

# Council

## Agenda

**Tuesday 6 September 2022**

**1pm**

*Council Chamber  
215 High Street  
Rangiora*

*Members:*

Mayor Dan Gordon (Chair)

Cr Neville Atkinson

Cr Kirstyn Barnett

Cr Al Blackie

Cr Robbie Brine

Cr Wendy Doody

Cr Niki Mealings

Cr Philip Redmond

Cr Sandra Stewart

Cr Joan Ward

Cr Paul Williams

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA**, on **TUESDAY 6 SEPTEMBER 2022** commencing at **1pm**.

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of a meeting of the Waimakariri District Council held on 2 August 2022**

11 - 31

RECOMMENDATION

THAT the Council:

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

**MATTERS ARISING (FROM MINUTES)**

**PUBLIC EXCLUDED MINUTES** (Refer to public excluded agenda)

4.2. **Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 2 August 2022**

## 5. DEPUTATIONS AND PRESENTATIONS

### 5.1. Shona Powell - Chair of the Woodend-Sefton Community Board

### 5.2. Doug Weathey - Woodend Community Association

Representatives of the above groups will be present to share their views on the Waimakariri District Walking and Cycling Network Plan.

## 6. ADJOURNED BUSINESS

Nil.

## 7. REPORTS

### 7.1. Request to Revoke the Speed Limit Bylaw 2022 – J McBride (Roeading and Transport Manager) and G Cleary (General Manager Utilities and Roeading)

32 - 36

#### *RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220816140854;
- (b) **Approves** the revocation of the Speed Limit Bylaw 2022, effective immediately;
- (c) **Notes** that Waimakariri District Council Speed Limit information has been transferred to the National Speed Limit Register and this information is now live.

### 7.2. Three Waters Reform – Transition Support Package Agreement with Department of Internal Affairs – G Cleary (General Manager Utilities and Roeading) and L Hurley (

37 - 57

#### *RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220822143713
- (b) **Authorises** the Acting Chief Executive to sign the Funding Agreement between Department of Internal Affairs and Waimakariri District Council for Three Waters Services Reforms – Transition Support Package (Tranche 1) (Record No. 220822143712) before 30 September 2022.
- (c) **Notes** that the Waimakariri District Council could recover up to \$569,000 (+ GST) under the Transition Support Package (Tranche 1) for eligible costs as specified in the funding agreement.
- (d) **Notes** that the Funding Agreement has been provided by the Department of Internal Affairs and no amendments to the wording are proposed.
- (e) **Circulates** this report to Community Boards for information.

7.3. **Three Waters Reform Information Request – Activity Management Plans–**  
**G Cleary (General Manager Utilities and Roothing) and L Hurley**

58 - 63

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220824146324.
- (b) **Notes** that draft data to be provided to the Department of Internal Affairs by 30 October 2022 will be approved by the Acting Chief Executive.
- (c) **Notes** that prior to the final information request response being submitted to the Department of Internal Affairs in August 2023, the incoming Council will be provided opportunity to review and approve the submission providing feedback as required.

7.4. **July 2022 Flood Response – Emergency and Immediate Works**  
**Expenditure – G Cleary (General Manager Utilities and Roothing), K Simpson**  
**(3 Waters Manager), J McBride (Roothing and Transport Manager)**

64 - 100

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220825147219;
- (b) **Approves** the unbudgeted expenditure of up to \$3.15 million for emergency and immediate works responding to and recovering from the flooding;
- (c) **Notes** that a total of 143 investigations have currently been identified for action;
- (d) **Notes** that staff have established a Flood Recovery Project Control Group to oversee delivery of these investigations;
- (e) **Notes** that staff are seeking additional external resources to assist with the delivery of these investigations;
- (f) **Notes** that even with these additional resources, it is likely to be a 6-month delivery period, but that staff will prioritise the investigations based on scale, effect and community interest;
- (g) **Notes** that staff will bring a further report to the October Council meeting to give an update and refined cost estimate and rating implications, noting that this expenditure is separate to any "Better Off" funding allocation;
- (h) **Notes** that staff will be preparing a fortnightly emailed update to Councillors and Community Boards, and a more detailed monthly report to the Utilities and Roothing Committee on progress on these projects and will be preparing a communications strategy for public information;
- (i) **Notes** that staff will work with Waka Kotahi, insurers and other external parties to seek funding for the works where available;
- (j) **Circulates** this report to all Community Boards for information.



- 7.5. **Gambling Policy Reviews 2022 – L Beckingsale (Policy Analyst) and T Tierney (General Manager Planning, Regulation and Environment) on behalf of the Gambling Policy Review Hearing Panel: Councillors W Doody (Chair), P Williams and P Redmond**

101 - 132

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220811137581.
- (b) **Adopts** the Gambling (Class 4) Venue Policy with changes as follows:
  - Clauses 1 to 6 – no change.**
  - Clause 7 – Option 2** (revised) – cap machine numbers at **185**.
  - Clause 12 – Relocation policy** - Relocation of machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies.
- (c) **Adopts** the TAB (Totalisator Agency Board) Venue Policy with changes as follows:
  - The TAB Venue Policy terminology updated in accordance with the new *Racing Industry Act 2020*. No changes to the policy elements are recommended.

- 7.6. **Housing Bottom Lines – Implementing National Policy Statement Directions - M Bacon (Development Planning Manager)**

133 - 137

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220817141135.
- (b) **Approves** the insertion of an objective into the operative and proposed district plan to provide for housing bottom lines, as outlined in the Greater Christchurch Housing Development Capacity Assessment completed in 2021.
- (c) **Notes** that the proposed changes are required under the National Policy Statement for Urban Design and are being progressed with Waimakariri District Council, Selwyn District Council, Christchurch City Council and Environment Canterbury.
- (d) **Directs** staff to insert the provisions identified in attachment (i) as amended to fit within the structure of the operative and proposed Waimakariri District Plan.
- (e) **Notes** Housing capacity is considered as part of the Councils Long Term Planning processes.

7.7. **Housing Working Group – Request by Ōtautahi Community Housing Trust – S Markham (Manager Strategic Projects, on behalf of the Housing Working Group)**

138 - 153

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220826147321.
- (b) **Provides an** expression of support for the Ōtautahi Community Housing Trust (OCHT) to establish a sister trust to OCHT, as a potential community housing provider (CHP) in the rest of the Canterbury Region, including the Waimakariri District.
- (c) **Notes** this expression of support does not in itself bind the Council to act

7.8. **District Regeneration – Annual Progress Report to June 2022 – D Roxborough (Implementation Project Manager – District Regeneration)**

154 - 174

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** report No. 220721124626.
- (b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.
- (c) **Circulates** this report to all Community Boards.

7.9. **Adoption of Policy - Briefings and Workshops – S Nichols (Governance Manager)**

175 - 187

*RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220826147285.
- (b) **Adopts** the Policy on Briefings and workshops (Trim 220603094363), effective immediately.
- (c) **Circulates** a copy of this report and Policy to the Community Boards for reference.
- (d) **Notes** this Policy will be conveyed to the new term elected members through the induction process.

## 8. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

- 8.1. **Main Street, Oxford – Endorsement to Seek Approval for a 40km/h Speed Limit** – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)  
(refer to attached copy of report no. 220719123144 to the Oxford-Ohoka Community Board in meeting of 3 August 2022)

188 - 193

### *RECOMMENDATION*

**THAT** the Council

- (a) **Receives** Report No. 220719123144.
- (b) **Approves** an application being submitted to the Director at Waka Kotahi under section 2.6 of the Setting of Speed Limits Rule 2022, requesting approval to proceed with the implementation of a 40km/h speed limit on Main Street, Oxford, between Burnett Street and Bay Road.
- (c) **Notes** that consultation on a 40km/h speed limit on Main Street, Oxford (between Burnett Street and Bay Road) was undertaken in 2021 and this was supported by 54% of respondents, with the remaining 46% of respondents opposed to the change.
- (d) **Notes** that Meyer Place, Coney Street and Redwood Place would need to be included within the 40km/h speed limit area as they were not sufficient length to hold their own speed limit, and speeds on these roads were very low due to their nature.

## 9. **HEALTH, SAFETY AND WELLBEING**

- 9.1. **Health, Safety and Wellbeing Report August 2022**– J Millward (Acting Chief Executive)

194 – 204

### *RECOMMENDATION*

**THAT** the Council:

Report no. 220824145575.

## 10. **COMMITTEE MINUTES FOR INFORMATION**

- 10.1. **Minutes of a meeting of the Community and Recreation Committee meeting of 16 August 2022**

205 - 215

- 10.2. **Minutes of a meeting of the Utilities and Roading Committee meeting of 23 August 2022**

216 - 227

### *RECOMMENDATION*

**THAT** Items 10.1 – 10.2 be received information.

# 11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- |   |           |
|---|-----------|
| 11.1. <u>Minutes of the Oxford-Ohoka Community Board meeting of 3 August 2022</u>     | 228 - 240 |
| 11.2. <u>Minutes of the Kaiapoi-Tuahwi Community Board meeting of 4 August 2022</u>   | 241 - 242 |
| 11.3. <u>Minutes of the Woodend-Sefton Community Board meeting of 8 August 2022</u>   | 243 - 251 |
| 11.4. <u>Minutes of the Rangiora Ashley Community Board meeting of 10 August 2022</u> | 252 - 264 |
| 11.5. <u>Minutes of the Kaiapoi-Tuahwi Community Board meeting of 15 August 2022</u>  | 265 - 280 |

## *RECOMMENDATION*

**THAT** Items 11.1– 11.5 be received for information.

# 12. **REPORT FOR INFORMATION**

- 12.1. **2021-2022 Flood Events – Service Requests and Further Information Update** - E Klopper, (Flood Team Lead), C Fahey, (Water Operations Team Leader), K Simpson, (3 Waters Manager)

*(Refer to attached copy of report 220811137957 to the Utilities and Roading Committee meeting of 23 August 2022)*

281 - 307

## *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** reports no. 220811137957 for information.

# 13. **MAYOR'S DIARY**

- 13.1 **Mayor's Diary Wednesday 27 July to Tuesday 30 August 2022**

308 - 311

## *RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report no. 220831150050.

# 14. **COUNCIL PORTFOLIO UPDATES**

- 14.1. **Iwi Relationships** – Mayor Dan Gordon
- 14.2. **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 14.3. **Canterbury Water Management Strategy** – Councillor Sandra Stewart
- 14.4. **International Relationships** – Deputy Mayor Neville Atkinson
- 14.5. **Regeneration (Kaiapoi)** – Councillor Al Blackie
- 14.6. **Climate Change and Sustainability** – Councillor Niki Mealings
- 14.7. **Business, Promotion and Town Centres** – Councillor Joan Ward

# 15. **QUESTIONS**

*(under Standing Orders)*

# 16. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

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

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

## **RECOMMENDATION**

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
17.1	Minutes of public excluded portion of Council meeting of 2 August 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.2	Minutes of the public excluded portion of the Community and Recreation Committee meeting of 16 August 2022	Receipt of minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.3	Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting of 15 August 2022	Receipt of minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
17.4	Report of J McBride (Roading and Transport Manager) and A Childs (Acquisition and Disposals Officer)	Barwells Road Legal Status and Trees in Road Reserve	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.5	Report of V Thompson, (Senior Advisor Business and Centres)	North Canterbury Sport and Recreation Trust and 66 Charles Street, Kaiapoi Memorandum of Understanding	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.6	Report of R Hawthorne (Property Manager) and K Simpson (3 Waters Manager)	Land Purchase and Disposal – 65 and 65A Rangiora Woodend Road	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.7	Report of R Hawthorne (Property Manager) and C Johnson	Waikuku Beach Holiday Park lease negotiations	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.8	Report of S Hart, R Hawthorne, on behalf of the BNZ Corner Divestment Panel	Rangiora BNZ Corner Site (70 and 74 High Street Divestment/Development Proposal Recommendation	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.9	Report of R Hawthorne (Property Manager)	Sale of 257 Coldstream Road, Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
171 – 17.9	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i)  Section 7 (j)

### **CLOSED MEETING**

*See Public Excluded Agenda.*

### **OPEN MEETING**

#### **18. NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur at 1pm on Tuesday 4 October 2022, to be held in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

### **BRIEFING**

*At the conclusion of the meeting there will be a public excluded briefing to discuss the WHoW Project Memorandum of Understanding negotiations. Tony Joseph and Jason Mills from the WHoW Trust will be present for 30 minutes for this public excluded briefing discussion. Following the conclusion of the presentation there will be a further 20 minutes time for further discussion between the Council and staff for input to MOU negotiations.*

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

*Section 7.2(b) To carry out commercial activities without prejudice;  
Section 7.2(i) Enable Council to continue with (commercial) negotiation without prejudice or disadvantage*

**MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 2 AUGUST 2022, COMMENCING AT 1PM.**

**PRESENT**

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson (Virtual from 2:16pm), Councillors K Barnett, R Brine (Virtual), W Doody, N Mealings, P Redmond, S Stewart, J Ward and P Williams.

**IN ATTENDANCE**

J Millward (Acting Chief Executive) (Virtual), S Markham (Manager Strategic Projects), D Roxborough (Implementation Project Manager – District Regeneration), D Young (Senior Engineering Advisor), R Hawthorne (Property Manager), L Murchison (Lead Advisor, Sustainable Development), K LaValley (Project Delivery Manager) (Virtual), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

A Schulte (consultant for item 7.1 present virtually).

There were approximately 20 members of the public in attendance.

**1. APOLOGIES**

Moved: Councillor Williams

Seconded: Councillor Mealings

**THAT** an apology for absence be received and sustained from Councillor Blackie, and for lateness from Councillor Atkinson.

**CARRIED**

**2. CONFLICTS OF INTEREST**

Councillor Mealings declared a conflict of interest relating to Item 17.8 'Notification of ISP and Financial Contributions Variations' due to her appointment as a Commissioner on the Proposed District Plan Hearings Panel.

**3. ACKNOWLEDGEMENTS**

Mayor Gordon acknowledged the Kaiapoi Division One Rugby Team for winning the North Canterbury Competition for the second year in a row.

**4. CONFIRMATION OF MINUTES**

**4.1 Minutes of the meeting of the Waimakariri District Council held on 5 July 2022**

Moved: Councillor Barnett

Seconded: Councillor Williams

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council held on 5 July 2022.

**CARRIED**

4.2 **Minutes of an Extraordinary meeting of the Waimakariri District Council meeting held on 12 July 2022**

Moved: Councillor Ward

Seconded: Mayor Gordon

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council held on 12 July 2022.

**CARRIED**

**MATTERS ARISING (FROM MINUTES)**

There were no matters arising.

**PUBLIC EXCLUDED MINUTES**

*(These Minutes were considered in the public excluded portion of the meeting)*

4.3 **Minutes of the public excluded portion of the meeting of the Waimakariri District Council held on 5 July 2022**

4.4 **Minutes of the public excluded portion of the extraordinary meeting of the Waimakariri District Council held on 12 July 2022**

**5. DEPUTATIONS AND PRESENTATIONS**

Nil.

**6. ADJOURNED BUSINESS**

*Item 6.1 was adjourned from the Council meeting on 5 July 2022. Supplementary information was provided in Memo No 220726126335 relating to this report.*

6.1 **Facilities and Consents Fees Waiver Subcommittee – S Markham (Manager Strategic Projects)**

S Markham spoke to the report noting that this matter had warranted some further discussion which had taken place after the last Council meeting. As a result, the Terms of Reference of the proposed integrated Facilities and Consents Fee Waiver Subcommittee had been amended to provide for considering applications to which exceptional circumstances may apply. Depending on the fees being applied for, such applications would be referred to either the Community and Recreation Committee or the District Planning and Regulation Committee.

Councillor Barnett sought confirmation that waiving resource consent and other application fees only applied to community groups and non-profit organisations. S Markham confirmed that this was correct in terms of the Council policy. However, there may be exceptional circumstances that would be considered by the Fee Waiver Subcommittee and referred to a Standing Committee. For example, it was anticipated that community housing providers, who developed housing, may apply for the waiving of resource consent fees based on a 'public good' element.



Furthermore, Councillor Barnett asked if staff could provide an assurance that the Fee Waiver Subcommittee would grant no businesses or private individuals a waiver and that such applications would be referred to a standing committee for consideration. S Markham explained that businesses and private individuals could apply, however, the Fee Waiver Subcommittee would have to decide if it would consider the application and make a recommendation to the appropriate standing committee.

Moved: Councillor Doody

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Memo No. 220726126335 and Report No. 220622106352.
- (b) **Approves** the Terms of Reference of the Community Facilities Fee Exemption Subcommittee being modified to be the body that made discretionary decisions in granting reductions in otherwise payable resource and building consent fees.
- (c) **Adopts** the Terms of Reference of the Facilities and Consents Fee Waiver Subcommittee (Trim 220726126336).
- (d) **Reappoints** Councillors W Doody, P Redmond and R Brine to the Facilities and Consents Fee Waiver Subcommittee.

**CARRIED**

Councillor Doody noted that the members of the Subcommittee had been cautious and detailed during their consideration of fee exemption applications, as around \$50,000 of Council money was being paid out for various entities to have free use of Council facilities. The Subcommittee, therefore, ensured that Council facilities were genuinely being used for community goodwill before granting an exemption.

Councillor Ward believed that Councillors Doody, Brine and Redmond were a good representation of the district to consider the applications for fee exemptions.

Councillor Barnett supported the motion now that the Terms of Reference of the Subcommittee had been modified to clarify that community groups or social projects would fall under the auspice of the Community and Recreation Committee, not under the District Planning and Regulation Committee. She commented that the original intent of fee exemption was to enable groups that could not afford to use community facilities the opportunity to use facilities paid for by ratepayers. However, the Council had to be careful to meet the budget targets and could therefore not just consider fee exemptions because it seemed like a good reason.

Councillor Barnett also believed that there was a need for the consideration of waiving resource consent fees in special circumstances. However, she thought that it was important that elected members made these decisions. She expressed her concern that the normal functions of Standing Committees were being given to subcommittees, however, taking into consideration the low budgets concerned, she was comfortable with the delegations of the Facilities and Consents Fee Waiver Subcommittee.

Mayor Gordon supported the motion, as it had been well canvased through the Council, and the resource consents fee waivering process tidied up. He noted that the Council had established the Community Facilities Fee Exemption Subcommittee in the previous term after undertaking extensive work to ensure that the correct model was in place. The subcommittee had been functioning well, and he acknowledged the work being done by the members of the subcommittee.

Councillor Redmond concurred that the Community Facilities Fee Exemption Subcommittee had been functioning well. He noted that the subcommittee's delegation was now being extended to resource consent fees, in which elected members had no input regarding waivers and fees being written off. However, he supported the motion as he believed that it was a step in the right direction.

In her right of reply, Councillor Doody noted that the subcommittee represented all the geographical areas of the District, and members understood the community organisations requiring lower fees. The members also understood the communities' needs and circumstances, which assisted in their discussion making. She thanked Councillors Brine and Redmond for their part in the subcommittee.

## 7. **REPORTS**

### 7.1 **Approval of the Council's Submission on Private Plan Change 31 (RCP031) – Rolleston Industrial Developments Limited – J Millward (Acting Chief Executive)**

J Millward spoke to the report noting it was an outcome of the Council meeting held on 12 July 2022, which requested staff prepare the Council's submission in opposition to Private Plan Change 31. Due to the technical nature of the submission, staff were assisted by an independent lawyer, Andrew Schulte, in drafting the objection, which had been circulated to Councillors. He noted the reasons for the Council's decision on 12 July as outlined in the report and, in particular, that the proposed plan change was not outlined in the Waimakariri District's operative or proposed District Plan.

A Schulte explained that in submitting, the Council accepted that it would be in the same position as any other submitter and that the Council's submission would have no special priority status. The Council also needed to maintain its independence from the process, which meant not seeking further information from staff and not discussing the proposed plan change outside formal channels. A Schulte highlighted the process to be followed if the Council was not satisfied with the decision made by the independent commissioners regarding the plan change. He noted that an appeal may be unlikely unless there were extraordinary situations. However, it may be an action that the Council could consider at that time. He commented that some planning comments had been included in the updated draft submission, and he was still awaiting comments on the urban design aspects.

Councillor Barnett questioned if the Council had to appoint independent commissioners because they were submitting. She asked if it was not true that generally, in such a large-scale subdivision, the Council would appoint independent commissioners to make this decision. A Schulte noted that the point being made in the submission was that the delegation to the independent hearing panel was to hear and decide on the proposed plan change; normally, the Council would make the final decision. Councillor Barnett requested that the submission include that the Council did significant research on preferred areas for large lot residential in the District as part of the Residential Development Strategy. Ohoka was discounted in the strategy for large lot residential due to the flooding issues.

Councillor Brine sought confirmation that if independent commissioners approved the proposed plan change, the Council had no choice other than to approve their recommendation. A Schulte explained that because the Council had submitted, there was still the option, although it would be an extraordinary step, to appeal to the Environment Court under clause 17 of the Resource Management Act, 1991. However, an appeal had other ramifications and would need to be considered at the time, but it did provide a potential option to challenge the Commissioners decision further.

Councillor Mealings commented that the most recent flooding event was a three-year, eight-month return event, yet it caused extensive flooding due to a saturated catchment. Therefore Councillor Mealings asked if the Council could include the National Institute of Water and Atmospheric Research (NIWA) technical data to underscore the likely increased frequency of future weather events. She also enquired if the Council should add local information and photos of the recent flooding events and the effects on residents. A Schulte did not believe there was any question about the effect of weather events on water levels and flooding, which were already raised in the submission. However, he noted that the Council would have an opportunity to submit further evidence to support its submission at the hearing.

Moved: Mayor Gordon

Seconded: Councillor Mealings

**THAT** the Council

- (a) **Receives** report No 220722124742.
- (b) **Approves** the Council's submission (Trim 220725126308) to Private Plan Change 31 (RCP031).
- (c) **Authorises** the Mayor to make any minor amendments to the final submission, if required, prior to the lodgement of the submission to the Waimakariri District Council on Friday 12 August 2022.
- (d) **Notes** that the Council is to appoint independent commissioners under section 34a of the Resource Management Act 1991 to hear submissions and make the decision in relation to RCP031.

**CARRIED**

Mayor Gordon commended A Schulte for his advice and work done in assisting the Council in drafting its submission. He stressed that he was not opposed to the developer investing in the Waimakariri District and would, in fact, welcome investment. However, he preferred it was not in this part of the District. Mayor Gordon commented that he knew the Ohoka area well and had first-hand knowledge of the flooding and drainage issues in the area.

Mayor Gordon advised that one of the principal reasons for his objection to the plan change was that Ohoka was a small rural settlement, and such a development would irrevocably change its rural character. He believed that it was essential that the Council preserve and protect the character of district areas. Because of this, the Council took this unusual step of making a stand and submitting an objection to a Plan Change application. Mayor Gordon acknowledged the risk that the Council was taking in raising an objection and the need to appoint independent commissioners as a consequence of making this decision. However, he attended a public meeting on this matter, and there was a clear mandate from over 250 people who were in attendance that they wanted the Council to make its views known.

Mayor Gordon commented that the Council had been through the District Plan review and the Rural Residential Development Strategy twice. The second review in 2019 included this site, and the message from the community had been clear that they did not want this parcel of land developed; definitely not with proposed 500m<sup>2</sup> sections, which was smaller than the average section in Rangiora. Ohoka currently averaged a population of only 400 people and the developer proposed the development of 850 sections, which would provide an average of 2,500 additional people in this area. The Council had never contemplated the servicing and other issues such as access, transport, the character change, and the high water table associated with such a large population impact.

Mayor Gordon noted that at the Local Government New Zealand Conference, he had the opportunity to share his concerns about the impacts of private plan changes on Councils with the Minister for the Environment, David Parker. Councils took the time to consult extensively with their community during the development of their District Plans. They appointed hearing panels and then went through the process of making decisions. He believed that private plan changes completely compromised the work that Councils were doing as part of their District Plan processes. He, therefore, requested the Minister to consider a moratorium on private plan changes. Many people did not understand that anyone could apply for a private plan change, which the Council was obliged to process, and that the Council's options regarding private plan changes were minimal.

Regarding Plan Change 31, the Council had sought clear advice on the process they could follow. Unfortunately, some public did not seem to understand that the Council did not have the option of refusing the plan change but that there was a RMA process that the Council was obligated to follow. Mayor Gordon made it clear that Council staff were kept entirely separate from this process so that staff would be able to carry out their professional duties while considering the plan change. He, had undertaken some research around private plan changes and found that the 'friend of the submitter' resource, that the Council had provided, was of great assistance to residents.

Councillor Mealings commented that she had been a resident of Ohoka for 23 years and was a passionate advocate for her community. She had taken part in the Rural Residential Development Strategy review as a concerned community representative before becoming a Councillor. Over the years she had presented many submissions at a number of hearings about Ohoka, and every time the community made it perfectly clear how they felt about development in this area. Councillor Mealings stressed that it was critical that the Council made the independent commissioners aware of the following:

- That Ohoka was a very low-lying area with poor drainage and prone to flooding.
- Ohoka was a very small rural village, and development such as this would make Ohoka larger than Oxford Township.
- This particular area of Ohoka had been found time and time again to be unsuitable for rural residential development, let alone development of this overwhelming size.

Councillor Mealings was grateful that the Council had decided to object to the plan change as the Council was speaking for its community. She hoped that the community understood that the Council sided with them and that the Council understood their frustrations and anxieties.

Councillor Williams noted that he supported the motion, noting that he had no problems with developers investing in the district, provided that it was in suitable areas. However, he was concerned by the impact this proposed development would have on the surrounding areas, such as Kaiapoi, which would receive excess water run-off. Ohoka already had a problem with flooding and creating more hard surfaces in the form of driveways, roading and houses would no doubt create more water run-off, flooding and drainage problems around the area. In addition, the Ohoka Stream could not absorb any additional run-off, which was another indication this was the wrong area for this type of development.

Councillor Doody thanked A Schulte for his help with the Oxford-Ohoka Community Board submission. It was very much appreciated, as the Board needed to look after its community.

Councillor Barnett advised that independent commissioners adjudicated private plan changes, and the Council only had the authority to either accept or reject private plan changes. It was prudent for the Council to submit to have a voice in the process. Over time there had been quite a few plan changes in the Ohoka area for rural residential, which were accepted by commissioners, with questionable development conditions based on the area's topography. Many residents were unhappy about several of these developments that had already been consented to by independent commissioners. By submitting, the Council sent a message to the commissioners that it had done the research and looked into the area while reviewing the District Plan over the past five years. The Council drafted a Rural Residential Strategy at the cost of ratepayers, and although it may be a non-statutory document, it still applied as it was based on evidence. The strategy ruled the Mandeville and Ohoka areas out for intensive development. It even ruled it out for more rural residential development with exceptions between 2,500m<sup>2</sup> and 5,000m<sup>2</sup>.

Councillor Barnett noted that the developer seemed to have found a loophole by exploiting the Greater Christchurch label placed on the district's eastern area. However, she did not believe that the National Policy Statement of Urban Development (NPSUD) was intended to be used to intensify smaller towns and cities. Instead, she thought it was designed for Auckland, and applying that to Ohoka would be a grave breach of natural justice.

Councillor Brine commented that during previous private plan changes, such as for Pegasus Town, it was made unequivocally clear that the Council could not oppose the commissioners' recommendation unless it was prepared to appeal to the Environment Court. He agreed with all the comments made by previous speakers that Ohoka was not suited to this type of development and hoped that the Council would not be disappointed by the commissioners' recommendation.

Councillor Redmond endorsed the comments made by Councillors. Based on his experience driving around Ohoka after a rainfall event in 2022, he was entirely in support of the motion and observed the Ohoka Stream flooding some roads. The area was unsuitable for this development, as it would have repercussions downstream on Kaiapoi. Ohoka was previously rejected as an area for intensive development in Council strategies and during the District Plan review. He thanked A Schulte for drafting the submission; he was very impressed with the submission and was hopeful that the Council would receive the outcome they desired.

Councillor Ward advised that she grew up in Ohoka and favoured the Council objecting to the plan change. Ohoka was quite a unique place to live and grow up in, and she would not like to see a development destroy the area's character.

In his right of reply, Mayor Gordon commented on the significance of this matter to the District Plan and believed that it was appropriate that the whole district was made aware of this proposed development. He had been amazed by the number of people who had approached him over the last few weeks to ensure the Council was aware that the community did not support the development.

Mayor Gordon was pleased that the Council was prepared to make a stand for what was right for its community. It had not been an easy decision, however Councillors were not elected to make easy decisions; they were elected to make the best decisions for their community. The Council voiced its strong opposition on behalf of the Waimakariri community, and they hoped their submission would be considered just as strongly.

**7.2 Huria Reserve Heritage and Mahinga Kai Area – Lease Agreement for Establishment of co-governance arrangements – D Roxborough (Implementation Project Manager – District Regeneration)**

D Roxborough spoke to the report, noting that the Council's approval was being sought for the lease agreement between the Council and the Te Kōhaka o Tūhaitara Trust (the Trust) for the Heritage and Mahinga Kai area in the Kaiapoi South regeneration area. He explained that over the last year, co-governance arrangements for the project had been established between the Council and the Trust, which was now being formalised through a lease agreement. The agreement was for the lease for the reserve area itself, however, it also included terms about how the project would be delivered.

D Roxborough confirmed that the draft terms had been reviewed by staff and the General Manager of the Tūhaitara Coastal Park. The Te Kōhaka o Tūhaitara Trust subsequently accepted the terms. He explained that the next step was to seek the Council's approval of the draft terms and to request that the Acting Chief Executive be delegated to enter into that agreement on behalf of the Council. The Council was also requested to approve the transfer of \$440,000 from the existing budget to the Trust to implement the project.

Councillor Doody sought clarification on the budget provisions up to 2025/26, as she was concerned that if all the funding was to be transferred now, the Trust may come back to the Council and request additional funding. D Roxborough commented that budgets would be assigned over a year-by-year basis for the Trust to manage on a year-to-year planning and reporting basis. If the Trust did request additional funding from the Council in future, the Council would have to decide at that time.

Furthermore, Councillor Doody enquired if the budget would be sufficient for all the Trust's plans for the area. D Roxborough explained that the Trust was responsible for securing additional funding if they wished to do further development not included in the current Master Plan. Staff had included in the Lease Agreement that any future budget transfer to the Trust would be done year-by-year, and any significant changes would be subject to the ongoing Annual Plan process. C Brown noted that the Trust was required to provide an annual Statement of Intent to the Council, which could highlight what projects they wanted to undertake during the next year and what external funding they had been able to secure. He acknowledged that the budget allocated in terms of the 2021/31 Long Term Plan was never intended to complete the whole project. There were aspects such as education centres for which the Trust would be responsible for seeking external funding.

Councillor Mealings sought clarity on the membership of the Joint Working Group, noting that it was not evident from the report how the Kaiapoi-Tuahiwi Community Board would be integrated into the working group. D Roxborough pointed out that the Joint Working Group had three core members the Trust, the Council and the Rūnanga. So, in this case, the Kaiapoi-Tuahiwi Community Board was effectively represented by the Council's representative in the working group. Ultimately the decision-making within the Heritage and Mahinga Kai area had been handed over to the Trust, however, the views of the stakeholders would be taken into consideration. The Council would remain the owner of the land and would ensure that things were done appropriately.

Councillor Williams questioned if the area would be accessible to the public at all times. D Roxborough confirmed that it would be, provided that construction work was not taking place. Councillor Williams also asked about access to clean drains and access to the Kaiapoi River. D Roxborough noted that the extent of the Heritage and Mahinga Kai area as defined in the lease agreement did not include the immediate margins of the river. However, as this was a high area of public interest, access would be maintained, and staff would strive to ensure that the access was not compromised.

In response to a further question from Councillor Williams, C Brown advised that the cost of maintaining the area was currently absorbed into the broader maintenance budget.

Moved: Mayor Gordon

Seconded: Councillor Ward

**THAT** the Council

- (a) **Receives** Report No. 220720123275.
- (b) **Approves** the terms of the Deed of Lease Agreement for the Huria Reserve Heritage and Mahinga Kai Reserve development (Trim: 220721124364).
- (c) **Delegates** the authority to the Acting Chief Executive to enter into this lease agreement with Te Kōhaka o Tūhaitara Trust, subject to staff receiving approval from LINZ (as agents of the Crown who have an ongoing interest in the land) to enter into a lease agreement.
- (d) **Notes** that design, procurement and physical development works were already underway on the project, currently being led by staff and funded directly by the Council in the absence of the completed formal lease agreement, utilising the existing Capital Project Budgets (\$1.74m total multi-year budget).
- (e) **Notes** that a staged transfer of the forecast remaining Regeneration Activity Budgets (multi-year of approximately \$1.42m total remaining) for the Heritage and Mahinga Kai project to Te Kōhaka o Tūhaitara Trust would be made, for the purposes of implementation of the reserve development project and its initial operation; and this provision was included in the terms of the lease (subject to ongoing ratification of future years' spend in future Annual Plan processes).
- (f) **Approves** the transfer of up to \$440,000 of existing Council project budget to the Trust for the 2022/23 financial year activity (final amount to be confirmed via the Trust Statement of Intent) for the second year of the programme physical works, noting that this came from existing 22/23 project budget once forecast final carryovers and current Council commitments were allowed for.

- (g) **Notes** that the Kaiapoi-Tuahiwi Community Board retained an interest in the reserve development and would be involved/consulted in key stakeholder design decision making by and through the Council representative on the Joint Working Group.
- (h) **Notes** that whilst the Council would retain ownership of the land, Te Kōhaka o Tūhaitara Trust would be responsible for implementation works, operational matters and associated costs, and would be submitting reports to the Council on progress and seeking funding for ongoing operations costs beyond the project development phase.
- (i) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for information.
- (j) **Circulates** this report to the Mahi Tahi Joint Development Committee for information.

#### **CARRIED**

Mayor Gordon supported the motion as the project had been well discussed over a long period, including the naming of the reserve, which was discussed with the Rūnanga. He commended the work done by staff, Councillor Blackie and the Kaiapoi-Tuahiwi Community Board. Mayor Gordon noted that the principle of a partnership with the Trust was already in place regarding the coastal areas, and he fully supported the project. Mayor Gordon considered the budget reasonable and supported the transfer of the funding to finally enable the project to come to fruition.

Councillor Ward acknowledged the extraordinary work being done by the General Manager of the Tūhaitara Coastal Park, G Byrnes. He had engaged university students, who were all subsequently permanently employed over the summer.

Councillor Doody applauded the decision to name the reserve in honour of the Huria family. The Huria family was large, with members all over the district, even in Oxford. She, therefore, felt that it was a very fitting name for the reserve.

#### **7.3 Declaration of land as Road Reserve, Link Strip at 22 Hewitts Road – J McSloy (Development Manager), D Young (Senior Engineering Advisor), R Hawthorne (Property Manager)**

D Young took the report as read, advising that there had been a number of these small strips along Hewitts Road, which had all been disposed of previously, hence this was the only one remaining. Staff could not ascertain what these small strips were initially designated for and could not identify any rational need for the Council to retain this link strip. It was therefore recommended that the Link Strip at 22 Hewitts Road be disposed of through the Public Works Act, 1981.

Councillor Redmond advised that generally, these link strips were designed to prevent access to a road until various development contributions had been paid, as indicated in the attached report by G Saunders. D Young reported that any obligations that this type of link strip may have triggered had well and truly passed, and there was nothing further to be gained.

Councillor Williams noted his concern about Council-owned land being disposed of without compensation. If the piece of land was needed for redevelopment, it had some value to the person that wanted to acquire it. He asked if staff had been negotiating with the person interested in the land.



R Hawthorne explained that staff had not liaised with the land owner in this instance as the parcel of land was relatively small. In addition, the Council did not have a clear policy about assessing the value of link strips to a third party.

Councillor Williams questioned if it was worthwhile to request the interested party to make the Council an offer of the strip of land. R Hawthorne explained that although possible, there would be a historical anomaly because other land parcels had been surrendered without compensation.

Councillor Mealings noted that the interested party in question was paying for the costs of the proceedings.

Moved: Councillor Barnett

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Report No. 220719122802.
- (b) **Resolves** the land contained in Lot 18 DP 75996 be declared as road through the gazettal process set out in section 14 of the Public Works Act 1981.
- (c) **Delegates** authority to the Property Manager to sign the consent required to progress the declaration under the Public Works Act, 1981.
- (d) **Acknowledges** that costs were to be met by the property owner of 22 Hewitts Road as the declaration as road was for the sole benefit of that property owner.
- (e) **Acknowledges** that The Property Group Limited would oversee the process on behalf of the Council at the property owner of 22 Hewitts Road expense.

**CARRIED**

Councillor Barnett respected Councillor Williams trying to secure compensation for ratepayers, however, there was no other party that the Council could sell this land to. As explained by the staff, this anomaly went back to 2002 and needed to be resolved. The owner of 22 Hewitts Road would be paying the cost, so there was no charge to the Council. Councillor Ward concurred with Councillor Barnett that the irregularity needed to be fixed.

Mayor Gordon supported the motion, noting that the estimated process cost was between \$2,500 and \$3,000, which the adjacent property owner had agreed to meet.

Councillor Williams noted that he would support the motion. However, he believed that it should be standard practice if someone approached the Council about purchasing Council-owned land, the land in question should be valued. He also thought the Council needed a policy on the disposal of link strips.

Councillor Redmond advised that he supported the motion based on G Saunders' 2002 report to the Council. He commented that the subdivision was approved in 2001, and this link strip was imposed to prevent access until required contributions had been paid. The 2002 report seemed to indicate that those contributions had been paid at that time.

D Young appreciated that there was some confusion, the 2022 report that G Saunders referred to was for 7m<sup>2</sup> of the neighbouring property, this 9m<sup>2</sup> link strip was located on Lot 18 DP 75996.

In her right of reply, Councillor Barnett stated that she trusted staff had weighed up all the options before recommending the disposal of the link strip. In knowing the area, she felt that there was no other solution.

7.4 **Consultation: Conservation Reform Discussion Document and Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – L Murchison (Lead Advisor, Sustainable Development)**

L Murchison took the report as read and there were no questions from Councillors.

Moved: Councillor Stewart

Seconded: Councillor Mealings

**THAT** the Council

- (a) **Receives** Report No 220721124647;
- (b) **Circulates** the report and attached submissions to the Community Boards for information.

**CARRIED**

Councillor Stewart commented that this was a collection of quite important environmental documents. She was grateful that staff included in the submission the anomalies between the documents, as these needed to be resolved by Government. Some of the anomalies conflicted in such a way that Regional and Territorial Authorities would need clear direction from the Government. In conclusion, she thanked the staff for the work that they were doing with regard to water matters.

Councillor Mealings thanked staff for the submission and for pointing out some rather strange anomalies. However, she expressed her concern that the Government had released eight environmental documents for feedback in the last few months with no more than six weeks to respond to any of them and sometimes even shorter timeframes.

*The meeting adjourned from 2:26pm to 3pm for a break.*

7.5 **Procurement and Contract Management Policy Update – K LaValley (Project Delivery Manager) and J Millward (Acting Chief Executive)**

K LaValley advised that the report sought approval of the updated Procurement and Contract Management Policy. She highlighted the policy had been amended to:

- Clarify the responsibilities of the various procurement groups and units.
- Include requirements for Procurement Plans for purchases over \$50,000.
- Simplify the price request method required for various dollar value procurement.
- Strengthen reporting requirements for lower value procurement (less than \$50,000).
- Clarify requirements around receiving prices and evaluating prices; and
- Replace the Request for External Consultant form with the Procurement Plan to document the need for external consultants.

Councillor Williams enquired if all staff were familiar with the Procurement and Contract Management Policy and process. K LaValley explained that staff had not been briefed on the updated Procurement and Contract Management Policy. However, staff should be aware of the provisions of the current Procurement and Contract Management Policy. Also, there was a network of procurement champions across the Council to assist staff with procurement.

Moved: Councillor Ward

Seconded: Councillor Mealings

**THAT** the Council

- (a) **Receives** Report No. 220518080569.
- (b) **Approves** the Procurement and Contract Management Policy (220303030172).

**CARRIED**

Councillor Mealings commended staff for streamlining the Procurement and Contract Management Policy and for including sustainable procurement practices in the policy.

Councillor Williams supported the motion, however, he stressed that staff need to be educated on the Council's procurement process. He also believed that the Procurement and Contract Management Policy could be refined more.

## **8. MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

Nil.

## **9. HEALTH, SAFETY AND WELLBEING**

### **9.1 Health, Safety and Wellbeing Report July 2022– J Millward (Acting Chief Executive)**

J Millward provided an update on Health, Safety and Wellbeing matters for July 2022. He elaborated on some of the incidents and accidents, such as the Telecom cable strikes and the member of the public being injured at the Southbrook Resource Recovery Park. He advised that these incidents were being investigated further in collaboration with the respected Units.

Councillor Williams noted that a Councillor previously asked for verification of the rumour of a person falling and fracturing their leg at the Butchers Road Bridge. J Millward advised that he had not been informed of such an incident, he would, however, follow up and report to the Council.

Moved: Councillor Williams

Seconded: Councillor Doody

**THAT** the Council:

- (a) **Receives** Report No 220725126310.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this information to Community Boards for their information.

**CARRIED**

Councillor Williams thanked staff for the detailed report.

# **10. COMMITTEE MINUTES FOR INFORMATION**

- 10.1 Minutes of a meeting of the Utilities and Roading Committee of 21 June 2022
- 10.2 Minutes of a meeting of the Waimakariri-Passchendaele Advisory Group meeting of 4 July 2022
- 10.3 Minutes of a meeting of the Audit and Risk Committee meeting of 19 July 2022

Moved: Councillor Doody

Seconded: Councillor Ward

**THAT** the Council:

**Receives** Items 10.1 to 10.3 for information.

**CARRIED**

# **11. COMMUNITY BOARD MINUTES FOR INFORMATION**

- 11.1 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 20 June 2022
- 11.2 Minutes of the Oxford-Ohoka Community Board meeting of 6 July 2022
- 11.3 Minutes of the Woodend-Sefton Community Board meeting of 11 July 2022
- 11.4 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 18 July 2022

Moved: Councillor Redmond

Seconded: Councillor Stewart

**THAT** the Council:

**Receives** Items 11.1 to 11.4 for information.

**CARRIED**

# **12. REPORT FOR INFORMATION**

- 12.1 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update

*(Refer to the attached copy of report 220707115264 to the Utilities and Roading Committee meeting of 19 July 2022)*

Moved: Councillor Doody

Seconded: Councillor Redmond

**THAT** the Council:

- (a) **Receives** Item 12.1 for information.

**CARRIED**

# **13. MAYOR'S DIARY**

- 13.1 Mayor's Diary Wednesday 29 June – Tuesday 26 July 2022

Moved: Councillor Mealings

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Report No. 220728128380.

**CARRIED**

#### 14. **COUNCIL PORTFOLIO UPDATES**

##### 14.1 **Iwi Relationships – Mayor Dan Gordon**

Mayor Gordon hoped that the scheduled Mahi Tahi Joint Development Committee meeting would be held on 16 August 2022, where after he would report back to the Council.

##### 14.2 **Greater Christchurch Partnership Update – Mayor Dan Gordon**

Mayor Gordon reported that they would meet with the Government Minister on 5 August 2022 to discuss spatial planning and rapid transport. As there were some issues needed clarification before the matters were signed off.

##### 14.3 **Canterbury Water Management Strategy – Councillor Sandra Stewart**

Councillor Stewart reported that Dr Tim Chamber from the University of Otago had received funding to study the impact of nitrates in drinking water and babies being born underweight or prematurely. There was an opportunity to work with the University of Otago to design a groundwater nitrate model. This project was the first step in creating a country-wide database that mapped nitrates in drinking water. Dr T Chamber would be visiting the Christchurch area in August 2022 to test samples from private wells, and it was hoped that he would also be able to visit the Waimakariri District. It was estimated that approximately 24% of private well owners do not know their water supplies were contaminated.

##### 14.4 **International Relationships – Deputy Mayor Neville Atkinson**

Councillor Atkinson advised that there was no current update.

##### 14.5 **Regeneration (Kaiapoi) – Councillor Al Blackie**

Councillor Blackie was not present.

##### 14.6 **Climate Change and Sustainability – Councillor Niki Mealings**

Councillor Mealings noted that the Strategy and Business Unit members were attending Climate Change Workshops, and staff were updating the Council's Climate Change Work Programme. In addition, staff would be meeting with the Canterbury Mayor Forum Climate Change Working Group representative to hopefully progress some climate change action within the region.

Councillor Mealings also confirmed that no feedback had been received on the Council's submission to the draft National Adaptation Plan.

##### 14.7 **Business, Promotion and Town Centres – Councillor Joan Ward**

Councillor Ward advised that Rangiora and Oxford Promotions reported to the Audit and Risk Committee on the work they had planned for the 2022/23 financial year. She noted that the Council had met with the Rangiora Airfield Advisory Group to discuss the future of the runways at the airfield. Regarding the development of the BNZ Corner, final proposals would be submitted to the Evaluation Panel next week. In conclusion, Councillor Ward noted that the successful Review Waimakariri Economic Development Strategy Workshop was held on 7 July 2022.

#### 15. **QUESTIONS**

*(under Standing Orders)*

#### 16. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

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

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

Councillor Redmond requested that a decision on whether Item 17.6 'Memorandum of Understanding with the WHoW Charitable Trust' should be dealt with the public excluded be considered separately. However, Mayor Gordon declined his request.

Moved: Councillor Barnett

Seconded: Mayor Gordon

**THAT** the Council:

- (a) **Resolves** that the public be excluded from the following parts of the proceedings of this meeting.

**CARRIED**

Councillor Redmond Against

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
17.1	Minutes of public excluded portion of Council meeting of 5 July 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.2	Minutes of public excluded portion of an extraordinary Council meeting of 12 July 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.3	Minutes of public excluded portion of the Audit and Risk Committee meeting of 19 July 2022	Receipt of minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>ADJOURNED BUSINESS</b>				
17.4	R Hawthorne (Property Manager) to provide a verbal update.	Kaiapoi Stormwater and Flooding Improvements Authority to dispose of residual properties	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
17.5	Report of S Hart – Strategy and Business Manager	CWMS Zone Committee 2022 Membership Refresh Appointments	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.6	Report of S Markham (Manager Strategic Projects) and C Brown (General Manager Community and Recreation)	Memorandum of Understanding with the WHoW Charitable Trust	Good reason to withhold exists under Section 7	Section 48(1)(a)

17.7	Report of G Barnard (Park Community Assets Officer)	Contract 17/22 Street Reserves and Cemetery Tree Maintenance Request for approving a Two Year Extension of Contract	Good reason to withhold exists under Section 7	Section 48(1)(a)
17.8	Report of M Bacon (Development Planning Mgr), C Wood (Principal Policy Analyst), M Buckley (Principal Policy Planner) and R McClung (Principal Policy Planner)	Notification of ISP and financial contributions variations	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>MATTER REFERRED FROM AUDIT AND RISK COMMITTEE MEETING 19 JULY 2022</b>				
17.9	Report of S Nation (Quality and Risk Coordinator)	Risk Management Update and Risk Management Policy	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
171 – 17.9	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i)  Section 7 (j)

### **CLOSED MEETING**

#### **Resolution to Resume in open meeting**

Moved: Councillor Barnett

Seconded: Councillor Doody

#### **17.1 Confirmation of Minutes of the Public Excluded portion of the Council meeting of Tuesday 5 July 2022**

**Resolves** that the Minutes remain public excluded.

#### **17.2 Confirmation of Minutes of the Public Excluded portion of the Council meeting of Tuesday 12 July 2022**

**Resolves** that the Minutes remain public excluded.

#### **17.3 Receipt of Minutes of the Public Excluded portion of the Audit and Risk Committee meeting of Tuesday 19 July 2022**

**Resolves** that the Minutes remain public excluded.

17.4 **CWMS Zone Committee 2022 Membership Refresh Appointments – S Hart (Strategy and Business Manager)**

**Resolves** that recommendations (a), (b) and (f) be made public immediately and recommendations (c) and (d) be made public following Environment Canterbury's confirmation of the appointments.

17.5 **Memorandum of Understanding with the WHoW Charitable Trust – S Markham (Manager Strategic Projects) and C Brown (General Manager Community and Recreation)**

**Resolves** that recommendations be made public, however that the discussion, report and attachments remain in public excluded

17.6 **Contract 17/22 Street Reserves and Cemetery Tree Maintenance Request for Approving a Two Year Extension of Contract – G Barnard (Park Community Assets Officer)**

**Resolves** that the recommendations be made publically, however that the contents of the report and discussion remain public excluded for reasons of commercial sensitivity.

17.7 **Notification of ISP and financial contributions variations – M Bacon (Development Planning Manager), C Wood (Principal Policy Analyst), M Buckley (Principal Policy Planner) and R McClung (Principal Policy Planner)**

**Resolves** that the subject matter of this report remain public excluded under s7 (2) of the Local Government Official Information and Meetings Act 1987 until notification of Variation 1 and 2; with resolutions (a) – (g) of this report remaining public information.

17.8 **Risk Management Update and Risk Management Policy – S Nation (Quality and Risk Co-ordinator)**

**Resolves** that the resolutions be made public and that the contents of the report and discussion remain public excluded due to commercial sensitivities.

