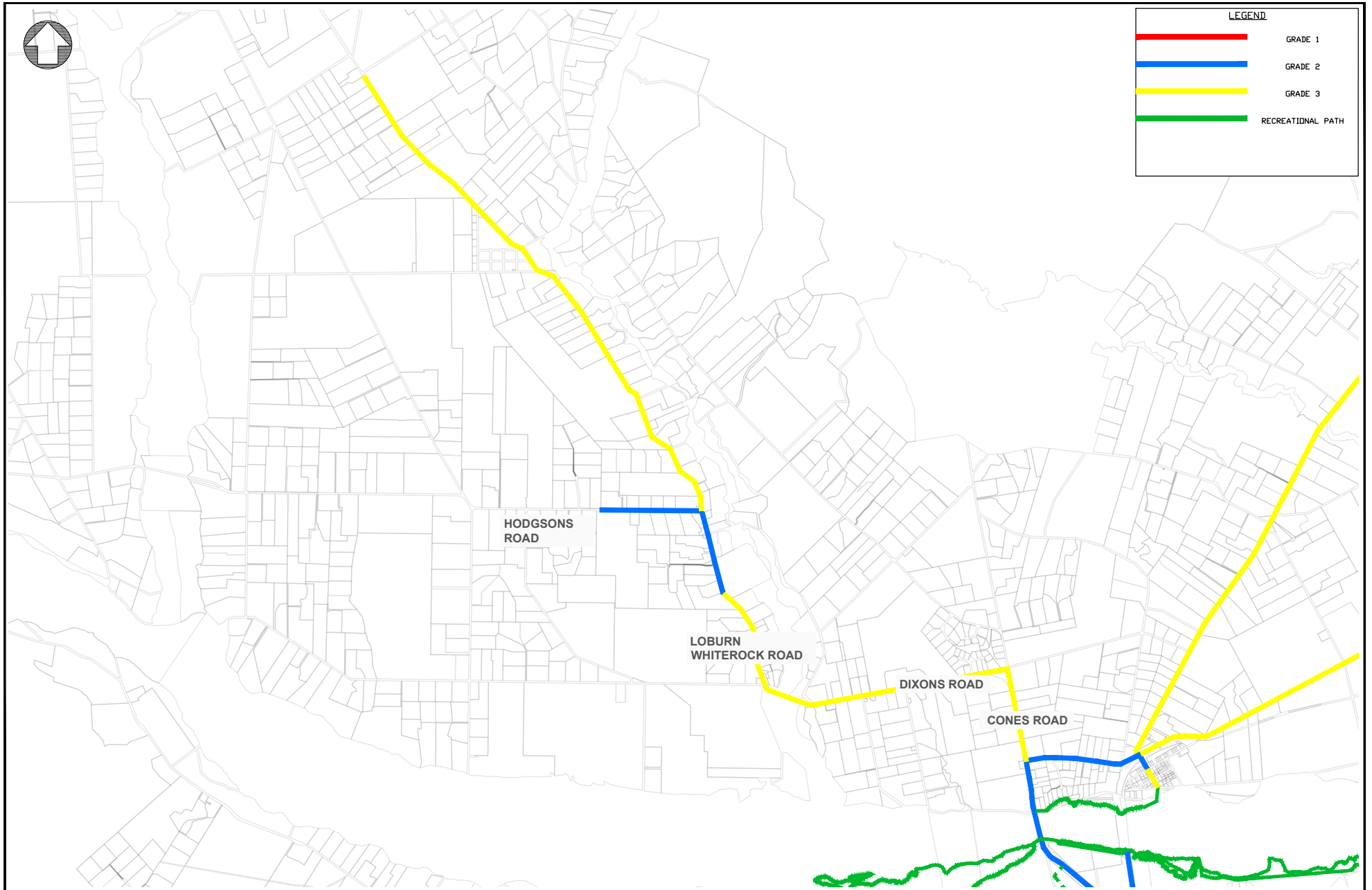


PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	TRAM/OXFORD RD TO OXFORD (PROPOSED NETWORK PLAN)
-------------	---

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
09	A

Plot Date: 23/07/2021 File: S:\PDP\JOB\SPD001583-1589\PD001583 WALKING & CYCLING PROGRAMME 2019-2020\13 - CYCLEWAY NETWORK GIS\001 - GIS DATA\CAD EXPORTS OF CYCLEWAY NETWORK PLAN\NETWORK PLAN\CYCLE NETWORK PLAN - 09-07-21.DWG



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

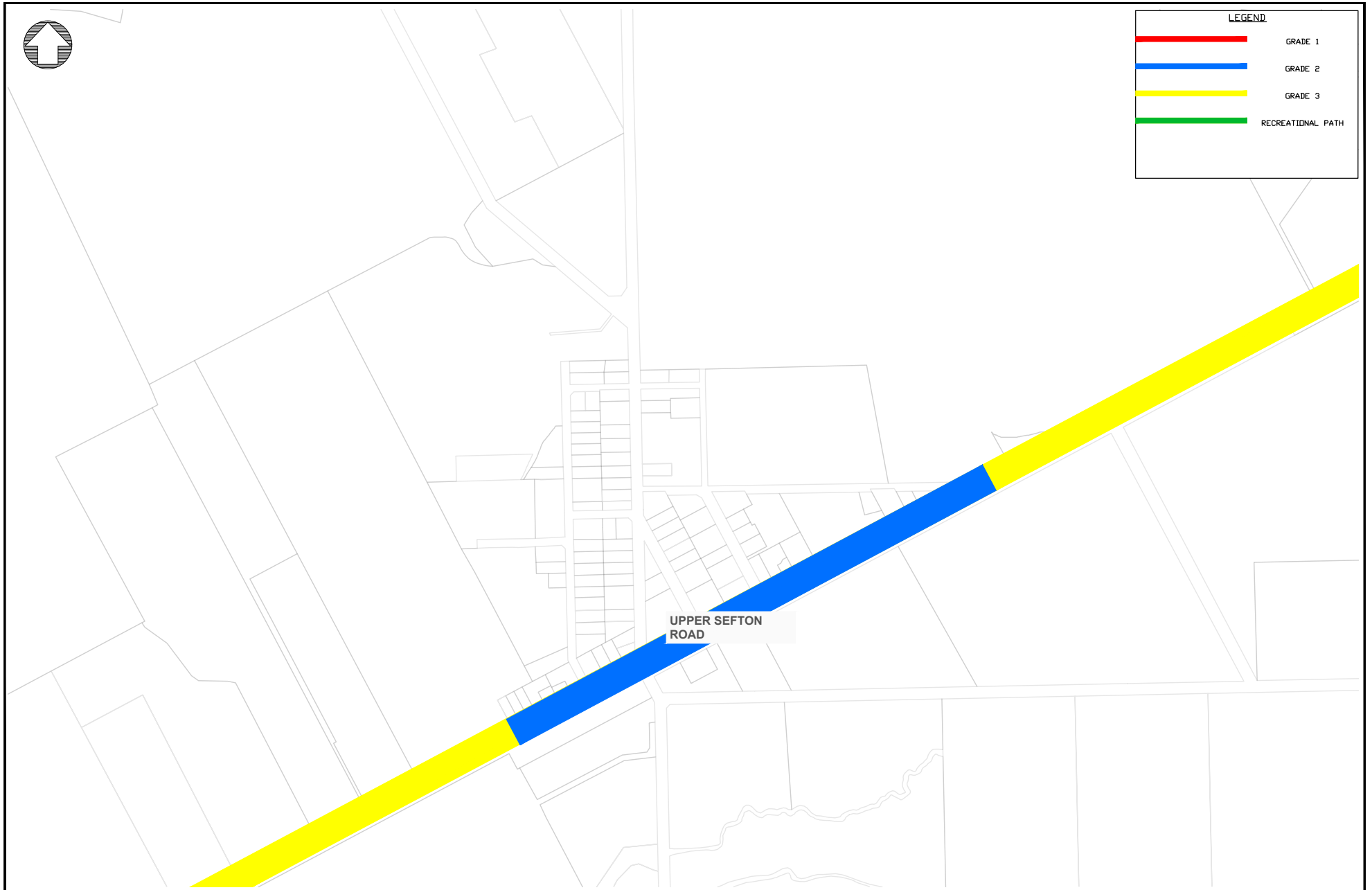
SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	LOBURN (PROPOSED NETWORK PLAN)
-------------	-----------------------------------

FOR INFORMATION	
DRAWING NOT FOR CONSTRUCTION	
4221	
SHEET	REVISION
10	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

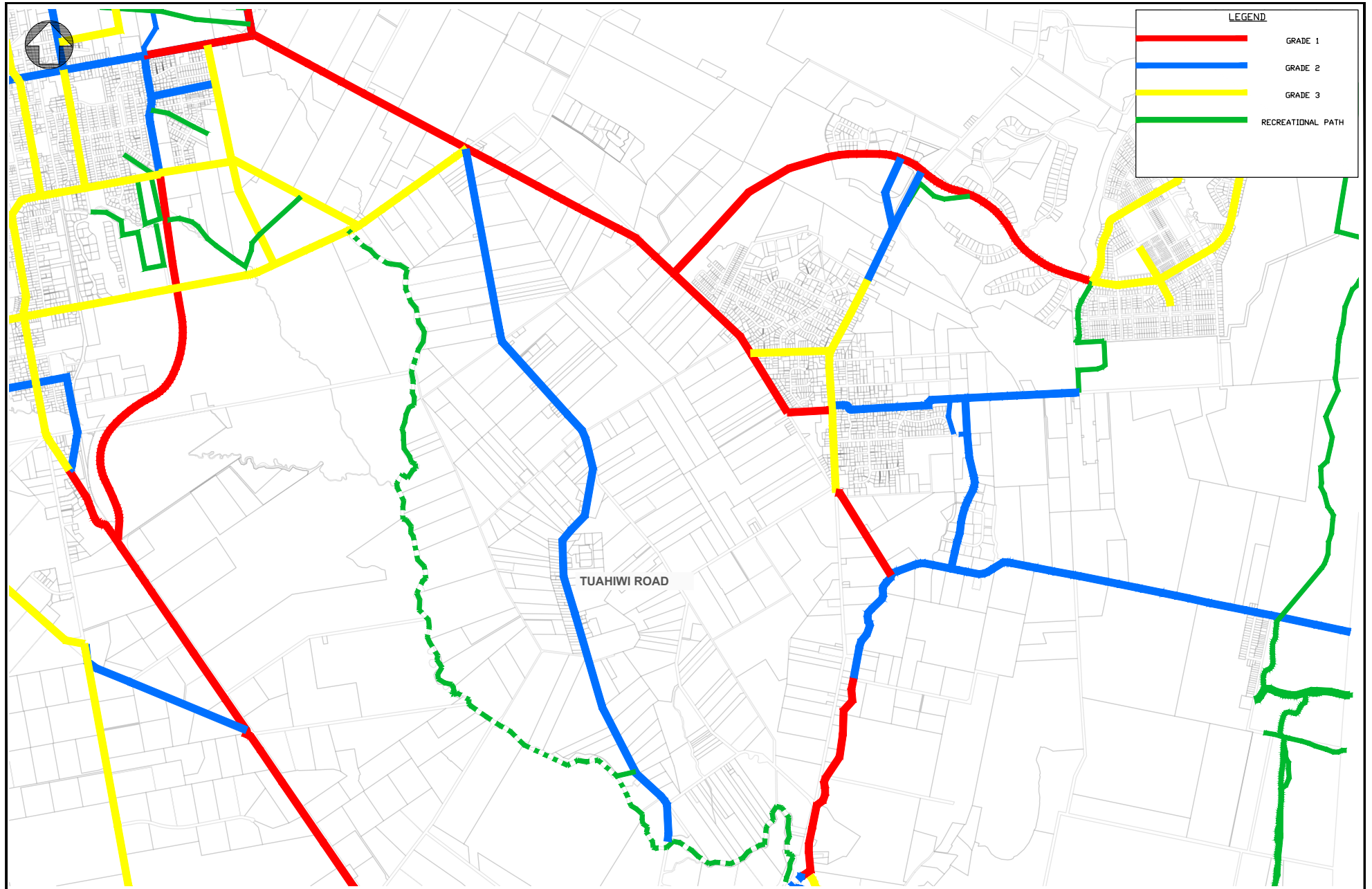
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	SEFTON (PROPOSED NETWORK PLAN)
-------------	-----------------------------------

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
11	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

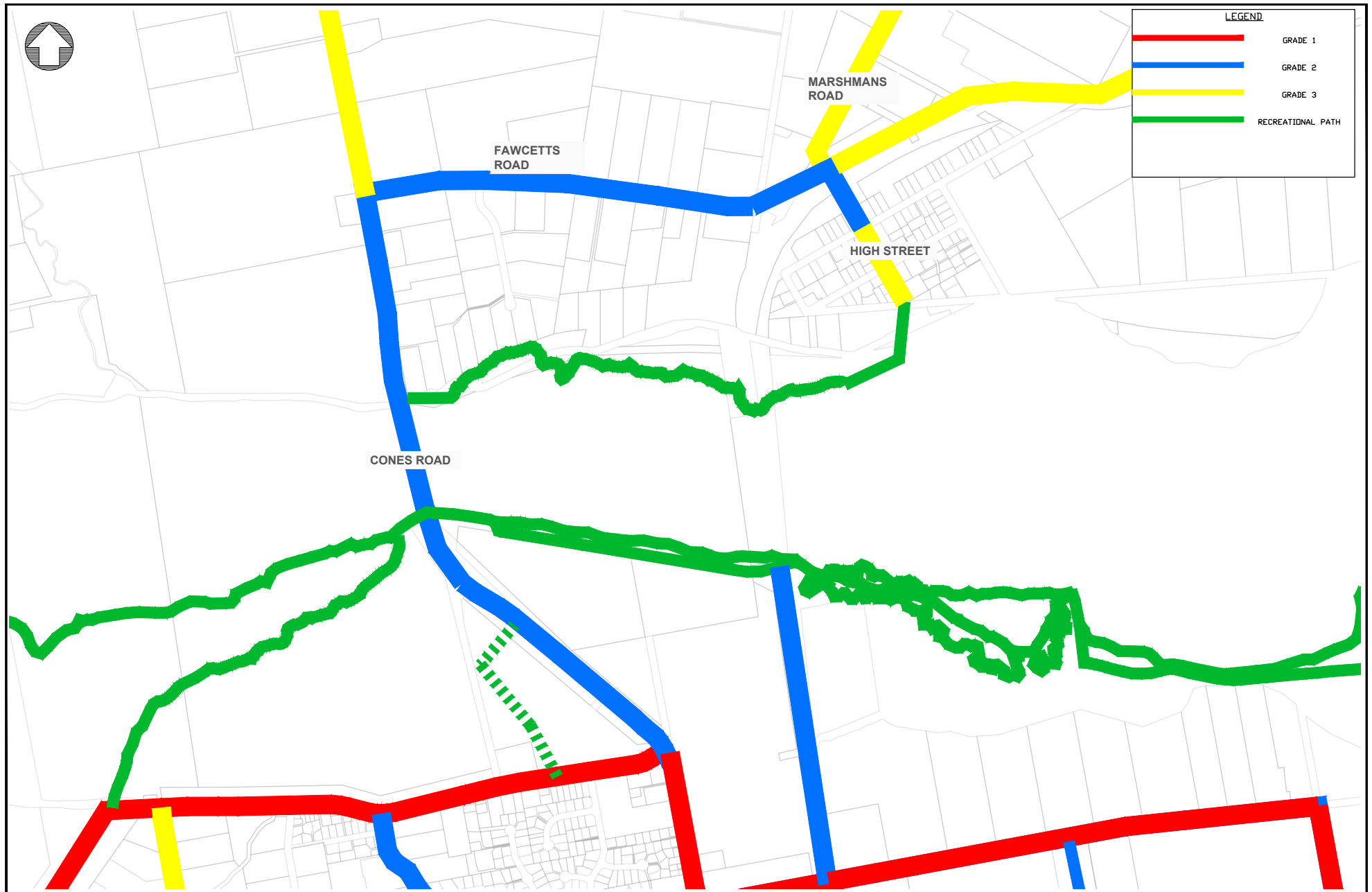
SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	TUAAHIWI (PROPOSED NETWORK PLAN)
-------------	-------------------------------------

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
12	A



LEGEND	
—	GRADE 1
—	GRADE 2
—	GRADE 3
—	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

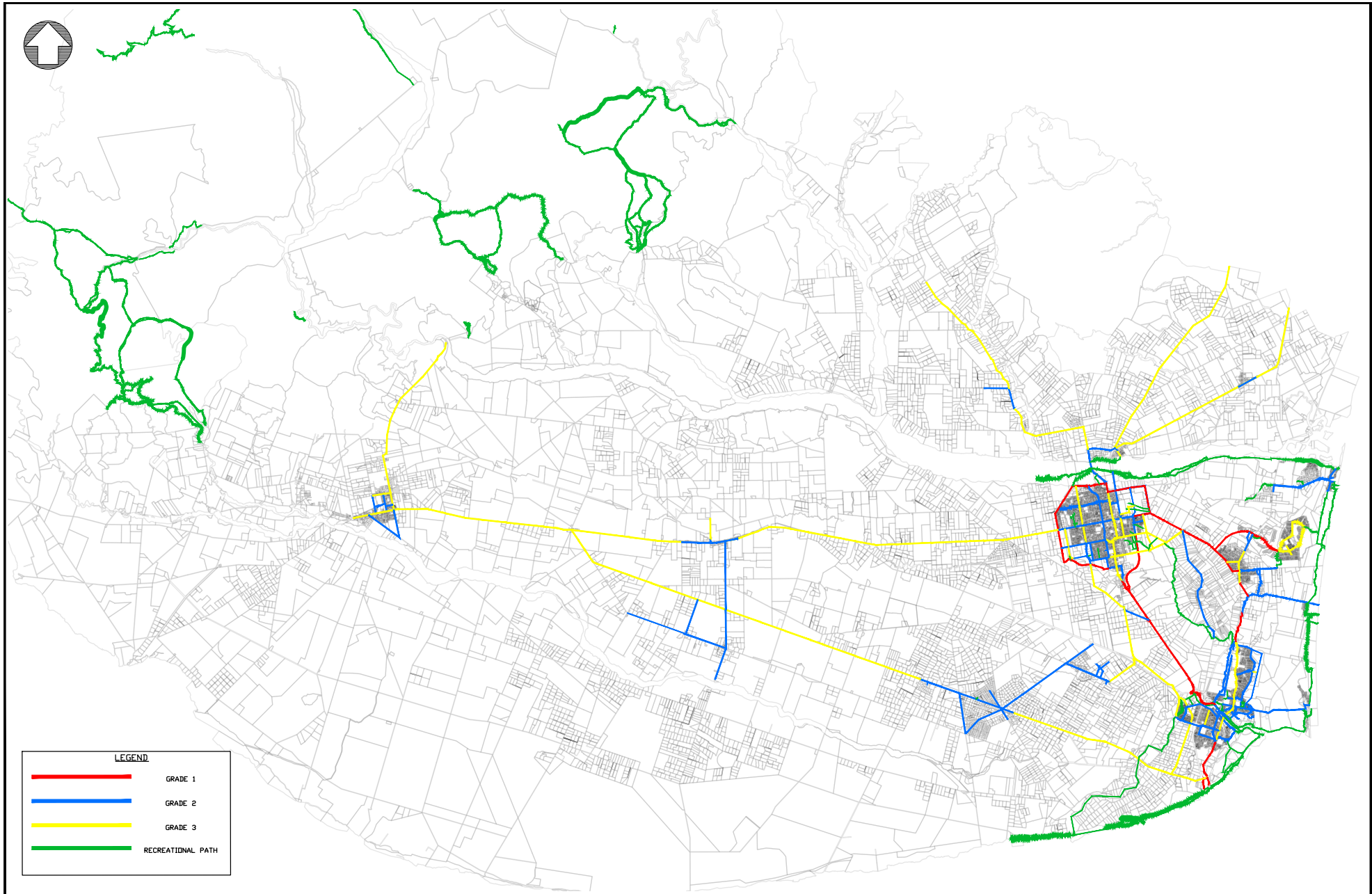
SURVEYED	PROJECT No
DRAWN MB	PD001583
DRAWING CHKD	CON No
DESIGNED	SCALE (A3) NOT TO SCALE
DESIGNED CHKD	DATUM ORIGIN
APPROVED	HORIZONTAL NZTM GD2000
	VERTICAL



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
ASHLEY (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
13	A



LEGEND	
—	GRADE 1
—	GRADE 2
—	GRADE 3
—	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	PROJECT No
	MB	PD001583
DRAWING CHKD		CON No
DESIGNED		SCALE (A3) NOT TO SCALE
DESIGNED CHKD		DATUM ORIGIN
APPROVED		HORIZONTAL NZTM GD2000
		VERTICAL



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
DISTRICT WIDE (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
14	A

Table 1. Prioritisation for Option One.

	Link	High-Level Estimate
Priority 1 (Year 1-3)	Tram Road (Mandeville to Swannanoa School path)	\$290,000
	Ashley Street/Ivory Street/Percival Street	\$490,000
	Railway Road/Torlesse Street/Coronation Street/Ellis Road	\$950,000
TOTAL		\$1,730,000
Priority 2 (Year 4-6)	Harewood Road (High Street to Main Street)	\$100,000
	High Street (Main Street to Harewood Road)	\$160,000
	Earlys Road (end of current facility to Springbank Road)	\$40,000
	Mandeville Road (McHughs Road to Mandeville Sports Ground)	\$70,000
	Tuahiwi Road (urban limits)	\$30,000
	Williams Street North	\$420,000
	Sandhill Road (Williams Street to Woodend Beach Road)	\$700,000
TOTAL		\$1,520,000
Priority 3 (Year 7-10)	Main Street (urban limits)	\$250,000
	Cust Road (Mill Road to east of Earlys Road)	\$400,000
	Old North Road/Ranfurly Street/Walker Street	\$950,000
	Woodend to Pegasus (SH1)	\$450,000
TOTAL		\$2,050,000

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RGN-05-27 / 210802126558

REPORT TO: MAHI TAHI JOINT DEVELOPMENT COMMITTEE

DATE OF MEETING: 24 August 2021

AUTHOR(S): Duncan Roxborough, Implementation Project Manager – District Regeneration.

SUBJECT: Heritage & Mahinga Kai Area
Establishment of co-governance arrangements

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

_____ Department Manager _____ Chief Executive


1. SUMMARY

- 1.1 The purpose of this report is to seek confirmation of establishment of the co-governance entity and arrangements for the Heritage & Mahinga Kai reserve development in the Kaiapoi South regeneration area.
- 1.2 Following previous engagement with the Mahi Tahi Joint Development Committee; it is proposed to utilise the existing partnership between Waimakariri District Council and Ngāi Tūāhuriri through the Te Kōhaka o Tūhaitara Trust as the basis of co-governance for the Heritage & Mahinga Kai project. This will eventually be formalised through amendment or additions to existing Trust Deed (as required) and establishment of a lease for the council-owned land.
- 1.3 A Joint Working Group will also be established, comprised of representatives from each of the key stakeholders, to undertake the planning and design of the reserve, and report and provide advice and recommendations to Te Kōhaka o Tūhaitara Trust for key decision making.
- 1.4 It is proposed that the existing council budget be transferred to Te Kōhaka o Tūhaitara Trust, who will administer the funds to deliver and operate the new reserve development.

Attachments:

- i. Report to Te Kōhaka o Tūhaitara Trust 'Huria Reserve Heritage and Mahinga Kai Area: Proposed Co-Governance arrangement', 7 July 2021 (Trim: 210625103446)
- ii. Draft Terms of Reference for Joint Working Group (Trim: 210810131496)

2. RECOMMENDATION

THAT the Mahi Tahi Joint Development Committee:

- (a) **Receives** Report No. 210802126558.

AND

THAT the Mahi Tahi Joint Development Committee recommends:

THAT the Council:

- (a) **Receives** Report No. 210802126558.

- (b) **Approves** the establishment of co-governance for the Heritage & Mahinga Kai reserve development in Kaiapoi South regeneration area through the existing Te Kōhaka o Tūhaitara Trust in accordance with the terms proposed within this report, to be implemented via addendum to existing agreement and Trust Deed (as required following legal review), and eventual establishment of a lease.
- (c) **Approves** the Terms of Reference for, and membership of, the proposed Joint Working Group including the following nominated representatives:
 - i. Greg Byrnes, General Manager, Te Kōhaka o Tūhaitara Trust
 - ii. Kevin Dwyer, Landscape Architect, Waimakariri District Council
 - iii. Makarini Rupene, Pou matai ko (mahinga kai and cultural land management adviser), Environment Canterbury
- (d) **Notes** that a further report will be brought to Council to approve the final terms of any lease agreement prior to issue, or any changes required to Trust Deed, in accordance with delegations policy.
- (e) **Notes** that a transfer of the existing remaining Regeneration Activity budgets (multi-year of \$1.74m total) for the Heritage & Mahinga Kai project to Te Kōhaka o Tūhaitara Trust will be required, for the purposes of implementation of the reserve development project, and that approval of terms for this will be sought in the further report to Council.
- (f) **Notes** that the Kaiapoi-Tuahiwi Community Board retain an interest in the reserve development and will be involved/consulted in key stakeholder design decision making by and through the WDC representative on the Joint Working Group.
- (g) **Notes** that whilst Council will retain ownership of the land; Te Kōhaka o Tūhaitara Trust will be responsible for implementation works, operational matters and associated costs, and will be submitting reports to Council on progress and seeking funding for ongoing operations costs beyond the project development phase, which are expected to be partly offset by commensurate reductions in Recreation activity budgets.
- (h) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.

3. **BACKGROUND**

- 3.1 The Canterbury Earthquakes of 2010 and 2011 resulted in significant damage to Kaiapoi, and the coastal townships of The Pines Beach and Kairaki. Approximately 100 hectares of land was red zoned, directly affecting 1000 households, with wider effects on the physical, social, cultural and economic landscape.
- 3.2 The Waimakariri District Council (WDC) worked closely with the Department of the Prime Minister and Cabinet, Environment Canterbury, Te Rūnanga o Ngāi Tāhu and Te Ngāi Tūāhuriri Rūnanga, and the Kaiapoi community to prepare a Recovery Plan. The Waimakariri Residential Red Zone Recovery Plan was approved by the Government in December 2016 (the 'Recovery Plan').
- 3.3 The Government transferred the ownership of most of the red zone land to Council in 2018. The remainder of the land (in The Pines Beach and Kairaki) was transferred to Te Kōhaka o Tūhaitara Trust (TKOT). Since then WDC has been working to implement the Recovery Plan on its land by putting place the proposed land uses and activities. The TKOT Original Trust Deed has also been amended previously to account for the former Red Zone lands divested by Crown to TKOT.
- 3.4 During the development of the Recovery Plan, Ngāi Tāhu identified land on the margins of the Kaiapoi River, Courtenay Stream and Courtenay Lake as culturally significant, particularly for mahinga kai. In recognition of this, the Recovery Plan includes an eight hectare public reserve set aside for heritage and mahinga kai purposes (refer excerpt from Recovery Plan maps in Figure 1).



Figure 1: Kaiapoi South Regeneration area diagram showing HMK area

- 3.5 The Heritage & Mahinga Kai Area (HMK) is a partnership between the Waimakariri District Council and mana whenua, Ngāi Tūāhuriri, and is considered to be a key regeneration project. The Recovery Plan Implementation Framework (prepared by Land Information New Zealand in June 2017) requires that the Council “work with mana whenua to confirm governance and management arrangements” for the HMK Area and then to work “to prepare concept plans, detailed design work and costings”.

- 3.6 The Recovery Plan states that the Heritage and Mahinga Kai Area will:

“provide space for cultural and social activities for the community including natural play, education and learning. It will also provide a unique recreation experience for the community, with activities including walking and cycling tracks and heritage trails”

- 3.7 Mahinga kai is defined in the Recovery Plan as:

“...more than a customary food source. It shows how cultural beliefs and practices of mana whenua and Ngāi Tāhu are linked to te ao tūroa which is exercised by kaitiakitanga. Mahinga kai describes the natural resources that mana whenua gather through their tākiwa as well as the places and practices that they use in doing so. It is also an integrated management concept that focuses on the protection and sustainable use of resources”.

- 3.8 Further information regarding the site, the objectives and scope of the project, and summary of planning works to date is included in attachment i.

- 3.9 The terms of reference for the Mahi Tahi Joint Development Committee include the key objective of:

“Propose co-governance structures and processes to achieve the required results in relation to Mahinga Kai areas(s), particularly within the Regeneration Area in Kaiapoi; and, the achievement of Ngāi Tūāhuriri aspirations for development of Maori Reserve 873 among other Reserves with particular regard to roles and responsibilities under the Resource Management Act 1991”.

- 3.10 The Heritage and Mahinga Kai area was assigned the name ‘Huria Reserve’ by the Kaiapoi-Tuahiwi Community Board following extensive consultation with the Rūnanga and via Mahaanui Kurataiao Ltd (MKT). As discussed later in this report; this assigned name is currently under review and will possibly be changed, so is not used at the time of writing this report.

4. ISSUES AND OPTIONS

Co-governance

- 4.1. Co-governance typically refers to operating in a power-sharing capacity, particularly in respect of decision-making. Co-governance can mean different things to different people, and its meaning is influenced by the context in which it operates. Therefore, it helps to consider co-governance on a spectrum. At one end of the spectrum is simple co-operation, at the other end a full, equal partnership. Council currently has a co-governance arrangement in place through the Te Kōhaka o Tūhaitara Trust.
- 4.2. Given that the parties involved can define co-governance, and it is influenced by its context and the outcomes sought; there is no ‘one size fits all’ solution.
- 4.3. One of the first tasks to be completed is to establish a co-governance framework for the HMK Area. This co-governance framework outlines and considers:
- A shared understanding of purpose
 - The specific scope of co-governance
 - The roles and responsibilities of the partners
 - How decisions are to be made and reporting lines
 - Funding sources and opportunities
 - Financial accountability and transparency
 - Process for considering operational/management issues

Further discussion regarding these matters is included under the preferred option in the following sections, and in the attachment to this report.

Main Options Considered

- 4.4. There are a number of potential co-governance arrangements that could be considered for the Heritage & Mahinga Kai project. The main options considered are:
1. Establish a new co-governance arrangement/entity
 2. Co-govern principally via the Mahi Tahī committee
 3. Co-govern via existing arrangement such as Te Kōhaka o Tūhaitara Trust
- 4.5. Under option 1 – a new entity would need to be established, with a specific terms of reference, to jointly oversee the project.
- 4.6. Under option 2 – the terms of reference for the Mahi Tahī Committee would need to be modified, and this would add a large work burden to the Committee. A joint Working Party would likely be established, who would make recommendation to, and seek final decision making from, the Mahi Tahī committee. This would also require a decision from Council to change the existing terms of reference and delegations.
- 4.7. Under option 3 – the Te Kōhaka o Tūhaitara trust model would be applied to the Heritage & Mahinga Kai project. This would utilise the existing partnership between WDC and Te Ngāi Tūāhuriri Rūnanga, as established through the Original Deed for Te Kōhaka o Tūhaitara Trust (including all subsequent amendments).
- 4.8. In any option – the arrangements for ongoing operations and funding of the reserve maintenance would also need to be considered. One advantage of option 3 is that the Trust are already setup to oversee operations of the Tūhaitara Coastal Park, and operate as a Council Controlled Organisation (CCO).
- 4.9. Staff have been working with the Mahi Tahī Committee on establishment of a co-governance arrangement to oversee the project. This culminated in the Mahi Tahī Committee establishing a preference for the co-governance to be established via the existing partnership of TKOT arrangement (i.e. option 3).
- 4.10. A letter was sent to TKOT on 2nd March 2021 to initiate discussion around this preferred arrangement.
- 4.11. At the request of the Mahi Tahī Committee, council staff engaged with the General Manager of the Trust, who presented a summary report to the July 2021 meeting of TKOT outlining these preferred arrangements. At the meeting, the Trust supported this proposal although did have concerns regarding the reserve name previously assigned by the Kaiapoi-Tuahīwi Community Board and are currently working on suggestions for a new name for the Board to assign (in re-consultation with the Rūnanga).

Discussion on proposed arrangement

- 4.12. The proposed co-governance framework for the preferred option (option 3) is summarised in Figure 2.

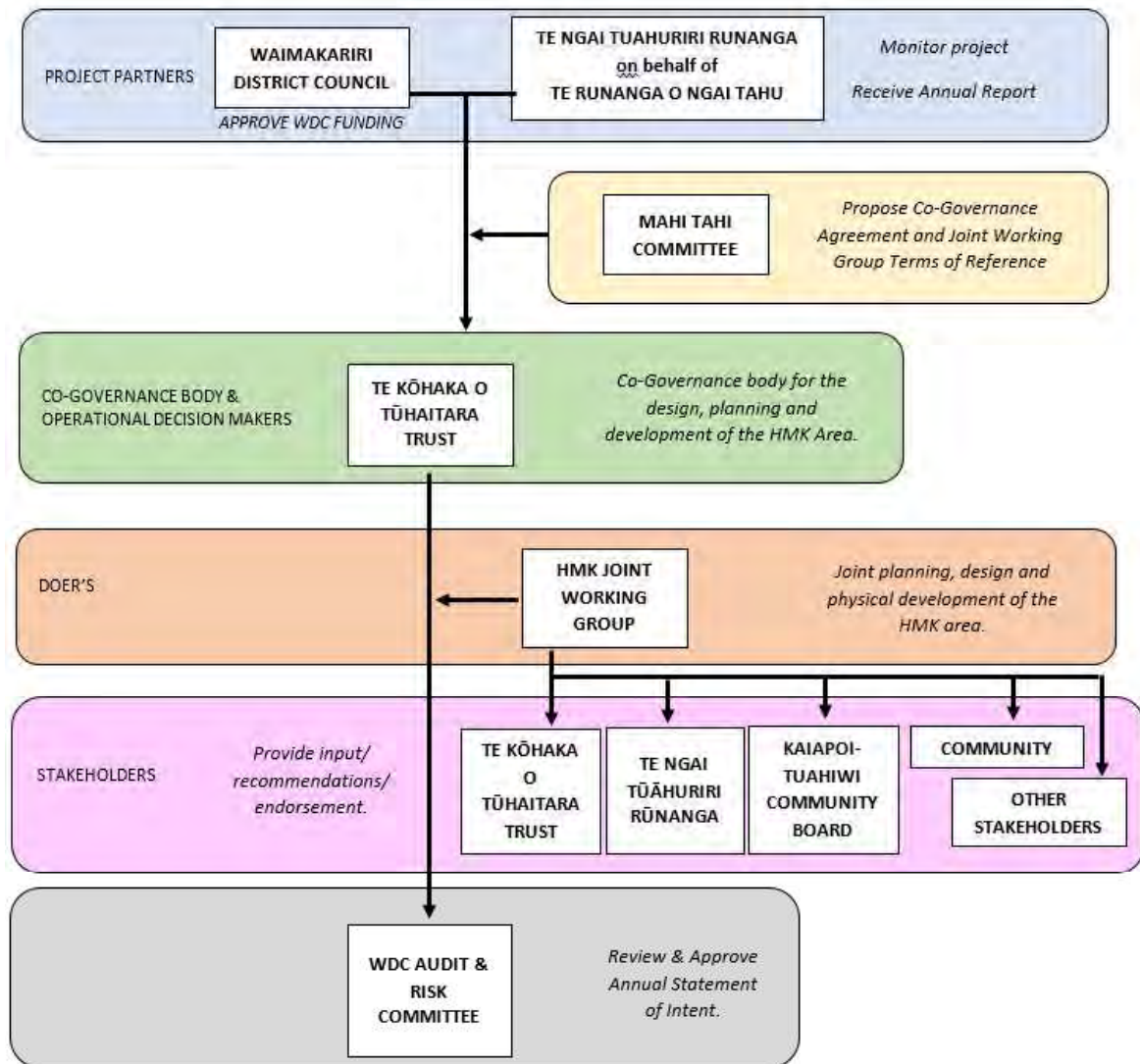


Figure 2: Co-governance framework for preferred option via TKTT

4.13. Mahi Tahi Committee key responsibilities would include:

- i. Approve (recommend to Council for approval) and monitor Co-Governance Agreement.
- ii. Approve Heritage and Mahinga Kai Area Joint Working Group Terms of Reference.

