

# Kaiapoi-Tuahiwī Community Board

## Agenda

Monday 16 May 2022

5.00pm

Meeting Room 1 (upstairs)  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

*Members:*

Jackie Watson (Chair)  
John Mayer (Deputy Chair)  
Neville Atkinson  
Al Blackie  
Brent Cairns  
Chris Greengrass  
Martin Pinkham

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

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

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	<b><u>BUSINESS</u></b>	<i>PAGES</i>
<b>1</b>	<b><u>APOLOGIES</u></b>	
<b>2</b>	<b><u>CONFLICTS OF INTEREST</u></b>	
<b>3</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
3.1	<b><u>Minutes of the Kaiapoi-Tuahwi Community Board – 11 April 2022</u></b>	7-13
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahwi Community Board:	
	(a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahwi Community Board meeting, held 11 April 2022, as a true and accurate record.	
3.2	<b><u>Matters Arising</u></b>	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
4.1	<b><u>Mahinga Kai – Greg Byrnes and Makarini Rupene</u></b>	
	The representatives of the Huria Reserve Mahinga Kai Heritage Steering Group will update the Board on progress and their plans for the remainder of the financial year and beyond.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	
<b>6</b>	<b><u>REPORTS</u></b>	
6.1	<b><u>Kaiapoi Town Centre Budget Reallocation May 2022 – Joanne McBride (Roading and Transport Manager) and Vanessa Thompson (Business and Centres Advisor)</u></b>	14-20
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahwi Community Board:	
	(a) <b>Receives</b> Report No. 220504069966.	
	<i>AND</i>	
	<b>THAT</b> the Kaiapoi-Tuahwi Community Board recommends:	

**THAT** the Council:

- (b) **Approves** the reallocation of budget as follows:
  - i. \$55,000 for the Footpath Upgrade at the old BNZ Bank and;
  - ii. \$45,000 for the Williams Street Bridge Balustrade Replacement Design.
- (c) **Notes** that a further report will be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs are confirmed.

6.2 **Williams Street Bridge Balustrade Upgrades – Vanessa Thompson**  
**(Business and Centres Advisor)**

21-51

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

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

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Council:

- (i) **Approves** Option H as the preferred design option for the potential future replacement of the Williams Street Bridge balustrades that

enables a new architectural laser cut stainless steel handrail and infill panels incorporating cut out design motifs endorsed by Ngāi Tūāhuriri, while retaining the existing concrete pillars and lamp posts.

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

52-64

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220422061919.
- (b) **Approves** a grant of \$..... to the Kaiapoi Pony Club towards funding the St Johns Ambulance to attend the Eventing Day to be held in June 2022.

**OR**

- (c) **Declines** the application from the Kaiapoi Pony Club.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

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

The Chairperson will give a verbal update.

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

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

**9 MATTERS REFERRED FOR INFORMATION**

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

9.2 **Rangiora-Ashley Community Board Meeting Minutes 13 April 2022 (Trim 220414157902)**

9.3 **Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)**

9.4 **Cam River Enhancement Fund – works update – Report to Land and Water Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.**

9.5 **Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.**

9.6 **Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.**

- 9.7 **May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 26 April 2022 – Circulates to all Boards.**

#### **PUBLIC EXCLUDED REPORTS**

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

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

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

#### **Note:**

- 1. *The links for Matters for Information were circulated separately to members.*

#### **10 MEMBERS' INFORMATION EXCHANGE**

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

#### **11 CONSULTATION PROJECTS**

##### **11.1 Changes to Johnson Street Parking**

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

##### **11.2 Townsend Road Reserve**

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

Consultation closes Wednesday 25 May 2022.

#### **12 REGENERATION PROJECTS**

##### **12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 **BOARD FUNDING UPDATE**

**Board Discretionary Grant**

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

**General Landscaping Budget**

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

14 **MEDIA ITEMS**

15 **QUESTIONS UNDER STANDING ORDERS**

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

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

**Workshop**

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

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON MONDAY 11 APRIL 2022 AT 5PM.**

**PRESENT**

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

**IN ATTENDANCE**

C Brown (Manager Community and Recreation), S Binder (Transportation Engineer), V Thompson (Business and Centre's Advisor) and C Fowler-Jenkins (Governance Support Officer)

**1 APOLOGIES**

Moved: J Watson

Seconded: J Meyer

**THAT** apologies for absence be received and sustained from N Atkinson and C Greengrass.

**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 – 21 March 2022**

Moved: J Watson

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 March 2022, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

Nil.

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Wai Huka O Waitaka (WHOW) and Aqualand New Zealand (AQNZ) – Tony Joseph and Jason Mills**

The Board was thanked for their support to help get the Aqualand project off the ground. Over the season, the facility had more than 15,000 users, which equated to almost 30,000 total visitors. Data showed that 96% of the visitors were from the south island, with 4% from the north island and 80% of visitors outside the Waimakariri District. In addition, Aqualand hosted over 800 free sessions for people from charitable organisations, schools and non-profits. AQNZ had planted approximately 200 plants, and before the inflatables were installed on the lake, they improved the water quality by removing 700kg of

debris and weeds from the lake. They also created fifteen jobs and upskilled and trained their staff where needed. Although they were looking to expand the inflatable offering next session, they also wanted to improve the onshore facilities by providing more shelters, tables and chairs to create a hangout spot for spectators and passers-by. They were also looking at installing a transitional cable accommodation and surf.

J Mills explained that the site worked very well for the project. After a few days of rain, they laid some gravel in the car park, which improved the entry to the site when it was wet over New Year. However, the Aqualand dock was quite low, which resulted in some flooding, so they invested in an aquatic carpet to prevent accidents. They were currently investigating a floating surf option that also had the potential to aerate the lake and improve the water quality. They also had much interest from campers who wished to camp near the facility and therefore wanted to investigate the possibility of installing bathrooms.

T Joseph noted they had always viewed the Aqualand project as a transitional space until such time as the larger project had been constructed. On the last day of the session, they demonstrated wakeboarding at the lake, which people seemed interested in. However, due to Covid-19 and the current global economic uncertainty, there appeared to be a reluctance to invest.

B Cairns commented that he was most impressed with the number of out of town visitors. He asked how many return visitors they had and if there were any issues in terms of injuries. J Mills advised they had not collected data on return visitors yet, however, there were many. He reported they had three serious injuries and half a dozen minor accidents.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Approval to Consult on Speed Limit Review for - Smith Street, Kaiapoi – S Binder (Transportation Engineer)**

S Binder spoke to the report, which sought the Board's endorsement to consult on the proposed speed limit for Smith Street between its interchange with the SH1 motorway and the Cam River. He noted that the proposed speed limit review was due to the significant development planned on the south side of Smith Street in this area, including soon-to-be-constructed traffic signals at Tunas Street and connecting footpaths. The developer on the south-east quadrant was ready to commence construction, and given that there would be an increase in traffic in the area, Council staff thought it was time that the speed limit be reviewed.

P Redmond questioned who was funding the traffic signals. S Binder confirmed that the traffic signals were being designed and constructed by the developer of the south-eastern quadrant.

Moved: J Watson

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 220110001887.



**AND RECOMMENDS** that the Council:

- (b) **Approves** consultation being carried out on the proposed speed limit change summarised below:

Location	Current (km/hr)	Proposed (km/hr)
<b>Smith Street</b> , from 60m east of the southbound SH1 off-ramp to the 50 km/hr limit east of the Cam River	80	50

- (c) **Notes** that consultation was proposed to be carried out in June and July 2022.
- (d) **Notes** that early engagement with Waka Kotahi was on-going and the results would be verbally communicated to the Council when the report was presented.
- (e) **Notes** that the results of the public consultation and the final speed limit proposals would be presented to the Community Board and then Council for further consideration.
- (f) **Notes** that any submission on the new proposed speed limit, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, would be considered prior to presenting the final speed limit proposals.
- (g) **Notes** that any speed limit change would not be implemented before the traffic signal at Smith Street / Tunas Street is operational.

**CARRIED**

J Watson agreed that the speed limit for Smith Street between the SH1 motorway and the Cam River needed to be reviewed and this seemed a logical time to make changes if needed.

B Cairns noted that he was in favour of the instillation of traffic signals at Tunas Street which indicated a possible increase of traffic in the area signalling an anticipated growth in Kaiapoi.

**6.2 Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi – V Thompson (Business & Centres Advisor)**

V Thompson spoke to the report noting the purpose was to seek the Board's endorsement of the Town Centre Lighting Concepts and Themes for Kaiapoi. She explained that the designs were created by Kevin Cawley of Total Lighting Ltd, who was selected by the Town Centre Lighting Feature Working Group as the preferred consultant. The concepts and themes would guide future town centre lighting decisions from a design and funding point of view. It would also provide business and property owners with a design guide if they were looking at upgrading their own stores and properties. She noted that the budgets were currently out of date and would be subject to review when the Council looked at progressing with the lighting upgrades.

P Redmond noted that things had changed since K Cawley did his design report. The Board was now considering replacing the balustrades on the

William Street Bridge, which was not reflected in K Cawley's report. He questioned whether K Cawley could provide design input on the proposed replacement of the balustrades. V Thompson explained she had spoken with K Cawley to ascertain if any lighting design changes needed to be done if the Council were to upgrade the balustrades. A report on this matter would be submitted to the Board shortly.

Moved: B Cairns

Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receive** Report No. 220223025061.
- (b) **Note** the appointment of Kevin Cawley from Total Lighting Ltd as the preferred lighting design consultant selected by the Town Centre Feature Lighting Working Group to create feature lighting design concepts for the Rangiora and Kaiapoi town centres.
- (c) **Note** the lighting concept designs for Rangiora and Kaiapoi had been included as attachments (i) and (ii).
- (d) **Note** the estimate lighting budgets included in the concept designs were out of date and were subject to future review when implementing any lighting recommendations from the concept designs.
- (e) **Endorses** the town centre lighting concept designs for Kaiapoi.

**AND**

- (f) **Recommends** that the Council approve the lighting concept designs as a general approach to future town centre lighting upgrades in Kaiapoi.

**CARRIED**

6.3 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220322042262.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 20317039243).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220317039332).

**CARRIED**

**7 CORRESPONDENCE**

Nil.

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for March 2022

- Attended a special ceremony hosted by the Kaiapoi RSA for the former Principal of Kaiapoi High School, Bruce Kearney, to thank him for his support of the Kaiapoi RSA.
- All Together Kaiapoi was back in action and would host a new festival in 2022 celebrating Matariki, which was on 24 June 2022. The festival would include a fireworks display and a night market.
- She met with the people who wanted to establish disc golf in Kaiapoi.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

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

**CARRIED**

## 9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 2 March 2022 (Trim 220304031200)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 9 March 2022 (Trim 220308032770)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)
- 9.4 Land Acquisition 260 Revells Road – Report to Council Meeting 1 March 2022 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.5 Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.
- 9.6 Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.

Moved: J Watson

Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.6.

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

### P Redmond

- Creative Communities received 23 applications for funding, and the Committee would be meeting this week to consider those.

### J Meyer

- Took part in the Board's discussion on their submissions to the Waimakariri District Council's and Environment Canterbury's Annual Plans.
- Darnley Club – the Board should be very proud of the volunteers that looked after the Darnley Club and the staff.

**S Stewart**

- Through the Water Zone Committee, Environment Canterbury allocated \$50,000 for projects in the Waimakariri area, including an Inanga spawning habitat enhancement in the Taranaki Stream and Willow clearance in the Pines Wetland.
- Most of Plan Change 7 was now operative, although some appeals were still continuing. However, the bulk of it had been ticked off and was operational.
- Raised that ECan was no longer going ahead with a separate review of the Alpine River Section of the Land and Water Regional Plan, rather it would be incorporated into a full review of the plan. Expressed concern this would reduce consultation on this section of the plan which had particular importance to Waimakariri River flows and thus saltwater intrusion.

**M Pinkham**

- Attended a Community Wellbeing Board meeting – The main topic of discussion was the uncertainty about funding for some of the programmes they were offering. The Mana Ake Programme had funding through to December 2022, but there was no certainty after that.
- Attended a Joint Promotions Association meeting.
- Attended a planning session for the Kaiapoi Promotions Association.
- Working with the Council's Greenspace Team looking at public access upstream of the Kaiapoi railway river bridge.