**CARRIED**

*The public excluded portion of the meeting occurred from 3.20pm to 4.26pm.*

**OPEN MEETING**

17.5 **CWMS Zone Committee 2022 Membership Refresh Appointments - S Hart – Strategy and Business Manager**

- (a) **Receives** Report No. 220720123908.
- (b) **Notes** the recommended changes to the CWMS Waimakariri Zone Committee membership will also be received for approval by the Environment Canterbury (ECan) Council on 18 August 2022.
- (f) **Circulates** this report to the Mahi Tahi Joint Development Committee and Community Boards for information.



17.6 **Memorandum of Understanding with the WHoW Charitable Trust - S Markham (Manager Strategic Projects) and C Brown (General Manager Community and Recreation)**

- (a) **Receives** Report No. 220721124491.
- (b) **Approves** in principle an extension from 8 August 2022 for three years to 8 August 2025 of the WHoW Trust: Council Memorandum of Understanding in relation to the defined project area for the purposes of progressing the Aquasports Park project.
- (c) **Notes** Crown representatives through Land Information New Zealand have continued to support the Council seeking appropriate active reuse of regeneration land, consistent with the District Plan, and the proposed Reviewed District Plan enables such activities as the Aquasports Park, while carefully managing the interface with adjoining residential activities.
- (d) **Notes** staff would bring back to the Council for approval a draft final Memorandum of Understanding document in accordance with (b) above, which once approved, would become a public document.
- (e) **Agrees** not to pursue the Kaiapoi East Resident's Association (KERA) proposal for a license to occupy, but requests staff to engage with KERA towards identifying meaningful opportunities for KERA to progress its objectives in East Kaiapoi.
- (f) **Notes** staff would be engaging with Aqualand NZ to progress preparations to further develop attractions at Courtenay Lake for the summer season and would further update the Kaiapoi-Tuahiwi Community Board (KTCB) and the Council as soon as was practical.
- (g) **Agrees** that recommendations be made public, however that the discussion, report and attachments remain in public excluded.

17.7 **Contract 17/22 Street Reserves and Cemetery Tree Maintenance Request for Approving a Two Year Extension of Contract – G Barnard (Park Community Assets Officer)**

- (a) **Receives** Report number 220706114496.
- (b) **Approves** a two year extension to contract 17/21 Street Reserve and Cemetery Tree Maintenance Contract commencing 1 October 2022 and ending 30 September 2024 for a total value of approximately \$945,000.
- (c) **Notes** that Asplundh's audited performance was an average of 99% percent over the initial four year period of the contract to date.
- (d) **Notes** that should the contract be extended for a period of two years that Greenspace staff may request a further extension prior to the expiration of the extension of an additional one year period as allowed for in the contract.
- (e) **Notes** that this report be circulated to the Community and Recreation Committee to be considered for information.
- (f) **Resolves** that the recommendations in this report be made publically available but that the contents of the report and discussion remain public excluded for reasons of commercial sensitivity.

17.8 **Notification of ISP and financial contributions variations - M Bacon (Development Planning Manager), C Wood (Principal Policy Analyst), M Buckley (Principal Policy Planner) and R McClung (Principal Policy Planner)**

- (a) **Receives** Report No. 220711116939.
- (b) **Approves** Variation 1 (Residential housing intensification) to the proposed Waimakariri District Plan and directed staff to notify the proposed variation on or before 20 August 2022.
- (c) **Approves** Variation 2 (financial contributions) to the proposed Waimakariri District Plan and directed staff to notify the proposed variation on or before 20 August 2022.
- (d) **Notes** that as a 'Tier 1' Local Authority the Resource Management Act 1991 directed the Council to prepare and notify a variation to the proposed district plan to give direct effect to housing intensification provisions of the Act.
- (e) **Resolves** that the subject matter of this report remain public excluded under s7 (2) of the Local Government Official Information and Meetings Act 1987 until notification of Variation 1 and 2; with resolutions (a) – (g) of this report remaining public information.
- (f) **Delegates** the Mayor and District Plan Review Portfolio Holder to approve a potential submission by the Council in respect of matters covered in Variation 1.
- (g) **Directs** staff to seek retrospective Council approval of any submission lodged by the Council in respect of matters covered in Variation 1.

17.8 **Risk Management Update and Risk Management Policy – S Nation (Quality and Risk Co-ordinator)**

- (a) **Approves** the draft Waimakariri District Council's Risk Management Policy (220428064824) to be forwarded to the Council for final approval at the 2 August 2022 meeting.
- (b) **Notes** the Top 10 Risks identified in the 'Corporate Risks' Risks Register.
- (c) **Notes** the current identified level of organisational risk maturity.
- (d) **Notes** the proposed Risk Management Work Programme and the resourcing of the Quality and Risk Team.
- (e) **Requests** that Management include the proposed review of the Top 10 Corporate Risks Workshop in the upcoming induction of the new Council.

**19. NEXT MEETING**

The next scheduled ordinary meeting of the Council would occur at 1pm on Tuesday 6 September 2022, to be held in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.30PM.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Mayor Dan Gordon

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-70 / 220816140854**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Joanne McBride, Roding & Transport Manager  
Gerard Cleary, General Manager Utilities & Roding**SUBJECT:** Request to Revoke the Speed Limit Bylaw 2022**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1. This report is seeking approval to revoke the Speed Limit Bylaw 2022.
- 1.2. The new Land Transport Rule: Setting of Speed Limits 2022 came into force on 19 May 2022.
- 1.3. The new Rule requires all speed limit data to be held in the National Speed Limit Register (NSLR), which is now the legal instrument for speed limits.
- 1.4. Waimakariri District Council's speed limit data has been migrated over to the National Speed Limit Register, and the data went live during the week of the 11<sup>th</sup> July 2022. As such the Speed Limit Bylaw is no longer the legal mechanism for setting speed limits.
- 1.5. Waka Kotahi have advised that once the National Speed Limit Register holds the "land transport records", then the bylaws for speed need to be revoked as soon as practicable.

**Attachments:**

- i. Waka Kotahi Guidance - Process to revoke Speed Limit Bylaws (Trim No. 220816140889)

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 220816140854;
- (b) **Approves** the revocation of the Speed Limit Bylaw 2022, effective immediately;
- (c) **Notes** that Waimakariri District Council Speed Limit information has been transferred to the National Speed Limit Register and this information is now live.

**3. BACKGROUND**

- 3.1. The new Land Transport Rule: Setting of Speed Limits 2022 came into force on 19 May 2022.

- 3.2. This new rule forms part of Waka Kotahi's Road to Zero Road Safety Strategy which underpins the vision that "No one dies or is seriously injured in road crashes on New Zealand roads".
- 3.3. Under the previous Setting of Speed Limits Rule, a Bylaw was the legal mechanism for speed limit changes.
- 3.4. Under the new 2022 Rule, all Road Controlling Authorities (RCA's) speed limit data will be migrated to a National Speed Limit Register (NSLR) which will be a central source of truth for all speed limits across the country.
- 3.5. The migration of Waimakariri District Council's speed limit data into the National Speed Limit Register has been undertaken and the data went live during the week of the 11<sup>th</sup> July 2022.
- 3.6. This means the current Speed Limit Bylaw will no longer be used to set speed limits and is required to be revoked. Guidance from Waka Kotahi states that these Speed Limit Bylaw's should be revoked as soon as practicable.
- 3.7. One important change to note is that under the new 2022 Rule, road controlling authorities will be required to develop a Speed Management Plan which will outline how the authority plans to address speeds within its area over a ten year period.
- 3.8. Regional Transport Committees will have a role in approving Speed Management Plans at a regional level to help ensure consistency in approach. The process for how this will occur is being worked through at a regional level.
- 3.9. Consultation remains a vital part of the process when setting speed limits and consultation will still be required at a road controlling authority level as part of development of the Speed Management Plan.

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

- 4.1. The implications of the change in process is not expected to impact the community. The National Speed Limit Register is publicly available and provides high quality GIS mapping to display speed limit data.
- 4.2. There are two options available to Council as follows:
- 4.3. Option One – Proceed with the revocation of the Speed Limit Bylaw 2022  
This is the **recommended option** as it allows Council to meet its statutory obligations in relation to this matter.

The Speed Limit Bylaw 2022 was adopted on the 5<sup>th</sup> July 2022. All of the speed limit data from the Bylaw has now been migrated to the National Speed Limit Register (NSLR) and this will be the legal instrument for setting speed limits going forward.

- 4.4. Option Two – Decline the request to revoke the Speed Limit Bylaw 2022  
This is **not** the recommended option as it would result in Council not meeting its statutory obligations in relation to this matter.

#### **Implications for Community Wellbeing**

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

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

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

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

### 5.3. **Wider Community**

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

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

### 6.1. **Financial Implications**

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

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

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

### 6.3 **Risk Management**

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

This proposed approach is consistent with guidance and direction from Waka Kotahi.

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

The legislation in relation to this matter is the Setting of Speed Limits Rule 2022.

There is no legislative requirement to publicly consult on the proposed revocation of this Bylaw. It may therefore be revoked by Council resolution.

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

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

#### ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

**7.4. Authorising Delegations**

Council is responsible for decision making around Bylaws.

# GUIDANCE ON PROCESS TO REVOKE SPEED LIMIT BYLAWS

9 MAY 2022

## Audience

Road Controlling Authorities (RCAs)

## Note about this guidance

This guidance is not a substitute for legal advice on the specific scenarios you are dealing with.

## Overview

Once your speed limit data is migrated to the National Speed Limit Register (NSLR) (which is the first component in the Register of Land Transport Records) and it is live, the “land transport record” in the NSLR will become the legal instrument for the speed limits.

This means that the bylaws you have for speed limits will need to be formally revoked as soon as practicable after this time.

This document provides guidance for you on how to do this.

## How to revoke your bylaws

There are two different scenarios for revoking bylaws:

- Scenario 1 – bylaw just sets speed limits – you need to revoke the bylaw
- Scenario 2 – consolidated bylaw that covers more than just speed limits – you need to revoke the part of your bylaw that sets speed limits.

To revoke your bylaws (or part of your bylaws) you need to take a decision to council in the usual way for revoking one of your bylaws, eg minuted resolution of the council.

If the sole reason for the revocation is because the speed limit has been migrated to the NSLR (that is, a “land transport record” for the speed limit has been created in the NSLR), then there is no requirement to consult under section 156 of the Local Government Act 2002 or section 22AB of the Land Transport Act 1998. This is because of [section 168AAA\(2\)](#) of the Land Transport Act 1998 and [regulation 13](#) of the Land Transport (Register of Land Transport Records—Speed Limits) Regulations 2022.

Then you need to update your published bylaws in the usual way, to show that the bylaws (or part of the bylaws) have been revoked. You are welcome to include an explanatory note directing readers to the NSLR to find the speed limits.

You will need to retain copies of the bylaws according to your usual legal obligations (including the obligation in clause 2.8(7) of the Setting Speed Limits Rule 2017 to keep speed limit information for 7 years).



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** EXC-51 / 220822143713

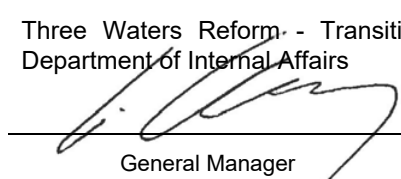
**REPORT TO:** COUNCIL

**DATE OF MEETING:** 6 September 2022

**AUTHOR(S):** Gerard Cleary, Manager – Utilities & Roading  
Libica Hurley, Project Planning & Quality Team Leader

**SUBJECT:** Three Waters Reform - Transition Support Package Agreement with Department of Internal Affairs

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks the Council's authorisation to enter a Funding Agreement with the Department of Internal Affairs (DIA) for Three Waters Reform Transition Support Package (Tranche 1).
- 1.2. The purpose of the funding on offer is to financially assist Councils with costs associated to the transition. Eligible costs include the actual costs that have been or will be reasonably incurred by the Council, to undertake a Permitted Funding Activity in accordance with the Agreement.
- 1.3. \$569,000 (+ GST) is made available to Waimakariri District Council (WDC). The Funding Agreement is required to be signed and returned to DIA by 30 September 2022, should the Council choose to. The agreement ends 30 June 2024.

Attachments:

- i. Funding Agreement between Department of Internal Affairs and Waimakariri District Council – Three Waters Services Reforms – Transition Support Package (Tranche 1) (Record No. 220822143712)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 220822143713
- (b) **Authorises** the Acting Chief Executive to sign the Funding Agreement between Department of Internal Affairs and Waimakariri District Council for Three Waters Services Reforms – Transition Support Package (Tranche 1) (Record No. 220822143712) before 30 September 2022.
- (c) **Notes** that the Waimakariri District Council could recover up to \$569,000 (+ GST) under the Transition Support Package (Tranche 1) for eligible costs as specified in the funding agreement.
- (d) **Notes** that the Funding Agreement has been provided by the Department of Internal Affairs and no amendments to the wording are proposed.
- (e) **Circulates** this report to Community Boards for information.

### 3. **BACKGROUND**

#### 3.1. **Overview of Funding Packages**

3.2. The available funding packages announced by the Department of Internal Affairs (DIA) to date include;

3.2.1. The 'No Worse Off' package which consists of;

- \$250M for stranded costs (e.g. overheads previously allocated to three waters services that are not able to be transferred or avoided).
  - This is split into three buckets nationally;
    - \$150M to Councils (excluding Auckland, Christchurch, Wellington Water) based on a per capita rate
    - \$50M to Auckland, Christchurch, Wellington Water
    - \$50M to Councils with demonstrable, unavailable and materially greater stranded costs than provided for
  - For Waimakariri District, the indicative allocation is \$3.7M (from \$150M bucket), the remaining \$50M bucket is not yet allocated.
- \$250M for financial sustainability (e.g. if reform will adversely and directly affect Council's financial ability to sustainably perform their non-three waters related roles and functions at the existing level of performance)
  - The indicative allocation of this fund has not yet been determined. DIA anticipate that the framework, principles, methodology and process for sustainability funding will be agreed by the end of the year.

3.2.2. The 'Better Off' package which consists of;

- \$500M nationally available as Tranche 1, of this Waimakariri District Council are eligible for \$5.54M.
- Later in Tranche 2 DIA have identified that WDC is eligible for the balance of \$22.18M being approximately \$16.63M.
- The 'Better Off' funding is to be used for new initiatives or to accelerate, scale up or enhance the quality of planned projects. The funding must be expended by 30 June 2027 and the projects selected must meet criteria set out by DIA.

3.2.3. Transition Support Package

- In addition to the 'Better Off' and 'No Worse Off' Funding being made available to Council's during the Three Waters Reform transition, on 19 July 2022 Associate Minister of Local Government Kieran McAnulty, announced that the Government had set aside a \$43.298 (in aggregate) million fund to assist Council's with the costs and resourcing associated to the Three Waters Reform transition.
- From this fund, each Council regardless of its size, is eligible for a minimum of \$350,000.
- According to the Funding Agreement, WDC is eligible for Total Maximum Amount Payable of \$569,000 + GST.

### 3.3. **Transition Support Package**

### 3.4. **Purpose**

3.5. An objective of the Transition Support Package is to ensure that the Council is able to participate in the reform programme without putting delivery of three waters services at risk during the transition and establishment period.

3.6. Tranche 1 of the fund relates to costs that Council will bear as a result of transition activities until 30 June 2023.

### 3.7. **Eligible Costs / Permitted Activities**

3.8. Eligible costs that can be recovered through the fund can include information gathering and reporting requirements relating to the transfer of assets, liabilities, workforce, contracts to Water Services Entities (WSE) and complying with additional requirements or processes mandated by the Water Services Entities Bill and associated legislation.

3.9. Eligible costs will be paid out by DIA in instalments, following submittal of a Payment Request and associated quarterly reporting by the Council.

3.10. Schedule 1 of the Funding Agreement outlines Permitted Funding Activities in further detail.

### 3.11. **Tranche 2**

3.12. Tranche 2 of the Transition Fund is up to \$41.416 million nationally, the purpose of this tranche being to support Council's participation in local establishment and transition teams. This fund could be used to cover the cost of seconded staff and/or funding the backfilling of positions.

3.13. This Funding Agreement relates to Tranche 1 funding only at this stage, Tranche 2 may require the signing of a separate agreement. This is yet to be confirmed.

### 3.14. **Collaboration within Entity D**

3.15. It should be noted that staff are already co-ordinating and collaborating with other Canterbury Councils who are also proposed to sit within Entity D.

## 4. **ISSUES AND OPTIONS**

4.1. The Council has two options; either to pursue the available funding to recover costs associated with the transition, or the Council could choose to not sign the funding agreement. It should be noted that this option would result in ratepayers covering the full cost of the transition in terms of staff time and possible backfilling of positions where current staff become involved in transition projects.

### 4.2. **Implications for Community Wellbeing**

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

4.4. As described above, if the funding agreement isn't utilised rates and current overheads will pay for staff time spent working on the three waters reform. This would include possibly backfilling roles depending on how onerous the transition projects are on existing staff time and the effects on Business As Usual (BAU) and the Council's ability to maintain its current Level of Service.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

### 5.3. **Groups and Organisations**

- 5.4. There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 5.5. **Wider Community**

- 5.6. The wider community is likely to be affected by, or to have an interest in the subject matter of this report, should the decision made be that the Council does not support the signing of the Funding Agreement.

- 5.7. This interest would likely be from a rating impacts perspective, if any.

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

### 6.1. **Financial Implications**

- 6.2. There are financial implications of the decisions sought by this report.
- 6.3. This budget is not included in the Annual Plan/Long Term Plan. There is currently allowance made in the Annual Plan/Long Term Plan for Three Waters Reform Transition work on the basis that staff anticipated that the Government would provide funding for this and that there would be no rating impacts.
- 6.4. There is not sufficient budget available currently to cover the entire cost of the transition, should the Funding Agreement not be accepted.

### 6.5. **Sustainability and Climate Change Impacts**

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

### 6.3. **Risk Management**

- 6.7. Staff have reviewed the Funding Agreement and note that the following clause has been included;

3.3 *DIA can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time:*

(c) *subject to clause 3.4, while any one or more of the following events or circumstances remains unremedied:*

(iv) *the Recipient is involved in any intentional or reckless conduct which, in the opinion of DIA, has damaged or could damage the reputation, good standing or goodwill of DIA or the New Zealand Government, or is involved in any material misrepresentation or any fraud;*

3.4 *However, where DIA considers that a Termination Event set out in clause 3.3(c) can be remedied, DIA must give notice to the Recipient requesting a remedy, and must not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by DIA.*

- 6.8. There may be risks arising from the adoption/implementation of the recommendations in this report. These should be discussed by the Council based on their own understanding and interpretation of the Funding Agreement as is not an area that staff intend to comment on.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.3. Not applicable

7.4. **Consistency with Community Outcomes**

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

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

7.6. **Authorising Delegations**

7.7. The Mayor and Councillors have delegation to determine whether Waimakariri District Council should enter into the Funding Agreement.



# **FUNDING AGREEMENT**

**BETWEEN**

**DEPARTMENT OF INTERNAL AFFAIRS**

**AND**

**WAIMAKARIRI DISTRICT COUNCIL**

**FOR**

**THREE WATERS SERVICES REFORMS –  
TRANSITION SUPPORT PACKAGE (TRANCHE 1)**

## AGREEMENT

The parties (identified below in Part 1) agree to be bound by the terms and conditions of this Agreement, as set out below in Part 1 (Key Details), Part 2 (General Terms), Part 3 (Definitions and Construction) and Schedule 1 (Permitted Funding Activities).

### PART 1: KEY DETAILS

- 1 **Parties**

The Sovereign in right of New Zealand, acting by and through the Deputy Chief Executive of the Department of Internal Affairs (**DIA**)

Waimakariri District Council (**Recipient**)
- 2 **Background**

The New Zealand Government is undertaking a reform programme for “Three Waters” (drinking water, wastewater and stormwater) service delivery for communities (**Three Waters Reform Programme**).

The Crown entered into a Heads of Agreement with New Zealand Local Government Association Incorporated Te Kahui Kaunihera o Aotearoa (**LGNZ**) under which, amongst other things, the Crown and LGNZ proposed that a Three Waters Reform financial support package be provided to local authorities, comprising:

  1. a “no worse off” package which will seek to ensure that financially, no local authority is in a materially worse off position to provide services to its community directly because of the Three Waters Reform Programme and associated transfer of responsibility for the provision of water services (including the transfer of assets and liabilities) to the Water Services Entities; and
  2. a “better off” package of \$2 billion which supports the goals of the Three Waters Reform Programme by supporting local government to invest in the wellbeing of their communities in a manner that meets the priorities of both the central and local government, and is consistent with the agreed criteria for such investment set out in the Heads of Agreement.

Under the Heads of Agreement, the Crown and LGNZ acknowledged that there are a range of other impacts for local authorities that may represent an adverse financial impact, which the support package outlined above does not take account of and are intended to be addressed (through a process to be agreed between the Crown (through DIA) and LGNZ) by alternative mechanisms. One such impact is the need for local authorities to incur or suffer additional costs (including the need to re-deploy personnel and seek to back fill roles) associated with facilitating the identification and transfer of assets, liabilities and revenue, including staff involvement in working with the establishment entities and transition unit, and legal, accounting, audit and specialist consultant costs.

One of the objectives of the Transition Support Package is to ensure that affected local authorities are able to participate in the reform programme without putting at risk their delivery of water services during the transition and establishment period.

The Crown (through DIA) has agreed to contribute to local authorities’ Eligible Costs, through the Transition Support Package. This package comprises:

  1. \$43.298m (in aggregate) available to councils to contribute towards direct Eligible Costs that councils will bear resulting from establishment and transition activities up to 30 June 2023, including funding councils’ information gathering and reporting requirements relating to the transfer of assets, liabilities, workforce and contracts to Water Service Entities and complying with any additional requirements or processes mandated by the Water Services Entities Bill (once enacted) and

supplementary legislation (**Tranche 1**); and

2. up to \$41.416m (in aggregate) available to councils to enable councils to contribute towards councils' participation in local establishment and transition teams, including covering the costs of seconded council staff and/or providing for staff backfill (**Tranche 2**).

This Agreement relates to the provision of Funding to the Recipient from Tranche 1. Tranche 2 funding will either be made available as a mutually agreed supplement to this Agreement or via a separate funding agreement.

The Recipient is a territorial authority with statutory responsibility for delivering Three Waters services within its own district or city.

DIA has agreed to contribute funding to the Recipient on the terms and conditions of this Agreement (**Agreement**). This funding is being provided to enable the Recipient to undertake the Permitted Funding Activities.

Key details of this Agreement are set out in this **Part 1**. The full terms and conditions are set out in **Part 2**. Defined terms and rules of interpretation are set out in **Part 3**.

- |   |                                     |   |
|---|-------------------------------------|---|
| 3 | <b>Condition Precedent</b>          | No Funding is payable under this Agreement until DIA has received this Agreement, duly executed by the Recipient, which must occur by 30 September 2022 (or such later date as DIA may agree).  |
| 4 | <b>Permitted Funding Activities</b> | <p>The Recipient may only use the Funding:</p> <ol style="list-style-type: none"> <li>1. for the purposes set out in Schedule 1; and</li> <li>2. for any other purpose with DIA's prior written approval,</li> </ol> <p>(each a <b>Permitted Funding Activity</b>).</p> <p>The Recipient may at any time request DIA to approve other purposes or activities that relate to giving effect to the intent behind this Agreement (as expressed in Item 2 above) and DIA will act promptly and reasonably in considering such requests.</p>   |
| 5 | <b>End Date</b>                     | The End Date is 30 June 2024, or such later date determined by DIA in its discretion.   |
| 6 | <b>Funding</b>                      | <p>The total Funding available under this Agreement is up to NZ\$569,000 plus GST (if any). This is the Total Maximum Amount Payable.</p> <p>The first instalment of Funding under this Agreement is NZ\$142,250 plus GST (if any) subject to receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.</p> <p>Subsequent instalments will be paid quarterly in three equal instalments, subject to:</p> <ol style="list-style-type: none"> <li>(a) Receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.</li> <li>(b) DIA receiving and being satisfied with the quarterly reports specified in the Key Details, together with the other information required in this Agreement.</li> <li>(c) No Termination Event, or event entitling DIA to suspend Funding under this Agreement, subsisting.</li> </ol> |

#### **Payment Requests**

The first Payment Request may be submitted upon the Commencement Date occurring. Each subsequent Payment Request may only be submitted at the same time as submission of a quarterly report in accordance with Item 7 (Reporting) of the Key Details, and no more than one such Payment Request



may be submitted in any Quarter, except to the extent agreed by DIA in its sole discretion.

## 7 Reporting

The Recipient will provide DIA via the DIA's Grant Management System portal with quarterly reports by the 15<sup>th</sup> Business Day following the end of Quarter, with effect from the Commencement Date, up to and including the Quarter ending on the End Date. Each quarterly report must include the information set out below, in the standard reporting form specified by DIA.

Each report is to be in form and substance reasonably satisfactory to DIA.

**Each quarterly report** must include the following information:

- (a) a high level description of Permitted Funding Activities undertaken during the relevant Quarter and the associated Eligible Costs;
- (b) a summary of the amount actually expended (or committed) on account of Eligible Costs during the relevant Quarter; and
- (c) any other information relevant to this Agreement and/or DIA's involvement in connection with the Permitted Funding Activities that is notified by DIA in writing to the Recipient.

## 8 Representative

DIA's Representative:

Name: Heather Shotter

Email: [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz)

Recipient's Representative:

Name: [name]

Email: [email]

## 9 Address for Notices

To DIA:

Three Waters Reform  
Level 7, 45 Pipitea Street  
Wellington 6011

Attention: Heather Shotter

Email: [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz), with a copy to [legalnotices@dia.govt.nz](mailto:legalnotices@dia.govt.nz)

To the Recipient:

[address]

Attention: [name]

Email: [email]

## SIGNATURES

**SIGNED** by the **SOVEREIGN IN RIGHT OF NEW ZEALAND** acting by and through the Chief Executive of the Department of Internal Affairs or his or her authorised delegate:

\_\_\_\_\_  
Name: Heather Shotter

Position: Executive Director, Three Waters National Transition Unit

Date:

**SIGNED** for and on behalf of **WAIMAKARIRI DISTRICT COUNCIL** by the person(s) named below, being a person(s) duly authorised to enter into obligations on behalf of the Recipient:

\_\_\_\_\_  
Name:

Position:

Date:

END OF PART 1

## PART 2: GENERAL TERMS

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### 1 FUNDING

- 1.1 DIA must pay the Funding to the Recipient, subject to the terms of this Agreement. The Recipient must use the Funding solely on Eligible Costs. The Funding may be paid in advance of the Recipient actually incurring (or suffering) costs or expenses that comprise Eligible Costs and the Recipient shall be entitled to reimburse itself for any such costs that it has paid for out of its own funds. DIA may request the Recipient to provide it with reasonable details (e.g. invoices or other cost details) in support of costs that the Recipient has treated as Eligible Costs for the purposes of this Agreement provided that DIA only expects to make such requests if it has reason to believe that the Recipient may not be applying sufficient rigour or discipline to the classification or quantum of costs it is treating as Eligible Costs. Before making such a request, DIA must first raise any concerns it has with the Recipient and provide the Recipient a reasonable opportunity to provide details or an explanation before DIA requests a fuller accounting for how Funding has been applied.
- 1.2 The Recipient must submit for DIA's approval a Payment Request via the DIA's Grant Management System portal at the time specified in, and otherwise in accordance with, Item 6 in the Key Details.
- 1.3 Each Payment Request must specify the amount of Funding requested (in the case of Tranche 1 Funding, each Payment Request shall be for 25% of its full Tranche 1 Funding entitlement), be authorised by the Chief Executive or an authorised representative of the Recipient, be in the form of a valid GST invoice complying with the Goods and Services Tax Act 1985, and (other than for the first instalment) be accompanied by the report for the preceding Quarter
- 1.4 DIA is not required to pay any Funding in respect of a Payment Request:
  - (a) if the Recipient has failed to respond (or respond adequately) to any information requests made by DIA under and in accordance with this Agreement (including under clause 1.1);
  - (b) if the conditions specified in Item 6 of the Key Details relating to that instalment have not been satisfied;
  - (c) if payment will result in the Funding exceeding the "Total Maximum Amount Payable" specified in the Key Details;
  - (d) if this Agreement has expired or been terminated; and/or
  - (e) while the Recipient is in material breach of this Agreement.

For the avoidance of doubt, DIA's obligation to make Funding available under this Agreement is strictly subject to clause 5.2.
- 1.5 Subject to the terms of this Agreement, DIA must pay each valid Payment Request by the 20th day of the month after the month the relevant Payment Request is approved by the DIA, and if such day is not a Business Day, on the next Business Day. DIA will pay the Funding to the Recipient's nominated Bank Account.
- 1.6 The Funding made available under this Agreement comprises grant funding and is not a loan. It is only repayable in the specific circumstances set out in this Agreement.

## 2 RECIPIENT'S RESPONSIBILITIES

### **Standards and compliance with laws**

- 2.1 The Recipient must comply with all applicable laws, regulations, rules and professional codes of conduct or practice when engaging in activities that give rise to Eligible Costs that will be paid for by Funding made available under this Agreement.

### **Permitted Funding Activities**

- 2.2 The Recipient must ensure that the Permitted Funding Activities are carried out:
- (a) with reasonable diligence, care and skill; and
  - (b) consistent with any plan or parameters agreed to between the Recipient and DIA.
- 2.3 The Recipient must use reasonable endeavours to ensure that the Permitted Funding Activities are completed by the End Date. DIA acknowledges that the cost of back-fill staff will continue to the end of any applicable fixed term or contract period and it may not be practicable for the Recipient to align such periods with the End Date.
- 2.4 The Recipient is solely responsible for the activities and matters carried out as Permitted Funding Activities, including being solely responsible for the acts and omissions of any contractors and subcontractors in connection with the same.
- 2.5 The Recipient must ensure that all agreements it enters into with any contractors or any other party in connection with the Permitted Funding Activities are on an "arm's length" basis, provide value-for-money and do not give rise to any Conflict of Interest that has not been appropriately managed. The Recipient must provide DIA with reasonable evidence of compliance with this clause 2.5 in response to any request by DIA from time to time provided that DIA only expects to make such a request if it has reason to believe that the Recipient is not complying with the standards referred to above.

### **Information Undertakings**

- 2.6 The Recipient must provide DIA with the reports specified in the Key Details, in accordance with the timeframes and reporting requirements set out in the Key Details.
- 2.7 The Recipient must provide DIA with any other information about the Permitted Funding Activities requested by DIA within the timeframe set out in the request provided that, before making such a request, DIA must have due regard to (on the one hand) the nature of the activity and the likely quantum of the cost involved and (on the other hand) the administrative burden for the Recipient in responding to the request such that the former justifies the latter.
- 2.8 The Recipient must promptly notify DIA if:
- (a) the Recipient (or any of its personnel or contractors) becomes aware of, or subject to, a Conflict of Interest that is not subject to appropriate management; or
  - (b) the Recipient becomes aware of any matter that could reasonably be expected to result in a Termination Event or a breach of any term of this Agreement by the

Recipient, and if requested by DIA must promptly provide DIA with its plan to mitigate and manage such matter.

### **Funding, records and auditors**

- 2.9 The Recipient must receive and manage all Funding in accordance with good financial management and accounting practices and to a high standard that demonstrates appropriate use of public funds.
- 2.10 The Recipient must keep full and accurate records (including accounting records) of the Eligible Costs and retain them for at least 7 years after the last payment of Funding under this Agreement. The Recipient must permit DIA (or any auditor nominated by DIA) to inspect all records relating to the Eligible Costs and must allow DIA and/or the auditor access to the Recipient's premises, systems, information and personnel for the purposes of this inspection. DIA shall bear any third party costs arising from such inspection, unless the inspection reveals a breach of this Agreement, in which case the Recipient shall bear such costs.

### **3 TERM AND TERMINATION**

- 3.1 This Agreement will be effective on and from the Commencement Date, which will be the date this Agreement has been signed by both parties.
- 3.2 This Agreement will remain in force until the End Date, unless terminated in accordance with this Agreement. If an Eligible Cost relates to a period after the End Date then this Agreement (including the Recipient's reporting obligations under Item 7 (Reporting) of the Key Details) shall continue until such time as the Permitted Funding Activity or associated arrangement giving rise to that Eligible Cost has been completed.
- 3.3 DIA can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time:
  - (a) while DIA reasonably considers that the Recipient has become or is likely to become insolvent;
  - (b) while the Recipient is subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or a Crown Manager or Commission is appointed in respect of the Recipient under Part 10 of the Local Government Act 2002; or
  - (c) subject to clause 3.4, while any one or more of the following events or circumstances remains unremedied:
    - (i) the Recipient is materially in breach of any obligation, or a condition or warranty, under this Agreement;
    - (ii) the Recipient has provided DIA with information in connection with or under this Agreement that (whether intentionally or not) is materially incorrect or misleading, and/or omits material information;
    - (iii) DIA reasonably considers that this Agreement or a Permitted Funding Activity has caused, or may cause, DIA and/or the New Zealand Government to breach any legal obligations (including its international trade obligations);

- (iv) the Recipient is involved in any intentional or reckless conduct which, in the opinion of DIA, has damaged or could damage the reputation, good standing or goodwill of DIA or the New Zealand Government, or is involved in any material misrepresentation or any fraud;
- (v) the Recipient (or any of its personnel or contractors) is subject to a Conflict of Interest which cannot be managed to DIA's reasonable satisfaction; or
- (vi) any change in law, regulations or other circumstances materially affects DIA's ability to perform its obligations under this Agreement.

- 3.4 However, where DIA considers that a Termination Event set out in clause 3.3(c) can be remedied, DIA must give notice to the Recipient requesting a remedy, and must not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by DIA.
- 3.5 On expiry or termination of this Agreement, where the total Funding paid under this Agreement exceeds the aggregate amount incurred (or committed to) by the Recipient on account of Eligible Costs, the Recipient must upon request refund to DIA the excess amount.
- 3.6 At any time DIA may recover the amount of any Funding that has been spent or used other than to pay (including by reimbursement) Eligible Costs, together with interest on all such amounts calculated at 10% per annum from the date of the mispending to the date the money is repaid.
- 3.7 Clauses 1.2, 1.4, 1.5, 2.1, 2.6, 2.9, 2.10, , 3, 4, 5, 6, 7, 8, 9 and 10 survive expiry or termination of this Agreement, along with any other parts of this Agreement necessary to give effect to those provisions. Expiry or termination of this Agreement does not affect any accrued rights, including any rights in respect of a breach of this Agreement or Termination Event that occurred before expiry or termination.

#### **4 WARRANTIES AND UNDERTAKINGS**

- 4.1 The Recipient warrants that, as at the date of this Agreement:
- (a) It has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms, and it has complied with the Local Government Act 2002 in entering into this Agreement;
  - (b) the Recipient is solvent and is not subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or to the appointment of a Crown Manager or Commission under Part 10 of the Local Government Act 2002;
  - (c) all information and representations disclosed or made to DIA by the Recipient in connection with this Agreement are true and correct, do not omit any material matter, and are not likely to mislead or deceive DIA as to any material matter;
  - (d) it has disclosed to DIA all matters known to the Recipient (relating to the Permitted Funding Activities, the Recipient or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of DIA or the New Zealand Government; and

- (e) it is not aware of any material information that has not been disclosed to DIA which would, if disclosed, be likely to materially adversely affect the decision of DIA whether to provide the Funding.

- 4.2 The Recipient warrants that the Funding has been or will be applied solely to Eligible Costs and such warranty will be deemed to be repeated continuously so long as this Agreement remains in effect by reference to the facts and circumstances then existing.
- 4.3 DIA warrants that, as at the date of this Agreement, it has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms.
- 4.4 The Recipient acknowledges that DIA has entered into this Agreement in reliance on these warranties and undertakings.
- 4.5 The Recipient acknowledges and agrees that DIA has made no warranty or representation that any funding or financial support is or will be available to the Recipient in respect of the Permitted Funding Activities, other than the Funding.

## 5 **LIABILITY**

- 5.1 The maximum liability of DIA under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, is limited to the total amount of Funding paid or payable under this Agreement.
- 5.2 The Recipient shall remain responsible for meeting the cost of any Permitted Funding Activities the total cost of which exceeds the Funding contribution made available under this Agreement, and DIA and the New Zealand Government have no obligations or responsibility whatsoever in respect of such costs and accept no financial risk on account of the Permitted Funding Activities provided that this shall in no way reduce or limit the Recipient's entitlement to funding to be made available under the "no worse off" package referred to in Item 2 of the Key Details.
- 5.3 DIA is not liable for any claim under or in connection with this Agreement or the Permitted Funding Activities, whether arising in contract, tort (including negligence) or otherwise, where such claim is or relates to any loss of profit, loss of revenue, loss of use, loss of reputation, loss of goodwill, loss of opportunity (in each case whether direct, indirect or consequential) or any other indirect, consequential or incidental loss or damages of any kind whatsoever.

## 6 **CONFIDENTIALITY**

- 6.1 Subject to clause 6.2 and 6.3, each party must keep the other party's Confidential Information in confidence, and must use or disclose that Confidential Information only to the extent necessary to perform its obligations, and/or take the intended benefit of its rights, under this Agreement. However, this will not prohibit:
  - (a) either party from using or disclosing any information with the written prior consent of the other party;
  - (b) use or disclosure of information that has become generally known to the public other than through a breach of this Agreement;
  - (c) either party from disclosing information to its personnel, contractors or advisors with a need to know, so long as the relevant personnel, contractors and advisors

use the information solely to enable that party to perform its obligations and/or take the intended benefit of its rights under this Agreement, and so long as they are informed of the confidential nature of the information and, in the case of the Recipient, the Recipient receives an acknowledgement from its personnel, contractors or advisors that they acknowledge, and must comply with, the confidentiality obligations in this Agreement as if they were party to it;

- (d) disclosure required by any law, or any compulsory order or requirement issued pursuant to any law; or
- (e) DIA from using or disclosing to any party any documents, reports or information received in relation to this Agreement, provided that prior to any such disclosure DIA removes all information that is commercially sensitive to the Recipient from the relevant work.

6.2 The Recipient acknowledges and agrees that nothing in this Agreement restricts DIA's ability to:

- (a) discuss, and provide all information in respect of, any matters concerning the Recipient, the Permitted Funding Activities or this Agreement with any Minister of the Crown, any other government agency or any of their respective advisors;
- (b) meet its obligations under any constitutional or parliamentary convention (or other obligation at law) of or in relation to the New Zealand Parliament, the New Zealand House of Representatives or any of its Committees, any Minister of the Crown, or the New Zealand Auditor-General, including any obligations under the Cabinet Manual including the "no surprises" principle; and
- (c) publicise and report on the awarding of the Funding, including the Recipient's name, the amount and duration of the Funding and a brief description of the Permitted Funding Activities, on websites; in media releases; general announcements and annual reports.

6.3 The Recipient acknowledges that:

- (a) the contents of this Agreement; and
- (b) information provided to DIA (including the reports specified in the Key Details),

may be official information in terms of the Official Information Act 1982 and, in line with the purpose and principles of the Official Information Act 1982, this Agreement and such information may be released to the public unless there is good reason under the Official Information Act 1982 to withhold it.

6.4 DIA acknowledges that the Recipient is subject to the Local Government Official Information and Meetings Act 1987 and that its confidentiality obligations under this clause 6 are subject to its compliance with that Act.

## **7 MEDIA AND COMMUNICATIONS**

7.1 The Recipient will keep DIA informed on a "no surprises" basis in relation to any media statements or press releases (including social media posts) to be made by the Recipient regarding this Agreement and/or DIA's involvement in connection with the Permitted Funding Activities.

- 7.2 The Recipient will refer any enquiries from the media or any other person about the terms or performance of this Agreement to DIA's Representative.
- 7.3 The Recipient will acknowledge the New Zealand Government as a source of funding that contributes towards the Recipient meeting the cost of the Permitted Funding Activities.
- 7.4 The Recipient does not have the right to enter into any commitment, contract or agreement on behalf of DIA or any associated body, or to make any public statement or comment on behalf of DIA or the New Zealand Government.
- 7.5 All correspondence with DIA under this clause 7 must be directed to DIA's Representative and copied to [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz).

## 8 DISPUTES

- 8.1 In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, or in relation to any question regarding its existence, breach, termination or invalidity (in each case, a **Dispute**), either party may give written notice to the other party specifying the nature of the Dispute and requesting discussions under this clause 8 (**Dispute Notice**). As soon as reasonably practicable following receipt of a Dispute Notice, the parties must meet (in person, or by audio or video conference) and endeavour to resolve the Dispute by discussion, negotiation and agreement.
- 8.2 If the matter cannot be amicably settled within 20 Business Days after the date of the Dispute Notice then, at the request in writing of either party, the matter in respect of which the Dispute has arisen must be submitted, together with a report describing the nature of such matter, to the Representatives (or, if no such Representatives have been appointed, the respective Chief Executives of the parties) (together the **Dispute Representatives**).
- 8.3 Within 20 Business Days after the receipt of a request under clause 8.2, one individual (who does not act in his or her professional capacity as legal counsel for either party) selected by each of the Dispute Representatives, must make a presentation of no longer than 30 minutes to each of the Dispute Representatives (which may be by telephone or remotely), who will then attempt in good faith to reach a common decision within a half-day. The decision of the Dispute Representatives is binding on the parties.
- 8.4 In the case of a Dispute, if the Dispute Representatives have not met within 20 Business Days of receiving a request in accordance with clause 8.2, or if they fail to reach a common decision within the stated time period, either party may by notice in writing to the other party refer the Dispute to be referred to mediation before a single mediator appointed by the parties. Each party will bear its own costs of mediation and the costs of the mediator will be divided evenly between the parties.
- 8.5 If the parties are unable to agree on the appointment of a mediator within 5 Business Days of the notice requiring the Dispute to be referred to mediation, a mediator may be appointed at the request of any party by the Arbitrators' and Mediators' Institute of New Zealand Inc.
- 8.6 If the Dispute is not resolved within 20 Business Days of referral to mediation, the parties may commence court proceedings without further participation in any mediation.
- 8.7 Nothing in this clause 8 will prevent either party from seeking urgent interim relief from a court (or other tribunal) of competent jurisdiction.



## 9 REPRESENTATIVES

- 9.1 All matters or enquiries regarding this Agreement must be directed to each party's Representative (set out in the Key Details).
- 9.2 Each party may from time to time change the person designated as its Representative on 10 Business Days' written notice to the other parties.

## 10 GENERAL

- 10.1 Each notice or other communication given under this Agreement (each a **notice**) must be in writing and delivered personally or sent by post or email to the address of the relevant party set out in the Key Details or to any other address from time to time designated for that purpose by at least 10 Business Days' prior written notice to the other party. A notice under this Agreement is deemed to be received if:

- (a) **Delivery:** delivered personally, when delivered;
- (b) **Post:** posted, 5 Business Days after posting or, in the case of international post, 7 Business Days after posting; and
- (c) **Email:** sent by email:
  - (i) If sent between the hours of 9am and 5pm (local time) on a Business Day, at the time of transmission; or
  - (ii) If subclause (i) does not apply, at 9am (local time) on the Business Day most immediately after the time of sending,

provided that an email is not deemed received unless (if receipt is disputed) the party giving notice produces a printed copy of the email which evidences that the email was sent to the email address of the party given notice.

- 10.2 The Recipient agrees to execute and deliver any documents and to do all things as may be required by DIA to obtain the full benefit of this Agreement according to its true intent.
- 10.3 No legal partnership, employer-employee, principal-agent or joint venture relationship is created or evidenced by this Agreement.
- 10.4 This Agreement constitutes the sole and entire understanding with respect to the subject matter hereof and supersedes all prior discussions, representations and understandings, written or oral.
- 10.5 No amendment to this Agreement will be effective unless agreed in writing by both parties.
- 10.6 The Recipient may not assign or transfer any of its contractual rights or obligations under this Agreement, except with DIA's prior written approval.
- 10.7 DIA may assign or transfer any of its contractual rights or obligations under this Agreement without the Recipient's prior approval. DIA may at any time disclose to a proposed assignee or transferee any information which relates to, or was provided in connection with, the Recipient, the Permitted Funding Activities or this Agreement.
- 10.8 No failure, delay or indulgence by any party in exercising any power or right conferred on that party by this Agreement shall operate as a waiver. A single exercise of any of those

powers or rights does not preclude further exercises of those powers or rights or the exercise of any other powers or rights.

- 10.9 The exercise by a party of any express right set out in this Agreement is without prejudice to any other rights, powers or remedies available to a party in contract, at law or in equity, including any rights, powers or remedies which would be available if the express rights were not set out in this Agreement.
- 10.10 This Agreement is not intended to confer any benefit on or create any obligation enforceable at the suit of any person not a party to this Agreement.
- 10.11 Any provision of this Agreement that is invalid or unenforceable will be deemed deleted, and will not affect the other provisions of this Agreement, all of which remain in force to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.
- 10.12 This Agreement is to be governed by the laws of New Zealand, and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.
- 10.13 This Agreement may be executed in any number of counterparts (including duly electronically signed, scanned and emailed copies). So long as each party has received a counterpart signed by each of the other parties, the counterparts together shall constitute a binding and enforceable agreement. This Agreement is intended to constitute a binding and enforceable agreement in accordance with its terms.

*END OF PART 2*

### PART 3: DEFINITIONS AND CONSTRUCTION

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#### Defined terms

In this Agreement, unless the context requires otherwise, terms defined in the Agreement have the meaning set out therein and:

*Business Day* means any day other than a Saturday, Sunday or public holiday within the meaning of section 44 of the Holidays Act 2003.

*Commencement Date* has the meaning given in clause 3.1 of Part 2.

*Confidential Information* of a party (Owner), means any information in the possession or control of another party (Holder) that:

- (a) was originally acquired by the Holder in connection with this Agreement through disclosures made by or at the request of the Owner; and/or
- (b) was originally acquired by the Holder in connection with this Agreement through any access to, or viewing, inspection or evaluation of, the premises, facilities, documents, systems or other assets owned or controlled by the Owner; and/or
- (c) is derived from information of a kind described in paragraph (a) or (b) above;

but excludes any information which the Holder can show:

- (d) was lawfully acquired by the Holder, entirely independently of its activities in connection with this Agreement, and is free of any other obligation of confidence owed to the Owner; and/or
- (e) has been independently developed by the Holder without reference to the Owner's Confidential Information, and without breaching any other obligation of confidence owed to the Owner.

Notwithstanding the foregoing, the terms of this Agreement are not Confidential Information.

*Conflict of Interest* means any matter, circumstance, interest or activity of the Recipient, its personnel or contractors, or any other person with whom the Recipient has a relationship that:

- (a) conflicts with:
  - (i) the obligations of the Recipient (or its personnel or contractors) to DIA under this Agreement; or
  - (ii) the interests of the Recipient in relation to this Agreement and/or the undertaking of the Permitted Funding Activities; or
- (b) otherwise impairs or might appear to impair the ability of the Recipient (or any of its personnel or contractors) to carry out the Permitted Funding Activities.

*Eligible Costs* means the actual costs that have been (including before the Commencement Date) or will be reasonably incurred by the Recipient to undertake a Permitted Funding Activity in accordance with this Agreement, including overhead and management time that is directly attributable to undertaking a Permitted Funding Activity.

*Funding* means the funding or any part of the funding (as the context requires) payable by DIA to the Recipient in accordance with the terms of this Agreement, as described in the Key Details.

*Key Details* means Part 1 of this Agreement.

*Payment Request* means a request submitted to DIA by the Recipient seeking payment of Funding.

*Quarter* means a financial quarter, being a three monthly period ending on 30 June, 30 September, 31 December or 31 March.

*Termination Event* means any one or more of the events or circumstances set out in clause 3.3.

*Water Services Entity* means:

- (a) the new water services entities to be established by legislation giving effect to the Three Waters Reform Programme; and
- (b) the local establishment entities to be established by legislation in advance of the establishment of the new water services entities.

### **Construction**

In the construction of this Agreement, unless the context requires otherwise:

*Currency*: a reference to any monetary amount is to New Zealand currency.

*Defined Terms*: words or phrases appearing in this Agreement with capitalised initial letters are defined terms and have the meanings given to them in this Agreement.

*Documents*: a reference to any document, including this Agreement, includes a reference to that document as amended or replaced from time to time.

*Inclusions*: a reference to “includes” is a reference to “includes without limitation”, and “include”, “included” and “including” have corresponding meanings.

*Joint and Several Liability*: any provision of this Agreement to be performed or observed

by two or more persons binds those persons jointly and severally.

*Parties*: a reference to a party to this Agreement or any other document includes that party's personal representatives/successors and permitted assigns.

*Person*: a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate.

*Precedence*: if there is any conflict between the different parts of this Agreement, then unless specifically stated otherwise, the Key Details will prevail over Part 2.

*Related Terms*: where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings.

*Statutes and Regulations*: a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations.

*Writing*: a reference to “written” or “in writing” includes email and any commonly used electronic document format such as .DOC or .PDF.