4.14. Te Kōhaka o Tūhaitara Trust key responsibilities would include:

- i. Co-governance body and operational decision maker
- ii. Approve Heritage and Mahinga Kai Area Master Plan (taking into consideration feedback and recommendations from Stakeholders)
- iii. Approve Heritage and Mahinga Kai Area Reserves Management Plan (taking into consideration feedback and recommendations from Stakeholders)
- iv. Implement Heritage and Mahinga Kai Area Master Plan and Management Plan; including design, procurement, contract management, construction monitoring.
- v. Prepare Annual Reports and Statements of Intent (for expenditure approval by Council's Audit and Risk Committee).
- vi. 'Ring-fence' any Heritage and Mahinga Kai Area funds to keep separate from Tūhaitara Coastal Park and ensure these are deployed specifically for HMK Area.

- vii. Ensure annual budgets are spent in accordance with the Statement of Intent, Master Plan and Management Plan.
- viii. Seek external funding for the ongoing development (and operation) of the Heritage and Mahinga Kai Area.

Joint Working Group

- 4.15. The Joint Working Group would be the main design team and would be comprised of:

Member	Key Contribution	Who
Rūnanga Representative	Mahinga Kai/Cultural values	Makarini Rupene
WDC Representative	Planning/design	Kevin Dwyer
TKOT Representative	Operational/implementation	Greg Byrnes

- 4.16. Joint Working Group key contributions and responsibilities would include:

- i. Prepare a master plan for the Heritage and Mahinga Kai Area:
 - a. Spatial plan (s)
 - b. Planting plan (s)
 - c. Staging/implementation plan (s)
 - d. Funding plan
 - e. Management plan (operational)
- ii. Prepare a Reserves Management Plan (under the Reserves Act); this could potentially be combined with master plan or amend TKOT RMP to include HMK Area
- iii. Prepare an Annual Report and Statement of Intent seeking WDC budget for each years' implementation actions and summarising previous years' achievements.
- iv. Prepare and submit progress report to TKOT (every two months).

The full responsibilities are outlined more fully in the attached draft Terms of Reference for the Joint Working Group.

- 4.17. Rūnanga Representative led tasks would include:

- Advise and inform design, and update Te Ngāi Tūāhuriri Rūnanga on important design and operational management matters and project progress.

- 4.18. WDC Representative led tasks would include:

- Keep Kaiapoi-Tuahiwi Community Board updated on project progress (via briefings or reports).
- Keep WDC Green Space Manager updated on project progress.
- Consult community on draft master plan and draft management plan (the latter in accordance with the Reserves Act).
- Seek recommendations from Kaiapoi-Tuahiwi Community Board on draft master plan, draft management plan and Annual Reports and Statements of Intent.

- 4.19. Activities of the Joint Working Group will be funded by the project budget (e.g. staff time). Some elements of Joint Working Group responsibility may be delivered via engagement of external consultants, utilising project budget, for example:

- Design documentation
- Reserves Management Plan Preparation
- Specialist services not already covered by Joint Working Group members – e.g. Resource Management Planning, survey

Stakeholders Duties

- 4.20. Key responsibilities for the stakeholder groups would be:
- i. Input to the planning, design and development of the Heritage and Mahinga Kai Area.
 - ii. Provide feedback/recommendations/endorsement of draft master plan, management plan and Annual Reports and Statements of Intent.

Council ongoing inputs

- 4.21. Council would have a number of ongoing inputs to the project; beyond the staff involvement in the Joint Working Group.
- 4.22. The Audit and Risk Committee would receive and approve Annual Statement of Intent; and Council would monitor annual budget and expenditure in accordance with the Statement of Intent. Any approvals of ongoing future years' budget transfer would be subject to budget re-confirmation through the Council's Annual Plan process.
- 4.23. Council remains the underlying land owner of the Heritage and Mahinga Kai Area. Council would undertake to draft and issue a lease to Te Kōhaka o Tūhaitara Trust for the Heritage & Mahinga Kai area. The lease would include appropriate terms along the lines of the proposed co-governance framework proposed in this report, and would form a key part of the agreement between WDC and TKOT to include the HMK project into the scope of TKOT responsibilities.
- 4.24. Council would also be responsible to declare Heritage and Mahinga Kai Area as reserve under the Reserves Act, utilising the work of the Joint Working Group.
- 4.25. Council would remain the owner of the new assets created in the HMK area.
- 4.26. Council staff would (through Mahi Tahī Committee and Council) draft proposed amendments (if required) to the existing TKOT Trust Deed to give effect to the recommendations in this report, if approved.
- 4.27. Council have other / ongoing project works on adjacent land – e.g. the rural area, key recreation and ecological linkages at Courtenay esplanade, and the Kaiapoi community hub on opposite site of Courtenay Drive.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Mana whenua are a key partner in the HMK project and are involved in establishment of the key recommendations in this report.

5.2. **Groups and Organisations**

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

5.2.2. Some of these groups include:

Group	Interest	
Land Information NZ	As agents of the Crown, LINZ are monitoring the regeneration projects implementation in accordance with the Recovery plan and Implementation Framework, and are required to approve any lease or licence issue under the terms of the land divestment agreement between WDC and the Crown.	
Environment Canterbury	Project site proximity to waterways and flood protection schemes, from a regulatory and management perspective. Also via their staff participation in the Joint Working Group	
White baiters / fishers / Fish and Game	The project site is bounded by the Kaiapoi River, and Courtenay Stream, and is bisected by a key accessway to popular fishing and mahinga kai areas.	
AqualandNZ	Developing aquaplay facility at Courtenay lake, that partly bisects the site	
Kaiapoi Community Hub partners	i.e. Satisfy food Rescue / Food Secure North Canterbury (including Kaiapoi Food Forest Trust), Kaiapoi Menz Shed, Kaiapoi Croquet Club – who are partners in proposed development opposite the HMK site	
Others	Other groups who may be interested: <ul style="list-style-type: none"> • External funding agencies • Carbon farming industry • Corporates (sponsorship, carbon emissions offset) 	

5.2.3. The three-waters department of WDC would have a particular interest in the project, due to proximity to existing NCF drainage reserve and the need to integrate the HMK development with the existing drainage reserve and water bodies. The HMK development could integrate stormwater drainage and treatment facilities and improvements within the reserve design and management, and also could provide ongoing educational opportunities.

5.2.4. Within council there are a number of other working groups, initiatives or committees that may have an interest in the HMK project due to other synergies, including for example:

- Arohatia Te Awa programme
- Walking and cycling Strategy
- Indigenous and native biodiversity

5.2.5. The Joint Working Group will need to consider the views and appropriate level of engagement with all of these (and any other relevant) groups or organisations.

5.3. Wider Community

- 5.3.1. The wider community is likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3.2. Extensive consultation was undertaken with the community during the 'Lets Talk' and 'Lets Plan' phases of the on the Recovery Plan development. Further community consultation was undertaken during the development of the Kaiapoi Regeneration areas Reserves Master Plan, which was adopted in 2018. These consultations included the HMK area.
- 5.3.3. There will be ongoing community consultation as the HMK reserve design progresses.
- 5.3.4. The Kaiapoi-Tuahiwi Community Board retain a significant interest in the project and continue to be a key stakeholder on behalf of the local community and as the entity providing key governance of the remainder of the regeneration projects. The community board will need to be involved in design decision making through the design phase of the project.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. Financial Implications

- 6.1.1. There are financial implications of the decisions sought by this report.
- 6.1.2. Council already have budget assigned to the project for development of the HMK reserve, and initial maintenance during the development phase of the project.

The current WDC budgets in the 2021/22 Long Term Plan are:

Table 1: Current WDC budgets for HMK

Year	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Budget	\$437,360	\$327,360	\$327,360	\$327,360	\$327,360	\$1,746,800

- 6.1.3. Under the proposed co-governance arrangement, WDC would assign the budget to TKOT once the co-governance agreement and lease agreement was in place (i.e. any amendments to the existing Trust Deed and a new lease agreement between Council and TKOT). The budgets would be assigned over on a year-by-year basis, for TKOT management on a year-to-year planning and reporting basis. Confirmation of yearly budgets (and transfer to TKOT) beyond the first year will be subject to ongoing future Council Annual Plan process.
- 6.1.4. The terms of the agreement(s) would set out that the HMK budget assigned must be 'ring-fenced' and used solely for the development and initial management of the HMK area; including management, design, construction, and maintenance activities specifically on the HMK project and during the development phase of the project. It would not be used for the Coastal Park or other TKOT projects (e.g. Kairaki or other conservation management areas).
- 6.1.5. Whilst the design activity is generally undertaken via the Joint Working Group; the project budget can be used for engagement of design consultants and other expertise as required, as well as development costs, and potentially initial operations costs while the initial reserve establishment is completed.
- 6.1.6. Regeneration team staff time is generally charged directly to capital projects ledgers, and the WDC Regeneration activity budgets in the LTP are based around this principle (whereby Regeneration operational budgets do not cover full staff salary costs). Under these proposed arrangements for the HMK development;

WDC would need to invoice TKOT direct for staff time inputs to the Joint Working Group once this is established.

- 6.1.7. The net transfer of budget would be the full multi-year budget, with reduction for any actual costs to date against the budgets at time of transfer/assignment. As at the time of writing this report; the costs to date on the budget (in the current financial year are shown in the table overleaf. The total budget remaining to transfer (all years) is \$1,729,440.

Table 2: Summary of current FY budget and expenditure before handover

Year	Budget	Actuals to date	Estimated further expenditure to transfer point (notionally October 2021)	Remaining budget at handover point (21/22 year only)
2021/22	\$437,360	\$9,176	\$8,184	\$420,000
	Includes carryover from 20/21	Includes WIP carryover from 20/21	Includes work to sort co-gov, lease agreement etc	

- 6.1.8. TKOT would be required to include specific reporting annually to Audit & Risk Committee and Council on the HMK budget and expenditure, in addition to their current routine reporting on general Trust matters.
- 6.1.9. Council would retain ownership of the HMK area land, and issue long term lease to TKOT for the purposes of the HMK development and operation. Council would effectively own the assets created by the HMK development e.g. paths, furniture, planting, boardwalks, signage, play equipment etc, but these assets would be managed operationally by TKOT. Participation of the respective representatives and design experts on the Joint Working Group would ensure that the assets created were fit for purpose and do not create undue ongoing maintenance burden.
- 6.1.10. As landowner, WDC will assume responsibility for rates payments on the lands. This is included in existing WDC Recreation budgets. Once the land is vested as reserve, the rates payments will reduce.
- 6.1.11. As managers of the HMK area, TKOT would be responsible for promotions and management of any events that occur in the reserve.
- 6.1.12. There will likely be ongoing opportunities for seeking external funding to support the development of the reserve, its management, and for promotion and holding of events in the reserve areas. This will be one of the TKOT aims and responsibilities through the proposed agreement.
- 6.1.13. Approval to transfer WDC budget to TKOT will be sought through a future report to Council. This will include seeking approval of the full terms of the financial agreement, which would be embedded into the lease agreement and amended Trust Deed as appropriate.

Sustainability and Climate Change Impacts

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

- 6.1.15. The HMK development will involve a large degree of planting of native trees and shrubs. As such; there will be a number of environmental and biodiversity benefits. There may also be opportunities for carbon credits for the owner (in this case WDC would retain the rights to any carbon credits arising from the reserve development).
- 6.1.16. The area is vulnerable to flooding from the adjacent Courtenay Stream including potential surcharge also from the tidal Kaiapoi River. Long term climate change effects could potentially result in increased occurrence of flood events (due to sea level rise and changes in weather patterns), and increased ground water levels and salinity. The design for the reserve will take the flood risk into account, for example when selecting suitable species

6.2. **Risk Management**

- 6.2.1. There are risks arising from the adoption/implementation of the recommendations in this report.
- 6.2.2. As custodians and managers of the HMK area (under the lease), TKOT would take overall responsibility for health and safety management of activities within the reserve, during both construction phase and ongoing operations. TKOT would become the PCBU for the HMK reserve.
- 6.2.3. Construction phase risks would need to be considered TKOT and by the Joint Working Group during design phase. Risks associated with construction and development works in the regeneration areas have been managed by the district Regeneration team, and the assessments scheduled in the WDC Risk Register will be shared with TKOT via the Joint Working Group.

Health and Safety

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that affects our District
- There is a healthy and sustainable environment for all
- Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced
- The community's cultures, arts and heritage are conserved, developed and celebrated
- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity
- The distinctive character of our takiwā - towns, villages and rural areas is maintained, developed and celebrated

7.4. **Authorising Delegations**

- 7.4.1. The Council hold the delegation for establishment of the co-governance arrangements for the Heritage & Mahinga Kai project.
- 7.4.2. The Council and Te Ngai Tūāhuriri Rūnanga jointly established the Mahi Tahī Joint Development Committee; one of whose key tasks was to make recommendations to Council on co-governance arrangements for the project.
- 7.4.3. The land divestment agreement between Waimakariri District Council and the Crown (via LINZ as the agent representing) impose a number of conditions and covenants on the Council and any partners or users of the regeneration land.



Huria Reserve

Heritage and Mahinga Kai Area:

Proposed Co-Governance arrangement

Prepared by Waimakariri District Council

7 July 2021

File / Record Number: RGN-05-27-08 / 210625103446

Version Number	Prepared By	Comments	Date
1	M Flanagan	Draft for internal staff review	2 March 2021
2	D Roxborough	Revised for presentation to TKTT with updated draft Co-governance proposal	25 June 2021

Table of Contents

1. Introduction.....	3
2. Background.....	3
3. The site	5
3.1. Significance of the site.....	5
3.2. Future plans for the wider area.....	7
4. Work to date	7
4.1. Cultural Values Report.....	7
4.2. Ngahere Rongoā (Wahi whereo).....	8
4.3. Reserve name	8
4.4. Co-governance	8
4.5. Preliminary concept.....	9
5. Next steps.....	10
5.1. Process from here.....	10
5.2. Objectives	10
6. Council contacts	10
Appendix A: Ngahere rongoā (Red Zone).....	11
Appendix B: Draft Co-Governance Structure.....	11

1. Introduction

The Canterbury Earthquakes resulted in significant damage to Kaiapoi. A key part of the town's regeneration is a new Heritage and Mahinga Kai Area. This eight hectare public reserve, on the margins of the Kaiapoi River and Courtenay Stream, is a partnership between the Waimakariri District Council and mana whenua, Ngāi Tūāhuriri, and is recognised as a key land use in the Waimakariri Residential Red Zone Recovery Plan.

Council staff have started early planning and design works for the Heritage and Mahinga Kai Area but require support in fully realising the potential of the area.

The purpose of this scoping document is to:

- Outline the background to the Heritage and Mahinga Kai Area.
- Summarise the work undertaken to date
- Present the proposed draft Co-governance arrangement via Te Kohaka o Tuhaitara Trust; seeking approval from the Trust of this draft arrangement.

2. Background

2.1.1. Recovery Plan

The Canterbury Earthquakes of 2010 and 2011 resulted in significant damage to Kaiapoi, and the coastal townships of The Pines Beach and Kairaki. Approximately 100 hectares of land was red zoned, directly affecting 1000 households, with wider effects on the physical, social, cultural and economic landscape.

The Waimakariri District Council worked closely with the Department of the Prime Minister and Cabinet, Environment Canterbury, Te Rūnanga o Ngāi Tahu and Te Ngāi Tūāhuriri Rūnanga, and the Kaiapoi community to prepare a Recovery Plan. The Waimakariri Residential Red Zone Recovery Plan was approved by the Government in December 2016.

In the Recovery Plan there are five regeneration areas (areas that were previously red zone) – Kaiapoi East, Kaiapoi South, Kaiapoi West, The Pines Beach and Kairaki. The Recovery Plan identifies the proposed land uses and activities for these areas including new parks and reserves, walking and cycling tracks, BMX track, a dog park, provision for heritage and mahinga kai activities, mixed business use areas, roads and infrastructure sites, and rural activities.

The Government transferred the ownership of most of the red zone land to Council in 2018. The remainder of the land (in The Pines Beach and Kairaki) was transferred to the Te Kōhaka o Tūhaitara Trust. Since then Council has been working to implement the Recovery Plan on its land by putting place the proposed land uses and activities.

2.1.2. Heritage and Mahinga Kai Area (HMK Area)

During the development of the Recovery Plan, Ngāi Tāhu identified land on the margins of the Kaiapoi River, Courtenay Stream and Courtenay Lake as culturally significant, particularly for mahinga kai. In recognition of this, the Recovery Plan includes an eight hectare public reserve set aside for heritage and mahinga kai purposes (refer Figure 1, page 5).

Figure 1 – Kaiapoi South Regeneration Area (from the Recovery Plan)



The HMK Area is a partnership between the Waimakariri District Council and mana whenua, Ngāi Tūāhuriri, and is considered to be a key regeneration project.

The Recovery Plan states that the Heritage and Mahinga Kai Area will

“provide space for cultural and social activities for the community including natural play, education and learning. It will also provide a unique recreation experience for the community, with activities including walking and cycling tracks and heritage trails”

Mahinga kai is defined in the Recovery Plan as:

“...more than a customary food source. It shows how cultural beliefs and practices of mana whenua and Ngāi Tahu are linked to tea o tūroa which is exercised by kaitiakitanga. Mahinga kai describes the natural resources that mana whenua gather through their tākiwa as well as the places and practices that they use in doing so. It is also an integrated management concept that focuses on the protection and sustainable use of resources”.

3. The site

The HMK Area (covering approximately eight hectares) is located on the southern bank of the Kaiapoi River in the Kaiapoi South Regeneration Area (refer Figure 1). The area extends from Bowler Street along Courtenay Drive to approximately opposite Wyber Place.

The historic land use in the HMK Area was rural, on the fringe of the Kaiapoi town centre. To the south-west of the area was the large North Canterbury Freezing Works, which closed in the 1980's. Prior to the red zone process, the HMK Area was an established residential and rural/residential neighbourhood (Courtenay Downs subdivision) developed in the mid-1990's. Courtenay Lake was developed at the same time as part of the subdivision.

The current landscape is vacant, open grass with a mix of native and exotic plants remnant of the previous residential planting. Two residential properties (both occupied) remain in the HMK Area.

The HMK Area abuts a number of Council assets:

- NCF Park – a recreation and ecological linkage reserve that includes Courtenay Lake and borders Courtenay Stream. NCF Park contains some aging play equipment and park furniture and is due for an upgrade.
- Courtenay Drainage Basin – a grassed basin for stormwater detention.
- Courtenay Drive Esplanade Reserve – this reserve follows a section of the Courtenay Stream and is use by local walkers.
- Vehicle access to the Kaiapoi River, primarily used for white-baiting.

Also along the Kaiapoi River bank is the Environment Canterbury stop bank. Due to the topography, the stop bank rises up from the HMK Area, in other areas the land is level with the top of the stop bank.

3.1. Significance of the site

In a letter to the Christchurch Earthquake Recovery Authority in 2015, Te Rūnanga o Ngāi Tahu provided details on the areas of interest to Ngāi Tahu. For the HMK Area they noted that:

“Area 2 of the Red Zoned lands at Kaiapoi is located within a Ngāi Tahu culturally significant zone. Kaikanui is a kainga located near the Kaikanui River. Kaikanui was an outpost of the Ngai Tahu stronghold of Kaiapoi Pa. A commercial ferry for the Waimakariri River was operated by local Maori*

for European Settlers from Kaikanui. In 1848 a Maori Reserve was gazetted at Kaikanui and was sold in 1969 by the Maori Trustee into European ownership.

Within this zone, is the historical place of the Kaikanui Māori Reserve 887. This also is referred to in the Ngāi Tahu Iwi Management Plan, Te Whakatau Kaupapa. Te Whakatau Kaupapa notes that this area was place of occupation for mana whenua and provided access to mahinga kai which was a significant area for sourcing kai for whanau.

Proposed future use:

- *Area 2 to be vested in the Waimakariri District Council as a local purpose reserve with appropriate classification;*
- *Area 2 must have a Management Plan jointly prepared by the Council and Te Ngāi Tūāhuriri Rūnanga, and as part of that the Council is required to consult with and have particular regard to the views of Te Ngāi Tūāhuriri Rūnanga before approving that Management Plan;*
- *The primary objective of the Area 2 Management Plan shall be to restore and enhance the indigenous flora and fauna values of the site using appropriate Taonga species that originate from the area”.*

Area 2 refers to the HMK site to the east of Courtenay Drive on the banks of the Courtenay Stream and Lake.

For Area 3, the HMA site along the banks of the Kaiapoi River, the letter from Te Rūnanga o Ngāi Tahu states:

“The Kaiapoi River and its margins is an area of immense cultural and traditional significance to Ngāi Tahu and Ngai Tūāhuriri. It was utilised for several traditional purposes. The coastline of the river has particular cultural, spiritual and historic traditions for whanau. Kaiapoi rivers and surrounding areas were important the mana whenua for occupation, kai, transport and trade. As a river town and promoted as such a focus of naming could be on waterways and well as occupational sights and keynote mahinga kai plants and animal species.

The Crown formally acknowledged the cultural, spiritual, historic and traditional association of Ngāi Tahu with the coastal environment and taonga species, via the passing of the Ngāi Tahu Claims Settlement Act 1998

Proposed future use:

- *Area 3 to be vested in the Waimakariri District Council as a local purpose reserve with appropriate classification;*
- *Area 3 must have a Management Plan jointly prepared by the Council and Te Ngāi Tūāhuriri Rūnanga, and as part of that the Council is required to consult with and have particular regard to the views of Te Ngāi Tūāhuriri Rūnanga before approving that Management Plan;*
- *The primary objective of the Area 3 Management Plan shall be to restore and enhance the indigenous flora and fauna values of the site using appropriate Taonga species that originate from the area”.*

3.2. Future plans for the wider area

Northwest of the HMK Area, between Bowler Street and the existing Kaiapoi Ruataniwha Civic Centre, the land listed for mixed-use business activities in the Recovery Plan. Council are currently assessing development proposals for this area. It is likely that any development proposal will have a public space component that would link through to the HMK Area drawing it through to the main street of Kaiapoi.

To the west, on the opposite side of Courtenay Drive, Council are proposing to develop a community hub. The community hub would be a flexible space that can be used for different recreation, arts and hobby activities, and social and cultural activities. Currently we have three groups interested in locating at the hub, the Kaiapoi Croquet Club, Kaiapoi Menz Shed and Food Secure North Canterbury. This project is awaiting a funding decision through Council's Long Term Plan process. It is intended that the design of the hub integrates with the HMK Area.

To the south of the HMK Area the Recovery Plan includes an area for rural land uses. In reality the small size of this area means that it has limited productive value. Council may look to use this area for stormwater management purposes in the future in conjunction with Kaikanui Stream catchment. In the interim this area could be leased for informal grazing, or retained as informal reserve. Should this area be utilised for stormwater management it would be beneficial to integrate this with the HMK Area if possible.

Developments within and around the heritage and Mahinga kai area will include key linkages to connect the areas with the Courtenay Stream and Kaiapoi River and the wider path and cycleway network.

4. Work to date

Since 2017 some early planning works on the HMK Area have occurred, these include:

- Seeking a Cultural Values Report on the regeneration areas.
- Accepting a preliminary report on the development of the HMK Area as a wetland/podocarp edible forest.
- Seeking a report on potential reserve names (new reserve name confirmed June 2021).
- Looking at co-governance options.
- Preparing a potential high-level design concept for a funding application.

4.1. Cultural Values Report

In 2017 Mahaanui Kurataiao Ltd were engaged to produce a Cultural Values Report for the Regeneration Areas.

The Cultural Values Report identified important Te Ao Māori concepts/values as follows:

- Whakapapa – explains the origins, inter-connections and relationships in the Māori world.
- Mauri – the life force present in all things, air, forest, waters and the life supported by them.
- Tikanga – the customs and traditions handed down over the generations.
- Kaitiakitanga – the exercise of guardianship/stewardship by mana whenua over their area and resources.
- Manaakitanga – the act or actions relating to a display of respect, humility and hospitality.
- Wairua – the soul or spirituality of a person, ancestor or entity.
- Ki uta ki tai – mountains to the sea as an overall approach to resource management.
- Pono and Tukurū – Pono refers to the quality of an entity or situation that is true, genuine or authentic. Tukurū denotes something that is fixed, permanent or enduring.

These concepts/values must be incorporated in the design, planning and implementation of the HMK Area. In addition, the Cultural Values Report identified mahinga kai as of great significance to Ngāi Tāhu and central to the Ngāi Tāhu way of life. The proposed HMK Area must recognise and will give effect to this.

4.2. Ngahere Rongoā (Wahi whero)

In November 2019 a preliminary report, (Ngahere rongoā (Red Zone), on the development of the HMK Area was received. This report is included as Appendix A.

This preliminary report was prepared by Makarini Rupene, Environment Canterbury poū matai kō (mahinga kai/food gathering facilitator) and Irai Weepu, Environment Canterbury Tangata Whenua Facilitator. This report is included as Appendix ii.

The Preliminary Report has been endorsed by Te Ngai Tūāhuriri Rūnanga and was presented to the Kaiapoi-Tuahiwi Community Board (by Mr Rupene and Mr Weepu) in November 2019 via a deputation.

The Preliminary Report describes the general physical environment in the HMK Area and suggests native plant species suitable to the location/soil types. It focuses on the creation of an edible forest consisting of two plant communities – a wetland and podocarp forest. The report also suggests that a pontoon be placed for the launch of traditional waka.

4.3. Reserve name

The HMK Area will be named ‘Huria Reserve’; this name was approved by the Kaiapoi-Tuahiwi Community Board in June 2021 after previous consultation with mana whenua.

In September 2018 a report was provided by Mahaanui Kurataiao Ltd which suggested place names for the new Kaiapoi regeneration area reserves. At a joint meeting of Te Ngāi Tūāhuriri Rūnanga and Council in September 2018 the name ‘Huria’ was suggested for the HMK Area. Council were set to proceed with the process of naming the HMK Area ‘Huria Reserve’ when it was asked to pause the process so that the Rūnanga could undertake further discussions on a potential name. The name was eventually ratified by the Mahi Tahi Joint Development Committee in April 2021.

It is considered important that the HMK Area is named to give it an identity and to reflect its value and intended purpose.

4.4. Co-governance

The planning, design and development of the HMK is a partnership between Council and mana whenua. The Recovery Plan Implementation Framework (prepared by Land Information New Zealand in June 2017) requires that the Council “*work with mana whenua to confirm governance and management arrangements*” for the HMK Area and then to work “*to prepare concept plans, detailed design work and costings*”.

The Mahi Tahi Joint Development Committee consists of the Mayor and two Councillors and three representatives nominated by Te Ngāi Tūāhuriri Rūnanga. The committee was established as an expression of partnership with Te Ngāi Tūāhuriri Rūnanga to further develop the working together relationship between the Council and Ngāi Tūāhuriri. One of the key responsibilities of the Committee is to:

“Propose co-governance structures and processes to achieve the required results in relation to Mahinga Kai areas(s), particularly within the Regeneration Area in Kaiapoi; and, the achievement of Ngāi Tūāhuriri

aspirations for development of Maori Reserve 873 among other Reserves with particular regard to roles and responsibilities under the Resource Management Act 1991”.

Co-governance typically refers to operating in a power-sharing capacity, particularly in respect of decision-making. Co-governance can mean different things to different people, and its meaning is influenced by the context in which it operates. Therefore, it helps to consider co-governance on a spectrum. At one end of the spectrum is simple co-operation, at the other end a full, equal partnership. Council currently has a co-governance arrangement in place through the Te Kōhaka o Tūhaitara Trust.

Given that the parties involved can define co-governance, and it is influenced by its context and the outcomes sought; there is no ‘one size fits all’ solution.

One of the first tasks to be completed is to propose a co-governance framework for the HMK Area. This co-governance framework could set out:

- A shared understanding of purpose
- The specific scope of co-governance
- The roles and responsibilities of the partners
- How decisions are to be made and reporting lines
- Funding sources and opportunities
- Financial accountability and transparency
- Process for considering operational/management issues

One of the early options explored for co-governance, and the one preferred by the Mahi Tahi Committee, is to provide co-governance through the existing Te Kohaka o Tuahitara Trust arrangement.

A letter was sent to Te Kohaka o Tuhaitara Trust on 2nd March 2021 to initiate discussion around this preferred arrangement.

A summary document outlining a draft co-governance structure to give effect to this preference is attached to this report as Appendix B. This has previously been discussed with the General Manager Greg Byrnes.

4.5. Preliminary concept

Based on the Recovery Plan and the report, Ngahere rongoā (Red Zone), staff prepared a preliminary draft concept plan showing how the edible forest concept could be expressed in the HMK Area.

The preliminary draft concept plan was prepared only in order to seek funding through the Provincial Growth Fund for ‘shovel-ready projects’ (administered by MBIE). Unfortunately, the HMK Area project was not considered to meet MBIE funding criteria for the fencing of waterways category (as advised by their representative).

5. Next steps

5.1. Process from here

1. Te Kohaka o Tuhaitara Trust consider this report, seeking approval of draft co-governance proposal (appendix B)
2. Te Kohaka o Tuhaitara Trust initiate discussions with Makarini Rupene regarding involvements, expectations, commitments
3. WDC compile and present report to Mahi Tahī Committee – confirming the Trust approval and outlining the proposed structure and draft terms of reference for the Joint Working Group
4. WDC begin drafting up lease and associated terms
5. Establish terms of reference for Joint Working Group

5.2. Objectives

The aim of the project is to prepare a development master plan for the HMK Area that:

- Provides a full expression of mahinga kai (in terms of place and practice) that is relevant to the site.
- Is an expression of Ngāi Tūāhuriri history, presence and practices.
- Acknowledges the importance and history of the site to the Kaiapoi community.
- Provides for wellbeing (in multiple facets – environmental, physical, mental, cultural, social etc.)
- Provides opportunities/space/facilities for:
 - Cultural and social activities
 - Education and learning
 - Natural play, including incorporating NCF Park
 - Informal recreation (e.g. walking, cycling, experiencing nature)
- Integrates with the Kaiapoi River, Courtenay Stream and Courtenay Lake.
- Integrates with existing reserves in the wider area.
- Links to the proposed Kaiapoi Community Hub and Kaiapoi Town Centre.
- Considers the remaining residential properties in the HMK Area.

This development master plan will require the endorsement of Te Ngāi Tūāhuriri Rūnanga, and the Waimakariri District Council (including the Kaiapoi-Tuahiwi Community Board) and will be subject to community consultation. The master plan will form the basis of future concept plans and a multi-year staged work programme to develop the HMK Area. The master plan will also be used to seek funding from external third-party providers.

6. Council contacts

The Waimakariri District Council staff contacts for this project are:

- Chris Brown - Manager Community and Recreation (chris.brown@wmk.govt.nz)
- Kevin Dwyer - Landscape Architect, District Regeneration (kevin.dwyer@wmk.govt.nz)

Appendix A: Ngahere rongoā (Red Zone)

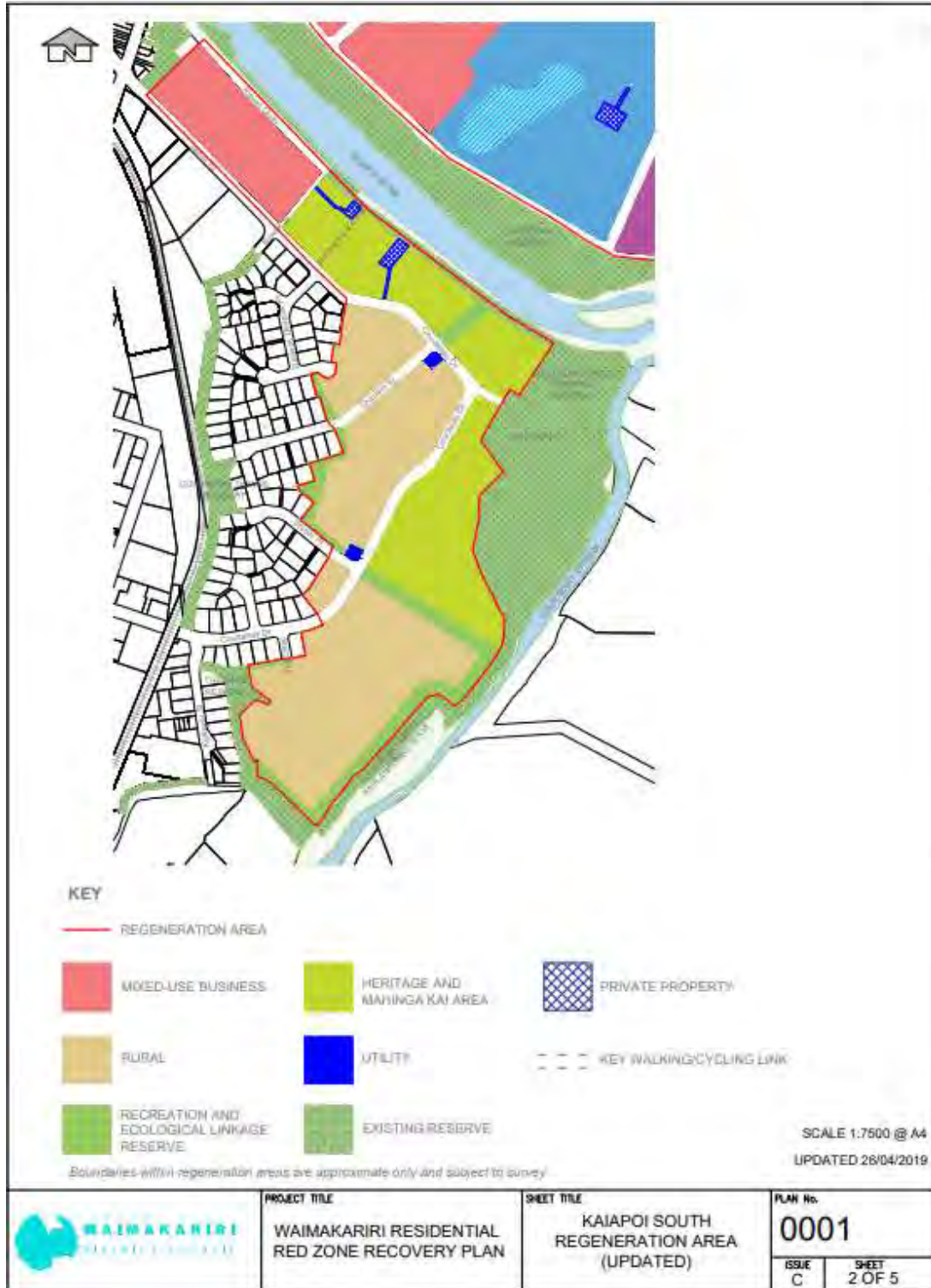
Appendix B: Draft Co-Governance Structure.