**A Blackie**

- There was a new boat in the Kaiapoi River as a live aboard and another one was expected soon.
- Dealing with the community's response to the removal of the Fairy forest at Pines Beach.

**B Cairns**

- Neighbourhood Support North Canterbury – Tony Maw spoke about the security of homes and property – there would be monthly events on a range of topics.
- Food Forest update.
  - Getting ready to install Pou – once completed there would be a blessing.
  - Planning a Matariki event for 25 June 2022.
  - Weekly food drop off had seen a marketed increase in the number of people coming to collect food -many stories of working families not able to afford the basics.
    - A local company had kindly offered to build open an air-gazebo at nil labour cost.
- Art on the Quay – April exhibition opening.
- All Together Kaiapoi, Kaiapoi Promotions Association and Food Forest held a joint meeting to discuss what each group would be doing for Matariki.
- Waimakariri Health Advisory Group – Great levels of support were being offered to locals who were isolating. Discussion regarding Rangiora afterhours health facility.

**11 CONSULTATION PROJECTS****11.1 Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

The Board noted the consultation project.

**12 REGENERATION PROJECTS****12.1 Town Centre, Kaiapoi**

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

The Board noted the update on the regeneration projects.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 4 April 2022: \$3,627.

**13.2 General Landscaping Budget**

Balance as at 4 April 2022: \$25,430.

The Board noted the funding updates.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

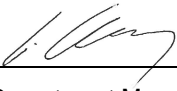
The next meeting of the Kaiapoi-Tuahiwi Community Board will be held on Monday, 16 May 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.54pm.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-114-01, RDG-08-13 / 220504069966**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 May 2022**AUTHOR(S):** Joanne McBride, Roading & Transport Manager  
Vanessa Thompson, Business & Centres Advisor**SUBJECT:** Kaiapoi Town Centre Budget Reallocation May 2022**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1 This report requests approval to reallocate Kaiapoi Town Centre budget for two specific projects within the Kaiapoi Town Centre area, to proceed. These projects are as follows:
- Footpath Improvements at the Williams St / Charles St Intersection (at the old BNZ Bank) – Budget required \$55,000
  - Progressing the replacement handrail design for the Williams Street Bridge – Budget required \$45,000
- 1.2 The footpath outside the old BNZ building was not upgraded at the time the town centre improvements were completed, due to the earthquake risk around the building and its unclear future. Strengthening and refurbishing of the building has been progressing and the official opening is currently planned to occur in August / September. As such the footpath in this area needs to be upgraded ahead of the building opening.
- 1.3 The Williams Street Bridge is in need of maintenance however Council have signalled a preference to instead consider replacement of the existing concrete in-fill panels and balustrade.
- 1.4 At a Council briefing on 8 March 2022, Councillors indicated they would like to consider keeping the existing concrete pillars and lamp posts but replace the balustrades and in-fill panels with stainless steel panels. The panels could incorporate an architectural motif cut out design by a local artist/iwi.
- 1.5 Reallocation of existing budgets would allow work to progress on these two projects.
- 1.6 The Kaiapoi Town Centre budget (100243.000.5014) has a total budget of \$950,000, split into five areas as outlined in Table One in Section 6.1. Of this total budget, \$500,000 is currently sitting in 2021/22 and has been signalled for carry over, with the remainder in 2022/23. There is also \$100,000 of unallocated budget.

**Attachments:**

- i. Approved Town Centre Landscape Design for Kaiapoi Town Centre

## 2. **RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

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

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Council:

- (b) **Approves** the reallocation of budget as follows:
- \$55,000 for the Footpath Upgrade at the old BNZ Bank and;
  - \$45,000 for the Williams Street Bridge Balustrade Replacement Design.
- (c) **Notes** that a further report will be presented as part of the 2023/2024 Annual Plan process requesting budget for the physical works associated with the Williams Street Bridge Balustrade Replacement, once the full costs are confirmed.

## 3. **BACKGROUND**

### 3.1. Old BNZ Building Footpath:

3.2. The footpath outside the old BNZ building was not upgraded at the time the town centre improvements were completed. The kerb & channel was replaced however due to the earthquake risk around the building and the uncertainty about its future, the final finishing works to the footpath and landscaped areas were not able to be undertaken, and the footpath has remained as a gritted surface.

3.3. Strengthening and refurbishing of the building is progressing well and the official opening for the building is planned for August / September. As such the footpath in this area needs to be upgraded ahead of the official building opening.

### 3.4. Williams Street Bridge:

3.5. The Williams Street Bridge is looking tired and is due for repainting. The Community Board have asked that instead of painting, options for balustrade replacement with a more decorative in-fill and balustrade be considered.

3.6. At a Council briefing on 30 March 2021 staff presented six options for the bridge.

3.7. Councillors felt that as the Bridge linked north and south Kaiapoi it needed to have a 'wow' factor to reflect the level of Council (and private sector) investment into the town centre over the years prior.

3.8. Councillors supported replacing the balustrades entirely and were comfortable with a stainless steel medium, but wanted something more artistic that reflected the river, vegetation or the unique identity/history of Kaiapoi.

## 4. **ISSUES AND OPTIONS**

### 4.1. Old BNZ Building Footpath:

4.2. The proposed footpath works outside of the old BNZ bank are proposed to be undertaken as per the landscape town for the Town Centre which was approved in June 2012.

4.3. The footpath will be exposed aggregate with paver bands to replicate the finish on the other three corners of the roundabout with low planting and two street trees to match the opposite side of Williams Street.

- 4.4. Footpath Renewal funding, which is subsidised by Waka Kotahi, can be used for the footpath work up to the equivalent cost of an asphalt footpath, however the extra over cost of a high amenity path is required to be funded by Council as are any landscaping features such as gardens and street trees.
- 4.5. Williams Street Bridge:
- 4.6. Before construction budget is set for the replacement of the concrete in-fill panels and balustrades on the Williams Street Bridge it will be important to carry out further design work / costings to ensure that the scope of the works required is well understood and that adequate budget is allocated.
- 4.7. Further technical advice is required from WSP as our Consultant Engineers, there will be costs associated with the artistic design for the new panels and also consultation will need to be undertaken.
- 4.8. There are two options available to the Community Board in relation to this report:
- 4.9. Option One – Approve Reallocation of budget within the Kaiapoi Town Centre Area:  
This option would see the funding being reallocated as requested.  
This is the recommended option as it allows work to proceed outside the old BNZ building in time for the opening in August / September this year and allows for further work to be undertaken which will inform a funding bid to the next Annual Plan for the Bridge Balustrade Replacement work.
- 4.10. Option Two – Decline the request to reallocate budget within the Kaiapoi Town Centre Area and retain the Status Quo:  
This option would mean that work could not proceed in progressing either project and would result in the footpath works outside of the old BNZ bank not being completed in time for the planned building opening date.  
This is not the recommended option.
- Implications for Community Wellbeing**
- There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.11. 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 particularly around the design of the decorative in-fill panels on the bridge and consideration could be given to design by local Ngāi Tūāhuriri or Ngāi Tahu artist/s, so that the unique identity/history of Kaiapoi can be reflected in a bespoke way across the panels. Staff would work with Mahaanui Kurataiao Ltd and seek their advice/guidance throughout any possible engagement and contracting process.

### 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. Council have been directly approached by the developer of the old BNZ building to request improvements be carried out.

As a key focal point for the town centre, significant upgrades to the Williams Street Bridge will likely be of high interest to the community. The Kaiapoi-Tuahiwi Community Board is appropriate to represent the community views throughout this process.



### 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 Kaiapoi-Tuahiwi Community Board represents the community views throughout this process.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

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

This budget is currently included in 2021/22 and has been signaled for carry over. Table One below outlines the five action areas and where the budget is proposed to be shifted while remaining within the funding area.

**Table One:** Proposed Budget Reallocation for Kaiapoi Town Centre Works

PJ Code	Description	Year	Original Budget	Proposed Budget	Comments
100243.000.5014	Painting the Williams Street Bridge	2021/22	\$50,000	\$5,000	Reallocation of \$45,000 to Williams St Bridge Balustrade Replacement Design
100243.000.5014	<b>NEW PROJECT –</b> Williams St Bridge Balustrade Replacement Design	2022/23	\$0	\$45,000	Reallocated from Bridge Painting
100243.000.5014	Pedestrian connectivity (South MUBA / Williams Connection)	2021/22	\$175,000	\$175,000	Remains unchanged <b>\$100k already committed to South MUBA.</b>
100243.000.5014	Town Centre amenity features and decorations	2021/22	\$125,000	\$125,000	Remains unchanged
100243.000.5014	Street light review and upgrade	2021/22 & 2022/23	\$500,000	\$500,000	Remains unchanged
100243.000.5014	<b>NEW PROJECT -</b> Old BNZ Footpath Improvements	2022/23	\$0	\$55,000	Reallocated from uncommitted budget
100243.000.5014	Uncommitted budget	2021/22	\$100,000	\$45,000	Reallocation of \$55,000 to the Old BNZ Footpath Improvements.
<b>TOTAL</b>			<b>\$950,000</b>	<b>\$950,000</b>	

It is noted that any additional funding required for physical works to replace the balustrade on the Williams Street Bridge is not included and will be brought to Council through a report to the 2023/2024 Annual Plan.

Footpath Renewal funding, which is subsidised by Waka Kotahi, can be used for the footpath work up to the cost of an asphalt footpath, however the extra over cost of a high amenity path is required to be fully funded by Council as are any landscaping features such as gardens.

The total cost of the Footpath Improvement work is \$77,000 and of this \$22,000 will be funded from Footpath Renewals and the remainder for the Town Centre budget.

It should be noted that while there is an uncommitted amount of \$45,000 identified within the above proposed Kaiapoi Town Centre Budget, there is potential for minor unplanned or additional costs to be identified or incurred through the progression of both the South Mixed Use Business Area 'Marina Proposal' investigation, and/or the design work associated with the Williams Street Bridge improvements design work. This unallocated budget provides an element of contingency for these projects, and if unused could contribute to the future Williams Street Bridget physical works.

## 6.2. Sustainability and Climate Change Impacts

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

## 6.3 Risk Management

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

This includes a risk of the footpath works not being completed in time for the building reopening. This will be mitigated by using the contractor undertaking the site works at the old BNZ building to ensure works are coordinated.

There is a risk of the budget for physical works to replace the balustrade works is either too high or low and as such this is being mitigated by not seeking budget until such time as there is more certainty around likely costs.

## 6.3 Health and Safety

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

Staff will ensure the contractor undertaking the works is SiteWise accredited with a minimum score of 50 is required.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

Not applicable

### 7.3. Consistency with Community Outcomes

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

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

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

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

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

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

- Public spaces express the unique visual identity of our District.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board is delegated to represent and act as an advocate for the interests of the Community.

This matter requires considering by the Council, as there are budget implications.

**ATTACHMENT ONE:**  
**APPROVED KAIAPOI TOWN CENTRE LANDSCAPE PLAN**

[https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0015/10680/Artists-Impressions-and-Landscape-Plan.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0015/10680/Artists-Impressions-and-Landscape-Plan.pdf)



*Note – The design has been adjusted so that a heavy vehicle apron is not required on this corner.*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-114-01 /TRIM Number 220412055487**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 May 2022**AUTHOR(S):** Vanessa Thompson, Business & Centres Advisor**SUBJECT:** Williams Street Bridge Balustrade Upgrades**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report provides information to the Kaiapoi-Tuahiwi Community Board about the options relating to potential Williams Street Bridge balustrade upgrades and seeks feedback from the Board as to the preferred design option.
- 1.2. Staff completed some work in early 2021 with a view to progressing Williams Street Bridge maintenance and improvements. The balustrade concrete was noted by WSP consultants as being in average condition with some steel reinforcement and erosion of concrete in areas, and the painting condition of the Bridge was regarded as poor.
- 1.3. At a Council briefing on 8 March 2022 to present some improvement options, Councillors informally signalled a preference for Option H which maintains the existing concrete pillars and lamp posts but replaces the concrete balustrades with stainless steel infill panels. The panels could incorporate architectural motif cut out designs by a local artist/iwi.
- 1.4. The rough order construction cost for Option H was estimated at \$375,000 (in early 2021). Staff added an additional 10% in light of ongoing rising goods and construction costs reflecting a new estimate of \$412,500 GST exclusive. The estimated budget shortfall for construction elements is \$282,500.
- 1.5. The intention is to report to the Annual Plan deliberations meeting in May 2022 to request a reallocation of a portion of the existing Kaiapoi Town Centre budget (100243.000.5014) towards further design work to ensure the scope of works is well understood and that adequate construction budget is eventually allocated to the project through the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (should that be the future desire of Council at the recommendation of the Kaiapoi-Tuahiwi Community Board).