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END OF PART 3

## SCHEDULE 1: PERMITTED FUNDING ACTIVITIES

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### Permitted funding activities

- Information gathering exercises relating to transition, including responding to requests for information from the DIA's Three Waters National Transition Unit.
- The supply of information and resource to support council's preparation for transition, including:
  - allocation schedules for the assets, liabilities, workforce and contracts to transfer to Water Services Entities;
  - Water Service Entity asset management plans; and
  - Water Service Entity funding and pricing plans.
- Participation in local transition activity and local transition teams.
- Complying with any additional requirements or processes mandated by the Water Services Entities Bill (once enacted) and supplementary legislation.
- Any other activities that councils reasonably consider necessary to support transition and that give effect to the intent behind this Agreement (as expressed in Item 2 of the Key Details).

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-51 / 220824146324**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Gerard Cleary – General Manager Utilities & Roading  
Libica Hurley – Project Planning & Quality Team Leader**SUBJECT:** Three Waters Reform Information Request – Activity Management Plans**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1. This report intends to inform the Council of work currently being progressed by Staff in response to an information request related to the Three Waters Reform, sought by the Asset Management, Operations and Stormwater (AMOS) workstream of the National Transition Unit (NTU) at the Department of Internal Affairs (DIA).
- 1.2. This information has been requested by DIA to inform an entity-wide Activity Management Plan (AMP). This AMP will set out projects required to be completed across the South Island, forming a basis for a future works programme to be budgeted and delivered.
- 1.3. The deadline for the draft information to be supplied is 30 October 2022, but the final version isn't required until August 2023, with a further interim submission in March 2023.

**Attachments:**

- i. Asset Management Information – Financial Template (Record No. 220825146402)

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 220824146324
- (b) **Notes** that draft data to be provided to the Department of Internal Affairs by 30 October 2022 will be approved by the Acting Chief Executive.
- (c) **Notes** that prior to the final information request response being submitted to the Department of Internal Affairs in August 2023, the incoming Council will be provided opportunity to review and approve the submission providing feedback as required.

**3. BACKGROUND**

- 3.1. **National Transition Unit Workstreams**
- 3.2. Figure 1 is included to provide an overview of the NTU workstreams, providing context as to where the AMOS workstream fits within the overall structure.

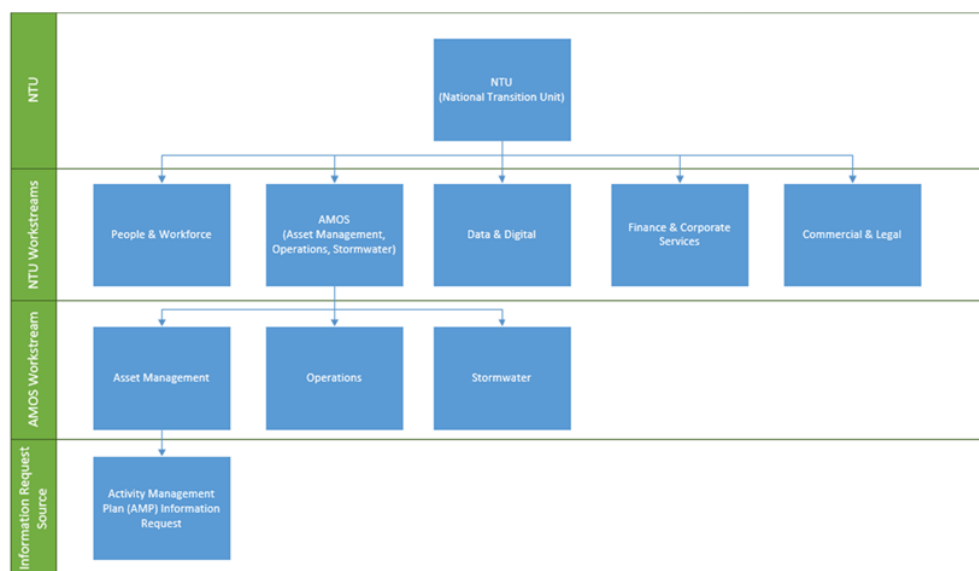


Figure 1: NTU Workstreams, identifying source of information request within AMOS workstream

3.3. The Department of Internal Affairs (DIA) are seeking Activity Management Plan (AMP) data from councils to inform an entity-wide AMP.

3.4. **Information Request Deadlines**

3.5. The first draft of the information request is due by 30 October 2022. This information will be approved by the Chief Executive prior to staff providing it to DIA.

3.6. Following the first draft, further versions are required to be submitted in March and the final submission in August 2023. Prior to the final information request response being submitted to the Department of Internal Affairs in August 2023, the incoming Council will be provided opportunity to review and approve the submission providing feedback as required.

3.7. **Purpose of Request**

3.8. DIA have sought information from Council's in order to collate a Water Services Entity (WSE) wide capital and renewal programme.

3.9. This first draft to be provided by Councils will inform financial forecasting for the WSE and the drafting of the Funding and Pricing Plan which is being developed currently.

3.10. Upon receipt of the draft information (due 30 October 2022) DIA intend to combine all councils' forecasts into a single WSE financial model for Entity D. This model will provide insight into the work required going forward, it will also enable conversations between DIA, the Asset Management Working Group, Asset Management Leads and iwi on what needs to be achieved.

3.11. The information request process is proposed by DIA to be iterative to ensure appropriate information is shared, there are no surprises and the WSE's AMP is legislatively compliant while meeting the requirements of our community in a manner that is deliverable whilst staying within the limits of the Funding and Pricing Plan.

3.12. **Information Requested**

3.13. The information request seeks data relating to projects that are already included in our Annual Plan and Long Term Plan, as well as additional projects that are yet to be budgeted for by Council but are possible additional projects that would benefit our Communities (for

example, joining water schemes to increase efficiencies or upgrading parts of the stormwater network to mitigate against the impacts of increased adverse weather events).

- 3.14. Please refer to Attachment i) for the information request template provided by DIA.

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

- 4.1. This report is for information only so no decision is required of Council yet, however as this is considered a matter that should be put in front of the Council, decision to submit the final set of data will be required prior to August 2023.

##### **4.2. Implications for Community Wellbeing**

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

- 4.4. Staff recognise that in order to best represent our Community, the information provided to DIA needs to be accurate and wide-spread. The list of projects included in this information will be relevant to the well-being of the District post-July 2024 and should be carefully collated.

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

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

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

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

- 5.3. Engagement with runanga locally could be considered prior to the final information being submitted in August 2023. Engagement on the first draft by 30 October is not considered necessary given time pressures and the iterative process to follow over the next year.

- 5.4. Providing the information request itself at a local level may not be of interest to mana whenua, however collaboration between DIA and Mana Whenua will likely occur when establishing the entity-wide AMP.

##### **5.5. Groups and Organisations**

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

##### **5.7. Wider Community**

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

- 5.9. The wider community is considered to have a broad interest in the outcomes delivered as a result of the information being requested by DIA, but not likely in the actual subject matter of this report. Level of Service and proposed projects to be completed by the entity going forward will impact our Communities, including all ratepayers and people living in the District as well as visiting or working in the Waimakariri.

- 5.10. It is critical that Waimakariri District Council provide the best information through this request, so that our Communities are well-represented when the entity is determining which projects to complete across the South Island.



- 5.11. The information that the Council provides will feed into the NTU's AMP and the new entities will have their own obligations regarding community consultation that they will need to give effect to.

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

### **6.1. Financial Implications**

- 6.2. There are financial implications of the decisions sought by this report. The Transition Funding for Three Waters Reform being offered could cover the costs of staff time to respond to this information request meaning that there would be no financial impact on ratepayers.

- 6.3. This budget is not included in the Annual Plan/Long Term Plan.

### **6.4. Sustainability and Climate Change Impacts**

The recommendations do have sustainability and/or climate change impacts. Many of the projects proposed or already included in Council AMPs are looking to mitigate or address the effects of climate change.

### **6.3 Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. While the information provided to DIA is important, there will be further opportunities to optimise and refine this submission prior to August 2023.

### **6.3 Health and Safety**

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

## **7. CONTEXT**

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

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

### **7.3. Authorising Legislation**

- 7.4. Water Services Entities Bill (Proposed)

### **7.5. Consistency with Community Outcomes**

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

- Opportunities for collaboration and partnerships are actively pursued.
- The Council makes information about its plans and activities readily available
- Harm to the environment from sewage and stormwater discharges is minimised
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard

### **7.7. Authorising Delegations**

- 7.8. Not applicable

220824146324 - Report to Council - Three Waters Reform AMOS Asset Management Information Request - 6 September 2022

### **Attachment i)**

The following fields are required to be populated under each heading, in a spreadsheet template supplied by the AMOS workstream.

#### **Project Information**

- Council Project ID
- Council
- Scheme / Area
- Service Area
- Project / Programme Name
- Short Description
- Asset Type
- Project Type

#### **Drivers**

- Primary Driver
- Secondary Driver
- Carbon Reduction Impacts

#### **Readiness for years 1 to 3 only**

- Project Phase Completed
- Year 1 Deliverability
- Stakeholder Engagement Undertaken (with whom)

#### **Renewals Forecasting Method**

- Age
- Condition
- Criticality
- Other
- Name of forecasting model if used

#### **Financials**

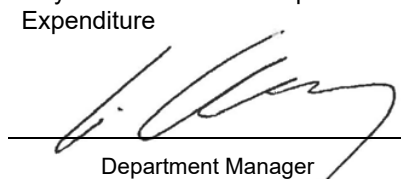
- Project Status
- % Allocated to Growth
- % Allocated to Renewal
- % Allocated to LoS
- % Allocated to Opex (only if project is Consequential Opex)
- Financial Data Confidence
- Margin of Error +/-%
- % Contingency Applied
- Staff Costs Capitalised and included in budget
- Funding / Delivery Partner
- % To be funded by Entity

- Self-Prioritisation

**Supporting Information**

- Dependencies
- Comments
- Supporting Information

**Years 1 to 30 financial figures**

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-22-03, DRA-16-04 / 220825147219**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Gerard Cleary – General Manager, Utilities & Roding  
Kalley Simpson, 3 Waters Manager  
Joanne McBride, Roding & Transport Manager**SUBJECT:** July 2022 Flood Response – Emergency and Immediate Works Expenditure**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1 This report is to provide an overview of the July 2022 flood events and associated response works which are either in progress or planned. The report also seeks approval of unbudgeted expenditure of \$3.15 million to respond to and recover Council's infrastructure services impacted by the flooding. Due to the scale and nature of these works both capital and operational expenditure is proposed to be funded from debt particularly given much of the operational expenditure has a significant element of enhancement.
- 1.2 The rainfall events which occurred during July 2022 (12 July, 20 July, 26 July, and 30 July) including the wind event on the 18 July, required a substantial response from our maintenance contractors and there has been some damage to Roding and 3 Waters infrastructure in the district. Additionally, there has been a large number of drainage related service requests that need to be worked through, which may result in additional improvement works being required.
- 1.3 A number of roads were closed or access restricted around the district, leaving areas of the community isolated both during and post flood event. Current staffing levels and maintenance allowances in our budgets are not adequate to respond to and recover from this series of storms and the impact on the District. The increased weather patterns and storm events is having a significant impact on our assets and our ability to maintain the same level of service and provide a response to the increase in service requests.
- 1.4 Work has been underway since the flood event to identify all issues in the network and restore infrastructure. This has included repairing underground services, roads, bridges, culverts, slips and washouts from overland flow. In some areas, the work required to repair infrastructure is reasonably substantial and as such is ongoing.
- 1.5 The outcome is that a total of 685 drainage service requests and 130 sewer service requests have been distilled to a total of 77 new drainage investigations and 5 new sewer investigations, which on top of the previous 61 projects, makes a total of 143 investigations. Note that this number may go up or down as investigations are split into two separate issues, or alternatively combined.
- 1.6 A Flood Response Project Control Group (PCG) has been established, using both internal and external resources. This PCG is currently involved in collating, triaging and categorising all the service requests, and has also begun acting on the most urgent ones.

- 1.7 A tracking system will be established to ensure that each investigation is tracked through until completion. The PCG will be updating the tracking spreadsheet weekly, providing an update memo via email to Councillors and Community Board members fortnightly, and reporting formally to the Utilities and Roading Committee monthly.

Attachments:

Attachment i - 2021-2022 Flood Events - Service Requests and Investigations Update August 2022  
- Report to Utilities and Roading (220811137957[v2])

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 220825147219;
- (b) **Approves** the unbudgeted expenditure of up to \$3.15 million for emergency and immediate works responding to and recovering from the flooding;
- (c) **Notes** that a total of 143 investigations have currently been identified for action;
- (d) **Notes** that staff have established a Flood Recovery Project Control Group to oversee delivery of these investigations;
- (e) **Notes** that staff are seeking additional external resources to assist with the delivery of these investigations;
- (f) **Notes** that even with these additional resources, it is likely to be a 6-month delivery period, but that staff will prioritise the investigations based on scale, effect and community interest;
- (g) **Notes** that staff will bring a further report to the October Council meeting to give an update and refined cost estimate and rating implications, noting that this expenditure is separate to any "Better Off" funding allocation;
- (h) **Notes** that staff will be preparing a fortnightly emailed update to Councillors and Community Boards, and a more detailed monthly report to the Utilities and Roading Committee on progress on these projects and will be preparing a communications strategy for public information;
- (i) **Notes** that staff will work with Waka Kotahi, insurers and other external parties to seek funding for the works where available;
- (j) **Circulates** this report to all Community Boards for information.

## 3. **BACKGROUND**

- 3.1 During the month of July 2022, four rainfall events occurred and the total rainfall for the month was about 4 times higher than the typical average for this time of the year. While individually these were not significant events, the cumulative monthly rainfall for the month reached record levels. Additionally there was a wind event on the 18 July 2022.
- 3.2 The event on the 12 July 2022 was estimated to be approximately a 10 year event in the coastal area and the event on the 26 July 2022 was estimated to be a 20-30 year event in the coastal area (refer Attachment (i) for further information). The cumulative rainfall for July was the wettest on record – Rangiora saw 238.4mm of rain in July, which is 441% of the average rainfall of 54mm for July based on records from 1991-2020.
- 3.3 While the events in July were less in scale compared to the May 2021 flood event, it still required a substantial response from our maintenance contractors and there has been some damage to Roading and 3 Waters infrastructure in the district (as outlined in the following sections below). Additionally there has been a large number of flooding related

service requests that need to be worked through, which may result in additional improvement works being required.

- 3.4 A total of 685 Drainage Service Requests and 130 Sewer Service Requests were received related to the flooding in July. These have now been triaged and classified as shown in Tables 1 and 2 below.

**Table 1 – Classification of Drainage Service Requests**

Classification		No. SR	Investigations
Investigations	Flood Team	86	61*
	Historical	133	45
	New	51	32
Maintenance		311	-
Customer Advised		78	-
Call Back		18	-
Not Flooding Related		8	-
<b>TOTAL</b>		<b>685</b>	<b>138</b>

\* Only 29 of the 61 flood team investigations had further SR in July.

**Table 2 – Classification of Sewer Service Requests**

Classification		No. SR	Investigations
Investigations	Flood Team	30	3**
	Historical	2	2**
	New	64	5
Maintenance		17	-
Customer Advised		17	-
<b>TOTAL</b>		<b>130</b>	<b>5</b>

\*\* Included under drainage above.

- 3.5 As noted above we have identified 77 additional drainage investigations and 5 additional sewer investigations that we need to add to the list. Combined with the previous 61 investigations, this gives a total of 143 investigations that need to be tracked.

### 3.6 Roading

- 3.7 The key impacts and ongoing issues to the Roothing network generally fall into following categories:
- Surface Flooding, Signage and Closures – Different impacts have been experienced across the District for each flood event, either being more area impacts or widespread flooding across District. Traffic management resources were activated and signs / cones were implemented to help manage widespread flooding impacts on a large number of roads through all the events.
  - Slips – A very wet district has resulted in slips occurring in areas such as along Ashley Gorge Road. These are being assessed and addressed when identified.
  - Sealed road potholes – Saturated pavements are resulting in potholes continue to form wherever seal waterproofing is compromised. Failures are being managed by patching, until wider area repairs are programmed and can be completed.
  - Unsealed Roads Aggregate Loss and Scouring – The unsealed Network has been heavily impacted by the flood events during July with the foothills roads particularly being impacted with resulting scour, aggregate loss and fines being washed out of the running course. Over the last two months Corde have had three graders deployed on the network to start addressing the issues. A large programme of remetalling has been identified, on top of an already significant annual maintenance metalling programme.

Metaling which is now in progress was initially delayed as the two WDC gravel pits have been full of water, due to high groundwater levels.

- e. Rivers, Bridges and Culverts – There has been riverbank erosion occur in a number of areas around the district, and this includes scour at bridge abutments and piers. Urgent repairs have already been carried out at the Makerikeri River Bridge and on Beach Road. Debris has been removed from the upstream side of a number of bridges. Culvert scour repairs have been undertaken or are programmed. Blocked culverts have been cleared. Further work needs to be carried out where significant scour of waterways has occurred alongside roads, including Giles Road and Taaffes Glen Road.
- f. Lees Valley Road and Okuku Pass Road - Further scour, slips, culvert washouts and road subsidence has occurred along both Lees Valley Road and Okuku Pass Road. A programme of urgent repairs has been developed and repairs are ongoing. Further work to help improve resilience along these roads will be prepared for consideration as part of the next Long Term Plan process.
- g. River Fords – The river fords have remained closed as river levels remain high. Repairs will be carried out once river levels drop to a level that they can be safely opened.

3.8 The total cost of our Roding response is still to be quantified but is estimated to be in the order of \$2 million.

### 3.9 **Urban Stormwater**

3.10 Temporary pumps were deployed to Dudley Drain, Feldwick Drain, McIntosh Drain and Swindells Road in advance of each of these events. During the event additional pumps were deployed to McDougal Place, Cridland Street West and Trousselot Park in Kaiapoi and after the event in Washington Place in West Eyreton. Additional support was also obtained from Ongrade to assist with checking grills, sumps and flapgates during the event as maintenance staff were stretched. The total additional unbudgeted cost for the urban stormwater response is \$250,000.

3.11 The flooding that occurred in McDougal Place and the Kiln Place/Fairweather Crescent parts of Kaiapoi, which identified to be backflow from the Kaikanui Stream. Immediate works are currently underway to prevent similar flooding occurring in future events. There has also works that have been identified in other urban areas, including Pearson Lane in Rangiora, Main North Road south of Kaiapoi, which will require immediate works to be implemented.

3.12 The total cost of our immediate urban stormwater response is still to be quantified but is estimated to be in the order of \$450,000.

3.13 It is noted that CCTV inspection work is yet to be scoped, but could be in the order of \$50,000-\$100,000 based on the work undertaken for the previous flooding events in 2021/22.

### 3.14 **Rural Land Drainage**

3.15 Generally, the drains in the rural drainage areas of the District functioned well. The following repair works have been identified as a result of the event:

- Ohoka Stream – Bank collapse
- Main North Road – Damaged culvert

3.16 There has also been drain maintenance work identified in areas outside of Drainage Rating Areas.

3.17 The total cost of our rural drainage response is estimated to be \$75,000 and will be funded from an overspend of existing operational budgets.

### 3.18 **Rivers**

- 3.19 The Okuku River has also changed course and Environment Canterbury River Engineers are currently considering whether interim works are necessary. Potentially they may need to undertake river training works and bank protection works in the order of \$50,000.
- 3.20 It is likely that Environment Canterbury will seek joint funding for these works similar to the approach taken after the May 2021 floods. The Waimakariri District Council share of this work is estimated to be \$25,000 at this stage which is unbudgeted expenditure.
- 3.21 Environment Canterbury does not specifically rate for river works in the area. They are currently looking at undertaking a formal process to establish a rating area over the Okuku River as part of the 2024/34 Long Term Plan process. This would allow funding for more permanent works and ongoing maintenance.
- 3.22 The \$25,000 contribution from Waimakariri District Council proposed in this report is to provide interim works to reduce the risk to adjacent properties. If further works are required, due to future flood events in the Okuku River, this will need to be considered separately by Council at that stage.

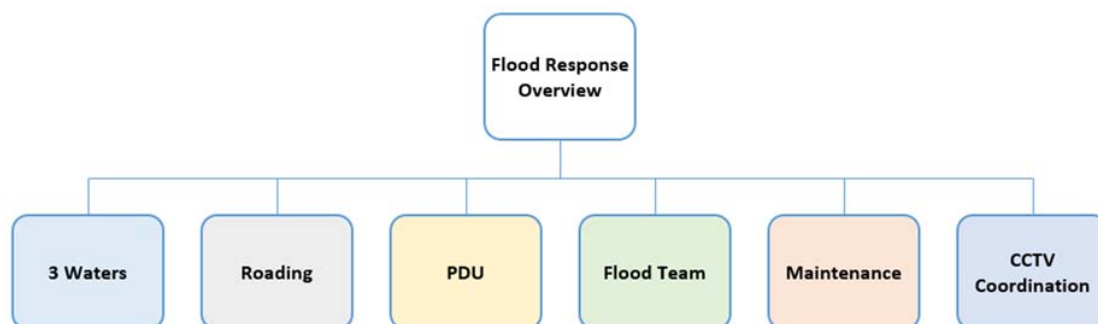
### 3.23 **Wastewater**

- 3.24 The wastewater reticulation system was overloaded particularly during the events on the 12 July and 26 July, which were “above design” events for the wastewater system. Sucker trucks were deployed to the following locations to keep the level sewers down:
- Akaroa Street, Kaiapoi
  - Ohoka Road, Kaiapoi
  - Cridland Street West, Kaiapoi
  - Chapman Place PS, Kaiapoi
  - Kairaki PS, Kairaki/Pines
  - Stalkers Road, Woodend Beach
  - King’s Ave, Waikuku Beach
  - Rotten Row, Waikuku Beach.
- 3.25 The Akaroa Street, Ohoka Road and Chapman Place PS areas will benefit from the Kaiapoi Stormwater and Flooding Improvements project. The Cridland Street West area is also an area being investigated by the Flood Team, although this is a catchment of focus as part of the Kaiapoi Wastewater Network Capacity Upgrades project. Further investigation is required at the Kairaki PS which experienced issues again even though improvements had been implemented to the sewer system in the Kairaki campground. The issue at Rotten Row in Waikuku Beach and Stalkers Road in Woodend Beach are also in areas being investigated by the Flood Team.
- 3.26 There were significant problems with inflow and infiltration overwhelming the Mandeville Sewer System. The high rainfall and high groundwater resulted in significant quantities of water entering private septic tanks that connect to the Council’s STEP sewerage system. This resulted in loss of service for a number of properties. Sucker trucks were deployed to help manage flows and to maintain some level of service in the system. Staff visited properties and gave advice to residents where appropriate depending on the circumstances with their septic tanks. There will be further investigation work required to follow up on this issue and consider future options for this scheme.
- 3.27 The cumulative impact of the events impacted the Rangiora WWTP ponds and there was an overflow of treated wastewater from Pond 3. Environment Canterbury were advised and inspected the site while the overflow was occurring. Testing was undertaken which indicated that there was no discernible environmental impact as a result of the overflow.



A summary memo will be provided through to Environment Canterbury and reported through to the Utilities & Roding Committee.

- 3.28 The total cost of our wastewater response is estimated to be \$100,000 and will be funded from an overspend of existing operational budgets.
- 3.29 **Flood Response PCG**
- 3.30 Council received a total of 685 drainage related service requests and 130 sewer related service requests for the period of 12 July 2022 to 5 August 2022, which covers the period for the events in July 2022. The scale of service request is substantial and effectively is approximately 85% of what we typically receive in a year that have been lodged in less than a month.
- 3.31 Each of these service requests have been responded to by a call back to acknowledge that we have received their request, however we will need to undertake further maintenance checks and / or investigations prior to responding to the customer with the outcome or next steps.
- 3.32 All of the service requests have been triaged and there are an additional 77 drainage investigations and 5 sewer investigations that need to be added to the previous 61 investigations from the previous flood events.
- 3.33 A Flood Response Project Control Group (PCG) has been established, using both internal and external resources. The structure of the PCG is shown in Figure 1 below.



**Figure 1 – Structure of the Flood Response PCG**

- 3.34 It is noted that staff are seeking additional external resources to assist with the overview management of the flood response and the delivery of the investigations identified. It is likely given the scale of investigation work required, that it will be a 6-month delivery period.
- 3.35 This PCG is currently involved in prioritising and programming the investigation work and also coordinating the maintenance checks and CCTV inspections. Investigations are being prioritised based on scale, effect and community interest. Work has commenced on the most urgent ones.
- 3.36 A tracking system will be established to ensure that each investigation is tracked through until completion and a follow up call with the outcome of the investigation is provided back to all customers.
- 3.37 The PCG will be updating the tracking spreadsheet weekly, providing an update memo via email to Councillors and Community Board members fortnightly, and reporting formally to the Utilities and Roding Committee monthly.
- 3.38 The total cost of external support for the Flood Response PCG is estimated to \$500,000, which is unbudgeted expenditure.

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

- 4.1. Due to the nature of these events, there is no ability to be able to plan in advance for infrastructure that may need to be replaced or repaired. As such staff often need to make informed decision in a very short timeframe regarding reinstatement of infrastructure but are aware of the need to make sound decisions regarding the best whole of life costs for either repairing or reinstating these assets.
- 4.2. When we experience larger rainfall and flooding events in the District, we need to increase our resources using external consultants to assess and respond to service requests in a timely manner.
- 4.3. Where there are specific decisions which require Council input or for a decision to be made, this will be reported through to Council.
- 4.4. This report covers the impact and funding to the recent high rainfall and flooding in July 2022. The longer term implications of increased weather patterns, climate change and associated impact on our services, including resourcing and financial implications will be subject to a future report ahead of the next Annual Plan and subsequent Long Term Plan process.

##### **Implications for Community Wellbeing**

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

Safe and reliable Rounding and 3 Waters infrastructure is critical for wellbeing. 3 Waters infrastructure includes adequate wastewater and drainage services to provide a safe environment for all and Rounding infrastructure is require to provide safe egress and enable residents to access goods and services within the community.

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

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

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

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report as it relates to impacts on drainage systems, waterways and rivers. Staff will update the Runanga at the executive meetings and where relevant on specific projects or consents engage with MKT.

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

Some of the issues in this report cross over with Environment Canterbury in terms of consenting, or in relation to rivers and natural waterways assets and services they maintain. Staff from ECAN and WDC are working to proactively coordinate where necessary.

- 5.3. There are some drainage related issues that also relate to water races and irrigation races. Where this is the case staff are coordinating with Waimakariri Irrigation Limited.

##### 5.4. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report, as the wider community has been impacted by the recent flood event.

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

##### 6.1. **Financial Implications**

There are financial implications of this report. The estimated costs of the clean-up from this flood event, and initial works underway or planned for the immediate future is in the

order of \$3.15 million and the full costs are not likely to be clear for another 4 to 8 weeks. Further detailed information on costs and any details as they relate to budgets will be provided to Council in a future report. This report seeks approval for the expenditure of this \$3.15 million.

**Table 3 – Estimate of Unbudgeted Expenditure**

Area	Estimate
Roading	\$2,000,000
Stormwater	\$450,000
Land Drainage	\$75,000
Rivers	\$25,000
Wastewater	\$100,000
Flood Response PCG	\$500,000
<b>TOTAL</b>	<b>\$3,150,000</b>

The October report will include information such as whether each component of expenditure should be expensed or capitalised and the overall rating impact. If all of this unbudgeted expenditure were to be loan funded on a District wide basis over a 10 year period this would increase rates by approximately \$11 (including GST) per ratepayer, assuming that Waka Kotahi co-funding is obtained for the Roothing related works.

Roothing assets are not insured however Emergency Flood events do attract Waka Kotahi co-funding. Work category 141 enables funding from the National Land Transport Fund (NLTF) in response to a defined, major, short-duration natural event (a qualifying event) that has reduced or will reduce customer levels of transport service significantly below those that existed prior to the event and results in unforeseen, significant expenditure.

Events that qualify for NLTF funding as emergency works will:

- be of unusually large magnitude or severity for the particular area in which they occur (as a guide, they would be expected to have an annual return period greater than 1 in 10 years)
- originate from natural, short duration triggering events, including very high intensity rainfall, severe wind, severe drought in government declared drought areas or seismic events
- have reduced, or will reduce within a 12-month period, levels of transport service significantly below those that existed prior to the event
- involve a total cost of \$100,000 or more per event per approved organisation or Waka Kotahi NZ Transport Agency (state highways) region
- be clearly defined, named and described, with a separate funding application required for each event.

The usual funding assistance rate (FAR) that applies to emergency works for qualifying events within each financial year is:

- the approved organisation's normal FAR. This covers cumulative claims for total costs of emergency works **up to 10%** of the approved organisation's total cost of its maintenance programme for the year (as approved when the National Land Transport Programme (NLTP) was adopted), or
- the approved organisation's normal FAR plus 20% to a maximum of 95%. This is for the part of the cumulative claims of total costs of emergency works that **exceeds 10%** of the approved organisation's total cost of its approved maintenance programme for the year.

Initial discussions on the claim have been undertaken with the Waka Kotahi Investment Advisor to advise that an application will be made under the Emergency Works Funding Activity.

The Council is currently in the process of applying to Government for 'Better Off' funding that is being offered as part the Three Waters Reform process. Note that none of the

proposed projects in the Flood Response programme of works are included in the “Better Off” funding projects.

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

The frequency and severity of flood events is likely to increase due to the impacts of climate change.

#### 6.3. **Risk Management**

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

A risk-based approach has needed to be adopted around the management of repairs to infrastructure damage. The best whole of life cost needs to be considered when agreeing the extent of repair and there is a residual risk of ongoing repairs being required due to further rainfall events.

#### 6.4. **Health and Safety**

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

Physical works will be undertaken to repair flood damage and as per standard process for any physical works, the contractor will be required to provide a Site Specific Health & Safety Plan for approval prior to work commencing on site.

### 7. **CONTEXT**

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

This matter is likely to be a matter of significance in terms of the Council's Significance and Engagement Policy. Due to the emergency nature of the work it is not possible to consult with the Community, however the investigations will result in projects and work programmes that will be the subject of consultation in future Annual and Long Term Plans.

#### 7.2. **Authorising Legislation**

The Land Transport Management Act is the relevant legislation in relation to Roading activities.

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

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

This report considers the following outcomes:

##### ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

##### ***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.

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

- Harm to the environment from sewage and stormwater discharges is minimised
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard
- Waste recycling and re-use of solid waste is encouraged, and residues are managed so that they minimise harm to the environment

**7.4. Authorising Delegations**

Council has the authority to receive this report.

Relevant staff have delegation to authorise unbudgeted emergency works where needed. These delegations have been exercised during these the response to, recovery form and immediate works in association with these flood events. Future reports will seek approval for unbudgeted expenditure.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** DRA-16-03 / 220811137957**REPORT TO:** UTILITIES AND ROADING COMMITTEE**DATE OF MEETING:** 23 August 2022

**AUTHOR(S):** Emile Kloppe, Flood Team Lead  
 Caroline Fahey, Water Operations Team Leader  
 Kalley Simpson, 3 Waters Manager

**SUBJECT:** 2021-2022 Flood Events – Service Requests and Further Investigations Update

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

  
 General Manager

  
 Acting Chief Executive
**1. SUMMARY**

- 1.1 The purpose of this report is to update the Utilities and Roading Committee on the status of the drainage service requests and further investigations related to the following flood events:

Group 1. 29 to 31 May 2021, 15 December 2021 and 12 February 2022.

Group 2. 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022

- 1.2 A total of 598 drainage service requests were received related to the rainfall events in Group 1 and total of 61 areas were previously identified for further assessment. A further 685 drainage service requests were received related to the rainfall events in Group 2. Council staff are currently triaging and classifying these service requests to determine how many additional investigations are required.
- 1.3 The Flood Team, which was in the process of being disestablished following the Group 1 rainfall events, has been extended to work through the additional services requests and further investigations. Based on the scale of additional service requests, it is anticipated that it will take at least 3-6 months to work through these investigations. Accordingly, while almost all customers have received an initial call back, it may take some time to respond with the outcome of the investigations.
- 1.4 This report provides an update on the 61 further investigations underway for the Group 1 rainfall events, including progress made since the previous Utilities and Roading Committee meeting held on 19 July 2022, and also provides an overview of the Group 2 rainfall events and the processing of service requests.

**Attachments**

- i. Progress and status of the 61 Further Investigations for Group 1
- ii. Presentation on the July 2022 Flood Events (TRIM 220811137976)

## 2. **RECOMMENDATION**

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No 220811137957.
- (b) **Notes** that 598 drainage service requests were received related to the significant rainfall events in May 2021, December 2021 and February 2022, from which a total of 61 areas were identified for further investigation work.
- (c) **Notes** that 17 of the 61 investigations are either complete, and the issue resolved, or incorporated into the Business as Usual (BAU) work and is being tracked as part of a maintenance or capital works programme.
- (d) **Notes** that 685 drainage service requests were received related to the rainfall events on 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 and further work is currently underway to identify the number of additional further investigations required.
- (e) **Notes** that a page has been set up on the Council's website to provide updates on the status of drainage works underway, which will be updated to include information related to the July rainfall events.  
  
URL: <https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>
- (f) **Notes** that a communications strategy will be developed that covers both general messaging as well as targeted area specific information.
- (g) **Circulates** this report to the Council and Community Boards for information.

## 3. **BACKGROUND**

- 3.1. Background on the Group 1 rainfall events was previously reported through to the Utilities and Roading Committee in the following reports:
  - May 2021 Flood Event – TRIM 210909144676
  - December 2021 Flood Event – TRIM 211223205713
  - February 2022 Flood Event – TRIM 220310034384
- 3.2. During the month of July 2022, four rainfall events occurred and the total rainfall for the month was about 4 times higher than the typical average for this time of the year. While individually these were not significant events, the cumulative monthly rainfall for the month reached record levels. Additionally the high annual rainfall we have experienced over the past 12 months (refer Figure 1 below) means the catchment in the district are saturated catchments and groundwater levels high to the extent the resurgence channels are flowing in the Mandeville area.
- 3.1 Figure 2 below shows the current groundwater levels in a monitoring bore M35/0143 to the west of Mandeville. When levels are above 10m below ground level the undercurrents are usually following in the District, which is currently occurring in the No.10 Road and Siena Place areas. It is expected that the undercurrents will continue to flow in the Mandeville area for at least the next two months.
- 3.2 Groundwater levels in the coastal area are also very high at the moment, which is impacting drainage systems, particularly soakage type systems, in Waikuku Beach, Pegasus, Woodend Beach and The Pines Beach.

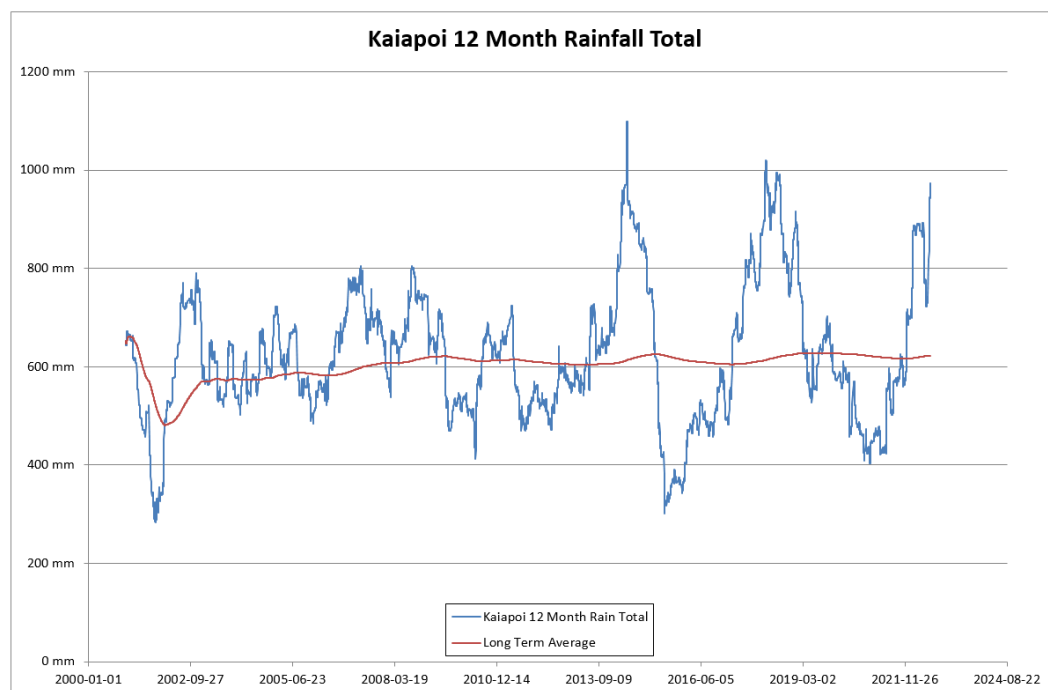


Figure 1 – Rainfall and Return Period 12<sup>th</sup> February 2022

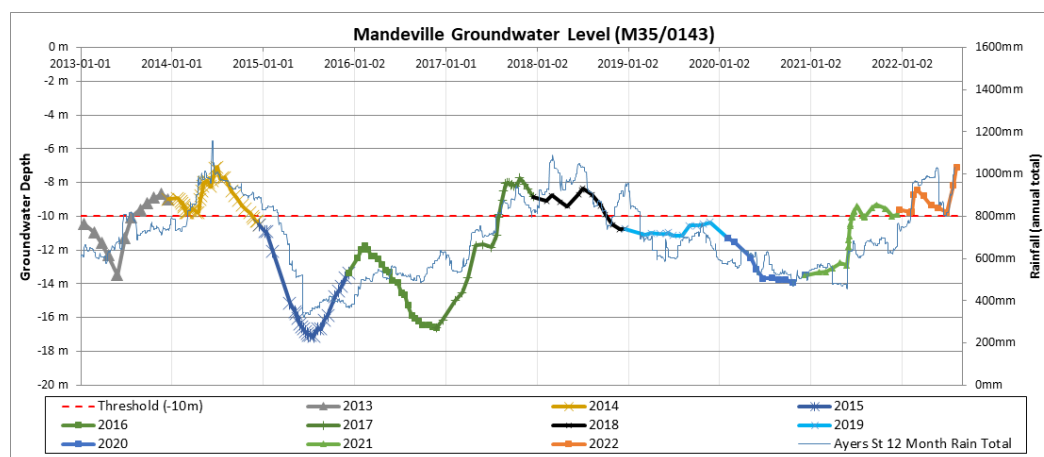


Figure 2 – Mandeville Bore (M35/0143) Groundwater Level

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

- 4.1. A total of 598 drainage service requests were received related to the May 2021, December 2021 and February 2022 rainfall events and total of 61 areas were identified for further assessment.

##### **Progress since Previous Report**

- 4.2. Attachment i provides a snapshot of each of the status of the 61 further investigation and whether CCTV, maintenance and/or survey is required.
- 4.3. In addition to Attachment i, three separate projects were compiled to consolidate the remaining focus areas' works into separate packages of maintenance, CCTV and survey works.
- 4.4. Since the previous U&R Committee update meeting, the Flood Team have continued to focus their attention on investigating the below 5 key focus areas, with the addition of the



aforementioned “consolidation projects”. These key Focus Areas and their progress are discussed in Section 4.6 of this report.

- Broadway Avenue, Waikuku Beach
- Swindells Road, Waikuku Beach
- Fuller Street, Kaiapoi
- Cust Road, Cust
- Ranui Mews, Kaiapoi
- Consolidation Projects
  - Maintenance
  - CCTV & Jetting
  - Surveying

4.5. Table 1 below provides a breakdown/summary of all the focus areas per drainage scheme.

**Table 1: 61 Further Investigation Areas Breakdown**

Scheme	Total	Status			Planned		
		Allocated	Started	Complete /BAU	Maintenance	CCTV & Jet	Survey
Rangiora	3	3	3	0	1	0	0
Kaiapoi	17	17	11	6	2	3	0
Woodend	3	3	3	0	0	1	0
Waikuku Beach	3	3	2	1	2	1	0
Pines Kairaki	3	3	2	1	1	0	0
Pegasus	1	1	1	0	1	0	0
Oxford Urban	7	7	5	2	4	0	0
Ohoka Rural	4	4	3	1	1	1	0
Oxford Rural	1	1	0	1	0	0	0
Coastal Rural	4	4	3	1	1	0	2
Rural Central	1	1	1	0	1	0	0
Cust Rural	3	3	0	3	2	0	0
District Drainage	9	9	7	2	2	0	0
Other	2	2	1	1	1	0	0
<b>Total</b>	<b>61</b>	<b>61</b>	<b>42</b>	<b>19</b>	<b>19</b>	<b>6</b>	<b>2</b>

4.6. Of the 61 areas identified for further investigation, all 61 projects have been allocated and started while 19 have been completed or are considered to be Business as Usual (BAU) (up from 7 last month). The remaining 42 focus areas have been allocated and investigations are underway.

4.6.1. For the purposes of this report, BAU is defined as no further action and/or input is required from the Flood Team whilst “Completed” is defined as the project has been completed and can be closed off.

4.6.2. Appendix I provides a breakdown of all projects’ progress.

### **Key Focus Areas**

4.7. Progress on the key focus areas is summarised below:

#### **4.7.1. Broadway Avenue, Waikuku Beach**

- The Flood Team have progressed the 31 Broadway Avenue project to a point that the Project Delivery Unit can take it over to manage, procure and construct as part of their ongoing business as usual projects.
- It is noted that flooding was reported at this location during the 26 July 2022 rainfall event.

#### **4.7.2. Swindells Road, Waikuku Beach**

- CORDE have recently (early August) completed the cleaning of the swales and road culverts.
- A sump is currently being installed on Park Terrace, which will enable a private stormwater system from a low point in the rear of properties to be checked for blockages.
- Options memo is still being worked on to determine the recommended upgrading solution. The following potential options are being considered:
  - Localised upgrades of driveway culverts, pipes and swale to provide a functional improvement to the existing system (expected 2-year capacity).
  - System wide upgrades and extension to provide a 5-year level of service capacity in the primary system.
  - Provision of pump chamber to enable efficient and effective deployment of a temporary pump.
  - Installation of a permanent pump station.
  - Use of the adjacent reserve to provide a stormwater retention basin.
- An additional budget of \$450,000, comprising of \$50,000 in 2022/23 for design and \$400,000 in 2023/24 for construction, has been approved as part of Drainage Staff Submission to 2022/23 Annual Plan.
- This budget will enable the system to be upgraded and extended along the toe of the stopbank, and also for a pump chamber to be installed for a temporary pump. The next steps are to finalise the options memo before seeking feedback on the proposed solution.
- It is noted that flooding was reported at this location during the 12 July 2022 rainfall event. In the other July events a temporary pump was proactively deployed, although flooding was reported during the 26 July 2022 rainfall event.

#### **4.7.3. Fuller Street, Kaiapoi**

- A draft memo has been issued for review, which recommends a two-stage approach. The first being the management of onsite generated stormwater and the second being the management of offsite generated stormwater and minimising offsite runoff surcharging onto the property.
- It is proposed that advice is provided to the landowners to implement the onsite improvements and that Council progresses the non-return valves and a barrier along the rear boundary.
- The works to implement the proposed solution will be undertaken from the existing Kaiapoi Minor Stormwater Improvements budget in 2022/23.

#### **4.7.4. Cust Road, Cust**

- Preliminary design report has been prepared and a workshop has been held between 3 Waters, Roding and the Flood Team to discuss the preliminary designs' findings. Following on from the workshop the implementation of upgrades will be progressed by the Roding team.
- The proposed upgrade improvements include:
  - At 1838 Cust Road a staged approach is proposed whereby firstly the existing soak pits will be replaced with larger and deeper soak pits, and additional soak pits will be installed and then secondly PDU will develop a design to implement a piped overflow system.

- At 1790 Cust Road, landowners are to be notified of their responsibility to maintain driveway culverts. A courtesy clearing of driveway culverts by the maintenance contractor to be completed.
- 1689 Cust Road & 467 Earlys Road, maintenance of the water race and inspection of the pipe is completed. No flooding was observed during the 12 July 2022 event.
- At 1649 Cust Road a new sump is to be installed opposite 1657 Cust Road along with the installation of bunding to allow for some ponding within the swale. A new soak pit will also be installed and is programmed with planned soak pits at 1838 Cust Road.

#### 4.7.1. Ranui Mews, Kaiapoi

- During the 12 July 2022 event the sewer main in Ohoka Road surcharged which caused issues with Ranui Mews onsite sewer system. Portable chemical toilets were deployed to about 12 units during the rainfall event. Unit 20 with the new external vent did not experience any issues with the toilet.
- The developer informed us that air admittance valves (AAV) existed in the roof cavity. One of these was removed during the 12 July rainfall event and this prevented the toilet backing up. All of the AAV were removed in advance of the 26 July rainfall event and no issues with the toilets were reported.
- A price has been obtained from a contractor to modify the AAV vents and extend them through the roof to vent externally.
- Further investigation on the surcharging in the sewer main in Ohoka Road is underway based on information collected from the loggers installed in a manhole at Ranui Mews and in a manhole in Ohoka Road and also from operational data from the Parnham Lane pump station.

#### 4.7.2. CCTV Consolidation Projects

- Table 2 below contains a breakdown of all the further investigations with CCTV works planned and their status.
- Current forecasts show CCTV works to be completed by mid-September, subject to agreeing the scope and approach for a number of the more difficult sites.

**Table 2: CCTV Consolidation Focus Areas' Status**

Project	Scoped	Priced	Agreed	Complete
Newnham Street	Removed from CCTV consolidation focus areas			
Strachan Place	Y	Y	Y	Y
310 Beach Road	Y	Y	N	N
34 Mansfield Drive	Y	Y	Y	Y
44 Bracebridge Street	Y	Y	Y	Y
46 A Fuller Street	Y	Y	Y	Y
Dale Street	Y	Y	Y	Y
1 Wesley Street	Y	N	N	N
14 Kalmia Place	Y	Y	Y	Y
15 Cridland Street	Y	N	N	N
169 Williams Street	Y	Y	Y	Y
39 Woodglen Drive	Y	N	N	N
5 B Norton Place	Y	Y	Y	Y

31 Broadway Avenue	Y	Y	Y	Y
12 Reserve Road	Y	Y	Y	Y
14 Kiwi Avenue	Y	Y	Y	Y
4 Swindells Road	Y	Y	Y	N
6 Weka Street	Y	Y	Y	N
Wilson Drive	Y	N	N	N
494 Mill Road	Y	Y	Y	Y
Skewbridge Road	Y	Y	Y	Y
467 Earlys Road	Y	Y	Y	Y
1649 Cust Road	Removed from CCTV consolidation focus areas			
Ranui Mews	Y	Y	Y	Y
Kairaki PS	Y	Y	Y	Y

### **Processing of the July Service Requests**

- 4.8. A total of 685 drainage service requests were received related to the July 2022 rainfall events. Council staff are currently triaging and classifying these service requests to determine how many additional investigations are required. It is expected the some of these requests will relate one of the existing Flood Team investigations (referred to above), however it is anticipated that additional investigations will be required.
- 4.9. Of the 685 drainage service requests, approximately a third have already been processed into one the following categories
- Customer Advised – for private related issues
  - Maintenance Programmed / Investigation – where maintenance related checks or work is required to ensure the existing system is operating as intended.
  - Flooding Land / Road Investigation – where further investigation is required to determine if upgrades are necessary to reduce the likelihood of flooding in future events.
- 4.10. Once the triaging and grouping work is complete, the investigations will be prioritised and programmed. Based on the scale of additional service requests, it is anticipated that it will take at least 3-6 months to work through these additional investigations. While almost all customers have received an initial call back acknowledging their request and seeking further information, it may take some time to respond with the outcome of the investigations.
- 4.11. Further programme and progress updates will be reported to the Utilities and Roading Committee at future meetings as this work progresses. It is noted that only the additional investigation work will be itemised in these updates, however a percentage complete figure will be provided for the maintenance related work.
- 4.12. It is also noted that there have been 130 sewer service requests related to the July rainfall events. These will be separately reported through to the Utilities and Roading Committee and any further investigations included into the subsequent progress reporting.

### **Implications for Community Wellbeing**

Some of the locations of flooding have had flooding in the past and some residents have had to make insurance claims for flood related damage. This has a potential implication on community wellbeing for these residents.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be directly affected by this work. However, they will have an interest in any future proposed works that may have an impact on waterways and rivers. Staff will update the Runanga at the executive meetings and where relevant on specific projects engage with MKT.

## 5.2. **Groups and Organisations**

Directly affected property owners will be consulted with on the proposed upgrades.

Community boards and drainage advisory groups will be updated on the investigation works and any specific future proposed works that come out of the assessment.

## 5.3. **Wider Community**

The wider community will be kept informed via the Council's website. A dedicated webpage has been set up for the recent flood events across the wider district, refer:

<https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>

A community meeting was held for Waikuku Beach residents on 6 July 2021, however not all investigation work has been completed in this area. If necessary, a targeted update to the Waikuku Beach community, either via a local newsletter flyer or dedicated flyer will be delivered to all addresses in the village.

Target consultation has been undertaken for the Kaiapoi Community via the Shovel Ready programme of works which will address most of the issues experienced in the Dudley Drain, Feldwick Drain and McIntosh Drain catchments.