Ngahere rongoā (Red Zone)

Ngahere Rongoā (Wahi whero)

Edible forest (red zone)

To facilitate the planting of native wetland and Podocarp forest - to service Tūāhuriri Runanga



Ngahere rongoa (Red Zone)

Overview
<p>This is a preliminary report on a proposed regeneration project for the Kaiapoi South Regeneration Area. The proposed project has been provided direction by Tūāhuriri rūnanga.</p>

Background
<p>The Waimakariri District Council Regeneration Committee have queried Runanga representatives regarding direction for a regeneration project. The project is intended to enhance mahinga kai values. Therefore, Arapata Reuben and Makarini Rupene of Tūāhuriri, Identified regenerating native plant communities as an aspiration for rūnanga. A site inspection was undertaken to further identify any opportunities. Area considered are the red zoned blocks between Bowlers St, Raven Quay and along Courtenay Drive, along the south bank of the Kaiapoi awa and around to the Courtenay stream.</p>

How we assessed the sites
<p>Makarini Rupene (Ngai Tūāhuriri / ECan), Al Blackie (WDC) and Irai Weepu (Tangata whenua facilitator – ECan) conducted a walk and talk in the area, discussing the native plants required and potential usage. We walked from Bowler street down Courtenay Drive towards the Courtenay stream.</p>

Considerations	
Area type	Suggested plants
<p>wetland area Freshwater swamps/wetlands occur where soils retain high water levels throughout the year. Either the water table is permanently above ground level or only centimetres below it. These areas have organic peaty soils (Waimairi soil type).</p>	<p>Groundcovers, rushes, tussocks, ferns, flax jointed wire rush/oioi twig rush/baumea swamp kiokio (fern) Māori onion/bog lily Glen Murray tussock/cutty grass sedge/pūrei tussock sedges/pūkio toetoe sundew thousand-leaved fern water fern tussock rushes/wiwi harakeke/New Zealand flax</p>

Ngahere rongoā (Red Zone)

	prickly shield fern lake clubrush sedge tussock/bog rush raupō/bulrush
<p>Tötara/matai podocarp forest This plant community occurs on the moist, loamy Waimakariri, Wakanui, Templeton and Kaiapoi soil types. These soils are more free draining than Taitapu soils, hence the absence of kahikatea except in moist gullies or hollows.</p>	<p>Tall trees tötara matai/black pine Trees and large shrubs karamü karamü cabbage tree/ti köuka broadleaf/päpāuma, kápuka narrow-leafed lacebark/puruhi kánuka mänuka/tea tree New Zealand myrtle/röhutu golden akeake/akiraho lemonwood/tarata black matipo/köhühü lowland ribbonwood/mänatu lancewood/horoeka</p>

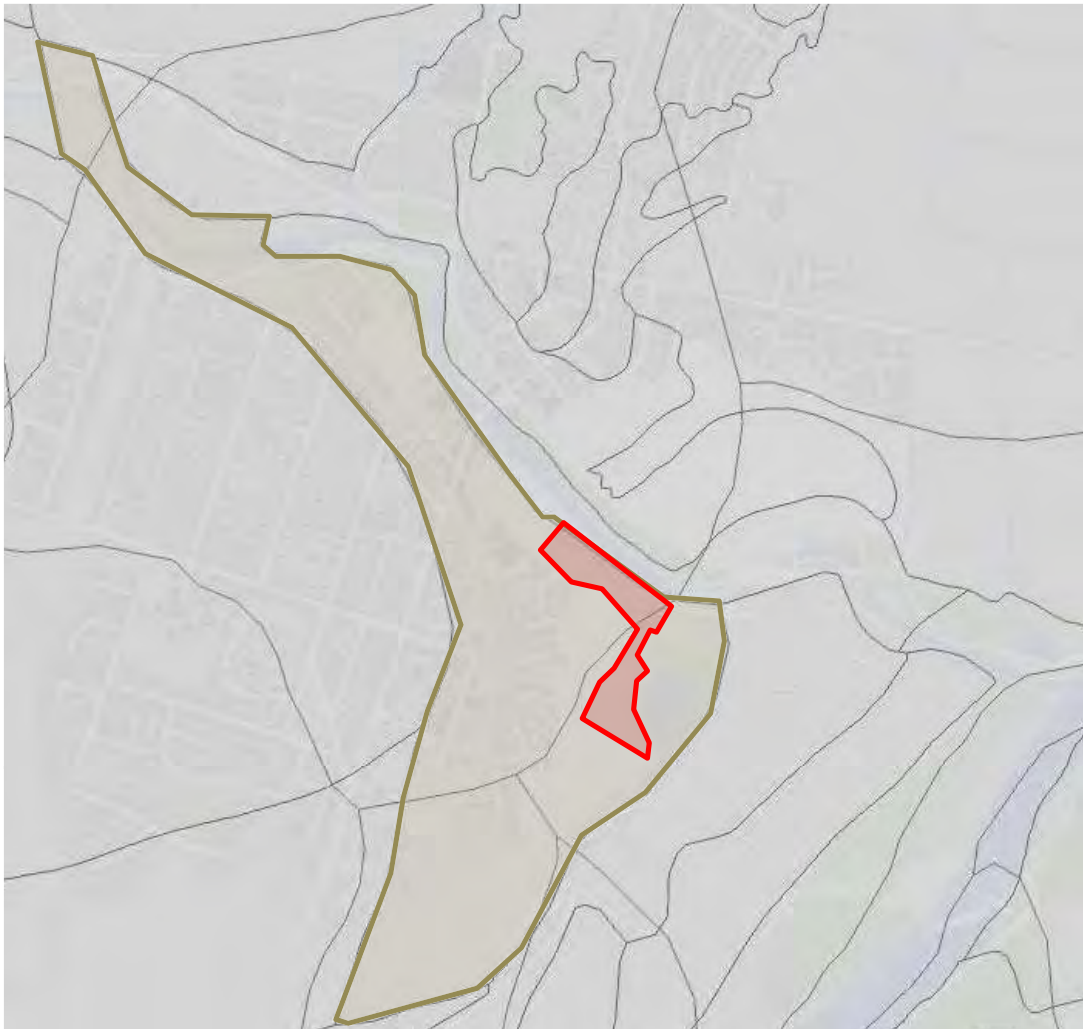
Soil type	
S-Map Soil Unit:	
SMU	PandD\k524
Data Source	SMap
Long Soil Name	Kaiapoi moderately deep silty loam
Smap Name	Kaia_2a.1
Sibling Proportion	30
Sibling Rank Order	2
Sibling Texture Description	silty loam
Sibling Confidence	H
NZSC Description	Mottled-weathered Fluvial Recent Soils
NZSC	RFMW
Permeability	m/r
Permeability Description	moderate over rapid

Ngahere rongoa (Red Zone)

Sibling Depth	md
Sibling Depth Description	Moderately Deep (45 - 100 cm)
Sibling Drainage	i
Sibling Drainage Description	Imperfectly drained
Sibling Texture	z
Shape	
oldLUTcode	H
Slope	A
Ecan NLoss Soil Category	D
Ecan PLoss Soil Category	L1
Relative Runoff Potential	VL
Relative PLeach Risk	H
Septic Tank Wastewater Soakage	B4
AWmm30	76.30
AWmm60	144.60
PAWmm	185.90
PRetentionTopsoil	33.00
Relative Bypass Flow	Low
Relative NLeach Risk	L
Effluent Class	B
Root Barrier	N
Root Barrier Description	No barrier
Area (m2)	1,440,972.17

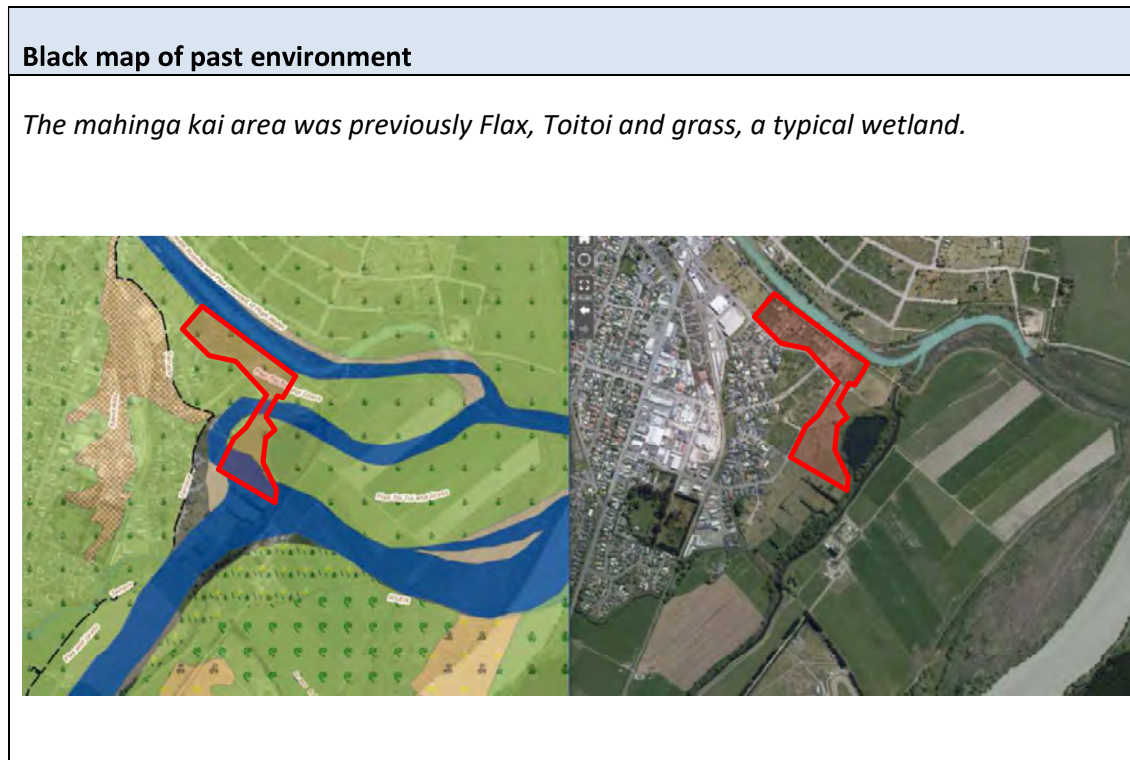
Ngahere rongoā (Red Zone)

Soil Type layer (ECan maps)



Kaiapoi moderately deep silty loam area (brown area)

Ngahere rongoā (Red Zone)



Site Data Table				
#	Site (Address)	Runanga	Aspiration	Soil type
1	Courtenay Drive, Bowler St, Raven Quay	Ngai Tuahuriri, Arapata Reuben, Makarini Rupene	Natives (Forest/Wetland) are planted. An edible forest is created. A pontoon is reserved for waka. The most eastern land (on the other side of the stop bank) is returned to a wetland. Fish passage improved at Courtney stream flood gate (Maori Dam).	Kaiapoi moderately deep silty loam

Ngahere rongoa (Red Zone)

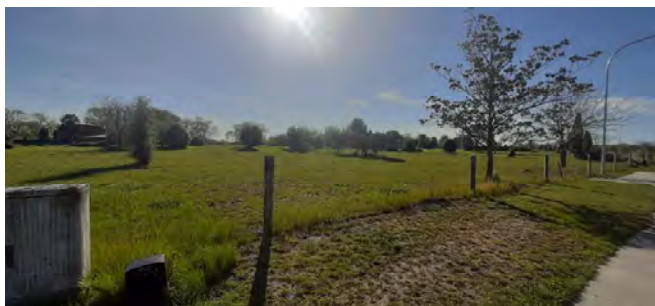
Analysis

Preliminary information gathered has been analysed to suggest which native plants would be most suitable for the area. Black map records indicate the area was once part of a large wetland area with vegetation comprising of flax, toitoi, raupo and grasses. The ECan soil data indicates a Totara/Matai podocarp forest can grow in the soil type present which is 'Kaiapoi moderately deep silty loam'.

The block of land pictured below (within the red circle) is situated with three water bodies (Courtaney stream, a Lake and the Kaiapoi awa on three of its four sides. While inspecting it was noted by Al and Makarini that this land is naturally reverting back to a wetland and should be encouraged.



The block of land pictured below (within the red shape) is situated slightly more elevated and along the banks of the Kaiapoi river. This area would be viable for a podocarp forest.



Ngahere rongoa (Red Zone)

Suggestions moving forward

The red zone mahinga kai project creates an edible forest, consisting of two plant communities, a wetland and a Podocarp.

Wetlands;

This will be the smaller community nestled against the lake, Courtenay and Kaiapoi awa. It will consist of native groundcovers, rushes, tussocks, ferns and flax.

Podocarp;

This will be the larger community running along the river and into the wetland. It will consist of native tall trees like Matai, other smaller trees, ground covers, shrubs, ferns, ground covers and flax. Edible plants to be selected, such as the Karamu, Manuka and Koromiko etc.

Further to the above, it is suggested that a pontoon is reserved for traditional waka. This will allow waka from local iwi to dock, further enhancing local iwi and Maori identity within the area.

It is noted that action has been undertaken to remediate the Courtney Floodgate.

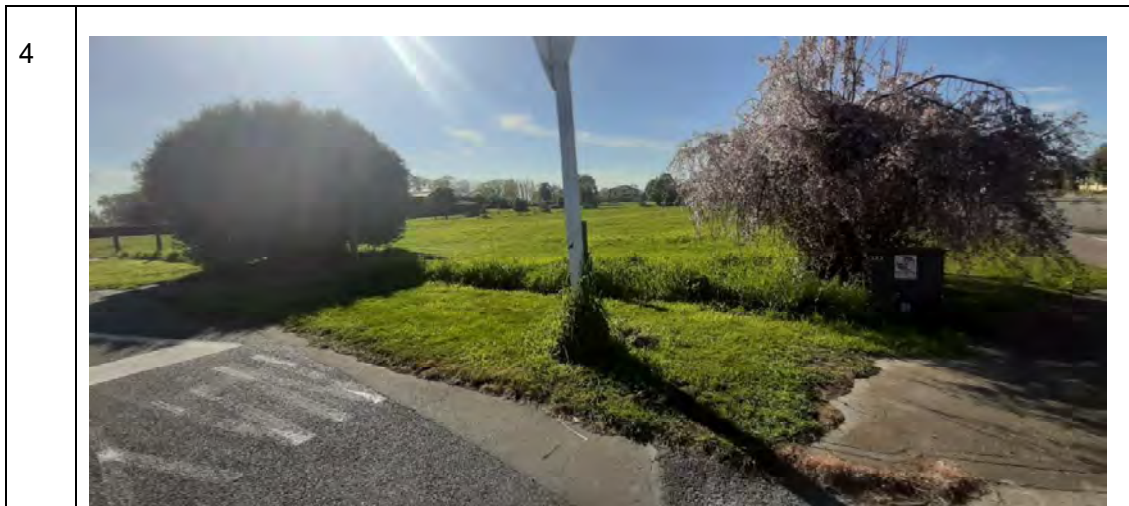
Recommended Next Steps

1. Runanga Endorsement
 - a. In order to ensure this report reflects rūnanga aspirations, this preliminary report is endorsed by Ngai Tūāhuriri rūnanga. – **completed. This report has been endorsed by Ngai Tūāhuriri.**
2. Voicing the Aspiration
 - a. This report is tabled and endorsed at the next Regeneration steering group meeting.
3. Kotahitanga – unified approach
 - a. A project team developed to plan, design and deliver the project.

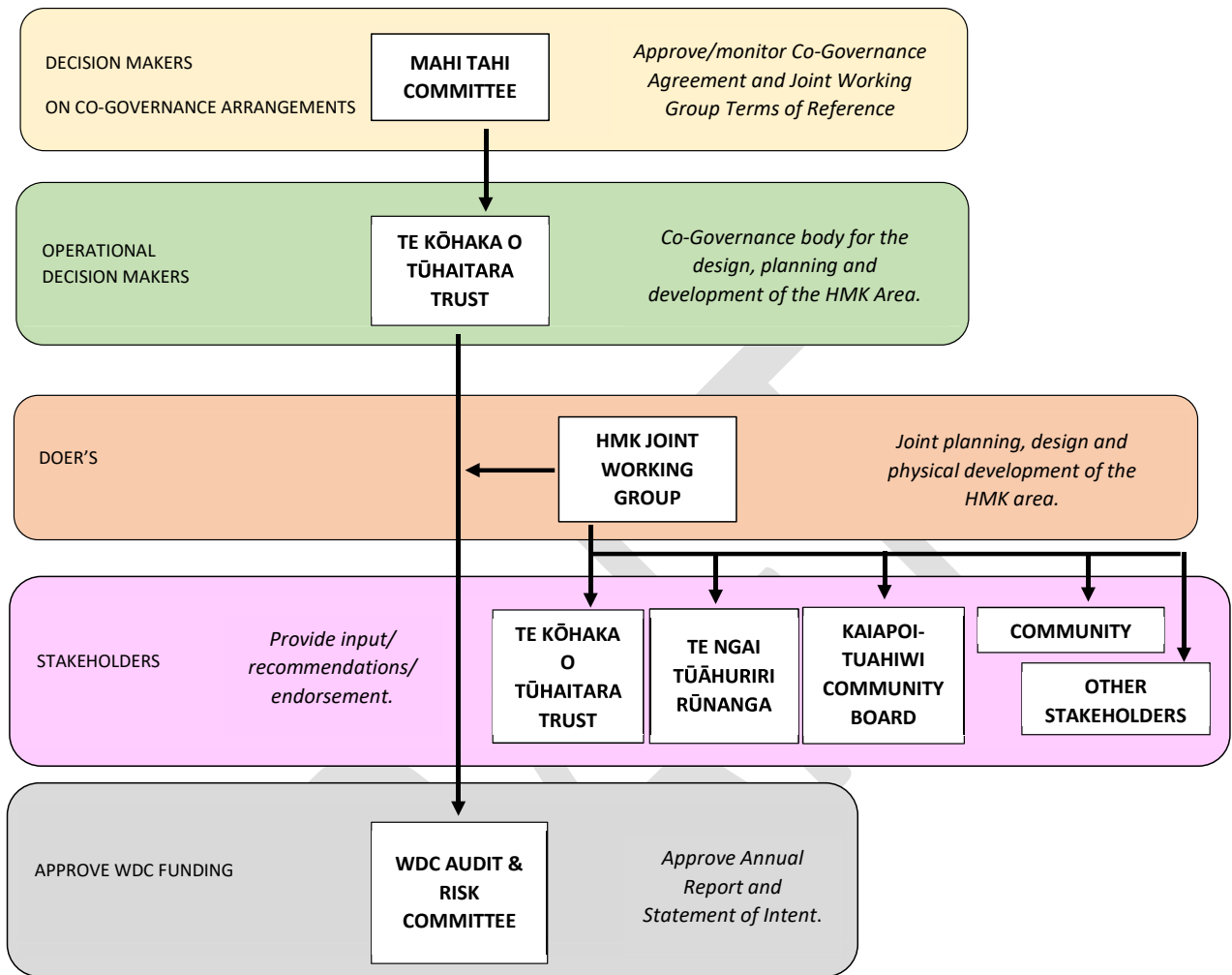
Ngahere rongoa (Red Zone)

#	Images
1	 A photograph showing a dirt road on the left, bordered by a concrete fence. To the right of the fence is a dense area of tall green grass and other vegetation. The background shows a rolling green landscape under a blue sky with light clouds.
2	 A photograph of a gravel path leading into a green field. In the foreground, there is a green trash bin and a blue sign on a white post. The field is enclosed by a fence made of wooden posts and a rope. The sky is clear and blue.
3	 A photograph of a grassy field with a concrete fence in the foreground. A tree is visible on the right side of the field. The sky is bright with the sun visible, creating a lens flare effect. A paved path is visible on the far right.

Ngahere rongoā (Red Zone)



Heritage and Mahinga Kai Area - Draft Co-Governance Structure



Mahi Tahi Committee

Key responsibility:

1. Approve (recommend to Council for approval) and monitor Co-Governance Agreement.
2. Approve Heritage and Mahinga Kai Area Joint Working Group Terms of Reference.

Te Kōhaka o Tūhaitara Trust

Key responsibilities

1. Co-governance body and operational decision maker
2. Approve Heritage and Mahinga Kai Area Master Plan.
 - Taking into consideration feedback and recommendations from Stakeholders.
3. Approve Heritage and Mahinga Kai Area Reserves Management Plan.
 - Taking into consideration feedback and recommendations from Stakeholders.
4. Implement Heritage and Mahinga Kai Area Master Plan and Management Plan; including design, procurement, contract management, construction monitoring.
5. Prepare Annual Reports and Statements of Intent (for expenditure approval by Council's Audit and Risk Committee).
6. 'Ring-fence' any Heritage and Mahinga Kai Area funds to keep separate from Coastal Park.
7. Ensure annual budgets are spent in accordance with the Statement of Intent, Master Plan and Management Plan.
8. Seek external funding for the ongoing development (and operation) of the Heritage and Mahinga Kai Area.

Joint Working Group

Membership:

MEMBER	KEY CONTRIBUTION	WHO
Rūnanga Representative	Mahinga Kai/Cultural values	Makarini Rupene
WDC Representative	Planning/design	Kevin Dwyer
TKOT Representative	Operational/implementation	Greg Byrnes

Key responsibilities:

1. Prepare a master plan for the Heritage and Mahinga Kai Area:
 - Spatial plan (s)
 - Planting plan (s)
 - Staging/implementation plan (s)
 - Funding plan
 - Management plan (operational)
2. Prepare a Reserves Management Plan (under the Reserves Act)
 - (Could be combined with master plan or amend TKOT RMP to include HMK Area)
3. Prepare an Annual Report and Statement of Intent seeking WDC budget for each year's implementation actions and summarising previous years achievements.
4. Prepare and submit progress report to TKOT (every two months).

Rūnanga Representative led tasks:

1. Advise and inform design, and update Te Ngai Tūāhuriri Rūnanga on important design and operational management matters and project progress.

WDC Representative led tasks:

1. Keep Kaiapoi-Tuahivi Community Board updated on project progress (via briefings or reports).
2. Keep WDC Green Space Manager updated on project progress.
3. Consult community on draft master plan and draft management plan (the latter in accordance with the Reserves Act).
4. Seek recommendations from Kaiapoi-Tuahivi Community Board on draft master plan, draft management plan and Annual Reports and Statements of Intent.

Activities of the Joint Working Group will be funded by the project budget (e.g. staff time)

Some elements of Joint Working Group responsibility may be delivered via engagement of external consultants, utilising project budget, for example:

- Design documentation
- Reserves Management Plan Preparation
- Specialist services not already covered by Joint Working Group members – e.g. Resource Management Planning, survey

Stakeholders

Key responsibilities:

1. Input to the planning, design and development of the Heritage and Mahinga Kai Area.
2. Provide feedback/recommendations/endorsement of draft master plan, management plan and Annual Reports and Statements of Intent.

Audit and Risk Committee

Key responsibilities:

1. Approve Annual Report and Statement of Intent.
2. Monitor annual budget and expenditure in accordance with the Statement of Intent.

Council

Key responsibilities:

1. Council remains the underlying land owner of the Heritage and Mahinga Kai Area.
2. Draft and Issue lease for to Te Kōhaka o Tūhaitara Trust.
3. Declare Heritage and Mahinga Kai Area as reserve under the Reserves Act.
4. Allocate funding for ongoing maintenance activities for the Heritage and Mahinga Kai Area (to be carried out by the Trust).

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI JOINT WORKING GROUP

1. Purpose

To champion the planning and design of the Heritage and Mahinga Kai Area (HMK Area) in Kaiapoi South.

While Council has landscape architects who can lead the planning and design of the HMK Area, for this to be a partnership, a te ao Māori perspective is essential. A fully collaborative planning and design approach with mana whenua endorsed knowledge holders, would lead to better project and community outcomes.

A collaborative design-led approach is suggested as the methodology to plan and design the HMK Area. A collaborative approach using a Joint Working Group would bring together designers and knowledge holders to work in focussed, inquiry by design (IBD) sessions.

The Joint Working Group will report to Te Kohaka o Tuhaitara Trust (TKOT - as co-governance entity) on the progress of the project and in seeking decision making for key issues during the life cycle of the project. The Joint Working Group members will act as representatives of the respective key stakeholders of the project, and engage with key stakeholders at appropriate milestones to ensure views are represented and those stakeholders are kept informed of progress.

Heritage & Mahinga Kai Area Vision: To restore lost natural and cultural heritage through the re-establishment of a podocarp forest and wetland for mahinga kai purposes in the Kaiapoi South Regeneration Area.

2. Membership

The following key stakeholders will be represented by the membership of the Joint Working Group:

- Waimakariri District Council (WDC); and principally the Kaiapoi-Tuahiwi Community Board (KTCB)
- Te Ngai Tuahuriri Runanga (TNTR)
- Te Kohaka o Tuhaitara Trust (TKOT)

Joint Working Group membership:

Member	Key Contribution	Who
Rūnanga Representative	Mahinga Kai/Cultural values	Makarini Rupene
WDC Representative	Planning/design	Kevin Dwyer
TKOT Representative	Operational/implementation	Greg Byrnes

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI JOINT WORKING GROUP

3. Staff, Consultant and Community Support

- Duncan Roxborough, District Regeneration Programme Manager.
- Grant MacLeod, Greenspace Manager
- Hannah-Rose White, Landscape Architect
- Kate Steel, Ecologist – Biodiversity
- Sophie Allen – Water Environment Advisor
- Karen Lindsay-Lees – Communications Advisor
- Planning Consultant (tbc).

4. Administrative Support

- Helen Leslie, Greenspace Administrator

5. Quorum

All three members.

6. Objectives

- 6.1 The overall aim of the project is to develop a HMK Area that:
- a) Provides a full expression of mahinga kai (in terms of place and practice) that is relevant to the site.
 - b) Is an expression of Ngāi Tūāhuriri history, presence and practices.
 - c) Acknowledges the importance and history of the site to the Kaiapoi community.
 - d) Provides for wellbeing (in multiple facets – environmental, physical, mental, cultural, social etc.)
 - e) Provides opportunities/space/facilities for:
 - Cultural and social activities
 - Education and learning
 - Natural play, including possibly incorporating NCF Park
 - Informal recreation (e.g. walking, cycling, experiencing nature)
 - f) Integrates with the Kaiapoi River, Courtenay Stream and Courtenay Lake.
 - g) Integrates with existing reserves in the wider area.
 - h) Links to the proposed Kaiapoi Community Hub and Kaiapoi Town Centre.
 - i) Considers the remaining residential properties near the HMK Area.
- 6.2 To work under the co-governance framework for the HMK Area, and in line with the terms of the HMK Area lease agreement between WDC and TKOT.

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI JOINT WORKING GROUP

- 6.3 To ensure the views of key stakeholders are represented in planning and design decisions, including community views, cultural aspirations and te ao Maori perspective, and landscape design technical expertise.
- 6.4 To recommend a reserve category for vesting the HMK Area under the Reserves Act 1977.
- 6.5 To produce a master plan for the development of the HMK Area
- 6.6 To guide the preparation of a reserve management plan for the HMK Area.
- 6.7 To create a work plan that covers staging, timing, implementation and procurement for the development of the HMK Area.
- 6.8 Seek coordination or staff support as required across other departments or agencies.
- 6.9 Technical and cultural design support/advice to TKOT to potentially enable partnerships with other agencies, or third-party funding providers as required.
- 6.10 To seek involvement of the community at appropriate stages to ensure they have a role within the project.
- 6.11 Support/information to TKOT on their Annual Reports/Accountability Reports and Statement of Intent for each delivery year.

7. Outcomes

- 7.1 Project decision making by TKOT (co-governance entity) is supported by the Joint Working Group technical design and cultural advice and recommendations.
- 7.2 An agreed work plan is approved, with clear targets for implementation by TKOT (and subsequent reporting to WDC and TNTR).
- 7.3 A HMK Area that is fit-for-purpose and meets the objectives of the project is implemented to budget and on time.
- 7.4 TKOT are able to effectively develop, manage and fund the ongoing operations of the HMK reserve through good planning and design of the development and associated management plan.
- 7.5 Key stakeholders are kept informed of progress, and are involved in design recommendations included in key documents such as draft Master Plan, and draft Reserve Management Plan.
- 7.6 Engagement of project support resource as required, including external consultants as required in order to deliver the project(s).

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI JOINT WORKING GROUP

- 7.7 Effect is given to the following key overarching or regulatory documents:
- a) Waimakariri Residential Red Zone Recovery Plan (2016)
 - b) Land Divestment Agreement (2018) between WDC and the Crown
 - c) District Regeneration Implementation Plan
 - d) Cultural Values Report – Mahaanui Kurataiao Ltd
 - e) Preliminary Report - Ngahere Rongoa (Wahi whero)
 - f) Any necessary resource consent or other authorities required
- 7.8 Key deliverables from the Joint Working Group include:
- a) Reserve Master plan, including:
 - i. Spatial & planting plans
 - ii. Staging/implementation/procurement plans
 - iii. Funding Plan – including cost & expenditure estimates
 - iv. Management plan (operational)
 - b) Specifications and drawings, schedules
 - c) Reserve Management Plan, (Reserves Act)
 - d) Joint Working Group Progress reports (to TKOT)
 - e) Information to support TKOT Annual Report and Statement of Intent seeking WDC budget for each year's implementation actions and summarising previous years achievements.
- 7.9 WDC is able to fulfil its reporting/monitoring obligations to the Crown for the implementation of the Recovery Plan.
- 7.10 WDC is able to declare the area as Reserve under the Reserves Act.

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI JOINT WORKING GROUP

8. Delegation

- 8.1 The Joint Working Group will have delegation to create and recommend the master plan, reserve management plan and work plan for the HMK Area to TKOT for approval.
- 8.2 The Joint Working Group will have the authority to issue works orders, purchase orders for the work in accordance with the work plan and delegations and expenditure plan approved by TKOT (and successively approved by WDC), including that referenced in 10.5.

9. Decision Making

- 9.1 Decisions within delegations will, in so far as it is possible, be reached by unanimous consensus.
- 9.2 The Joint Working Group will have the option of referring any matter to TKOT for a decision.

10. Financial Management

- 10.1 The Council's and TKOT financial year is from 1 July to 30 June.
- 10.2 Accounts are closed off at the end of each year, and any under/over expenditure is to be managed by TKOT.
- 10.3 Carrying over of unspent funds is possible where they relate to capital (including design) works which were not completed for a specific reason, which would be outlined in TKOT accountability through their Annual Report.
- 10.4 Bringing forward of funds between years if required (and where not included in the TKOT statement of Intent) would require TKOT to seek approval from Council.
- 10.5 Funding of Joint Working Group members contributions will be recovered from the project budget held by TKOT, by monthly invoice from the employer to TKOT as required.

11. Legal Responsibilities

In working together to achieve the objectives of the project, the key stakeholders and the Joint Working Group are required to comply with all relevant legislation and regulations.

These include, but are not limited to:

- Greater Christchurch Regeneration Act 2016
- The Health and Safety at Work Act 2015

TERMS OF REFERENCE

HERITAGE & MAHINGA KAI
JOINT WORKING GROUP

- Local Government Act 2002
- Reserve Management Act 1991
- Reserves Act 1977

12. Administration

The agenda and minutes for formal meetings of the Joint Working Group meeting will be prepared by the Greenspace Administrator. 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:

1. Apologies
2. Previous Minutes
3. Matters Arising
4. Staff Reports (milestones, programme, issues, budget, risk, health and safety)
5. Risks, Issues or Concerns
6. Community Engagement and Media
7. Reports to TKOT
8. General Business

Inquiry by Design sessions will have notes taken by members and kept on file.

13. Meeting Frequency

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

Design meetings and Inquiry by Design sessions will be held as required and agreed between the members, with informal notes taken by members and kept on file.

14. Duration

The Joint Working Group will function until the completion of the design and planning phases of the project, including development of the Reserve Management Plan, after which time the physical implementation and operations will be managed directly by the Trust through the General Manager.

15. Review

This Terms of Reference will be reviewed at six months after formation of the Joint Working Group

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-34-20/210825137874**REPORT TO:** COUNCIL**DATE OF MEETING:** 7 September 2021**AUTHOR(S):** Jim Harland, Chief Executive**SUBJECT:** Wellbeing, Health and Safety Report to Council August 2021**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager_____
Chief Executive**1. SUMMARY**

- 1.1 This report is to update the Council on Wellbeing, Health and Safety matters for the month of August 2021. This report is trending from August 2020 to August 2021.
- 1.2 Key points of interest and actions for the month of August in the Wellbeing, Health and Safety function include:
- 1.2.1 Provision of advice and support to Council leadership, senior and unit management regarding their oversight and delivery of councils response to the national Level 4 lockdown, driving our adherence to national lockdown mandates, especially in relation to delivery of essential services and maintenance of health and wellbeing requirements under the lockdown regulations.
- 1.2.2 Provision of regular wellbeing communication, support and guidance services across Council, including weekly Lockdown Wellbeing News emails and refreshed guidance on Workplace, adapted for both frontline workers and people working from home during the lockdown period.
- 1.2.3 Having examined the feedback from WorkSafe, Water Unit management have met with the Safety and Risk Manager and Health and Safety Advisor to determine and prioritise a draft Plan of Action and related workflows (with responsible parties and suggested timelines identified), to address the suggested actions/recommendations and drive learnings from the Water Unit ICAM investigation and voluntary WorkSafe Duty Holder Review and report.
- 1.2.4 The Safety and Risk team developing a new Unit Health and Safety Annual Plan and a refreshed Wellbeing Strategy (as well as new monthly reporting) to the Management Team, and the Health and Safety and the Audit and Risk Committees. This will include priorities identified by elected members, the CE and Management Team members during discussions with them over the months of July and August (see 4.4 below).
- 1.3 The main Safety and Risk delivery and reporting focus, within the Wellbeing, Health and Safety function, is to positively impact how senior, unit and functional leaders work with their teams to continuously improve their good practice Health, Safety and Wellbeing management. To enable this, we plan our Safety and Risk activities to have a clear line-of-sight on effectively supporting how Council safely delivers our Long-term Plan commitments and Community Outcomes.