**Attachments:**

- i. 220412055488 - Williams Street Bridge Balustrade Investigation (WSP Options Report)

**2. RECOMMENDATION****THAT** the Community Board:

- (a) **Receives** Report No. 220412055487.
- (b) **Notes** the balustrades have degraded with time and where WSP has noted the condition of the concrete is average with several areas of impact spalling and some evidence of steel reinforcement corrosion, also the paint condition of the Bridge is poor.

- (c) **Notes** options A – J as potential balustrade replacement possibilities in the WSP report at Attachment i and Council's informal preference for Option H.
- (d) **Notes** the estimated construction cost for Option H (in early 2021) was \$375,000 GST exclusive but an additional 10% has been added in light of rising goods and construction prices reflecting a new estimate of \$412,500 GST exclusive. More accurate and detailed costing of the preferred option will be investigated and submitted as part of the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process (if that is the desire of the Kaiapoi-Tuahiwi Community Board and Council) once some crucial design components are completed.
- (e) **Notes** that any report to future Annual and Long Term Plan Deliberations will incorporate budget for Kevin Cawley's (Total Lighting Ltd) feature lighting components for the Williams Street Bridge, and where these design elements have already been endorsed by the Kaiapoi-Tuahiwi Community Board at a meeting on 11 April 2022.
- (f) **Notes** that any additional budget request will also include provision for painting all concrete elements of the Williams Street Bridge in light of the current condition of the paintwork.
- (g) **Notes** that project will incorporate feature lighting upgrades and Bridge painting at the same time any balustrade upgrades are completed.
- (h) **Endorses** Option H as the preferred design approach for the potential future replacement of the Williams Street Bridge balustrades.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Council:

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

### **3. BACKGROUND**

- 3.1. The Williams Street Bridge was noted as being due for repainting. Prior to this staff wanted to consider options to upgrade the balustrades to comply with Building Code F4 Safety from Falling height requirements and to add feature lighting strips along the balustrade (beneath the top rail).
- 3.2. Staff had previously engaged Kevin Cawley (Total Lighting Ltd) at the approval of the Town Centre Feature Lighting Working Group to complete some feature lighting concept designs for the Kaiapoi town centre. Kevin's designs included some feature lighting changes to the Williams Street Bridge.
- 3.3. In early 2021 staff engaged WSP to investigate a range of options that could support appropriate upgrades while considering the broader feature lighting components included as part of Kevin Cawley's designs.

Six options were originally included in the WSP report:

- (i) **Option A – New Stainless Steel balustrade**  
Remove the entire concrete balustrade down to the Bridge deck including removal of the concrete pillars and existing lamp posts. Surface mount a new stainless steel balustrade to the Bridge deck. Construction estimate \$355,000 including contingency.



Figure 1 – Example Option A

- (II) **Option B – New Stainless Steel Handrail and Infill Panels**  
Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Surface mount stainless steel infill panels (similar to Option A) to the Bridge deck. Construction estimate \$330,000 including contingency.
- (III) **Option C – New Stainless Steel Handrail and Glass Infill Panels**  
Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Replace the concrete balustrade with a stainless steel handrail and toughened glass infill panels mounted to the Bridge deck with brackets. Construction estimate \$305,000 including contingency.
- (IV) **Option D – Stainless Steel Capping**  
Maintain the existing concrete balustrade but include new stainless steel capping that is bolted on to increase the top height of the handrail and also provide a lip for a feature lighting strip. This requires concrete repairs to the worn parts of the barrier. The new balustrade height would comply with Building Code F4 Safety from Falling but the vertical gaps in the existing concrete barrier won't comply as they exceed 100mm. Construction estimate \$235,000 including contingency.



Figure 2 – Example Option D

- (V) **Option E – Concrete Capping**  
Maintain the existing concrete balustrade and construct a concrete capping nib, similar to Option D. This requires concrete repairs to the worn parts of the barrier. The new balustrade height (1100mm) would comply with Building Code F4 Safety from Falling but the vertical gaps in the existing barrier won't comply as they exceed 100mm. Also the hand rail width won't comply as it would be greater than 75mm on less than a 30° slope. Construction estimate \$195,000 including contingency.
- (VI) **Option F – Do Minimum**  
Maintain the existing concrete barrier at its current height, undertake concrete repairs and repaint as required. The barrier would not meet Building Code F4 Safety from Falling and would not be able to accommodate a lighting strip. Construction estimate \$115,000 including contingency.

- 3.4. At a Council briefing on 30 March 2021 staff presented the six options. Councillors felt that as the Bridge linked north and south Kaiapoi it needed to have a 'wow' factor to reflect the level of Council (and private sector) investment into the town centre over the years prior. Councillors supported replacing the balustrades entirely and were comfortable with a

stainless steel medium, but wanted something more artistic that reflected the river, vegetation or unique identity/history of Kaiapoi. Councillors felt that none of the six options adequately reflected their vision so staff were tasked with completing more investigations so additional options could be presented at a later date.

3.5. Staff asked WSP to investigate four more balustrade options in February 2022, with the findings as follows:

**(VII) Option G – New Architectural Laser Cut Stainless Steel Balustrade**

Remove the entire concrete balustrade down to the Bridge deck including removal of the concrete pillars and existing lamp posts. Surface mount a new architectural laser cut stainless steel balustrade that fully complies with the Building Code F4 Safety from Falling. Patterns across the panel could incorporate architectural design motifs from local artists/iwi. Strip lighting would be inserted along the bottom or top rail. Construction estimate \$405,000 including contingency.

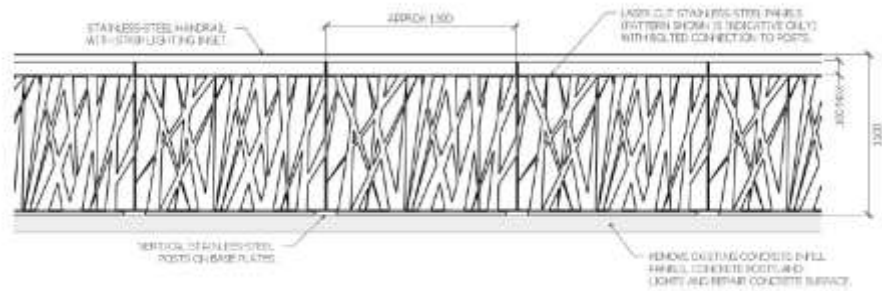


Figure 3 – Example Option G

**(VIII) Option H – New Architectural Laser Cut Stainless Steel Handrail and Infill Panels**

Remove the concrete balustrade panels but maintain the existing concrete pillars and lamp posts. Surface mount new architectural laser cut stainless steel infill panels and a handrail (similar to Option G) that terminate at the concrete pillars. The balustrade would fully comply with the Building Code F4 Safety from Falling. Patterns across the panel could incorporate architectural design motifs from local artists/iwi. Strip lighting would be inserted along the bottom or top rail. Construction estimate \$375,000 including contingency.

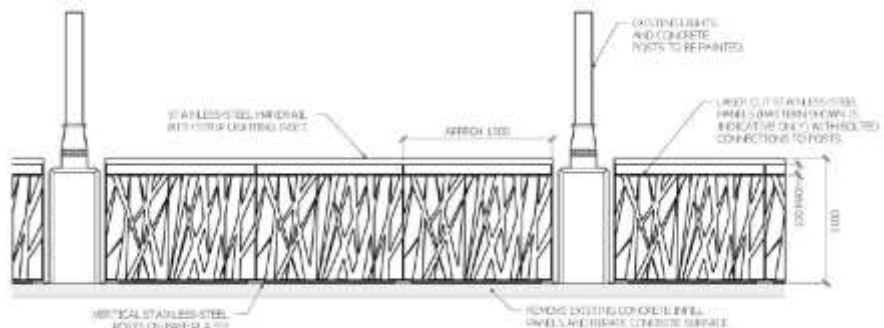


Figure 4 – Example Option H

**(IX) Option I – New Architectural Laser Cut Aluminium Balustrade**

Similar to Option G, except the balustrade panels and handrail would be made of anodised aluminium. Construction estimate \$440,000 including contingency

**(X) Option J – New Architectural Laser Cut Aluminium Handrail and Infill Panels**



Similar to Option H, except the balustrade panels and handrail would be made of anodised aluminium. Construction estimate \$410,000 including contingency

- 3.6. New Options G – J (alongside the original A - F) were presented to Council at a briefing on 8 March 2022 so staff could get an indication of any preferred design approach and appropriate budget level for the project. Councillors signalled an informal preference for Option H, noting the proposed design reflected an aesthetic standard that was appropriate for the Kaiapoi town centre, especially in light of the relatively recent private and publicly funded developments on either side of the Williams Street Bridge. Staff noted that more detailed cost investigations would be completed for Option H in order to inform a 2023/24 Annual Plan and/or 2024-34 Long Term Plan budget bid following an appropriate engagement period on that design (and the other options) with the Kaiapoi-Tuahiwi Community Board.

#### 4. ISSUES AND OPTIONS

- 4.1. It is important to note that the existing concrete balustrades are not connected to the vertical concrete pillars supporting the lamp posts. Therefore, these barriers can be completely removed without any adverse effect on the structural integrity of existing features or the Bridge itself.
- 4.2. There are some age issues associated with the concrete balustrade as noted by WSP in their options report – gaps between some vertical pillars/balustrades, areas of tilt, concrete is generally in average condition with several areas of impact spalling (concrete cracking and delaminating from the substrate layer) and steel reinforcement corrosion in two locations. The paint appears to be masking some of the concrete condition issues. Overall, the paintwork condition is poor – it is faded and uneven in some areas with patches of lichen growing widespread across the balustrade surface. Despite these issues the concrete balustrades could last for another 40 years if appropriately cared for through regular repairs and repainting.



Figure 5 – Spalling



Figure 6 – Tilted balustrade

- 4.3. The existing balustrades don't currently comply with Building Code F4 Safety from Falling standards (3<sup>rd</sup> edition, amendment 2) which require a barrier height of 1100mm, a maximum clear space between vertical rails of 100mm, and a top rail width of 75mm or less on a 30° slope so it can't be used as a seat. The existing barrier at 985mm does not meet the height requirements of the F4, nor the maximum clear space between vertical rails requirement (barrier currently at 150mm approx.) and top rail requirement (barrier currently at 150mm approx. with less than 30° slope). All options in the WSP report can meet the F4 standards except D and E (meets height compliance only) and F.
- 4.4. Options A, B, C, G, H, I and J require the concrete balustrade to be completely removed meaning edge protection/scaffolding will be needed. It is likely that one side of the Bridge will be fully completed before work on the other side begins to maintain appropriate levels of community safety and some level of pedestrian/traffic access.

4.5. Options A, G and I would require the complete replacement of the existing street lamp posts (Figure 7) that currently sit on top of the concrete pillars. However, if there's a desire from Community Board members to replace the lamps under all options, then any new treatments should be assessed by a structural engineer to factor in additional weight considerations where applicable. Similarly, an assessment of power requirements should be undertaken to ensure new lamps can be appropriately illuminated. It is worth noting that the existing lamps do provide a nice heritage/historical looking feature on the Bridge which retains some of the old character of Kaiapoi. These lamps already integrate well with the contemporary developments on either side of the Bridge. Kevin Cawley's (Total Lighting Ltd) lighting concept designs for the Bridge retain the existing lamp posts but swap out the existing lamps for a retro fit replacement (Figure 8).