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

## 6.1. **Financial Implications**

The costs associated with this investigation work will be charged to existing Drainage asset management and operations budgets. Any physical inspection work such as pipe maintenance and CCTV inspection work will be charged to the maintenance budget for the relevant Drainage scheme.

It is expected additional capital works budget will be required to implement upgrades identified as part of the further investigation work. These budgets will be sought as part of the 2023-24 Annual Plan process.

All other investigation and maintenance works is being undertaken from existing operational budgets.

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

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

Any proposed upgrading works will consider the potential impacts of climate change in terms of higher rainfall intensities and sea level rise. The procurement of any physical works will use sustainable procurement practices.

## 6.3 **Risk Management**

There are no additional risks arising from the adoption/implementation of the recommendations in this report. The improvements implemented as a result of the drainage assessment identified will reduce the overall risk profile to Council and the community.

### **Health and Safety**

The health and safety risks associated with undertaking this investigation work will be managed by standard Council processes.

## **7. CONTEXT**

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

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

### **7.2. Authorising Legislation**

The Local Government Act 2002 sets out the power and responsibility of local authorities, including the Council's role in providing drainage services.

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

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

- *There is a safe environment for all*
- *Core utility services are provided in a timely and sustainable manner*

### **7.4. Authorising Delegations**

The Utilities and Roading Committee is responsible for activities related to stormwater drainage.

**Appendix I – Progress and status of the 61 Focus Areas**

Location	Allocated	Progress	Maintenance	CCTV & Jet	Survey
Newnham Street	Flood Team - Consolidation Projects	Underway			
Ivory Street	Roading	Underway			
Strachan Place	3 Waters	Underway	Planned	Complete	
310 Beach Road	3 Waters	BAU	Complete	Planned	
34 Mansfield Drive	Flood Team - Consolidation Projects	Underway		Complete	
364B Williams Street	Roading	Underway	Planned		
44 Bracebridge Street	Flood Team - Consolidation Projects	Underway		Complete	
46 A Fuller Street	Flood Team	Underway	Complete	Complete	Complete
52 Feldwick Drive	Roading	Underway			
59 Main North Road	3 Waters	BAU	Complete		
68 Sovereign Boulevard	3 Waters	Underway	Planned		
69 Old North Road	3 Waters	BAU			
Dale Street	Roading	Underway		Complete	
1 Wesley Street	Flood Team - Consolidation Projects	Underway		Planned	
Porter Place	3 Waters	Complete	Complete		
14 Kalmia Place	Flood Team - Consolidation Projects	Underway		Complete	
15 Cridland Street West	Flood Team	Underway		Planned	
169 Williams Street	Flood Team - Consolidation Projects	Underway		Complete	
26 Hamel Lane	3 Waters	Complete			
30 Williams Street	Roading	Complete			
39 Woodglen Drive	PDU	Underway		Planned	
5 B Norton Place	PDU	Underway		Complete	Complete
189 Rangiora Woodend Road	Roading	Underway			
31 Broadway Avenue	Flood Team	BAU	Complete	Complete	Complete
12 Reserve Road, 14 Kiwi Avenue & 19 Cross Street	Flood Team	Underway	Planned	Complete	Complete
4 Swindells Road	PDU	Underway	Planned	Planned	Complete
Beach Road	PDU	Underway			
Batten Grove	Flood Team - Consolidation Projects	Underway	Planned		
56 Featherstone Avenue	3 Waters	BAU			

31 Pegasus Main Street	Flood Team - Consolidation Projects	Underway	Planned		
12 - 16 Kowhai Street	Flood Team - Consolidation Projects	Underway	Planned		
6 Weka Street	PDU	Underway		Complete	
Bay Road	3 Waters	Underway	Planned		
13 Queen Street	3 Waters	Complete	Complete		
23 Burnett Street	PDU	Underway	Planned		
189 High Street	PDU	Complete			
Pearson Drain	3 Waters	Underway	Planned		
494 Mill Road	3 Waters	Complete		Complete	
175 Mill Road	3 Waters	Underway	Planned		
181 McHughs Road	PDU	Underway			
Wilson Drive	3 Waters	Underway		Planned	
31 Victoria Street	3 Waters	BAU			
SH1	Roading	Underway			TBD
4 Macdonalds Lane	Flood Team	Underway	Planned		
11 Stalkers Road	Flood Team	Underway			TBD
820 Main North Road	3 Waters	Complete			
Skewbridge	Roading	Underway	Planned	Complete	
1649 Cust Road	Flood Team	BAU			
467 Earlys Road & 1689 Cust Road	Flood Team	BAU	Planned	Complete	
1838, 1840 & 1842 Cust Road	Flood Team	BAU			
105 Taaffes Glen Road	PDU	Complete			
217 Toppings Road	3 Waters	Underway			
51 Smarts Road	PDU	Underway			
556 Steffens Road	Roading	Underway	Planned		
730 Depot Road	Roading	Underway			
951 Upper Sefton	Roading	Complete	Complete		
Dixons Road	Roading	Underway	Planned		
Hodgsons Road	Roading	Underway			
Mt Thomas Road	3 Waters	Underway			
Ranui Mews	3 Waters	Underway	Planned	Complete	
Kairaki PS	3 Waters	Complete		Complete	





# July 2022 Flood Events

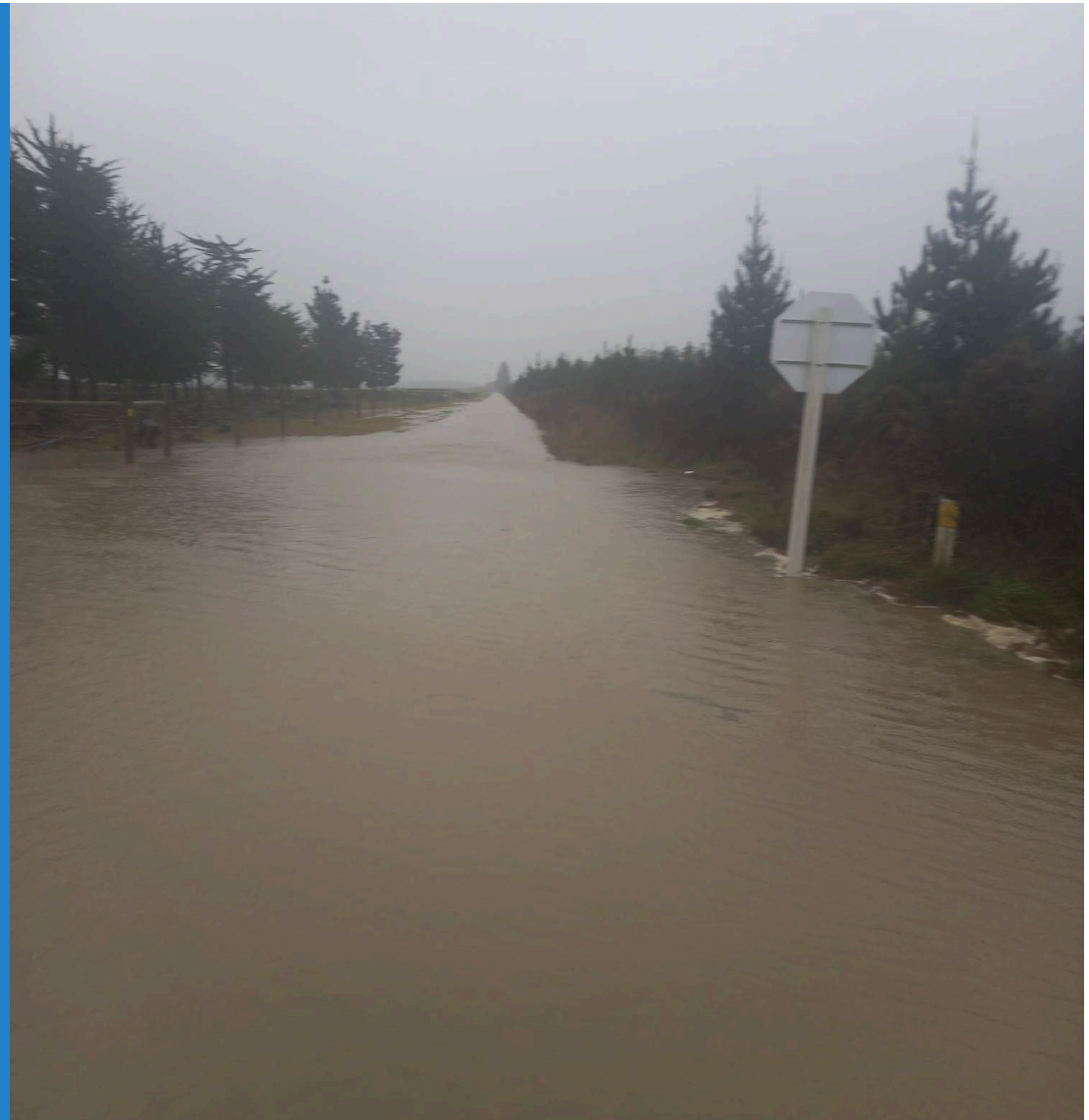
## Council Briefing

9 August 2022



# Agenda

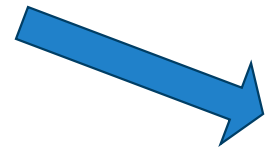
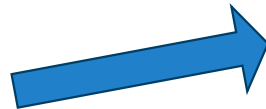
- Events – Rainfall & Groundwater
- Service Requests
- Further Investigations
- Next Steps
- Public Communications



Rockford Road

# July Rainfall Events

- 12 July – 65-75mm
- 20 July – 25-35mm
- 26 July – 50-120mm
- 30 July – 25-35mm



Site	Total Rainfall	Return Period	Critical Duration	Rainfall For Critical Duration
Kaiapoi	74.4mm	12 years, 2 months	12 Hours	62.2 mm
Woodend	74.8mm	10 years, 4 months	12 Hours	62.4 mm
Rangiora	76.6mm	8 years, 10 months	12 Hours	63.0 mm
Mandeville	68.6mm	5 years, 10 months	12 Hours	53.4 mm
Summerhill	69.2mm	4 years, 2 months	12 Hours	53.6 mm
Oxford	66.8mm	4 years, 8 months	12 Hours	57.2 mm

Site	Total Rainfall	Return Period	Critical Duration	Rainfall For Critical Duration
Kaiapoi	109.6 mm	20 years, 2 months	24 Hours	96.2mm
Woodend	119.6mm	30 years, 4 months	24 Hours	108.2mm
Rangiora	78.6mm	4 years, 0 months	24 Hours	67.2mm
Mandeville	72.2mm	3 years, 8 months	24 Hours	62.0mm
Summerhill	61.8mm	1 years, 5 months	24 Hours	51.4mm
Oxford	47.2mm	0 years, 7 months	48 Hours	47.2mm

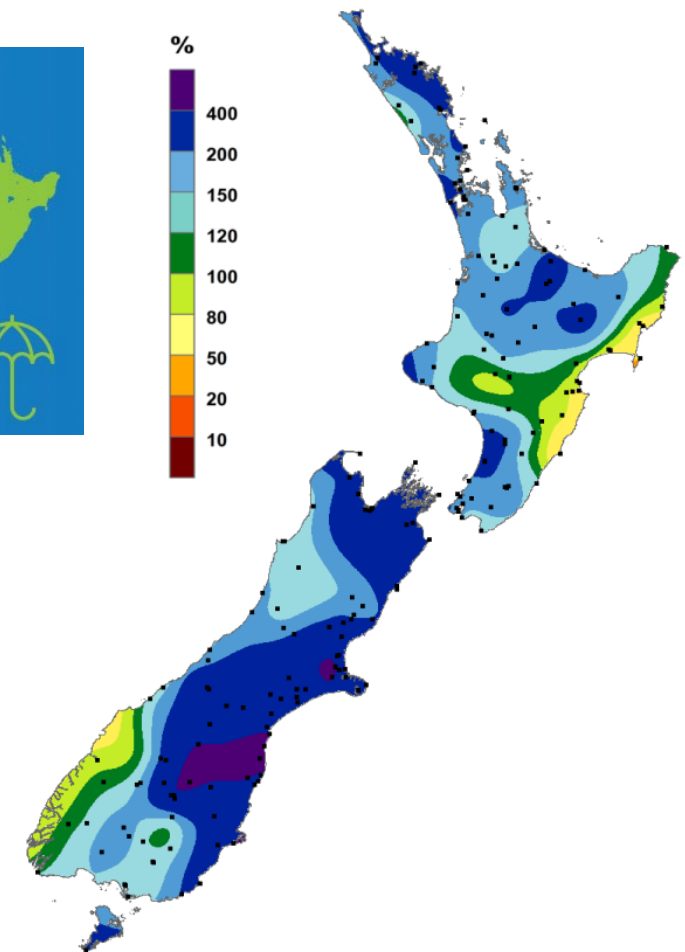
# July Total Rainfall



- Kaiapoi – 259mm
- Rangiora – 234mm (Average 54mm)
- Oxford – 205mm (Average 80mm)

*“Rangiora saw 238.4mm of rain in July, the 1991-2020 July average is 54mm so that would be **441% of normal.**”*

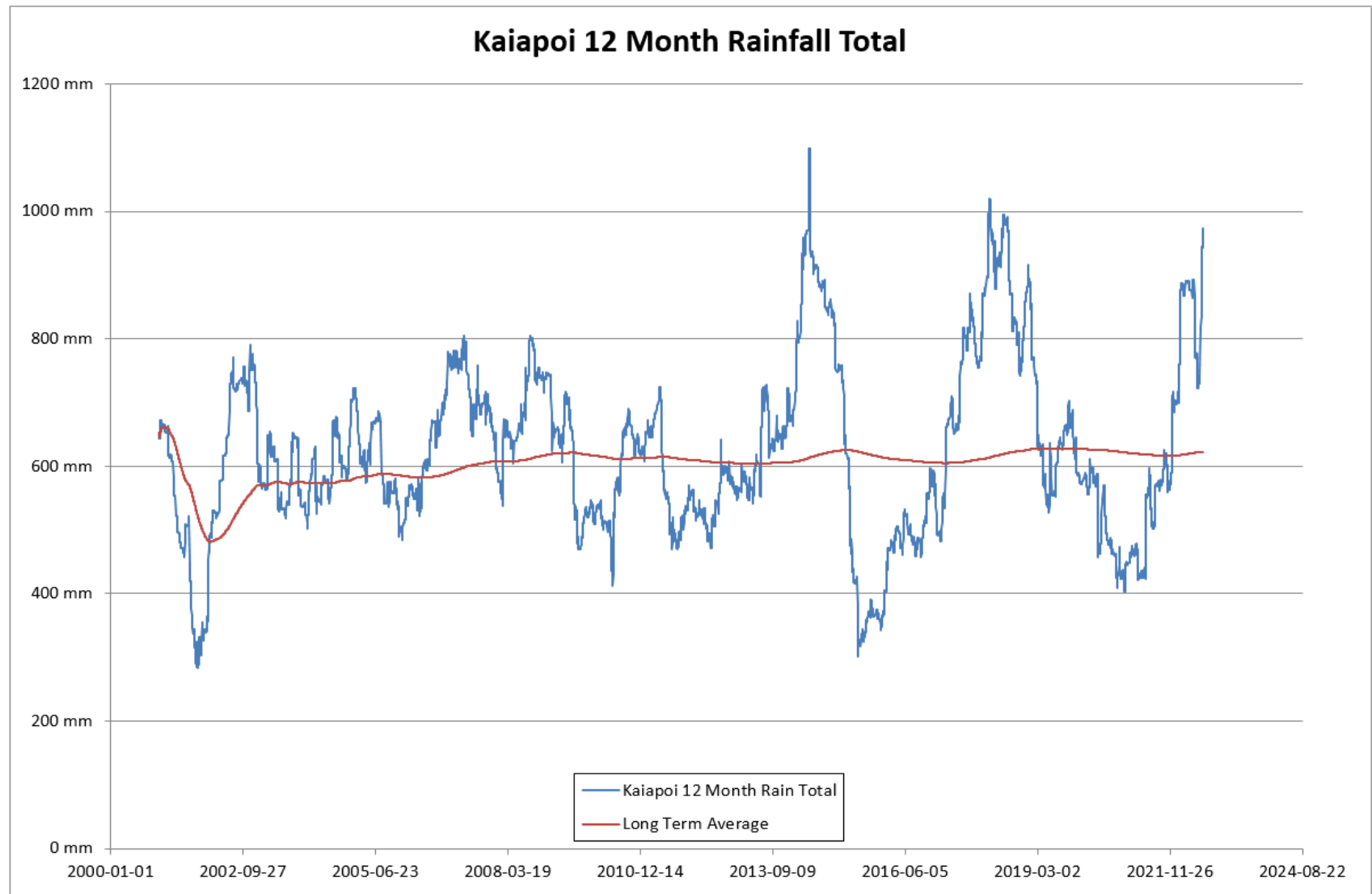
Nava Fedaeff, NIWA Forecaster/Science Communicator



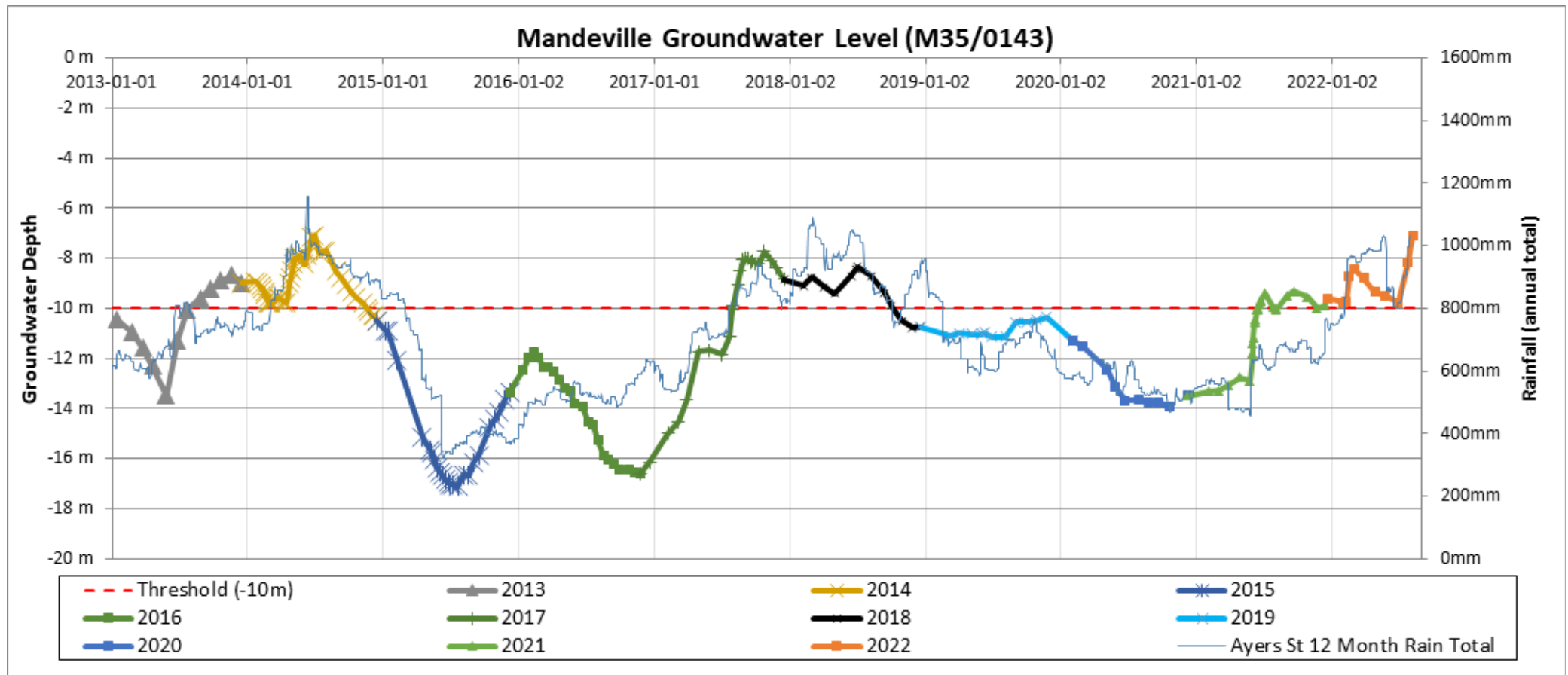
## July rainfall

Expressed as a percentage of the 1981-2010 normal.

# Annual Rainfall



# Groundwater Levels



# July Rainfall Events

## Summary

- Individually – not significant events
- Cumulative monthly rainfall – at record levels
- Annual rainfall high – saturated catchments
- Groundwater levels high – resurgence channels flowing

***“Hasn’t been this bad since 2014”.***

Mandeville resident



# Service Requests

- Drainage related service requests received - **685**
  - 12 July event – 271
  - 20 July event – 58
  - 26 July event – 234
  - 30 July event – 122
- Typically 800 per year, so 85% years' work in less than a month!
- **Almost all have been called back to acknowledge their request**





# Service Requests

- **Sewer related service requests – 130**
- Cridland Street West, Kaiapoi
- Featherstone Ave, Kairaki
- Stalkers Road, Woodend Beach
- Percival Street, Rangiora
- Tuahiwi (Various)
- Mandeville (Various)
- Drone footage has been taken on undercurrent flow in the Mandeville area.



# Further Investigations

- **Triage and classification of all Drainage related service requests**
- **Grouping:**
  - Existing Investigation (61)
  - Historical Investigation (e.g.: View Hill Stream / Depot Road)
  - New Investigation
- **Prioritisation**
- **Programming – 3-6 months**

Classification
Customer Advised
Maintenance Programmed
Maintenance Investigation
Flooding Road Investigation
Flooding Land Investigation
Stockwater Issue

# Further Investigations

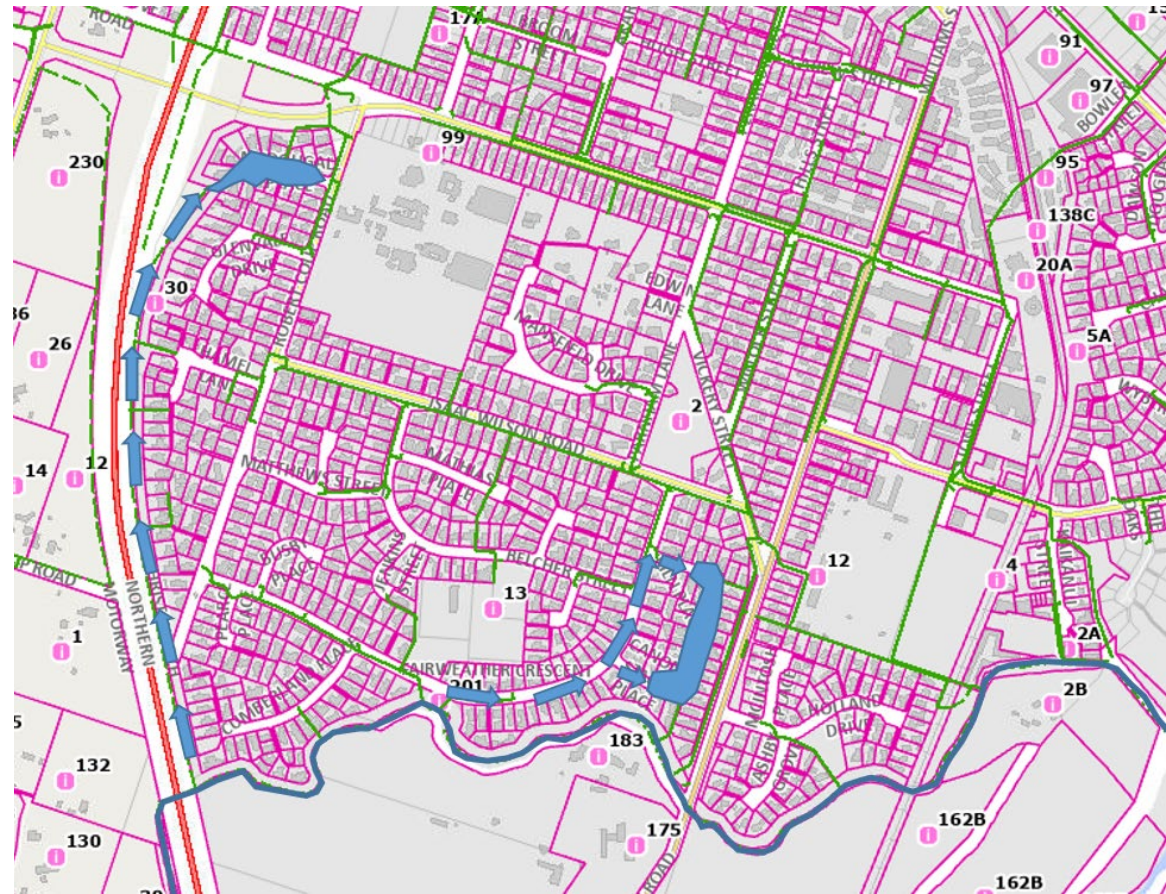
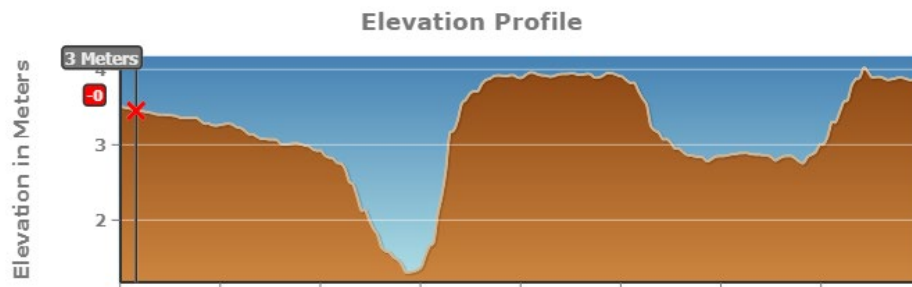
- Kiln Place / McDougal Place



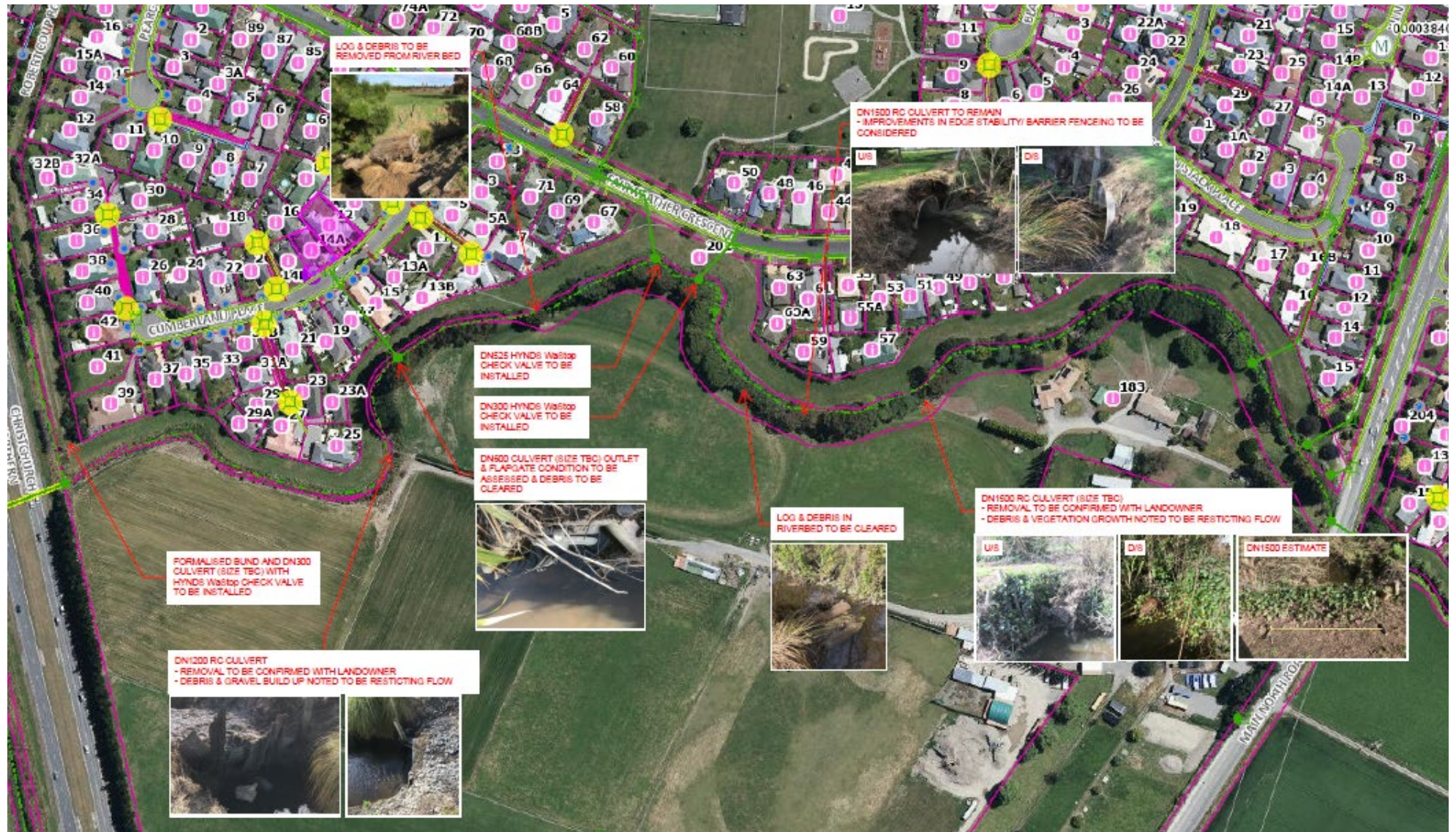


# Further Investigations

- Kiln Place / McDougal Place







## Next Steps

- Complete **post event de-brief** with maintenance contractors
- Complete **classifying**, grouping and prioritising additional 685 service requests
- Assign to Flood Team (External consultants + 3 Waters & Roding staff, support from PDU) to undertake **follow-up investigations**
- **Programme** being developed and an progress update will be reported to U&R in August
- Complete **inspections** of Roding network and determine extent of repair work required
- Establish whether this qualifies as an emergency event under Waka Kotahi **funding** rules

# Public Communications

- **Website will be updated and kept up to date**
- **Communications strategy to be developed:**
  - General
  - Area specific
- **Individual service request submitters will be contacted to close out once complete**



# Questions ...





**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** ENV-07 / 220811137581**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022

**AUTHOR(S):** Lynley Beckingsale, Policy Analyst  
 Tracy Tierney, General Manager Planning Regulation and Environment  
 on behalf of the Hearing Panel: Councillors W Doody (Chair), P Williams and  
 P Redmond

**SUBJECT:** Gambling Policy Reviews 2022

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

  
 General Manager

  
 Acting Chief Executive
**1. SUMMARY**

- 1.1. This report presents the recommendations of the hearing panel with regard to the review of the Council's gambling policies.
- 1.2. Council has two policies to assist with minimising gambling related harm in the District, being the Gambling Venue Policy and the Board Venue Policy. The first of these policies is developed under the *Gambling Act 2003, S1001* and the second under the *Racing Industry Act 2020, S96* (previously the *Racing Act 2003*).
- 1.3. The legislation requires that Council reviews these policies every three years. The elements of Council's policies have not changed in the last nine years and it was considered timely for the community to have the opportunity to express their views on the elements of the policies intended to give effect to the purpose of the Acts. Additionally the Board Venue Policy needed to be updated to align with the *Racing Industry Act 2020*.
- 1.4. Submitters were invited to comment on all aspects of the Council's policies with particular attention given to Clause 7 of the Gambling Venue Policy, and discussion around whether or not a relocation policy should be included.
- 1.5. Public consultation was undertaken between Friday 10 June and Monday 11 July 2022. In total 38 submissions were received and six submitters took the opportunity to present their views in person to the hearing panel. A broad range of views were expressed.
- 1.6. The hearing panel has considered all submissions, reviewed the pre-consultation report and summary of submission points and makes the following recommendations:

## Gambling (Class 4) Venues Policy

- No change to clauses 1 – 6
- Option 2 adopted for clause 7 with a cap on machine numbers district-wide to be 185
- No change to clauses 8 – 11
- A relocation policy is to be included as clause 12

#### Board Venue Policy

- No change to clauses in this policy
- Terminology updated to reflect the new legislation

#### Attachments:

- i. Minutes of the deliberations meeting (Trim: 220802131752)
- ii. Policy documents (track change and final)

## 2. **RECOMMENDATION**

**THAT** the Hearing Panel recommends:

**THAT** the Council:

- (a) **Receives** Report No. 220811137581.
- (b) **Adopts** the Gambling (Class 4) Venue Policy with changes as follows:

**Clauses 1 to 6 – no change**

**Clause 7 – Option 2 (revised) – cap machine numbers at 185**

**Clause 12 – Relocation policy** - Relocation of machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies

- (c) **Adopts** the TAB (Totalisator Agency Board) Venue Policy with changes as follows:

The TAB Venue Policy terminology updated in accordance with the new *Racing Industry Act 2020*. No changes to the policy elements are recommended.

## 3. **BACKGROUND**

- 3.1. Council has two policies to assist with minimising gambling related harm in the District, being the Gambling Venue Policy and the Board Venue Policy. The first of these policies is developed under the *Gambling Act 2003 S1001*, and the second under the *Racing Industry Act 2020 S96* (previously the *Racing Act 2003*).
- 3.2. Both Acts include a purpose to “*prevent and minimise harm from gambling conducted under this Act, including harm associated with problem gambling*”. Additionally, the *Gambling Act* has a purpose to “*control the growth of gambling...*”
- 3.3. In 2004 Council adopted the two policies and has reviewed them every three years as required by the legislation. The current review has been supported by a Social Impact Assessment.
- 3.4. Pre-consultation was undertaken late in 2021 to provide an understanding of community views regarding gambling in the District. A ‘quick poll’ was undertaken and 80 people submitted their views. In addition, information was sought and received from social services working in the district and the gaming industry.
- 3.5. The special consultative procedure (*Local Government Act 2002, S83*) was used for the review as required by the legislation. Submissions were received from 38 people: five of the submissions were from representatives of the gaming industry; six submissions were from representatives of social services providing assistance to problem gamblers; the remaining submissions were from private individuals. A wide variety of views were expressed.

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

- 4.1. The elements of Council's gambling policies have not changed in the last nine years. It was considered timely to offer formal consultation giving the community the opportunity to express their views on the control of gambling in the District via these policies.
- 4.2. The current policies allow (Class 4) gambling venues and Totalisator Agency Board (TAB) venues to be established subject to meeting location requirements, machine numbers, licensing application and fee requirements. The following table shows the elements of the current policies and the options that were considered in this consultation and the hearing panel recommendations for change.
- 4.3. Gambling (Class 4) Venues Policy

Clause	Policy element	Option	Decision
1	The application is associated with premises that have an on-licence, club licence or is a chartered club in terms of the <i>Sale and Supply of Alcohol Act 2012</i> , or is a TAB venue.	No change	No change recommended
2	Gambling machines are not the primary part of the venue's operation or income.		
3	Venues are not in a Residential Zone as define by the Operative District Plan		
4	The venue is not on a site the Council considers will unnecessarily display Class 4 gambling activity to places and institutions primarily frequented by people under the age of 18 years.		
5	Class 4 gambling venues should not be located in premises that are incompatible with other predominant uses of the premises or of other premises in close proximity.		
6	Class 4 gambling machines will not be located within a venue where the primary activity is associated with family or children's activities.		
7	A district-wide cap of 1 gambling machine per 120 people 18 years or older be used as a guideline to limit any increase in machine numbers	<b>Option 1</b> – status quo  <b>Option 2</b> – cap machine numbers at 157  <b>Option 3</b> – ratio to be current level at 1:260  <b>Option 4</b> – introduce a	<b>Option 2</b> (revised) – cap machine numbers at <b>185</b>

Clause	Policy element	Option	Decision
		sinking lid policy	
8	External signs at venues to be restricted to one per site, of an appropriate size and attached directly to the building, and that describes that gambling machines are on the premises. Advertising of prize money of any description shall not be visible from the exterior of the premises.	No change	No change recommended
9	Gambling machines must not be visible from the road.		
10	The gambling area of a venue does not have a separate entrance to a street, separate name or otherwise appear as a separate activity from the primary venue.		
11	Venues are to have a host responsibility and gambling harm minimisation policy and staff training programme.		
12	<b>Relocation policy</b> Sets out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies. Note: whether Council's relocation policy is triggered in any given situation is informed by the <i>Waikiwi</i> precedent. <a href="https://www.dia.govt.nz/Gamblingterritorial-authorities-applying-policiesrelocations-Waikiwi-decision">https://www.dia.govt.nz/Gamblingterritorial-authorities-applying-policiesrelocations-Waikiwi-decision</a>	<b>Option 1 –</b> status quo  <b>Option 2 –</b> Relocation of machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies.  <b>Option 3 –</b> Relocation of machines is not allowed.	<b>Option 2 -</b> Relocation of machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies.

**Clause 7:** Option 2 was revised to increase the cap to 185 machines and is recommended by the Hearing Panel after considering all submissions and reports regarding this issue. It was considered to be a flexible approach allowing for a limited number of new machines in the district but does not result in unfettered increase in the number of Class 4 gaming machines.

**Clause 12:** Option 2 allows for the relocation of machines within the district. All other elements of the policy apply to the new venue.

#### 4.4. TAB Venue Policy

Clause	Policy element	Option	Decision
1	Venues are not in a Residential Zone as defined by the Operative District Plan	No change	No change recommended
2	Venues are not on a site the Council considers will unnecessarily display gambling activity to places and institutions primarily frequented by people under the age of 18 years.		
3	All applications will be publically notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide		

The TAB Venue Policy will be updated in accordance with the new *Racing Industry Act 2020*. No change to the policy is recommended. It was noted that there has not been an application for a 'standalone' TAB in the Waimakariri District for the past ten years.

#### **Implications for Community Wellbeing**

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

Gambling is a legal activity in New Zealand but central government acknowledges the harm caused by problem gambling through the legislation enacted. This legislation requires territorial authorities to have gambling policies to control gambling in their districts and minimise gambling related harm.

The Gambling Venue Policy allowed for 1 machine per 160 people over the age of 18 years. The recommended change by the hearing panel to limit the number of machines district-wide to 185 puts a control on the number of machines not affected by growth in the district's population. Other controls within the policy limits the areas where the machines may be located. These controls are intended to assist with moderating access to Class 4 gaming and gambling related harm in the community.

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

### **5. COMMUNITY VIEWS**

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

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

The review of the gambling policies has been discussed with the Te Ngāi Tūāhuriri executive at the beginning of the review process and again on completion of the Social Impact Assessment. The gambling review has also been discussed at Healthy Day at the Pa, organised by the late Dame Aroha Reriti-Crofts. These are opportunities to talk and discuss issues that face kaumatua and kuia in our District.

Hāpai te Hauora Māori Public Health took the opportunity to express their views regarding gambling and the effect on local Māori whānau and gave an oral representation of their submission to the hearing panel.

#### **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.

All gaming societies with machines in the district, venue owners and social services working with gamblers in this district were notified of the pre-consultation and formal consultation associated with this review. A number of these organisations took the opportunity to express their views both during the pre-consultation phase and through the formal consultation.

All these groups will be notified individually of the result of the review of the Council's gambling policies.

### 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.

All submitters will be notified individually of the result of the review of the Council's gambling policies. The policies will be available via the Council's website.

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

### 6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Staff time is the major financial cost of this project and has been managed through current budgets.

### 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.

Class 4 gambling is a legal activity and those premises established prior to October 2001 are allowed up to 18 gaming machines, and after October 2001, a maximum of nine gaming machines. It is through the gambling policy that the Council has a means of balancing the tension between allowing a lawful activity and still providing for community and individual wellbeing.

Social policies such as the gambling policies carry an inherent risk of a polarised community with strong views being held on both sides of the argument. The special consultative procedure ensures all views are able to be presented and considered by Council prior to making decisions on the options available.

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

*Gambling Act 2003, S1001 Territorial authority must adopt class 4 venue policy; S1002 Adoption and review of class 4 venue policy*

*Racing Industry Act 2020, S96 Territorial authority must adopt TAB venue policy; S97 Adoption and review of TAB venue policy*

*Local Government Act 2002, S83 Special consultative procedure*

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

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

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

- *The Council make information about its plans and activities readily available*
- *The Council takes account of the views across the community including mana whenua*
- *Opportunities for collaboration and partnership are actively pursued*

*There is a safe environment for all:*

- *Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised*

### 7.4. **Authorising Delegations**

The power to adopt or consult on policies is the responsibility of Council.

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE HEARING OF THE GAMBLING POLICY REVIEW HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 3 AUGUST 2022, COMMENCING AT 9AM AND DELIBERATIONS ON THURSDAY 4 AUGUST 2022, COMMENCING AT 9AM.**

**HEARING PANEL MEMBERS PRESENT**

Councillor Philip Redmond  
Councillor Wendy Doody  
Councillor Paul Williams.

**IN ATTENDANCE (for 3<sup>rd</sup> August hearing and 4<sup>th</sup> August deliberations)**

T Tierney (General Manager, Planning, Regulation and Environment), L Beckingsale (Policy Analyst), B Charlton (Environmental Services Manager), M Pugh (Community Development Facilitator) ( present for 3 August Hearing) and A Smith (Governance Coordinator).

Two members of the public were present during the hearing on 3 August 2022.

A Smith opened the hearing and called for nominations for Chairperson of the Hearing Panel.

**1. APPOINT A HEARING PANEL CHAIRPERSON**

Moved: Councillor Williams                      Seconded: Councillor Redmond

**THAT** Councillor Wendy Doody be appointed as Chairperson of the Gambling Policy Review Hearing Panel.

**CARRIED**

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest recorded by panel members.

**4. HEARING OF SUBMISSIONS**

NAME	ORGANISATION	COMMENTS
Paul Barrett (in person)		P Barrett shared his personal experience of the impact of his father's gambling addiction on his family. This gambling was done on pokie machines at numerous venues in the Christchurch area and resulted in the loss of a significant amount of money. At the time, the family had been unaware of this gambling habit and only became aware through bank account records after his father's passing. P Barrett subsequently contacted the Department of Internal Affairs to ascertain if anything could be done to stop this same thing from happening to other families. However, after several years and a lost court case, P Barrett still believed that the Government needed to provide some protection for



		<p>people with gambling addictions. He recently shared his family's experiences at a Gambling Conference.</p> <p>Councillor Williams asked if there were any signs of his father's gambling habit. P Barrett said there was no indication until he was approached for money and asked for more the following week. This was the first indication that something was wrong. It was estimated the gambling had been happening for approximately ten years.</p> <p>P Barrett would like a reduction in the number of poker machines. His father was spending four to five hours a day gambling, with a significant amount of money being spent at different venues. P Barrett, therefore, supported restricting the number of transactions a person could make at a venue. Identifying a problem gambler and getting them help was challenging. P Barrett also supported law change in the banking industry, for them to do their part and be able to notify family members of any relevant patterns of bank account use.</p> <p>Councillor Redmond enquired what reduction in the number of machines P Barrett would support – he said any reduction would benefit problem gamblers. P Barrett added that in his father's case, he was visiting many gambling venues, and reducing the number of machines would probably not have helped. He also believed that there needed to be education provided to staff at venues where poker machines were to make them more aware of problem gamblers. He reiterated his earlier comment that there needed to be protection for people with gambling addictions.</p>
Jane Sommerville (in person)	Rangiora RSA Club	<p>J Sommerville, Secretary-Manager of the Rangiora RSA Club, supported by Keith Ballantyne (SI Representative of Clubs New Zealand), spoke to the submission on behalf of the Rangiora RSA. Under Clause 7 of the Policy, the RSAs preferred Option 2. The Club would like to see the gaming machines stay at their current level and not be impacted by the population increase.</p> <p>An increase in the number of machines would provide more opportunities for people to gamble and an increase in harm from gambling. Increasing machine numbers would have a negative impact on the community. Harm in the community was directly linked to socio-economic deprivation, ethnicity, and geographic location of these establishments. The section of the population that increased may not be the demographic that should be increasing gambling spending.</p> <p>The RSA club was the hub of the community with over 4,000 members and a high level of training provided to staff. The club's culture provided a safe</p>

		<p>place to ensure the care and protection of members and the wellbeing of those who chose to participate in gaming. It was felt that other commercial venues would not provide a duty of care to those in their venues. The RSA currently had 18 machines, and it had been noted that playing the machines had become less attractive. There was no pressure on the number of machines, even with the increased club membership and the District's population. Since Covid and the increased cost of living, income from gaming machines had decreased. Part of the profits from the gaming machines was used to maintain the facility and provide a social hub in the community. Over 30 non-profit and sporting groups used the venue free of charge. As a Club, the RSA own their machines and returned all profits to the Club, although they do make grants to community groups. The main income is returned to RSA members. There was no guarantee that money earned at other venues would come back to the community in which it was earned. If the income from the machines continued to be threatened and if more venues and machines were available, this valued income of the Club may go to outside organisations, thus risking increased harm in the community and impact on the funding available for the community groups from the RSA Club.</p> <p>There was a fund of approximately \$10,000 per year, which was available for outside organisations to apply for funding. However, if the turnover continued to be threatened, they could be risking increased harm in the community.</p> <p>Councillor Williams asked what percentage of the profit from the gaming machines went towards administration fees. K Ballantyne responded that the Club is its own entity, so there were no admin fees. Regarding gaming machines, 37.14% of funds had to return to the community. With the Club, 30% went to the Government, and the Club used 70% to operate as a community facility. Most of the funds from the gaming machines in the RSA supported their own sporting groups in the form of entry fees, uniforms, and sponsorship to these clubs within the Club. The Club also sponsored the Rangiora Brass Band for \$3,000 per year.</p> <p>Councillor Doody queried the location of the gaming machines in the RSA clubrooms. J Sommerville advised that the machines were located in a room directly beside the bar. A staff member was dedicated at all times to looking after the gaming room and undertaking regular 15-minute checks of the room. Any user who had been there for more than two hours was spoken to, and a report was written. This may be a conversation or could involve a follow-up. This was part of the licence requirements, and all staff involved with the gaming</p>
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		<p>machines were required to undertake a qualification through Clubs NZ. Most gaming machine users were Club members and had good relationships with the staff who looked after them.</p> <p>Councillor Williams asked if there had been any members of the Club who had developed gambling addictions. J Sommerville advised that the Club has a system of self-regulation, and in the past six months, three members had chosen self-exclusion for two years. The RSA could provide advice on where they could seek assistance.</p> <p>Mr Ballantyne said that, unfortunately, the RSA Clubs were placed into the same categories as other Clubs and Hotels. However, they had a much closer relationship with members who used their gaming machines. The Clubs were trying to provide the best case for gaming machines' users, and they have the right to exclude players of the gaming machines, but unfortunately, this would not stop them from going to other venues with gaming machines.</p> <p>Regarding the amount of money spent on gaming machines in Waimakariri, it was not known precisely how many venues in the District had gaming machines. However, J Sommerville advised that yesterday, over \$15,000 was put into the gaming machines at the RSA Club. The Club was cautious in managing people and what they were spending on the machines. J Sommerville believed that the level of staff training was not up to standard in other venues with gaming machines, and there was not the same care and responsibility. An increase in the number of opportunities for gaming in the community would increase the likelihood of harm. It was up to the DIA to initiate increased training of staff. The Oxford Club and Kaiapoi Club had the same level of training with Clubs New Zealand.</p> <p>Councillor Redmond asked how much was returned to the community/club from the machines in the RSA Club. Over 12 months, the profit from 18 gaming machines was budgeted at \$1 million. From this, there were still tax and administration costs to be paid.</p> <p><b>Clause 12</b></p> <p>The RSA Club supported the relocation clause, acknowledging that there were circumstances where venues need to be changed i.e. fire, earthquakes, or if there is a need to update the building. If there was no relocation clause in the policy and the Club was required to close from its current site, it would lose its licence if there was a period of downtime.</p>
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<p>Nicky Taylor (via Zoom)</p>	<p>Salvation Army Oasis Christchurch</p>	<p>N Taylor, a Public Health Worker at the Salvation Army Oasis Centre, spoke to the submission, supported by an Oasis Case Worker. The purpose of the centre was to minimise gambling harm in society. Oasis provided free counselling services for people harmed by gambling, their families, and others affected. N Taylor spoke on the seriousness of gambling-related harm in New Zealand and shared some experiences. The severe harm of gambling addiction, including adverse impact on family members and financial problems resulting from gambling, could often lead to crime. Gambling addiction could also cause problems at work and a lack of concentration and could impact family relationships and cause family violence. Gambling was an addiction, similar to alcohol and drugs.</p> <p>The accessibility to gambling was a problem, with reference to online gambling and there was often a stigma associated with gambling and people not wanting to talk about money. There was a large amount of guilt and shame associated with gambling. N Taylor referred to a documentary called "Ka-ching" – which provided an exposé on gambling, an honest look at the reality of gambling and the impact on the community.</p> <p>It was important that people needed to come before any financial considerations. Class 4 gaming machines were identified as the most harmful cause of gambling addiction. Every year there was considerable money lost in gambling, and lower income and vulnerable community members were the most likely to be harmed by gambling.</p> <p>The Salvation Army did not believe the harm caused by gambling could be offset by funding to community groups, and harm minimisation should be the focus. The average poker machine in Waimakariri had more than \$60,000 per year spent on it.</p> <p>Only a small percentage of people impacted by gambling harm would present for help. For example, \$24,000 per day was lost to gambling on poker machines in the past year in Waimakariri. Under the current policy there was room for more machines in Waimakariri, which Salvation Army Oasis considered a concern and would like the sinking lid policy introduced to reduce harm.</p> <p>Councillor Williams questioned if there was statistical information available on users of the gambling machines in the Waimakariri District (i.e. what socio-economic areas etc.) who had sought counselling assistance from Oasis. The Salvation Army had this information, which would be provided to Council staff. N Taylor commented that a full spectrum of people come to Oasis seeking treatment for gambling addiction.</p>
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		<p>In Christchurch, there are two full-time and two part-time Counsellors at the Salvation Army Oasis facility, and there was one other organisation that also had Counsellors (Problem Gambling Foundation). In the past month, there had been 80 counselling sessions at this Salvation Army Oasis. It was pointed out that approximately 80% of gamblers were not affected by the harm of gambling. However, of the other 20% of gamblers, there were various levels of harm, with gaming machines being the most insidious form of gambling as they are designed to be addictive.</p> <p>Councillor Redmond enquired about the national reduction of the number of poker machines, N Taylor responded that research still indicated that reduced access related to reduced harm. Oasis was a branch of the Salvation Army and was funded through a contract with the Ministry of Health.</p> <p>Councillor Doody asked about online gambling – N Taylor acknowledged that Councils had no control over this form of gambling however Salvation Army Oasis was hopeful that the Government would do something about the impact on gambling addiction from this form of gambling.</p>
Jarrod True (Virtually)	Gambling Machine Association	<p>J True spoke via Zoom, to the submission on behalf of the Gambling Machine Association. The Association supported the relocation provisions in the Policy which allowed for a business to be restored following a fire or natural disaster. It also protected community funding, in the instance of an earthquake, where several businesses with gaming machines may need to relocate to new premises to continue to operate. The relocation tool also enabled venues to move away from a lower deprivation area, which could have entrenched venues into these areas. The Relocation clause would also allow for older venues on bigger blocks of land to relocate to smaller, more modern premises, and at the same time free up the larger blocks of land to be available for social housing.</p> <p>Over 55 Councils had a relocation provision in place so it was quite common. The Association supported the status quo without a sinking lid policy. The problem gambling rate was very low 0.2% of the adult population in relation to all forms of gambling in the Waimakariri District. (not just gaming machines).</p> <p>J True referred to previous submitters comments on funding from the Ministry of Health for their service. He advised that the Ministry of Health obtained a budget from the Salvation Army for the service they want to provide and this budget was then submitted to the Gambling Commission. The Gambling Commission then approved this budget and set a levy, which went to the Ministry of Health and that money funded 100% of all the treatment services.</p>