- 1.4 Safety and Risk are focused on developing and delivering value-add Wellbeing, Health and Safety Management tools/materials, training, and policy development and practical guidance to drive consistency and best practice. Going forward we will provide an internal advisory service, consisting of:
- 1.4.1 Cross-council Health and Safety and Wellbeing management process and system reviews and reporting to the Management Team and Health and Safety Committee.
 - 1.4.2 Provision of SME (subject matter expert) Health and Safety, and Wellbeing risk and process improvement coaching/training interventions, in-person advice and guidance, and digital tools and learning resource development, to be delivered via the Councils' intranet (Workplace).
 - 1.4.3 Diversifying our communication and engagement approaches, for the different Council audiences, to support improved Wellbeing, Health and Safety management across Council, and to enable more consistent compliance/regulatory adherence, through delivering tailored development, guidance and coaching approaches for our internal customers.
- 1.5 The Safety and Risk Manager will consult with the Management Team, regarding the use of the globally recognised and trusted ISO International Standards covering Wellbeing, Health and Safety, and Risk and Quality Management, to develop the Safety and Risk integrated "best practice" policy suite and framework, unit strategy and activity plans. ISO have designed these Standards to effectively integrate, with common criteria and structures, linked by a Health, Safety and Wellbeing lens, focused on applied risk-based thinking, continuous process improvement and driving customer service delivery improvement.

Attachments:

- i. Discharging Officer Health and Safety Duties
- ii. August 2021 Wellbeing, Health and Safety Dashboard Report

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210825137874
- (b) **Notes** that there were no notifiable event this month. 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.

3. BACKGROUND

- 3.1 The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence, including taking all reasonable steps, to making sure that Council complies with its health and safety duties or obligations under the Act. Requirements for discharging Officer Health and Safety Duties for WDC are outlined in Appendix 1.
- 3.2 An Officer, under the Health and Safety at Work Act 2015, is a person who occupies a position that is (or is comparable with) the director of a business or undertaking, or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This does not include persons who merely advise or make recommendations to such Officers. Councillors, the Chief Executive and members of the Management Team would be considered to be the Officers of WDC.

4. **ACTIVITIES, ISSUES AND OPTIONS**

4.1 **COVID Level 4 Lockdown Management Advice and Support**

Provision of advice and support to leaders, in their management of the national Level 4 lockdown, instigated to address community cases of the Delta Variant of COVID (with identified North Island community cases growing from 1 to 210 in the first 8 days from the lockdown being implemented on 18 August). Working to support Council adherence to national lockdown mandates, especially in relation to delivery of essential lifeline services and maintenance of health and wellbeing requirements under the lockdown regulations, key activities for the Safety and Risk team have included:

- 4.1.1 Refreshing/simplifying Promapp processes and guidance for managing and undertaking essential work under levels 4, 3 and 2 lockdowns, with new national lockdown requirements.
- 4.1.2 Supporting frontline essential workers and their managers with PPE and safety equipment supply, as well as providing practical mental health and wellbeing advice and guidance across Council, regarding available counselling and workplace/peer support services and tools.
- 4.1.3 Participation in the COVID lockdown management improvement Teams Group and working directly with functional managers in their development of Unit-specific Essential Work Plans, to ensure incorporation of Health, Safety and Wellbeing requirements specific to their Units (eg Aquatics, Libraries and Greenspace), at each lockdown level for example re: social distancing requirements, mask wearing and essential work provision in the community, under lockdown requirements.
- 4.1.4 Working with the wider People and Engagement Department to support the development of essential worker access-to-site, equipment retrieval and record management plans for lockdown level transitions, in line with national COVID lockdown Health and Safety management requirements.
- 4.1.5 Provision of ongoing essential work incident management reporting and investigation support for frontline teams and managers, during the lockdown period.
- 4.1.6 Provision of regular wellbeing communication, support and guidance services across Council, including weekly Lockdown Wellbeing News emails and refreshed guidance on Workplace, adapted for both frontline workers and people working from home during the lockdown period.

4.2 **Important Health and Safety event management and learning opportunity: Water Unit ICAM investigation – Duty Holder Review with WorkSafe**

- 4.2.1 In their final feedback report regarding the recent Water Chamber Incident at the Water Unit, where two staff members were injured when a 50kg floor plate fell on them, WorkSafe informed Council that they have some assurance that Council are undertaking reasonable practicable steps to prevent similar incidents from occurring, given the remedial or corrective actions provided to them in our reporting of the incident. They have also provided a significant number of useful learnings and valuable suggested updates to Councils' work manuals, risk registers, training approaches, and standard operating procedures (SOPs).
- 4.2.2 Having reviewed the feedback from WorkSafe, Water Unit management have met with the Safety and Risk Manager and Health and Safety Advisor to determine and prioritise a draft Plan of action and workflows (with responsible parties and suggested timelines defined). This will be designed to effectively address the above WorkSafe Review suggested action points, and to share the review learnings with the Water Unit (and wider Council team), in order to gain the greatest value-add from the process.

Key activities and methods from this planning meeting, to be included in the Action Plan, included:

- Ensuring contractor H&S education and management is central
- Simplifying and consolidating operational Health and Safety Promapp processes and guidance
- Ensuring frontline Health and Safety direction, guidance and instructions are workable, clear and consistent, and simple to understand (eg how to drive good habits around “stop, look and take 5”)
- Driving consistent Health and Safety messaging and expectations at all leadership levels and across all Units
- Incorporating Health and Safety good practice and risk management at all stages of asset and infrastructure project planning, implementation, project review and handover, and throughout BAU maintenance
- Focusing on developing good safety ownership culture through coaching and training, learning from “good practice” examples from similar organisations.

4.3 There were 4 new work-related incidents during the July/August reporting period (20th of the month to the 20th of the month), as detailed below. NB: this includes employees, volunteers and contractors, not community incidents (which we are not required to report on).

Date	Person type	Occurrence	Event description	Response
26/07/2021	Contractor	Near-miss	Contractors were in the process of installing a new box culvert as part of the Shovel Ready Project, when they noticed wastewater spilling out from one of the sheet pile locations that was installed on Tuesday/Wednesday the week prior. This continued to flow for a few hours.	Sucker trucks were brought in to clean up. The flow stopped coming out.
26/07/2021	Employee /Volunteer	Property and Vehicle Damage	Snagged black 15mm telecom cable while digging trench with excavator. The cable hadn't been picked up by the GPR. Possibly old lines.	Repaired immediately. No further damage detected.
30/07/2021	Employee /Volunteer	Near-miss	Taking waste sludge sample from sample point, asked sucker truck operator to turn off vacuum, back pressure blew the hose off fitting and showered a Water Unit Employee in waste activated sludge.	Staff member had a shower. All booster shots are up to date.
05/08/2021	Employee /Volunteer	Property and Vehicle Damage	Was digging out to move a telecom cable out of the way for the plough, The bucket went through the cable as the cables came up.	Repaired immediately. No further damage detected.

4.4 **Acting on feedback from Elected Members, Chief Executive and Management Team**

Meetings and briefings during the month of July and August, with the Council Risk and Audit Committee, the Chief Executive and Management Team and Unit Heads, have highlighted a number of concerns and priorities for the Safety and Risk team to consider planning for, including:

- 4.4.1 Reviewing the opportunity to develop a set of wellbeing KPIs to ensure consistency and to create a framework for effective internal Council wellbeing management, and Safety and Risk advisory service delivery across Council.
- 4.4.2 Developing a value-add draft Wellbeing Management Strategy and delivery plan (see 4.5.1 below) providing varied support options covering: programmes, interventions and tools/resource development, for review/feedback by the Management Team in early 2022.
- 4.4.3 Developing consistent cross-council personal and team wellbeing guidance, training and tools/resources to meet the varied working environments/needs of the Council team.
- 4.4.4 More effectively capturing strategic and operational health, safety and wellbeing risks especially in relation to frontline team safety and wellbeing when dealing with members of the public and community.
- 4.4.5 Working with the Utilities and Roading Group leaders, to review and further develop their Health and Safety risk capture, recording and management regarding Councils' capital works programme, asset management delivery and infrastructure strategy (also highlighted by WorkSafe as part of the Duty Holders Review, see 4.2 above).
- 4.4.6 Consider options for improving supplier Health and Safety capability and capacity, and to improve council's own supplier health and safety induction processes. This external Health and Safety priority is designed to reduce risk to Council operations and service delivery, through focusing on Council supplier capability development and to improve pre-qualification of suppliers within the Health and Safety area.

4.5 **Wellbeing Management in Council**

Up to now we have had a broad focus on including wellbeing as part of the general health and safety service delivery.

- 4.5.1 Given the fast-changing health and safety risk environment, we are planning for a more strategic approach to delivering psychosocial and physical wellbeing advice and guidance, through developing a targeted Wellbeing Strategy for the 2021/2022 period.
- 4.5.2 A key focus will be supporting the diverse needs of the Waimakariri team, especially our frontline staff, who operate in a broad range of service areas and work environments, addressing the rapidly changing needs and expectations of our community and members of the public.
- 4.5.3 The refreshed Wellbeing Strategy will have a clear focus on and inclusion of "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".

4.6 **Health and Safety Management System**

The Safety and Risk Manager is working with the Health and Safety Advisor to draft the business case for selection of an effective digital Health and Safety management system.

- 4.6.1 This will be submitted via the project sponsor, the People and Engagement Manager, to the Management Team and elected members, as part of the next

budgeting process prior to Christmas 2021 for the 2022 year. We plan for the system to enable and include:

- improved/streamlined incident management,
- Health and Safety event and risk management,
- workflow management
- and potentially training management.

4.8 **Implications for Community Wellbeing Outcomes**

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5 COMMUNITY VIEWS

5.1 **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

There are not financial implications of the decisions sought by this report. 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.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Identification and Management**

6.3.1 There are no risks arising from the adoption/implementation of the recommendations in this report. The current risks that have been impacted by the recent Water Unit Chamber incident have been identified as:

6.3.2 Working at Heights (R00209) *IF a worker falls from height (from one level to another) or into an excavation THEN serious injury or death could occur. Control Treatment (MC00127) Work Safely at Height - Identify Work at Height. Work at Heights Process developed and issued to staff for all work at heights (linked to Safe Working in the Field, Permit to Work and Fall Arrest Systems procedures).*

6.3.3 High Risk Site Safety Procedures (R00207) *IF worksites do not have adequate site safety procedures in place that are communicated to all affected workers/public THEN serious injury or death could occur. All Control Treatments within this risk are relevant to the Water Unit Chamber Incident.*

6.3.4 However, given the feedback received by WorkSafe as indicated at 4.2 above in relation to the capture and documenting of both Health and Safety risks, the Safety and Risk Manager and Health and Safety Advisor, are to meet with the Water Unit

management to refresh their hazard and risk registers, in light of the learnings from the recent incident. The resulting risk capture, will be provided as part of the next 6-monthly reporting of the Health, Safety and Wellbeing Risk Register to be submitted to Management Team (MTO) and the Audit and Risk Committee.

- 6.3.5 Recent Annual Health checks have upheld our commitment to mitigate the highest risk within the Health and Safety Risk Register. Infectious Diseases / Biological Hazards (R00213).

6.4 **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 2 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

7 **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

7.3 **Consistency with 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.

Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner. Our District is well served by emergency services and volunteers are encouraged.

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

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.

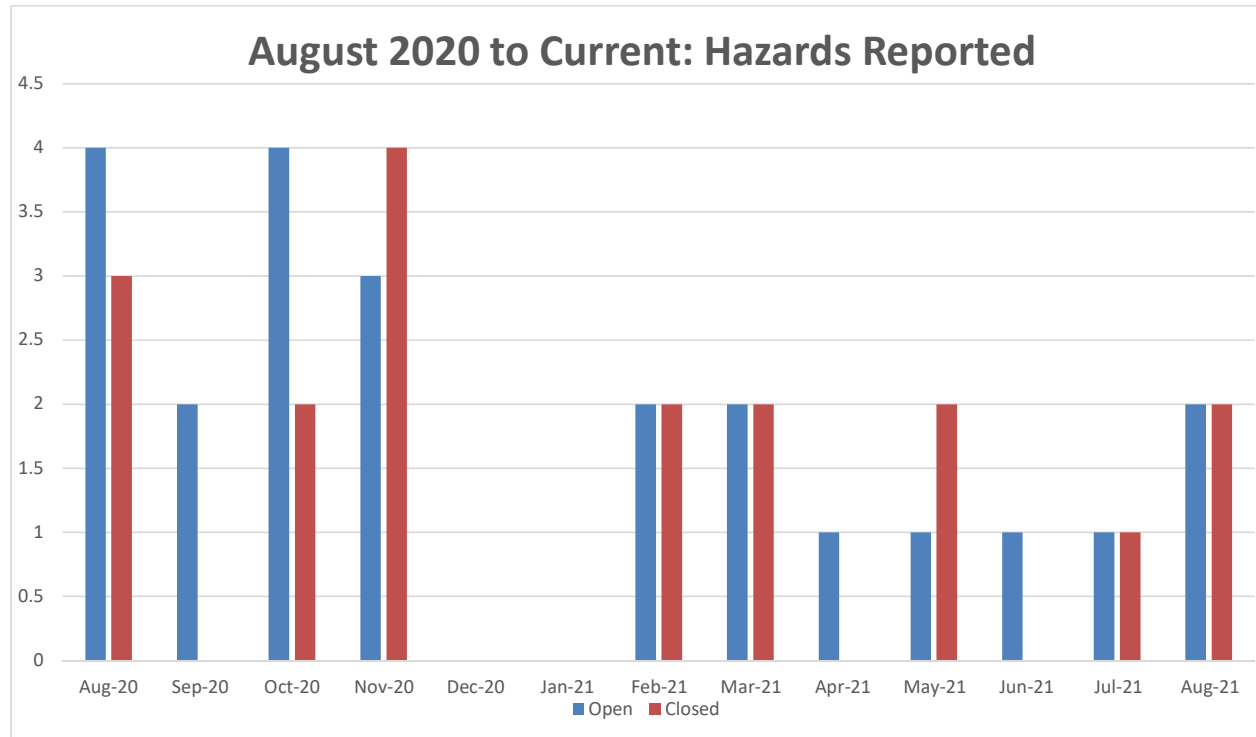
7.4 **Authorising Delegations**

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

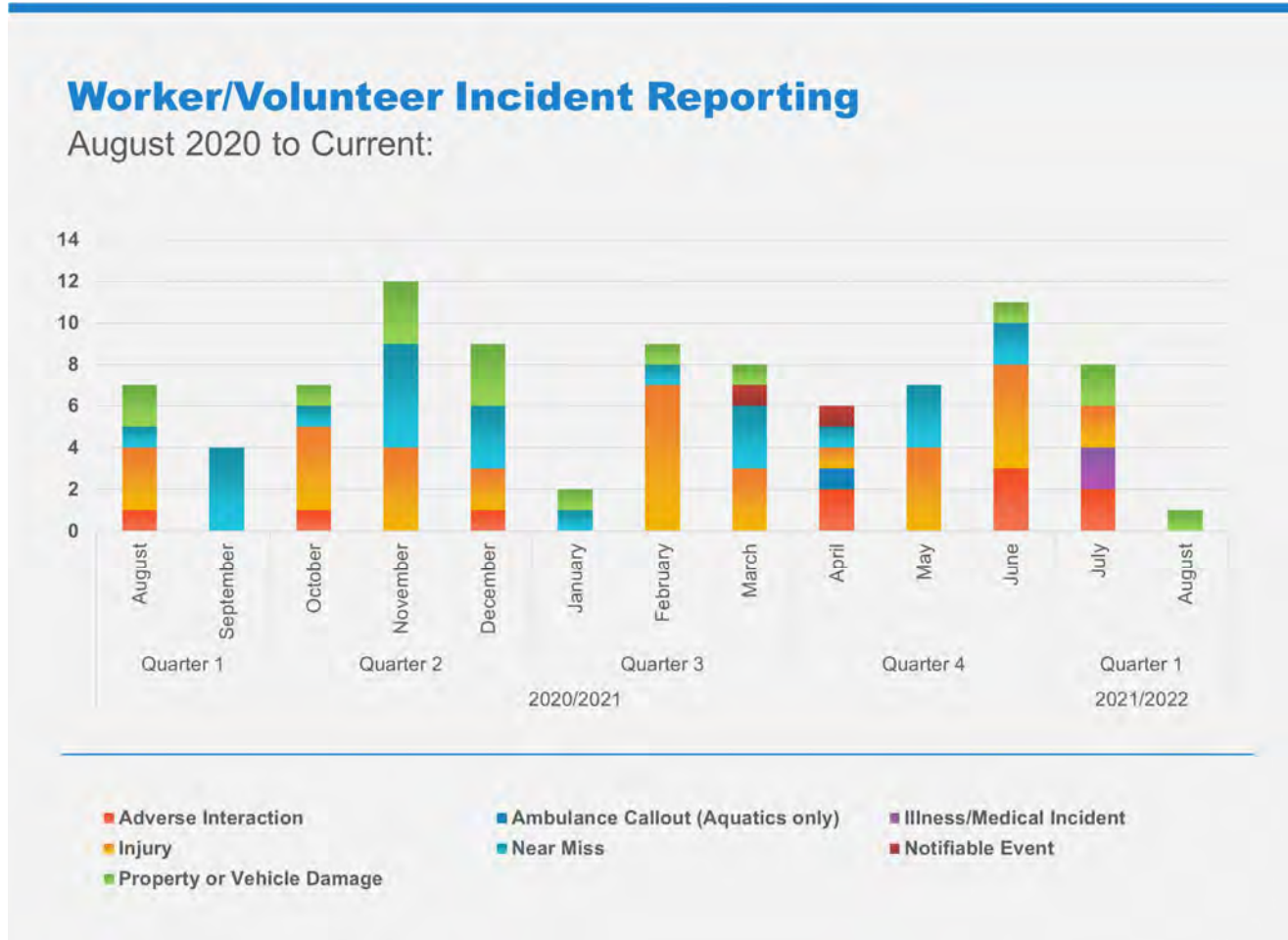
Attachment 1 Discharging Officer Health and Safety Duties

OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT	FREQUENCY
----------------	-----------------------------------	-----------

DISCHARGE OF DUTIES		
<p>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>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>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>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>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>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>

Attachment 2 August 2021 Wellbeing, Health and Safety Dashboard Report**Hazards Reported - August 2020 to August 2021**

Incidents/Injuries Reported During the Period - August 2020 to August 2021



Incidents/Injuries Reported During the Period (By Type) - August 2020 to August 2021



August 2021 Contractor Database (drawn from the SiteWise database)

CONTRACTOR PIPELINE

Health and Safety

ALERTS



CONTRACTOR ASSESSMENT SCORES

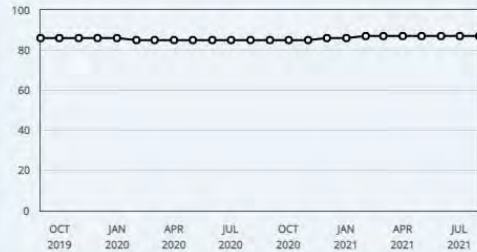
YOUR CONTRACTORS

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE



YOUR PREFERRED CONTRACTORS AVG. SCORE

87%



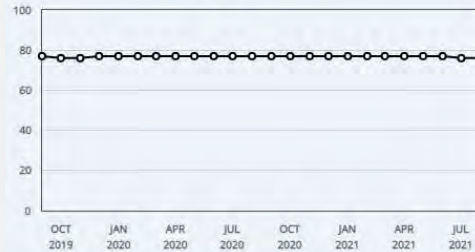
ALL CONTRACTORS

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

Lost Time Injuries - Aquatics:	2019/2020/2021	<p>3 Injuries: Total of 5989.75 hrs to date.</p> <p>Injury one: RTW trail on hold due to further injury (not at work) Date of injury – 10 June 2019 Weekly contracted hours = 17.5 1939 hrs lost to date</p> <p>Injury two: Currently on RTW trial – 5hrs x 3 days per week Date of injury - 29th Nov 2020 Weekly contracted hours = 39.25 1430.75 hrs lost to date</p> <p>Injury three: Currently on RTW trial 26 July – 2.5hr x 4days per week Date of injury 28 June 2019 Weekly contracted hours = 30 2620 hrs lost to date</p>
Lost Time Injuries other:	2020/21	<p>1 Injury – total of 540 hours to date.</p> <p>Injury one: Date of injury – 27 April 2021 (RTW hrs 18hrs/wk currently) Weekly contracted hours = 40 540 hrs lost to date</p>

Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	Q1 2021	10 Workplace Walkarounds Completed.
Training Delivered	2020/21	People Trained: 38 Manual Handling. 104 Situational Safety

WAIMAKARIRI DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE
FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON
TUESDAY 20 JULY 2021 COMMENCING AT 9:00AM**

PRESENT

Councillors J Ward (Chairperson), N Atkinson, K Barnett, S Stewart and P Williams and Mayor D Gordon

IN ATTENDANCE

Councillor P Redmond

J Millward (Manager Finance and Business Support), J Harland (Chief Executive), L Hayward (Safety and Risk Manager) and E Stubbs (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no advised conflicts of interest.

3 CONFIRMATION OF MINUTES

**3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday
18 May 2021**

Moved Councillor Williams seconded Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Audit and Risk Committee, held on 18 May 2021, as a true and accurate record.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 PRESENTATION/DEPUTATION

5 REPORTS

**5.1 Audit New Zealand Audit Plan for the year ended 30 June 2021 and
proposed Audit Fees for 2021 and 2022**

Councillor Ward welcomed Dereck Ollsson (Audit Director) to speak to the Committee.

D Ollsson noted the key focus areas for the audit which were in line with key focus areas from previous years.

- ∑ Assets carried at revalued amounts – the Council revalued assets on a rolling cycle, this year it was roading assets. Council would need to

provide an assessment that the carrying value was reflective of market conditions.

- Σ 3 Waters reform – Audit New Zealand (ANZ) would keep a watching eye on developments to see what effect it would have on this year's audit.
- Σ Covid-19 – ANZ would review the impact on Council.
- Σ Development contributions – ANZ would follow up on progress with previous audit recommendations

D Ollsson explained the materiality that was applied to the audit. Overall materiality for the Council was set at \$156 million. Specific materiality was set at \$3.1 million and trigger threshold was \$155,000, below that was not considered material.

D Ollsson highlighted the timetable which set out specific dates, however there had been a recent announcement that deadlines had been extended for two months due to an auditor shortage capacity across the profession. Once resourcing had been finalised ANZ would report to management on any timetable changes. There was now a new dashboard tool that helped facilitate the audit process. Council could provide information via the dashboard meaning ANZ did not need to be onsite for the entire audit..

Councillor Atkinson asked if slipping of the timetable due to ANZ issues put the Council at higher risk. D Ollsson noted that Waimakariri in the past had been one of the Councils completed first and normally well before the legislative deadline. As a good performing Council, Waimakariri was in the position to go early. In addition the legislative deadline had now been extended. There was an emphasis that Council should proceed on their timeline, the ANZ commitment was that all Council audits would be completed by the legislative deadline, that may have a consequence on when the audit was performed. J Millward added that the forecast of draft financial information and any variances would not be significant enough to affect what was adopted in the Annual Plan. That process started in September/ October of this year leading into full budgets presented early in the following year. It was believed that process could still occur. What could cause an issue was vested assets with period end issues, Council would still have problems with those for a number of years. These cause variations to depreciation but not significant enough to affect the overall rate number.

Councillor Stewart asked in relation to the Audit letter Item 2.1 – reasons for change in audit hours –how had ANZ assessed the risk of 16% of drinking water supplies of the district being private. D Ollsson commented that was taken into account previously. Item 2.1 highlighted new matters, water had always been part of Council of infrastructure and ANZ spent a lot of time looking at the condition of assets, so that was already factored in. Councillor Stewart commented private supplies were not part of Council assets, they posed a risk to Council's reputation. Mayor Gordon raised a point of order private supplies were not relevant to the audit. J Millward noted that ANZ were assessing how Council were responding to their work program. Private wells were identified as part of risks and assumptions and in that sense were no different to something like a flooding event. At this stage, it would need to be something proposed within the Council work program for ANZ to audit and provide analysis over accomplishment in relation to a measure put in place.

Councillor Williams commented on Council constraints around rate increases and noted the increase of 8.8% of the ANZ rates. He asked if ANZ had constraints around increases. D Ollsson commented that ANZ rates had not increased over a number of years and that this increase was trying to rectify that so that it would bring the cost in line with what the actual audit cost. Councillor Williams asked how long the high rate increases would last. D Ollsson advised that there would be a maximum of 9% per annum for the next

3-4 years, after that there would be an inflationary increase. J Millward commented staff had had good debates around the increase with ANZ to where they understood each other's position. To put in perspective, the charge out rate was \$181 per/hour, other consultants fees were \$350 per hour.

J Harland asked with potential changes to the organisation, what did ANZ expect to happen to the number of audit hours. D Ollsson commented if services were removed from Council then the hours would ultimately decrease, however initially the hours were likely to increase as the changes took effect.

Councillor Barnett commented that Council had had excellent audits in the past and asked if there was any benefit such as a lighter audit for Councils with strong financial management. D Ollsson commented that audits were based on auditing standards and had certain 'boxes to tick', Council's that were not performing had increased risk and therefore increased cost to audit.

Councillor Barnett referred to the material measure of 'Safety off drinking water' and asked if the only measure of safety of water supply was 'yes' or 'no', could a percentage be applied. D Ollsson commented that Council determined the measure, and ANZ advised whether Council applied.

Councillor Ward asked if D Ollsson was aware whether ANZ had been requested by the Office Auditor-General to carry out any verification on the 3 Waters information provided by the Department of Internal Affairs. D Ollsson commented no, that would not be a request to ANZ, he did not know if OAG were carrying out an investigation. ANZ only focused on Annual and Long Term Plan audits. The OAG did enquiries and performance audits but he was not aware of such a request. J Millward commented that question arose because as part of the LTP, Council were required to do a 30 year infrastructure strategy and the Auditor on behalf of the Auditor General had to signoff that it was a true account of how the Council was managing its assets. He asked if that raised any concerns with the audit office - that they had just audited that information yet the Department of Internal Affairs were saying that Council was not providing enough infrastructure going forward. D Ollsson commented due to the 3 Waters reform there had been a specific focus on capital do-ability as well as condition and age assessment of infrastructure. A lot of Councils in their audit report had instances where condition and or performance of assets were not in line with expectations. That created warning signals whether Councils were maintaining assets appropriately.

J Millward commented the key issue was around timelines, the Audit Office was to provide a update on that. He did not believe timelines would be an issue, it just may mean the Annual Report would be a little later – that would be publicly acknowledged. Staff were confident that variations to the Annual Plan would be from verification of new work, not from the forecast program.

Moved Mayor Gordon seconded Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report N° 210701107251.
- (b) **Agrees** to the audit plan for the year ended 30 June 2021, as provided by Audit New Zealand;
- (c) **Notes** the fees of \$145,340 proposed is within the forecast budgets provided for 2020/2021. The increases for the following years will need to be reflected in the annual plan.

CARRIED

Mayor Gordon thanked D Ollsson for his attendance and noted his comment that Waimakariri was a high performing Council. Councillors did not take that for granted and he acknowledged J Millward and his team. He noted the risk around timelines and if it did become a concern Council could raise directly with the Auditor General. It was important to the community that accounts were audited with rigour. Mayor Gordon commented he did not like to see the increase to the rates however acknowledged there could not be an unsustainable funding model. In the future there could be a Local Government conversation around the need for ongoing annual audits for high performing Councils.

Councillor Barnett commented that they needed to consider every cent for rate-payers and did believe there was a case for lighter/ less frequent audits for Councils with good performance.

Councillor Ward thanked J Millward and his team for their work. She looked forward to being kept updated on timelines.

5.2 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft Promotion of Waimakariri District Business Plan for 2021/22

J Millward commented that the Statement of Intent had been presented in the past and were at Audit and Risk for referral to Council. The Chief Executive of Enterprise North Canterbury (ENC) would be present at the Council meeting to answer any questions.

Councillor Stewart asked about the section on community views in the report which stated that Te Ngāi Tūāhuriri hapū were not likely to be affected by, or have an interest in the subject. She asked as partners in the district why would they not? Mayor Gordon, as a member of the ENC board, advised it was a relationship the board took seriously and as such had invited Te Ngāi Tūāhuriri and Ngāti Kurī to appoint members to the ENC Board. J Millward commented the degree to which staff consulted with Te Ngāi Tūāhuriri had been raised within the management team as Te Ngāi Tūāhuriri would not wish to be involved with every little decision. The view was that when reports came to Council there would be a double check regarding community views and he encouraged Councillors review the staff assessment on sufficient consultation matters.

Moved Councillor Atkinson seconded Mayor Gordon

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No 210707110676.
- (b) **Approves** the Enterprise North Canterbury's District Promotion Plan 2021/22.
- (c) **Circulates** the report to the Community Boards for information.

AND

THAT the Audit and Risk Committee recommends:

THAT the Council:

- (d) **Receives** for information, the Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury's

Business Plan and Promotion of Waimakariri District Business Plan for 2021/22.

- (e) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.

CARRIED

Councillor Atkinson was happy to recommend the report going to Council taking on board the comments of Councillor Stewart.

Mayor Gordon commented it was very important to have the view of Te Ngāi Tūāhuriri. He noted the involvement of Barry Bragg in strategic planning. Mana whenua involvement in ENC was a gap that had been identified and steps were being taken to resolve. As a Council they could assist if need be through the Mahi Tahi Committee. He supported the Statement of Intent it was a good organisation.

Councillor Barnett commented on the work that had been completed on revising the Visitor Strategy. She would like to see at the next report what would be done with the ideas that were raised during those workshops. She encouraged ENC to provide further information on how those ideas would be used to the benefit of the district.

5.3 Cyber Security – Quarterly Status Report – A Keiller (Chief Information Officer) and O Payne (Systems and Cyber Security Administrator)

A Keiller spoke to the quarterly status report noting that it provided results of the external audit. He highlighted Item 4.1 which identified Council scores against the Association of Local Government Information Management (ALGIM) benchmarks. The robustness and honesty of Council in self-assessment was evident with the alignment of self-assessment scores with independent audit scores.

Councillor Williams noted recent ransomware attacks and asked about Council back-up plans for this situation. A Keiller advised that depended on the attack. First there was an incident response plan – that provided the basis of action if an event occurred and secondly there was a disaster recovery plan which covered recovery of systems. Plans were in place, but they could not guarantee there would be a successful full recovery. He noted Council was not using the software that had been attacked in the recently publicised events but it was important to keep vigilant. The human factor, in particular phishing attacks were the biggest risk.

Councillor Atkinson asked about the 'Identify' score – what was the difference between the internal and external scores. A Keiller advised that section was around governance, the external auditors had found that Council did not have good documentation around an Information Asset Register that identified information sources and classified criticality and sensitivity. Council was also not able to provide solid evidence of risk appetite. A Keiller advised that the Information Asset Register was now in its early stages and there were plans in place to for the other work required.

J Harland asked in regard to the Incident Response Plan, did each team have a Plan B that evaluated critical performance requirements. A Keiller noted each department's Business Continuity Plans should identify that. While each department had their prioritisation, a challenge for the IT department was to have a full Council view of prioritisation in terms of recovery. J Millward commented that an annual event was held around the Business Continuity Plan and this year's would focus on an IT outage. The EAs were the administrators for that event and the IT and Risk Manager played key parts.

Councillor Barnett asked about steps to access the network offsite including Multi Factor Authentication (MFA) and asked if controls around that would be increased. A Keiller commented MFA was standard practice now, industry was trending towards biometrics.

Moved Councillor Williams seconded Mayor Gordon

THAT the Audit and Risk Committee:

- (a) **Receives** report TRIM number 210706109689.
- (b) **Notes** the findings for the audit of our work for the 2020- 2021 calendar year against the work plan from Sam for Compliance.
- (c) **Notes** that WDC's Cyber Security Maturity Scores are higher than the benchmark scores amongst councils using ALGIM's SAM for Compliance framework in the vast majority of areas.
- (d) **Notes** that a work plan has been developed for the year 2021 – 2022 that addresses any findings for areas that have been identified as needing improvement.
- (e) **Notes** that we will be continuing and improving on our cyber security awareness training program for the upcoming year and receives the July report for security awareness.

CARRIED

Councillor Williams noted the recent IT security issues with other companies and commented he hoped Council staff would maintain vigilance.

Councillor Redmond suggested commented Table 4.1 was an indictment on Local Government as the benchmark was low. He was pleased with the performance of Council systems in relation to the ALGIM benchmarks.

6 PORTFOLIO UPDATES

6.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Joan Ward

- ∑ Audit under risk of not being completed by the end of October, extension could be to the 31st December.
- ∑ Excellence Program on hold until results of 3 Waters, RMA and Local Government Reviews. Learnings from last review to be taken back to Local Government New Zealand.
- ∑ Long Term Plan – post implementation review scheduled for August with project control group.

6.2 Customer Service – Councillor Kirstyn Barnett

- ∑ Dog Registration on e-services – proving popular.
- ∑ Rates rebates – bookings are through to August.
- ∑ A pilot on Teams External calling to be carried out.
- ∑ The phones project had been taking a lot of time.
- ∑ Office emails – using technology to prioritise keywords such as emergency.
- ∑ Some confusion regarding rates – Council was being blamed for Hurunui District Council and ECan rate increases. It was noted that

clear communication regarding rates had been requested on the rating invoice and letter.

6.3 Communications – Councillor Neville Atkinson

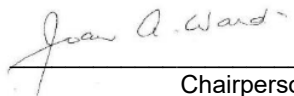
- Σ Engagement had worked on 8 communication plans – there had been 47 news stories and 88 media enquiries. This was an increase of 66%, some of that was based on civil emergencies.
- Σ There were 159,000 website visits on communication that went out on emergency procedures, there had also been good success rate with Bang the Table.
- Σ 3 Waters was occupying a lot of time.

7 QUESTIONS

8 URGENT GENERAL BUSINESS

There being no further business, the meeting closed at 10.05am.

CONFIRMED


Chairperson

10 August 2021
Date

BRIEFING

At the conclusion of the meeting, there will be a briefing to:

- Σ *Introduction of Lorna Hayward, new Safety and Risk Manager.*
- Σ *Safety and Risk team approach going forward*
- Σ *Feedback sought from members on questions attached.*

Minutes of the Meeting of the **AUDIT AND RISK COMMITTEE** held in the **FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA** on **TUESDAY 10 AUGUST 2021** at **9.00AM**.