Figure 7 – Existing lamp posts

Williams Street Bridge	
Bridge balustrades to be illuminated from both sides – the river and pedestrian sides at 2700k. Photo 1 (attachment i)	The river side illuminated between the concrete columns will create a warm soft glow. The pedestrian walkway to be illuminated in a gentle wide wash creating inviting wayfinding for pedestrians.
Illuminate the underside of the Bridge in soft 2700k. Photos 1 (attachment i)	This will accentuate the Bridge as a focal point in the town centre including its natural structural features.
Replace lamps in existing bridge pole lights with a retro fit replacement at 3000k. Photo 1 (attachment i)	To illuminate the roadway.
Bridge supports at landside in 3000k illumination. Photo 1 (attachment i)	Additional feature illumination.

Figure 8 – Kevin Cawley's Bridge lighting concepts

4.6. At the same time as completing any balustrade changes it is important to include Bridge feature lighting upgrades and a repaint. The Long Term Plan (existing Kaiapoi Town Centre budget (100243.000.5014) currently includes budget to support these outcomes – Bridge Painting (\$50,000) and town centre amenity features and decorations (\$125,000). The combination of these budgets (\$175,000) could be reassigned to support the balustrade upgrades (with a project shortfall for the balustrade component of \$237,500) – as communicated to Council at the 8 March 2022 briefing. However, staff are proposing some changes to any potential reallocation as follows:

- \$45,000 of the existing Bridge painting budget be reallocated to further balustrade design investigations involving advice from WSP as the consultant engineers and engagement with Ngāi Tūāhuriri or Ngāi Tahu artist/s on balustrade panel motif elements (Option H), which will provide more certainty around the scope of construction works and their likely cost.
- That the remaining \$5,000 of the painting budget be reallocated towards the Williams Street Bridge balustrade upgrades;
- \$125,000 of the town centre amenity features and decorations budget be reallocated towards the Williams Street Bridge balustrade upgrades.
- These changes would bring the balustrade construction component shortfall to \$282,500 based on the estimate figure (\$412,500) put forward at the Council briefing on 8 March 2022 for Option H.

- 4.7. Additional budget (over and above the \$282,500) would need to be sourced to complete any repainting elements of the Bridge as a result of the reallocation;
- 4.8. Additional budget (over and above the \$282,500) will also be needed to complete any feature lighting components in accordance with Kevin Cawley's (Total Lighting Ltd) feature lighting plan for the Williams Street Bridge. LED strip lighting along the balustrade has already been accounted for in balustrade construction costs;
- 4.9. \$500,000 has been put aside in the Long Term Plan (existing Kaiapoi Town Centre budget (100243.000.5014) towards a street light review of Kaiapoi town centre lights; the intention is to complete street light upgrades along Williams Street north of Williams Street Bridge to Sewell Street. However, a small portion of this budget could be used to upgrade the street light lamps included in the existing Bridge lamp posts.
- 4.10. These separately budgeted work streams will be scheduled appropriately within the overall physical works timeframe to ensure maximum efficiencies and cost savings for Council while considering the access needs and work requirements of the various contractors. Furthermore, a masterplan design approach for street lighting will ensure new lighting upgrades that are proposed along Williams Street north of the Bridge to Sewell Street (and including the Bridge) will integrate appropriately with past upgrades (south of the Bridge along Williams Street to Hilton Street).
- 4.11. Given the level of construction work that needs to be undertaken for all options (except F) a Building Consent or Exemption would be required. A consent may also be required from Environment Canterbury for discharges to water as a result of the repainting work, demolition and dust/mild debris that might slip past any containment measures.
- 4.12. When considering Option H specifically:
- As sections of the balustrade have a gentle curve some stainless steel panels would need to be bent to accommodate the curve.
  - Any cut out designs in the panels would need to meet F4 standards with the cut out edges appropriately buffed and/or treated to avoid the edges presenting a cutting hazard to members of the community.
  - Feedback from steel fabricators/laser cutters is that it's easier and cheaper to replicate a repeating design motif across each panel rather than include different designs throughout the entire balustrade. Any artist design brief will need to factor in these considerations as part of the design scope and limitations.
  - The stainless steel handrail incorporated as part of the design must be able to accommodate a lighting strip.
  - Consideration should be given as to how the handrail and stainless steel panels will be structurally connected, i.e. through appropriate connection devices that are likely welded into place. A similar method will need to ensure the panels can be appropriately bolted to the existing Bridge deck.
  - Kevin Cawley (Total Lighting Ltd) has confirmed his previous lighting concept plan for the Bridge still applies for Option H with no additional changes required.
  - While at face value, Option H is one of the most expensive of the upgrade possibilities given the stainless steel and metal fabrication elements, its whole of life cost in comparison to the other alternatives makes it good value for money over a 40 year analysis period. The burden of maintenance is lessened with the stainless steel elements which require minimal upkeep, although repainting of the vertical concrete pillars (either once or twice throughout the cycle) and ongoing concrete repairs to pillars (presumed every five years or as needed) will be required. Option H's whole-of-life costs (for scenario 1 at either the 4% or 6% discount rate) is not that much more expensive than the original upfront costs, i.e. an additional \$29,400 under the 4% discount rate or an additional \$11,800 under

the 6% discount rate. Comparatively, if looking at the options that retain the concrete balustrades (except F – Do minimum) when following a repainting cycle that occurs twice within the 40 years (to ensure the Bridge always looks its best) then these options come close to or exceed \$300,000, meaning over the long term they are not as cost effective as might appear at the outset.

Option	Maintenance	Present Cost	Frequency
<b>A &amp; G – New Stainless-Steel Balustrade</b>	Cleaning of stainless-steel	\$2,500	Every 2 years
<b>B &amp; H – New Stainless-Steel Handrail &amp; Infill Panels</b>	Cleaning of stainless-steel	\$2,500	Every 2 years
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years
<b>C – New Stainless-Steel Handrail &amp; Glass Infill Panels</b>	Cleaning of glass panels	\$2,500	Every year
	Replacement of glass panels	\$3,000	Every year
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years
<b>D – SS capping</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>E – RC capping</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>F – Do minimum</b>	Ongoing concrete repairs	\$5,000	Every 5 years
	Repainting	\$78,500	Two scenarios: years 15 and 30, or year 20
<b>Option I – New Aluminium Balustrade</b>	Cleaning of Aluminium	\$2,500	Every year
<b>Option J – New Aluminium Infill Panels</b>	Cleaning of Aluminium	\$2,500	Every year
	Repainting concrete pillars	\$2,000	Two scenarios: years 15 and 30, or year 20
	Concrete Repairs to pillars	\$2,000	Every 5 years

Figure 9 – WSP's maintenance estimate requirements over a 40 year period

	Upfront Cost	4% Discount Rate		6% Discount Rate	
		Scenario 1 – Repaint Year 15 and 30	Scenario 2 – Repaint Year 20	Scenario 1 – Repaint Year 15 and 30	Scenario 2 – Repaint Year 20
<b>A – New Stainless-Steel Balustrade</b>	\$355,000	\$373,700	N/A	\$359,400	N/A
<b>B – New Stainless-Steel Handrail &amp; Infill Panels</b>	\$330,000	\$351,700	N/A	\$337,200	N/A
<b>C – New Stainless-Steel Handrail &amp; Glass Infill Panels</b>	\$305,000	\$435,600	N/A	\$395,500	N/A
<b>D - SS Capping</b>	\$235,000	\$336,200	\$294,600	\$298,400	\$289,900
<b>E - RC Capping</b>	\$195,000	\$296,500	\$255,000	\$259,600	\$231,000
<b>F - Do Minimum</b>	\$115,000	\$220,200	\$178,600	\$184,600	\$156,100
<b>G – New architectural SS balustrade</b>	\$405,000	\$420,700	N/A	\$405,500	N/A
<b>H – New architectural SS infill panels</b>	\$375,000	\$404,400	N/A	\$386,800	N/A
<b>I – New architectural Al balustrade</b>	\$440,000	\$485,800	N/A	\$462,400	N/A
<b>J – New architectural Al infill panels</b>	\$410,000	\$468,400	N/A	\$442,600	N/A

The values above include a 30% contingency on construction costs and exclude any professional fees.

Figure 10 – WSP's NPV analysis results

- 4.13. It is important to reiterate that all costings are based on WSP estimates received by staff in March 2021 (Options A – F) and March 2022 (for the Options G - J). These estimates included a 30% contingency (as above at clauses 3.3, 3.5 and 4.8) but staff added another 10% for the Council briefing presentation on 8 March 2022 to factor in ongoing price hikes in construction (supply chain and resourcing issues). Given the global environment – Covid 19 and the Russia/Ukraine war where Russia is a large producer of nickel for the international market (a necessary component of steel) – construction prices will continue to escalate until some of these situations are resolved/ease off. Therefore, it is hard to determine with complete accuracy the level of budget that might be required to complete the project, especially leading up to any future construction/tendering period in 2023/24 or 2024/25. Staff will continue to revisit quotes up until any 2023/24 Annual Plan bid with a view to completing a top up request (only if necessary) through the 2024-34 Long Term Plan process.

### **Implications for Community Wellbeing**

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

- 4.14. 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. Some elected members have signalled a preference that any design cut out motifs on the stainless steel panels (option H) be designed by a local Ngāi Tūāhuriri or Ngāi Tahu artist/s, so that the unique identity/history of Kaiapoi can be reflected in a bespoke way across the panels. Staff would work with Mahaanui Kurataiao Ltd and seek their advice/guidance throughout any possible engagement and contracting process.

### **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. As a key focal point for the town centre, significant upgrades to the Williams Street Bridge will likely be of high interest to the community. The Kaiapoi-Tuahiwi Community Board is appropriate to represent the community views throughout this process. However, it is also possible to engage with the Waimakariri Public Arts Trust to seek additional endorsement for the design before it is presented to the Community Boards.

### **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 Kaiapoi-Tuahiwi Community Board represents the community views throughout this process.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

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

See below for an indication of the budget required for the various options as submitted at the Council briefing on 8 March 2022.

Table 1 – Option A-J Cost Estimates as at 8 March 2022

<b>Option</b>	<b>Balustrade Cost Est.</b>	<b>10% Adjustment (rising costs contingency against original estimate)</b>	<b>Total Cost</b>	<b>Existing Budget</b>	<b>Budget Shortfall</b>
A	\$355,000	\$35,500	\$390,500	\$125,000	\$215,500
B	\$330,000	\$33,000	\$363,000	+	\$188,000
C	\$305,000	\$30,500	\$335,500	\$50,000	\$160,500
D	\$235,000	\$23,500	\$258,500	=	\$83,500
E	\$195,000	\$19,500	\$214,500		\$39,500

F	\$115,000	\$11,500	\$126,500	<b>Total \$175,000</b>	-\$48,500
G	\$405,000	\$40,500	\$445,500		\$270,500
<b>H</b>	<b>\$375,000</b>	<b>\$37,500</b>	<b>\$412,500</b>		<b>\$237,500</b>
I	\$440,000	\$44,000	\$484,000		\$309,000
J	\$410,000	\$41,000	\$451,000		\$276,000

\*\$125,000 town centre amenity features and decorations (100243.000.5014) and \$50,000 painting the Williams Street Bridge (100243.000.5014) budgets.

As a result of the budget reallocation changes (item 4.6), the budget reallocation for Option H is recommended at follows:

Table 2 – Option H Cost Estimate Adjustment May 2022

Option	Balustrade Cost Est.	10% Adjustment (rising costs contingency against original estimate)	Total Cost	Existing Budget	Budget Shortfall
H	\$375,000	\$37,500	\$412,500	\$125,000	\$282,500
				+	
				\$5,000	
				=	
				<b>Total \$130,000</b>	

\*\$125,000 town centre amenity features and decorations (100243.000.5014) and \$5,000 from the 'painting the Williams Street Bridge' (100243.000.5014) budget.