		<p>The gaming machines therefore funded all services including face to face, email, telephone consultation and also problem gambling research. In relation to other districts of a similar size, all problem gambling referrals for assistance were relatively low in Waimakariri District, with four new people referred in 2018/19, four new people in 2019/20, and two new people in 2020/21.</p> <p>In the last ten years there had been a dramatic reduction in the number of gaming machine, with over 4,600 machines lost (25%), however there had not been any reduction in the problem gambling rate.</p> <p>On the benefit of the gaming machines, this provided entertainment for adults; and there was also significant grants from local machines. In 2020, despite the significant impact of Covid, there was over 162 local grants made.</p> <p>Of the 11 venues in the district, three were Club venues. The funding from the machines in Clubs was used to provide support to the Clubs own members. So in a Club environment, money spent at the machines was used by the Club to benefit its own members. This funding was extremely valuable and not able to be replaced.</p> <p>Spoke on the harm minimisation measures in place, minimum age was 18-years, maximum bet at any one time was \$2.50, maximum prize to win on a machine was \$500, or if a machine was jackpot linked the maximum prize is \$1,000. Every gaming venue had staff who had been trained in relation to harm minimisation, including how to identify a potential problem gambler and how to approach that person to offer them support. Gaming machines do not accept \$50 or \$100 notes, only \$5, \$10 or \$20 notes and ATMs were not allowed inside a gaming room. Every gaming room had signage and pamphlets offering advice on the harms of gambling. There was an exclusion system in place where a person could be excluded from a venue for up to two years. Regarding the gaming machines, these all had clocks on the main screen, and they must display clear honest feedback to the user. There was no advertising of gaming machines on Television or radio.</p> <p>There had been a move to online gambling and restricting poker machine gambling was unlikely to impact on online gambling. Online gambling with Mylotto was also increasing in numbers and the subsequent amount of spending through this source. There were now 1.2 million registered players and the online spend was \$430 million.</p> <p>TAB – over 60% of sport gambling was done either through phone or computer.</p>
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		<p>There was also offshore-based online gambling, which did not generate any community funding or local grants, no local jobs were generated and they paid no tax. These providers were not subject to any regulations or controls at all. There were thousands of online gambling providers.</p> <p>Councillor Williams had no questions, but thanked the presenter for their presentation.</p> <p>Councillor Redmond asked how problem gambling were measured. This was the number of problem gamblers who had contacted treatment services. This information was published by the Ministry of Health's by territorial areas. In Waimakariri, the number was very low.</p> <p>There was not a correlation to the numbers of people seeking help with gambling addiction and the reduction in machines. J True stated there would always be venues with poker machines and gambling facilities. There would also always be online gambling.</p> <p>The status quo was the preferred option, which would allow for additional machines in line with the district's population growth (an additional 133 machines). The Association did not support the ceiling cap which would be restrictive. The current policy was sensible and the Association did not see the need for any change. A reduction in the number of machines did not reduce problem gambling harm, but it would reduce the amount of community funding available.</p> <p>Councillor Doody asked about problem gamblers who had acknowledged their addiction and initiated treatment. J True advised that the vast majority of people who had approached venues and asked to be excluded, had already approached a counselling service provider and this action was a result of the initial session from the provider.</p>
Warwick Hodder	Class 4 Gambling Society	W Hodder was unable to attend to speak to this submission and had provided a brief summary of points of his submission that he wished the Panel to consider.
<i>The hearing adjourned at 10.38am and reconvened at 10.45am.</i>		
Tara Dymus (Virtually)	Maori Public Health Leadership	<p>Maori Public Health (Hapai Te Hauora) was established in 1996, and one of the portfolios of this group was gambling harm minimisation, which had been in place for approximately 15 years.</p> <p>The prevention of gambling harm was a top priority for this organisation and agreed with most of the measures the Council submitted to reduce this harm. Policies need to protect families and their rights and</p>

		<p>believed the Councils Policy was serious about protecting the community. Hapai recommended adopting Option 4, introducing a sinking lid policy.</p> <p>Councillor Williams questioned if Hapai had information on specific numbers of local residents in the Waimakariri District dealing with gambling addiction. T Dymus advised that Hapai was a national organisation and did not run a clinical service, so they did not have this information.</p> <p>Councillor Redmond spoke on other submitters who had indicated a reduction of 25% in the number of gaming machines nationwide, however that gambling harm had not been reduced as a consequence. Councillor Redmond asked for an explanation of why a sinking lid policy would reduce harm? T Dymus explained that there was general support of the sinking lid policy to minimise gambling harm but it was not that effective as a measure on its own and there needed to be other laws in place to be effective against gambling harm. In addition, there were many other impacts on the people presenting for help for gambling addiction and the figure of 2% with gambling addiction was not a true representation of the impact on families and the community.</p>
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*The hearing adjourned at 10.58am on 3 August and reconvened at 9am on Thursday 4 August. 2022.*

## **5. STAFF MEMO**

### **5.1. Gambling Policy Reviews Hearing and Deliberations – Lynley Beckingsale (Policy Analyst)**

Moved Councillor Redmond

Seconded Councillor Doody

**THAT** the Gambling Policy Review Hearing panel receive Memo no. 220719122813 for information.

**CARRIED**



## 6. HEARING PANEL DELIBERATIONS

### 6.1. Hearing Panel Report on Submissions – Gambling Policy Review 2022

### 6.2. Hearing Panel Deliberations Report

#### Clauses 1-6 Gambling Venue Policy

Having considered the pre-consultation report and submissions received, the Hearing Panel individually considered Clauses one to six of the Gambling (Class 4) Venue Policy.

Councillor Redmond noted there was not much discussion relating to Clauses one to six in the submissions received or by those submitters who presented at the hearing and supported the adoption of the clauses without change.

Councillor Williams was also in support of no change to the clauses, however, he did question Clause two and how it was known if the gaming machines were not the primary part of the venues' operation or income. T Tierney advised that it was a requirement to provide information on revenue and turnover at the time of application. The Department of Internal Affairs also undertook follow-up audits.

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel:

- (a) **Recommends** to Council the adoption of Clauses one to six of the Gambling Venue Policy without change.

**CARRIED**

#### Clause 7 Gambling Venue Policy

Clause seven currently supported that a district-wide cap of one gambling machine per 120 people 18-years or older be used as a guideline to limit any increase in machine numbers. Options considered by the panel were:

- Option 1: status quo
- Option 2: cap machine numbers at 165 (current level)
- Option 3: ration to be current level at 1:260
- Option 4: introduce a sinking lid policy.

Councillor Williams supported Option 1, on listening to the submitters during the hearing. Based on the statistics of people seeking assistance for gambling addiction in the district over the past three years, there had not been any indication that a reduction in the number of machines reduced problem gambling

Councillor Redmond noted that under the status quo option, there would be the provision for 130 more gambling machines in the district. He did not believe that any of the submitters would support such an increase in machines, not even the venue operators in the district. There had been a 25% decline in gaming machines nationally without any reduction in gambling harm. Having more machines would create more harm, with gaming venues located closer, though it was acknowledged that people do travel to gaming venues. On this basis, Councillor Redmond supported Option 2, but suggested a cap of 175 machines, to allow for flexibility, noting that one submitter had indicated that there would be an application for a gaming machine licence coming in the near future. With this cap, it was actually a sinking lid policy, with the number of machines not increasing as the same as the increase in population in the district.

Staff confirmed that the current number of machines in the district was 165, which included an additional eight machines, as had been advised on the DIA website.

L Beckingsale advised that in the last 12 months there had been a reduction of five machines at Five Stags in Rangiora, however, the Woodend Tavern had increased its machines with eight to complete their allowable number of machines at 18 (this brought the total number of gaming machines in the district up to 165). The updated clause in the Act allowed for nine machines in any new premises.

Councillor Doody supported Option 1, retaining status quo.

Moved: Councillor Doody

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel:

- (a) **Recommends** to Council the adoption of Option 1 (status quo) to replace the current Clause 7 of the Gambling Venue Policy.

### **CARRIED**

*Following further discussion (as recorded below), the mover, with the consent of all hearing panel members, subsequently agreed to the withdrawal of this motion and a replacement motion was resolved.*

Councillor Doody, on referring to the submitter's presentations and all the submissions received, believed it was better for people with gambling addiction to actually be at a venue, rather than taking part in online gambling.

Councillor Williams noted that people would be gambling more on line and this would reduce the amount of funding available for groups such as Oasis Salvation Army. A percentage of funding from the gaming machines went towards this group through their Ministry of Health contract, and their work in protection from gambling addiction.

Councillor Redmond did not support the recommendation. Evidence presented by Oasis Salvation Army talked about the hidden addiction, however there also needed to be a balance between legitimate users and those harmed by gambling. The only way to deal with problem gamblers was to ban gaming machines completely and Councillor Redmond noted that this was not an action he supported either. The number of machines in the district currently was at a lower level than was allowable and probably reflected both the current demand from users and machine providers. The problem of gambling ran deeper than the small numbers of people who had presented for counselling for gambling addiction from this district. Councillor Redmond noted that submitter P Barrett acknowledged that in his father's instance, any gaming machine would have been an issue. Councillor Redmond also agreed with previous comments of fellow panel members that online gambling was a serious concern. Councillor Redmond supported Option 2, which would cap machine numbers and takes away the option to increase machine numbers excessively in the district.

L Beckingsale clarified that the status quo would mean that any new premise would be allowed to apply for up to nine gaming machines no matter where they were located. Accessibility showed that if people could walk to a venue to play the gaming machines, they would do that but there may be more consideration given if it meant travelling in a car to get to a venue. If there was no cap on the number of gaming machines, and the status quo retained, any venue could apply to have gaming machines on their premises.

There was further discussion on introducing a cap on the number of machines, rather than staying with the status quo in the Policy, which would have the limit of one gambling machine per 120 people 18-years or over in the district. Councillor Redmond suggested a cap of 185 gaming machines which would still represent a significant reduction of approximately potentially 300 gaming machines that could be

allowed in the district if the status quo of the Policy was retained. Option two gave some flexibility for any new applications, with allowance for an additional 20 gaming machines into the district. Councillor Williams, in reconsidering the situation, commented on the increase in population in the district which the status quo for the Policy would allow for a significant increase in the current number of gaming machines in the district. The introduction of a cap of 185 machines would be a compromise of allowing more machines in the district, however also putting a limit on this increase.

*As previously noted in the minutes, the mover and all hearing panel members were in agreement to the withdrawal the original motion.*

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel

- (a) **Recommends** to Council the adoption of Option Two with gaming machine numbers to be capped at 185, to replace the current Clause 7 of the Gambling Venue Policy.

**CARRIED**

Against: Councillor Doody

#### **Clauses eight to 11 Gambling Venue Policy**

Having considered the pre-consultation report and submissions received, the Hearing Panel individually considered Clauses eight to 11 of the Gambling (Class 4) Venue Policy.

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel:

- (a) **Recommends** to Council the adoption of Clauses eight to 11 of the Gambling Venue Policy without change.

**CARRIED**

Councillor Redmond noted this was not a contentious area in the submissions received in the consultation process and there was general support for these clauses of the Policy to be retained unchanged.

#### **Relocation Clause**

The Policy did not currently include a relocation clause, and staff confirmed that the Gambling Act now requires this now be included. There were safeguards within the Policy as it stood, with each venue wanting to put in machines or relocating machines being required to go through a process of community consultation. Submitters were asked to consider whether or not they would support a relocation clause being added to the Policy as part of the consultation. This proposed clause related to relocation of machines from one site to another site. There had been support from submitters to the inclusion of a Relocation Clause in the Policy.

Councillor Williams believed there needed to be a relocation clause included in the policy, to cover an instances of a fire or earthquake damaging premises and in this respect favours Option Two, which read:

*Relocation of gaming machines is allowed where the venue is intended to replace an existing venue (within the district) to which a class 4 licence applies.*

Councillor Redmond acknowledged that it was important to have some flexibility to

allow relocation to other venues in the instance of a natural disaster. Reference was made to the comments of submitter Mr True, who pointed out the difficulties if relocation of machines was not allowed. He was conscious that of 67 Councils in the country, there had been 55 who had adopted a relocation clause in their policy. Councillor Redmond sought some clarification on relocation and how this would be facilitated.

Staff provided background on a relocation, referring to the time following the Canterbury earthquakes, and venues needed to relocate. At this time there was not consultation processes undertaken but public notification and a common sense approach was undertaken, especially when venues were only moving a short distance. There were safeguards built in to the legislation relating to relocation. It was possible that any relocation would generate public consultation and even if the Relocation Clause was included in the policy, this did not exclude the Council from needing to undertake a consultation process, especially if there was significant public interest.

Councillor Williams acknowledged that including the relocation clause would enable businesses to relocate and continue trading in a temporary premises, in the case of a fire or natural disaster. The consultation period could involve a significant period of time which would impact on a business being able to continue operating.

Councillor Doody asked about the venues around the district that had gambling machines onsite and reference was made to a list of these venues that had been included in the information provided to the Hearing Panel Members.

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel:

- (a) **Recommends** to Council the adoption of Option (2) to become Clause 12 of the Gambling Venue Policy.

**CARRIED**

#### **Board venue policy**

There were no stand-alone Agency venues in the District and no applications for board venues had been received in the last ten years. Clause four of the Board Venue Policy ensured the community had the opportunity to contribute to any application decisions. All the hearing panel members supported the Board Venue Policy without change to clause one to three. There were no issues raised by submitters on this Policy.

Moved: Councillor Doody

Seconded: Councillor Williams

**THAT** the Gambling Policy Review Hearing Panel:

- (a) **Recommends** to Council the adoption of Clauses one to three of the Board Venue Policy without change.

**CARRIED**

### 6.3. **Copy of all Submissions**

Thanks were extended to all the submitters and members of the hearing panel were impressed with the quality of all the submissions received.

Councillor Doody noted the importance of the consultation process and consideration of the submissions received

Councillor Redmond referred to his previous occupation, in which he had involvement with members of the community in relation to gambling – from owners of venues with gambling machines and positive work of Oasis Salvation Army in relation to gambling addiction. All submitters had valid points and it was hoped that the decision of the Panel has reflected the balance.

Moved: Councillor Doody

Seconded: Councillor Redmond

**THAT** the Gambling Policy Review Hearing Panel acknowledge receipt of all the submissions and thanked submitters.

**CARRIED**

L Beckingsale provided a summary of the process going forward following this consultation process, hearing and deliberations. A report from the Hearing Panel would go to the Council meeting of 6 September, seeking approval of the updated Policies.

There being no further business, the hearing and deliberations concluded at 9.57am on 4 August 2022.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Gambling Policy Review Hearing Panel  
Councillor Wendy Doody

\_\_\_\_\_  
Date



## POLICY

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*Gambling Venues*


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**DRAFT GAMBLING (CLASS 4) VENUE POLICY**


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**1 Introduction**

Gambling in New Zealand is regulated by the *Gambling Act 2003*.

The *Gambling Act* came into force on 18 September 2003. Under the provisions of the Act Territorial Authorities must adopt and review a Class 4 Gambling Venue Policy.

The Act regulates six classes of gambling. This Policy is concerned with Class 4 gambling, which is gambling that involves the operation of gaming machines (pokies), outside of casinos.

While Council recognises that gambling is a legitimate form of entertainment, there is concern about the social impact that gambling, and in particular problem gambling, can have in the community. This policy seeks to minimise harm from problem gambling.

**2 Policy Context**

Section 101 of the *Gambling Act 2003* requires a territorial authority to adopt a class 4 venue policy.

The Policy allows Council to directly control the growth of Class 4 gambling via gaming machines by creating rules around numbers of venues and gaming machines, and their location within the District. It also allows the community to input to decision-making through Council's public notification and submission process, should there be any new requests for venues or an increase in gaming machines numbers at an existing venue.

**3 Policy Objective**

1. To control the growth of gambling
2. To prevent and minimise the harm to the community caused by gambling, including problem gambling.
3. To control the growth of electronic gambling machine gambling in the district.
4. To allow those who wish to participate in electronic gambling machine gambling to do so, safely and responsibly, within the District.

**4 Policy Statement**Societies requiring Council consent

Any society requires Council consent in respect of a class 4 venue to:

- Increase the number of gambling machines that may be operated at the venue.



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## POLICY

### Gambling Venues

#### DRAFT GAMBLING (CLASS 4) VENUE POLICY

- Start operating gambling machines at such a venue that was not on any society's licence within the previous 6 months.
- Start operating gambling machines at such a venue for which a licence was not held on 17 October 2001.
- Continue to operate gambling machines at a venue for which a licence was not held on 17 October 2001, but which was added to a society's licence on a date after 17 October 2001 and before 19 September 2003.

#### Matters that the Council will consider when making a decision on any application are:

1. That the application is associated with premises that have an on licence, club licence or is a chartered club in terms of the *Sale and Supply of Alcohol Act 2012*, or is a TAB venue.
2. That gambling machines are not the primary part of the venue's operation or income.
3. That the venues are not in a Residential Zone as defined by the Operative District Plan.
4. That the venue is not on a site that the Council considers will unnecessarily display class 4 gambling activity to places and institutions primarily frequented by people under the age of 18 years old.
5. Class 4 gambling venues should not be located in premises that are incompatible with other predominant uses of the premises or of other premises in close proximity.
6. Class 4 gambling machines will not be located within a venue where the primary activity is associated with family or children's activities.
- ~~7. That a district wide cap of 1 gambling machine per 120 people 18 years old or older be used as a guideline to limit any increase in machine numbers.~~
- ~~7. The number of gaming machines proposed for a Class 4 venue will not exceed the district-wide cap of 185 Class 4 Gambling (pokie) machines set for the Waimakariri District.~~
8. That external signs at venues be restricted to one per site, of an appropriate size and attached directly to the building, and that describes that gambling machines are on the premises. Advertising of prize money of any description shall not be visible from the exterior of the premises.
9. Gambling machines must not be visible from the road.
10. That the gambling area of a venue does not have a separate entrance to a street, separate name or otherwise appears as a separate activity from the primary venue.
11. Venues are to have a host responsibility and gambling harm minimisation policy and staff training programme.
- ~~11-12. Relocation of Class 4 Gambling (pokie) machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 licence applies. The proposed new location must meet all the other requirements of this policy.~~

#### Applications and fees

1. All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications.
2. All fees and charges must be paid before any consent is granted. A deposit of \$1000 is required with hearing costs and disbursements charged monthly.



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## POLICY

### Gambling Venues

#### DRAFT GAMBLING (CLASS 4) VENUE POLICY

3. Councillor and staff time is charged at the rates specified in the Fees and Charges Schedule.

#### 5 Links to legislation, other policies and community outcomes

Community Outcome — there is a safe community for all  
Gambling Act 2002, Section 101 Territorial authority must adopt class 4 venue policy, Section 102 Adoption and review of class 4 venue policy  
Local Government Act 2002, Decision making and consultation

Community outcomes:

Effect is given to the principles of the Treaty of Waitangi  
There are wide ranging opportunities for people to contribute to the decision making that affects our District

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua
- The Council makes known its views on significant proposals by others affecting the District's wellbeing
- Opportunities for collaboration and partnerships are actively pursued

There is a safe environment for all

- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised

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#### 6 Adopted by and date

The Gambling Venue Policy 2019 was approved by the Resource Management and Regulation Committee at its meeting on 18 June 2019.

The Resource Management and Regulation Committee has the delegation to be responsible for gambling venues.

Adopted by Council on 6 September 2022

#### 7 Review

Council must complete a review every three years. The next review is due by in June 2024/September 2025.



# Draft Gambling (Class 4) Venue Policy

## 1. Purpose

Gambling in New Zealand is regulated by the Gambling Act 2003.

The Gambling Act came into force on 18 September 2003. Under the provisions of the Act territorial authorities must adopt and review a Class 4 Gambling Venue Policy.

The Act regulates six classes of gambling. This Policy is concerned with Class 4 gambling, which is gambling that involves the operation of gaming machines (pokies), outside of casinos.

While the Council recognises that gambling is a legitimate form of entertainment, there is concern about the social impact that gambling, and in particular problem gambling, can have in the community. This policy seeks to minimise harm from problem gambling.

## 2. Policy Context

Section 101 of the Gambling Act 2003 requires a territorial authority to adopt a Class 4 venue policy.

The Policy allows the Council to directly control the growth of Class 4 gambling via gaming machines by creating rules around numbers of venues and gaming machines, and their location within the District. It also allows the community to input to decision-making through the Council's public notification and submission process, should there be any new requests for venues or an increase in gaming machines numbers at an existing venue.

## 3. Policy Objective

- 3.1. To control the growth of gambling.
- 3.2. To prevent and minimise the harm to the community caused by gambling, including problem gambling.
- 3.3. To control the growth of electronic gambling machine gambling in the district.
- 3.4. To allow those who wish to participate in electronic gambling machine gambling to do so, safely and responsibly, within the District.

## 4. Policy Statement

### 4.1. Societies requiring Council consent

Any society requires Council consent in respect of a Class 4 venue to:

- Increase the number of gambling machines that may be operated at the venue.
- Start operating gambling machines at such a venue that was not on any society's licence within the previous six months.
- Start operating gambling machines at such a venue for which a licence was not held on 17 October 2001.

- Continue to operate gambling machines at a venue for which a licence was not held on 17 October 2001, but which was added to a society's licence on a date after 17 October 2001 and before 19 September 2003.

**4.2. Matters that the Council will consider when making a decision on any application are:**

- 4.2.1. That the application is associated with premises that have an on licence, club licence or is a chartered club in terms of the Sale and Supply of Alcohol Act 2012, or is a TAB venue.
- 4.2.2. That gambling machines are not the primary part of the venue's operation or income.
- 4.2.3. That the venues are not in a Residential Zone as defined by the Operative District Plan.
- 4.2.4. That the venue is not on a site that the Council considers will unnecessarily display Class 4 gambling activity to places and institutions primarily frequented by people under the age of 18 years old.
- 4.2.5. Class 4 gambling venues should not be located in premises that are incompatible with other predominant uses of the premises or of other premises in close proximity.
- 4.2.6. Class 4 gambling machines will not be located within a venue where the primary activity is associated with family or children's activities.
- 4.2.7. The number of gaming machines proposed for a Class 4 venue will not exceed the district-wide cap of 185 Class 4 Gambling (pokie) machines set for the Waimakariri District.
- 4.2.8. That external signs at venues be restricted to one per site, of an appropriate size and attached directly to the building, and that describes that gambling machines are on the premises. Advertising of prize money of any description shall not be visible from the exterior of the premises.
- 4.2.9. Gambling machines must not be visible from the road.
- 4.2.10. That the gambling area of a venue does not have a separate entrance to a street, separate name or otherwise appears as a separate activity from the primary venue.
- 4.2.11. Venues are to have a host responsibility and gambling harm minimisation policy and staff training programme.
- 4.2.12. Relocation of Class 4 Gambling (pokie) machines is allowed where the venue is intended to replace an existing venue (within the district) to which a Class 4 licence applies. The proposed new location must meet all the other requirements of this policy.

**4.3. Applications and Fees**

- 4.3.1. All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications.
- 4.3.2. All fees and charges must be paid before any consent is granted. A deposit of \$1,000 is required with hearing costs and disbursements charged monthly.
- 4.3.3. Councillor and staff time is charged at the rates specified in the Fees and Charges Schedule.

**5. Links to Legislation, Other Policies and Community Outcomes**

*Gambling Act 2002, Section 101 Territorial authority must adopt class 4 venue policy, Section 102 Adoption and review of class 4 venue policy*

*Local Government Act 2002, Decision making and consultation*

Community outcomes:

Effect is given to the principles of the Treaty of Waitangi.

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

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua
- The Council makes known its views on significant proposals by others affecting the District's wellbeing
- Opportunities for collaboration and partnerships are actively pursued.

There is a safe environment for all

- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

## **6. Adopted by and date**

Adopted by Council on 6 September 2022.

## **7. Review date**

6 September 2025

## **8. Policy owned by**

Manager, Planning and Regulation

## **9. Approval**

Adopted by Waimakariri District Council on 6 September 2022



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~~18/6/2019~~ 06/09/2022

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## POLICY

### Gambling Venues

#### BOARD TAB VENUE POLICY

### 1 Introduction

A ~~Board TAB (Totalisator Agency Board)~~ venue is a ~~Totalisator Agency Board (TAB)~~ operated on premises owned or leased by the ~~New Zealand Racing Board~~ TAB NZ and where the main business carried ~~on at the premises~~ out is providing racing betting or sports betting services under the *Racing Industry Act 2003* 20.

The *Racing Industry Act 2003* 20 requires the ~~New Zealand Racing Board (the Board)~~ TAB NZ to gain consent from Territorial Authorities if it proposes to establish a new ~~Board TAB~~ venue (TAB).

The policy is limited to ~~New Zealand Racing Board~~ TAB NZ owned TAB outlets. It does not cover TAB terminals in privately owned premises such as hotels, taverns or clubs as these may be established without Territorial Authority Consent.

### 2 Policy Context

Under Section 65D of the *Racing Industry Act 2003*, territorial authorities must adopt a Board Venue policy for stand-alone TABs operated by ~~the Board~~ TAB NZ.

If all TAB's within a District are inside a licensed premises or club, the Territorial Authority is still required to have a ~~Board TAB~~ Venue Policy, even though there are no premises to which it applies.

### 3 Policy Objective

To ensure the Council and the community has influence over the provision of gambling in the District.

Section ~~65D~~ 96 of the *Racing Industry Act 2003* specifies:

1. A territorial authority must, within 6 months after the commencement of this section, adopt a policy on Board venues.
2. In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.
3. The policy must specify whether or not new Board venues may be established in the territorial authority district and, if so, where they may be located.
4. In determining its policy on whether Board venues may be established in the territorial district and where any Board venues may be located, the territorial authority may have regard to any relevant matters, including—
  - a) the characteristics of the district and parts of the district:



S-CP 1850

Issue: 6

Date:

~~18/6/2019~~ 06/09/2022

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## POLICY

### Gambling Venues

#### BOARD-TAB VENUE POLICY

- b) the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:
- c) the cumulative effects of additional opportunities for gambling in the district.

#### 4 Policy Statement

Matters the Council will consider when making a decision on any application are:

1. That the venues are not in a Residential Zone as defined by the Operative District Plan.
2. That the venue is not on a site that the Council considers will unnecessarily display gambling activity to places and institutions primarily frequented by people under the age of 18 years old.

Applications & fees:

1. All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications.
2. All fees and charges must be paid before any consent is granted. A deposit of \$1000 is required with hearing costs and disbursements charged monthly.
3. Councillor and staff time is charged at the rates specified in the Fees and Charges Schedule.

#### 5 Links to legislation, other policies and community outcomes

Community Outcome — there is a safe community for all  
Racing Industry Act, Section 96 Territorial authority must adopt TAB venue policy, 97 Adoption and review of TAB venue policy  
Local Government Act 2002, Decision making and consultation

Community outcomes:

Effect is given to the principles of the Treaty of Waitangi  
There are wide ranging opportunities for people to contribute to the decision making that affects our District

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua
- The Council makes known its views on significant proposals by others affecting the District's wellbeing
- Opportunities for collaboration and partnerships are actively pursued

There is a safe environment for all

- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.



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## POLICY

### *Gambling Venues*

#### BOARD-TAB VENUE POLICY

#### 6 Adopted by and date

~~The Board Venue Policy 2019 was approved by the Resource Management and Regulation Committee at its meeting on 18 June 2019.~~

~~The Resource Management and Regulation Committee has the delegation to be responsible for gambling venues.~~

The TAB Venue Policy was adopted by Council on 6 September 2022.

#### 7 Review

Council must complete a review every three years. The next review is due in ~~June 2024.~~ September 2021.

# Draft T A B Venue Policy

## 1. Introduction

A TAB (Totalisator Agency Board) venue is operated in premises owned or leased by TAB NZ where the main business carried out is racing betting or sports betting services under the Racing Industry Act 2020.

The Racing Industry Act 2020 requires TAB NZ to gain consent from territorial authorities if it proposes to establish a new TAB venue.

The policy is limited to TAB NZ owned TAB outlets. It does not cover TAB terminals in privately owned premises such as hotels, taverns or clubs as these may be established without territorial authority consent.

## 2. Policy Context

Under Section 65D of the Racing Industry Act 2020, territorial authorities must adopt a Board Venue policy for stand-alone TABs operated by TAB NZ.

If all TABs within a District are inside a licensed premises or club, the territorial authority is still required to have a TAB Venue Policy, even though there are no premises to which it applies.

## 3. Policy Objective

To ensure the Council and the community has influence over the provision of gambling in the District.

Section 96 of the Racing Industry Act 2020 specifies:

1. A territorial authority must, within 6 months after the commencement of this section, adopt a policy on Board venues.
2. In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.
3. The policy must specify whether or not new Board venues may be established in the territorial authority district and, if so, where they may be located.
4. In determining its policy on whether Board venues may be established in the territorial district and where any Board venues may be located, the territorial authority may have regard to any relevant matters, including—
  - (a) the characteristics of the district and parts of the district:
  - (b) the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:
  - (c) the cumulative effects of additional opportunities for gambling in the district.

#### 4. Policy Statement

##### 4.1. Matters the Council will consider when making a decision on any application are:

- 4.1.1. That the venues are not in a Residential Zone as defined by the Operative District Plan.
- 4.1.2. That the venue is not on a site that the Council considers will unnecessarily display gambling activity to places and institutions primarily frequented by people under the age of 18 years old.

##### 4.2. Applications and fees

- 4.2.1. All applications will be publicly notified and open for submissions for a period of 10 working days. The Hearings Committee will hear and decide all applications.
- 4.2.2. All fees and charges must be paid before any consent is granted. A deposit of \$1,000 is required with hearing costs and disbursements charged monthly.
- 4.2.3. Councillor and staff time is charged at the rates specified in the Fees and Charges Schedule.

#### 5. Links to Legislation, Other Policies and Community Outcomes

*Racing Industry Act, Section 96 Territorial authority must adopt TAB venue policy, 97 Adoption and review of TAB venue policy*

*Local Government Act 2002, Decision making and consultation*

Community outcomes:

Effect is given to the principles of the Treaty of Waitangi

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

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua
- The Council makes known its views on significant proposals by others affecting the District's wellbeing
- Opportunities for collaboration and partnerships are actively pursued.

There is a safe environment for all

- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

#### 6. Adopted by and date

The TAB Venue Policy was adopted by Council on 6 September 2022.

#### 7. Review date

6 September 2025

#### 8. Policy owned by

Manager, Planning and Regulation

#### 9. Approval

Adopted by Waimakariri District Council on 6 September 2022



**WAIMAKARIRI DISTRICT COUNCIL**  
**REPORT FOR DECISION**

**FILE NO and TRIM NO:** DDS-06-10-02-07-01/ 220817141135

**REPORT TO:** Council

**DATE OF MEETING:** 6 September 2022

**AUTHOR(S):** Matthew Bacon, Development Planning Manager

**SUBJECT:** Housing Bottom Lines – Implementing National Policy Statement Directions

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

  
 General Manager

  
 Chief Executive

**1. SUMMARY**

- 1.1. This purpose of this report is to request a decision from Council to include an Objective within the operative and proposed district plans in relation to 'housing bottom lines' to be achieved in the short-medium term and long term. Housing bottom lines are housing numbers that are 'at least' sufficient to provide for planned growth. They are identified within the Greater Christchurch Housing Development Capacity Assessment completed in 2021.
- 1.2. The National Policy Statement on Urban Development 2020 requires that Greater Christchurch Council's amend their district, city or regional plans to incorporate the housing bottom lines without using a schedule 1 plan change process. In practice this means that Waimakariri District Council is required to insert the provisions without going through a plan change process and then provide public notice that it has done so.

Attachments:

- i. Proposed Housing bottom line Objective (220822143770)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 220817141135.
- (b) **Approves** the insertion an objective into the operative and proposed district plan to provide for housing bottom lines, as outlined in the Greater Christchurch Housing Development Capacity Assessment completed in 2021.
- (c) **Notes** that the proposed changes are required under the National Policy Statement for Urban Design and are being progressed with Waimakariri District Council, Selwyn District Council, Christchurch City Council and Environment Canterbury.
- (d) **Directs** staff to insert the provisions identified in attachment (i) as amended to fit within the structure of the operative and proposed Waimakariri District Plan.
- (e) **Notes** Housing capacity is considered as part of the Councils Long Term Planning processes.

**3. BACKGROUND**

- 3.1. The 2020 National Policy Statement on Urban Development (NPSUD) requires that Tier 1.2 and 3 local authorities, at all times, provide at least sufficient development capacity to

meet expected demand for housing and business land over the short, medium and long term.

- 3.2. In order to ascertain this demand, the Greater Christchurch Partnership completed a Housing Capacity Assessment for Greater Christchurch in 2021 (the HCA). The HCA included an assessment of expected housing demand to 2051 for Christchurch, Selwyn and Waimakariri districts. The 2021 HCA built on a similar HCA undertaken in 2018.
- 3.3. The HCA provides for 'housing bottom lines' across the Greater Christchurch urban environment on a per territorial authority basis. These bottom lines are identified in table 1 below:

**Housing bottom lines (number of dwellings) for the Greater Christchurch urban environment, 2021-2051**

Area	Short-Medium Term 2021-2031	Long Term 2031-2051	30 Year Total
Waimakariri	5,100	7,400	12,500
Christchurch	18,300	23,000	41,300
Selwyn	8,100	15,800	23,900
<b>Greater Christchurch</b>	<b>31,500</b>	<b>46,200</b>	<b>77,700</b>

- 3.4. Once these 'housing bottom lines' are established, the NPS-UD further requires that for Tier 1 and 2 Councils (including Waimakariri District Council) that each relevant authority must insert these housing bottom lines into their respective planning documents.
- 3.5. Staff within the district and regional councils have collectively drafted wording to give effect to the requirement to insert provisions within the respective planning documents. This wording, attached as appendix (i), is proposed to be consistent across the authorities; recognising that the housing bottom lines apply equally across Greater Christchurch.
- 3.6. In the event that the Council approves the insertion of the provisions, Council staff will make this change to both the operative and proposed district plan.
- 3.7. It is noted that the housing bottom lines identified in the table above are different to the numbers included in the 2021 HCA in that only areas within Greater Christchurch are included within the proposed objective. The reason for this is to maintain consistent terminology across the Greater Christchurch area. The 2021 HCA does provide for additional household growth within Oxford. This growth is not affected by the exclusion within the table as the housing bottom lines provide for 'at least sufficient' capacity; rather than a maximum allocation per district.
- 3.8. While the 2021 HCA is the most up to date assessment of housing bottom lines, local authorities must review the capacity assessments every three years.

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

- 4.1. The Council has technically has the option to decline or approve the addition of the provisions into the Waimakariri District Plan. However, it is noted that the insertion of housing bottom lines is a requirement within the NPS-UD, and a decision to not make the changes would mean that the Council would not be complying with the central government direction provided within the NPS-UD. As a result, the recommendation from staff is that the Council approve the insertion of the provisions into the district plan.

#### **Implications for Community Wellbeing**

4.2 There are not implications on community wellbeing by the issues and options that are the subject matter of this report. This is primarily as the provisions to be inserted into the Waimakariri District Council require that established 'housing bottom lines' are enabled within planning documents.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report; however, it is noted that growth within MR873 is an important area of consideration and is being progressed through a number of pathways including the district plan review. As noted above, the housing bottom lines are in relation to providing 'at least sufficient' growth capacity within the district.

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

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

### **5.3. Wider Community**

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

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

### **6.1. Financial Implications**

There are not financial implications of the decisions sought by this report. The HCA 2021 was budgeted within the Council's overall budget for NPS-UD implementation.

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

The recommendations in this report do not have sustainability and/or climate change impacts. Additional growth will potentially have climate change impacts if inappropriately located; however, the proposed housing capacity provisions do not allocate growth to specific areas.

### **6.3 Risk Management**

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

### **6.3 Health and Safety**

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

## **7. CONTEXT**

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

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

### **7.2. Authorising Legislation**

Amendments to District Plans where not subject to a schedule 1 RMA 1991 process are enabled by section 55 of the RMA 1991.

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

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

**7.4. Authorising Delegations**

The Council has delegated the ability to amend the district plan to recognise national policy statements/ standards under clause 55 of the RMA 1991. The delegation manual allows for the Council to approve the amendment as the delegating entity.

## Housing bottom lines objective:

### 6.2.1a Housing bottom lines

For the period 2021-2051, at least sufficient development capacity for housing is enabled for the Greater Christchurch urban environment in accordance with the housing bottom lines set out in Table 6.1.

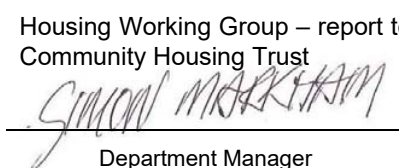
**Table 6.1 Housing bottom lines (number of dwellings) for the Greater Christchurch urban environment, 2021-2051**

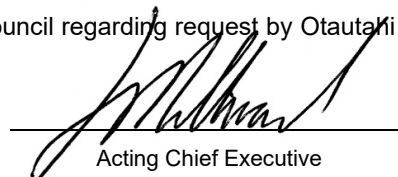
Area	Short-Medium Term 2021-2031	Long Term 2031-2051	30 Year Total
Waimakariri	5,100	7,400	12,500
Christchurch	18,300	23,000	41,300
Selwyn	8,100	15,800	23,900
<b>Greater Christchurch</b>	<b>31,500</b>	<b>46,200</b>	<b>77,700</b>

### *Principal reasons and explanation*

The National Policy Statement on Urban Development 2020 (NPS-UD) requires Tier 1 local authorities to set housing bottom lines for the short-medium (next 10 years) and long term (10 to 30 years). The Greater Christchurch Tier 1 urban environment is the area shown on Map A.

The housing bottom lines in Table 6.1 represent the amount of development capacity that is at least sufficient to meet expected housing demand in Greater Christchurch over the specified period, inclusive of a competitiveness margin. The NPS-UD requires a 20 per cent competitiveness margin for the short to medium term, and a 15 per cent competitiveness margin for the long term.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** EXC-54/ 220826147321**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Simon Markham, Manager Strategic Projects, for the Housing Working Group**SUBJECT:** Housing Working Group – report to Council regarding request by Ōtautahi Community Housing Trust**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
Department Manager


  
Acting Chief Executive
**1. SUMMARY**

- 1.1. This report seeks approval from Council to provide an expression of support for the Ōtautahi Community Housing Trust (OCHT) to establish a sister trust to OCHT, as a potential community housing provider (CHP) in the rest of the Canterbury Region, including the Waimakariri District.
- 1.2. The Housing Working Group (HWG) believes there are net benefits in having more CHPs able to contribute to meeting the housing needs in the District. This expression of support does not in itself bind the Council to act.

**Attachments:**

- i. Letter from Ōtautahi Community Housing Trust re: Support with Setting up Sister Trust, 16 December 2021 - 220127009709
- ii. OCHT Presentation to HWG 21 March 2022 - 220826147323

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 220826147321.
- (b) **Provides an** expression of support for the Ōtautahi Community Housing Trust (OCHT) to establish a sister trust to OCHT, as a potential community housing provider (CHP) in the rest of the Canterbury Region, including the Waimakariri District.
- (c) **Notes** this expression of support does not in itself bind the Council to act.

**3. BACKGROUND**

- 3.1. On 16 December 2021 the Chief Executive received a letter seeking the Waimakariri District Council's support for the establishment of a new Trust to deliver community housing in the Waimakariri District and across Canterbury. It advised they were seeking similar support from other Councils that will have an interest in responding to unmet, local housing need.

- 3.2. The new Trust would be a sister Trust to Ōtautahi Community Housing Trust (ŌCHT). It is one of New Zealand's largest Community Housing Providers. It has 2400 community housing properties and delivers a tenant-centric service to benefit tenants. **Attachment i** provides further rationale for the Trust's proposal.
- 3.3. At the Council's 1 March 2022 meeting it resolved that it *"Agrees the Housing Working Group should consider and provide advice to the Council on the approach by the Otautahi Community Housing Trust for support with setting up a 'Sister Trust'.* This resolution forms part of a suite of resolutions based on recommendations from the HWG in its extensive Interim Report to the Council on 1 March that outlined the nature and extent of unmet housing need in the District.
- 3.4. On 21 March 2022 the HWG received a presentation from the Chief Executive of OCHT, Cate Kearney, on this matter (**Attachment ii**). This provides further information about OCHT and its performance. It also outlines the benefits a CHP can provide. The HWG considered this matter further at its meeting of 13 June 2022 that resulted in this report.

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

- 4.1 The option being promoted by the OCHT, if it were to proceed, would enable an experienced, at scale community housing provider to be in a position to bid to deliver community housing solutions in the Waimakariri District. Having this option available could be of benefit in meeting housing needs in the District, independent of what the Council might do with management of its own EPH portfolio, or any other arrangements it might enter into.
- 4.2 In light of the HWG Interim Report findings, the consideration by the HWG of the OCHT proposal results in recommendation (b) in this report. The HWG believes there are net benefits in having more community housing providers in the District. This expression of support does not in itself bind the Council. Should the OCHT proposal proceed, then re-engagement with OCHT could provide mutually beneficial opportunities to be progressed at that time.
- 4.3 Notwithstanding the HWG's recommendations within this report, the OCHT do not need Council support to form a sister trust. However the OCHT are seeking such support as a sign of good will as a derivative of a Greater Christchurch Partner that currently only operates within Christchurch. The HWG accepts that how the sister trust might be formally structured is a matter for the OCHT to consider should it decide to proceed.

#### **Implications for Community Wellbeing**

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

Dry, warm, safe, secure and affordable housing for all is fundamental to individuals, whanau and community wellbeing and overall social cohesion. This is an option that furthers that objective.

- 4.4 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.

The Council as a member of the Greater Christchurch Partnership has been party to collaboration with Ngāi Tahu and Ngāi Tūāhuriri representatives in developing a Draft Greater Christchurch Social & Affordable Housing Action Plan that addresses unmet housing need. The option being progressed by OCHT is well aligned with that.

## 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.

Apart from actual or potential housing providers in the District, the HWG has through the Housing Forum held in August 2021 engaged with and heard the views of a wider range on groups and organisations with an interest in housing in the District and furthering the purposes of the HWG.

## 5.3. **Wider Community**

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

As and when there are specific Project proposals in relation to the purpose and objectives on the HWG then wider community consultation will be considered.

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

## 6.1. **Financial Implications**

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

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

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

The availability of sufficient, good quality housing that meets the needs of the community is fundamental to individual and whānau wellbeing and so the social sustainability of communities.

## 6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. For the sake of clarity it is noted that this expression of support does not in itself bind the Council to act.

## 6.3 **Health and Safety**

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

# 7. **CONTEXT**

## 7.1. **Consistency with Policy**

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

## 7.2. **Authorising Legislation**

S10 of the Local Government Act 2002 confers on Councils a broad mandate to promote community wellbeing.

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

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

**People's needs for mental and physical health and social services are met**



- Our people are supported by a wide range of health services that are available and accessible in our District
- Participation in community-based support and services is acknowledged and encouraged
- *Housing is available to match the changing needs and aspirations of our community*
- There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

7.4. **Authorising Delegations**

The HWG has been tasked to progress a delegated purpose and objectives on behalf of Council.



16/12/2021

Jim Harland  
Chief Executive  
[jim.harland@wmk.govt.nz](mailto:jim.harland@wmk.govt.nz)  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

Dear Jim,

**RE: Support with Setting up Sister Trust – Ōtautahi Community Housing Trust**

We are writing to seek the Waimakariri District Council's support for the establishment of a new Trust to deliver community housing in the Waimakariri District and across Canterbury. We are seeking similar support from other Councils that will have an interest in responding to unmet, local housing need.

The new Trust will be a sister Trust to Ōtautahi Community Housing Trust (ŌCHT). We are one of New Zealand's largest Community Housing Providers. We have 2400 community housing properties and deliver a tenant-centric service to benefit tenants. As an employer, ŌCHT has an absolute commitment to its employees, fostering a positive and progressive team culture that underpins its reputation as a leading, professional community housing provider. With sustainable tenancies, sustainable properties, and a sustainable business, ŌCHT aims to improve and grow community housing in Christchurch and in the longer term, the wider Canterbury region.

ŌCHT successfully delivers tenant-centric tenancy service and has achieved financial sustainability for the Christchurch City Council's community housing portfolio in five years. This year, we offered 446 new tenancies, housed around 2,600 people and children, own a portfolio valued at \$120m, deliver \$11m in maintenance, and our development programme provides 100 new community homes a year.

ŌCHT has a foundation from which to manage the crisis at the low-income end of the housing continuum. It is a model backed by established professional expertise that ŌCHT believes would benefit communities outside Christchurch, where housing supply, access and affordability continue to impact our regional and collective social, community and economic potential.

The extent of this crisis is clear in the latest figures from the Ministry of Housing and Urban Development. In the September quarter, 2118 people in Canterbury were waiting to be housed from the government's public housing register. Among them, 85 people in the Waimakariri District wait for a vacancy somewhere in the 194 public housing homes in the district. Demand exceeds supply and places even more pressure on public housing already in need of investment, development, and growth.

ŌCHT can apply its experience and professional capability to meet the challenge of providing warm, safe, and sustainable housing outside of Christchurch. However, ŌCHT's Trust Deed permits it to operate social and affordable housing only in Christchurch and Banks Peninsula. ŌCHT sought legal advice as to how this might be changed to allow it to operate more widely. The Trust was advised a Private Members Bill is the only avenue for change – a lengthy process that may require a Members' Ballot, public submissions, and committee hearings; and in which there are no guarantees of success. This is not ideal when certainty is needed in tackling the ongoing housing crisis.

Accordingly, ŌCHT is considering the establishment of a sister trust. The new trust would seek charitable status and registration as a Community Housing Provider. The new trust will provide local and regional solutions, so it needs local and regional support.

We would like to meet with you to discuss the new trust, to describe the help it may need as it is established, and to explore a partnership to tackle the challenge of unmet housing need in our communities.





I will contact you in early 2022 to arrange a time to meet. Should you have any queries between now and then, please do not hesitate to contact me via email or by mobile as provided below.

Ngā mihi nui,



Cate Kearney  
Chief Executive Officer  
**Ōtautahi Community Housing Trust**  
022 657 4980  
[Cate.Kearney@ocht.org.nz](mailto:Cate.Kearney@ocht.org.nz)





**Waimakariri District Council**  
***Housing (Social/Affordable) Working Group***  
**Ōtautahi Community Housing Trust**

**21 March 2022**



# A letter to Waimakariri District Council

ŌCHT wrote to Waimakariri District Council in December 2021 offering to establish a new Trust to deliver housing in the Waimakariri District.