PRESENT

Councillor S Stewart (Acting Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett and P Williams.

IN ATTENDANCE

Councillors N Mealings (arrived at 9.10am) and P Redmond.

J Millward (Finance and Business Support Manager), D Young (Senior Engineering Advisor), L Hayward (Safety and Risk Manger), H Street (Corporate Planner), M O'Connell (Senior Policy Analyst) and K Rabe (Governance Advisor).

One member of the public attended the meeting.

J Millward took the Chair noting that the Chairperson, Councillor J Ward, was unable to attend the meeting and calling for nominations for an Acting Chairperson.

Moved: Councillor P Williams

Seconded: Councillor N Atkinson

That the Audit and Risk Committee:

- (a) **Appoint** Councillor Stewart to Chair the Audit and Risk Committee meeting of 10 August 2021.

CARRIED

J Millward then vacated the Chair in favour of the elected Acting Chair, Councillor Stewart.

1 APOLOGIES

Moved: Councillor Stewart

Seconded: Councillor Barnett

Apologies were received and sustained from Councillor J Ward and Mayor D Gordon.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 20 July 2021

Moved: Councillor Williams

Seconded: Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Audit and Risk Committee, held on 20 July 2021, as a true and accurate record.

CARRIED

3.2 Matters Arising

Councillor Barnett requested that Enterprise North Canterbury (ENC) be asked to present to the Committee at its next meeting on the progress in implementing ideas generated during the Visitor Strategy Workshops.

4 PRESENTATION/DEPUTATION

4.1 Oxford Promotions Action Committee (OPAC)

P Rielly, Chairperson of OPAC, was in attendance to update the Committee on the Organisation's activities during the last financial year and to provide information on upcoming events.

P Rielly highlighted some of the events including the Oxford Winter Lights Competition held in June 2021 and the successful Great Oxford Garage Sale Trail. He raised concerns regarding OPAC's ability to run a successful 2021 Christmas Parade due to the high cost associated with traffic management. He advised that both the Lions and OPAC had faced a shortfall of \$2,154,37 for the 2020 Christmas Parade. Councillor Williams noted that the Council was investigating providing a package deal for contractors and community groups to mitigate the high cost of traffic management.

Councillor Barnett suggested that the Christmas Parade and Christmas Carol event should be combined in an effort save costs however, P Rielly stated that this was not an option as both events were extremely popular and combining the events would not be received well by the community.

Councillor Barnett questioned if Cust residents were still unable to join OPAC. She noted that in previous years a request by interested residents had been denied. P Rielly was in support of the Cust residents being included as he felt that the Cust community supported Oxford businesses and events. P Rielly undertook to discuss this matter at the next OPAC meeting.

The Acting Chairperson thanked P Rielly for his presentation.

5 REPORTS

5.1 Capital Works Programme Quarterly Report, June 2021 – D Young (Senior Engineering Advisor)

D Young thanked the Committee for its tolerance during the past year while staff had improved the reporting of the Capital Works Programme. He was pleased that the Council had achieved 90% of its overall programme given the weather and other outside factors that had proved a challenge during the year. He also noted that the start of the 2021/22 financial year had not been ideal as Waka Kotahi would only be confirming their funding support for local projects in September 2021 which may delay some projects.

Councillor Atkinson commented that the level of reporting was improving with every quarter, and commended staff achieving such an advance in a relatively short timeframe. He enquired if Waka Kotahi had indicated that the Council should be concerned that funding would not be forthcoming. D Young confirmed that the local projects that had been submitted had been supported by Waka Kotahi however, any shortfall in the National Budget could impact local projects.

Councillor Williams raised a concern regarding the unspent Travel Demand Management Budget and queried what this budget had been allocated for and why it was unspent. Councillor Atkinson explained that this budget was for the Council's share of funding for roading initiatives by the Greater Christchurch Partnership and although no funding had been utilised during the previous year, there would be a need for funding of proposed work in the coming year.

Councillor Barnett was concerned about the lack of detail in regards to wastewater and D Young explained that there had been significant delays with projects due to the absence of an Asset Manager. However, investigations were being undertaken to better understand the requirements going forward. Councillor Barnett requested that a more detailed report be presented to the Committee on this part of the Capital Programme.

J Millward confirmed that a full report would be submitted to the Committee at the November meeting.

As this report would be submitted to Council, Councillor Williams requested that additional information pertaining to the Travel Demand Budget be included prior to its consideration.

Moved: Councillor Stewart

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210726121798.
- (b) **Notes** the predicted achievement across all tracked Capital Expenditure.
- (c) **Notes** that 90% of the Capital Works Programme had been completed (being \$73.84 million out of \$81.52 million).
- (d) **Notes** that the 2021/31 Long Term Plan had forecast a carry-over of approximately \$8 million to next financial year.
- (e) **Notes** that an arithmetic error in Report No. 210618098882 to Council in July 2021 to reallocate budget to the Roothing Minor Safety Budget, resulted in a shortfall in budget of \$104,000 therefore a further reallocation of budget was required.

AND THAT the Audit and Risk Committee recommends:

THAT the Council:

- (f) **Notes** that an arithmetic error in Report No. 210618098882 to Council in July 2021 to reallocate budget to the Roothing Minor Safety Budget, resulted in a shortfall in budget of \$104,000 therefore a further reallocation of budget was required.
- (g) **Approves** the reallocation of \$50,960 from the Travel Demand Management Budget (PJ 101389.000.5135) to the Minor Safety Budget (PJ 100185.000.5133) to cover Council share of the additional safety works.
- (h) **Approves** the Minor Safety Budget for 2019/20 (PJ 100185.000.5133) be increased by \$104,000 to a total of \$1,082,750.
- (i) **Notes** that the Travel Demand Management Budget would decrease to \$393,040 and that the full budget would not be spent in the 2020/21 year, but instead would be carried over to the 21/22 financial year and that information regarding what this budget would be spent on and why it was being carried forward should be included when the report was presented to the Council.

CARRIED

Councillor Stewart thanked D Young for a comprehensive report however reminded him that the report should be easily understood by the general public and noted that some of the terminology included in the report was confusing. D Young thanked Councillor Stewart for her feedback.

Councillor Atkinson concurred that this was a good report however he was also concerned that the report had not been easily understood and required clarification during the meeting.

Councillor Barnett stated that, in her opinion, the report was easily understood with graphs that indicated a clear trend. She noted that this was the best result the Council had achieved and therefore congratulated the staff on their outstanding work, both in achieving a 90% completion rate and on the improved reporting mechanism.

5.2 Safety and Risk Report to Risk and Audit Committee July 2021 – L Hayward (Safety and Risk Manager)

L Hayward took the report as read.

Councillor Williams enquired about accident reporting on employees of Contractors employed by the Council. L Hayward noted that she was aware of the concern and was in the process of investigating the option of including this information in the reporting structure in the future.

Moved: Councillor Atkinson Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No 210803126797.
- (b) **Notes** the progress of work for the 2020/2021 financial year, against the work plan.
- (c) **Notes** that a draft Safety and Risk Strategy and Activity Plan was currently being developed to cover the period from October 2021 to December 2022, in consultation with the Chief Executive, Management Team and Audit and Risk.
- (d) **Notes** that there were no notifiable Health and Safety events for the month of July 2021.

CARRIED

Councillor Atkinson commended L Hayward on a well written concise report which captured all the required information.

5.3 Non-Financial Performance Measures for the year ended 30 June 2021 – H Street (Corporate Planner)

H Street took the report as read and noted that she was pleased with the results reflected in the report.

Councillor Barnett raised a concern regarding the condition of some of the roads and footpaths in the district. She requested a more detailed report on what could be done to rectify this problem. She was also concerned that the Council would continue to fall behind on acceptable maintenance of these assets. H Street noted that a report would be presented to the Committee on this matter shortly.

Councillor Stewart noted that the water supply leakage issue had not been addressed and requested further information on how this was going to be monitored in the future.

Councillor Barnett acknowledged that some of the measures could not be met due to outside influences such as Covid and the flood event, however she requested that a more detailed report be presented on the reasons why the roading conditions continue to degrade around the district. Councillor Williams agreed that the conditions of some of the roads in the district were not up to standard however that Waka Kotahi had stated that the Waimakariri's road were in better condition than other areas. Councillor Barnett requested that staff establish what criteria were used by Waka Kotahi to come to the conclusion that the Districts roading network was in better shape than other districts in New Zealand.

H Street informed the Committee that this was the last time the non-financial performance measures would be presented in this format as a new software programme would be used in future to produce better and more accurate data which would also monitor non-financial performance measures impacts on the four well beings as well as sustainability.

Moved: Councillor Barnett Seconded: Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 210722119869.
- (b) **Notes** 75% of performance measures for the 2020/21 financial year end were achieved, 25% were not achieved.
- (c) **Notes** nine of the 27 measures that did not meet target were within 5% of being achieved.
- (d) **Notes** all measures have been reviewed and incorporated in the 2021-2031 Long Term Plan.

CARRIED

5.4 Sustainability Strategy Implementation – Third Quarter Report 2020/21 – M O'Connell (Senior Policy Analyst)

M O'Connell took the report as read highlighting that the data in the tables had been updated to reflect monitoring by kilowatts instead of dollars, which he agreed was a far better indicator of reduced usage.

Councillor Williams again raised his concern about the proposed conversion to electric vehicles, as there would not be sufficient power for household usage, noting the power outages in recent months. He requested that the Council raise this concern with the Government. J Millward noted that currently there was sufficient power however the management of the power distribution had caused outages country wide.

Councillor Redmond requested that consideration be given to monitoring fuel by the litre and not by dollars which would be consistent with the way electricity usage was monitored.

In regard to how the organisation could continue to reduce its footprint, J Millward explained that while the Council may encourage staff to work from home, the knock on effect of that was that the power and heating consumption was being moved from the organisation to the individuals homes. It could therefore be argued that the organisation was not really being sustainable.

Moved: Councillor Barnett Seconded: Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210519079612.
- (b) **Notes** that this was the third of four Strategy Implementation Update reports (for Stage 2), noting that the yearly reporting period runs from 1 September 2020 to 31 August 2021.

- (c) **Notes** the Organisational Sustainability Strategy relates to the organisation as a whole and that the subsequent stage (2021/22 Financial Year) would address sustainability within the wider community.

CARRIED

Councillor Barnett applauded the Sustainable Champions for their work as well as their leadership in this sphere.

Councillor Atkinson noted that it was pleasing to see the progress and achievement gained over the last year and thanked M O'Connell for continuing to change monitoring practices thereby making the advances more meaningful.

Councillor Stewart stated that this was interesting reading and it was great to have a baseline to work from. She acknowledged there would need to be continued refining of the monitoring to keep the results understandable and meaningful.

6 PORTFOLIO UPDATES

6.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Joan Ward

No discussion emanated from this point.

6.2 Customer Service – Councillor Kirstyn Barnett

- Σ The new phone system pilot was going live on 11 August with a projected Council-wide roll out in September 2021. Noted that there had been delays with this project due to the flooding incident, taking key staff from normal activities while working for civil defence.
- Σ E-service, Dog Control and Web Services projects all progressing.

6.3 Communications – Councillor Neville Atkinson

- Σ Three Water Reform information consuming a large amount of time and resources.

7 QUESTIONS

Nil.

8 URGENT GENERAL BUSINESS

Nil.

9 NEXT MEETING

The next scheduled meeting of the Audit and Risk Committee will occur on Tuesday 21 September 2021, commencing at 9am.

There being no further business, the meeting closed at 10.17am.

CONFIRMED

Acting Chairperson
S Stewart

Date

MINUTES OF A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE SMALL THEATRE, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON TUESDAY 17 AUGUST 2021 AT 1.00PM.

PRESENT:

Deputy Mayor N Atkinson (Chairperson), Councillors K Barnett, W Doody, N Mealings, P Redmond and Mayor D Gordon.

IN ATTENDANCE:

Councillors A Blackie, R Brine, S Stewart and P Williams.

T Tierney (Manager Planning and Regulation), W Taylor (Building Unit Manager), M Bacon (Planning Manager), M Heist (Environmental Services Manager), M O'Connell (Senior Policy Analyst), B Wiremu (Emergency Management Adviser), G Maxwell (Technical Assistant Policy), R Deo (Environmental Health Officer), and K Rabe (Governance Advisor).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interested declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the District Planning and Regulation Committee held on 15 June 2021

Moved: Councillor Doody

Seconded: Councillor Atkinson

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the District Planning and Regulation Committee, held on 15 June 2021, as a true and accurate record.

CARRIED

3.2 Minutes of the public excluded meeting of the District Planning and Regulation Committee held on 15 June 2021

(Refer to public excluded agenda)

4 MATTERS ARISING

Nil.

5 DEPUTATIONS

Nil.

6 **REPORTS**

Item 6.7 was taken at this time however the Minutes follow the order of the agenda.

6.1 **Review of Dangerous, Affected or Insanitary Buildings Policy – W Taylor (Building Unit Manager), G Maxwell (Policy Technician) and G Wilson (Building Officer)**

W Taylor spoke to the report which was requesting permission to use the Special Consultative Procedure when reviewing the Dangerous, Affected or Insanitary Buildings Policy. He noted that there would be very few buildings which would likely be considered dangerous in the District as most buildings had been strengthened after the 2010 earthquakes.

In response to Councillor Redmond's question, W Taylor confirmed that consultants were used to assess dangerous buildings when required.

Moved: Councillor Mealings Seconded: Mayor Gordon

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 210712112638.
- (b) **Approves** public consultation on the proposed Dangerous, Affected and Insanitary Buildings Policy using the Special Consultative Procedure.
- (c) **Approves** the attached "Statement of Proposal", (Trim 210803126753) as meeting the special consultative procedure, in relation to review of bylaws, under the LGA 2002.
- (d) **Appoints** Councillors Doody, Barnett and Redmond as a hearings panel.

CARRIED

6.2 **Application to the Heritage Fund – G Maxwell (Policy Technician) and M Bacon (Planning Manager)**

G Maxwell presented an application for Heritage Funding to strengthen and restore the historic BNZ Kaiapoi Building, recommending that the invoices towards copper spouting, restoration of heritage signage, preservation of heritage materials, repair to the façade crack and the replacement of the corrugated iron roof and gutters being a total of \$69,146.58 be covered.

Mayor Gordon noted that \$58,603.42 would be the balance left from the total budget of \$127,750. He enquired if there were any other applications likely to be forthcoming in the near future. G Maxwell advised that an application for \$5,000 may be received in the near future. Mayor Gordon enquired if staff had received any enquires for funding in relation to the Anglican Church at Tuahiwi, and requested staff follow up on this matter if no approach had officially been made.

Moved: Councillor Redmond Seconded: Councillor Barnett

THAT the District Planning and Regulation Committee:

- (a) **Receives** report No. 210803126741.
- (b) **Notes** the accumulated amount available for allocation in the Heritage Fund is \$127,750.

- (c) **Approves** funding from the Heritage Buildings Fund of \$69,146.58 for the application of Kobb Investments to repair, strengthen and restore the historic BNZ Kaiapoi Building located at 188 Williams Street, Kaiapoi, subject to the accountability criteria of the heritage fund.
- (d) **Notes** that a review of the criteria of the fund is scheduled in 2021/2022 financial year.

Councillor Redmond supported the motion noting that there were not many heritage buildings left in Kaiapoi and felt that the amount requested was not unreasonable.

Councillor Barnett agreed and advised that she had received numerous inquiries from residents on when the building would be restored and the barriers removed.

Councillor Stewart spoke strongly in support of this project, noting the building's importance to Kaiapoi and the generosity of the owner in restoring it to its former glory. She requested the Committee to consider allocating \$100,000 to the repair and restoration of the building. She observed that in previous years applications to the Heritage Fund had been few and far between, and some applications had been for fairly minor projects. She stated that even with an allocation of \$100,000 there would still be over \$27,000 remaining in the Heritage Fund for other applications received during the remainder of the financial year.

Councillor Atkinson questioned if the Heritage Fund criteria allowed for funding to be allocated without being designated to a specific aspect of the restoration, and if allocations could be made retrospectively. M Bacon confirmed that grants had previously been allocated retrospectively. If funding was allocated to an unspecified aspect of the restoration, a reason needed to be stated as to why this funding had been granted.

Mayor Gordon was not in support of increasing the allocation as he believed that there may be other significant buildings in the district that required funding, and did not want to compromise the Heritage Fund prior to any other applications being made. He also noted that the previous owner of the BNZ building had received significant funding from other sources for this project.

Amendment

Moved: Councillor Stewart Seconded: None

THAT the District Planning and Regulation Committee:

- (a) Approves \$100,000 funding from the Heritage Buildings Fund towards the application of Kobb Investments to repair, strengthen and restore the historic BNZ Kaiapoi Building located at 188 Williams Street, Kaiapoi, subject to the accountability criteria of the heritage fund.

LAPSED

The motion lapsed due to the lack of a seconder and the substantive motion was therefore put and carried.

Moved: Councillor Redmond Seconded: Councillor Barnett

THAT the District Planning and Regulation Committee:

- (b) **Receives** report No. 210803126741.
- (c) **Notes** the accumulated amount available for allocation in the Heritage Fund is \$127,750.

- (d) **Approves** funding from the Heritage Buildings Fund of \$69,146.58 for the application of Kobb Investments to repair, strengthen and restore the historic BNZ Kaiapoi Building located at 188 Williams Street, Kaiapoi, subject to the accountability criteria of the heritage fund.
- (e) **Notes** that a review of the criteria of the fund is scheduled in 2021/2022 financial year.

CARRIED

6.3 Annual Report on Dog Control 2020/21 – M Heist (Environmental Services Manager)

M Heist noted that this was an annual report required by the Department of Internal Affairs to enable them to maintain nationwide records and statistics in relation to dog numbers, numbers of menacing/dangerous dogs and information regarding the types of dog related complaints received.

Councillor Mealings noted that there were an additional 300 dogs registered in the district but not a corresponding increase in dogs classified as menacing. She enquired if that meant that the number of menacing dogs should be subtracted from the increase in dog numbers. M Heist explained that owners of some dogs classified as dangerous or menacing chose to euthanize them which reduced numbers.

Councillor Redmond referred to the number of complaints regarding barking dogs and M Heist commented that this was a difficult area to regulate. A dog occasionally barking at people walking past the property for example was not considered nuisance barking even though neighbours may find it annoying. To breach the Act barking would need to be loud and persistent. She noted that due to the increasing density of properties barking dogs were more noticeable than previously.

Councillor Atkinson enquired how many complaints about barking dogs needed to be received before the Council would take action. M Heist advised that the Animal Management Officers (AMOs) first had to establish if there was an issue sufficient to trigger the nuisance barking provisions. Once that was established the AMOs take action to address the problem with the dog owner. Councillor Atkinson noted it would be useful to have more detailed information on these complaints in the next report.

Councillor Barnett agreed this was an interesting report and suggested that the report also be presented to the Community Boards as Board members were more in touch with their communities.

Moved: Councillor Mealings Seconded: Councillor Doody

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 210705109054.
- (b) **Approves** the attached 2020/21 Annual Report on Dog Control to the Department of Internal Affairs (DIA).
- (c) **Circulates** a copy of this report to the Community Boards for information.

CARRIED

6.4 **Annual Report to the Alcohol Regulatory and Licensing Authority 2021 – M Heist (Environmental Services Manager and District Licensing Secretary)**

M Heist noted that this was an annual report to the Alcohol and Regulatory Licensing Authority highlighting the activity in the Waimakariri district during the previous financial year. She also correct in an error in the report, that in fact current Councillors appointed to the DLC act as Commissioners.

In response to Councillor Barnett's enquiry regarding the difficulty in procuring a temporary license for events, R Deo noted that this process was not complicated as long as the application was made 20 working days prior to the event and the correct information was supplied.

Moved: Councillor Doody

Seconded: Councillor Redmond

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 210705109220.
- (b) **Approves** the attached 2020/21 Report to the Alcohol Regulatory Licensing Authority (Trim. 210705109242).
- (c) **Circulates** a copy of this report to the Community Boards for information.

CARRIED

6.5 **Review of Property Maintenance Bylaw 2020 – M Heist (Environmental Services Manager)**

M Heist noted that this bylaw was instated in 2020 with a request for it to be reviewed in a year's time. She highlighted the option to either delay the review for a further 12 months or to repeal the bylaw due to the low number of complaints and the low chance of prosecution.

Councillor Blackie commented that the fire hazard due to overgrown properties was an issue of growing concern for some residents, especially in light of Fire and Emergency New Zealand's (FENZ) disregard for long grass as a fire hazard, this bylaw therefore was serving a purpose.

Councillor Redmond enquired what was the usual review period of bylaws and M Heist advised that it was three years.

Mayor Gordon advised that there had been many complaints regarding long grass, both as a fire hazard and aesthetically, thus this bylaw was put in place to assist residents as well as the Council. Although, it was heartening that there had been fewer complaints since the bylaw was enacted, he was reluctant to repeal it altogether.

Councillor Barnett agreed that nine months was too short a period for a proper review, however would like consideration be given to repelling it after the review had been carried out.

Councillor Redmond moved an amendment to the recommendation from reviewing the bylaw from an further 12 months to 24 months and by so doing putting it in line with the current system of reviewing the bylaw every three years.

Moved: Councillor Redmond Seconded: Councillor Doody

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 210706109572.
- (b) **Notes** the effectiveness assessment contained in this report.
- (c) **Reassess** the Property Maintenance Bylaw 2020 in 24 months in keeping with the normal practice for reviewing bylaws.

CARRIED

Councillor Redmond was in support of the motion noting this was a new bylaw which was a useful tool and as such did not require to be repelled. A review in three years seemed to be a sensible time period.

Councillor Doody agreed with Councillor Redmond and felt that the extra time would not make any significant difference.

Councillor Barnett stated, in her opinion, bylaws should be meaningful with the ability to be enforced.

Councillor Atkinson agreed with Councillor Barnett and felt that this was a matter that should be managed by FENZ and not the Council.

6.6 **Policy Manual Review – Bylaw Policy Review – M O’Connell (Senior Policy Analyst)**

M O’Connell took the report as read.

Councillor Barnett noted that the delegation for bylaw policy review sat with the Council.

Moved: Councillor Barnett Seconded: Councillor Doody

THAT the District Planning and Regulation Committee:

- (a) **Receives** report No. 210625103116.

AND

THAT the District Planning and Regulation Committee recommends:

THAT the Council:

- (b) **Adopts** the reviewed and updated S-CP 0505 Bylaw Policy at the Council meeting in September 2021.

CARRIED

6.7 **Civil Defence Emergency Management Update – B Wiremu (Emergency Management Advisor)**

B Wiremu took the report as read and gave a brief overview of the Cadet Programme, the flood event, Tsunami public engagement, volunteers and staffing capability and activities that would be dealt with in the next quarter. He emphasised the importance of including the public in any civil defence initiative and to encourage communities to take responsibility for themselves wherever possible, thereby increasing community resilience. He also noted the need for increased funding to achieve this goal.

Councillor Doody enquired, if funding was forthcoming, what would it be spent on. B Wiremu stated that it would be used primarily to encourage and set up communities to be more resilient in times of emergencies. This could be achieved by education and information and working in partnership with other agencies such as the NZ Police and North Canterbury Neighbourhood Support.

Councillor Barnett enquired if the recent public meetings on the Tsunami inundation modelling had raised the profile of civil defence and increased interest in assisting with civil defence initiatives. B Wiremu noted that there had been more awareness of civil defence, however no one had indicated interest in joining civil defence.

In response to questions regarding the interest or the views held by Te Ngāi Tūāhuriri hapū, B Wiremu explained that several attempts had been made to engage with Te Ngāi Tuahuriri with little success and commented that the section of the report template relating to this could be worded better.

Councillor Redmond commented that the first three Tsunami public meetings had been reasonable well attended, while the last three had a poor response. He noted that at the Kaiapoi-Tuahiwi Community Board raised a concern regarding people misunderstanding the terminology used in the inundation modelling. B Wiremu agreed that any future engagement and information circulated, would minimise scientific terminology for easier understanding.

Moved: Mayor Gordon

Seconded: Councillor Mealings

THAT the District Planning and Regulation Committee:

(a) **Receives** Report No. CDE-21/ 210727122350.

CARRIED

Mayor Gordon acknowledged the points made regarding staffing and volunteer capacity and the need for greater funding resources. He encouraged Councillors to consider what options could be made available to assist in making, not only civil defence, but also the Waimakariri community more resilient. He also commended the work done in initiating the Cadet Programme and noted he was very proud of this achievement and the support that the Council had given this initiative.

Councillor Mealings agreed with the Mayor and also thanked B Wiremu for his work with lifestyle block owners after the flood event. She further agreed that working in partnership with North Canterbury Neighbourhood Support would be advantageous.

Councillor Barnett also praised the Cadet Programme and noted that the programme encouraged family involvement which created a great mix of ages and demographics to the programme. She also stated that the Cadet Programme raised the profile of civil defence as it highlighted that civil defence was not only active during emergency situations but also had something to offer the community on a day to day basis.

7 REPORT REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD FOR INFORMATION

7.1 Request for Parking Restrictions on Collins Street, Rangiora – Glenn Kempton (Project Engineer) and Joanne McBride (Roading and Transport Manager)

(refer to attached copy of report no. 210610092976 to the Rangiora-Ashley Community Board meeting of 11 August 2021)

Councillor Barnett noted that the Rangiora-Ashley Community Board had recommended that parking restrictions be installed on both sides of Collins Street.

Moved: Mayor Gordon

Seconded: Councillor Barnett

THAT the District Planning and Regulation Committee:

- (a) **Approves** the installation of parking restrictions along Collins Street (both sides) referred to as Option One in the report and amends the Parking Bylaw 2019 to include the time restricted parking as follows:

New Item	Rangiora	Collins Street	Ivory Street to Cone Street	Both sides of the road	P120
----------	----------	----------------	-----------------------------	------------------------	------

- (b) **Notes** that should either Option One or Two be supported, then the physical works for the additional line marking and signage associated with the time restricted parking would be funded from the Traffic Service Budget, at an approximate cost of \$1,000- \$2,000.
- (c) **Notes** that should either Option One or Two be supported, then the physical works will be completed by the District Roading Maintenance Contractor, and can be implemented within two months of approval.

CARRIED

8 PORTFOLIO UPDATES

8.1 District Planning Development - Councillor Kirstyn Barnett

Final adjustments being made on the District Plan and Communications Unit has employed someone to deal with the launch and public engagement relating to the Plan.

8.2 Regulation and Civil Defence – Councillor Philip Redmond

- Σ Civil Defence report on response and recovery to go to Council in September 2021.
 - request for debrief for elected members on Flood event.
- Σ NZRT12 budget reduction causing unforeseen consequences and will be discussed in the briefing after the meeting.
- Σ Environmental Services
 - recruitment successful and hopes to have new employee in place by September 2021.
 - noise complaints were increasing and proved challenging.
 - interesting statistics regarding parking infringements – percentages compare closely to Christchurch City Council.

- Σ Building
- resource consents continue to be busy but timeframes being kept.
 - guidance on tiny homes from MBIE to be available shortly.

9 **QUESTIONS**

Nil.

10 **URGENT GENERAL BUSINESS**

Nil.

11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Barnett Seconded 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 was excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, were as follows:

Item N°	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Minutes of the Public Excluded Portion of District Planning and regulation Committee Meeting 15 June 2021	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1	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 2.25pm to 2.28pm.

OPEN MEETING

NEXT MEETING

The next meeting of the District Planning and Regulation Committee was scheduled for 1pm, on Tuesday 19 October 2021, to be held in the Function Room, Rangiora Town Hall.

THERE BEING NOR FURTHER BUSINESS THE MEETING CLOSED AT 2.29PM.

N Atkinson
Chairperson

Date

WORKSHOP

- *20/21 Funding for the response team NZRT 12 – Tracy Tierney (Manager Planning and Regulation)*
- *Gambling Venue Policy review – Lynley Beckingsale (Policy Analyst)*
- *Infrastructure Acceleration Fund – Trevor Ellis (Development Planning Manager) and Kelly LaValley (Project Delivery Manager)*

MINUTES FOR THE MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE SMALL THEATRE, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON TUESDAY 17 AUGUST 2021 AT 4.00PM.

PRESENT

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

IN ATTENDANCE

Councillor K Barnett.

C Brown (Manager Community and Recreation), M Greenwood (Aquatic Facilities Manager), P Eskett (District Libraries Manager), G MacLeod (Community Greenspace Manager), T Sturley (Community Team Manager), R Thornton (Community Development Facilitator), M Burdon (Age Friendly Community Facilitator) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on 22 June 2021

Moved: Councillor Doody Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Community and Recreation Committee, held on 22 June 2021, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

5.1 Rangiora Croquet Club (the Club) – Mary Sparrow and Wil Henderson

M Sparrow explained that the Club was seeking the cancellation of the loan levied for its share of the River Road building which was constructed by the Council. She advised that the Club had submitted on the Council's Annual Plan in 2011 and was granted \$100,000 for four croquet lawns, the Milton Reserve site was not identified until 2012/13. In the interim some discussions were held in the post-earthquake environment as to whether there was scope for combining the two croquet clubs, however, both clubs had long histories and their own philosophies and there was therefore no real desire to amalgamate.

Coincidentally at the same time the Rangiora Table Bowls Club lost their home at the Rangiora Bowling Club and the Council identified an opportunity to

provide a new home for table bowls at the River Road Club. The Council undertook the construction of that building and it became apparent that access to the land would be dependent on the Club's accepting part of that building for which it had to meet the cost. The Club therefore accepted the \$42,000 under duress, as the Club members involved at the time saw it as being the last chance to re-establish croquet in Rangiora. This arrangement had not been in any way satisfactory to the Club.

The Clubs members believed that they made a substantial contribution to the development of an important community asset in Rangiora which had considerable value for older members of the community. The Club was projecting continued membership growth which they saw as being part of their social mandate, as they had an obligation to provide opportunities for people who wanted to play croquet and give them a quality playing experience.

Councillor Brine sought clarity, because he had attended the majority of the meetings between the Council and the Club, and did not recall the Club raising the matter of duress. He asked if the Club had any records that supported the accusation that Council pressured them to into accepting the clubrooms. M Sparrow explained that her understanding was that the implication of expecting the Club to buy part of that building for \$42,000 was not fully explained to the Club. She understood that the Club put up a reasonably strenuous case explaining the implications of not being able to secure funding from third parties.

Furthermore Councillor Brine questioned why the Table Bowls Club had been able to pay a substantial amount. M Sparrow commented that to her knowledge the Clubs money had gone into creating and maintaining the lawns. The Table Bowls Club were a growing concern when they left the Rangiora Bowling Club, in contrast the Club only had ten members at the time.

Councillor Doody acknowledged the funding that the Club had put into their lawns and that the Club were probably going to have to build another building as the River Road was not going to be big enough for the Club. She asked if the Club were contemplating extending the current building or having a new purpose built facility. M Sparrow noted that the Club would be looking at purpose built clubrooms. It was possible, in terms of the size, to build clubrooms similar to those at the Fendalton Croquet Club within the next five to ten years.

Mayor Gordon noted that it was very good to see that the Club was in a good position and it was going well. He appreciated the Club's position regarding the sum of money that was owing. He noted that some years ago he was involved in a conversation where Council renewed that and it came back as a Council report around the \$42,000, he understood the Club's position that they were not in a position to contribute towards the loan and they would like the Council to write it off or was the Club in a position to make a contribution towards the loan. M Sparrow noted that the Clubs bank balance currently stood at \$20,000. As far as the Club was concerned their preference was to have the loan written off. She commented that it was a permanent structure, it was attached to part of the building that another organisation was involved with.

Councillor Redmond noted that he was unfamiliar with the terms of the loan and asked when it was due for repayment. M Sparrow noted that it was supposed to have been repaid in 2014 it was however extended to 2016 at which time it was extended a few more years. C Brown explained that the loan had been pushed out a few times, and the Club was requested to start payment in January/February 2021 at which time the Club contacted the Greenspace Team.

Councillor Redmond requested staff to prepare a report to come back to the committee for its consideration.

6 **REPORTS**

6.1 **Library Update to 5 August 2021 – P Eskett (District Libraries Manager)**

P Eskett spoke to her report and explained that the Citizenship Advice Bureau (CAB) had moved out of the Rangiora Library and had relocated off site. This had presented the Library with the opportunity to consider how they could develop the vacant space to address some of the current space restrictions. Staff had listened to community feedback about the library as the communities gathering space and how staff played a convening host role for external organisations to deliver their services and ideas. Staff had also considered the heritage nature of the wing and known they could not do any significant internally remodelling. Staffs vision was to develop a multi-purpose space that allowed for an interplay in terms of providing a technology based space but also a space that acted as a platform for the community.

P Eskett reminded the Committee of the NZLPP funding that the library had secured, \$30,000 was secured in February 2021 to purchase resources which were on order. Staff had identified immediate, medium and long term goals to develop their technology based services. Staff had also identified that in order for libraries to maintain their relevance across all ages and groups they had to make sure that all ages and all groups interests were catered for. Staff recognised the increasing civic role that they were serving in libraries and had been approached by Dementia Canterbury to set up a chapter dementia group at Rangiora Library. The NZLPP funding allowed the libraries to link with Rachel's House and young parents and support them with their literacy skills. Staff were also exploring establishing a bereavement group and they were wanting to offer young people dedicated study space. In March 2021 staff had reported that due to Covid and supply chain issues Libraries had unspent carryover from its 2019/20 Resources Budget, staff were therefore seeking permission to use these funds to the convert the former CAB rooms.

P Eskett explained that over the last few years there had been a few cases of young people's unacceptable behaviour at the Kaiapoi Library necessitating police intervention. In most cases staff believed that positive proactive engagement and connection would have addressed many of the behavioural issues before they escalated and that the majority of these young people coming to the libraries were more bored and disconnected than they were lawbreakers. Staff aimed to cater for the social and learning needs of all in the district and they had a very positive service history of working with preschool primary and older people, however, there seem to be a noticeable gap with how they served young people. Libraries did not currently have a role focussed on the strategy, services, engagement and connections with youth or consistent links with wider Council youth mahi. She noted that staff had been receiving feedback from the community that they preferred not come to the library in the school holidays or after school because of the perception of what was happening. Staff were therefore proposing that the \$48,000 allocated to the security budget be reallocate to the creation of a permanent Rangitahi Engagement Coordinator position based at Kaiapoi but able to work across the whole district. The role would be focussed on library proactive engagement with youth.

Councillor Redmond asked if he was correct in thinking that the Youth Engagement Coordinator would fulfil some of the roles that the current security guard provided, however give staff the flexibility to provide additional activities within the library. P Eskett confirmed that it was envisaged that position would provide some security while engaging with the youth. This person would also be connecting with other library resources and activities and growing the potential and the capability of the team.