Table 3 – Estimate of Total Project Costs and Budget May 2022 (if combining all elements)

Option	Balustrade Upgrades	Design	Painting	Lighting including lighting design	Total Cost	Minus Existing Budget	Budget Shortfall
H	\$412,500	\$45,000	\$28,000*	\$TBC	\$485,500 + \$TBC	\$175,000**	\$310,500 + \$TBC

\*For the painting elements only, excludes concrete repairs and also presumes scaffolding and edge/barrier protection is already in place via other construction elements.

\*\*Original \$125,000 town centre amenities and feature decorations budget plus the \$50,000 bridge painting budget (to be reallocated - \$5,000 towards balustrade construction costs and \$45,000 to balustrade detailed design costs).

There is budget included in the Long Term Plan under the existing Kaiapoi Town Centre budget (100243.000.5014) to provide support toward this project – Bridge Painting (\$50,000) and town centre feature lighting upgrades (\$125,000). Table 2 recommends that \$5,000 from the painting budget and \$125,000 of the town centre amenity features budget be allocated toward the balustrade upgrade component. Given the estimate to complete OPTION H and the shortfall of \$282,500 additional budget will need to be sought through the the 2023/24 Annual Plan and/or 2024-34 Long Term Plan process.

As a result of \$45,000 from the \$50,000 painting budget being assigned to detailed design investigation work, additional budget (over and above the \$282,500) will need to be requested for the full painting costs to repaint any concrete elements of the Williams Street Bridge, i.e. concrete vertical pillars and Bridge deck edges (Option H).

Additional budget (over and above the \$282,500) will also be requested for feature lighting upgrades to the Bridge, excluding balustrade LED lighting strips which have already been accounted for in the balustrade construction shortfall of \$282,500.

\$500,000 is included in the Long Term Plan to support a review and upgrade of the street lights in the Kaiapoi town centre – the section of Williams Street north of the Williams Street Bridge through to Sewell Street. A small portion of this budget could be used to upgrade the street lamps in the existing Bridge street lamp posts.

Table 3 provides an indication of the total project costs and budget shortfalls if combining all project elements and budgets.

As noted at clause 4.13, it is hard to determine with complete accuracy the level of budget that might be required for the project once the physical works are ready to be completed, i.e. due to rising costs from the impact of Covid and the Russian/Ukraine conflict. Therefore, a decent level of contingency will be included in any 2023/24 Annual Plan bid that is submitted to factor in this uncertainty. If additional budget is required at a later date, a top up request could be submitted as part of the 2024-34 Long Term Plan process.

## 6.2. Sustainability and Climate Change Impacts

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

## 6.3 Risk Management

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

- As mentioned at 6.1, there are financial risk associated with the project in the form of rising construction/goods (steel) costs, the level of which is difficult to predict. A satisfactory level of contingency should be built into any additional budget request on the advice of Project Delivery Unit staff due to this uncertainty.
- The installation of new balustrades requires that the existing balustrades be removed. Appropriate edge protection mechanisms (scaffolding/screening etc.) should be put in place to protect workers/pedestrians from fall hazards.
- Any stainless steel panels with cut out patterns may need the cut out edges buffed to ensure these don't present a cutting hazard to community members.
- Feature lighting (LED strip lighting) along any stainless steel balustrade may need to be tested before being implemented to check that any glare/reflection does not adversely impact drivers' sight at night.
- An appropriate engineering consultant will be contracted to ensure any detailed balustrade design is appropriate and safe for the Williams Street Bridge and to support the process of engagement with the Community Boards and Council.

## 6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The main ones have been discussed in the Risk Management (clause 6.2) section of this report.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

### 7.3. **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 contribute to the decision making that affects our District.
- The community's cultures, arts and heritage are conserved, developed and celebrated.
- Effect is given to the principles of the Treaty of Waitangi.
- The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated.

### 7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board is delegated to represent and act as an advocate for the interests of the Community.



Project Number: 6-DHLHH.01 / 60024

# Williams Street Bridge Balustrade Investigation

28 February 2022

CONFIDENTIAL



## Options Report

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### Document History and Status

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0	15 Feb 2021	E Wardle	A Bradfield	J Waldin	Issued
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### Revision Details

Revision	Details
0	Williams Street Bridge Balustrade Investigation - Options Report
1	Update to include architectural balustrade options and adjust rough order cost estimates



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## Disclaimers and Limitations

This report ('**Report**') has been prepared by WSP exclusively for Waimakariri District Council ('**Client**') in relation to the Williams Street Bridge balustrade upgrade investigation ('**Purpose**') and in accordance with Task Request Williams St Bridge – Balustrade Investigation. The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

# 1 Introduction

The concrete balustrades on the Williams Street Bridge are due for repainting. Prior to this, Waimakariri District Council (WDC) would like to consider options to upgrade the balustrades to comply with the Building Code F4 Safety from Falling height requirements and add feature lighting strips along the balustrades (beneath the top rail).

WDC commissioned WSP to prepare an options assessment for refurbishment/upgrade of the Williams Street Bridge balustrades. The scope includes a site inspection, review of information and structure details, options development, rough order cost estimates and recommendation of a solution.

WDC have provided the following information in support of this report:

- Existing bridge as-built drawings
- A scheme option of ‘capping’ the existing concrete balustrade
- An example of a stainless-steel balustrade on the nearby wharf.

## 2 Background

### 2.1 General Site Description

The Williams Street Bridge is a 49m long (between abutments), three span reinforced concrete structure constructed circa 1943. The bridge runs northeast-southwest along Williams Street in the Kaiapoi town centre and carries two traffic lanes, two cycle lanes and a 3.2m wide architectural footpath on each side (refer to figures below). The bridge forms a central feature of the CBD and offers views of the recently refurbished Kaiapoi Wharf.

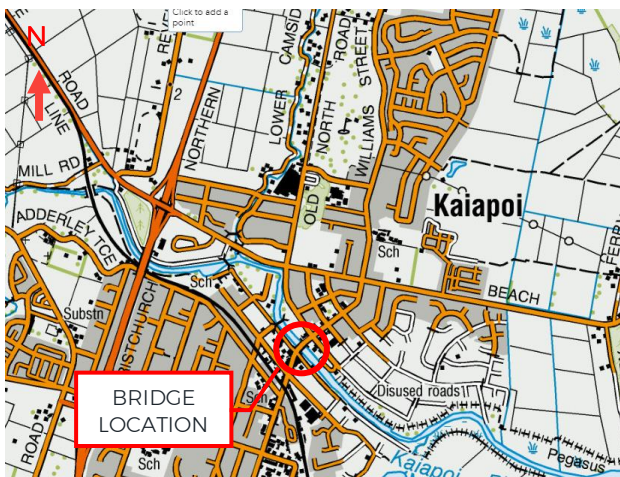


Figure 2-1: Bridge Location



Figure 2-2: Bridge Aerial

A view of the existing bridge balustrade is shown in the figures below. The balustrade is comprised of reinforced concrete panels approximately 985mm high and runs between vertical concrete pillars with an architectural lamp post on each. The length of the balustrade is approximately 75m on each side of the structure (i.e. extending beyond the abutments and over crib walls at each end).





Figure 2-3: View from north



Figure 2-4: View from bridge

## 2.2 Balustrade Condition

The following notes were made during the site visit on 16<sup>th</sup> December 2020 regarding the condition of the existing concrete balustrade:

- There is an 80-90mm gap between the first concrete pillar and the balustrade at each side of the bridge (at the top rail). This is likely due to settlement occurring during the Canterbury earthquakes. The balustrade has also tilted inwards at these locations.
- Concrete is generally in average condition with several areas of impact spalling. Two locations showed evidence of steel reinforcement corrosion. It appears that paint is masking some of the concrete condition issues.
- The condition of the paintwork is faded and patchy in areas. Patches of lichen are growing widespread across the surface of the balustrade.



Figure 2-5: Spalling



Figure 2-6: Tilted balustrade

## 2.3 Balustrade Connection Details

The existing balustrade is formed of concrete “tombstone” panels of varying length (3.3m to 10.7m) cast along the edge of the bridge deck. The panels are cast on top of the original kerb with two vertical 10mm reinforcing bars within each “tombstone” vertical. Vertical bars extend from the balustrade into the original concrete kerbs and terminate with a hook. There is no connection between the balustrade panels and the concrete pillars. There is also no connection between adjacent concrete panels. This is shown in

Figure 2-8 and Figure 2-9 below (from original bridge drawings).

Concrete pillars and lamp posts are located over the piers and abutments on each side of the bridge and are cast integrally with the pier/abutment outstands. Six vertical 12mm diameter hook bars extend from the pier outstand into the concrete pillars. This is shown in

Figure 2-8 below.

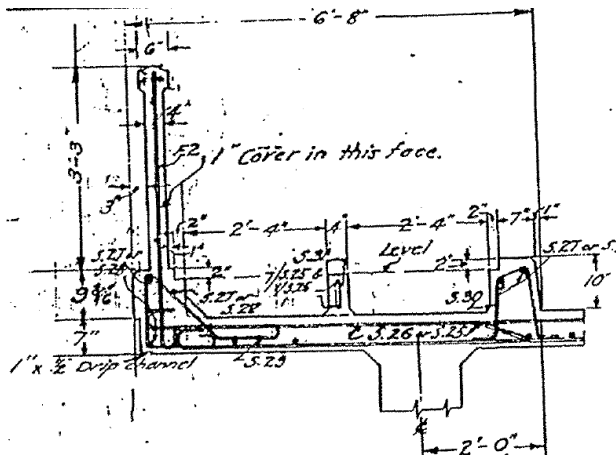


Figure 2-7: Balustrade connection

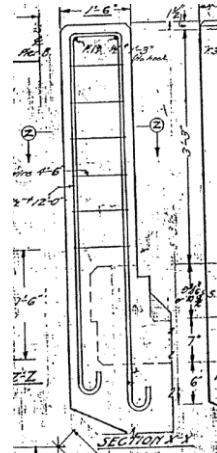


Figure 2-8: Pillar connection

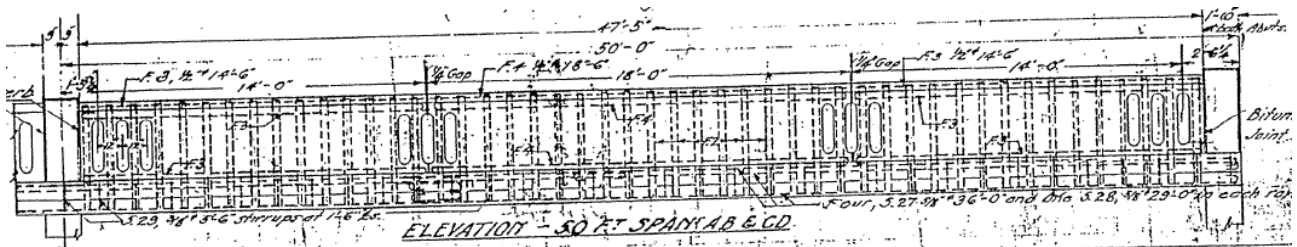


Figure 2-9: Balustrade elevation

## 2.4 Balustrade Geometry

Sections of the existing concrete balustrade have a gentle curve, see Figure 2-10 below. This is also indicated on the bridge drawings and would need to be accommodated in the various upgrade options outlined in Section 4, particularly where there are prefabricated elements.



Figure 2-10: Curve in Balustrade

## 3 Building Code F4 Safety from Falling

The existing balustrades do not meet the height requirements in Building Code F4 Safety from Falling (3<sup>rd</sup> edition, amendment 2), with the height above footpath level being 985mm. F4 would require a new pedestrian barrier in this location to have a height of 1100mm.

F4 also has other dimensional requirements for new barriers, including:

- a maximum clear spacing between vertical rails of 100mm (refer Figure 2 of Building Code F4)



- top rail width of 75mm or less or on 30° slope so the top rail is not readily able to be used as a seat (refer Figure 5 of Building Code F4)

The existing balustrade also doesn't meet these other dimensional requirements, with the clear spacing between vertical 'rails' being approximately 150mm and the top rail width being approximately 150mm (with less than 30° slope).

This is not uncommon for older bridge balustrades, with the structural form and barrier height similar to many other local authority and state highway bridge structures.