The Housing Register shows **2118** people in Canterbury are seeking affordable housing, **85** people in the Waimakariri District.

ŌCHT can extend its service provision to help districts in greater Christchurch manage the housing crisis for low-income whanau.

ŌCHT has expertise and capability. It works with CHPs Kainga Ora and social services to support whanau to live well in their homes.

Our Trust Deed prevents us operating outside of the city of Christchurch which is why it is considering a sister trust.

The sister trust would provide local and regional solutions

The sister trust would seek charitable status and registration as a Community Housing Provider.

We built 229 homes in Christchurch over the past 3 1/2 years.



We offer people homes. In 2021, we offered 446 new tenancies and around 2,600 people and children live in our homes.

# Ōtautahi Community Housing Trust (ŌCHT)

ŌCHT was formed in 2016 by Christchurch City Council to find a financially sustainable solution for their community housing portfolio.

ŌCHT commenced operations with 2,250 leased properties

We are a Charitable Trust and registered Community Housing Provider (CHP)

ŌCHT has a 45-year lease, renewing first at 5 years (2021) and subsequently at 10 years with three rights of renewal.



We started as tenancy managers and now provide maintenance, capital work programmes and a construction pipeline.

The leased portfolio is being upgraded into warm, dry homes.

We link tenants to services in a wrap-around approach.

In 2022 ŌCHT manages **2488 homes**, 1864 leased from Council, 604 owned, and 20 leased from private landlords for Housing First.



# Performance Results FY21

## Occupancy



2021 **97.4%\*** ●  
2020 **98.7%** ●

## New Tenancies



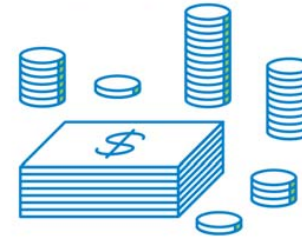
2021 **446**  
2020 **404**

## Revenue collected



2021 **99.70%** ●  
2020 **99.63%** ●

## Rent Revenue Total (000)



2021 **\$24,000**  
2020 **\$21,188**

## Surplus Lease Payment to CCC



2021 **\$3.95m**  
2020 **\$3.35m**



# Performance Results FY21

## Social Housing: Overall Satisfaction

levels of service meet all recommended targets

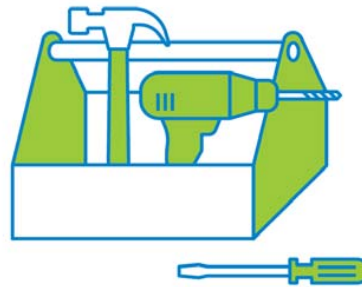
**82%**

are satisfied with quality of the tenancy service provided. Satisfaction with the quality or tenancy service **meets** the interim 2020 ÖCHT target of **82%**.

**79%**

are satisfied with the condition of the unit provided (up from 61%). Satisfaction with the condition of homes **exceeds** the ÖCHT target of **70%**.

### Tenant satisfaction with maintenance



2021 **80%**  
2020 **78%**



### Tenant satisfaction with call centre



2021 **84%**  
2020 **82%**



### Tenants agree their unit is warm, dry and weathertight



2021 **84%**  
2020 **59%**





# How does OCHT support Tenant Well-being

Established a Tenant Advisory Group in 2017.

We provide an Employment Service.

We partner with Housing First, housing 65 kaewa.

We partner to provide digital inclusion with our Digital Coach.

We have an e-bike and e-car sharing scheme

We provide Whānau Support through a dedicated Whanau Support Worker in our large 90 home community.

We recognise and thank our tenants for their efforts in the Housing Heroes Awards



# Benefits of being a CHP

ŌCHT is social landlord, not a social service provider.

Community Housing Regulatory Authority (CHRA) **registers and regulate** CHPs.

CHPs must meet annual performance standards to retain their registration.

CHPs do more than private landlords but are bound by the same laws and regulations plus monitoring by CHRA.

We offer support to tenants e.g. job coaching, tenant internships; and navigate tenants to community services.

Some CHPs offer affordable rentals, housing for specific needs and some offer assistance into a first home. OCHT is now starting to build and offer affordable leasehold homes.





# ŌCHT New Homes



Homes built since 2019:

**229**

New Homes in Progress:

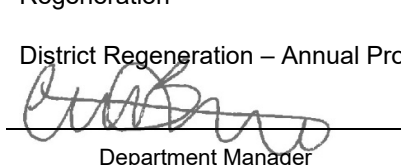
**86**

# What benefits can CHPs offer local government

- In a partnership with local Government, a council might provide land or rental properties to manage. The CHP can offer wrap around support, and access government subsidies to ensure rentals are affordable.
- CHPs as charitable entities share the same values as councils: we are here for the long term, to serve our populations to live well in their locality
- CHPs as tenancy and property managers, are overseen by the regulatory authority and held to a higher standard of performance than simply complying with the Residential Tenancies Act.
- CHP and Kainga Ora can together offer a range of housing typologies, housing products and supports.





**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RGN-02-01 / 220721124626**REPORT TO:** Council**DATE OF MEETING:** Tuesday, 6 September 2022**FROM:** Duncan Roxborough, Implementation Project Manager – District Regeneration**SUBJECT:** District Regeneration – Annual Progress Report to June 2022**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to provide a regular activity summary for the District Regeneration programme, to allow for monitoring of progress. This report covers annual progress to end of June 2022 (end of 2021/22 WDC financial year) and covers the Regeneration activity, and the Kaiapoi Riverbanks Wharf & Marine Precinct activity, both of which are delivered by the District Regeneration unit.
- 1.2 At present; of the 66 projects in the combined programmes, approximately two-thirds are fully complete, with others underway. In all; 92% of projects are either completed or underway.
- 1.3 The completed projects are a visible sign of success in the regeneration and earthquake recovery activities; building on previous council and community successes in infrastructure recovery and town centre and community facilities recovery.
- 1.4 Total expenditure to date on the District Regeneration activity is approximately \$13.0m, which is behind planned expenditure (at 89% of planned budget to date). The current approved budget is approximately \$18.3M for the full programme including future years (set in 2018 & 2021 Long Term Plans and excluding the Memorial Gardens project). The programme is tracking to be delivered within budget.

Programme Budget	\$18.3
Spend to date	\$13.0
Balance Remaining	\$ 5.3
Forecast yet to spend	\$ 5.3

- 1.5 Total expenditure to date on the Kaiapoi Riverbanks Wharf and Marine Precinct activity is approximately \$9.7M. The current approved budget is approximately \$10.4M for the multi-year programme, including future years. The multi-year programme is tracking to be delivered on budget, once carryovers and contract retentions are taken into account.
- 1.6 A number of projects are behind schedule. As a whole, the overall regeneration programme is tracking approximately a year behind schedule in terms of projects status.

**Attachments:**

- i. Projects summary sheet

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 220721124626.
- (b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.
- (c) **Circulates** this report to all Boards.

## 3. **BACKGROUND**

- 3.1 The District Regeneration programme covers the Implementation of the land uses and activities identified within the Waimakariri Residential Red Zone Recovery Plan (the 'Recovery Plan'). The District Regeneration unit also oversees the delivery of:
  - Kaiapoi River Wharf and Marine Precinct programme (including Riverbanks)
  - Murphy Park and Rowing Precinct project
- 3.2 The draft Recovery Plan was developed by Waimakariri District Council (WDC) and presented to the Minister supporting Greater Christchurch Regeneration in August 2016, following extensive consultation with the community and strategic partners. The final Recovery Plan was issued by the government in December 2016 and adopted by Council in February 2017. The Waimakariri District Council is the key implementing party for the activities on the land identified to be divested to Council.
- 3.3 A requirement of the Recovery Plan was for WDC to develop an Implementation Plan to outline how and when the land uses and activities from within the plan would be implemented. The Implementation Plan is a key document which contains key planning items and supplementary information, and is referred to throughout this report.
- 3.4 The District Regeneration programme delivery was initially overseen at a governance level primarily by the Regeneration Steering Group, and at an operational level by the by the District Regeneration Project Control Group (PCG) and the Marine Project Control Group. The membership of these groups is outlined within the Implementation Plan. As of September 2019 the Regeneration Steering Group was disbanded and the ongoing governance arrangements are split between Kaiapoi-Tuahivi Community Board, and Council/Committees in line with delegations policy.
- 3.5 The District Regeneration programme includes coordination with other allied council projects and programmes, such as:
  - Kaiapoi Town Centre Plan & Activation Strategy
  - Town Centre Parking Review, and Park n Ride facility
  - District Plan Review
  - Walking & Cycling Strategy
  - Kaiapoi River Rehabilitation, and Arohatia Te Awa
  - Kaiapoi Stormwater and Flooding Improvements (Shovel-ready programme)

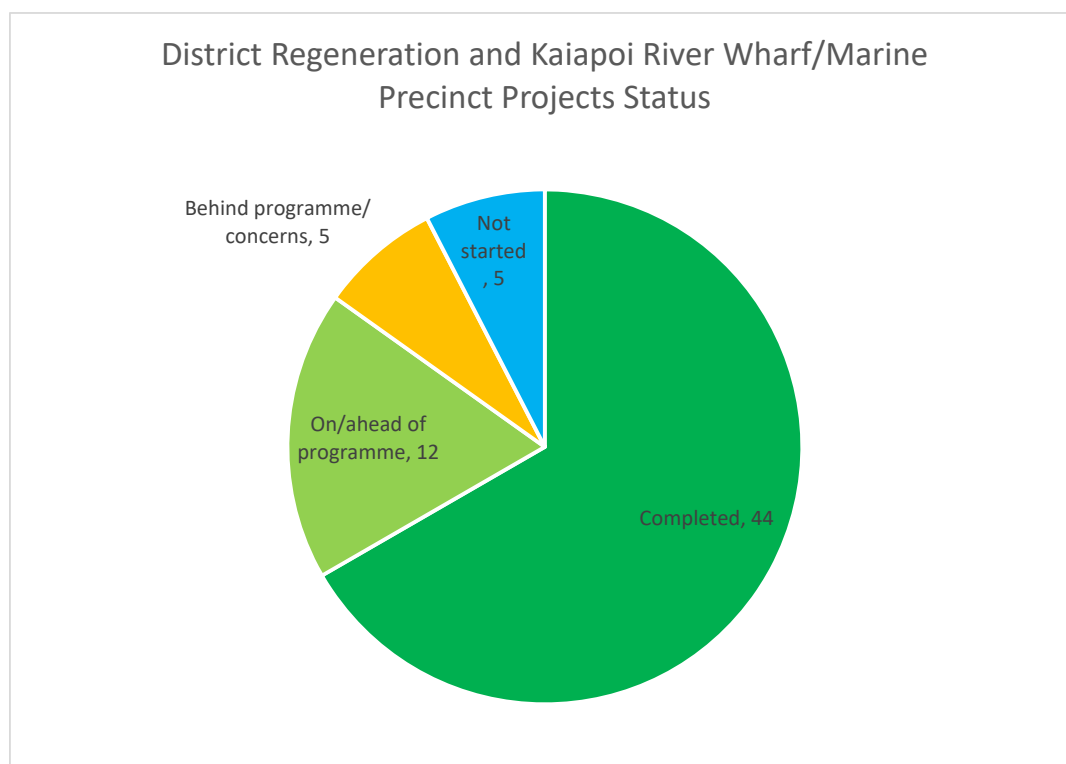
#### 4. ISSUES AND OPTIONS

##### Programme Summary

- 4.1. A summary of projects current status and progress for the whole programme is shown in Table 1 and Figure 1 below. This summary includes the Regeneration projects, and the Kaiapoi Riverbanks Wharf & Marine Precinct programme. The ongoing/recurring category includes staged multi-year projects of repetitive nature (e.g. Honda Forest, driveway repairs, Heritage & Mahinga Kai area).

*Table 1: District Regeneration programmes summary of current project progress/status (June 2022)*

	Total	Completed	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Projects	12	8	3	1	0	0
Capital Projects (Regen)	35	21	3	4	3	4
Capital Projects (Marine)	18	15	0	0	1	2
<b>Total</b>	<b>66</b>	<b>44</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>
<i>(Last report June 2021)</i>	<i>(65)</i>	<i>(44)</i>	<i>(6)</i>	<i>(5)</i>	<i>(4)</i>	<i>(6)</i>



*Figure 1: District Regeneration programmes summary of current project progress/status*



From these it can be seen that approximately two-thirds of the projects are fully complete, with approximately 91% complete or on-track (including recurring jobs), and the remainder are yet to start or are behind. Refer to attachment i) for the full project list.

- 4.2. Clarifications and endorsements to the preceding summary table and figures are as follows:
- a) The tables and figures used in this report are for the multi-year programmes, for all years of those programmes. The summary includes projects delivered in previous years, the current year projects, and projects to be done in future years.
  - b) 'Rural areas' is treated as a project; to allow for some investment in development of these areas to enable future land uses, and assess options and proposals for use of this land.
  - c) The above summary does not include the Earthquake Infrastructure Recovery Programme projects.
  - d) Mixed use business areas development/activation projects are not included in the summary; the ongoing activation of the Town Centre and mixed use business areas and supervision of the arising development projects are overseen primarily by the Business & Centres Team who report to the Kaiapoi-Tuahiwi Community Board and Council.
- 4.3. The Regeneration website no longer continues to be updated with current project information. In early 2021 the website was revamped to reduce the amount of content and focus on the final projects yet to be completed.
- 4.4. Ongoing budgetary and rates considerations has also resulted in the deliberate deferment or re-scheduling of a number of capital projects as requested by the Council (including some that were already behind schedule); the main projects deferred in the current and previous years being:
- Corcoran Reserve Viewing Platform
  - Kaiapoi East rural area Recreation and Ecological linkage
  - Riverbanks Walkway near War Memorial reserve
  - Kaiapoi East Boat Trailer Parking.
- 4.5. Key projects **completed** in the last reporting period include:
- 1) Honda Forest (stage 3 – curtailed scope)
  - 2) Kaiapoi River marine precinct – private mooring purchase and decommissioning
  - 3) Norman Kirk Park playing fields – grass remedial works
  - 4) Norman Kirk Park sports field posts and line-marking
  - 5) Norman Kirk Park softball bleachers
  - 6) Feldwick drain land exchange and linkage (land procured via shovel-ready)

Some of these minor tasks are not considered as projects in the overall summary of project tracking, since they are just scope changes/additions to existing projects.

- 4.6. Key projects/works currently **under construction** include:
- 7) Interpretive signage project (ongoing multi-year)
  - 8) Huria Reserve Heritage & Mahinga Kai reserve – stage 1 planting and stage 1 paths (completes Aug 2022)
  - 9) Kāikanui Walkway Rec and Eco Linkage (Kaiapoi South rural area linkage - Completes Aug 2022)
- 4.7. Key projects/works currently at **procurement stage** include
- 10) Dredging dewatering ponds decommissioning (added May 2021)
- 4.8. Key projects currently at the **design stage** include:
- 11) Kaiapoi Croquet Club & Community Studios Hub development
  - 12) Murphy Park Rowing Precinct
- 4.9. Key projects currently at the **planning & investigations stage** include:
- 13) Feldwick catchment drainage/ SMA (now via shovel-ready programme)
  - 14) Murphy Park Rowing Precinct
  - 15) Riverbanks boardwalk non-slip treatment
- 4.10. Key projects currently **on hold, delayed, or behind schedule**:
- 16) Corcoran Reserve viewing platform (design stage put on hold)
  - 17) Kaiapoi East Boat Trailer Parking (design stage – now deferred to 22/23)
  - 18) Rural areas land uses opportunities assessment
  - 19) Recreation & Ecological Linkages – The Oaks (behind schedule)
  - 20) Recreation & Ecological Linkages – Dudley Drain (behind schedule)
  - 21) Kaiapoi Riverbanks SW Bridge corner / War Memorial path – Landscaping
- 4.11. With regard to **MUBA's and other commercial activities**, the Regeneration team and C&R staff have been collaborating with Business and Centres team on the following key activities:
- 22) NZMCA Park development on Kaiapoi East MUBA (due to complete next month)
  - 23) RFCP process for Kaiapoi South MUBA – William Hill Consulting proposal
  - 24) Discussions with multiple potential developers for other MUBA areas
  - 25) Ongoing engagement with WHoW Aquasports Trust
  - 26) Kāikanui Aqualand development

- 4.12. Key current capital projects that were scheduled to be completed in the immediate past financial year (2021/2022) are shown in Table 2.

*Table 2: Summary of 2021/22 capital projects*

Project	Status
Norman Kirk Park – Sports fields posts and line-marking	Completed
Marine Precinct Private Mooring acquisition and decommission	Completed
Honda Forest (stage 3)	In progress - (delayed by Covid)
Rec & Eco linkage – Feldwick Drain (and land-swap)	In progress – now Shovel-ready
Rec & Eco linkage – The Oaks	In progress - delayed
Rec & Eco linkage – Kaiapoi South Rural	In progress - delayed
NZMCA Park	In progress - delayed
Kaiapoi River Dredging dewatering areas decommissioning	Not started
Charles Street Viewing Platform	Behind programme (deliberately deferred)
Rowing Precinct	Behind programme (delayed by new Hub)



*Figure 2: Planting day at Stage 1 of Huria Reserve Heritage & Mahinga Kai area*



Figure 3: Huria Reserve Heritage & Mahinga Kai area Stage 1 paths construction

- 4.13. Key capital projects that are now scheduled to be completed in the current financial year (2022/23), where not included in the table above, are shown in Table 3.

Table 3: Summary forecast of other 2022/23 capital projects

Project	Status
Rec & Eco linkage – The Oaks	Not started
Rec & Eco linkage – Kaiapoi South Rural	On Track
Car & Boat Trailer parking – (now deferred again to 22/23 year)	Now on hold
Dredging ponds decommissioning, and Corcoran reserve tidy-up	Behind Schedule
Kaiapoi Riverbanks SW corner Landscaping (War Memorial)	Now on hold
Honda Forest (stage 3)	On track



*Figure 4: Workshop with Kaiapoi Community Hub groups*

- 4.14. Most of the projects completed to date have been centred on the Kaiapoi East regeneration area, as planned. There is now a shift of focus to construction works in the Kaiapoi South area.
- 4.15. Some milestones achieved during the year include:
- First game rugby league played on Norman Kirk Park
  - Blessing and ceremonial tree planting HMK area
  - Co-governance arrangement for HMK area confirmed
  - Regen areas used for staging of Shovel-ready works
  - Some land granted to Mainpower for substation enlargement
  - Marine precinct pontoon berths almost fully allocated
  - Asset capture project completed – all trees, features and fences now in system
  - LINZ and Council approval of issue of Lease to Te Kohaka o Tuhaitara Trust for HMK area
  - Formal establishment of the Kaiapoi Community Hub Trust is imminent, and clearly driven by the stakeholders involved.

#### **Key Actions or Items Requiring Resolution**

- 4.16. Other than the above; key items requiring resolutions are:
- Rural land uses establishment
  - Project scoping for:
    - Landscaping of War Memorial Area
    - Murphy Park
  - Sports fields clubrooms business case
  - Kaiapoi Croquet Club relocation agreement, terms, and land transactions (in progress)



## Discussion on MUBAs

- 4.17. Staff have been working with a number of developers who have approached council with proposals for the mixed use business areas (MUBA). Of significance; the Kaiapoi south MUBA has been through a formal Request for Commercial Proposals process and this has progressed to further feasibility stage with the proponent William Hill consulting, for potential development of mixed use marina development on the land.
- 4.18. A number of other commercial developers and agencies have approached Council in the last year with other concepts; including the likes of social housing, pensioner housing, tourist attractions and commercial recreation opportunities. Staff continue to work with the proponents and further Request for Proposals exercises will likely be undertaken in the next year to see if any gain traction.
- 4.19. Staff continue to work with the proponents of the WHoW Aquasports facility; considerations and decisions around the memorandum of agreement between Council and WHoW trust for the ongoing feasibility study are not covered in this report.
- 4.20. The New Zealand Motor Caravan Association (NZMCA) development is underway on MUBA land on Jones Street in Kaiapoi East; with support from staff. This is now expected to be completed in late 2022.
- 4.21. A lease agreement was established with Kaikanui Aqualand for the aquaplay facility on the Courtenay Lake adjacent to the Heritage and Mahinga Kai area.



Figure 5: Artist impression of private development concept for Kaiapoi south MUBA (Source: William Hill Consulting)

## Financial

- 4.22. A summary of current budgets for both of the programme covered in this report is shown below.

<b>District Regeneration current programme value (all years)</b>	<b>\$18.3M</b> (excl. Memorial Gardens)
<b>Kaiapoi River Wharf &amp; Marine Precinct programme value (all years)</b>	<b>\$10.4M</b>

- 4.23. The following changes were made to the Regeneration Activity budgets (since 2021-2031 LTP) arising during the 2021/22 year. These include budget additions during the 2021/22 year, as well as 2022/23 Annual Plan budget changes:

Kaiapoi Community Hub – 2021/22 year	\$100,000 (Covid loan funded PM services)
Kaiapoi Community Hub – 2022/23 year	\$526,000
Kaiapoi Community Hub – 2023/24 year	\$300,000

These budget changes exclude the other additions to the greenspace activity budgets for the same project, which total \$34,000 additions.

At the same time; the operations budgets for the Regeneration activity were significantly reduced, due to reduced staffing and overheads costs. These reductions in operations costs were noted (but not quantified) in previous years' annual summary reports, and have resulted in the overall programme budget increasing by approximately \$100k over the previous programme budget (\$18.2m) despite the addition of the Kaiapoi Community Hub project capital budgets changes.

- 4.24. The reporting basis in this summary report is different to the quarterly capital works reports submitted to Audit & Risk Committee. The financial basis of this annual report is based around treatment of the regeneration as a multi-year programme, taking into account the carryover of budgets and work in progress between council financial years. The quarterly capital projects reports are based solely around single year budgets and expenditure. This annual progress report to Council covers the full multi-year programme including works completed in all years to date, and future projects.

## District Regeneration Projects Expenditure

- 4.25. Overall Regeneration programme expenditure against budget is tracking behind planned expenditure, with expenditure to date tracking at 89% of planned budget to date.

A summary of the District Regeneration activity expenditure to date compared to budget, for all years to date is shown in Table 4 and Figure 6.

Table 4: District Regeneration Activity Summary of Expenditure to date vs Budget (figures in \$000's)

	16/17	17/18	18/19	19/20	20/21	21/22	Cumulative to date
<b>Operational Budget</b>	<b>768</b>	<b>610</b>	<b>643</b>	<b>615</b>	<b>500</b>	<b>246</b>	<b>3,382</b>
<i>Operational Expenditure</i>	<i>734</i>	<i>673</i>	<i>582</i>	<i>503</i>	<i>461</i>	<i>234</i>	<i>3,187</i>
	(96%)	(110%)	(91%)	(82%)	(92%)	(95%)	(94%)
<b>Capital Budget (incl. carryovers)</b>	<b>0</b>	<b>1,503</b>	<b>5,070</b>	<b>8,979</b>	<b>5,817</b>	<b>1,747</b>	<b>n/a</b>
<b>Capital Budget (excl. carryovers) Based on forecast carryovers</b>	<b>0</b>	<b>1,503</b>	<b>3,664</b>	<b>5,000</b>	<b>261</b>	<b>817</b>	<b>11,245</b>
<i>Capital Expenditure (excl WIP)</i>	<i>0</i>	<i>176</i>	<i>2,495</i>	<i>3,606</i>	<i>3,091</i>	<i>408</i>	<i>9,776</i>
	(100%)	(12%)	(68%)	(72%)	(1184%)	(50%)	(87%)
<b>Total Budget (excl carryovers)</b>	<b>768</b>	<b>2,113</b>	<b>4,307</b>	<b>5,615</b>	<b>761</b>	<b>1,063</b>	<b>14,627</b>
<i>Total Expenditure (excl WIP)</i>	<i>734</i>	<i>849</i>	<i>3,077</i>	<i>4,109</i>	<i>3,552</i>	<i>642</i>	<i>12,963</i>
	(96%)	(40%)	(71%)	(73%)	(467%)	(60%)	(89%)

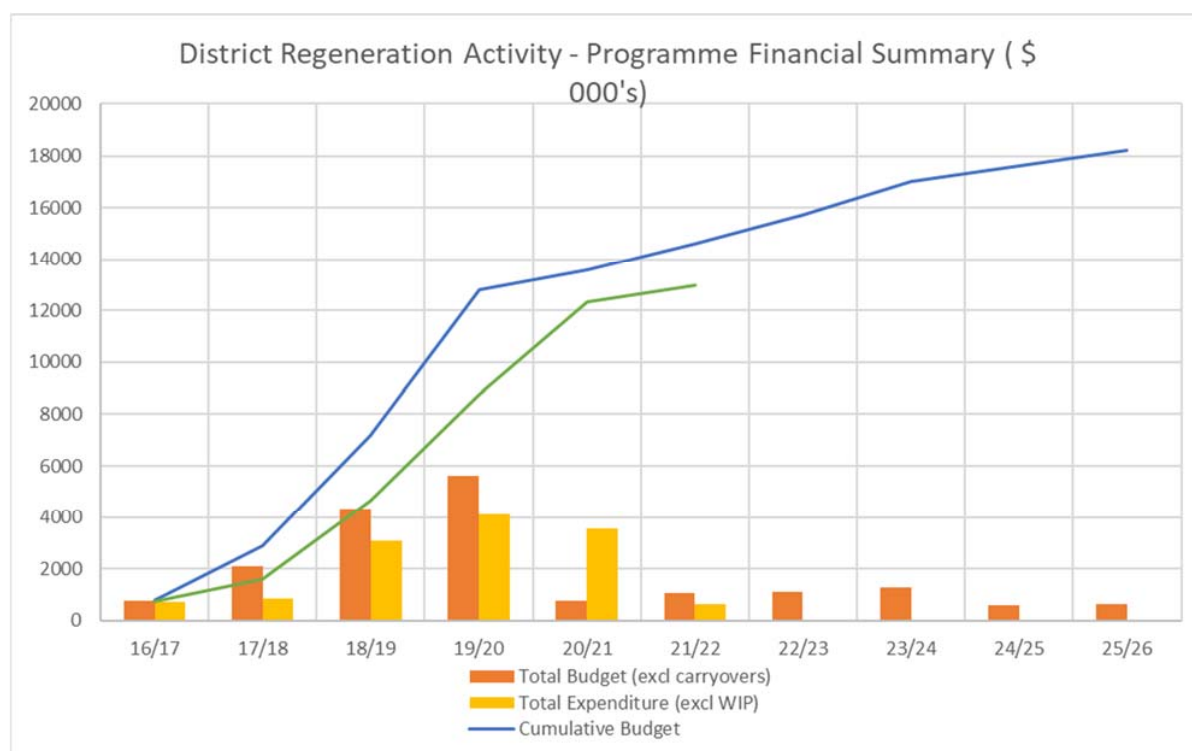


Figure 6: District regeneration spend vs budget – multi-year



- 4.26. The multi-year spend is currently tracking approximately \$1.6M behind the original cumulative budget set in 2017. This is partly due to some projects not yet started (or deliberately deferred), and also due to the programme being delivered under budget (e.g. operational costs multi-year tracking approximately \$200k below budget). As a whole, using the expenditure trend as a basis, the programme is tracking roughly 2 years behind the original schedule set in 2017. All planned capital project works completed to date have been delivered within budget for the capital programme.
- 4.27. The total spend against the overall multi-year programme budget is shown in Table 5 (figures in \$m).

*Table 5: District Regeneration programme spend and forecast*

<b>Programme Budget <sup>(1)</sup></b>	<b>\$18.3</b>
<b>Spend to date <sup>(2)</sup></b>	<b>\$13.0</b>
<b>Balance Remaining</b>	<b>\$ 5.3</b>
<b>Forecast yet to spend <sup>(3)</sup></b>	<b>\$ 5.3</b>

Notes to table 5:

1. Gross Budget as set in the 2018 LTP including amendments to date, excluding revenue offset
  2. Expenditure to date as at the end of June 2022
  3. Based on 2022/23 Annual Plan budget for opex and capex for all remaining years of the programme up to and including 2027/28 year (per the original final year set in 2018 LTP)
- 4.28. As reported in previous summary reports; revenue from external sources for the Regeneration programme to date has been significantly higher than originally budgeted, meaning on a net basis the regeneration programme has been implemented under budget.
- 4.29. Expenditure for the completed 2021/22 year compared to budget is shown in Table 6. This includes work in progress and also shows the current predicted carryovers at year end to the 2022/23 financial year budgets. The proposed carryover includes forecast unspent/underspent amounts at financial year end, as well as carryover of full budget for any multi-year projects that are not planned to complete in the current year (per Finance department principles). The figures in this table are based on the single financial year and include full budgets and expenditure including carryover and work-in-progress that were carried in to the start of the 2021/22 financial year.

*Table 6: District Regeneration Activity Summary of current year expenditure (figures in \$000's)*

	<b>Budget</b>	<b>Exp</b>	<b>% spent</b>	<b>Predicted carryover to 22/23</b>
Operational	\$246	\$234	95%	n/a
Capital Projects (incl carryovers and WIP)	\$1,747	\$646	37%	\$1,204 <sup>(1)</sup>
Total	\$1,993	\$880	44%	n/a

Notes to Table:

(1) This is the budget carryover figure – noting that some of the expenditure in the year is also carried over as well as 'work-in-progress'/WIP.

4.30. Some of the key planned and predicted budget and work-in-progress carryovers include:

Multi-year 'work-in-progress' projects

- Heritage & Mahinga Kai
- Kaiapoi Community Hub
- Kaiapoi Food Forest
- Honda Forest
- Corcoran Viewing Platform

Late carryovers (uncompleted work, or not started)

- NZ Motor Caravan Association Development
- Kaiapoi East Rural Area Rec and Ecological Linkages
- Kaiapoi South Rural Area Rec and Ecological Linkages
- Courtenay Esplanade linkage
- Dredging dewatering ponds decommissioning
- Riverview pontoon (contractor completion items)

### Kaiapoi Riverbanks Wharf & Marine Precinct Expenditure

4.31. A summary of budget and expenditure on the Kaiapoi Riverbanks Wharf & Marine Precinct programme is shown in Table 7.

Table 7: Kaiapoi Riverbanks Wharf & Marine Precinct programme expenditure & budget – all years (figures in \$000's)

	Budget	Actuals	Remaining	ETC	EAC	Diff
All Previous years projects (prior to 18/19 year)						
All previous projects <sup>(1)</sup>	3,428	3,425	n/a	n/a	n/a	(3)
18/19 19/20 & 20/21 year completed projects						
River Wall & pontoon piles	1,750	1,735	n/a	n/a	n/a	(15)
Riverview Terraces and Boardwalk	1,623	1,596	n/a	n/a	n/a	(27)
Boat-ramp pontoon and interim dredging	250	249	n/a	n/a	n/a	(1)
Dredging	1,495 <sup>(2)</sup>	1,478	n/a	n/a	n/a	(17)
Riverbanks NW Bridge corner	135	123	n/a	n/a	n/a	(12)
Pile Moorings (and now private mooring purchase)	100	128 <sup>(4)</sup>	n/a	n/a	n/a	28
Current projects delayed - now completing in 22/23 year						
Riverview pontoon (defect works)	950	911 <sup>(3)</sup>	39	50	961	11
Dredging Dewatering ponds decommissioning	30	0	30	40	40	10
Rowing Precinct	283	30	253	253	283	-
Terraces non-slip treatment	10	2	8	25	27	17

Other Projects (22/22 and later years)						
Riverbanks SW bridge corner	135	10	125	125	135 <sup>(5)</sup>	-
Murphy Park	204	0	204	204	204	-
<b>Total</b>	<b>10,393</b>	<b>9,687</b>	<b>703</b>	<b>697</b>	<b>10,384</b>	<b>(9)</b>

Notes to table 7:

1. Refer to separate previous years Kaiapoi Riverbanks Wharf & Marine Precinct reports for details of previous projects in the programme
2. Includes 350 k from Drainage activity budget
3. Includes Work-in-progress from previous year
4. Allows for addition of Kai03 private mooring purchase added Jan 2021
5. This project now has possible major scope change and has been put on hold and deferred budget to future year – full revised project scope now subject to future LTP process

4.32. From the table it can be seen that the Kaiapoi Riverbanks & Marine projects to date have had some minor unders-and-overs but have been delivered to approved budget as a whole (roughly \$9k under budget).

4.33. There are still some uncompleted items on the Riverview pontoon yet to be finished, the most significant one being the upstream floating debris deflector. The contractor has not responded to repeated requests for resolution for this and other items, so the works will now be sourced elsewhere and funded from contract retentions. For this reason the “Remaining Budget” does not match the budget within Technology One system.

### Projects Funding

4.34. A number of projects in the combined programmes are subject to elements of external funding. This is treated as revenue in the WDC budgets. The funding sources, and the projects these apply to are shown in Table 8.

Table 8: External funding sources for the Regeneration & Riverbanks/Marine projects (current and previous)

Source	Projects	Years	Indicative Value	Claimed to date
NZTA Funding	Kaipoi East Retained Road upgrades	19/20 & 20/21	\$1,277,000	\$1,277,000
Crown Cost Sharing Agreement	Red Zone Road decommissioning (60% share)	18/19 & 20/21	\$529,035 <sup>(1)</sup>	\$529,035
Honda TreeFund	Honda Forest	18/19 – 22/23	\$210,000	\$166,537 (ongoing submissions)
Christchurch EQ Appeal Trust (CEAT)	Multiple – riverbanks projects Kaiapoi Community BMX track	13/14 – 19/20 18/19	\$2,000,000	\$2,000,000
Ministry of Social Development	Portion of MSD funding contributing to Hub project WDC costs	22/23	\$100,000	nil
Subtotal			\$4,116,035	\$3,972,572

*Notes to Table 8:*

1. *Note that this excludes the EQ Infrastructure Recovery programme for 3 waters recovery; which is covered under a separate work programme/activity.*

4.35. Some of the projects listed in the District Regeneration activity and shown in the Reserves Master Plan adopted in 2018 are still currently un-funded / un-budgeted. These are:

- Memorial Gardens (beyond the term of the current Long term Plan so not in current approved programme budget)
- Maritime Heritage Precinct
- Historic Railway Station Precinct
- Earthquake Memorial
- Petanque Court and jetty

Consideration was given to seeking funding for some of these projects through submissions to the 2021/31 Long Term Plan. The only project ultimately included within the 10 year plan was a notional provision for the cycle training track, with the remainder beyond year 10 of the 2021/31 LTP.

### **Regulatory**

4.36. The delivery of the programmes require a number of regulatory approvals and authorities. These will potentially increase as more projects are delivered or new land uses and activities arise e.g. in the rural areas and mixed use business areas. A number of resource consents have been obtained (>50) and are held, or previously used and surrendered, for the Regeneration and Marine programmes. Key additional resource consents that will be needed in the coming year are for the Kaiapoi Community Hub, and the Rowing Precinct projects. (as of the time of writing this report the Kaiapoi community Hub Resource consents have been granted).

4.37. WDC currently hold global archaeological authorities for the development works in the regeneration areas.

4.38. A cultural values report has been received, to inform the development projects. Cultural impact assessments and/or project reviews are also commissioned with Mahaanui Kurataiao Ltd for specific projects.

### **General Operational Matters**

4.39. Land Management

4.39.1. The regeneration areas land is owned by Waimakariri District Council, following the completion of the land divestments in March 2019. Land Information New Zealand (LINZ) act as agents for the Crown in Waimakariri regeneration matters.

4.39.2. WDC undertake the greenspace maintenance on the regeneration land in line with the general Council portfolio and levels of service. This includes the general vegetation control, security patrols, fencing, spraying and dealing with rubbish. The vegetation control is undertaken as part of the Greenspace Activity.

4.39.3. The rates payment costs for the regeneration areas lands are now paid by the Greenspace Activity for open spaces, and Property Activity for commercial areas. Once the areas of greenspace and recreation uses are vested as formal reserves;

the rates costs will reduce. Vesting the land as reserves (and naming of these reserves) will be a priority in the coming year.

4.39.4. The Kaiapoi Softball Club have now based themselves at the new Norman Kirk Park facilities during their playing season.

4.39.5. A number of one-off or recurring events have utilised the regeneration area lands for events. These requests for interim land use are treated as reserve booking requests and managed through the normal Greenspace unit processes.

4.39.6. A number of sub-leases or Licences to occupy have been established by WDC to community groups and other organisations. These have been outlined in previous year's reports and are not reproduced here.

Licence agreements will be established in the coming year for the Kaiapoi Community Hub key anchor groups/clubs; preparation works on these agreements are nearing completion at the time of writing this report.

Approval has been received from LINZ for the proposed lease of the Huria Reserve Heritage & Mahinga Kai area to Te Kōhaka o Tūhaitara Trust. The lease terms have been approved by the Trust and Council respectively, and the lease is expected to be signed at a ceremonial event in September 2022.

4.39.7. In addition there have been a number of unsolicited expressions of interest received for lease of land in the Private Lease areas at the Pines Beach, and some of the Rural areas in Kaiapoi. The Kaiapoi-Tuahiwi Community Board (and predecessor Regeneration Steering Group) had deferred decisions on granting most leases to private individuals until further decisions are made on the preferred land uses and activities in these areas.

#### 4.40. Marine Precinct Management

4.40.1. The new assets created in the Kaiapoi Marine Precinct and Riverbanks area are managed by the Greenspace unit; since they own the new assets.

4.40.2. A number of further enhancements have been proposed for the marine precinct area by the Advisory Group. These will be scoped, planned and delivered by the Greenspace team with District Regeneration staff support, subject to budget confirmation.

### Communications & Engagement

4.41. The regeneration core project team are responsible for the District Regeneration related communications and engagement matters, with support from the WDC Communications team. The regeneration team no longer has a dedicated Communications .

4.42. Regular communication activities include:

- Weekly internal C&R department updates
- Project communications activities

4.43. The following communications activities have now ceased in the last year:

- Regeneration Webpage updates/maintenance
- Monthly e-newsletter
- Bi-Monthly reports to Minister for Greater Christchurch Regeneration
- Quarterly videos
- Community Noticeboard (quarterly updates)
- Storymap
- Infographics

4.44. A presentation was made to the Institute of Public Works Engineers Australasia (IPWEA) Land Development Engineering Group national conference in March 2021, overviewing the District Regeneration implementation phase. An entry submission to the Recreation Aotearoa awards is planned for the coming year, for the District Regeneration programme.

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

## **5. COMMUNITY VIEWS**

### **5.1. Groups and Organisations**

- 5.1.1. Views of key stakeholder groups and organisations are sought as applicable on specific projects, in line with the Participation Strategy and as referred to in the ongoing specific project design reports to the Community Board.
- 5.1.2. Further engagement with the Northern Bulldogs rugby league club will be required in the coming year (in addition to other potential clubs) regarding the new availability for use of the Norman Kirk Park playing fields.
- 5.1.3. Works are underway to establish and implement the co-governance arrangements for the forthcoming Heritage & Mahinga Kai reserve development. The final proposals will be considered by Mahi Tahī committee in August 2021 with a recommendation to a subsequent meeting of Council.

### **5.2. Wider Community**

- 5.2.1. Community views were sought through the extensive consultation undertaken during the development of the Recovery Plan. Further consultation was undertaken on the regeneration activity proposals and budgets within the 2018-2028 Long Term Plan special consultative procedure.
- 5.2.2. Ongoing community consultation on specific projects is undertaken in line with the principles outlined in the Participation Strategy, and as directed by the Kaiapoi-Tuahiwi Community Board.
- 5.2.3. Key consultation undertaken in the last year has included the proposed Kaiapoi Community Hub project, and there will be ongoing engagement on this project as it progresses. Regular project meetings are now underway with the 3 key user groups associated with the initial development (Kaiapoi Croquet club, Kaiapoi Menz Shed, and Satisfy Food Rescue).

## **6. IMPLICATIONS AND RISKS**

### **6.1. Financial Implications**

- 6.1.1. District Regeneration is a distinct Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'. Financial summaries are included in Section 4.
- 6.1.2. The Kaiapoi River Wharf Riverbanks and Marine Precinct programme is included under the 'Earthquake Recovery – Recreation' Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.
- 6.1.3. These activities are funded through the Earthquake Recovery Loan.

## 6.2. Community Implications

- 6.2.1. The community in general are keen to see the Regeneration programme implemented and the former red zone areas restored to active use.
- 6.2.2. It is pleasing to see the community taking back ownership of the former red-zone and utilising the newly developed features in the regeneration areas. A priority in the coming year will be to support and encourage more use of the Norman Kirk Park main playing fields, and community event space.
- 6.2.3. In the course of the implementation phase, there could be some negative effects on parts of the community, principally arising from construction works effects, or changes to networks (e.g. road layouts, utilities temporary shutdowns). These potential effects will be managed through project management practices and implementation strategy.

Examples of this are early engagement, reverse sensitivity consideration, inclusion of buffer zones/strips, strategic planting, designated haul routes, restricted working hours, good project communications and opportunities for participation, careful contractor selection, environmental control measures for maintenance and construction activities, and wider implementation team buy-in.

- 6.2.4. A number of private properties remain within the former red zone areas. The core project team regularly interact with these parties.
- 6.2.5. The community are kept informed of progress through multiple communication means, as outlined in the Communications section of this report. This includes district-wide communications to ensure that the whole district is informed of high-level regeneration matters and updates.
- 6.2.6. The regeneration core project team maintain a local presence through the course of project site visits, which often provide the opportunity to meet and interact with the community.

## 6.3. Risk Management

- 6.3.1. Current main residual risks to the programme are:
  - a) Unknown/unforeseen ground conditions – contamination, geotechnical conditions uncertainty, water table, physical features
  - b) Environmental effects management – ongoing. Dust control, traffic, runoff, construction noise, sediment, ecological. Risk of damage, public / external complaints, consent conditions breach.
  - c) Time pressure - Design and construction progressing in advance of assessment of full assessment of options for rural area land uses
  - d) Natural Hazards – fire, flooding, sea level rise, earthquakes and liquefaction risk of delays or damage to assets (including land and completed projects)
  - e) Public safety – uncontrolled access to regeneration areas increasing risk of harm
  - f) Other external influences – e.g. pandemic ongoing lock-downs, knock on effects such as supply-chain issues or recession impact.

- 6.3.2. The regeneration core project team maintain a risk register which is currently being updated and finalised in Promapp Risk software.

#### 6.4. **Health and Safety**

- 6.4.1. Core project team and staff health and safety is managed through adherence to the WDC Health and Safety policy and management systems. This includes considerations such as workplace safety and staff welfare, safe working in the field, training, safe driving, and contractor health and safety, among others.
- 6.4.2. Staff undertaking regular on-site construction monitoring or project management have specific safety training, including Site-Safe qualification.
- 6.4.3. Public health and safety is managed through maintenance of the land and provision of fencing and appropriate signage. The undeveloped regeneration areas are generally used as informal recreation space by the community.
- 6.4.4. Contractor health and safety is managed through project management principles, and WDC health and safety system policy, tools, and processes. This includes consultants working in the field, and contractors undertaking construction activities.
- 6.4.5. Contractors and consultants, including consulting project managers, undertake regular routine site inspections and provide site auditing reports, and incident reports as necessary.
- 6.4.6. In the last reporting period, no serious harm related incidents have occurred on any of the projects undertaken.

## 7. **CONTEXT**

### 7.1. **Policy**

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

### 7.2. **Legislation**

- Greater Christchurch Regeneration Act 2016 (and subsequent Amendment July 2022)
- Local Government Act 2002

### 7.3. **Community Outcomes**

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality

### 7.4. **Delegations**

- 7.4.1. The Kaiapoi-Tuahiwi Community Board have taken over the general responsibilities of the former Regeneration Steering Group as outlined in the



Terms of Reference for the Steering Group and the associated Functional relationships and Decisions Making Framework (included within the Implementation Plan).

- 7.4.2. The Land Divestment Agreement between the Crown and WDC includes specific terms and conditions related to implementation activities, expectations, and ongoing interests of the Crown.
- 7.4.3. In the new financial year; the Council will delegate much of the governance and decision making responsibility for the Heritage and Mahinga Kai area to Te Kōhaka o Tūhaitara Trust. Details are included in the separate reports to Council.

## Regeneration projects summary

18/08/2022

signifies projects beyond yr 10 2021/31 LTP

					Complete	Ongoing/	On/ahead of	Behind	Not
					d	recurring	programme	programme/	started
<b>Operational Project List/Summary</b>				<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>
	Recovery Plan				1				
	Programme Management & General Operations					1			
	Implementation Framework				1				
	Land Divestments				1				
	Implementation Plan				1				
	Monitoring and Reporting					1			
	Land Management and Administration				1				
	Kaiapoi Reserves Master Plan				1				
	Signage strategy - Interpretive signs						1		
	MUBA Planning / (KTC plan)				1				
	Driveway repair settlements & rights of way					1			
	Marine Precinct Management Plans				1				
<b>Capital Project List/Summary</b>				<b>35</b>	<b>21</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>
	Area wide reports/investigations/consents				1				
	Enabling Works & Decommissioning package	General	Rooneys		1				
			Water Unit						
		Third Party Utils	Chorus						
			Mainpower						
	Private lease areas	Planning				1			
		Development							
	Rural areas	Planning				1			
		Development							
Rec and eco	Gray Crescent reserve reconfiguration				1				
Rec and eco	North of Cass/ community event space				1				
Rec and eco	South of Cass (excl Honda forest)				1				
Rec and eco	Kaiapoi east linkage (to Feldwick Drain)								1
Rec and eco	Courtenay Esplanade Link							1	
Rec and eco	Courtenay West Linkage						1		
Rec and eco	Courtenay North Linkage						1		
Rec and eco	Dudley Drain Linkage							1	
Rec and eco	The Pines Beach/Dunns Ave Linkage Reserve				1				
Rec and eco	Old Pines Beach Hall Demolition				1				
Rec and eco (unbudgeted/separate bud	Kairaki Boat Club Carpark				1				
Rec and eco (unbudgeted/separate bud	Honda Forest					1			
	Kaiapoi Croquet Club rebuild						1		
	Community Studios						1		
	Kaiapoi Food Forest				1				
	NZMCA Park							1	
	Boat Trailer Parking								1
	Dog Park				1				
	Community BMX Track				1				
	Playing Fields and Facilities	Bulk earthworks			1				
		Sports Fields (senior)			1				
		Softball			1				
		Changing Rooms			1				
		Carpark			1				
		Landscaping, lighting/power			1				
		Irrigation			1				
	Kirk Street Removal and uplift				1				
	Heritage and Mahinga Kai					1			
	Kaiapoi East Retained Roads Upgrades				1				
	Decommissioning 3rd party utilities				1				
Adj reserves	Charles St WWPS Viewing Platform								1
	Not included:								
	MUBA development								

## Kaiapoi River Wharf &amp; Marine Precinct Summary

					Complete	ongoing/	on/ahead of	behind	Not
					d	recurring	programme	programme/	started
<b>Capital Projects List/Summary</b>				<b>19</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
	Previous Workstages (e.g. EQ Repairs, scoping, investigations, wharf shed demo, coastguard building/stopbank, original marina concepts)				1				
	Downstream Wharf Deconstruction (incl Railway platform & playground), rock revetment				1				
	Upstream Wharf Strengthening				1				
	Recreation Precinct / Trousselot Park				1				
	MV Tuhoe Wharf Demolition & rock revetment extensions				1				
	Wharf side Civils and Landscaping				1				
	Library Steps and Decks (CEAT funded & direct charged)				1				
	Murphy Park								1
	Rowing Precinct							1	
	Riverview Terraces & Boardwalk				1				
	Marine Precinct Dredging (& Navigation Channel dredging)				1				
	Pontoon 1 (Riverview)				1				
	River wall Upgrade				1				
	Pontoon 2 (Boat Ramp) - (CEAT funded) and interim dredging				1				
	Riverbanks Walkways				1				
	Williams St Bridge Western Corner Landscaping Design (War Memorial)								1
	Dredging dewatering ponds decommissioning							1	
	Pile Moorings				1				
	North West Corner Landscaping (Trousselot/Riverside church/137 williams)				1				

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 / 220826147285**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Adoption of Policy – Briefings and Workshops**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1. This report seeks the approval of the Council to adopt the Policy in relation to Briefings and Workshops.

Attachments:

- i. Briefings and Workshops to Elected Members (Trim 220603094363).

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 220826147285.
- (b) **Adopts** the Policy on Briefings and workshops (Trim 220603094363), effective immediately.
- (c) **Circulates** a copy of this report and Policy to the Community Boards for reference.
- (d) **Notes** this Policy will be conveyed to the new term elected members through the induction process.

**3. BACKGROUND**

- 3.1. As part of ongoing best practices, a review of how briefings and workshops are conducted occurred in June 2022. Consideration of seeking improvements of efficiency of delivery and public transparency were key factors in the review.

**4. ISSUES AND OPTIONS**

- 4.1. The proposed Policy provides clearer guidance for both elected members and staff on the process, expectations and transparency of briefings and workshops.
- 4.2. The Policy is aimed at non-decision making meetings that occur with elected members at Council, Committee or Community Board level.
- 4.3. The Policy is consistent with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
- 4.4. It is recommended that this policy be reviewed by August 2023 and every two years thereafter.