Councillor Redmond further enquired how many people had been trespassed from the Rangiora and Kaiapoi Libraries. P Eskett noted that when she started Rangiora had three and Kaiapoi staff had trespassed six people in the last school holidays on police advice.

Councillor Blackie supported the inclusion of a Youth Engagement Coordinator and thought that it was an excellent idea. He enquired what background, training and skills the Coordinator would be expected to have. P Eskett explained that she had engaged with colleagues from CORE and their networks. Staff would be reaching out to youth workers, churches, high schools, teachers and also advertising on online. Staff would be looking for someone who had social skills before anything else and would, in an interview situation, create some scenarios of which they would have to develop.

Councillor Brine questioned if staff were going to have to resort back to security. P Eskett acknowledged that she did not know, because she currently did not know what the capability of the appointed Coordinator would be. She doubted that a Youth Engagement Coordinator would be able to deal with the incidents during the last school holidays and was thankful for the incredible support received from local police. However, normally they dealt with young people that were bored afterschool, and Youth Engagement Coordinator could channel them in a way that stopped the brewing becoming a boil.

Councillor Barnett advised that she had observed unsafe behaviour in the Rangiora Library, and asked if the Council was meeting its health and safety obligations if some sort of security was not in place at the libraries. P Eskett understood that the security guards were only there because of youth behaviour which was becoming increasingly anti-social.

Councillor Barnett noted that Rangiora Library was so cramped that antisocial teenage activity was very obvious. She questioned how staff were going to manage this behaviour at the Rangiora Library. P Eskett noted that staff at the Rangiora Library had not called the police since the COVID lockdown in 2020, which underlined the way that staff had been able to deal with individuals.

Moved: Councillor Blackie Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 210805129217.
- (b) **Approves** the reallocation of the balance of the 2019-2020 Library Resources carryover budget \$81,000 to fit out the (former) Citizen's Advice Bureau office in Rangiora Library, and begin the establishment of a technology, training and meeting hub.
- (c) **Approves** the reallocation of the Libraries Security budget (\$48,000) to fund the creation of a Rangatahi (Youth) Engagement Co-ordinator based at Kaiapoi Library.
- (d) **Notes** the consistent growth eBooks and eAudiobooks usage by Waimakariri Library users June 2019- June 2021.
- (e) **Notes** customer service and New Zealand Libraries Partnership Programme outcomes by Waimakariri Libraries, from 5 June to 5 August 2021.

CARRIED

Councillor Blackie agreed with staffs assessment that security guards were not to be particularly helpful, and therefore supported the appointment of a Rangatahi Engagement Co-ordinator.

Councillor Mealings commented that she thought the idea of a youth worker was great, and that the issues that staff were dealing with spoke more to the

lack of activities and options available for youth in Kaiapoi which was evident in the escalation of anti-social behaviour during the school holidays.

Mayor Gordon agreed with the sentiments and was in support of the staff's initiative. He observed that he had never liked going into the libraries when there was a security guard present, however he understood the rational and need for security.

Councillor Barnett noted that the report was inspiring, however from previous experience she was a bit pessimistic on the changing of teenager behaviour. She was apprehensive about the lack of security for staff, but she did like the idea of trialling a Rangatahi Engagement Co-ordinator position.

Councillor Doody thanked staff for their report. She commented that during JP duty at the Oxford Library, it was wonderful to hear the home schooled children coming in and the effort that the library staff put in to assist them with their work.

Councillor Redmond noted that this role was going to be covered within the existing budgets, and hopefully it would be for a fixed term so Council could try it out. He believed that the Council would get more value from a Rangatahi Engagement Co-ordinator than we did from a security guard.

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

M Greenwood acknowledged that he had referred to "post-COVID" in the report when it would have been more accurate to have said following the 2020 COVID lockdown. He advised that the Aquatic Facilities current attendance had lined up with the 2018/19 financial year which was the last year that attendance was unaffected with COVID lockdowns. So overall the numbers were looking a lot healthier, however the figures were not quite at where he wanted them to be.

M Greenwood highlighted the staffing pressures on the Aquatics Facilities as an industry, noting they continued to struggle and while this was not currently impacting on the levels of service, there was pressure to find qualified staff. He noted the continued growth of the schools programme where around 6,500 children from 32 schools were moved through the programme. Staff were aiming to provide every primary school aged child in North Canterbury the opportunity to participate in water safety instruction. Staff recently received some funding from the Rangiora Rotary Club for a three year agreement which supplemented the funding from other providers such as MainPower, Water Safety New Zealand and the Rata Foundation.

M Greenwood commented on the increased ambulance callouts to some Aquatics Facilities for incidents involving older people. Staff were investigating the possibility of working with the Age-Friendly Advisory Group to run some staff workshops on age friendly access to Aquatics Facilities.

Councillor Barnett noted that there were mothers in the community that would be willing to work school hours and also students that could work afterschool. She asked if staff had considered job share arrangements where they could employ people who wished to work part time. M Greenwood advised that a large number of Aquatics Facilities staff were currently employed on job share agreements.

Councillor Mealings enquired if staff had approached the surf lifesaving clubs for assistance. M Greenwood noted that they did make use of people from the surf lifesaving clubs, the issue was that they lost them all during the summer months.

Councillor Redmond congratulated staff on their response to the two medical events.

Moved: Mayor Gordon

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (f) **Receives** Report No. 210802126633.
- (g) **Notes** Aquatic facilities progress against key performance indicators including Facility Attendance, Financial results and Water Quality.
- (h) **Notes** current recruitment and staffing pressures which to date have not impacted levels of service.
- (i) **Notes** the significance of the Schools Learn to Swim programme and the generous support of key funding partners including Mainpower, Rotary, Water Safety NZ and Rata foundation.
- (j) **Notes** the increase of underlying personal medical events occurring within our facilities.

CARRIED

Mayor Gordon commented that it was an excellent report and noted his appreciation of the work that M Greenwood and his team did. He acknowledged the great partnership that staff had achieved with the Rangiora Rotary Club.

6.3 **Progress Report on Food Secure North Canterbury – R Thornton (Community Development Facilitator) and T Sturley (Community Team Manager)**

R Thornton noted that over the last twelve months the project had really grown and now had three key areas of focus. She elaborated on the projects effort to develop sustainability for their foodbanks within the district which staff addressed very quickly once they secured funding. There was also a need to strengthen the ability of the organisations that would educate and replicate the growth of fresh food within the Waimakariri communities.

R Thornton highlighted the fact that over the last six months Satisfy Food Rescue had rescued 84,000 kilograms of food which was redistributed to about 31 community groups in the district. Only 11% of the food was locally grown or coming from New Zealand food networks, which was fresh produce. There was a large growth in requests for education classes and design information for food forests.

Councillor Redmond raised a concern that there were people in Waikuku who wanted to access a foodbank over the weekend, and none of them were open. R Thornton explained that the foodbanks worked together and caught up monthly, she knew that they were working on calendars and usually communicated what was available when and for whom.

Moved: Councillor Doody

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (k) **Receives** Report No. 210803127264.
- (l) **Notes** the collaborative approach applied to this project within social recovery from COVID-19.
- (m) **Notes** that key funders, including Rata Foundation and Department of Internal Affairs (DIA) have expressed significant interest in supporting

the further development of the Food Security and associated Community Hub projects.

- (n) **Notes** that proposed external funding support does not include provision for resourcing for the facilitation of the development of the food security programme and associated hub, or other key projects associated with the social recovery of our District. This will need to be addressed if we are to see appropriate utilisation of existing and proposed external funding.

CARRIED

Councillor Doody thanked staff for the report and commented that it was great to see the progress the project had made and that other community groups such as the Lions Club were getting involved.

Councillor Mealings commended staff for the work they were doing, stating she appreciated the synergies in how they were harnessing everyone and everything together to make the most of the resources, it was great for our community and it was sustainable too.

6.4 **Progress Report on the Waimakariri District Accessibility Strategy Action Plan 2017-2021 – M Burdon (Age-friendly Community Facilitator) and T Sturley (Community Team Manager)**

M Burdon advised that the purpose of this report was to inform the Committee of the progress made on the Action Plan that gave effect to the Waimakariri District Accessibility Strategy which was adopted by the Council in late 2017.

Councillor Redmond commented on the high percentage of people with disabilities estimated to live in the Waimakariri district. M Burdon noted that these were people classified as suffering long term impairment related to physical, intellectual, sensory and mental disability.

Moved: Mayor Gordon

Seconded: Councillor Doody

THAT the Community and Recreation Committee:

- (o) **Receives** Report No. 219803127244.
- (p) **Notes** the findings of the Survey Report.
- (q) **Acknowledges** the ongoing contribution made by members of the Waimakariri Access Group to advocate for a barrier free community and educate both Council staff and the wider public.
- (r) **Notes** the recommendations outlined in section 4.3 of this report.

CARRIED

Mayor Gordon expressed his appreciation for the work that staff were undertaking in this area which assisted in making the Waimakariri district more inclusive and certainly more accessible. He thanked staff for all the work that they had done.

Councillor Doody stated that it was interesting to note, that if the strategy was actioned, how easily people could move round the district.

7 MEMORANDUM FOR INFORMATION

7.1 Proposed upcoming works at Norton Reserve, 1 Norton Place Woodend – S Fauth (Project Engineer) and D Young (Senior Engineering Advisor)

Moved: Councillor Redmond Seconded: Mayor Gordon

THAT the Community and Recreation Committee

(s) **Receives** the memorandum (Trim. 210721118928).

CARRIED

8 MATTERS FOR INFORMATION

8.1 Approval to consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – Circulates to the Community and Recreation Committee and Utilities and Roding Committee.

Moved: Councillor Brine Seconded: Councillor Blackie

THAT the Community and Recreation Committee

(t) **Receives** the information in Item 8.1.

CARRIED

9 CORRESPONDENCE

Nil.

10 PORTFOLIO UPDATES

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

- Σ General and natural parks:
 - NPBIP Monitoring Report was approved by Council.
 - Ashley Rakahuri Estuary stop bank modification – ECAN had formed up about half way along this stop bank. They would then soil and sow.
 - P2P4 – Rangers funded for the fourth round approximately \$90,000 and a fourth ranger would be joining team.
 - Silverstream – planted approximately 3,000 seedlings this season involving community plantings with Student Volunteer Army.
 - Arohatia te Awa – community planting for Arohatia te Awa occurred on 14 August 2021, with a great turn out of volunteers and was opened by Councillor Stewart.
 - Honda Forest – spring plantings to start in September 2021.
 - Ashley Gorge Reserve – flood repairs completed with grass remediation awaiting warmer weather.
- Σ Update on Capital Projects
 - Funding received for West Oxford Reserve toilet upgrade through the Tourism Infrastructure Fund. Staff were now able to progress this project and would be contacting suppliers of prefabricated toilets to see what products would be suitable for this area.
 - Owen Stalker Park Playground renewal completion was expected this week. The playground would be open to the public from this

weekend with the new BMX pump track remaining closed until spring to let the surface dry properly.

- Project planning and delivery was underway for the new financial year.

- Σ Greenspace Operations have the following to update;
 - Refurbishment of seating carried out around Rangiora Service Centre.
 - Facilitated space for Rangiora Community Patrol – Sharing with Citizens Advice Bureau in the northern ground floor of Ashley Building.
 - Daffodil bulbs planted in Pearson Park last month near ex Bowling Green. Shrub planting to follow that would enhance this part of park behind the stage.
 - Street and Reserve Gardens renewal planting started in July 2021 and continuing throughout the District.
 - Replacement Tree Planting continuing across the District.
 - Organised with Roading new road signage at Kaiapoi to make directions to boat ramps clearer.

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

- Σ Work underway at the Rangiora Town Hall on the HVAC.
- Σ Spoke with Sicon and Delta, to pass on to their staff, how much she appreciated the work that they had done at the Ashley Gorge.
- Σ The Oxford Gym Club wanted to do an extension which was approved by the Oxford-Ohoka Community Board and the Pearson Park Advisory Group.
- Σ Attended MainPower Stadium Opening – amazing and a large number of people had been through there.

10.3 **Community Development and Wellbeing – Councillor W Doody.**

- Σ The rural providers of older care, the older care forum was very important and very helpful.

10.4 **Arts and Culture – Councillor A Blackie.**

- Σ The Council secured some funding for the development of an Arts Strategy and a Working Group would be established to work on the strategy.
- Σ He noted that the public art piece donated by the Blackwell family to commemorate Blackwell's 150 years in Kaiapoi, which would be installed in September 2021.

11 **QUESTIONS**

Nil

12 **URGENT GENERAL BUSINESS**

Nil

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 5.24PM.

CONFIRMED

Chairperson
Councillor Philip Redmond

Date

Canterbury Mayoral Forum

Draft Minutes

Date:	20 August 2021, 8.45am-12.00pm
Venue:	Zoom
Attendance:	<p>Mayors/Chair: Sam Broughton (Selwyn, Chair), Nigel Bowen (Timaru), Craig Mackle (Kaikōura), Craig Rowley (Waimate), Dan Gordon (Waimakariri), Gary Kircher (Waitaki), Graham Smith (Mackenzie), Jenny Hughey (Environment Canterbury), Lianne Dalziel (Christchurch), Marie Black (Hurunui), Neil Brown (Ashburton).</p> <p>Chief Executives: Hamish Riach (Ashburton, CEs Forum Chair), Alex Parmley (Waitaki), Angela Oosthuizen (Mackenzie), Bede Carran (Timaru), David Ward (Selwyn), Dawn Baxendale (Christchurch), Hamish Dobbie (Hurunui), Jim Harland (Waimakariri), Stefanie Rixecker (Environment Canterbury), Stuart Duncan (Waimate), Will Doughty (Kaikōura).</p> <p>In attendance: Amanda Wall, Rosa Wakefield (Secretariat), Sean Tully (Selwyn – Advisor to Mayor Sam Broughton).</p>
Apologies:	Suzette van Aswegen (Mackenzie), Maree McNeilly (Secretariat).

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
1	<p>Welcome, introductions and apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair welcomed Alex Parmley to his first Mayoral Forum meeting.</p> <p>Apologies were received from Suzette van Aswegen and Maree McNeilly. Angela Oosthuizen is attending for Suzette van Aswegen.</p> <p>The meeting was opened with the Canterbury Mayoral Forum mihi.</p>	
2	<p>Confirmation of agenda</p> <p>The agenda was confirmed. The following items of general business were added:</p> <ul style="list-style-type: none"> Letter to the Minister of Transport regarding road funding. 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
3	<p>Confirmation of minutes of meeting held on 28 May 2021.</p> <p>The minutes were confirmed as an accurate record of the meeting. Updates on actions from the May meeting were discussed:</p> <ul style="list-style-type: none"> • the secretariat is working with Kiwirail to get the second part of the freight tour set up; there is a meeting on 25 August to progress this • the secretariat is also working with Lincoln University to plan a meeting around urban farming and energy farms. <p>Moved by Dan Gordon, seconded by Graham Smith.</p>	
4	<p>Three waters</p> <p>Sam Broughton gave a verbal update and members discussed the three waters reforms. Topics discussed included:</p> <ul style="list-style-type: none"> • the desire for the best possible outcome for Canterbury from the outset, including co-governance with Ngāi Tahu and the ability to provide for the different needs of different communities • the need to start thinking about the next steps through transition • the desire to develop a skills matrix for boards / shadow boards, and a workforce pipeline • the desire for regular meetings with DIA, and a timeline for decision-making • options and progress on the best three waters solution for the Chatham Islands. The chair is in discussion with the chairs of the Chatham Islands Moriori trust and iwi • issues around the speed of reform, including understanding the data from DIA and the timing with relation to the standing up of Taumata Arowai • the timing and methods of engagement councils are using with their communities on three waters • that LGNZ is visiting councils as part of its roadshow in late August / early September • the possibility of collaborating on a video with all mayors talking about their thoughts on the reforms • whether gathering Canterbury MPs to express the collective concern might provide leverage • the importance of keeping council and operations on the same page • concern around ensuring councils don't become the advocate for or defender of the reforms 	<p>Hamish Riach: Draft a letter to Minister Mahuta requesting a pause to the three</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> that some councils have discussed whether to retain LGNZ membership as they don't feel LGNZ is representing them. <p>The Forum agreed to write to Minister Mahuta requesting the reform process is paused and release a public statement noting the formal request has been made.</p> <p>There is a meeting on 23 August with Ngāi Tahu to discuss how to progress if everyone opts in or the reforms end up being mandatory.</p>	<p>waters reform process and a public statement to accompany it. [COMPLETE]</p> <p>Dan Gordon: send around a copy of the 28 questions used by Waimakariri to engage with its community on the reforms.</p>
5	<p>Climate Change Risk Assessment project update</p> <p>Dan Gordon spoke to the paper, noting that the project team will brief papatipu rūnanga on draft deliverables in September. Members agreed that a proactive release and engagement is more likely to promote an improved understanding, noting that there needs to a strong communications package with clear next steps.</p> <p>Waitaki is keen to be involved in this and is happy to pay a higher proportion of funding accordingly.</p> <p>How the \$10k budgeted for this work will be spent was queried. This is intended to cover engagement activities, e.g. public events. The secretariat will provide more detail on this once available.</p> <p>Members requested that work be done to identify climate opportunities.</p> <p>Moved by Dan Gordon, seconded by Nigel Bowen.</p> <p>The Forum agreed to</p> <ol style="list-style-type: none"> endorse the process for approving the deliverables of the Canterbury Climate Change Risk Assessment provide advice on the preferred future public communications and engagement approach for the Canterbury Climate Change Risk Assessment deliverables delegate approval of the public communications and engagement approach to the Canterbury Climate Change Steering Group. 	<p>Secretariat: Provide spending breakdown for \$10k once this is available.</p> <p>Chief Executives: Explore identification of climate opportunities for Canterbury, either as part of the CCRA or as a separate piece of work.</p>
6	<p>Canterbury Mayoral Forum mid-term achievements 2019-21</p> <p>The Chair spoke to the paper and asked members to let the secretariat know if anything needs to be added. The Forum agreed that individual media releases should be developed for each mayor and TA including specific items of interest for each area.</p> <p>Moved by Sam Broughton, seconded by Craig Rowley.</p>	<p>Secretariat: Prepare media releases for each mayor and TA.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. review the draft mid-term report and advise of any amendments 2. approve the mid-term report for publication on the Canterbury Mayoral Forum website and sharing with member councils 3. promote the Mayoral Forum mid-term achievements with supporting media release(s) and encourage councils to share the achievements widely with their networks. 	
7	<p>Regional Strategic Partnership Fund</p> <p>The Chair spoke to the paper, noting that Paul Stocks, the new Regional Economic Development Senior Official (REDSO), is very engaged.</p> <p>It would be good to develop a regional priority list, working with Ngāi Tahu, ChristchurchNZ and Venture Timaru. A decision and evaluation framework would need to be developed.</p> <p>Marie, Nigel, Graham and Dan are keen to be part of a small group to develop a coordinated response across Canterbury. Nigel noted that Venture Timaru may also be able to add value to this.</p> <p>CE support will be decided at the next CEs Forum meeting.</p> <p>Moved by Sam Broughton, seconded by Neil Brown.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note the update on the Regional Strategic Partnership Fund and new Regional Economic Development Senior Official 2. provide feedback to Canterbury economic development agencies and council Economic Development staff on the Alternative Energy Region proposals 3. agree to facilitate a discussion, led by mayors Marie Black, Nigel Bowen, Graham Smith and Dan Gordon, with Ngāi Tahu and other stakeholders, based on the Mayoral Forum's Plan for Canterbury, around specific regional priorities for Canterbury for potential central government funding and support. 	<p>Secretariat: organise meeting of group to discuss regional strategic priorities.</p> <p>Hamish Riach: ask the Chief Executives for nominations to this group.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
8	<p>Resource Management reform update David Ward spoke to the paper. Moved by Marie Black, seconded by Gary Kircher.</p> <p>The Forum agreed to endorse letters to be sent to Local Government New Zealand, Ministry for the Environment, Department of Internal Affairs and Taituarā requesting inclusion of at least one representative from Canterbury on national working groups.</p>	<p>Secretariat: Finalise and send out letters [COMPLETE]</p>
9	<p>South Island Destination Management Plan (SIDMP) update The Chair spoke to the paper, noting that the environment we are in now is quite different from when this plan was pulled together but the strategic aims still stand. It was noted that ChristchurchNZ may have valuable insight on this, and that it's a good opportunity to think deeply about where we go in the future. The proposal is to take this forward for the South Island via discussion with Zone 5 and 6. ChristchurchNZ could attend Zone 5 and 6 to talk to this. Earlier this week the Minister announced more funding for RTOs, with a focus on destination management. Moved by Sam Broughton, seconded by Craig Rowley.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. endorse the strategic aims of the South Island Destination Management Plan as the foundation for destination management collaboration and coordination going forward 2. seek endorsement of the strategic aims of the South Island Destination Management Plan by all South Island territorial authorities at the next LGNZ Zone 5 and 6 meeting in October 2021 3. focus future Mayoral Forum destination management and tourism advocacy on supporting ongoing collaboration by and between Canterbury regional tourism organisations and their South Island counterparts 4. close the South Island Destination Management Plan item on the Forum's three-year work programme in light of recommendations 1 to 3 above. 	<p>Secretariat: Prepare a summary of new RTO funding for the Zone 5 and 6 meeting in October.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
10	<p>CREDS update</p> <p>Craig Rowley spoke to the FFIP and Digital Connectivity updates, noting that work is ongoing with the Rural Connectivity Group and telcos around planned work in the regions, both with regard to the top ten blackspots identified in phase one and the areas identified for phase two of the mobile blackspot mapping project. The secretariat will also engage more closely with CIP to confirm timing and requirements for their funding programme and to give the greatest effect to our advocacy. The provision of council staff to drive routes within a defined timeframe (September / October) is key to ensure project delivery.</p> <p>Graham Smith spoke to the Canterbury Story update. The chief executives recommend closing the website due to the ongoing cost. A lot of work went into the website content, so it would be a shame to lose all the information. The chief executives will ask ChristchurchNZ to present an option to keep the story alive with a reduced financial cost. Hamish Riach noted that mayors should discuss the website with those within their councils as it is poorly used.</p> <p>Moved by Craig Rowley, seconded by Marie Black.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note the updates on CREDS projects 2. approve the proposal to engage Beca on a second phase of the Digital Connectivity – Mobile Blackspots project. 	<p>Chief executives: explore options with ChristchurchNZ for hosting the collateral from the Canterbury Story website and provide an update to the next meeting.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
11	<p>Canterbury Water Management Strategy update</p> <p>Jenny Hughey spoke to the paper, noting that everyone in the community is encouraged to engage with freshwater farm plan consultation.</p> <p>Stefanie Rixecker provided an update about the appointment of chairs to the regional committee. The co-chair position was advertised in June/July, interviews have been undertaken and the preferred candidate will be confirmed shortly. This will be shared with the Forum once appointed. laean Cranwell, Environment Canterbury Tumu Taiao, will serve as the co-chair from Ngāi Tahu until this role is formally appointed.</p> <p>Neil Brown requested the purpose and ToR for the regional committee. The purpose is to provide further guidance around the CWMS, the secretariat will reshare the ToR.</p> <p>Neil Brown requested information around Overseer and plan change 7 and plan change 2. Stefanie will circulate this.</p> <p>Moved by Jenny Hughey, seconded by Marie Black.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. receive the CWMS update report 2. note the progress made for the appointment of the independent Chair and co-Chair of the CWMS Regional Committee. 	<p>Secretariat: reshare ToR for the regional committee.</p> <p>Stefanie: circulate information around plan changes relating to Overseer.</p> <p>Secretariat: Correct the spelling mistake on page 61 which has an 'o' added to Waiau.</p>
12	<p>Essential Freshwater Steering Group update</p> <p>Neil Brown spoke to the paper, noting that the planned meeting with Minister Parker last night didn't happen due to the elevated COVID-19 alert level, and that this will be rescheduled. Media are saying that Overseer is not fit for purpose. Farmers have been saying it's not correct for years but there was no alternative.</p> <p>This Steering Group is now in a watching brief phase and will only meet as necessary going forward.</p> <p>Ashburton's nitrate report on the 2.4 level will be out in September.</p> <p>Moved by Neil Brown, seconded by Craig Rowley.</p> <p>The Forum agreed to note the update from the Essential Freshwater Steering Group meeting held on Monday 9 August 2021.</p>	

13	<p>Flooding update and funding of rating districts</p> <p>Stefanie Rixecker and Jenny Hughey spoke to the paper. The estimated cost of repairs to infrastructure as a result of the recent flooding events is \$15-20m. Environment Canterbury has been working to ensure councils, mana whenua and other stakeholders are kept across flood recovery plans. All members are invited to a workshop on 9 September to review potential changes to the river work programme for the 2021/22 year.</p> <p>Jenny Hughey welcomed Basil Chamberlain to the meeting. Basil has been working in and with the regional sector for a long time. He will be doing supplementary work to his 2019 paper to seek permanent co-investment on river management from central government.</p> <p>Basil spoke to the paper. In about 2016 he was tasked to sit with river management groups for regional authorities to review the approach to river management. The group engaged Tonkin & Taylor and economists to review flood protection assets, what value they have, and to assess future options. Floods are New Zealand's highest ranked natural hazard when assessed by potential impacts and frequency of occurrence. Around 100 towns are protected by flood protection measures, and these have excellent returns on investment.</p> <p>Climate change is causing higher intensity, higher frequency storm events. The level of protection of existing measures may be cut in half. Increases to the value of property and assets and more people should also drive increased investment.</p> <p>Councils across New Zealand typically spend around \$200m per annum, about half on maintenance and the other half on investment. The investment in capital work probably needs to double. The government own a lot of assets but haven't been contributing to support and maintenance.</p> <p>The report is seeking around \$150m per annum and was put to the Provincial Development Unit but the Ministers didn't think it was a one-off but rather a permanent line in the budget. It was then referred to a community resilience steering group led by Minister Mahuta. At the same time about 50 shovel-ready resilience projects were successful and so because a significant amount of the budget was allocated to these they suggested this proposal be shelved for a year or two. There is a lot of awareness in Wellington around the role of this infrastructure and the importance of it.</p> <p>We need to use the whole suite of methods for flood protection around New Zealand, working with iwi and with ecology. The option of retreat is being talked about a lot in Wellington currently but is very difficult and costly.</p> <p>Analysis is underway to reinforce the value proposition of this investment.</p> <p>Basil has been reluctant to introduce this into the future for local government reforms as this is separate and takes our need to get on with climate change adaptation forward.</p>	
----	--	--

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>Canterbury has two issues with braided rivers – gravel and vegetation. Removing these would keep the rivers in place but this is not working with the natural river and may become less possible once Te Mana o te Wai takes effect.</p> <p>Building stopbanks upwards can add risk because when they get very big the risk of breach is more severe. One alternative is secondary stopbanks set back in a designated spillover area. This does require priority setting as the spillover areas then become very flood prone.</p> <p>The National Policy Statement on water clearly states what can be done with the ecology of rivers. There are competing interests. We need to find different ways of doing the same things and take a broader approach than we used to. We also need to be aware that whatever flood protection is put in place that there might be a day when its capacity is reached.</p> <p>Environment Canterbury are paying for the majority of the supplementary report, working with councils in Marlborough, Buller and the West Coast. John Hutchings, who is working with Basil on the report, could work with mayors to incorporate Canterbury voices into document.</p> <p>Members agreed to endorse a letter of support to be sent to Basil for his use.</p> <p>Members thanked Basil for his insight.</p> <p>Moved by Jenny Hughey, seconded by Sam Broughton.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note the update provided on recent flooding events in Canterbury 2. note the verbal update from Basil Chamberlain 3. receive the report titled “2018 Central Government co-investment in River Management for Flood Protection”. 	<p>Stefanie Rixecker: arrange for John Hutchings to contact mayors to gather their feedback.</p> <p>Secretariat: draft a letter of support to Basil and circulate to members for endorsement.</p>
14	<p>Future for Local Government</p> <p>The paper was taken as read. The chair and Gary Kircher have been working with LGNZ on advocacy within the sector ensuring that we continue to lift mana whenua involvement and that funding is front and centre. The paper looks at incremental change but we also need to consider the transformational change that could eventuate and look at local government models in other parts of the world.</p> <p>Moved by Sam Broughton, seconded by Gary Kircher.</p> <p>The Forum agreed to note the summary of recent Mayoral Forum activities regarding the future for local government.</p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
15	<p>Climate Change Steering Group update Dan Gordon spoke to the paper. The steering group's next meeting is on 17 September. Moved by Dan Gordon, seconded by Marie Black.</p> <p>The Forum agreed to note the update provided in this paper.</p>	
16	<p>Chief Executives Forum report The paper was taken as read, and Hamish Riach noted the strengthening links with the public sector lead. Following today's announcement on COVID-19 levels the regional COVID-19 oversight group from the last lockdown may be stood back up. Some members consider that this group may add duplication and it was noted that the social recovery advisory group, which existed before CERA, was a good mode which supported BAU processes and then increased support in times of need. It would be good to have this model across the Mayoral Forum, CDEM JC etc. Through lockdown last year there was a feeling that social issues focused on urban areas and the provinces were somewhat overlooked.</p> <p>There is a note in the report that in relation to three waters there is no need for further collaborative work – this is specifically in relation to regional analysis needing to be funded by third parties. Individual councils may be pursuing their own analysis. Further funding for three waters analysis across the takiwā should come from DIA. There is an issue with the allocation of stimulus funds; these weren't to be for transition costs and now councils which spent their stimulus funds as intended are disadvantaged. Hamish Riach is working with Amelia East on this.</p> <p>A question was asked about how Ben Clark and Paul Stocks' roles relate to each other. Hamish Riach is to investigate how the roles are related.</p> <p>Moved by Dan Gordon, seconded by Neil Brown.</p> <p>The Forum agreed to receive the quarterly report from the Chief Executives Forum and note updates to the three-year work programme.</p>	<p>Hamish Riach: to investigate the relationship between the roles of Regional Public Sector Lead and Regional Economic Development Senior Official.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
17	<p>General business</p> <p>The Regional Transport Committee discussed the Mayoral Forum putting a letter together for the Minister around the issues with the funding model for road transport. Members consider that the funding model is broken and are concerned about the decline on the smooth travel index and resilience of the roading network.</p> <p>Planning for a meeting with the Minister is underway, the secretariat are awaiting a call from Minister of Transport's but this has been delayed by the COVID alert level change.</p> <p>Next meetings:</p> <p>The Climate Change Steering Group is meeting on 17 September.</p> <p>Environment Canterbury are holding a flood recovery workshop on 9 September.</p> <p>The Mayoral Forum meets on 19 November, and we will invite all Canterbury Members of Parliament to the next meeting.</p> <p>Partners of mayors, chair and CEs will be invited to the dinner on 18 November.</p>	<p>Secretariat: draft a letter to the Minister of Transport from the Mayoral Forum and RTC around issues with the funding model.</p> <p>Secretariat: follow up with Minister's office around arrangements for meeting with the Forum.</p> <p>Secretariat: arrange for invitations to be sent to Canterbury MPs for lunch following the November Mayoral Forum</p>
	<p>The meeting closed at 12.05pm.</p>	

MINUTES FOR AN EXTRAORDINARY MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 2 AUGUST 2021 AT 6PM.

PRESENT

J Watson (Acting Chairperson), N Atkinson, B Cairns, J Meyer and M Pinkham.

IN ATTENDANCE

Mayor D Gordon, S Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), C Brown (Manager Community and Recreation) and K Rabe (Governance Advisor).

Twelve members of the public attended the meeting.

1 APOLOGIES

Moved: J Watson

Seconded: J Meyer

That apologies for absence be received and sustained from C Greengrass and A Blackie.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

3.1 Joanne Allen, Kaiapoi Resident

J Allen raised concerns regarding the possible environmental impacts of the Aquapark on the lake and its surrounds, including birdlife, fish and eel populations and the spawning grounds for threatened whitebait. She noted that it was unfortunate that there was no historic data on the fauna and flora of the lake and surrounding area so that the possible impact could be more easily be ascertained.

J Allen acknowledged the water testing that had recently been done by WHow which showed that the water quality was within swimmable limits however, there were still concerns relating to the health and safety of children exposed to water which had a high concentration of bird effluence.

She also noted that the lake area was a quiet and peaceful place where people of the neighbourhood walked and contemplated the birdlife and she was concerned that a commercial activity would impact this environment negatively. J Allen wondered if the Council was setting a precedent, by allowing an "event" which would last several months a year, on public land, and wondered if this activity would not be better suited at different location.

The Chairperson thanked J Allen for her presentation.

4 **REPORTS**

4.1 **WHoW Aquaplay Licence to Occupy – C Brown (Manager Community and Recreation)**

C Brown systematically explained the report making special reference to the water quality testing, the public consultation, impact to wildlife, possible noise and light pollution and traffic/parking issues. He also commented that neither Land Information New Zealand (LINZ) who represented the Crown or the Rūnanga had expressed any concerns regarding the proposed activity.

C Brown also highlighted the information circulated to the Board earlier regarding the establishment of Aqualand New Zealand Limited by Whow to enable them to deliver the activity through a commercial company. He gave a brief overview of the information circulated noting the establishment of the commercial entity had no bearing on the licence to occupy.

N Atkinson questioned the difference between a lease and a licence to occupy. C Brown advised that a lease was usually granted to sports clubs which allowed for a “peppercorn” rental for the long term occupation of land, whereas a licence to occupy could be terminated at short notice. A ratchet rent review could be included for commercial activity and an added benefit in was that there was little risk to the Council as the licensee would be responsible for any activity carried out on site. He also noted that the Council would face no financial cost relating to this project.

M Pinkham enquired if the Council had been aware of WHow's intention to set up a commercial entity to run the Aquapark. C Brown confirmed that the Council had not been aware but the establishment of a commercial entity had no bearing on the request for a licence to occupy. However, once he had been notified he had forwarded the relevant information to members for their information.

M Pinkham confirmed that this activity was hoping to bring business into the town centre, however there was no mention of showers or changing rooms in the current proposal. If this was the case he would imagine that most people who visited the park would put their children into the car and go home. C Brown noted that there were other recreation areas which did not have dedicated changing rooms, however the Board could specify that adequate changing facilities be provided.

P Redmond asked for further clarification on the financial aspects of WHow and Aqualand New Zealand including, the rent charged to commercial activities on public land, the ramifications of Aqualand NZ being an entity of WHow which was classified a not for profit organisation. C Brown explained that rent charged to commercial activities would be negotiated after the inspection of the relevant accounts, and he reiterated that how Whow chose to operate the aquapark was not relevant to the Council, as there was no risk to the Council and stated that the Board could determine when rent reviews should be held. J Mill, from WHow who attended the meeting advised the Board that WHow would be charging \$30 per hour, with concessions for children and locals. He also noted that WHow was working with eight schools and it was envisioned that at least 300 school children would experience the Aquapark for free.