## 4 Options Assessment

### 4.1 Options Considered

Six options were initially considered for the upgrade/refurbishment of the balustrade as outlined below. The options consider improvement to meet height requirements for pedestrian traffic only (i.e. not cycle traffic) as there are designated cycle lanes at the edges of the road lanes (i.e. not next to the balustrades). Meeting height requirements for pedestrian traffic would require increasing the height of the balustrades to 1100mm.

Provision of an overhang on the top rail to accommodate the lighting strips has also been considered in each option (except do minimum). Note that cost estimates do not include refurbishment / replacement of existing streetlights.

Note that since the original report was issued in January 2021, construction costs have increased, especially for steel supply. Construction costs have been updated below.

#### 4.1.1 Option A – New Stainless-Steel Balustrade

Option A would involve removing the entire concrete balustrade down to the bridge deck level, including removal of the concrete pillars and existing lamp posts. Following removal of the balustrade, a new stainless-steel balustrade would be surface mounted on the edge of the existing deck and would be designed to fully comply with Building Code F4 Safety from Falling. This would look similar to the example provided in Figure 4-1, although would require some consideration of fitting of the lighting strip.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$355,000 (including 30% contingency).



Figure 4-1: Example Option A

#### 4.1.2 Option B – New Stainless-Steel Handrail & Infill Panels

Option B would involve removing the concrete balustrade panels and maintaining the existing concrete pillars and lamp posts. The concrete balustrade would be replaced with stainless-steel infill panels similar to Option A and terminate at the concrete pillars. The new stainless-steel infill panels would be surface mounted onto the existing concrete bridge deck.

Modifications to the existing structure required for this option would include:

- Breakout / sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$330,000 (including 30% contingency).

#### 4.1.3 Option C – New Stainless-Steel Handrail & Glass Infill Panels

Option C would involve removing the concrete balustrade panels and maintaining the concrete pillars and lamp posts. In this scenario, the concrete balustrade would be replaced with a stainless-steel handrail with toughened glass infill panels. Brackets would be surface mounted to the existing bridge deck and glass panels installed.

Modifications to the existing structure required for this option would include:

- Breakout / sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$305,000 (including 30% contingency).

#### 4.1.4 Option D – Stainless-Steel Capping

Option D would involve maintaining the existing concrete balustrade and installation of a stainless-steel capping, as shown in Figure 4.2. This would be bolted into the top of the existing balustrade, increasing the top height of the handrail and providing a lip for the feature lighting strip. This would require concrete repairs to the damaged barrier. Although this scenario increases the balustrade height to comply with F4, the balustrade will not meet all requirements of Building Code F4 Safety from Falling as the vertical gaps in the existing concrete barrier exceed 100mm.

Modifications to the existing structure required for this option would include:

- Drilling holes in existing top rail for new stainless-steel capping attachment.

The estimated rough order construction cost for this option is \$235,000 (including 30% contingency).

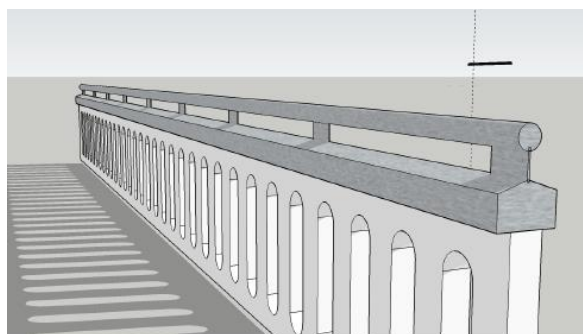


Figure 4-2: Example Option D

#### 4.1.5 Option E – Concrete Capping

Option E would involve maintaining the existing concrete balustrade and construction of a concrete capping nib, similar to Option D. This would require drilling dowels into the existing balustrade and casting a concrete nib along the top of the existing handrail to bring the height of the barrier to 1100mm. This would also require concrete repairs to the damaged barrier. Although this scenario increases the balustrade height to comply with F4, the balustrade will not meet all requirements of Building Code F4 Safety from Falling as the vertical gaps in the existing concrete barrier exceed 100mm and the top rail width is greater than 75mm on less than a 30° slope.

Modifications to the existing structure required for this option would include:

- Roughening of surface of existing top rail to prepare for new concrete capping.
- Drill and epoxy starter bars for new concrete capping.

To avoid the appearance of a 'deep' top rail if this option were progressed, the original portion of top rail could be painted the same colour as the infill with only the new capping painted as the top rail.

The estimated rough order construction cost for this option is \$195,000 (including 30% contingency).

#### 4.1.6 Option F – Do Minimum

Option F is the 'Do Minimum' option. This would involve maintaining the existing concrete barrier at its current height, undertaking concrete repairs and repainting as required. In this scenario the barrier will not meet the requirements of Building Code F4 Safety from Falling and will not be able to accommodate the proposed lighting strip.

The estimated rough order construction cost for this option is \$115,000 (including 30% contingency).

## 4.2 Additional Options Considered

Following delivery of this report in January 2021, WDC has requested consideration and discussion of four additional options.

#### 4.2.1 Option G – New Architectural Laser Cut Stainless-Steel Balustrade

Option G would involve removing the entire concrete balustrade down to the bridge deck level, including removal of the concrete pillars and existing lamp posts. Following removal of the balustrade, a new architectural laser cut stainless-steel balustrade would be surface mounted on the edge of the existing deck and would be designed to fully comply with Building Code F4 Safety from Falling. Patterns across the panels would incorporate architectural design motifs from local artists/iwi. Figure 4-3 shows an example of this option.

Strip lighting would be inset in the bottom rail or top rail (see [livlight.co.nz/products/](http://livlight.co.nz/products/) Ritchie Rail 17, 20 or 26). Power would be run through the rail along the length of the bridge.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$405,000 (including 30% contingency).

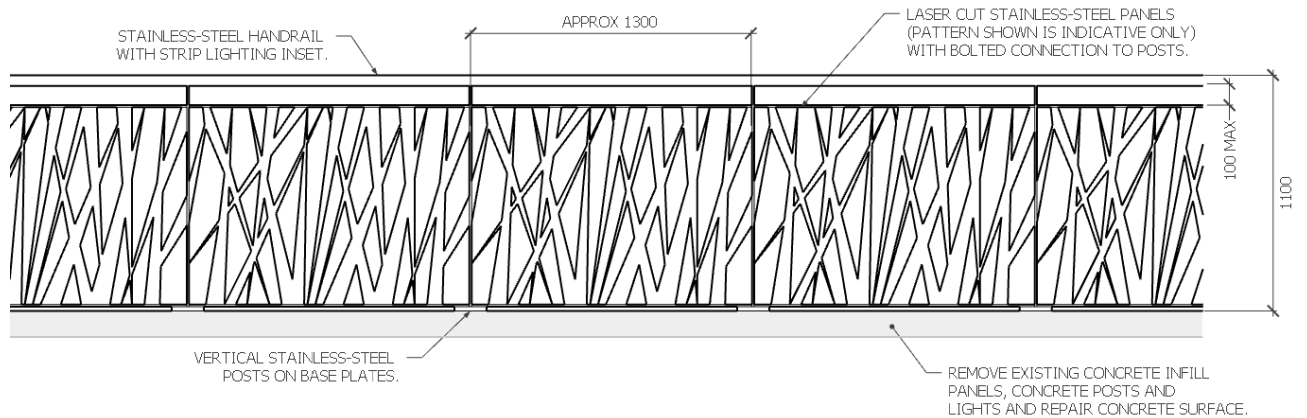


Figure 4-3: Example Option G

#### 4.2.2 Option H – New Architectural Laser Cut Stainless-Steel Handrail & Infill Panels

Option H would involve removing the concrete balustrade panels and maintaining the existing concrete pillars and lamp posts. The concrete balustrade would be replaced with stainless-steel infill panels similar to Option G and terminate at the concrete pillars. The new panels would be surface mounted onto the existing concrete bridge deck. Figure 4-4 shows an example of this option.

Strip lighting would be inset in the bottom rail or top rail (see [livlight.co.nz/products/](http://livlight.co.nz/products/) Richie Rail 17, 20 or 26). Power would be run through the rail and through the vertical posts at the end of each infill section.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.
- Consider changing the paint colour of the existing concrete pillars and lights to tie in with the new barrier.

The estimated rough order construction cost for this option is \$375,000 (including 30% contingency).

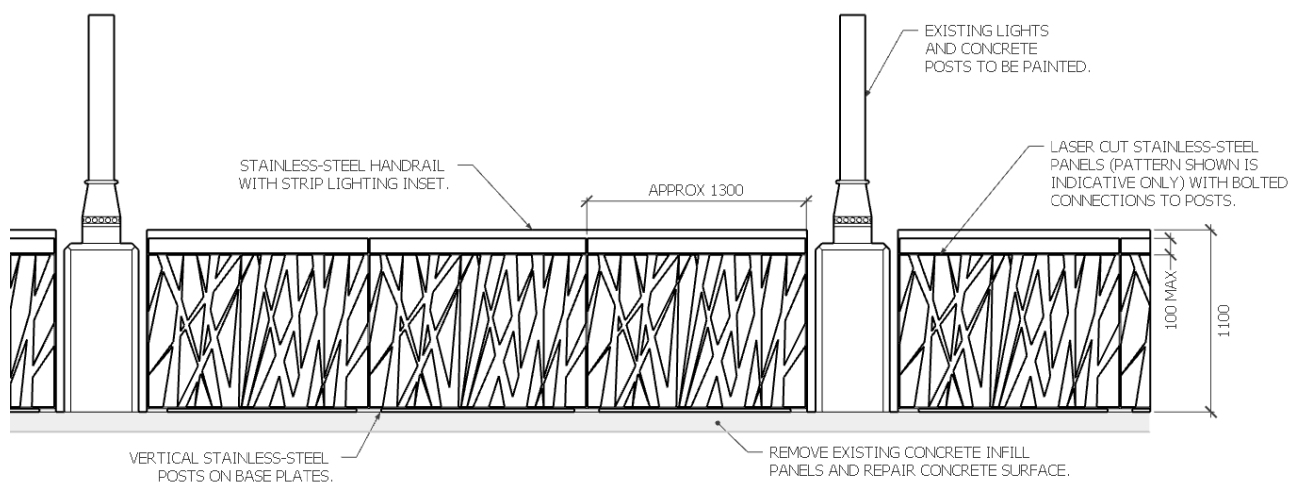


Figure 4-4: Example Option H

#### 4.2.3 Option I – New Architectural Laser Cut Aluminium Balustrade

Option I would involve removing the entire concrete balustrade and installation of a new architectural laser cut anodised aluminium balustrade, similar to Option G.

Strip lighting would be inset in the bottom rail (there is no proprietary system for strip lighting in an aluminium top rail). Power for the strip lighting would run through the bottom rail along the length of the bridge.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade, kerb and lamp posts.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.

The estimated rough order construction cost for this option is \$440,000 (including 30% contingency).

#### 4.2.4 *Option J – New Architectural Laser Cut Aluminium Handrail & Infill Panels*

Option J would involve removing the concrete balustrade panels and installation of new architectural laser cut anodised aluminium infill panels, similar to Option H. The new panels would be surface mounted onto the existing concrete bridge deck.

Strip lighting would be inset in the bottom rail. Power would be run through the rail and through the vertical posts at the end of each infill section.

Modifications to the existing structure required for this option would include:

- Breakout/sawcutting of existing balustrade and kerb.
- Repair breakout to provide smooth top surface with mortar/grout.
- Drill and epoxy new hold-downs/connections for handrail base plates.
- Consider changing the paint colour of the existing concrete pillars and lights to tie in with the new barrier.

The estimated rough order construction cost for this option is \$410,000 (including 30% contingency).

### 4.3 **Additional Construction Considerations**

#### 4.3.1 *Access & Scaffolding*

Options A, B, C, G, H, I and J require removal of the existing barrier. Edge protection or scaffolding will be required at all times while no permanent barrier is present.

#### 4.3.2 *Containment*

The following activities will need to be contained to prevent contamination of the waterway:

- Concrete demolition
- Concrete drilling dust
- Removal of paint
- Pouring of concrete
- Painting.