### **Implications for Community Wellbeing**

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

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

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

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

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report as the improvements to the business practices of the Council assist with greater transparency of information available to all.

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

### **6.1. Financial Implications**

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

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

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

### **6.3 Risk Management**

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

### **6.3 Health and Safety**

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

## **7. CONTEXT**

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

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

### **7.2. Authorising Legislation**

Local Government Official Information and Meetings Act 1987.

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report. People have opportunities for being informed.

### **7.4. Authorising Delegations**

The Council has delegation of matters related to elected members and policy setting.

# Briefing and Workshop Sessions to Elected Members

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## 1. Purpose

This policy establishes clear guidelines for the conduct of elected member briefings and workshops.

This policy provides a framework for the orderly and proper conduct of elected member briefings and workshops and aims to increase transparency around the council decision making process in line with the principles of good governance. This policy is consistent with the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

## 2. Scope

This policy applies to all elected members (Mayor, Councillors and Community Board Members) and Council employees that attend and participate in briefing sessions and workshops including staff that contribute towards the decision making process.

## 3. Statement

### 3.1. Background

This policy provides direction and leadership to elected members and council staff on the purpose, conduct and value of briefing sessions and workshops. The Council has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents. Transparent meeting procedures in the lead up to the council decision-making process ensure greater public confidence.

Briefings and workshops can occur at Council, Committee or Community Board meeting levels.

### 3.2. Briefing Sessions

Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Council will consider in their future decision making process. Briefing sessions will not be constrained by Standing Orders. The briefing sessions are a forum for the Chief Executive and council staff to address any elected member questions and provide additional background on matters of interest to the Council. No decision making or voting takes place at briefing meetings. Briefing sessions are public excluded meetings, whereby the discussion is restricted to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public. Briefing sessions are not advertised in newspapers.

Specifically, briefing sessions provide a forum for:

- a) Elected members to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- b) Presentations by an external party may occur where deemed appropriate by the Chief Executive and/or Mayor and where a decision is not required.

Bullet point type meeting notes of the general discussion will be taken by Governance staff during a briefing and recorded in Trim. It is possible that briefing notes could be released, upon requests under LGOIMA with any such request considered on a case by case basis and subject to LGOIMA.

**Refer to Appendix A and B** for LGOIMA reasons for excluding the public from a briefing session and reasons to withhold information.

### 3.3. Workshop Sessions

Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. Workshop sessions are open to the public. Workshops will not be constrained by Standing Orders. Workshops will be advised via an agenda of a formal meeting (when time permits), and listed on the Council website under the meeting schedules, however will not be advertised in newspapers. Notification of a workshop may occur in an agenda if the workshop immediately follows the conclusion of a formal meeting.

Examples of workshops include:

- a) discussions to determine strategic priorities;
- b) the development of budget planning for the coming financial year;
- c) the initial development of a new Planning Scheme; and
- d) initial input into the development or review of a Council Policy

While workshops are not formal decision-making forums they may be used as the basis for staff to develop a more firm proposal which will be considered formally by the Council, Committees or Community Boards in the future.

Where a report is presented to the Council or Committee or Community Board that has been in part developed by collaborating in a workshop, it will be a requirement to note this in the 'Community Views' section of the report template.

Bullet point type meeting notes of the general discussion will be taken by Governance staff during a workshop and recorded in Trim. These notes will also be recorded in the next agenda of that meeting group.

### 3.4. Schedule

Regular elected member briefings and workshops shall be held in accordance with the Waimakariri District Council Meeting Schedule on a monthly basis with the Council. Notification and diary commitments will be provided to elected members with the agenda being provided five days prior to the meeting

The Mayor or Chief Executive may call additional briefing and workshop sessions for the Council as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. Scheduling of such additional meetings will be undertaken by the Governance team.

If a member of the Management Team believes it is necessary to schedule a briefing or workshop with the Council outside of the scheduled sessions, the relevant General Manager shall liaise with the Chief Executive who shall decide whether to call an additional briefing or workshop.

If a member of the Management Team believes it is necessary to schedule a briefing or workshop with a Committee or Community Board outside of the scheduled sessions (which is often held after the conclusion of a formal meeting), the General Manager shall liaise with the Portfolio holder/Committee Chair and/or Community Board Chair who shall decide whether to call an additional briefing or workshop.

### 3.5. Participants

Briefing sessions and workshops are not formal meetings of the Council. All workshops are open to the public. Briefing sessions are not open to the public unless otherwise specifically invited. There is no livestreaming of briefings or workshop meetings.

While no quorum is required, briefings and workshops of Council and Committees are open for attendance by the Mayor, all Councillors and all General Managers. For Community Board briefings or workshops, attendance is open to the Board, any Councillor, the Mayor or General Manager. In order to make the best use of time, resources and people, the Chief Executive shall determine what council staff are required to attend any given meeting. Only staff with a direct connection to the subject matter of a briefing shall be present at the time. A register of attendance will be recorded to support transparent and accountable processes. External persons may attend a briefing upon invitation from the Mayor, Chair or Chief Executive. If an external person (for example a consultant, contractor or guest) is to be present at a briefing the person's name, title and company shall be included on the agenda and notes. The external person shall only be present at the briefing during discussion of the item for which their name appears next to on the agenda and their participation/expertise is required.

### 3.6. Co-Ordination

The Governance Team shall coordinate the agenda of all briefings or workshops. Workshops and briefings may be facilitated by Council staff, elected members or external parties.

The Governance Team shall assume responsibility for the good governance and order of the meeting and is responsible for determining the order of business of the agenda, in conjunction with the Chair and General Manager of the meeting.

The relevant Chair or General Manager shall introduce each session, introducing the purpose for the briefing or workshop and the presenter/facilitator.

Requests for a briefing or workshop for the Council, Committees or Community Boards must be submitted on the appropriate request form (QD GOV Form 014 or 015) by staff and submitted to the Governance Team for processing. Before any form is submitted, consideration must be given to the most appropriate means of delivery of information to the elected members. ie a memo or report verse workshop or briefing session. If a briefing is requested, the submitter must stipulate on the form the reasons for a briefing in compliance of LGOIMA. All request forms must be signed/approved by the department General Manger before submission to the administrators of the Governance Team.

The Management Team/Chief Executive, in consultation with the Mayor, will consider and approve all briefings and workshops presented before the Council. The supporting General Manager of a Committee, in conjunction with the Committee or Community Board Chair will consider and approve all briefings and workshops considered before the particular Committee or Community Board prior to agenda finalisation.

### 3.7. Administration

The Management Team/Chief Executive, in consultation with the Mayor, will determine matters to be presented to briefings or workshops to the Council.

The types of matters deemed appropriate for consideration include matters that are:

- a) of particular strategic significance for Council;
- b) involve notable community engagement, impact or concern;
- c) involve complex procedural, legal or factual considerations; or
- d) the Chief Executive considers appropriate for an elected member Briefing or workshop.

A copy of the agenda and any briefing notes/attachments shall be circulated to elected members electronically a minimum of five (5) days prior to the meeting. In exceptional circumstances, where a meeting is convened at short notice outside of the regular schedule, briefing material is to be provided at the earliest opportunity. Where external presenters are providing material, best efforts are to be made to have briefing material in advance, in-line with the above provisions. For each agenda item, the agenda shall state the title of the item, the name of the person who will lead the discussion, the time allotted to each agenda item and whether the item is a Briefing Session or Workshop.

In planning and conducting the briefing or workshop, presenters are able to take the material circulated to elected members with the agenda as read. Presenters are to clearly present the purpose, key points and summary of next steps and to ensure that at least half of the allotted time is set aside for discussion and questions from the elected members.

Presentations and background material presented as part of a briefing or workshop that is confidential in nature shall be clearly marked 'CONFIDENTIAL/PUBLIC EXCLUDED' by the staff preparing the material.

Matters arising from briefings or workshops will be recorded with a response regarding the outcome provided to elected members if required. Where the matter arising relates to the business of an upcoming Council meeting the response will be provided prior to the commencement of the Council meeting. All presentation material will be recorded in Trim, whether a briefing or workshop presentation.



To demonstrate and support a transparent decision making process, notes from briefing sessions and workshops are circulated to members as soon as practical.

Notes are required to include:

- a) the name of each elected member who attended the meeting;
- b) other persons (e.g. members of the public, council staff) who attended the meeting, other than elected members;
- c) the matters discussed at the meeting;
- d) any conflicts of interest declared;
- e) a copy of presentation material provided during the briefing (including slide decks, handouts etc. but not confidential documents); and
- f) any matters arising as a result of the discussion.

### **3.8. Roles and Responsibilities**

Elected members are obliged to comply with the local government principles including 'transparent and effective processes, and decision-making in the public interest' and should refrain from preconceived views, consensus building or making formal or implied decisions during briefings and workshops.

Employees are obliged to provide sound and impartial advice during briefings and workshops consistent with their responsibilities outlined in the Local Government Act 2002.

## **4. Confidentiality**

It is accepted that elected members will be in receipt of confidential information that may or may not be part of a formal Council meeting. Elected members must use Council information in such a way that promotes and maintains the public's trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the Local Government Act 2002.

Elected members and Council staff have a responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

## **5. Conflicts of interest**

During a briefing session or workshop elected members should declare conflicts of interest on any matters being discussed in accordance with the relevant provisions of the Local Government Act 2002 and Standing Orders (Trim 200819107406).

An elected member who has a Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item unless approved by the Mayor or Chief Executive, ensuring no legal conflict.

This requirement recognises that discussion at briefings and workshops may influence elected members when deciding a matter at a Council meeting.

These declarations will be recorded in the notes to ensure that a transparent and effective process is maintained and the ethical and legal behaviour of elected members and staff is upheld.

## 6. Responsibilities

- 6.1. This Policy establishes a clear operating framework to ensure that the Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.
- 6.2. The effectiveness of this Policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.
- 6.3. This document would be reviewed by the Council and administered by the Governance Manager.

## 7. Definitions

**Briefing** – Public Excluded

**Workshop** – Open to the public

**LGOIMA** – Local Government Official Information and Meetings Act 1987.

## 8. Questions

Any questions/queries regarding this Policy should be directed to the Governance Manager in the first instance.

## 9. Relevant documents and legislation

- Local Government Official Information and Meetings Act 1987
- Local Government Act 2002 and Amendment Act 2014 (noting sections 76-81 good decision making)
- Privacy Act 2020
- WDC Charter (being developed in November 2022)
- Code of Conduct
- Standing Orders (Conflicts of Interest)
- Local Authorities Members' Interests Act 1968
- Local Government (Pecuniary Interests Register) Amendment Act 2022.

## 10. Effective date

7 September 2022.

## 11. Review date

1 August 2023 followed by 2025.

This Policy establishes a clear operating framework to ensure that Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.

The effectiveness of this policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.

## 12. Policy owned by

Governance Manager, Finance and Business Support.

## 13. Approval

Approved:

Once Approved Insert  
Signature In Place Of This Text

**Chief Executive**  
Waimakariri District Council

*Date: 7 September 2022.*

DRAFT

## APPENDIX A

**To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.**

### **Right of local authorities to exclude public**

(1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:

- (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
  - (i) where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i));
  - (ii) where the local authority is named or specified in Schedule 2 of this Act, under section 6 or section 7 or section 9 (except section 9(2)(g)(i)) of the Official Information Act 1982;
- (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
  - (i) be contrary to the provisions of a specified enactment; or
  - (ii) constitute contempt of court or of the House of Representatives;
- (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a local authority named or specified in Schedule 1) or under section 30(1) or section 35(2) of the Official Information Act 1982 (in the case of a local authority named or specified in Schedule 2 of this Act);
- (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

(2) Paragraph (d) of subsection (1) applies to—

- (a) any proceedings before a local authority where—
  - (i) a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
  - (ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
- (b) [Repealed]
- (c) any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

(3) Every resolution excluding the public from any meeting shall be in the form set out in Schedule 2A and shall state—

- (a) the general subject of each matter to be considered while the public is excluded; and

- (b) the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection Part 7 s48 Local Government Official Information and Meetings Act 1987 (1)(a), the particular interest or interests protected by section 6 or section 7 of this Act, or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and
  - (c) the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- (a) shall be available to any member of the public who is present; and
  - (b) shall form part of the minutes of the local authority.
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

## APPENDIX B

**To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.**

### 6 Conclusive reasons for withholding official information

Good reason for withholding official information exists, for the purpose of section 5, if the making available of that information would be likely—

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- (b) to endanger the safety of any person.

### 7 Other reasons for withholding official information

- (1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.
- (2) Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to—
  - (a) protect the privacy of natural persons, including that of deceased natural persons; or
  - (b) protect information where the making available of the information—
    - (i) would disclose a trade secret; or
    - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
  - (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
  - (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—
    - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - (ii) would be likely otherwise to damage the public interest; or
  - (d) avoid prejudice to measures protecting the health or safety of members of the public; or
  - (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

- (f) maintain the effective conduct of public affairs through—
  - (i) the free and frank expression of opinions by or between or to members or s or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or
  - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- (g) maintain legal professional privilege; or
- (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) prevent the disclosure or use of official information for improper gain or improper advantage.

DRAFT

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-31 / 220719123144


**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

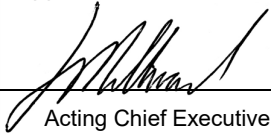
**DATE OF MEETING:** 3 August 2022

**AUTHOR(S):** Joanne McBride, Roding & Transport Manager  
Allie Mace-Cochrane, Graduate Engineer

**SUBJECT:** Main Street, Oxford – Endorsement to Seek Approval for a 40km/h Speed Limit

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

  
 General Manager

  
 Acting Chief Executive

**1. SUMMARY**

- 1.1. This report is seeking approval to submit an application to the Director at Waka Kotahi to lower the speed limit on Main Street, Oxford (Burnett St to Bay Rd), under the Setting of Speed Limits Rule 2022.
- 1.2. The new Rule which was introduced this year is more permissive than the previous, with respect to implementing lower speeds without the need for significant investment in infrastructure. This provides an opportunity to progress the speed limit changes the Community and the Board have been seeking.
- 1.3. The new Setting of Speed Limits Rule 2022 requires Road Controlling Authorities to develop a speed management plan which is required for the 2024-2027 National Land Transport Plan cycle.
- 1.4. In the interim, the new rule does have provisions which enable the Road Controlling Authority to make changes to speed limits under an alternative process, with the approval of the Director at Waka Kotahi, and as such it is recommended this process be initiated.

**Attachments:**

- i. Speed limits – Main Street Extents (TRIM No. 220720123602)

**2. RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220719123144.

**AND**

**THAT** the Oxford-Ohoka Community Board recommends:

**THAT** the Council:

- (a) **Receives** Report No. 220719123144.
- (b) **Approves** an application being submitted to the Director at Waka Kotahi under section 2.6 of the Setting of Speed Limits Rule 2022, requesting approval to proceed with the implementation of a 40km/h speed limit on Main Street, Oxford, between Burnett Street and Bay Road.



- (c) **Notes** that consultation on a 40km/h speed limit on Main Street, Oxford (between Burnett Street and Bay Road) was undertaken in 2021 and this was supported by 54% of respondents, with the remaining 46% of respondents opposed to the change.
- (d) **Notes** that Meyer Place, Coney Street and Redwood Place will need to be included within the 40km/h speed limit area as they are not sufficient length to hold their own speed limit, and speeds on these roads are very low due to their nature.

### 3. **BACKGROUND**

- 3.1. A proposed 40km/h speed restriction for Main Street in Oxford (Burnett St to Bay Rd) was first consulted upon as part of the 2021 speed limit review process, which ran from 27th September to 18th October.
- 3.2. Consultation on the proposed lower speed limit on Main Street received 54% support from respondents, with the remaining 46% of respondents opposed to the change.
- 3.3. Under the previous Setting of Speed Limit Rule 2017, a mean speed of no more than 10% above the posted speed limit was required to be achieved and support for change to a 40km/h speed on Main Street was received at the time from Waka Kotahi staff with feedback that infrastructure changes would be required to support the lower speed.
- 3.4. As this required investment in infrastructure this speed limit change was not taken forward at the time however can now be revisited as the legislation which sets the requirements for setting speed limits has recently changed.
- 3.5. Waka Kotahi first consulted on a proposed new Setting of Speed Limits Rule in 2021. The new Rule was due to be released December 2021, however, this was delayed and was released in May 2022.
- 3.6. The new Setting of Speed Limits Rule 2022 is more permissive than the previous, with respect to implementing lower speeds with an easing of the requirements on achieving the noted 10% above the mean speed.
- 3.7. The new Rule requires Road Controlling Authorities to develop a speed management plan ahead of the 2024-2027 National Land Transport Planning cycle. However, in the interim, it also details an alternative process which allows the Road Controlling Authority to make changes to speed limits, with the approval of the Director at Waka Kotahi.
- 3.8. There has been strong Community and Community Board feedback on the issue of speed on Main Street, Oxford, and there is a desire to progress this change should it be approved.

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

- 4.1. Meyer Place, Coney Street and Redwood Place, although not previously consulted upon, will need to be included within the 40km/h speed limit area. This is due to the fact they are not of sufficient length to hold their own speed limit. It is also noted that speeds on these roads are very low due to their nature.
- 4.2. The following options are available to both the Community Board and Council:
- 4.3. Option One – Apply to the Director at Waka Kotahi:  
This option involves staff submitting an application to the Director at Waka Kotahi to lower the speed limit on Main Street, Oxford (Bay Rd to Burnett St), to 40km/h. This would be prepared and submitted in alignment with the current Setting of Speed Limits Rule (2022).

Budget has been allocated in the 2022/23 Rooding Minor Safety Programme to allow for signs and roadmarking to support a 40km/h speed limit.

This is the recommended option.

- 4.4. Option Two – Retain the Status Quo:  
This option would see the current speed limit retained.

This is not the recommended option.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Lower speeds offer increased safety for pedestrians and cyclist within town centre areas.

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

### **5. COMMUNITY VIEWS**

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

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

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

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

The New Zealand Police, New Zealand Automobile Association, New Zealand Trucking Association, Canterbury District Health Board, Fire and Emergence New Zealand, Road Transport Forum, and Waka Kotahi were provided formal consultation material during the period of the 27th September to 18th October 2021, as was required by the 2017 Rule. Responses were received from the New Zealand Police and Road Transport Association, in which, no concerns were raised about a reduced speed limit along Main Street, Oxford.

#### **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 community was consulted on the issue of speed limits across the district including Main Street Oxford during the period of 27th September to 18th October 2021. This consultation included a letter drop, information on community noticeboards, an online platform, Facebook posts, promotional videos, feedback booklets at service centres, and advertisement in the Northern Outlook. COVID-19 impacted the drop-in sessions which were originally proposed and these were not able to be held face to face.

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

#### **6.1. Financial Implications**

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

Budget of \$58,000 has been included within the Roothing Minor Safety Programme for the following:

- Main Street Oxford Pedestrian Crossings (Walking & Cycling) – \$33,000  
Allowance to upgrade the three pedestrian crossings to new standard including upsize signage. Consideration will also be given to relocation of the crossing outside of the town hall slightly east from the Burnett St intersection. Options will be brought to the Oxford-Ohoka Community Board for approval prior to any work being undertaken.

- **Main Street Oxford Signage (Speed Treatments) - \$25,000**  
Allowance for signage and markings associated with a reduction 40km/h speed limit on Main Street Oxford (Burnett St to Bay Rd). This process requires Council approval as noted in this report.

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

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

Whilst not the reason for reviewing and reducing speed limits, emissions are reduced by travelling at slower speeds. Lower speed limits also lead to individuals feeling safer within the road corridor and hence generates more interest in more sustainable modes, like walking and cycling.

## 6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. In saying that, the reduction of speed limit is expected to help reduce the number of fatal and serious crashes occurring within the district.

There is potential risk that motorists may choose to ignore the posted speed limits. This would require enforcement from the NZ Police to encourage compliance.

There is also a risk that the Community may not remember the consultation process that was undertaken in 2021 and challenge the basis of making the change.

## 6.3 **Health and Safety**

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

The physical works to implement the speed limit change (including signage & road markings) will be carried out by the District Maintenance Contractor (Corde Ltd) using contract approved health & safety systems. Corde have a SiteWise score of 100%.

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

The Local Government Act (2002) and the Land Transport Rule: Setting of Speed Limits 2022 outlines the responsibility of the Road Controlling Authority. Furthermore, it requires that permanent speed limits are set with approval from Waka Kotahi and included in the National Speed Limit Register (NSLR). A Speed Management Plan will need to be developed for the District to feed into the 2024-27 NLTP process.

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

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

There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Transport is accessible, convenient, reliable and sustainable

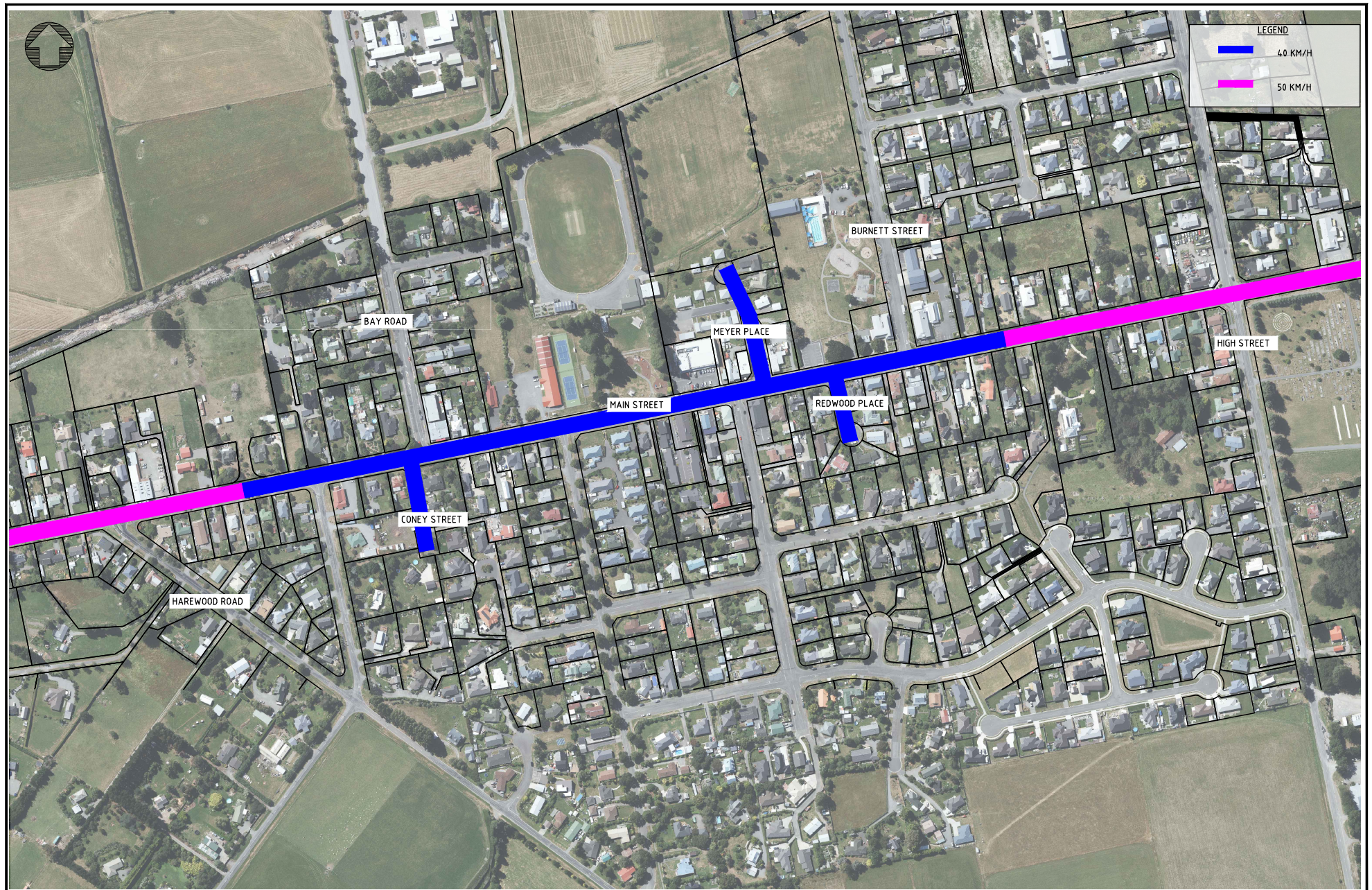
- The standard of our District's roads is keeping pace with increasing traffic numbers.

#### 7.4. **Authorising Delegations**

The Community Board is responsible for considering any matters of interest or concern to the Community Board.

Changes to speed limits require a resolution by Council.





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	AMC	JM	JM	20/07/2022

SURVEYED		PROJECT No	PD001172
DRAWN	AMC	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	SPEED LIMIT REVIEWS
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SHEET TITLE	MAIN STREET - OXFORD
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	
SHEET	REVISION
01	A



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 220824145575**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 September 2022**AUTHOR(S):** Jeff Millward – Acting Chief Executive**SUBJECT:** Health, Safety & Wellbeing Report – August 2022**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Acting Chief Executive**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety & Wellbeing matters for July 2022. The dashboard reporting in this report is trending from July 2021 to mid-August 2022.
- 1.2. There were 13 incidents which occurred from Mid-July to 23 August 2022 which resulted in 16 hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A.
- 1.3. The Health, Safety & Wellbeing Risk Register Review is underway and currently out for consultation. Review by the management team will then follow before referring to the Audit & Risk committee.
- 1.4. Katrina Blake has been appointed to the full time role of Health, Safety and Wellbeing Manager.
- 1.5. Recruitment for a permanent part time Health, Safety & Wellbeing Coordinator is currently in the final stages of contract proposal with the preferred candidate.
- 1.6. Health, Safety & Wellbeing site Hazard Registers and HS&W boards have been rebranded and updated to reflect the current campus layout and team positions.
- 1.7. Wellbeing initiatives are being scheduled and rolled out consistent with the Five Ways to Wellbeing.

**Attachments:**

- i. Appendix A: Incidents, Accidents, Near-misses reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety & Wellbeing Dashboard Reports

**2. RECOMMENDATION****THAT** the Council

- (a) **Receives** Report No 220824145575

- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Notes** the appointment of the new Health, Safety & Wellbeing Manager and current recruitment of new team members.
- (d) **Circulates** this information to Community Boards for their information.

### 3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.
- 3.3. The World Health Organisation has declared a pandemic as a result of the transmission of the COVID-19 virus across the world. This report continues to provide the Council with a summary of activities which are underway to support our organisations response to the pandemic.

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

#### 4.1. Incidents and accidents

- 4.1.1. July and August have shown a trend in increasing injuries and incidents as a result of the slippery pavers outside Ruataniwha – Kaiapoi Library. As a direct result of these incidents and previous near miss incidents, the bluestone pavers have been vapour blasted to rough up the pavers surface, which has now permanently increased the slip resistance.

#### 4.2. Risk Register Review

- 4.2.1. The Health, Safety & Wellbeing Risk Register has been updated and modified to reflect seven high risk themes and simplified actions. The register is currently with managers to review and provide feedback. The management team will then consider the feedback and complete the risk review. This will then be presented to the Audit and Risk Committee.

#### 4.3. Recruitment

- 4.3.1. Recruitment for a permanent part time Health, Safety & Wellbeing Coordinator is currently in the final stages of contract proposal with the preferred candidate. Katrina Blake, the current Health, Safety & Wellbeing Adviser has been appointed to the role of Manager Health, Safety & Wellbeing. Recruitment for a replacement for this role is in process. It is hoped that all roles will be filled by the end of October 2022.

#### 4.4. Hazard Registers

- 4.4.1. Health, Safety & Wellbeing Site Hazard Registers have been rebranded and updated to reflect current facilities layout and team positions. We have 14 Site Hazard Registers currently out for consultation and review by all staff. Once reviewed they will be displayed in the corresponding areas on the HS&W boards. The review date is set on a yearly plan and conducted by the Health & Safety Representatives for the specific areas.

- 4.4.2. We are currently awaiting delivery of the New Health, Safety & Wellbeing boards which have been established for all departments. The boards will be maintained with current information by the HS&W team and the Health & Safety Reps (HSR). Each board will contain, Site Hazard Registers, emergency information and contacts, HSR photos, designated first aiders, wellbeing initiative space, latest HS&W committee meeting minutes and defibrillator locations.

4.5. Wellbeing Initiatives

- 4.5.1. In collaboration with the MAD Committee, Community Team and the Wellbeing Working Group, we have been scheduling initiatives with a focus on connection and being active. Staff have been engaging in these and providing positive feedback as a result.
- 4.5.2. On 6 September 2022 at the Rangiora Town Hall – small theatre, we will be hosting Lance Burdett, Founder, Managing Director and coach of WARN International (WARN is an acronym for Wellness, Awareness, Resiliency & Negotiation). Lance is a regular commentator for the media and provides inspirational keynote presentations as well as coaching workshops. Lance will be covering a suite of topics around wellbeing and resilience for staff.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are no external groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.



#### 6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

### 7. **CONTEXT**

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

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

#### 7.2. **Authorising Legislation**

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

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

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

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

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

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

#### 7.4. **Authorising Delegations**

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

## Appendix A

Date	Person type	Occurrence	Event description	Response
21/07/2022	Non-Employee	Property and Vehicle Damage	A customer's car at Kaiapoi Aquatic Centre had the window of their car smashed in and items stolen.	No further investigation needed. CCTV footage utilised to assist police.
25/07/2022	Employee/Volunteer	Property and Vehicle Damage	Damage to Council Vehicle. Lost front number plate trying to drive out of a rut.	ECAN to be contacted to maintain the track. Alternative route used until the track is maintained.
25/07/2022	Non-Employee	Injury	Member of the public slipped on the wet tiles in McAllister Square out the front of the Kaiapoi Library.	Tiles have been approved to be replaced as these types of incidents are reoccurring outside of the Kaiapoi Library.
26/07/2022	Employee/Volunteer	Property and Vehicle Damage	Damage to Council vehicle. Backed into a stump on the motorway drain entrance.	This occurred during the heavy rain event and in the dark. Driver simply did not see the stump. No further investigation needed.
27/07/2022	Non-Employee	Injury	Member of the public slipped on the steps/deck at the Kaiapoi Community Centre	Cleaning has occurred and a project to replace the tiled area has been approved.
27/07/2022	Non-Employee	Property and Vehicle Damage	Water damage to Council vehicle during the flood emergency (25th-28 <sup>th</sup> July) The vehicle is currently being assessed by Councils insurer.	Currently under investigation and insurance process is underway. No injuries occurred at the time.
27/07/2022	Employee/Volunteer	Near Miss	Driving near miss as member of the public almost hit Council vehicle at speed.	Reported for recording purposes. No further investigation needed.
28/07/2022	Employee/Volunteer	Property and Vehicle Damage	Staff member's vehicle had its tyres slashed. Incident was reported to the Police.	There is further police investigation surrounding this incident. Staff have been informed to leave in pairs when vacating the facility and report any suspicious activity.
28/07/2022	Employee/Volunteer	Injury/Medical	A staff member was biking to work when they were hit by a car crossing through White Street.	Staff member was taken by ambulance with minor injuries. Total of 16hrs lost time.
2/08/2022	Employee/Volunteer	Property and Vehicle Damage	A trampoline from house neighbouring a worksite in Oxford has blown across the road on high winds and hit a contractor's vehicle and trailer that was parked up, causing damage.	Contractor vehicle was repaired and trampoline removed from site. No further investigation needed.

2/08/2022	Non-Employee	Near Miss	High winds caused tree to fall on road where staff needed to work.	No injuries occurred and no one was present when the tress fell. The tree was removed and the berm was reinstated in the area. No further investigation required.
3/08/2022	Employee/ Volunteer	Property and Vehicle Damage	A broken middle window pane on a council truck canopy occurred from contact with material when loading the vehicle.	The staff member was rushing. A reminder at the next team meeting around being aware of this kind of damage that can occur if you rush. Vehicle damage repaired.
5/08/2022	Employee/ Volunteer	Near Miss	Two dogs came out of an open gate and approached a staff member, barking and being very aggressive.	Staff member is ok and a dangerous dog's alert has been added to GIS for further reference.
5/08/2022	Employee/ Volunteer	INJURY	A staff member was getting out of their truck when their hand slipped and they had a fall.	No medical attention required, staff member resumed duties immediately. No further investigation required.
8/08/2022	Employee/ Volunteer	Near Miss	A driving near miss occurred, when a car failed to give way, causing them to brake to avoid a collision.	Staff member ok and no further investigation needed.
10/08/2022	Non-Employee	INJURY	A member of the public slipped on wet decking outside Five Peaks Brewery in Kaiapoi.	Member of the public twisted their knee, but did not need medical attention. Greenspace contacted regarding the cleaning of the slippery decking.
12/08/2022	Employee/ Volunteer	INJURY	A t staff member was fitting hose on to a hose tail, when a rusty piece of wire (reinforcing) stabbed through their glove and into their finger.	Staff member was ok, but sent for a tetanus booster and a check-up.
16/08/2022	Employee/ Volunteer	INJURY	Child hit a team member in the mouth during a swimming lesson and split their lower lip.	First aid treatment applied. No medical treatment needed. Staff member resumed duties.
18/08/2022	Employee/ Volunteer	Injury	A staff member twisted their wrist during a learn to swim lesson.	No lost time. Waiting on further details.
19/08/2022	Non-Employee	Property and Vehicle Damage	Popcorn machine started sparking and caught fire at the Town Hall Cinemas. A staff member extinguished the fire with a fire extinguisher.	Machine has been removed and due to its age will be replaced with a new one. No injuries.
20/08/2022	Non-Employee	Injury	A staff member slipped on the floor and hit the back of their head. There was a decent size cut on the back of his head and bleeding.	Under investigation and awaiting further details.

<b>Lost Time Injuries - Aquatics:</b>	2019 to current	<p><b>Injury one:</b> Currently partially unfit, on RTW plan 3hrsx4days Date of injury 28 June 2019 Weekly contracted hours = 30 3836 hrs lost to date</p> <p><b>Injury two:</b> Currently Fully unfit, Date of injury 27 May 2022 Weekly contracted hours = 38.75 334 hrs lost to date (<b><i>returned to full duties</i></b>)</p> <p><b>Injury three:</b> Currently Fully unfit, Date of injury 7 July 2022 Weekly contracted hours = 10 78 hrs lost to date</p>
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#### Lead Indicators

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	2022	New zoned Workplace Walkarounds rolled out. 10/16 completed so far.
<b>Training Delivered</b>	2021/2022	<p>People Trained:</p> <p>4 staff trained in Health and Safety Representative Training. Role specific training still ongoing through departments. Further HSR training scheduled. Training to kick off again in October.</p>

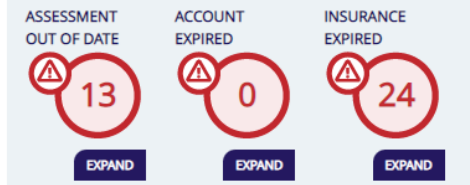
## Appendix B

### CONTRACTOR PIPELINE

Health and Safety ▾



### ALERTS



### CONTRACTOR ASSESSMENT SCORES

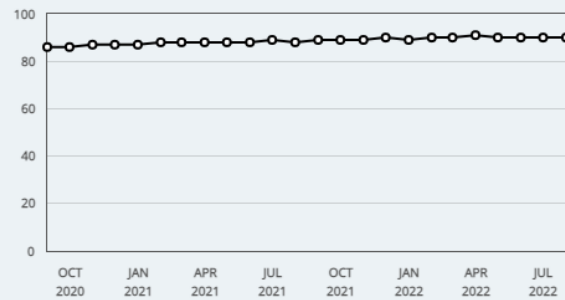
#### YOUR CONTRACTORS

NUMBER OF YOUR SELECTED CONTRACTORS AT EACH STAGE



YOUR SELECTED CONTRACTORS AVG. SCORE

# 90%



VIEW ALL  
CONTRACTORS



INVITE NEW  
CONTRACTORS



VIEW STATUS OF  
INVITED CONTRACTORS

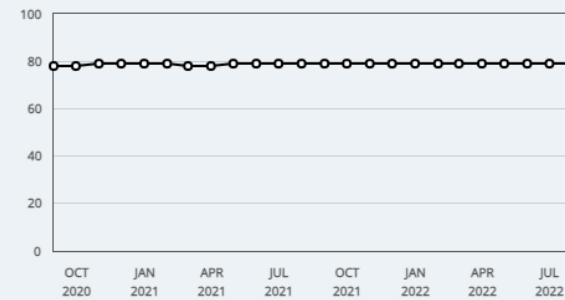
#### ALL CONTRACTORS

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE

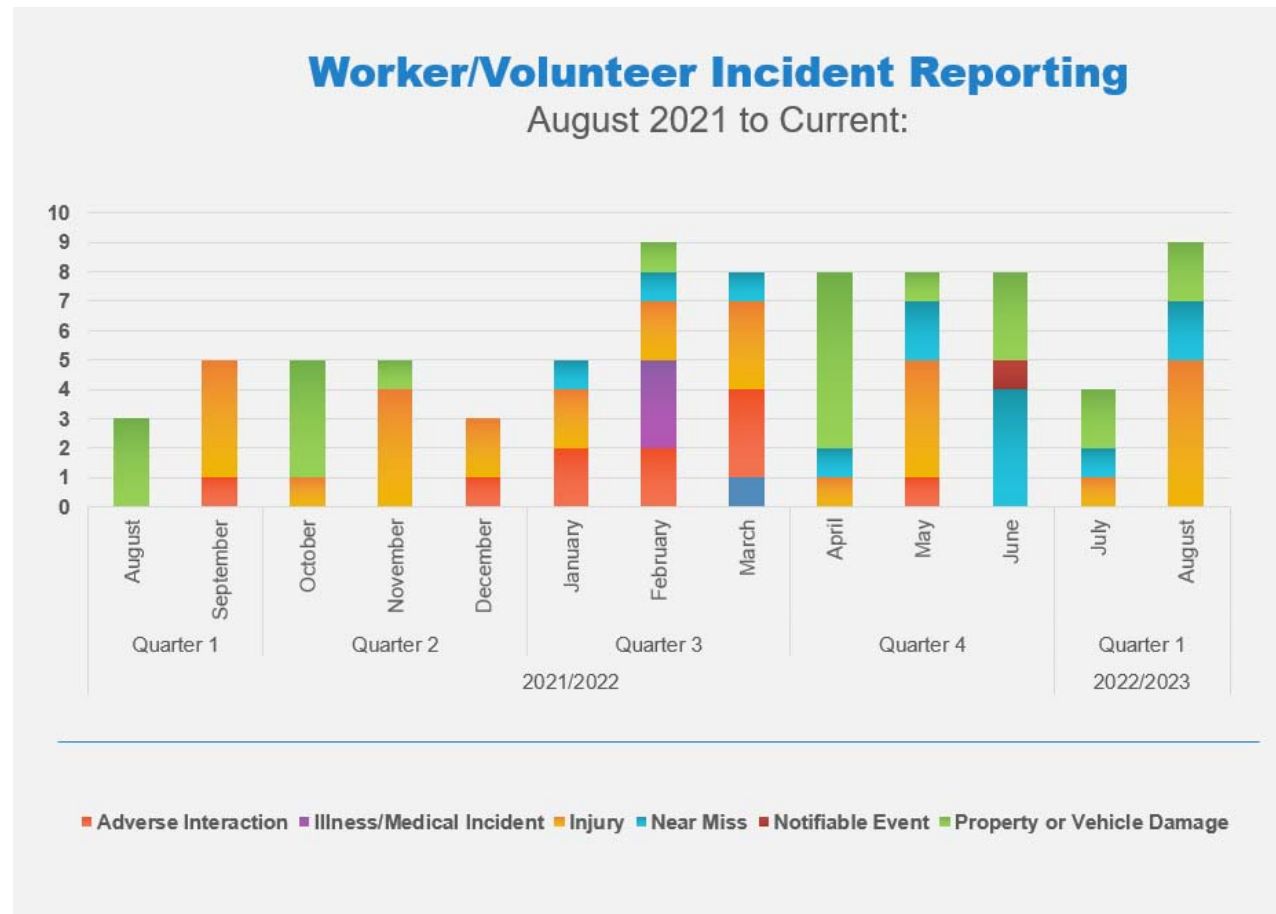


ALL CONTRACTORS AVG. SCORE

# 79%

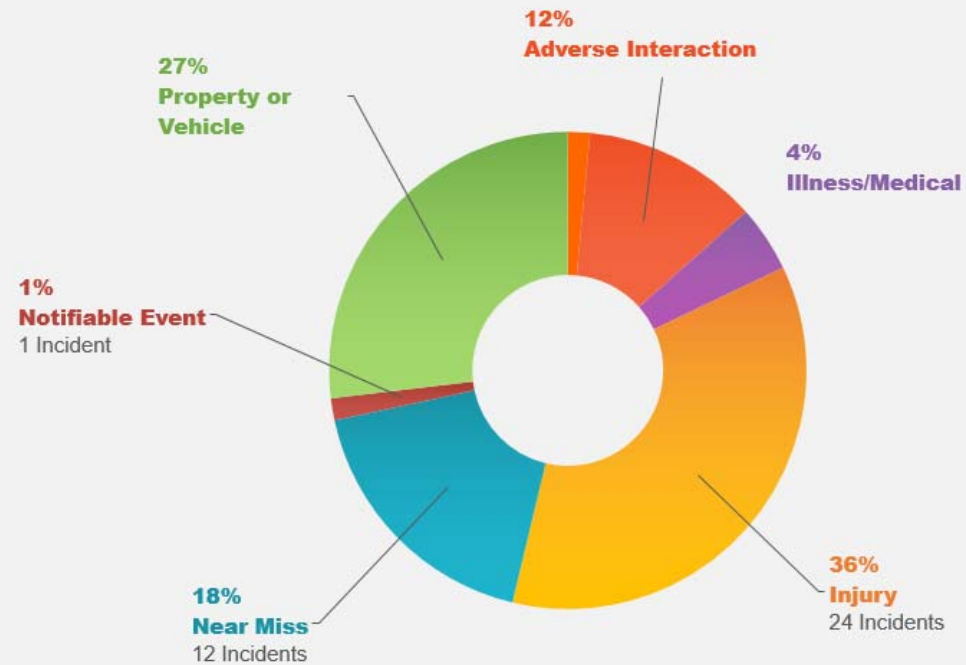


## Appendix C



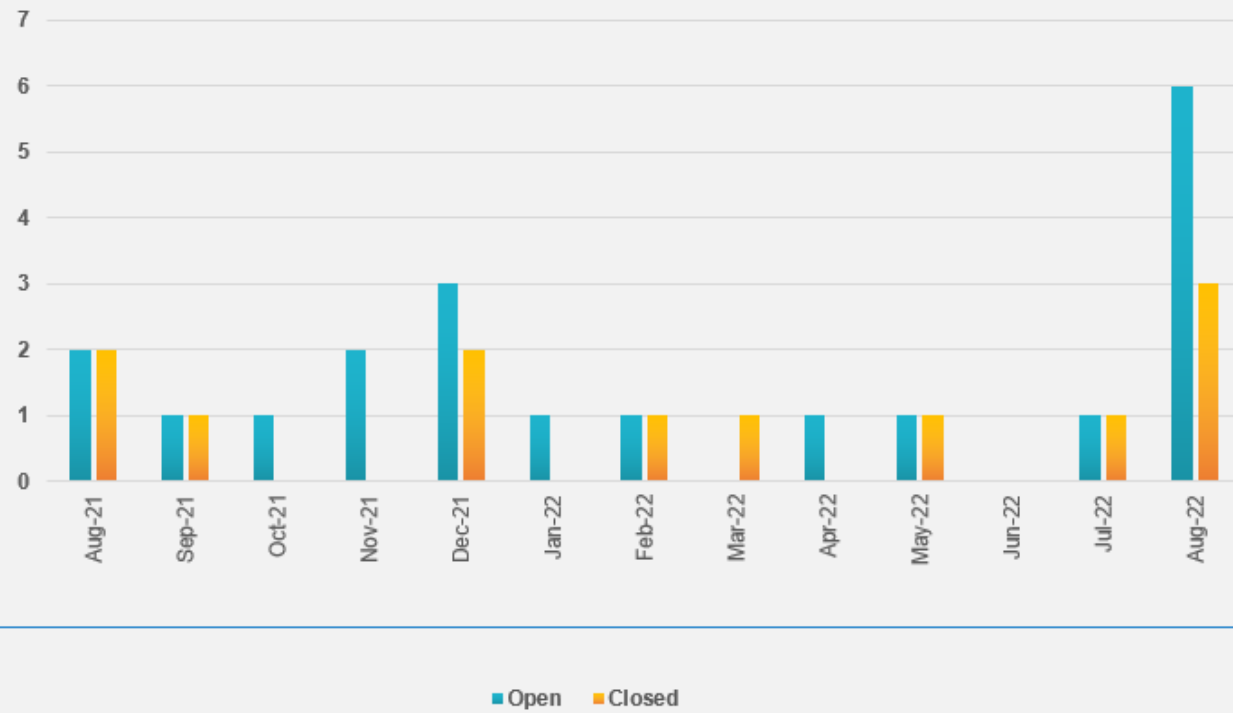
## Worker/Volunteer Incident Reporting

August 2021 to Current:



## Hazards Reported

August 2021 to Current:





**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY  
16 AUGUST 2022 COMMENCING AT 3:30PM.**

**PRESENT**

Councillor Mealings (Chairperson), Mayor Gordon, Councillors A Blackie, R Brine, W Doody and P Redmond.

**IN ATTENDANCE**

Councillor Williams (remotely)  
J Millward (Acting Chief Executive), C Brown (General Manager Community and Recreation), T Sturley (Community Team Manager), P Eskett (District Libraries Manager), M Greenwood (Aquatics Manager), A Coker (Community Facilities Team Leader) and A Smith (Governance Coordinator).

**1     APOLOGIES**

There were no apologies.

**2     CONFLICTS OF INTEREST**

No conflicts of interest were registered.

**3     CONFIRMATION OF MINUTES**

**3.1     Minutes of the meeting of the Community and Recreation Committee held on 19 July 2022.**

Moved: Councillor Brine

Seconded: Mayor Gordon

**THAT** the Community and Recreation Committee:

- (a)     **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 19 July 2022, as a true and accurate record.

**CARRIED**

**4     MATTERS ARISING**

There were no matters arising.

**5     DEPUTATIONS**

There were no deputations.

**6     REPORTS**

**6.1     West Eyreton Rifle Club – Feasibility Report – A Coker (Community Facilities Team Leader)**

A Coker presented this report which provided recommendations on the viability of relocating West Eyreton Rifle Club from the Cust Community Centre to Pearson Park Pavilion in Oxford. This was a result of a submission to the 2021 Long Term Plan from the West Eyreton Rifle Club to find it a new

home. The Club had operated out of the Cust Community Centre since it was first built using the main hall area with fixed targets underneath the stage. Over time there had been a build-up of lead exposure and contamination to the stage area and half of the main hall. With the centre being refurbished, there was to be professional cleaning and sealing to ensure contamination was below permitted levels under the Ministry of Health lead guidelines. The Club had decided that the compliance requirements were too great, both in cost and health and safety requirements, and had gone into recess until a resolution was found.

Staff had reviewed three options, being Cust Community Centre, Pearson Park Pavilion and a purpose built facility. Consultation with the Club and Target Shooting New Zealand had been undertaken as well as investigation of the compliance requirements for the site. The decision had been reached that Pearson Park was a viable option, with its existing rifle range. Consultation had been undertaken with the Oxford-Ohoka Community Board and Pearson Park Advisory Group who were both in support of the decision. There had also been discussions with Oxford Area School regarding the possibility of establishing a School Shooting Club in conjunction with the Club. It was also understood that previous members of the Oxford Rifle Club may take up membership.

Following a question from Councillor Doody, A Coker advised that the facilities would be suitable for the Club. The Club had quite a restrictive way of running the programme, so the majority of users would be outside of the shooting area. The Club was appreciative of having a space that they could operate without too much of a financial impact.

Councillor Williams questioned the Club's finances and asked if they had sufficient funds to cover the upgrade costs for the relocation to Pearson Park. A Coker advised that the Club members would be endeavouring to self-deliver as much of the upgrades as they could. There was allocated council budget for renewing lighting in the Pavilion (to LED lighting) but acknowledged that there was some other work that would be required before the Club could relocate to Pearson Park Pavilion. The Club was confident that they could relocate and that the proposed increase in membership as a result of the new location would be beneficial.

Regarding lead contamination and poisoning, Councillor Redmond asked if the Council had any liability in this regard and what measures would be put in place to mitigate this. A Coker noted that the benefit of the Pearson Park venue was that the Club would be using a separate annex rather than the main hall. The annex was more self-contained and the Council would contribute funds for the required ventilation. It was planned that Club members would be assigned to undertake the clean down of the facility after each session. It was now a requirement of the NZ Shooting Association for all equipment to be cleaned down both before and after each shooting session. Council would oversee the Clubs audit process and also undertake an annual inspection of the facility.

Moved: Councillor Doody

Seconded: Mayor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 220622106548.
- (b) **Approves** the relocation of West Eyreton Rifle Club to Pearson Park Pavilion from Cust Community Centre.
- (c) **Approves** that staff proceed to draft and execute an agreement between the Council and West Eyreton Rifle Club for the occupation of the Pearson Park Rifle Range.