B Cairns queried the management of traffic, the parking of busses and who would be charged for fencing the carparking area. C Brown advised that the Council had no financial obligations and the fencing would be WHow's responsibility and the management of carparking and traffic would be part of the resource consent requirements which WHow would need to uphold.

N Atkinson suggested that a rent review should be held every year and that appropriate changing room and shower options should be investigated.

Moved: N Atkinson

Seconded: B Cairns

THAT the Kaiapoi-Tuahivi Community Board:

- (a) **Receives** Report No. 210723120834.
- (b) **Approves** a Licence to Occupy being issued to the WHoW Trust for a period three years for the area identified on the attached map (Trim 210723120832) on the reserve known as NCF Reserve, which partially encompasses freehold land that previously formed part of the red zone, subject to the WHoW Trust obtaining the relevant resource consents. The Licence to Occupy will contain the Council's standard conditions as well as the following key terms:
- 1) A Licence Fee of \$1 for the first year, with a rent review to be undertaken every year thereafter, for as long as the Licence to Occupy was in operation. Right of renewal following the three year term would be subject to ratchet clause rent review.
 - 2) The right of renewal following the three year term would be subject to ratchet clause rent review.
 - 3) The WHoW Trust would be required to pay a one-off Administration Fee of \$150.00 on or prior to the Commencement Date.
 - 4) The Licence shall be subject to the WHoW Trust obtaining the relevant resource consents and WHoW Trust shall be required to adhere to any requirements of Environment Canterbury.
 - 5) The Licence shall be subject to the Waimakariri District Council receiving approval from the Crown for the area of usage that overlays the regeneration areas.
 - 6) A Licence term of three years with a further three year right of renewal subject to previous compliance with the license terms and ongoing community support for the activity shall apply.
 - 7) A bond of \$5,000 to be paid to the Council to be held for use for remediation of the site and removal of any assets should the WhoW Trust not meet the terms of the license.
 - 8) The WHoW Trust shall be required to take responsibility (to the fullest extent it can as Licensee) for the health and safety of its proposed activity. Furthermore the WHoW Trust shall be required to provide a Health and Safety Plan for the site and its operation to the Council for its approval. The key content of this plan shall be set out in the License and it was expected that ongoing monitoring of this site and the WHoW Trust's compliance with this plan shall be required.
 - 9) As part of the Health and Safety Plan for the site there shall be specific requirements in relation to water quality and the requirement for regular testing.
 - 10) The Licensed area shall be open to the community at all times for recreation opportunities such as walking, however for safety reasons some of this area would need to be partitioned off at times.

- 11) The WHoW Trust was to remove the structures and the inflatables at the end of every season and make good any damage to the reserve including the car parking area and the bank.
 - 12) The WHoW Trust must use all reasonable endeavours to ensure the safety and wellbeing of the wildlife in the area with particular care and focus on local species.
 - 13) The WHoW Trust must ensure the car park area, which could remain grassed, did not get degraded to a state where it causes a nuisance or was aesthetically unpleasing and investigation into the possibility of providing appropriate changing rooms and showers.
 - 14) Adequate toilet facilities shall be provided by the WHoW Trust to service the needs of users. These can be portaloo style toilets with appropriate security and servicing frequency.
 - 15) The container and any other structures including the toilets are to be adequately screened or designed to ensure limited impact on aesthetics of the surrounding area, and sufficiently anchored in place (wind, earthquake, flooding etc).
 - 16) Termination provisions would be included.
- (c) **Authorises** the Manager, Community and Recreation to make minor changes to the License following advice from Councils property lawyers.

AND

THAT the Kaiapoi / Tuahiwi Community recommends:

THAT the Council:

- (d) **Receives** Report No. 210723120834
- (e) **Approves** a License to Occupy being issued to the WHoW Trust for a period three years for the area identified on the attached map (Trim 210723120832) for use as a car park and access way to service the Aqua Play Park.
- (f) **Notes** that staff require the Council approval rather than Community Board due to the land in question being Regeneration Land rather than existing reserve land.
- (g) **Notes** that while permission was being obtained from both the Kaiapoi / Tuahiwi Community Board and the Council for separate land parcels the License to Occupy and associated conditions would be contained within the same document.
- (h) **Notes** that the car park can be left as a turf surface however the WHoW Trust would be responsible for ensuring the surface is maintained to an appropriate standard.

CARRIED

M Pinkham abstained

N Atkinson supported the motion noting that the Board was starting the process in getting answers to all the questions that had been raised. Without the Licence the Resource Consents could not be applied for and without the consents the questions could not be fully answered. The Council was at no risk financially and if WHoW failed to get consent there was no impact on the neighbourhood. He stated this activity would be very beneficial to the region bringing vibrancy and

visitors which would grow the economy as well as providing employment. He also noted that WHow had acted in good faith by undertaking water quality testing prior to any resource consent requirement and had waited to progress the project until after the public consultation had been concluded. He also noted that it was pleasing to note that WHow had the Rūnanga support as well as that of the Crown. In relation to the spread of misinformation by social media which caused disquiet within the community, he reasserted that the public consultation had been robust and fairly carried out with responses being 57 positive 27 negative, four neutral and one mixed response. Of the responses 71 percent were from the Kaiapoi area which showed that the majority of residents were in support of the proposed aquapark.

B Cairns noted the vibrancy of Kaiapoi over the weekend that the Kaiapoi Arts Expo ran and felt that by supporting the Aquapark there was the prospect of increasing Kaiapoi's vibrancy and excitement during the summer months.

P Redmond noted that he was cautiously supportive however, believed there needed to be more work done in regard to the management of the operational agreement between WHow and Aqualand NZ and on the possible economic management between the two entities. He shared the concerns of residents regarding the disruption to wildlife and the possible danger of children swimming in contaminated water. However understood that the resource consents would manage this aspect of the project and whether or not the project continued. P Redmond acknowledged that this project had the potential to be a good addition to Kaiapoi and to the district.

J Meyer noted that this was a good opportunity for Kaiapoi and noted that he was excited by the work with schools and teaching children water safety in a fun way and how to keep themselves and others safe near water.

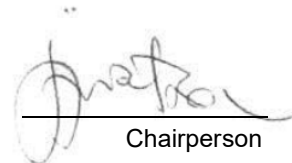
N Atkinson reminded the Board that the lake was a district wide asset and with all parks and reserves, were provided to encourage outdoor activity for all people, not only residents of the Waimakariri but the whole of Canterbury, New Zealand and tourists from other countries.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 16 August 2021 at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.58pm.

CONFIRMED



Chairperson

16 August 2021

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 4 AUGUST 2021 AT 7PM.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Farrell, N Mealings, M Brown, R Harpur, W Doody and S Barkle.

IN ATTENDANCE

T Tierney (Manager Planning and Regulation), G Reburn (Parks and Recreation Operations Team Leader), K Straw (Civil Projects Team Leader), A Mace-Cochrane (Graduate Engineer), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

There was one member of the public in attendance.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

2.1 Laurie Richards – Ohoka Resident

L Richards wished to thank the Council for the opportunity to give feedback on the stockwater race review. He was however, concerned that he had not had the opportunity to make submissions to the Council's 2021/31 Long Term Plan and especially the review of Outline Development Plan 160 (ODP 160). L Richards noted that proposed ODP 160 limited access to his property and therefore limited his options for development. He provided a brief background to his dealing with the Council on this matter.

N Mealings provided background to ODP 160 and advised that L Richards would have an opportunity to make submission to ODP 160 during the District Plan Review process later in the year.

T Tierney provided L Richards with her business card and invited him to contact her directly to discuss.

3 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 7 July 2021

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 July 2021, as a true and accurate record.

CARRIED

4.2 **Matters Arising**

T Robson asked if there was an update on the Long Term Plan submission responses. T Kunkel believed there would be by the end of August 2021.

5 **DEPUTATIONS AND PRESENTATIONS**

Nil.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**7.1 **Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

K Straw spoke to the report which was seeking approval for consultation to be carried out on the Cycle Network Plan and for the associated infrastructure prioritisation programme. The intention of the plan was to provide a future network where individuals of different abilities were catered for and to ensure there was an underlying connected network for the basis of decision making. The basis of the Cycle Network Plan was a grading system used by Waka Kotahi. There were three grades of ability; novice, basic competence and advanced users.

S Barkle asked who the school representative on the Walking and Cycling Working Group was. A Mace-Cochrane advised that it was a member of the Kaiapoi High School Board of Trustees, who had not attended meetings, however, she had engaged through the online forum.

S Barkle noted that both she and S Farrell had provided feedback following workshops and enquired if that had been considered. A Mace-Cochrane confirmed that it had been received just prior to the report being submitted, and they therefore did not have time to include it in the report. However, all feedback from members was considered.

S Barkle expressed a concern that the Board's main point of feedback, that of the need for multiuse paths leading to rural schools and other facilities, had been included. K Straw commented that the report was only seeking approval to consult and there was therefore still opportunity for further feedback.

S Farrell enquired why the plan only referred to a Cycling Network Plan and not a Walking and Cycling Network Plan. K Straw commented that the plan mainly focused on the urban area where there were existing footpaths for pedestrians. However when installing the cycleways in rural areas, pedestrian facilities would also be installed across the road. For example, for a neighbourhood greenway on Main Street in Oxford a pedestrian footpath may be installed on the other side of the street.

S Barkle commented on the costing, as she understood that they were high level estimates, however believed they were excessively high estimates based on her experience in quoting for similar work. K Straw acknowledged

that the estimates was high, however, projects would be brought forward if funding was left over.

N Mealings expressed concern regarding the prioritisation of the proposed work on the High Street/Harewood circuit and Tram Road. She questioned if the cost estimates were correct would projects be brought forward. K Straw confirmed that if the Council had underspent in the Oxford-Ohoka area then an Oxford-Ohoka project would be brought forward.

W Doody noted the extensive work that had been completed in Oxford, however asked if the Council had considered completing some easier and less expensive work first. K Straw acknowledge the suggested, however at present approval for public consultation was the first step. If the feedback indicated that the community wanted to proceed with the easier projects first then it would be considered.

S Barkle enquired if the public consultation would ask rural community if they would like more infrastructure in their area. A Mace-Cochrane confirmed that consultation would include a questions relating to that, and there would also be a comments section included for residents to give their opinions.

M Brown noted that he was concerned about the requests from another Community Boards for the Council to consider the reduction of priority in other (more rural) areas of the district. K Straw advised staff had split the funding across all Community Board areas. However if community feedback showed a strong desire for one project over another, consideration would need to be given to that feedback.

D Nicholl requested that before the report was submitted to Council for consideration, it be updated to reflect the comments of the Board.

Moved: R Harpur

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 210720118252.

AND

Recommends that the Council:

- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.
- (c) **Notes** that the proposed infrastructure prioritisation programme is based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year.
- (d) **Notes** that pre-engagement will be carried out in October 2021, with district-wide consultation occurring from the start of November 2021 to the start of December 2021.
- (e) **Notes** that the results of the public consultation and final proposals will be presented to the Community Boards and then Council for approval.
- (f) **Notes** that the plan and prioritisation routes will be reviewed every three years.

- (g) **Circulates** this report to the Utilities and Roading Committee and Community and Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities and Roading Committee to ensure timeframes are met.

CARRIED

7.2 **Proposed Oxford Health and Fitness Centre Building Extension – Pearson Park, Oxford – G Reburn (Parks and Recreation Operations Team Leader)**

G Reburn spoke to the report which was seeking Board approval for a variation to the lease of the Oxford Health and Fitness Centre Trust to allow a building extension of approximately 153 square metres in Pearson Park, Oxford. The Pearson Park Advisory Group had considered and supported the proposal at its meeting held on 27 July 2021.

G Reburn noted that the extension would cater for an increased demand, particularly for group fitness classes. The proposal was to extend to the south of the existing building and this configuration would also provide shelter to the Oxford Pool.

In response to questions, G Redburn confirmed that the Trust had a lease until 2040 over the current site.

T Robson noted that the project was seeking \$220,000 funding from the Rata Foundation and asked if there was any other funding available. W Doody advised that the Trust would also be looking at a loan.

Moved: N Mealings

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (h) **Receives** Report No. 210720118477.
- (i) **Approves** a variation of lease to Oxford Health and Fitness Centre Trust of approximately 153 square metres to allow a building extension in Pearson Park, Oxford.
- (j) **Notes** staff would be consulting with the Pearson Park Advisory Group regarding the proposed building extension.

CARRIED

N Mealings was in support of approving the variation as the centre provided a great community service.

S Farrell, as a long term member of the centre, wished the Trust all the best.

7.3 **E-scooter trial in the Waimakariri District – V Thompson (Business and Centres Advisor) and S Hart (Business and Centres Manager)**

T Tierney advised that the trial was a good way for the company concerned to determine if the e-scooters were cost effective and for the Council to determine community reaction and usage of e-scooters in the district.

S Farrell, as the Board's representative at the Waimakariri Access Group, raised concerns that the group had regarding the monitoring of the use of the

e-scooter and also access to the town centres. T Tierney noted that access to High Street in Rangiora would be limited and monitoring would be done electronically. The Council was undertaking the trial to uncover all possible problems. If the trial did not allay concerns this would be included into the Council's decision making.

T Robson asked about the preferred parking sites outside Rangiora and Kaiapoi Service centres and if it was appropriate to have a pile of e-scooters left in these locations. T Tierney advised she would take the Board's feedback back to V Thompson.

S Farrell asked about infringements and N Mealings advised that users could get their account suspended as users had to take a photo of where they parked. E-scooters could be returned to a preferred parking space or could be parked anywhere where there were no parking restrictions. T Tierney commented that there was a high level of control over e-scooters now. Staff were aware of concerns and adjustments could be made during the trial. It would be interesting to see the results of the trial.

Moved: M Brown Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (k) **Receive** Report No. 210623101009.
- (l) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by the Council as the steering group for this project in October 2020. They had pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.4 to 4.6 of the report in the agenda.
- (m) **Notes** that on 4 May 2021 the Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to the Council at a later date for consideration toward formal approval.
- (n) **Notes** that the preferred supplier would only operate the trial if they continued to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available.
- (o) **Notes** the proposed trial period of six months from October/November 2021 to March/April 2022.
- (p) **Notes** that the 400 e-scooters would be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus.
- (q) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.4.6 of the report in the agenda.
- (r) **Notes** that some key safety considerations for the trial are identified at clause 4.5 of the report in the agenda.
- (s) **Notes** the preferred supplier would be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution was required from the Council.

- (t) **Notes** that at the conclusion of the trial, a full report would be brought back to the Community Boards and the Council providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions.
- (u) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating licences to commercial supplier/s, but that any such recommendation would be subject to Community Board feedback and the approval of the Council.

CARRIED

M Brown had empathy with any group who had concerns around emerging technology, he however believed positive action was required to achieve sustainability. If changes were not made now it would be left to the next generation, and while it was important to listen to concerns it was also important to make change.

T Robson reiterated his concern about the aesthetics of a pile of scooters left outside service centres.

7.4 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – T Kunkel (Governance Team Leader)**

T Kunkel spoke briefly to the report noting there had been 16 applications for Discretionary Grants of which 15 had been granted during the 2020/21 financial year.

W Doody asked how many Accountability Forms were outstanding. T Kunkel noted that forms were still outstanding, groups had three months after receiving the grant to submit their forms. Groups could not apply again if they had not submitted their accountability from a previous grant.

Moved: T Robson

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (v) **Receives** Report No. 210720118631.
- (w) **Notes** that the Board distributed \$7,147 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$2,926 was carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,746 for current financial year.
- (x) **Circulates** a copy of this report to all other Community Boards.

CARRIED

8 CORRESPONDENCE

N Mealings advised that she had received an email from an Ohoka resident who had seen information signs along walkways at the Tuhaitara Coastal Park regarding the management of dogs and asked if similar signs could be installed along the Ohoka Stream Walkway. T Kunkel advised she would follow-up with the Greenspace Team.

9 CHAIRPERSON'S REPORT

9.1 Chairpersons Report for July 2021

Moved: R Harpur

Seconded: T Robson

D Nicholl advised that he had attended a meeting regarding the Oxford Hospital as well as a meeting regarding after hour services in the district.

THAT the Oxford-Ohoka Community Board:

(y) **Receives** report No. 210727122200.

CARRIED

There was some discussion regarding after hours service and what form that would take. T Kunkel would seek clarification and advise the Board accordingly.

10 MATTERS FOR INFORMATION

- 10.1 Rangiora-Ashley Community Board Meeting Minutes 14 July 2021 (Trim210715115743)
- 10.2 Woodend-Sefton Community Board Meeting Minutes 12 July 2021 (Trim210715115798)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330)
- 10.4 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 10.5 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 10.6 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.
- 10.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.
- 10.8 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.
- 10.9 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.
- 10.10 North-East Rangiora Development Area Roding projects Statement of Proposal for Special Consultative Procedure for Targeted Rate and Appointment of Hearing Panel – Report to Utilities and Roding Committee 20 July 2021 – Circulates to the Rangiora-Ashley Community Board.

PUBLIC EXCLUDED REPORT

10.11 Public Excluded Report to Council meeting 6 July 2021 – Circulates to all Boards.

Moved: M Brown

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

(z) **Receives** the information in Items 10.1 to 10.10.

(aa) **Receives** the public excluded information in item 10.11, which would remain in public excluded and which was circulated separately.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

T Robson

Σ Requested clarification on funding set aside for investigation of Oxford/ West Eyreton gun club.

Σ Attended:

- Ashley Gorge Advisory Group meeting
 - The flood had been devastating for the reserve with the entire bottom flat flooded. There was a large clean-up required including; repairing the changing rooms, cleaning and repainting toilets, repairing the playground, new rubbish bins and picnic tables, replacing poplar logs with bollards, removing silt and re-sowing in spring.

R Harpur

Σ Commented on the extent of damage with Ashburton flood event. Social agencies would be required to help.

Σ Commented that the Eyre River evacuation had gone well, particularly the response at the Mandeville Sports Centre.

Σ Attended:

- Ohoka Drainage Advisory Group meeting. Budget wise they were tracking okay.
- Greypower meeting.
 - Looking forward to the upcoming public meeting on the Health Hub.
 - Questions around distribution of the Covid vaccine.

S Farrell

Σ Vaccination Hub had opened in Oxford.

Σ Community Gardens – members concerned about vandalism plants being pulled out. Would discuss with Council staff.

Σ Attended:

- Oxford Museum meeting– working on a new website, looking to install heat pumps, in discussion with police regarding requirement for firearms licence.
- Canterbury District Health Board meeting – Friends of Oxford Hospital had concerns regarding the hospital – they had not had furniture for some time and requests for respite care were being declined.
- Pearson Park Advisory Group Meeting.
- Waimakariri Access Group Meeting.
 - Noted concern about e-scooters.
 - Requested clarification on role of Community Board member on group – did they have voting rights?
 - The University of Otago had completed street audits and results to be presented to WAG.

- Community Trust and Craft shop building – Council had been requested to put visibility strips on steps.

T Kunkel advised she would provide clarification regarding Board member's roles on community groups.

M Brown

- Σ Advised a new landscaping business had opened in West Eyreton.
- Σ Was encouraging clubs to submit grant applications
- Σ Assisted ratepayer who had questions about Council plantation forestry.
- Σ Expressed serious concern about Council handling of Oaks Reserve in West Eyreton. The Board had previously approved \$5,000 for planting from the General Landscaping budget, including development of a basic concept plan. M Brown advised he had been trying to contact staff regarding this work and was now concerned and confused over the direction of Council. It appeared they were now looking at a new outcome which combined the Reserve and the adjacent gravel pit, which had been included in the Long Term Plan. This outcome was different to what the Board had agreed to, and what the community was expecting.

There was some discussion over the concerns raised. T Kunkel would follow up with the Greenspace team including setting up a meeting with the Community and Recreation Manager. The Board agreed that M Brown should be the Board representative at that meeting.

S Barkle

- Σ Advised that there had been a significant amount of tagging on McHugh's Road.
- Σ Had received positive feedback on the five cross-roads intersection and car enthusiast activity had decreased.
- Σ Attended:
 - Swannanoa Pre-school fundraiser event.

N Mealings

- Σ Tabled Information Exchange.
- Σ Adverse weather event – over fifty rural properties had been assessed, 34 were farm based and had access to assistance from MPI, 25 lifestyle blocks did not having funding support. The Waimakariri Mayoral fund was assisting those.
- Σ District Plan – still fine tuning provision – notification proposed for September 2021.
- Σ 3-Waters Reform – a lot of activity in this space.
- Σ Commented on high number of drone sightings and thefts in Ohoka.
- Σ Attended:
 - Greater Christchurch Partnership – the Mass Rapid Transit Business Case was proposed to be incorporated into Greater Christchurch Spatial Plan work as they were closely related.
 - Representation Review Working Party meeting – the last meeting, overview of process provided, a longer six week consultation period. Proposal to continue with status quo except for Rangiora-Ashley subdivision where change was needed to better reflect population.
 - Arohatia te Awa Working Group Meeting – noted upcoming community planting day. Primarily starting on Cam River as a blueprint improving community connection to the river.
 - Social and Affordable Housing Working Group.
 - Land and Water Committee meeting – Northbrook connectivity trail, updated definition on 'Natural Inland Wetland'.

- Kaiapoi Service Centre – drop in session for residents with interest in MR873 in regard to proposed District Plan provisions, a good turnout.
- Kaiapoi Art Expo and Blackwell's Fire and Ice.

12 CONSULTATION PROJECTS

12.1 Stockwater Races

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races>

Consultation closes Tuesday 7 September 2021.

12.2 North East Development Area

<https://letstalk.waimakariri.govt.nz/northeast-development-area>

Consultation closes Tuesday 24 August 2021.

The Board noted that the Consultation projects.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 July 2021: \$6,790.

13.2 General Landscaping Fund

Balance as at 31 July 2021: \$12,710.

The Board noted that the funding update.

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 8.54pm.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 9 September commencing at 7.00pm at the West Eyreton Hall.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE TODD ROOM, PEGASUS COMMUNITY CENTRE, TAHUNA STREET, PEGASUS ON MONDAY 9 AUGUST 2021 AT 6.00PM.

PRESENT

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

IN ATTENDANCE

S Markham (Manager Strategic Projects), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), S Morrow (Rates Officer Land Information), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

Item 6.3 – A Thompson declared a conflict of interest as he was currently on the Board of Presbyterian Support.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 12 July 2021

Moved: A Allen

Seconded: M Paterson

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 12 July 2021.

CARRIED

3.2 Matters Arising

K Rabe informed the Board that letters requesting suggestions for new road names, to be included in the pre-approved list for Woodend-Sefton, had been sent to various community groups. The community groups had until December 2021 to respond with suggested names where after the names would be checked and brought to the board for approval early in 2022.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)

A Mace-Cochrane explained that the Board's approval was being sought to consult on the Waimakariri District Cycle Network Plan and associated Infrastructure Prioritisation Programme. The intention was to provide a future cycle network that would cater for individuals of different abilities and would ensure that there was an underlying connected district-wide cycling/walking network. She noted that the Network Plan was based on Waka Kotahi's grading system.

J Archer queried the proposed Woodend Beach route seeking clarity on the section that crossed Ferry Road. He stated that there was already an established walkway and cycleway that went through the domain and would be a more direct route. D Young thanked J Archer for the feedback and confirmed that staff would investigate the matter and if required correct the map prior to going out for consultation.

P Redmond questioned why the report made no mention of the linkage from Pegasus through to Woodend Central. It appeared that this link's priority had been downgraded in the ten year programme, because of the uncertainties regarding future safety improvements on State Highway One (SH1) and the relatively high cost due to the requirement for a footbridge and the piping of the drain. He noted that this option was on the western side of SH1 and he queried if there was scope for a cycle/ pedestrian link on the eastern side of SH1 which could connect Pegasus through to Woodend. D Young explained that the link proposed in the plan was on the eastern side of SH1. It was known that Waka Kotahi intended a linkage on the western side of SH1. The Pegasus to Woodend link on the eastern side of SH1, however would still require a footbridge and piping. P Redmond stated that the Board believed this to be a priority due to health and safety concerns and had requested a higher ranking for this link. He queried if there was another way to achieve the desired outcome. D Young noted that staff had understood the importance of this link, however, after meeting with the Roading and Transport Manager it had become clear that the uncertainty relating to Waka Kotahi's projects in the area and the high cost of the project had necessitated the downgrading.

A Allen concurred with P Redmond regarding the importance of the link. She noted concern regarding the wording in the Cycle Network Plan, which was conflicting and confusing as it stated the link between Pegasus and Woodend had been prioritised in the ten year programme, and in the next line, that it was a low priority. D Young acknowledged her feedback and confirmed the wording would be amended prior to public consultation.

J Archer also expressed his confusion regarding the wording and stressed the importance of a linkage between Pegasus and Woodend which he did not believe, should be delayed. D Young understood that the link that Waka Kotahi were considering would not border the SH1, however, would rather link through the new proposed road near St Barnabas Church and link directly to the internal roundabout near New World so as to avoid the SH1 roundabout altogether.

S Powell enquired if directional signage was included in the budget for the cycle network. D Young noted that this degree of detail had not yet been discussed however, believed that the signage would be implemented on any new works and on the key framework. He was unsure of what would be in place in the interim on routes that were completed but not directly linked to the overall framework. S Powell raised a concern about the safety of cyclists moving between the Jill Creamer Trail and the cycleway along Rangiora Woodend Road which would require crossing SH1. She

requested that signage be erected to indicate that cyclists should cross the SH1 at the pedestrian crossing and connect with the Rangiora Woodend Path via School Road.

Moved: M Paterson

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** Report No. 210720118252.

And

RECOMMENDS that the Council:

- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.
- (c) **Notes** that the proposed infrastructure prioritisation programme is based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year.
- (d) **Notes** that pre-engagement will be carried out in October, with district-wide consultation occurring from the start of November to the start of December 2021.
- (e) **Notes** that the results of the public consultation and final proposals will be presented to the Community Boards and then Council for approval.
- (f) **Notes** that the plan and prioritisation routes will be reviewed every three years.
- (g) **Circulates** this report to the Utilities and Roding Committee and Community and Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities and Roding Committee to ensure timeframes are met.

CARRIED

A Thompson thanked staff for the report and commented on the progress made on this important project.

6.2 **Road Naming – Ravenswood Developments Limited – S Morrow (Rates Officer – Land Information)**

S Morrow noted that the Board's approval was being sought for new road names for the Ravenswood Stage Five development. All the names that had been put forward by the Developers had been from the Boards pre-approved list of road names.

Moved: A Thompson

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 210729124360
- (b) **Approves** the following proposed road names for Stage 5 of Ravenswood as shown as roads one to eight on the plan attached to the report.
 1. Stackwood Avenue (Continued from stage 4)
 2. Rudd Street
 3. Cousins Street
 4. Weaver Street

5. Chambers Avenue (Continued from stage 4)
 6. Herridge Street
 7. Mehrtens Crescent
 8. Ellmers Street (Continued from stage 4)
- (c) **Notes** the Woodend-Sefton Community Board may replace any proposed road names with a name of its choice.

CARRIED

A Thompson stated that this was why having a pre-approved list of road names was key for providing a quick and efficient decision for developers.

6.3 **Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe explained that although the application came under the auspice of Presbyterian Support, the Older Person's Expo was a joint venture between many providers in the district.

A Allen noted that it was interesting that the event was titled Waimakariri Older Persons' Expo Committee however, did not include Oxford in projected attendees and asked staff to follow up on this anomaly.

Moved: A Allen Seconded: J Archer

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210705108688.
- (b) **Approves** a grant of \$500 to Waimakariri Older Person's Expo Committee towards the cost of hosting an Older Person's Expo in October 2021.

CARRIED

A Allen advised that previously she had not supported applications from Presbyterian Support due to their apparent strong financial position, however she recognised that this was an important event for Waimakariri and would benefit many of the community.

6.4 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – K Rabe (Governance Advisor)**

K Rabe noted that this report was presented at the end of each financial year to inform the Board of the grants that had been made throughout the financial year and included accountability information on completed projects.

Moved: S Powell Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 210617097643.
- (b) **Notes** that the Board distributed \$4,180 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$2,293 was therefore, carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$6,473 for current financial year.

- (c) **Circulates** a copy of this report to all of the Community Boards.

CARRIED

S Powell commented that after reviewing the grants made during the 2020/21 financial year she noted that there was a good mix of groups which was encouraging. She also stated that it had been interesting to read the accountability and feedback of what had been achieved in the community.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for July 2021

Moved: A Allen

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report No. 210802126112.

CARRIED

9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 July 2021 (Trim210705108654)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 14 July 2021 (Trim210715115743)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330)
- 9.4 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.5 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.6 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.
- 9.8 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.
- 9.9 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 9.10 Waimakariri Zone Committee – 2021 Refresh Appointments (Trim 2104210664209) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

Moved: A Thompson

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.
- (a) **Receives** the Public Excluded information in Item 9.10 which would remain public excluded and which was separately circulated.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE**J Archer**

- Σ Attended the Tsunami Information Evening in Woodend – disappointed with the turnout.
- Σ Attended the Drainage Committee meeting and found this to be interesting and informative. He noted he wished to become more involved in this area.
- Σ Attended the Woodend Community Association meeting.

A Thompson

- Σ After the flooding event, the Council had undertaken to work with Environment Canterbury to raise the height of the stopbank at Waikuku, which was non-existent and allowed the Ashley River to flood the Waikuku Beach Campground. It was pleasing to see that this work was now underway.

M Paterson

- Σ Attended the opening of Matt Doocey's new office.
- Σ Attended the Woodend Community Association meeting.
- Σ Attended the opening of MainPower Stadium – brilliant day and would be a great asset for the community.

S Stewart

- Σ Attended the Water Zone Committee – Environment Canterbury presented a talk on the salinization of the Kaiapoi River and were now going to install a continuous recording device at the Mandeville Bridge. This would show the persistence of salt in the River, the flow and the temperature.
- Σ Attended a Braid River Conference in Lincoln which looked at all braided rivers in Canterbury – 12,000 hectares of riverbed or close margins along the braided rivers had been intensified into farming so Environment Canterbury was focusing on this. The Ashley Rakahuri River had 400 hectares of riverbed and marginal land under intensive farming, some with irrigation, 30% of which was public land amounting to 100 hectares along the Ashley Rakahuri River being farmed without any permissions.
- Σ An Environment Canterbury 2020 Groundwater Study had been released, which monitored 322 wells across the region, 34 of them were in the Waimakariri District, three of the 34 had exceeded the maximum allowable level for E.coli, 13 of the 34 exceeded the aesthetic parameters such as manganese and iron for drinking water but did not breach the health issues. Of the 322 wells, 106 were linked to surface water streams which impacted the NPS Freshwater Standards and was found that 52% across the region would not meet the ecosystem health requirements under the NPS for nitrate. Within the Waimakariri of the 11 wells in that category seven of them did not comply.
- Σ A reminder that a planting day at the Cam River for Arohatia Te Awa will be on Saturday 14 August at 10am on Revells Road.

P Redmond

- Σ Covid-19 vaccines – Canterbury District Health Board had found a provider in Kaiapoi to provide vaccinations.
- Σ Representation Review Working Group update with no change to the Board or the Ward area being proposed. This was going out for public consultation shortly.
- Σ Attended the Local Government Conference in Blenheim – was a bit disappointing as he did not feel that he learnt very much. Discovered that Local Government New

Zealand had entered into a Heads of Agreement with the Government effectively supporting the reforms.

- Σ Tried to attend the Local Government New Zealand Annual General Meeting with Councillor Williams and were not allowed in as they were not on the list, he was unsure if that was an internal omission.
- Σ Attended the Tsunami Briefings – it was unfortunate that the last three rescheduled presentations were down to four or five attendees.

A Allen

- Σ Attended the Pegasus Resident Group meeting.
- Σ North Canterbury Neighbourhood Support had been working on funding applications and wage negotiations.

11 CONSULTATION PROJECTS

11.1 Stockwater Race Bylaw 2019 Review

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races>

Consultation closes 7 September 2021.

S Stewart commented that the environmental benefit from the leaky Stockwater races which had been debated was not part of this review. However because the races leaked they provided a district wide environmental benefit for groundwater as they helped to dilute nitrates. She therefore questioned whether those properties which bordered stockwater races should be the only residents rated for the races given the benefit leaky races had on the whole districts environment. She believed that this should be a district wide rate.

11.2 North East Development Area

<https://letstalk.waimakariri.govt.nz/northeast-development-area>

Opens 23 July 2021 closes 24 August 2021.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 July 2021: \$6,473.

12.2 General Landscaping Fund

Balance as at 31 July 2021: \$12,710, plus carryover (to be determined).

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 13 September 2021 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.03pm.
CONFIRMED

Chairperson

Date

**Workshop
(7.04 – 7.17pm)**

Σ *Members Forum
Owen Stalker Park opening*

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 11 AUGUST 2021 AT 7PM.

PRESENT:

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett (arrived at 7.21pm), R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis and P Williams.

IN ATTENDANCE

Mayor D Gordon, L Smith (Manager People and Engagement), D Young (Senior Engineering Advisor), J McBride (Manager Roading and Transport Manager), K Graham (Safety Co-ordinator/Journey Planner), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

Three members of the public attended the meeting.

1 APOLOGIES

Moved: J Goldsworthy

Seconded: P Williams

That the Rangiora-Ashley Community Board receives and sustains the apologies from J Ward and A Wells and an apology for lateness from K Barnett.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 14 July 2021

Moved: D Lundy

Seconded: M Fleming

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 14 July 2021.

CARRIED

3.2 Matters Arising

- Σ Item 3.2 – The Chairperson sent a letter of thanks to Andrew Schulter for his assistance with the Board's Quarry submission.
- Σ Item 7.2 – The Chairperson met with stakeholders of the Milton Reserve and a decision was made to start planting in autumn 2022 to allow suitable time for the preparation of the site.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Leona Smid, Resident of Matawai Close

L Smid addressed the Board regarding the new bus stop in South Belt. She noted that there was a convenient bus stop located at 44 South Belt when travelling into the city, however on returning the options were either to get off

at Southbrook Park or Southbrook Road near Denchs Road. Most residents were elderly and found it difficult to walk the required distance, an alternative was to add an hour to the journey by waiting for a bus that stopped at Matawai Close. She therefore requested the Board consider the request for a bus stop to be reinstated closer to Matawai Close.

J Gerard asked if L Smid was aware of the recommendation for a bus stop at 87A South Belt or alternatively 93 South Belt. L Smid confirmed that she was aware, and would prefer 87A as it was closer to Matawai Close, however 93 South Belt was still an improvement on what was currently available.

J Gerard noted a resident had objected to a bus stop being located at 87A South Belt and therefore asked if L Smid would have concerns if the bus stop was rather located at 93 South Belt. L Smid who used a walker and speaking on behalf of other residents in Matawai Close, would prefer the stop at 87A South Belt. She was aware of some elderly residents who had stopped using the bus due to the long walk on the return journey. A bus stop at 87A South Belt would also be convenient for trips into Rangiora. The preference was for a bus stop at 87A South Belt, however, she would accept a stop at 93 South Belt.