#### 4.3.3 *Consenting*

Resource Consent may be required for activities that result in discharges into fresh water, including paint removal.

Building Consent or Building Consent Exemption would likely be required for all options except Option F (do minimum).

#### 4.3.4 *Services*

The following services have been identified and would need to be temporarily relocated or protected during the works:

- The existing lamp posts and any connecting power cables.
- There is a sign which reads 'Danger 11,000 Volts' at the southeast corner of the bridge. This should be investigated prior to any demolition works.
- There is an existing 200mm galvanised steel pipe across the downstream deck soffit. This is unlikely to be impacted by the works.
- At the northeast corner of the balustrade, there is a telecoms box fixed to the barrier. This will need to be removed during the works and relocated or reattached.

Additional services may be present which would need to be accounted for during the works.

#### 4.3.5 Requirements for Architectural Barriers

For Options G – J, the intention is to incorporate cultural motifs from local iwi or other artists. If any of these options is progressed, there will be restrictions for the designers such that the barrier complies with the requirements of Building Code F4 Safety from Falling. Requirements for the infill panels are summarised in the table below.

Table 4-1: Requirements for Architectural Barriers

Description	Requirement	Reference
Panel dimensions	Using the concepts shown in Figure 4-3 and Figure 4-4, each panel would have dimensions of approximately 1200 mm width x 920 mm high. Note that this may change during detailed design.	-
Opening size	Openings anywhere over the full height of the barrier shall be such a size that a 100 mm diameter sphere cannot pass through.	Building Code F4 1.2.1 b
Barrier must be not readily climbable.	Any horizontal opening (other than over the bottom rail) in the panels must not be large enough to be used as a foothold. Dimensions must be: <ul style="list-style-type: none"> <li>• A maximum horizontal gap 15mm high</li> <li>OR</li> <li>• A maximum size gap of 35 x 35 mm.</li> </ul>	Building Code F4 4.3.4 g
Barrier loads	Barriers will be designed to meet B6.4 of the Bridge Manual. No structural design has been undertaken at this stage, but this will need to be considered in the final design.	B6.4 Bridge Manual 3 <sup>rd</sup> Edition



## 4.4 Comparison of Options

The advantages and disadvantages of each option are outlined in Table 4-2 below.

Table 4-2: Comparison of Options

Option	Description	Advantages	Disadvantages
<b>A</b>	New stainless-steel barrier	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> <li>- Stainless-steel requires little maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>- Could appear out of context with the era of the existing reinforced concrete structure, although similar to barrier on nearby wharf.</li> <li>- Higher upfront construction cost compared with other options.</li> <li>- Would require access/edge protection during construction.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>B</b>	Stainless-steel infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> <li>- No requirement to remove the existing lamp posts</li> </ul>	<ul style="list-style-type: none"> <li>- Higher upfront construction cost compared with other options.</li> <li>- Would require access/edge protection during construction.</li> <li>- Could appear out of context with the era of the existing reinforced concrete structure, although similar to barrier on nearby wharf.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>C</b>	Glass infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- No requirement to remove the existing lamp posts</li> </ul>	<ul style="list-style-type: none"> <li>- Higher upfront construction cost compared with other options.</li> <li>- Vulnerable to vandalism and expensive to replace or maintain.</li> </ul>

			<ul style="list-style-type: none"> <li>- Likely to require frequent cleaning to maintain transparency.</li> <li>- Would require access/edge protection during construction.</li> <li>- Could appear out of context with the era of the existing reinforced concrete structure.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
<b>D</b>	Stainless-steel capping	<ul style="list-style-type: none"> <li>- No requirement for concrete demolition.</li> <li>- Would not require edge protection during construction.</li> <li>- Will meet height and top rail dimension requirements in F4.</li> <li>- Would appear congruous with nearby stainless-steel barrier (on wharf).</li> </ul>	<ul style="list-style-type: none"> <li>- Will not fully meet Building Code F4 due to existing vertical rail spacing.</li> <li>- Potential constructability issues around fabricating capping to match curved balustrade.</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers although the top rail could extend over the gap.</li> </ul>
<b>E</b>	Concrete capping	<ul style="list-style-type: none"> <li>- Lower upfront construction cost compared to other improvement options.</li> <li>- No requirement for concrete demolition other than scabbling of existing top rail.</li> <li>- Would not require edge protection during construction.</li> <li>- Simple to construct and adaptable to variable existing balustrade.</li> <li>- Will meet height requirements in F4.</li> <li>- In keeping with look and material of existing balustrade.</li> </ul>	<ul style="list-style-type: none"> <li>- Will not fully meet Building Code F4 due to vertical rail spacing and width/slope of top rail.</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers although the top rail could extend over the gap.</li> </ul>
<b>F</b>	Do minimum	<ul style="list-style-type: none"> <li>- Lowest upfront construction cost.</li> <li>- No requirement for concrete demolition.</li> <li>- Minimal environmental impact.</li> <li>- Would not require edge protection during construction.</li> </ul>	<ul style="list-style-type: none"> <li>- Missed opportunity to add feature lighting (improving Kaiapoi township)</li> <li>- Missed opportunity to improve pedestrian safety (by increasing balustrade height).</li> <li>- Would require ongoing painting and maintenance of existing concrete balustrades.</li> <li>- No opportunity to repair earthquake damaged barriers.</li> </ul>
<b>G</b>	New stainless-	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>- High upfront construction cost compared with other options.</li> </ul>



	steel architectural barrier	<ul style="list-style-type: none"> <li>- Stainless-steel has a smoother looking surface finish than aluminium.</li> <li>- Stainless-steel has a higher strength than aluminium giving more flexibility for panel design.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> </ul>	<ul style="list-style-type: none"> <li>- Would require access/edge protection during construction.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
H	Stainless-steel architectural infill panels	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Stainless-steel requires little maintenance.</li> <li>- Stainless-steel has a smoother looking surface finish than aluminium.</li> <li>- Stainless-steel has a higher strength than aluminium giving more flexibility for panel design.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> <li>- No requirement to remove the existing lamp posts.</li> </ul>	<ul style="list-style-type: none"> <li>- High upfront construction cost compared with capping options.</li> <li>- Would require access/edge protection during construction.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> </ul>
I	New aluminium architectural barrier	<ul style="list-style-type: none"> <li>- Would fully comply with Building Code F4.</li> <li>- Full replacement would have a design life exceeding the expected remaining life of bridge.</li> <li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li> </ul>	<ul style="list-style-type: none"> <li>- Highest upfront construction cost of options considered.</li> <li>- Requires cleaning more often than SS options and will eventually form Aluminium Oxide on surface.</li> <li>- Aluminium is weaker than Stainless-Steel giving less flexibility for panel design, i.e., sections will need to be thicker.</li> <li>- Aluminium has a rougher surface finish than Stainless-Steel.</li> <li>- Would require access/edge protection during construction.</li> <li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li> <li>- Lamp posts would need to be removed, relocated or replaced.</li> </ul>

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<b>J</b>	Aluminium architectural infill panels	<ul style="list-style-type: none"><li>- Would fully comply with Building Code F4.</li><li>- Anodised aluminium requires little maintenance.</li><li>- No requirement to remove the existing lamp posts.</li><li>- Opportunity to improve barrier aesthetic and incorporate cultural themes.</li></ul>	<ul style="list-style-type: none"><li>- High upfront construction cost compared with capping options.</li><li>- Requires cleaning more often than SS options and will eventually form Aluminium Oxide on surface.</li><li>- Aluminium is weaker than Stainless-Steel giving less flexibility for panel design, i.e., sections will need to be thicker.</li><li>- Aluminium has a rougher surface finish than Stainless-Steel.</li><li>- Would require access/edge protection during construction.</li><li>- May require traffic lane closure (and associated delays) if crane/HIAB required for barrier removal/installation as timber footpath decking may not have sufficient capacity to accommodate these vehicles. There is also seating and planter boxes which may limit access on footpath.</li></ul>
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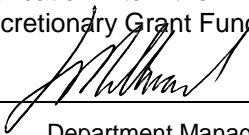
## 5 Conclusion & Recommendation

Option E - Concrete Capping was previously recommended. This option was selected due to its constructability and lower upfront costs compared with other options. This would improve the safety of pedestrians on the bridge by increasing the height of the barrier, although would not meet all requirements of F4 Safety from Falling. This option could be designed to accommodate a lighting strip, while tying in with the existing structure aesthetic.

If WDC wish to replace the barrier and/or infill panels, stainless-steel options would be recommended in preference to Aluminium. This is based on the lower upfront cost, low maintenance requirements, and flexibility in design as it is a higher strength material.

If an option is selected where the existing concrete pillars and lamp posts are to be removed, there would be additional costs associated with installing replacement street lighting.

Please contact WSP for further detailed discussion regarding any aspects of these options or for further advice and inputs on the detailed design of the preferred option.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 220422061919**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 May 2022**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)
  
 \_\_\_\_\_  
 Department Manager

  
 \_\_\_\_\_  
 Chief Executive
**1. SUMMARY**

1.1. The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested
Kaiapoi Pony Club	Towards paying for St Johns Ambulance at the June Eventing.	\$378
<b>Total:</b>		<b>\$378</b>

Attachments:

- i. Application from the Kaiapoi Pony Club (Trim Ref: 220422061729).
- ii. Spreadsheet showing previous two years grants.
- iii. Board funding criteria 2021/2022. (Trim Ref: 210603089725).

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

- (a) **Receives** report No. 220422061919.
- (b) **Approves** a grant of \$..... tto the Kaiapoi Pony Club towards funding St John's Ambulance to attend the eventing day to be held in June 2022.

**OR**

- (c) **Declines** the application from the Kaiapoi Pony Club.

**3. BACKGROUND**

- 3.1 The **Kaiapoi Pony Club** is requesting funding for St Johns Ambulance to attend the eventing day to be held in June 2022.
- 3.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund is \$3,627.

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

##### The ***Kaiapoi Branch North Canterbury Pony Club (KPC)***

- 1.1 Pony Clubs began in New Zealand in 1946 and aimed to improve the standard of horse care and riding and to promote rallies, gymkhanas and other competitions; thereby cultivating the riders strength of character and self-discipline. Areas are divided into Clubs, of which the Canterbury Area has three. North Canterbury has seven branches, including Kaiapoi. The KPC has its own Committee and Chief Instructor and branches are autonomous, but must report on their activities back to North Canterbury Pony Club.
- 1.2 The KPC held its first meeting in 1961 and is a small family friendly club situated on South Eyre Road just off the Northern Motorway. The KPC's grounds are spacious and well drained, allowing them the freedom to have rally days even when the grass is wet. Approximately 80 percent of the KPC's members come from the Kaiapoi-Tuahiwi area and uses the grounds on a regular basis.
- 1.3 The KPC is hosting an ODB event in June 2022 and is requesting funding towards the cost of providing a staffed St Johns ambulance on site, which is a health and safety requirement. The benefits to riders and spectators is obvious and gives all who attend peace of mind and confidence that an accidents will be speedily and competently dealt with. The event is open to all and the KPC works alongside the Silverstream Trust to offer a cross country section within the Silverstream reserve which attracts competitors from all over Canterbury. The influx of visitors has a roll on effect for business in the Kaiapoi area.
- 1.4 The cost of the St Johns ambulance for the day is \$1,000 and the entire event is estimated to cost \$2,000. Due to Covid-19 restrictions the KPC has been restricted in running a lot of its usual fundraising events. If the application is unsuccessful the KPC will have to utilise reserve funding to cover the cost of the ambulance, which may impact on other aspects of the event.
- 1.5 It should be noted that the KPC received the following funding from the Board over the last five years and all Accountability Forms have been received:

2020/21	Enclosure for new riders	\$500
2019/20	New mobile jumps for pony club events	\$500
2017/18	Towards the costs of events and coaching to improve the skill of young riders	Declined
2016/17	Towards training and equipment for the Springston Trophy event.	\$500

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

#### 5. **COMMUNITY VIEWS**

##### 5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are unlikely to be affected by, or have an interest in the subject matter of this report.

##### 5.2 **Groups and Organisations**

There are no other groups and organisations, other than the Kaiapoi Pony Club, 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. However, it should be noted that the wellbeing of the children competing in the event and their families would be positively affect.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

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

The application criteria specify that grants are customarily limited to a maximum of \$500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values. The current balance of the 2021/22 Discretionary fund is \$3,627.

### 6.2 **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

All health and safety related issues would fall under the auspices of the Kaiapoi Pony Club.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

### 7.3 **Consistency with Community Outcomes**

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

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

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Groups applying for Board Discretionary Grants 2021/2022**Name of Group: KAIAPOI PONY CLUB.Address: 93 SOUTH EYRE ROAD, KAIAPOIContact Person within Organisation: HELEN CHRISTENSENPosition within Organisation: FUNDING ORGANISER.Contact phone number: 021 523 633 Email: HELENCH42@GMAIL.COM**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

KPC are running an OOB (eventing) in June. This is the club's main fundraiser for the year. A requirement for the event is to have St John's & an ambulance on site for the day. This costs the club over \$1000 for the day. This Grant would be used to go towards funding St John's for the day.

What is the timeframe of the project/event date? 12 JUNE 2022Overall Cost of Project: \$2000,00 Amount Requested: \$500-00How many people will directly benefit from this project? Over 150 competitors on the day.

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

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

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

Oxford-Ohoka 20 % Rangiora-Ashley 20 % Woodend-Sefton 5 % Kaiapoi-Tuahiwi 45 %Other (please specify): 20% - CHRISTCHURCH, SELWYN.If this application is declined, will this event/project still occur?  Yes  No

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

Having funding enables the club to put on a show that showcases not only Kaiapoi P.C. but Silverstream reserve & the surrounding area.

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

Kaipoi PC runs this event which is open to all people and attracts competitors from various areas of Canterbury. Kaiapoi works alongside the Silverstream trust to run the cross country section within parts of the Silverstream reserve.



What is the benefit(s) to your organisation?

Highlights the facilities available in the Kaiapoi Area.  
Helps the club gain much needed funds for many club projects. (Looking to build a new shed)

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

This has been an event that draws competitors from all parts of Canterbury. Many have commented on the lovely surroundings. Locals also walk through Silverstream to watch the event. Each year the Pony Club donates plants for the reserve.

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

If yes, name of parent group: \_\_\_\_\_

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

\_\_\_\_\_

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

NOT APPLYING TO OTHER ORGANISATIONS

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

If yes, please supply details:

\_\_\_\_\_

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

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

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

Signed:         *Michelle*         Date:         13-4-22





# Kaiapoi Pony Club

To whom it may concern,



Thank you for this opportunity to present this application for funding consideration.

Kaiapoi Pony Club is a small pony club located in South Eyre Road, Kaiapoi. We currently have 40 riding members and 20 non riding members.

The objectives of The Pony Club are:

To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding

To give instruction in riding and horsemastership and to educate Members to look after and to take proper care of their animal

To promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline



<https://www.odt.co.nz/star-news/star-districts/star-north-canterbury/kaiapoi-win-pony-club-champs>

<https://www.stuff.co.nz/sport/other-sports/126636622/kaiapoi-pony-club-wins-springston-trophy-for-second-time-in-three-years>

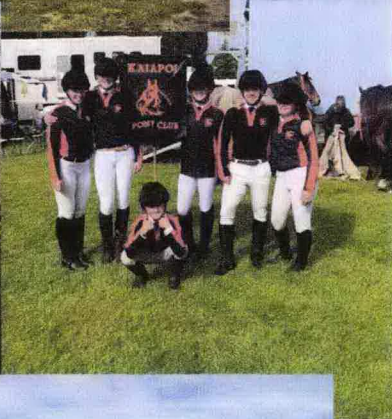




**To our potential supporters**

We at Kaiapoi pony club are reaching out to you in an effort to more greatly involve our community with our ever growing equestrian riding club. KPC in the years of late has become a competitive inclusive and diverse club for all riders both young and old. At the heart of Kaiapoi is our incredible and loving President Tony Gallop whom although has no children that ride has forever been dedicated to the success and progression of the younger riders and has seen our club become a essential place of learning for both child and parent alike. Over the past 5 years Kaiapoi's numbers have grown and seen the club go from sending no teams to Springston trophy, the biggest annual teams event in the pony club calendar, sending 2 competitive teams to Invercargill in 2021. Kaiapoi were very proud to win the event in 2019, due to Covid the event was not held in 2020 and were proud to retain this title in Invercargill and have our second team placed fourth. We were also very proud to win Stringer trophy for the first time in the club's history. It is this kind of ambition where we look for contribution from those such as yourselves as these kinds of events are not cheap. Supporters are essential to the growth of our club and more importantly the growth of our young riders.

We sincerely thank you for your consideration and what we hope to be your future support. Kaiapoi Pony Club



<https://www.facebook.com/Kaiapoi-Pony-Club-802188833157767>



Kaiapoi Branch - North Canterbury Pony Club  
Income and Expenses for the year ending 31 December 2021

Cheque Account opening balance at 1 January 2021 \$ 9,802.82

<u>INCOME</u>	<u>2021</u>	<u>2020</u>
Bank Interest	5.04	4.10
Subscriptions	2,840.00	3,284.45
<u>Income from activities:</u>		
Hay	1,360.00	2,206.00
Chocolates	-	72.00
Badges	64.00	-
Raffles	395.00	-
Rallies	-	120.00
Sth Island Show Jump Champs	400.00	807.00
Flower sales	555.80	-
Ground Hire	355.00	620.00
Helmet Tagging	302.50	152.40
Eyreton ODE	-	1,000.00
ODE	6,066.75	-
Show Jumping Event	5,740.50	6,669.00
Springston Trophy Fundraising	7,516.00	-
Transfer	-	4,500.00
Bacon	-	860.00
<u>Grants:</u>		
Cert 1989	-	4,000.00
Pub Charity	-	1,200.00
Mainpower	500.00	-
Mandeville Supervalve	200.00	200.00
Waimakariri District Council	-	500.00
Sundry - donations	250.00	170.00
<b>Total Income</b>	<b>\$ 26,550.59</b>	<b>26,364.95</b>

<u>EXPENSES</u>	<u>2021</u>	<u>2020</u>
Advertising	-	58.86
Bank Fees	2.85	0
Clubrooms/Ground Improvements	1,497.83	10533.1
Electricity	792.88	686.7
Fundraising: Bacon Purchase	-	576.01
Gifts	-	194.99
Engraving	30.00	31.00
NZPCA / NCPA Levies	1,011.00	576.00
Insurance	1,417.73	1,454.81
Instructors Rallies/Courses	900.00	640.00
Maintenance	1,085.55	43.51
ODE	2,932.06	-
Price Cup	-	57.04
Show Jumping	3,000.17	2,317.21
Prizes/ribbos	528.43	-
Rally - Bennington Park	82.42	270.00
Rally Certificates	111.50	-
Teams Expenses (uniforms)	146.20	1,853.23
Sundry	580.48	21.38
<u>Teams Expenses:</u>		
Sth Island Show Jump Champs 21	1,710.00	-
North Canterbury Champs	160.00	-
Collier Trophy	320.00	-
Springston Trophy	10,004.75	-
Amberley Cup	-	-
Stringer Trophy	508.00	-
Sth Island Show Jump Champs 22	500.00	-
Windsor Trophy	-	109.00
Equipment/Gear	4,651.50	10,054.31
<b>Total Expenses</b>	<b>\$ 31,973.35</b>	<b>29,477.15</b>

	<u>2021</u>
Total Income Including opening balance	\$ 36,353.41
Less Expenses	\$ 31,973.35
<b>Cheque Account closing balance at 31 December 2021</b>	<b>\$ 4,380.06</b>

	<u>2020</u>
Total Income Including opening balance	39,279.97
Less Expenses	29,477.15
<b>Cheque Account closing balance at 31 December 2020</b>	<b>9,802.82</b>

Kaiapoi Pony Club ODE + - E268715

**SUM** 13 Jun 2021 / Attended - pending billing / Tony Dowell / NEMS InvoiceId: 175725

Not yet  
Re-Confirmed

Cl: 0   
 IM: 0  
 Req'd: 0

Resource Option: rr

**CHARGE ARRANGEMENT**

Charitable : 0% rebate

Active Resource Option?  
Late Booking Charge?

**BOOKING FEE \$**

\$60.00

**EXTRA COST DESCRIPTION (OPTIONAL)**

None

**EXTRA COST \$**

\$0.00

RESOURCE	QTY	ARRIVE	FINISH	DURATION	RATE/H	CALLOUT/DAY RATE	TRAVEL TIME	LINE TOTAL
First Responder	1	09:30	17:00	7h 30	\$25	\$0	No	\$187.50
*Paramedic	1	09:30	17:00	7h 30	\$90	\$0	Yes (1h 30)	\$810.00
*Ambulance & Equipment (Day Rate)	1	09:30	17:00	7h 30	\$0	\$250	No	\$250.00
<b>TOTAL(EX. GST):</b>								<b>\$1,247.50</b>

**Resource Only** cost for this event: \$1,247.50

Price **incl. discounts and extra charges** for this event (discount applied to extra charge): \$1,307.50

Price **incl. discounts and extra charges** for this event (discount NOT applied to extra charge): \$1,307.50

## Kaiapoi-Tuahiwi Community Board Discretionary Grant Funding 2021/2022 Financial Year

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

Kaiapoi-Tuahiwi  
Community Board  
10.136.100.2410

## Kaiapoi-Tuahiwi Community Board Discretionary Grant Funding 2020/2021 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.241 0			Council allocation \$6,130 + Carry forwards \$610 =			\$ 6,740.00
	20-Jul	Reflections Community Trust	Towards entertainment at the Waimakariri Light Party	\$200	\$ 200.00	\$ 6,540.00
	20-Jul	All Together Kaiapoi	Towards the commemoration of Earthquake	\$1,000	\$1,000	\$ 5,540.00
	17-Aug	All Together Kaiapoi	Towards the cost of hosting the Kaiapoi Spring Festival	\$500	\$500	\$ 5,040.00
	30-Sep	No applications considered				
	19-Oct	Kaiapoi Borough School	Towards the cost of hosting their annual Back-to School family picnic	\$500	\$500	\$ 4,540.00
	19-Oct	Kaiapoi Pony Club	Towards the cost of building of an enclosed area for less experienced riders.	\$500	\$500	\$ 4,040.00
	16-Nov	SeniorNet North Canterbury	Towards a seminar on Internet Banking	\$120	\$120	\$ 3,920.00
	16-Nov	Arts Canterbury Inc	Towards the cost of hiring panels and spotlights	\$500	\$250	\$ 3,670.00
	14-Dec	Karanga Mai Early Learning Centre	Towards the cost of purchasing high visibility vests.	\$500	\$200	\$ 3,470.00
	14-Dec	Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	\$500	\$500	\$ 2,970.00
	15-Feb	North Canterbury Pride	Host LGBTIQ social event	\$250	\$250	\$ 2,720.00
15-Feb	Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	\$500	\$250	\$ 2,470.00	
15-Feb	Kaiapoi High School's 50 <sup>th</sup> Anniversary Committee	Towards the cost of promoting the school's 50 <sup>th</sup> Anniversary	\$500	\$250	\$ 2,220.00	
15-Mar	SeniorNet North Canterbury	Hosting a workshop and seminar on internet banking	\$100	\$100	\$ 2,120.00	
19-Apr	The Pines Kairaki Beach Association	Towards the cost of hosting a barbeque for the firefighters and community	\$500	\$500	\$ 1,620.00	
17-May	Allstars Marching Teams	Towards the cost of hosting a training camp	\$500	\$ 500.00	\$ 1,120.00	
21-Jun	North Canterbury Area Pony Club	Towards the cost of sending two coaches to the NZ Pony Club Conference	\$500	\$ 500.00	\$ 620.00	

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board

## Discretionary Grant Application

### Information to assist groups with their application

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

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

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

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

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

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

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## Criteria for application

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

## What happens now?

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

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

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

**Email:** records@wmk.govt.nz

## What happens next?

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