J Gerard questioned if L Smid would be apprehensive if parking restrictions were installed near 87A South Belt to assist with parking concerns. L Smid confirmed that she had no reservations about the proposed parking constrictions.

M Clarke enquired if L Smid was aware of the proposed development near Pentecost Road. L Smid acknowledged that she was.

R Brine noted the road was wider near 93 South Belt and asked if L Smid would accept a bus stop in that location. L Smid agreed to that location being a better alternative than what was currently available.

Note Item 6.3 was taken at this time, the minutes have been recorded as per the agenda.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) A Mace-Cochrane (Graduate Engineer)

A Mace-Cochrane spoke to the report which was seeking approval for consultation to be carried out on the Cycle Network Plan and for the associated infrastructure prioritisation programme. The intention of the plan was to provide a future network where individuals of different abilities were catered for and to ensure there was an underlying connected network for the basis of decision making. The basis of the Cycle Network Plan was a grading system used by Waka Kotahi. There were three grades of ability; novice, basic competence and advanced users. The recommendation was to approve consultation on all of the proposed routes and as it would allow consultation with the public and stakeholders.

D Young added that he had met with the Chairperson following the previous workshop, who had expressed concern that staff had not heard key messages from the Board. He highlighted that improvement works on

Ivory/Percival/Ashley roadways was not because staff were prioritising that route over an alternative, however as it was a very busy road it was appropriate to take steps to improve safety for cyclists already using the route. Staff were not intending to put in two parallel routes. Unfortunately due to timing and budget the ten year programme would not complete the internal route at present. It was something that would happen in the near future, and would be part of what was proposed for public consultation.

Moved: R Brine

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 210720118252.

And

RECOMMENDS that the Council:

- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.
- (c) **Notes** that the proposed infrastructure prioritisation programme was based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year.
- (d) **Notes** that pre-engagement would be carried out in October 2021, with district-wide consultation occurring from the start of November to the start of December 2021.
- (e) **Notes** that the results of the public consultation and final proposals would be presented to the Community Boards and then Council for approval.
- (f) **Notes** that the plan and prioritisation routes would be reviewed every three years.
- (g) **Circulates** this report to the Utilities and Roothing Committee and Community and Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities and Roothing Committee to ensure timeframes are met.

CARRIED

R Brine supported consultation being carried out on the Cycle Network Plan.

D Lundy supported the motion, however commented on the wisdom of encouraging cycling in rural areas in light of the reality of rural road environments. In reality, the route past Loburn Reserve would currently not be conducive to cycling due to the road conditions. It was an issue that required consideration.

6.2 **Request for Parking Restrictions on Collins Street, Rangiora – G Kempton (Project Engineer) J McBride (Manager Roothing and Transport)**

J McBride spoke to the report which was seeking consideration of parking restrictions on Collins Street. An assessment had been carried out after requests for P120 restrictions on Collins Street had been received. Three options were put to the Board for consideration. Firstly for time restrictions on

both sides of the street, secondly for restrictions on southern side and the thirdly to leave as status quo. She noted that consultation had been carried out with residents on Collins Street and their feedback was included in the report.

K Barnett enquired if the southern side of Collins Street was completely residential, J McBride advised yes and also stated that the northern side had a residential property fronting onto Ivory Street. There was also the ITM on the corner of Cone Street and Collins Street.

K Barnett sought confirmation that the residents had no concerns about possible parking restrictions. J McBride confirmed that no concerns was raised by the residents, as most did not use the on street parking. One resident was apprehensive about people parking over his driveway however, when the improvements were made to Collins Street the issue would be addressed by changes to the kerb.

K Barnett asked about the status of the Council's overall Parking Strategy. J McBride advised they were currently compiling the final stages of the document, which would provide a framework for parking district wide.

M Fleming questioned if there was an option to install 120 Parking on one side of Collins Street and if that did not work, roll out P120 restrictions on both sides. J McBride explained that parking restrictions required approval from both the Board and District Planning and Regulation Committee to be legally enforceable, it was possible, but would however require an additional step.

J Goldsworthy commented on the commercial response and enquired if consideration had been given to parking restrictions on Cone Street as well. J McBride advised that the Council had only consulted with those on Collins Street, to consider widening to Cones Street would therefore require further consultation. She acknowledged that installing daytime parking restrictions created a flow on effect with all day parkers moving to other locations.

Moved: P Williams

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 210610092976.

And

RECOMMENDS that the District Planning and Regulation Committee:

(b) **Approves** the installation of P120 parking restrictions along Collins Street (both sides) referred to as Option One in the report and amends the Parking Bylaw 2019 to include the time restricted parking as follows:

New Item	Rangiora	Collins Street	Ivory Street to Cone Street	Both sides of the road	P120
----------	----------	----------------	-----------------------------	------------------------	------

(c) **Notes** that should either Option One or Two be supported, then the physical works for the additional line marking and signage associated with the time restricted parking would be funded from the Traffic Service Budget, at an approximate cost of \$1,000- \$2,000.

- (d) **Notes** that should either Option One or Two be supported, then the physical works would be completed by the District Roading Maintenance Contractor, and can be implemented within two months of approval.

CARRIED

P Williams commented on the parking situation in Rangiora noting that car parking was slowly being reduced by street alterations and/or bus stops. Currently people were parking all day on Collins Street and parking restrictions would free up parks for residential visitors as well as create customer parks for businesses. People would still be able to park overnight if required. He agreed that Cone Street may also require restrictions. He acknowledged all day parkers would be required to walk further in the future.

D Lundy supported the motion and believed it would be less confusing to have parking restrictions on both sides of Collins Street.

K Barnett commented that parking was based on behaviour and the only way to change that was with enforcement, which was not happening currently. She supported the motion, however believed that the Council's enforcement budget needed to be increased to allow for more effective enforcement, thus changing the behaviour of all day parkers. She would have preferred an overall Parking Strategy that would have allowed all residents the opportunity to have their say.

P Williams agreed with K Barnett on the need for an overall Parking Strategy for Rangiora and Kaiapoi, noting that this was an issue that was becoming a problem. Due to the rural nature of the district, residents were required to drive to shops as there was inadequate public transport.

6.3 **Approval for a New Bus Stop in South Belt – K Graham (Safety Co-ordinator/Journey Planner)**

J McBride advised the report was seeking approval for the installation of a new bus stop in Southbrook Road. There had been requests from residents for a number of years for a stop to be installed opposite the existing stop outside 44 South Belt. The Council had looked at two different options, Option One, being a stop at 87A South Belt, which was the recommended option, or Option Two at 93 South Belt. Generally the Council installed bus stops in pairs for ease of access. They also needed to consider the distance between stops, at Option Two stops would be closer together meaning there would not be the same coverage.

J McBride acknowledged there had been mixed feedback from residents regarding the proposed bus stop. Residents who had difficulty walking were in favour of Option One, however, Mrs Hewitt, who was present in the gallery, had concerns regarding the impact of Option One on street parking. After consultation with Mrs Hewitt, a suggested compromise was offered to consider P120 parking restrictions for two parks outside her property to prevent all day parking.

R Brine noted at various times of the day the area was quite well used for parking and asked if a parking assessment had been undertaken. K Graham explained that an assessment had not been done, the Day-care Centre did have a parking area, however had not responded to feedback requests. Residents in the vicinity of 87 South Belt had commented that the area was very busy at peak hours and that visibility was poor. A bus stop would improve visibility.

R Brine further enquired about the location of potential car parking restrictions. J McBride advised it would be just to the east of the proposed bus stop at

87A South Belt, where there was space for two parks. She noted that parking restrictions would also assist people who wanted to park short term to access the dairy. There was plenty of all day parking on the northern side of the road.

R Brine south clarity about the road width, at 93 South Belt, to which K Graham suggested that it was inconsequential, as there was the buildout near Buckleys Road. It was likely to be an infrequent stop and there were similar situations in other areas in Rangiora.

Moved: R Brine

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210725121043.
- (b) **Approves** the installation of a new bus stop outside 93A South Belt (referred to as Option Two in the report).
- (c) **Circulates** this report to the Utilities and Roading Committee for information.

CARRIED

R Brine acknowledged the different views of residents. He believed that taking into consideration the road width that Option B would be the better option.

P Williams concurred with R Brine's opinion regarding the road width and supported the motion.

6.4 **Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: S Lewis

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210705108649.
- (b) **Approves** a grant of \$500 to Waimakariri Older Person's Expo Committee towards the cost of hosting an Older Person's Expo in October 2021.
- (c) **Approves** a grant of \$500 to Rangiora Playcentre towards the cost of installation of RCD units on at the power board.
- (d) **Approves** a grant of \$500 to Ashley Playcentre towards the cost of re-barking it's play area.
- (e) **Approves** a grant of \$500 to McAlpines North Canterbury Pipe Band Inc. towards the purchase of a new drum stick and the refurbishment of the side drums.

CARRIED

S Lewis and M Fleming were happy to support these community groups.

6.5 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021– K Rabe (Governance Advisor)**

Moved: D Lundy Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210701107118.
- (b) **Notes** that the Board distributed \$8,532 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$7,098 was therefore, carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$16,968 for current financial year.
- (c) **Circulates** a copy of this report to all of the Community Boards.

CARRIED

7 **CORRESPONDENCE**

Nil

8 **CHAIRPERSON'S REPORT**

8.1 **Chair's Diary for August 2021**

Moved: J Gerard Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210729124700.

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 July 2021 (Trim210705108654)
- 9.2 Woodend-Sefton Community Board Meeting Minutes 12 July 2021 (Trim210715115798)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330)
- 9.4 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.5 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.6 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.
- 9.8 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.
- 9.9 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.

9.10 North-East Rangiora Development Area Roading projects Statement of Proposal for Special Consultative Procedure for Targeted Rate and Appointment of Hearing Panel – Report to Utilities and Roading Committee 20 July 2021 – Circulates to the Rangiora-Ashley Community Board.

Moved: M Fleming

Seconded: M Harris

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.10.

CARRIED

MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Moved: J Gerard

Seconded: J Goldsworthy

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 was excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, were as follows:

Item N°	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.11	Sophie Allen (Water Environment Officer)	Waimakariri Zone Committee refresh	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.12	Simon Hart & Rob Hawthorne	Strategic Property Dealings	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
9.11 – 9.12	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 7.36pm to 7.37pm

Resolution to resume in Open Meeting

Moved: J Gerard

Seconded: M Clarke

That the open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED**OPEN MEETING****10 MEMBERS' INFORMATION EXCHANGE****P Williams**

- Σ Attended the Local Government Conference in Blenheim. He had enjoyed speaking to other elected members from around the country. He had attended a site visit to the Blenheim transfer station and commented on the pros and cons as compared to the Waimakariri system. He had been disappointed at a number of Councillors from around the country not being allowed to attend the Local Government New Zealand AGM as they had not registered.
- Σ There were a large number of roading issues following the flooding. He suggested there needed to be a session with Community Boards regarding the level of service for roads, particularly gravel roads.
- Σ Highlighted the activity in regard to proposed 3-Waters reform.

M Fleming

- Σ Attended a meeting with Martin Pugh (Community Development Facilitator) regarding ideas around encouraging youth involvement in local government.
- Σ Attended MainPower Stadium opening.
- Σ Noted stop and go lights installed at Fawcetts Road roadworks.

M Harris

- Σ Attended Museum meeting.
- Σ Attended MainPower Stadium opening, went very well.

K Barnett

- Σ Capital projects completed and was pleased that this year 90% had been completed on time. Congratulated staff, particularly Don Young and his team.

R Brine

- Σ Noted deputation from farmers on Significant Natural Areas. There were 93 existing SNAs registered and farmers were concerned about potential new regulations.
- Σ Commented on effect of Central Government's reform agenda on staff workload.
- Σ Attended Joint Solid Waste Committee meeting, there was a budget to be allocated to various projects which had been increased. ECan had been invited to rejoin the group.
- Σ Attended landfill meeting, there were four generators currently at capacity and a desire to install more generators, however the lines could not carry any more current.
- Σ Two more portfolios had been created for Al Blackie – Natural, Coastal and Marine area and Arts and Culture.

D Lundy asked what the Council role would be in SNAs and would there be a higher cost for compliance. R Brine advised there would be a fund for farmers to apply to.

D Lundy

- Σ Attended Loburn Reserve meeting a number of small issues were being tidied up.
- Σ Attended Civil Defense training.
- Σ Agreed with P William's comments regarding the condition of gravel roads in the district.

S Lewis

- Σ Completed the Big Splash and won best dressed.
- Σ Attended MainPower Stadium opening.
- Σ Took a group of cyclists across the Waimakariri Bridge for a round trip into Christchurch.

M Clarke

- Σ Attended MainPower Stadium opening.
- Σ Commented that he was currently receiving very few complaints regarding Council from ratepayers.

11 CONSULTATION PROJECTS11.1 **Stockwater Races**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races>

Consultation closes 07 September 2021

11.2 **North East Development Area**

<https://letstalk.waimakariri.govt.nz/northeast-development-area>

Consultation closes 24 August 2021

The Board noted the consultation projects.

12 BOARD FUNDING UPDATE12.1 **Board Discretionary Grant**

Balance as at 31 July 2021: \$16,218.

12.2 **General Landscaping Fund**

Balance as at 31 July 2021: \$25,970 plus carryover yet to be determined.

The Board noted the Board funding updates.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

Workshop (7.54pm – 8.01pm)

- Σ *Removal of trees in Priors Road (Liz Smith)*
- Σ *Road Safety Concerns at Albert Street and the intersection of Fernside and Lineside Roads.*
- Σ *Cust vandalism concerns*
- Σ *District Plan Update at All Boards*

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 8 September 2021 in the Function Room at the Rangiora Town Hall.

There being no further business the meeting concluded at 8.01pm.

CONFIRMED

Chairperson

8 September 2021

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 AUGUST 2021 AT 5PM.

PRESENT:

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, B Cairns, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE:

Councillor Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), Mayor D Gordon, C Brown (Manager Community and Recreation), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), S Morrow (Rates and Land Information), T Künkel (Governance Team Leader) and K Rabe (Governance Advisor).

Three members of the public attended the meeting.

1 APOLOGIES

Moved: J Watson

Seconded: B Cairns

An apology for absence was received and sustained from A Blackie.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 July 2021

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 July 2021, as a true and accurate record.

CARRIED

3.2 Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board – 2 August 2021

Subsequent to discussion it was agreed that Recommendation 13, Item 4.1, page 4 be amended to read as follows:

- 13) *The WHow Trust must ensure the car park area, which could remain grassed, did not get degraded to a state where it causes a nuisance or was aesthetically unpleasing and investigation into the possibility of providing appropriate changing rooms and showers be undertaken.*

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) Confirms the amended Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board meeting, held 2 August 2021, as a true and accurate record.

CARRIED

3.3 **Matters Arising**

Nil.

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

S Stewart joined the meeting at 5.04pm.

6 **REPORTS**

6.1 **Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane explained that the Board's approval was being sought to consult on the Waimakariri District Cycle Network Plan and associated Infrastructure Prioritisation Programme. The intention was to provide a future cycle network that would cater for individuals of different abilities and would ensure that there was an underlying connected district-wide cycling/walking network. She noted that the Network Plan was based on Waka Kotahi's grading system.

There was no questions from Board members.

Moved: J Meyer

Seconded: M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210720118252.

And

RECOMMENDS that the Council:

- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.
- (c) **Notes** that the proposed infrastructure prioritisation programme was based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year.

- (d) **Notes** that pre-engagement would be carried out in October, with district-wide consultation occurring from the start of November to the start of December 2021.
- (e) **Notes** that the results of the public consultation and final proposals would be presented to the Community Boards and then Council for approval.
- (f) **Notes** that the plan and prioritisation routes would be reviewed every three years.
- (g) **Circulates** this report to the Utilities and Roading Committee and Community and Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities and Roading Committee to ensure timeframes are met.

CARRIED

J Meyer was pleased that a great deal of thought had gone into the planning of the cycle routes being proposed, and thanked the staff for their work done on this complex project.

M Pinkham stated it was good to have a detailed plan going forward and that cycle routes would not be created on an ad hoc basis. He acknowledged that the plan may take years to implement however, it was the blueprint which would ensure extensive and safe cycleways throughout the urban areas of the district.

N Atkinson commended the staff on the work carried out to date, however he believed that the implementation of the Cycle Network Plan would lead to the over regulation of cycling in the district. In his opinion it was not the Council's prerogative to dictate which level of cyclists could use certain routes and where people could or could not cycle based on their skills level.

6.2 **Road Naming – Beach Grove Estates Limited – S Morrow (Rates Officer – Land Information)**

S Morrow explained it had become necessary to rename a portion of Johnson Street, Kaiapoi due to changes to the original Development plan which had resulted in two streets with the same name. The property addresses had been allocated based on the original Subdivision Plan, however, this could potentially cause some confusion and the road name therefore needed to be changed accordingly.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210805128909.
- (b) **Approves** a new road name to be chosen for the part of Johnson Street, Kaiapoi shown on the attached plan with the following street name.
 - 1. Heney Street.
- (c) **Approves** the following approved road names to be relocated to new streets as shown on the attached plan.
 - 2. Paroto Street
 - 3. Isa Lei Road
 - 4. Price Place.

CARRIED

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – T Künkel (Governance Team Leader)**

The report was taken as read and there were no questions from Board members.

Moved: B Cairns

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 210803126783.
- (b) **Approves** a grant of \$500 to the Kaiapoi Toy Library towards the cost of purchasing a new bouncy castle/ soft play for younger children.
- (c) **Approves** a grant of \$500 to the St Patrick's School's Parent Teacher Association (PTA) towards the cost of a new junior playground.

CARRIED

B Cairns stated that he was aware that St Patrick's School was working to beautify the school grounds and required funding to achieve this goal.

J Watson stated that St Patrick's School was a 'character' school with a small roll and was an important part of the Kaiapoi community. She also noted that it was an advantage to have more than one option in junior schools for parents in the community to choose from. She was also aware that because of the small roll, the school was always in need of additional funding.

6.4 **Appointment of Chairperson and Deputy Chairperson – T Künkel (Governance Team Leader)**

T Künkel explained that due to other commitments C Greengrass had decided to tender her resignation as Chairperson of the Board as at 8 August 2021. C Greengrass would however remain on the Board as a member. In accordance with section 37 (Schedule 7, Part 2) of the Local Government Act 2002, the Board must have a Chairperson and the Board was therefore requested to elect a new Chairperson.

Moved: N Atkinson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No: 210804127806.
- (b) **Acknowledges** the resignation of Chis Greengrass as the Chairperson of the Kaiapoi-Tuahiwi Community Board from 8 August 2021.
- (c) **Acknowledges** the excellent service from Chis Greengrass during her time as Chairperson of the Kaiapoi-Tuahiwi Community Board.
- (d) **Resolves** to call for nominations for a Chairperson and a Deputy Chairperson, and uses system (A) for voting in the event of more than one member being nominated.

CARRIED

The Acting Chairperson called for nominations for the position of Chairperson.

Moved: N Atkinson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (e) **Appoints** Board Member Jackie Watson as Chairperson of the Kaiapoi-Tuahiwi Community Board to take immediate effect from 17 August 2021 until the end of the 2019-22 triennial term.

CARRIED

The Chairperson thanked the Board for electing her as Chair. As the newly elected J Watson was currently the Deputy Chair, she called for nominations for the position of Deputy Chairperson.

Moved N Atkinson

Seconded: M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

- (f) **Appoints** Board Member J Meyer as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board to take immediate effect from 17 August 2021 until the end of the 2019-22 triennial term.

CARRIED

6.5 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021– T Künkel (Governance Team Leader)**

T Künkel noted that this was the annual report which detailed the Board's allocation of Discretionary Grant funding for the previous financial year.

There was no questions from Board members.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210730125030.
- (b) **Notes** that the Board distributed \$6,120 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$620 was therefore, carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$5,890 for current financial year.
- (c) **Circulates** a copy of this report to all of the Community Board.

CARRIED

J Watson was pleased with the wide range of organisations and groups that applied for funding during the 2020/21 financial year.

7 CORRESPONDENCE

J Watson noted that she had received an invitation to the Darnley Club's Annual General Meeting to be held on the last Friday in August 2021, and she would circulate the invitation to all members for their information.

8 **CHAIRPERSON'S REPORT**

- Σ Attended a meeting with the Canterbury District Health Board.
- Σ Met with the developers of the floating river accommodation proposal.
- Σ Dealt with parking issues in Sovereign Palms.
- Σ Attended the Extraordinary Meeting of the Kaiapoi-Tuahiwi Community Board regarding the WhoW Aqua Park.
- Σ Attended the opening of the MainPower Stadium.
- Σ Attended the All Together Kaiapoi meeting and discussed Kane Shield and the Spring Festival.
- Σ Noted that the Waimakariri District had been acknowledged as Art focused.
- Σ The Waimakariri Public Arts Trust would be official launched with the unveiling of the Blackwell's art piece on the banks of the Kaiapoi River.
- Σ Gave a talk to art patrons at the Kaiapoi Gallery which would hopefully gain some support and promotion for the Waimakariri Public Arts Trust.

Moved: J Watson

Seconded: J Meyer

That the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Chairperson's report for August 2021.

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 July 2021 (Trim210705108654)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 14 July 2021 (Trim210715115743)
- 9.3 Woodend-Sefton Community Board Meeting Minutes 12 July 2021 (Trim210715115798)
- 9.4 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330)
- 9.5 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.6 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.
- 9.7 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.
- 9.8 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.
- 9.9 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.
- 9.10 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS9.11 Waimakariri Zone Committee – 2021 Refresh Appointments (Trim 2104210664209) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

Moved: N Atkinson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- a) **Receives** the information in Items 9.1 to 9.10.
- b) **Receives** the Public Excluded information in Item 9.11, which would remain public excluded and was separately circulated.

CARRIED**10 MEMBERS' INFORMATION EXCHANGE**P Redmond

- Σ Congratulated the Chair on her election.
- Σ The Groundswell NZ was getting involved with the Three Waters Reform.
- Σ Attended the Tsunami sessions and was disappointed that the rescheduled sessions had so little support.
- Σ Attended the Civil Defence Cadet dinner.
- Σ Representative Review out for public consultation.

N Atkinson

- Σ Attended a Kaiapoi Warf meeting and was pleased to announce that more bookings for moorings had been received and the expected boats should arrive shortly.
- Σ Majority of the Council's time was spent on Three Water Reforms. Encourage all elected members to attend drop-in sessions.
- Σ Congratulated the Waimakariri Arts Trust on hosting a successful Kaiapoi Arts Expo. Also congratulated J Watson on being elected as the Chairperson of the Waimakariri Arts Trust.
- Σ In relation to the Communications Portfolio – dominated by the Three Waters Reform.
- Σ Passchendaele Advisory Group – The RSA had donated seats to be installed at both sides of the Passchendaele cycle/walking trail and planting around these would be established once the seats installed. Also work on a pamphlet was underway.
- Σ District Plan due to go out for consultation in September 2021.

B Cairns

- Σ Attended Kaiapoi Promotions monthly meeting and discussed radio sponsorship for Christmas Carnival and a Cultural Festival planned for October 2021.
- Σ Attended All Together Kaiapoi and discussed Spring Festival.
- Σ Met with 'It takes a Village' Charity Group to arrange a family day event in November 2021.
- Σ Provided update of the activities at the Food forest.
- Σ Attended the Enterprise North Canterbury event planning workshop.
- Σ Attended a GreyPower meeting – concern regarding bank closures and elderly not being digitally connected.
- Σ New Pop up Café – "Out the Gate" opened in Williams Street.
- Σ Food Secure North Canterbury – Ministry of Social Development impressed with work being carried out.

- Σ Also congratulated the Waimakariri Arts Trust on hosting a successful Kaiapoi Arts Expo which brought in business to the town.
- Σ Continued parking issues along Williams Street.
- Σ Receiving many questions regarding Three Waters Reform.
- Σ Sustainability – increase in recreational cycling.

J Meyers

- Σ Added his congratulations on the successful Kaiapoi Arts Expo.
- Σ Attended Tsunami session and was disappointed at turn out. There seems to be some confusion regarding the modelling timeframes.

M Pinkham

- Σ Attended Community Wellbeing North Canterbury Trust (CWNCT) Audit and Finance meeting.
- Σ Attended Enterprise North Canterbury function at Laceybank – interesting presentation from Council staff on economic performance of the District.
- Σ Attended Ethel and Bethel Fundraiser at St Patrick's Church to raise funds for upcoming cultural festival.
- Σ Attended CWNCT Board meeting.
- Σ Attended Extraordinary Kaiapoi-Tuahiwi Community Board meeting.
- Σ Attended a Three Waters seminar hosted by Local Government New Zealand which was interesting and with a diverse range of opinions.
- Σ Attended Kaiapoi Promotions Association Mix and Mingle which was well attended.
- Σ Attended a briefing on the Council's Works programme for the next three years which was very informative.

Sandra Stewart

- Σ Attended the Water Zone Committee meeting– Environment Canterbury presented a talk on the salinization of the Kaiapoi River and were now going to install a continuous recording device at the Mandeville Bridge. This would show the persistence of salt in the River, the flow and the temperature.
- Σ Attended a Braid River Conference in Lincoln which looked at all braided rivers in Canterbury – 12,000 hectares of riverbed or close margins along the braided rivers had been intensified into farming, so Environment Canterbury was focusing on this. The Ashley/Rakahuri River had 400 hectares of riverbed and marginal land under intensive farming, some with irrigation, 30% of which was public land amounting to 100 hectares along the Ashley/Rakahuri River being farmed without any permissions.
- Σ An Environment Canterbury's 2020 Groundwater Study was released, which monitored 322 wells across the region, 34 of them were in the Waimakariri District, three of the 34 had exceeded the maximum allowable level for E.coli, 13 of the 34 exceeded the aesthetic parameters such as manganese and iron for drinking water however did not breach the health issues. Of the 322 wells, 106 were linked to surface water streams which impacted the NPS Freshwater Standards and was found that 52% across the region would not meet the ecosystem health requirements under the NPS for nitrate. Within the Waimakariri of the 11 wells in that category seven of them did not comply.
- Σ Update on the Lower Cam River planting day held on Saturday 14 August 2021.

11 **CONSULTATION PROJECTS**

11.1 **Let's Talk about Stockwater Races**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races>
 Consultation closes: 7 September 2021

11.2 **Let's Talk about North East Development Area**

<https://letstalk.waimakariri.govt.nz/northeast-development-area>
 Consultation closes: 24 August 2021

11.3 **Let's Talk about Representation Review – Opens 12 August**

<https://letstalk.waimakariri.govt.nz/informal-representation-review>
 Consultation closes: 27 September 2021

The Board noted the Consultation Projects.

12 **REGENERATION PROJECTS**

12.1 **Town Centre, Kaiapoi**

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

The Board noted the Regeneration Projects.

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**

Balance as at 9 August 2021: \$7,110.

The Board noted the balance of its Discretionary Grant fund.

13.2 **General Landscaping Budget**

Balance as at 30 June 2021: \$25,430, plus carryover (to be determined).

The Board noted the balance of its General Landscaping budget and asked for an update on the proposed landscaping of the section on Williams Street which has the Stand Tall Giraffe.

14 **MEDIA ITEMS**

Nil.

15 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved: J Watson

Seconded: J Meyer

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 was excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, were as follows:

Item N°	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Kaiapoi-Tuahiwi Community Board meeting 19 July 2021	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1	To carry out commercial activities without prejudice	A2(b)ii

CARRIED

CLOSE MEETING

The public excluded portion of the meeting occurred from 5.44pm to 5.45pm.

Resolution to resume in Open Meeting

Moved: J Watson

Seconded: J Meyer

That open meeting resumes and the business discussed within the public excluded remains public excluded.

CARRIED

OPEN MEETING

16 QUESTIONS UNDER STANDING ORDERS

Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 September 2021 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.46PM.

J Watson
Chairperson

DATE

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 210901140683
REPORT TO: Council
DATE OF MEETING: 7 September 2021
FROM: Dan Gordon, Mayor
SUBJECT: Mayor's Diary Monday 2 August – Tuesday 31 August 2021

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Monday 2 August	Meetings: With residents: 1) Davie Sutherland; 2) re consenting issue; 3) re Oxford Arts Trust. With developer. With staff re: 1) Three Waters Reform; 2) Opening of Stadium Waimakariri. Attended: Extraordinary meeting of the Kaiapoi-Tuahiwi Community Board
Tuesday 3 August	Meetings: Pre-Council; Mahi Tahi Joint Development Committee; with Allan Prangnell (Director, Central/Local Government Partnerships, Department of Internal Affairs) and full Council (via Zoom); Council's monthly meeting Attended: Function to acknowledge the work of the design/build contractors of Stadium Waimakariri
Wednesday 4 August	Interview: David Hill, North Canterbury News Workshops: Local Government NZ Zone 5/6 discussion of Three Waters Reform; Te Rūnanga o Ngāi Tahu 'Progressing the Takiwa Approach to Three Waters'
Thursday 5 August	Meetings: With staff re funding for flood relief (event of 30/31 May); Greater Christchurch Partnership with Chief Executive of Kāinga Ora (via Zoom); with Dr Te Maire Tau, Upoko of Te Ngāi Tūāhuriri Rūnanga Attended: 'Garden to Table' lunch at North Loburn School; Housing Community Forum hosted by Council staff; North Canterbury Sport and Recreation Trust function for sponsors of Stadium Waimakariri
Friday 6 August	Meetings: Canterbury Mayoral Forum meeting with Chairs of Papatipu Rūnanga; Flood Recovery
Saturday 7 August	Attended: and spoke at the funeral of Vic Allen Meeting: with resident seeking advice on support for family; with Mayor Graham Smith of Mackenzie District Council
Sunday 8 August	Official Opening of Stadium Waimakariri – speech / ribbon cutting

	<p>Meeting: with Deputy Mayor and Chair of Rangiora-Ashley Community Board</p> <p>Attended: Function with North Canterbury Sports and Recreation Trust</p>
Monday 9 August	<p>Meetings: With staff re development proposal; Canterbury Mayoral Forum with Waka Kotahi (via Zoom); LGNZ webinar on Three Waters Reform (via Zoom); Essential Freshwater Steering Group (via Zoom); Housing Working Group; with residents, Council's Rooding Manager and Chair of Ashley-Rangiora Community Board re siting of bus stop on South Belt;</p> <p>Attended: The Kane Shield competition at Kaiapoi Aquatics Centre</p>
Tuesday 10 August	<p>Interviews: with TVNZ1 'Breakfast' at Stadium Waimakariri; Compass FM</p> <p>Meetings: Audit and Risk Committee; Council briefings; with Deputy Mayor and Staff re Community Service Awards</p>
Wednesday 11 August	<p>Meetings: Rooding and Transport Portfolio Holders, with staff; with developer and staff; with Mayors re Three Water Reforms (via Zoom); Rangiora-Ashley Community Board</p> <p>Attended: Ronel's Community Cuppa at Pegasus Community Centre, with Council Chief Executive Jim Harland; Kaiapoi Promotions Association 'Mix'nMingle'</p> <p>Interview: with RNZ re funding of Canterbury Multi-use Arena</p>
Thursday 12 August	<p>Interview: David Hill, North Canterbury News</p> <p>Meetings: With residents re proposed fundraising concert; with Mayors and Te Rūnanga o Ngāi Tahu re Three Waters Reform (via Zoom)</p> <p>Attended: On-line webinar with Ministry of Transport, KiwiRail and Waka Kotahi re NZ Rail Plan</p>
Friday 13 August	<p>Meeting: Greater Christchurch Partnership Sub-Group; Greater Christchurch Partnership Committee; with publishers of North Canterbury <i>Locals</i> magazine; with resident re local issues</p> <p>Visited: The Emergency Operations Centre at the central city Justice Precinct to view the IT facilities</p>
Saturday 14 August	<p>Attended: Funeral of Janet Spark</p>
Monday 16 August	<p>Meetings: Management Team; with staff, Upoko and Representative of Te Ngāi Tūāhuiriri Rūnanga re District Plan Review; Kaiapoi-Tuahiwi Community Board</p>
Tuesday 17 August	<p>Interview: Compass FM</p> <p>Meetings: With staff re applications for flood relief funding; with staff and Councillors re District Plan Review; District Planning and Regulation Committee; Community and Recreation Committee</p>

Wednesday 18 August <i>Covid-19 Alert Level 4</i>	<i>All meetings and workshops conducted via MS Teams or Zoom</i> Daily Covid Management Team video conference Meetings: Waitaha Primary Health Board for CEO Review; with Christchurch City Council & WDC Staff re Canterbury Multi-use Arena; with staff re community engagement on Three Waters; with Dr Te Maire Tau re District Plan Review
Thursday 19 August	Daily Covid Management Team video conference Meetings: Regional Transport Committee; with Mayors re Three Waters Reform
Friday 20 August	Daily Covid Management Team video conference Meetings: Canterbury Mayoral Forum; Civil Defence Emergency Management Group Joint Committee; with Councillors to provide update on Three Waters Reform.
Monday 23 August	Workshop: Te Rūnanga o Ngāi Tahu 'Progressing the Takiwa Approach to Three Waters' Meetings: Management Team; with Chief Executive and Councillor Ward
Tuesday 24 August	Daily Covid Management Team video conference Interview: Compass FM Meetings: Mahi Tahi Joint Development Committee; Extraordinary Meeting of Council; Council briefings
Wednesday 25 August	Daily Covid Management Team video conference Meetings: Southbrook Road Improvements Working Party; Waitaha Primary Health Board Finance and Risk; with staff and Vodafone representative re their future works
Thursday 26 August	Daily Covid Management Team video conference Meetings: With CEO Enterprise North Canterbury and Chairs of the Oxford, Kaiapoi and Rangiora Promotions Associations with Cr Ward; with staff re Three Waters Reform; with staff re land proposal
Friday 27 August	Daily Covid Management Team video conference Meetings: With National President of Grey Power; with staff re District Plan Review; with staff and Deputy Mayor Atkinson and Cr Ward re IT fit-out of renovated Council Chambers; with Deputy Mayor and Councillor Blackie re land proposal; with all Councillors for a 'lockdown check-in'
Monday 30 August	Meetings: Management Team; CEO and President of LGNZ with full Council re Three Waters Reform; with CEO of Enterprise North Canterbury and Mayor Broughton and staff member of Selwyn District Council re Strategic Tourism Asset Protection Programme funding Attended: and contributed to the 'Tuesday Club' on-line discussion on Three Waters Reform
Tuesday 31 August	Daily Covid Management Team video conference Interview: Compass FM Meetings: Training session with Councillors on the District Plan 'E-Plan System'; Council briefings Attended: and participated in an on-line panel - Community Engagement on Three Waters Reform

THAT the Council:



a) **Receive** report N°. 210901140683

Dan Gordon
MAYOR