- (d) **Approves** that staff utilise the remaining balance of \$8,823.74 from the allocated budget for a feasibility study (\$20,000.00) as seed money to facilitate the upgrades required to bring the building up to compliance standards.
- (e) **Approves** that staff allocate a further \$6,176.26 from the General Renewals Budget to repair/replace the existing lighting within the range that was due for renewal and supplement the balance of monies from the feasibility study, as detailed in recommendation (c).
- (f) **Notes** staff would continue to work with West Eyreton Rifle Club to ensure the transition works with both the Club and existing users of Pearson Park Pavilion.
- (g) **Circulates** this report to the Oxford-Ohoka Community Board for information.

#### **CARRIED**

Councillor Doody supported the progression of this initiative and was pleased that the Club would be operating again.

Mayor Gordon noted that members of the Club had previously helped with fundraising towards the Cust Community Centre back in the 1970s and this was a good outcome for the Club.

Councillor Redmond also supported the motion, which was a good outcome for the West Eyreton Rifle Club and was reassured that health and safety matters had been given due consideration.

Councillor Mealings extended thanks to the staff for the work undertaken on in achieving this outcome, which was also presented to the Oxford-Ohoka Community Board. She noted that there had been some active promoting of the Club in the Oxford community and encouraging previous members of the Oxford Rifle Club to join. The Club was 73 years old and this was the best option for the Club to use Pearson Park Pavilion. Councillor Mealings believed it was important for the Club to keep operating in the western part of the district.

#### **6.2 Community Development Strategy Review – T Sturley (Community Team Manager)**

T Sturley presented this report, advising the Committee of the intention to undertake a review of the Waimakariri District Community Development Strategy 2015 – 2025. The Strategy provided a clear framework for the role that the Community Team played in addressing identified local priorities. The review would entail a broad engagement with the community including Mahaanui Kurataiao Ltd (MKT) who would be assisting with the most appropriate way for a bicultural partnership approach to be achieved. This was an important piece of work to maintain a healthy and resilient community going into the future as there had been a lot of changes in the district since the last review in 2015.

Councillor Blackie, referring to recommendation (c), questioned why the Council would not negotiate directly with the Runanga on this matter. T Sturley and C Brown confirmed that as this was a district wide strategy, and staff had received advice that the most appropriate process was to approach Mahaanui Kurataiao Ltd in the first instance. Once contacted MKT would advise if there was any interest in contributing to this strategy. If they were not interested, there would be no cost to the Council. If they did indicate an interest a fee proposal would be provided from them to the Council. After

which, the Council would decide if it wished to continue on this pathway with MKT.

Moved: Mayor Gordon

Seconded: Councillor Brine

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 220804133305.
- (b) **Notes** that a broad engagement plan would be developed to inform this project.
- (c) **Notes** that staff have approached Mahaanui Kurataiao Ltd (MKT) to identify the most appropriate way forward in ensuring a bicultural, partnership approach was applied to the development of the strategy.
- (d) **Supports** a review of the Waimakariri Community Development Strategy, as an overarching framework for all work that ensures ongoing delivery of people-centered Council Community Outcomes.

**CARRIED**

Mayor Gordon agreed that it was time for a review of this Strategy and the engagement with MKT. The work of the Community team was valued by many people in the community.

#### 6.3 **Youth Development Update – E Belton (Youth Development Facilitator)**

T Sturley presented this report on behalf of E Belton who was unable to attend. The report provided an overview of progress to date on the Youth Development Strategy. The report was taken as read and T Sturley highlighted the work that E Belton had undertaken during her time in the role and her strategic approach in working with youth in the community. The current focus of Youth Development was to give people a sense of purpose and involve them in projects within the community. T Sturley spoke to a PowerPoint presentation, and referred to the large scale Youth Employment Expos which had been held in recent years, prior to the Covid pandemic and which had been very successful. With the current environment, the decision had been made for this to take an online format, using Facebook and Instagram with regular feeds to help young people to frame what their future direction would be. The North Canterbury Youth Futures Facebook and Instagram pages had a soft launch two weeks ago and a summary of Facebook information was shown to members. There were links to appropriate websites and other information included in the pages providing significant information to young people on tertiary education, training and career opportunities and pathways. There would be a constant showcasing of opportunities shown on these sites.

The Mayor's Task Force for Jobs initiative was set up for smaller communities and those that were isolated geographically. There was consideration being given to adjusting the criteria slightly and there may be opportunity for this to be introduced into the district.

Following a question from Councillor Doody, it was advised that there were links on the Youth Futures Facebook and Instagram pages for local Careers Advisors.

Councillor Mealings enquired about the work of Mayor's Taskforce for Jobs. It was noted that there were enough providers in this district already doing similar work however there may be an opportunity for these groups to collaborate.

Moved: Councillor Mealings

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 220804133781.
- (b) **Notes** that staff would present the Community and Recreation Committee with an overview of plans around a more youth-friendly District.

**CARRIED**

Mayor Gordon commended the work that E Belton was undertaking. Her work with the Youth Council, broader collaboration and the leadership that she was providing was acknowledged. Mayor Gordon commented that a remit had been presented at the recent Local Government Conference supporting the reach of Mayors Task Force for Jobs to be extended to bigger districts, which he would encourage.

Councillor Mealings added that the Council was fortunate to have a Youth Coordinator to encourage young people in their pursuits.

#### 6.4 **Library update to 4 August 2022 – P Eskett (District Libraries Manager)**

P Eskett presented this report which provided an update on key activities and customer service improvements and innovations undertaken by Waimakariri Libraries from 7 May to 4 August 2022.

New services being offered in Waimakariri library were highlighted, which included a new library collection supporting people with dyslexia. There was approximately one in ten people in the community who suffer with dyslexia and a new book collection had been launched, which was initially a small collection, but it was planned for the collection to grow. There had been training provided to staff and were being mentored by Christchurch City Libraries, through one of their Learning Diversity Librarians. The focus was on the library team to be aware of the power of this collection and how to connect people with the collection in a respectful and dignified way. The more support offered to these people and their families, the better it would be.

Another new service being developed was Recollect which was a platform supporting local history and heritage. The set up cost was approximately \$15,000 and was funded fully by NZLPP (New Zealand Libraries Partnership Programme). This was a New Zealand owned platform, backed up with New Zealand data. Staff had started training, and a Social Media team, Web team and Reference team were all involved. Collaboration with local heritage groups, Oxford museum, Cust museum, Rangiora museum and Kaiapoi Museum had all been involved and the library had been gifted many resources and intellectual property rights by these organisations. It was hoped that this would be a great resource for schools, who would also be offered the opportunity to add their content to the platform in 2023.

The New Zealand Libraries Partnership Programme was almost concluded, however the result for Waimakariri libraries had been close to \$700,000 in funding, ten staff with significant professional development opportunities, a 12 month mentorship for all library staff and a very modernised suite of technology. The challenge now was to keep up with what was offered to the community and libraries leadership team were working on how this could be achieved.

Councillor Blackie mentioned the installation of the "There's a Tui in our Teapot" story walk in the Honda forest which had been presented to the Kaiapoi-Tuahiwi Community Board meeting the previous evening. This would

include the placement of panels which showed enlarged pages of children's picture books and was intended to celebrate Te Wiki o Te Reo Maori 2022 (Maori Language week).

Councillor Redmond asked about the dyslexia collection and was advised that it was currently housed at Rangiora library, however the plan for the future was for collections to be included at all libraries in the district. Once the collection had more depth, there would be the opportunity for resources to be booked on line and book bags made up for users. To promote the collection, there would be advertising on social media, and it was planned to invite the appropriate teachers and teacher aides from schools to the library, to share what the collection had available. There was already consideration being given to extending the loan period for these books, particularly for youth and children, possibly up to six weeks. Staff were taking guidance from the Christchurch City Libraries on this initiative.

Councillor Williams questioned the resources available in the libraries to support these new services and how this would impact on the ability for library staff to provide the current services, noting that Covid had impacted on staff resources. P Eskett noted that the libraries had only needed to close between two to four hours, four times outside of lockdown periods and the new services had already been included in work streams of current staff.

Following a question from Councillor Blackie, P Eskett said, through personal experience with young people challenged by dyslexia, each child is unique and in this day and age, more people were aware that they had dyslexia and more comfortable in admitting that they may have issues. Rather than there being an increase in the number of cases, there was now more awareness of correct identification of dyslexia.

Regarding the Recollect platform, P Eskett advised that it would be live by early December 2022.

Moved: Councillor Doody

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. GOV-01-04/220804133482.
- (b) **Notes** the customer service improvements, community feedback, events, and use of New Zealand Libraries Partnership Programme funding to contribute positively to community outcomes by Waimakariri Libraries from 7 May – 4 August 2022.
- (c) **Notes** COVID-19 impact on the Libraries staffing had now generated four two to four hour disruptions to opening hours, outside of the mandated lockdowns.
- (d) **Circulates** the report to the Community Boards for their information.

**CARRIED**

## 6.5 **Aquatics July 2022 Update – M Greenwood (Aquatics Manager)**

M Greenwood spoke to this report which provided the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress as measured against Key Performance Indicators. This included attendance figures, water treatment results and a budget update for the year to 30 June 2022.

Attendance figures were highlighted, noting the seasonal and cyclical nature of the operation with numbers increasing during the warmer weather. The effect of Covid lockdowns, red light restrictions and the Covid sickness had impacted on attendance figures. In the last six months of 2022 the attendance numbers had been slowly improving, in part due to a number of internal promotions and initiatives, focusing on physical activity, mental wellbeing and involvement with the community. Aligned with the reduced attendance figures was the deficit in income, which was currently \$500,000 less than the Long Term Plan Budget. The reduction in attendance had allowed for a degree of savings.

Councillor Redmond mentioned the recent upgrade of technology for chlorine manufacturing onsite, rather than buying it in. M Greenwood confirmed this amounted to a direct saving to the Council of approximately \$20,000 over all the sites.

Moved: Councillor Blackie

Seconded: Councillor Brine

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 220727127656.
- (b) **Notes** Aquatic Facilities progress against key performance indicators including Financial results, Customer Attendance and Satisfaction.
- (c) **Notes** that lockdowns, head count restrictions and community spread has had a significant impact on customer attendance over the past three years.
- (d) **Notes** that the impacts on service from Covid, after savings in costs, saw a final result of \$302,000 behind budget which will be balanced against the Covid loan.
- (e) **Notes** the development of a number of initiatives and collaboration within the recreation sector with an aim to engage the wider community in wellbeing and healthy habits which will drive attendance within our facilities going forward.

**CARRIED**

Councillor Brine complimented and extended thanks to M Greenwood for his work in managing the aquatic facilities in the current challenging environment.

## 7 **CORRESPONDENCE**

There was no correspondence.

## 8 **PORTFOLIO UPDATES**

### 8.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Robbie Brine.**

- District wide in fill planting of street gardens, Reserves was continuing during August 2022.
- New burial/ash berms were under construction at Rangiora Cemetery.
- Hinemoa Park – flooding issues in the Park were being investigated by Utilities Team as resourcing allowed.
- Gladstone Park and Kendal Park had been subject to surface ponding, which was impacting on sports usage therefore staff had a turf specialist looking at options for how fields could be improved.
- Staff were reviewing the playground capital list after recent flooding events. Flooding was becoming more frequent in the Pines Oval, Woodend Domain and Waikuku. It would have an impact on what was renewed when and how.
- District Contract Maintenance pre-tender discussions (internal only) had started with new contract starting March 2024. Scope would be identified in the near future with a timeline for winter next year to bring to the Council for the contract sign off.
- Selected playground sites were having bark safe fall refreshed with the bi-annual independent playground inspections now being completed
- The White bait season commences on the 1<sup>st</sup> September. Councillor Brine expressed concern that some members of the fishing community had started fishing now and he believed that the same rules should apply to everyone. The Government had introduced a shorter season with the aim of conservation. With a reduced window following the Governments nationwide engagement, WDC's role, as per previous years, was providing keys to the access gates on the rivers. DOC administer/enforce rules regarding this activity and any concerns should go through to the local office.
- Spring is a busy time for operational staff and contractors, with all the rain and good sunshine over the next month, would result in a bumper growing season.

### 8.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor Wendy Doody.**

Councillor Doody acknowledged the recent retirement of WDC staff member Madeleine Burton who was a valued member of the staff. Councillor Doody thanked her for all the work she had done for the community.

Councillor Doody expressed regret that Covid recently had impacted on her ability to participate in various events pertaining to her Portfolio.

The Age Friendly Advisory Group were looking at updating their work programme with a theme "Being Informed and Involved" – for older people in the district to be respected and included as part of the community.

Gambling Policy – Councillor Doody had recently Chaired the Hearing Panel which reviewed the Gambling Policy and noted the impact it could have on communities – negative being the loss of money for families to have for essentials and a positive impact was it being a source of funding for local groups or sports clubs to apply for funding.

Councillor Doody recommended members take time to visit the Oxford Museum, which had impressive displays on the history of Oxford. Currently there was a display of significant items from the Tawera Masonic Lodge which had recently closed.



There would be a further round of Creative Communities funding coming up in September for the Committee to consider applications for worthwhile initiatives. Councillor Doody asked if there could be petrol vouchers provided to members of the Committee who travelled distances to sit on this committee.

Councillor Doody requested that there be a flagpole erected at the archway at the West Eyreton Hall and asked if staff could follow up with this request. C Brown noted that staff would come back to the Oxford-Ohoka Community Board regarding this request.

**8.3 Community Development and Wellbeing – Councillor Wendy Doody.**

See update above.

**8.4 Arts and Culture – Councillor Al Blackie.**

The next meeting of the Public Arts Trust was scheduled for Thursday this week. This would include discussion on the artwork for the Kaiapoi Bridge, in conjunction with the Runanga. With the donation from the Kaiapoi Art Expo, a decision on the installation and location of this artwork would be made soon. There had also recently been an approach to the Trust, regarding a bequest from a Rangiora resident for some artwork to be installed at Mainpower Stadium.

**9 QUESTIONS**

There were no questions.

**10 URGENT GENERAL BUSINESS**

There was no urgent general business.

**11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Mayor Gordon

Seconded: Councillor Blackie

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

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

Item N°	Report for Information:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Report of C Brown (General manager Community and Recreation)	Mainpower Stadium	Good reason to withhold exists under Section 7	Section 48(1)(a)
11.2	Report of C Brown (General Manager Community and Recreation)	Mainpower – Coldstream Hockey Turf	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1 & 11.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

#### **CLOSED MEETING**

*The public excluded meeting commenced at 5.00pm and concluded at 5.49pm.*

#### **Resolution to resume in open meeting**

Moved: Councillor Blackie

Seconded: Councillor Doody

(a) **North Canterbury Sport and Recreation Trust Mainpower Stadium Lease Fee Waiver Request – C Brown (General Manager Community and Recreation)**

**Resolves** that the resolutions be relayed to the Trust and the resolutions and report be made public with the financial information withheld, due to the commercially sensitive nature of the subject matter of the report.

(b) **North Canterbury Sport and Recreation Trust Mainpower Hockey Turf Lease Waiver Request – C Brown (General Manager Community and Recreation)**

**Resolves** that the resolutions and report remain public excluded until such time as all necessary contractual and legislative requirements are complete. Noting that any financials will remain public excluded due to the commercially sensitive nature of the subject matter of the report.

**CARRIED**

**OPEN MEETING**

There being no further business, the meeting closed at 5.50pm.

CONFIRMED

\_\_\_\_\_  
Councillor Niki Mealings  
Chairperson  
Community and Recreation Committee

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN  
THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET,  
RANGIORA ON TUESDAY 23 AUGUST 2022 COMMENCING AT 4PM**

**PRESENT**

Councillor R Brine (Chairperson), Mayor D Gordon (until 4.30pm), Councillors A Blackie (remotely), S Stewart, J Ward and P Williams.

**IN ATTENDANCE**

Councillors W Doody, N Atkinson (from 4.20pm to 5.03pm), J Millward (Acting Chief Executive) (from 4.50pm), K LaValley (Project Delivery Manager), G Cleary (remotely via Zoom), J McBride (Roading and Transport Manager), K Simpson (Three Waters Manager), G Kempton (Project Engineer), A Mace-Cochrane (Graduate Engineer) and A Smith (Governance Coordinator).

**1 APOLOGIES**

Moved Councillor Williams                      Seconded Councillor Ward

**THAT** an apology be received and sustained from Mayor Gordon for early departure.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 19 July 2022**

Moved: Councillor Ward                      Seconded: Councillor Williams

**THAT** the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Utilities and Roading Committee held on 19 July 2022, as a true and accurate record.

**CARRIED**

**3.2 Matters arising**

Councillor Williams asked if there had been a date set for a joint meeting with the Drainage Advisory Boards. It was advised that this joint meeting was being scheduled for September 2022, with the date still to be determined. Mayor Gordon suggested it take place after the Council briefing on 13 September.

## **PUBLIC EXCLUDED MINUTES**

### **3.3 Minutes of the public excluded portion of the Utilities and Roothing Committee Meeting Tuesday 19 July 2022**

*Refer to Public Excluded minutes.*

## **4 DEPUTATION/PRESENTATIONS**

There were no deputations or presentations.

## **5 REPORTS**

### **5.1 Request Approval for Youngs Road Seal Extension – J McBride (Roothing and Transport Manager) and C Grabowski (Roothing Operations Team Leader)**

J McBride presented this report, which sought approval to undertake a seal extension on Youngs Road under the Private Funding of Seal Extensions Policy. The length of seal requested was 210 metres from the existing seal on Lineside Road to the north boundary of the property at 135 Youngs Road. The businesses operating at this address, North Canterbury Cremations Ltd and Gulliver and Tyler Funeral Directors Ltd, had experienced significant increase in business over recent years, which had subsequently increased the volume of traffic accessing their premises and had requested the private sealing.

Councillor Stewart enquired if there had there been any approach made to landowners further down Youngs Road, to indicate if there was interest in sealing further. J McBride said there had been an approach to other landowners and there was not much desire for further sealing. Any future subdivision would trigger sealing and the current traffic volumes on this part of Youngs Road did not warrant sealing at present.

Moved: Mayor Gordon      Seconded: Councillor Williams

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** Report No. 220810137462.
- (b) **Approves** the sealing of Youngs Road under the Private Funding of Seal Extensions Policy, for a length of 210m from the existing seal on Lineside Road.
- (c) **Notes** that the estimated cost of sealing was \$43,000 excluding GST, of which the Council share will be 50% or \$21,500 excluding GST and the property owner share will be \$24,725 including GST.
- (d) **Notes** that funding was available within the Subdivision Contribution budget area for the Council's share of the required funding.
- (e) **Notes** that written agreement would be sought from the property owner prior to any work being undertaken on site.

**CARRIED**

Mayor Gordon noted that he had visited the site with Council staff, and the private sealing had been a desire of the business owners for some time. With the private contribution, Mayor Gordon acknowledged his full support of this resolution.

**5.2 Waka Kotahi Procedural Audit Report May 2022 – J McBride (Roeading and Transport Manager) and G Cleary (General Manager Utilities and Roeading)**

J McBride and G Cleary presented this report, which informed the Committee of the results of the Waka Kotahi's Procedural Audit, which was carried out in May 2022. The final report was received on 30 June 2022.

The purpose of the audit was to provide assurance that Waka Kotahi's investment in the Council's land transport programme was being well managed and delivered value for money. There were three recommendations and three suggestions that resulted from the audit. Staff had developed an action plan and were progressing through the recommendations from the audit. The most urgent of these were closing out safety audit reports and the work was nearly complete with all decisions being documented and audits being signed off.

In noting the overall rating of this audit being categorised as "some improvement needed", Councillor Stewart questioned how serious the breaches were and why these breaches were not picked up in previous audits. J McBride said the areas identified for improvement were not considered to be serious breaches, but agreed that they definitely needed some improvement. Referring to previous audits, there had been some changes required and combined with a new Auditor this year who had identified the improvements required.

G Cleary added that the audit showed that a good result for the Council, which had good processes and practices in place, but the audit had also shown areas where some improvements were needed.

Moved: Mayor Gordon

Seconded: Councillor Ward

**THAT** the Utilities and Roeading Committee:

- (a) **Receives** Report No. 220725126300.
- (b) **Notes** the Waka Kotahi Procedural Audit Report provided an in depth report focused around four subject areas with two being assessed as "Effective" and two as "Some Improvement Needed", resulting in an overall rating of "Some Improvement Needed".
- (c) **Notes** the report made three recommendations for improvement, one relating to the financial processes, one for procurement procedures and the last related to contract management along with four suggestions which are more minor in nature.
- (d) **Notes** that an Action Plan had been developed and implemented with work being undertaken to address all issues by December 2022.
- (e) **Circulates** this report to the Community Boards for information.

**CARRIED**

**5.3 2021-2022 Flood Events – Service Requests and Further Investigations Update – E Kloppe (Flood Team Lead) C Fahey (Water Operations Team Leader) and K Simpson (Three Waters Manager)**

K Simpson presented this report, which provided an update to the Committee on the status of the drainage service requests and further investigations related to the recent flooding events. These events had been put into two chronological groups, Group 1 for the 29 – 31 May 2021, 15 December 2021 and 12 February 2022 periods and Group 2 for 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 periods.

With the work of the Flood Team relating to Group 1 rainfall events, almost all the work had been completed and the team was being disestablished. The Team's work had been extended to work through the additional service requests and further investigations relating to Group 2. There were a further 685 drainage service requests received relating to the rainfall events in Group 2.

There was now an additional 77 investigations to be undertaken, which took the total to 138. It would potentially take six months to respond back on all the areas.

Councillor Stewart asked how many of Group 1 service requests were repeated in Group 2 or were these all completely new issues that had come up. K Simpson confirmed that these were all new investigations in Group 2, though some related to areas that had previously flooded and required further investigation from the past (2014). These were not part of the 61 investigations identified in Group 1.

Councillor Ward asked if the current high water table was impacting on the ability of the Council to complete some of these requests. K Simpson said there were issues with the high groundwater levels, especially in the coastal areas of Waikuku Beach, Woodend Beach and Pegasus. Staff were monitoring these areas. The other challenging area was Mandeville with under currents flowing, which had generated many of the service requests during the four events in July 2022.

Councillor Williams requested an update on Ranui Mews. K Simpson said the contract had been awarded, and a further update would be sourced by staff and provided to the Committee members.

Moved: Councillor Stewart

Seconded: Councillor Ward

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** report No 220811137957.
- (b) **Notes** that 598 drainage service requests were received related to the significant rainfall events in May 2021, December 2021 and February 2022, from which a total of 61 areas were identified for further investigation work.
- (c) **Notes** that 17 of the 61 investigations were either complete, and the issue resolved, or incorporated into the Business as Usual (BAU) work and was being tracked as part of a maintenance or capital works programme.
- (d) **Notes** that 685 drainage service requests were received related to the rainfall events on 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 and further work was currently underway to identify the number of additional further investigations required.
- (e) **Notes** that a page has been set up on the Council's website to provide updates on the status of drainage works underway, which would be updated to include information related to the July rainfall events.

URL: <https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>

- (f) **Notes** that a communications strategy would be developed that covered both general messaging as well as targeted area specific information.
- (g) **Circulates** this report to the Council and Community Boards for information.

**CARRIED**

In supporting the recommendation, Councillor Stewart acknowledged the efforts and dedication of staff in this area and their responses to the many flooding events. There were concerns raised as to whether the current staff resources were sufficient for the work required to resolve these issues.

Councillor Ward also extended thanks to staff for the work that had been undertaken to date and noted that it was a challenge with the water table being high.

Mayor Gordon also acknowledged the significant number of service requests that staff had to respond to and was pleased to have the communications staff involved to provide reassurance to the public.

Councillor Williams noted the recent unprecedented rainfall in the district and extended thanks to K Simpson and G Cleary and the Utilities and Roding staff for their work and attending onsite meetings with residents whose properties had been affected by the flooding.

## **6 PORTFOLIO UPDATES**

### **6.1 Roding – Councillor Paul Williams**

- A collapsed culvert under Skewbridge Road (west of the bridge) was being replaced. This had caused some flooding across the road.
- Lees Valley and Okuku Pass work was continuing clearing swales, and culverts and to repair areas of roadsides that had sunk. This would be an ongoing and significantly major job.
- Repairs to Lineside Road near Stadium Cars was completed.
- There was grading and re-metalling of unsealed roads continuing, with currently three graders working in the network, when there was usually only two. This was an endeavour to catch up on work resulting from damage caused by the recent flooding.
- The high shoulder had been removed from Upper Sefton Road, after previous flooding had made conditions dangerous.
- There was continued work being carried out throughout the district with repairing of potholes and culvert cleaning.

### **6.2 Drainage and Stockwater – Councillor Sandra Stewart**

- Supports the updating of the Rural Drainage Groups, and the Council needed to take a lead with drainage rating.
- The information pamphlet on Stockwater Races, was currently with the Communications team, and still had to go to Waimakariri Irrigation for their comments prior to coming to the Council for approval. This information would be circulated to all 1,700 properties located on the stockwater race system in the district.

### **6.3 Utilities (Water Supplies and Sewer) – Councillor Paul Williams**

- There had recently been a leaking joint in the 500mm PVC water pipeline between Kaiapoi and Rangiora that needed repairing in the last few weeks. This was the first repair that had needed to be undertaken on this pipeline since the installation in 2010. The repairs were completed within one day, commencing at 4am one day, and completed by 2am the following day.
- C Roxburgh will provide a report to a future meeting of the Committee on drinking water standards. There would also be an update provided on chlorination and Water Safety Plans to the next meeting of the Committee.



#### **6.4 Solid Waste– Councillor Robbie Brine**

- Notification had been received of the Christchurch City Council's pending Expression of Interest process for landowners, for the Organics Processing Plant. They would look at a long-term lease, and the landowner might work in partnership with a 'technology provider'. Simon Hart would make enquiries about this process, and discuss it with the property and solid waste teams. Any possible site would need to be near SH1 and be away from residential or occupied rural areas owing to 'sensitivity' to possible odors.
- The rubbish bag supply contract had been awarded to Office Max NZ Ltd, for a bag that contains 30% post-consumer plastics. The price was substantially lower than the current bag costs. Office Max had advised they needed to order the bags in the next month to ensure the bags arrive by January 2023, when the current contract ends.
- The Waste Audit that feeds our landfill waste composition data into the Waste Assessment and Waste Management and Minimisation Plan reviews had been scheduled for 5 to 9 September 2022. This involved a visual survey at Southbrook RRP over six days, and sort and weigh audits of rubbish bags and bins (includes private bin data), and also a selection of organics bins, over that week.
- The 2022/23 WA and WMMP review project was currently out to tender and closes next week. It was a two-envelope tender, and there had been reasonable interest from a number of consultants.
- Rangiora Rubbish Removals had received consent for a waste sorting facility in Rangiora as of mid-July 2022, and were putting their skips through this sorting process. They were recovering around 70% of the contents from building waste skips, but general waste from bins was more of a challenge. Rubbish would be sent straight to Kate Valley in pods, transported by Container Waste who had provided Councillor Brine with a compactor as part of their contract. Recycling and greenwaste, and most likely household rubbish, would still be coming to Southbrook. Council staff and the Council's educator had been invited to Rangiora Rubbish Removals site, which they plan to do.
- Council contractors had continued to work with the impacts of COVID and the other seasonal viruses, and had provided collection and disposal services as per usual. They had a few truck break-downs in the last two weeks but managed to bring in extra cover trucks, with the drivers working hard to provide collections on the correct collection day. The wet weather had resulted in a very wet site, which meant some areas could not be mown, however maintenance had been kept up as much as possible.
- A new camera system had been installed on the collection trucks working in Waimakariri (this included trucks used for scheduled or unscheduled truck maintenance). Council's Solid Waste staff and two customer services staff would be going for training in the system and to be registered into the software which was cloud-based.

#### **6.5 Transport – Mayor Dan Gordon**

Mayor Gordon was not present for this part of the meeting.

## 7 **MATTERS REFERRED FROM KAIAPOI-TAUHIWI COMMUNITY BOARD**

### 7.1 **Island Road / Ohoka Road Intersection Improvements – Approval of Traffic Signal Scheme Design – J McBride (Roading and Transport Manager) and G Kempton (Project Engineer)**

J McBride and G Kempton presented this report, referred from the Kaiapoi-Tuahiwi Community Board's meeting of 15 August 2022, which sought a recommendation for the scheme design for the upgrade of the Island Road/Ohoka Road intersection.

There had been three scheme designs previously developed for this intersection improvement – traffic signals with raised platforms; single lane roundabout and dual lane roundabout. The preferred staff option was for a traffic signals with raised platforms.

Councillor Williams expressed concern that the Council would be spending \$100,000 on design before it was known if funding was confirmed and asked if a more affordable option had been considered. J McBride said the Council needed to have a design in place and be ready to go to tender to enable the Council to be in a position to apply for funding. The option of installing raised platforms on their own would not address the long term issues of the intersection, noting that this was a high risk intersection, especially during peak times. There had been near misses at this corner in the past two years, and six accidents. Traffic signals would provide a better level of service, noting that the Ohoka Road traffic volumes had increased in the past six years from 4,000 vehicle movements per day, to 10,000 per day and this route would only be getting busier in the future.

J McBride also confirmed that Waka Kotahi considered this intersection to be of a high personal risk, which was why staff had recommended that this work be progressed to design stage, so as to be in a position to progress if the funding was approved. The Council would be able to claim back the Waka Kotahi share of the design work if funding was approved.

Councillor Atkinson suggested that there were more dangerous intersections in the district (for example, several intersections along Tram Road where there had been fatalities), and believed these were a much higher priority than this intersection. J McBride advised that Council staff had worked with Waka Kotahi to determine this as a high risk intersection requiring safety improvements and had subsequently been added to the Long Term Plan. Other intersections would be prioritised for future safety work, which included those on Tram Road.

J McBride confirmed that the traffic signals would be at the Island Road/Ohoka Road intersection. This would control traffic and help provide safer movements for people turning. In combination with the raised platforms this would also slow the speed of traffic off the motorway.

Moved: Mayor Gordon

Seconded: Councillor Brine

**THAT** the Utilities and Roading Committee:

- (a) **Adopts** the Island Road / Ohoka Road Traffic Signals Scheme Design, as per section 3.4.1 of this report.
- (b) **Authorise** staff to proceed to detailed design stage.
- (c) **Approves** the installation of the required no stopping lines through the intersection, to be installed as part of construction.
- (d) **Notes** that the recommended scheme design option includes raised speed tables to align the design with Waka Kotahi's Standard Intervention Toolkit and Safe System approach.

- (e) **Notes** that staff would continue to work alongside Waka Kotahi to progress the traffic signals design and give consideration for potential queuing and any adverse impacts due to the proximity of the off-ramp.
- (f) **Notes** that staff conducted a combined Board briefing on the 4 August 2022 for discussion of three options.
- (g) **Notes** that there was Council budget of \$100,000 allocated to the design for this project in the 2021/22 budget, and that unused budget had been carried over to allow detailed design to progress in 2022/23.
- (h) **Notes** that Waka Kotahi had not approved co-funding for the construction of the project at this time, and that Council staff were continuing to advocate for funding to support this project in the future.

#### **CARRIED**

Councillor Williams against

Mayor Gordon, in supporting this motion, commented that there had been many approaches from residents concerned about the safety of this intersection and the speed of vehicles. Mayor Gordon also noted the increased traffic movements on Ohoka Road. There was general support from the Boards for this safety improvement to progress.

Councillor Brine noted his concerns with the safety at this intersection and fully supported proceeding with the design phase.

Councillor Williams did not support the motion and the spending of \$100,000 of ratepayers money, before any funding was guaranteed. Councillor Williams also suggested that there were other intersections in the district that, in his view, warranted safety improvements.

Councillor Atkinson, did not support the motion when it was considered by the Community Board and, though not a member of the Committee, still did not support the spending of \$600,000 of Council funds at this intersection. He suggested the installation of raised platforms to slow traffic speed would be sufficient. There would be an issue with noise with trucks having to slow down at the traffic lights which could be an issue for the neighbouring properties. Councillor Atkinson believed it was time for more focus on driver responsibility and enforcement procedures. Driver education and how drivers used the intersection was also important. It was also noted that there were no traffic calming measures in place on Cosgrove Street. Councillor Atkinson referred to the six accidents that had previously occurred at this intersection and that there had been none in the last two and suggested that people were getting used to the intersection. He reiterated his concerns with spending Council funds on this intersection and believed there were other intersections where fatal accidents were happening that were a higher priority.

Councillor Blackie agreed with the comments of Councillor Atkinson and though this intersection was a priority for safety improvements, it was not a high priority. This matter was passed by the KTCB members, but it was not an unanimous decision. Councillor Blackie had concern with the speed of traffic coming off the motorway and also that drivers approaching the intersection, either from Kaiapoi, or off the motorway, would still have to cross lanes to either turn left or right at the intersection. The traffic lights would interrupt the flow of commuter traffic and he questioned the spending of \$1.25m on signals at this intersection.

Councillor Ward supported having the traffic signals installed at this intersection, noting that this would allow for safe turning of traffic onto Ohoka Road from Island Road.

Councillor Doody pointed out that the Community Board members supported this and the Council should support their recommendation.

In reply, Mayor Gordon acknowledged the previous comments and noted that this was a major thoroughfare between Kaiapoi and Rangiora. This was an opportunity to make this intersection safer.

**7.2 Approval to Consult on Scheme Design Options for the Tuahiwi Footpath – J McBride (Roeading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane and J McBride presented to this report, which sought approval to consult on the scheme design options for the Tuahiwi footpath construction, as was recommended by the Kaiapoi-Tuahiwi Community Board. The footpath was for the eastern side of Tuahiwi Road.

It was planned to have targeted consultation with the iwi at the Marae and the directly affected residents on the east side of the road, to explain the different parking options. An information notice would be distributed to the remaining residents of Tuahiwi village.

Moved: Mayor Gordon

Seconded: Councillor Brine

**THAT** the Utilities and Roeading Committee:

- (a) **Receives** Report No. 220801130424.
- (b) **Approves** consultation being undertaken on the proposed scheme design options shown in Attachment i.
- (c) **Notes** that a communication and engagement plan would be put together following approval of this report which would detail the method of engagement for directly affected residents, the Marae, and Ngāi Tūāhuriri.
- (d) **Notes** that there was a budget of \$450,000, allocated within PJ 101229.000.5135, for the 2022/2023 financial year to undertake the detailed design and construction of the Tuahiwi Footpath.
- (e) **Notes** that all three scheme design options are below the allocated budget of \$450,000 and include 20% contingency.

**CARRIED**

Councillor Williams against

Mayor Gordon, in supporting this motion, said the matter had been raised by residents with the Council over several years and with an urupa, a pre-school and a school on the east side of Tuahiwi Road, made this a priority. Mayor Gordon asked staff to advise when the targeted consultation was being undertaken and elected members could be available to provide support.

Councillor Williams did not support this motion, and believed there were other communities in the district that also required a footpath. There was already an adequate footpath on one side of the road with a pedestrian crossing at the school.

Councillor Atkinson referred to the proposal for the footpath to go to the entrance to the urupa, and suggested it could be extended along to where the current traffic calming was in place, and have a pedestrian crossing installed there. Staff would investigate this suggested addition.

Councillor Stewart supported this motion and acknowledged Councillor Williams comments that there were other towns in the district that required footpaths. Members were reminded that this town had an urupa, a preschool, a school, a church and a marae and there are times when there were a significant number of people walking from the marae to the urupa, who mostly walked on the road, as there was no footpath. There were also vehicles on Tuahiwi Road at the same time, and this footpath was long overdue to allow people to move safely along the east side of the road.

## **8 MATTERS FOR INFORMATION**

- 8.1 Request for Approval to Engage Waugh Infrastructure Management Limited for 3 Waters Climate Change Risk Assessment Project – Colin Roxburgh (Water Asset Manager)**  
*(refer to report no. 220721124634 to the Management Team meeting of 1 August 2022)*

Moved Councillor Williams

Seconded Councillor Ward

**THAT** the Utilities and Roothing Committee

- (a) **Receives** the information in Item 8.1.

**CARRIED**

## **9 QUESTIONS UNDER STANDING ORDERS**

There were no questions.

## **10 URGENT GENERAL BUSINESS**

There was no urgent general business.

## **11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved Councillor Brine

Seconded Councillor Ward

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

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

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Minutes of the Public Excluded portion of the Utilities and Roding Committee Meeting Tuesday 19 July 2022.	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
11.2	Report from Management Team meeting	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1 – 11.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

### **CLOSED MEETING**

#### **Resolution to Resume in open meeting**

Moved Councillor Brine

Seconded Councillor Ward

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded.

**CARRIED**

*The public excluded portion of the meeting commenced at 5.10pm and concluded at 5.12pm.*

### **OPEN MEETING**

**NEXT MEETING**

The next meeting of the Utilities and Roading Committee is scheduled for 3.30pm, on Tuesday 27 September 2022.

There being no further business, the meeting concluded at 5.13pm.

CONFIRMED

\_\_\_\_\_  
Councillor Robbie Brine  
Chairperson

\_\_\_\_\_  
Date

**Workshop**

- *Annual Eastern Districts Sewer Scheme – Kalley Simpson (3 Waters Manager)*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNSDAY 3 AUGUST 2022 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, and N Mealings.

**IN ATTENDANCE**

J Millward (Acting Chief Executive) (Virtually), T Tierney (General Manager Planning, Regulation and Environment), J McBride (Roading Manager), G Stephens (Design and Planning Team Leader), A Coker (Community Facilities Team Leader), A Mace-Cochrane (Graduate Engineer), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

A Schulte from CavelLeitch attend the meeting virtually, and a member of the public was present at the meeting.

**1. APOLOGIES**

Moved: T Robson

Seconded: S Barkle

**THAT** apologies for absence be received and sustained from M Brown, S Farrell, R Harpur and W Doody.

**CARRIED**

**2. PUBLIC FORUM**

**2.1 Brent Arp – Ohoka Resident**

B Arp explained that a lot of flooding occurred down Wilson Drive, Ohoka. The water flowing down the road would get so high that residents could not drive to their homes and would have to park at the bottom of the Wilson Drive and use a four wheel drive vehicle to access their properties. Property owners had spoken to the Mayor as well as the Rural Drainage Advisory Group, however, the problems had not been resolved.

N Mealings noted she had spoken to Council staff regarding the flooding of Wilson Drive and they were going to undertake CCTV surveillance to determine what would need to be done. D Nicholl advised he would visit Wilson Drive in the following days to discuss the ongoing issue with B Arp.

**3. CONFLICTS OF INTEREST**

- Item 7.5 - T Tierney noted as a member of the Regulation Team she would not take part in the discussion about the Board's submission to private Plan Change 31



#### 4. **CONFIRMATION OF MINUTES**

##### 4.1. **Minutes of the Oxford-Ohoka Community Board meeting held on 6 July 2022**

Moved: N Mealings                      Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 July 2022, as a true and accurate record.

**CARRIED**

##### 4.2. **Minutes of the Oxford-Ohoka Community Board meeting held on 20 July 2022**

Moved: T Robson                      Seconded: D Nicholl

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 20 July 2022, as a true and accurate record.

**CARRIED**

##### 4.3. **Matters Arising (FROM MINUTES)**

T Kunkel advised there were only two matters outstanding that the Board had previously requested information on, which would hopefully be provided before the next Board meeting.

#### **PUBLIC EXCLUDED MINUTES**

*(These Minutes were considered in the public excluded portion of the meeting)*

##### 4.4. **Minutes of the public excluded portion of the Oxford-Ohoka Community Board meeting held on 20 July 2022**

#### 5. **DEPUTATIONS AND PRESENTATIONS**

##### 5.1 **Relocation of the West Eyreton Rifle Club – A Coker**

A Coker explained the West Eyreton Rifle Club previously occupied the Cust Community Centre. The shooting activity took place within the centre by utilising the main hall area with fixed targets being underneath the stage where the bullet traps were located. The nature of this operation resulted in a build-up of lead exposure and contamination to the bullet trap area and half the main hall. Due to contamination and the multi-use nature of the Cust Community Centre the Club had to relocate.

A Coker noted that the first option was to relocate the Club to the Pearson Park Pavilion, which was previously used by the Oxford Small-bore Rifle Club. It was made redundant for seismic assessments and the rifle range had since been upgraded to meet the seismic standards. The key benefit of this option was that the base structure for the range was already in place. The second option would be construction of a new purpose build facility. However, at an estimated cost of \$1 million Council staff believed this option was not viable with the Club's current membership numbers.

A Coker had been in contact with the Oxford School and other groups that currently use Pearson Park Pavilion to work through the logistics. He had also inspected the structure itself to ensure the Club would not have the same problems that occurred at the Cust Community Centre. The West Eyreton Rifle Club were happy to fundraise for the costs of the work that needed to be done and wanted to use local contractors.

In response to a question by N Mealings, A Coker confirmed remediation of the lead had been done at the Cust Community Centre and the Centre was now at a level that complied with Ministry of Health regulations.

N Mealings then sought clarity on the cost of upgrading the Pearson Park Pavilion to meet regulations would be. A Coker noted that upgrades were required to bring the space up to current compliance requirements as stipulated by Target Shooting New Zealand at an estimate cost of around \$12,000.

T Robson questioned what upgrades would need to be done. A Coker advised that the following upgrading would be needed:

- Casted concrete slab, to encapsulate the lead still sitting and to provide a sealed surface
- Install Mechanical Ventilation
- Seal/Paint the existing blockwork walls
- Install LED Lighting to Range
- Safety Systems for when they were shooting
- Build a storage area
- Either pull the old traps from the Cust Community Centre or install new traps.

## 6. **ADJOURNED BUSINESS**

Nil.

## 7. **REPORTS**

### 7.1. **Main Street, Oxford – Endorsement to Seek Approval for a 40km/h Speed Limit – J McBride (Roding and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

J McBride stated the newly implemented Setting of Speed Limits Rule 2022 from Waka Kotahi was more permissive than the previous, with respect to implementing lower speeds without the need for significant investment in infrastructure. Hence, it provided an opportunity to progress the speed limit changes the community and the Board had been seeking. She noted that a Speed Management Plan would be developed and implemented ahead of the 2024/27 Long Term Plan process. However, in the interim the Council could apply to the Director of Waka Kotahi for the change in the speed limit along Main Street, Oxford. Budget had been allowed for signage and markings within the Roding Minor Safety Programme that was approved by the Utilities and Roding Committee in July 2022.

T Robson questioned if the proposed change in speed limits would have to be submitted to the Council for approval. J McBride confirmed that the Council was delegated to change speed limits.

T Robson enquired if making the request to Waka Kotahi committed the Board or the Council to implement any significant changes to Main Street, Oxford in the future. J McBride answered that the Council would submit a formal written request to Waka Kotahi that outlined the previous consultation. The request would not commit either the Board or the Council to make any infrastructure changes. The Council would however need to monitor speeds across the district. If there was a large disconnect found between the posted speed and the mean speed infrastructure changes may need to be looked at and budgeted for then.

Moved: T Robson

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220719123144.

**RECOMMENDS THAT** the Council:

- (b) **Receives** Report No. 220719123144.
- (c) **Approves** an application being submitted to the Director at Waka Kotahi under section 2.6 of the Setting of Speed Limits Rule 2022, requesting approval to proceed with the implementation of a 40km/h speed limit on Main Street, Oxford, between Burnett Street and Bay Road.
- (d) **Notes** that consultation on a 40km/h speed limit on Main Street, Oxford (between Burnett Street and Bay Road) was undertaken in 2021 and this was supported by 54% of respondents, with the remaining 46% of respondents opposed to the change.
- (e) **Notes** that Meyer Place, Coney Street and Redwood Place would need to be included within the 40km/h speed limit area as they were not sufficient length to hold their own speed limit, and speeds on these roads were very low due to their nature.

**CARRIED**

T Robson commended all the work done by S Farrell to achieve this change in the speed limit, noting that this was a great outcome for the community.

N Mealings also credited S Farrell for her dedication to having this speed limit implemented and thanked J McBride and her team for their hard work as this change was greatly wanted by the community.

*At this time Item 7.4 was taken, however the Minutes have been recorded in the order of the Agenda.*

7.2. **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane took the report as read.

S Barkle sought clarity on when the projects in priority one would be implemented. A Mace-Cochrane confirmed that priority one projects were scheduled for implementation in the 2023/24 financial year.

S Barkle noted that rural school children do not have the option, due to the lack of safe walkways and/or cycleways, to walk to schools. Currently students who lived within the 3.2 kilometre bus exclusion zones had to be dropped off and collected from school as there was no public transport or other safe alternative. She questioned if the development of pathways in the bus exclusion zones was on the Council's radar. J McBride noted they were not but she would take the feedback into consideration.

Moved: T Robson

Seconded: D Nicholl

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (TRIM No. 220725126302).
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (TRIM No. 220726126399).
- (g) **Notes** the following additions were recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).

- i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
  - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).
  - u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, and \$450,000 towards the construction of a footpath in Tuahiwi.
- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and would require further costing and prioritisation through the Long Term Plan process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.

- (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff were exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

**CARRIED**

T Robson commended staff on the thorough consultation process undertaken, and was glad to see such a large number of submissions.

7.3. **Application to Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read and there were no questions from Board members.

Moved: S Barkle

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220628109375.
- (b) **Approves** a grant of \$500 to the Oxford Football Club Incorporated towards the replacement of its playing kit for the junior teams.

**CARRIED**

7.4. **Ratification of the Oxford-Ohoka Community Board's Submission to the Council's Walking and Cycling Network Plan – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read and there were no questions from Board members.

Moved: T Robson

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220629109961.
- (b) **Retrospectively ratifies** its submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220623107276).

**CARRIED**

7.5. **Approval of the Oxford-Ohoka Community Board's Submission on Private Plan Change 31 (RCP031) – Rolleston Industrial Developments Limited – T Kunkel (Governance Team Leader)**

J Millward spoke to the report noting it was an outcome of the Board meeting held on 20 July 2022, which requested staff to prepare the Board's submission in opposition to Private Plan Change 31. Due to the technical nature of the submission, staff were assisted by an independent lawyer, Andrew Schulte, in drafting the objection, which had been circulated to members. He noted that on 20 August 2022 the Council resolved to submit in opposition to Private Plan Change 31 and as a result of this decision the Council would have to delegate decision on the proposed plan change to independent commissioners.

A Schulte note that all the concerns raised by members were included in the draft submission that was circulated to members before the meeting. However, the Board would have an opportunity to submit further evidence to support its submission at the hearing. Subsequent to discussion, it was agreed that members would submit any additional information or amendments to A Schulte for inclusion in the final document.

Moved: T Robson

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No 220720123597.
- (b) **Approves** the Board's submission (Trim 220729129517) to Private Plan Change 31 (RCP031)
- (c) **Authorises** the Chairperson of the Board to make any minor amendments to the final submission, if required, prior to the lodgement of the submission to the Waimakariri District Council on Friday 5 August 2022.

**CARRIED**

The Chairperson thanked A Schulte for his advice and work done in assisting the Board in drafting its submission.

**8. CORRESPONDENCE**

8.1. **Letter from Oxford Area School about their 150 Year Anniversary**

The Chairperson tabled a letter received from Oxford Area School inviting Board members to attend their 150 year anniversary to be held on 21 and 22 October 2022.

Moved: D Nicholl

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence from Oxford Area School (Trim 220817141317).

**CARRIED**

## 9. **CHAIRPERSON'S REPORT**

### 9.1. **Chair's Diary for July 2022**

- Attended three meetings regarding Plan Change 31.
- Attended a special meeting of the Ohoka Rural Drainage Advisory Group regarding making a submission to Plan Change 31.

Moved: N Mealings

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report provided by the Oxford-Ohoka Community Board Chairperson.

**CARRIED**

## 10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 July 2022.
- 10.2. Kaipoi-Tuahiti Community Board Meeting Minutes 18 July 2022.
- 10.3. Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – Circulates to all Boards.
- 10.4. Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – Circulates to all Boards.
- 10.5. Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 10.6. Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.7. Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.8. Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.9. Proposed Rooding Capital Works Programme for 2022/23 – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.10. Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.11. May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.

Moved: T Robson

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.11.

**CARRIED**



## 11. **MEMBERS' INFORMATION EXCHANGE**

### **S Barkle**

- Attended a Waimakariri Health Advisory Group Meeting – New Health Hub eta was December 2023. Discussed setting up wellbeing initiatives for the community. Steps in progress to set up emergency and transitional housing.
- Received many questions regarding drainage, mainly concerning Stockwater races and the associated culverts and who maintains them.

### **T Robson**

- Attended the Ashley Gorge Reserve Advisory Group Meeting – Had new members and the group were reviewing their terms of reference. They were looked into getting a gas barbeque rather than an electrical one because of the cost of installing power.
- Attended a Pearson Park Advisory Group Meeting – The Menz Shed were looking at putting in a storage shed. Discussed installing lights and were investigating options that would not interfere with the blackout. The Drain had been overflowing and was causing surrounding business to flood resulting in them needing to close.

### **S Farrell**

- Attended the Pearson Park Advisory Group Meeting.
- There was major flooding in Oxford some of which could have been prevented with drain clearing.
- Attended Oxford Historical Society Meeting,

### **R Harpur**

- Mandeville had seen severe flooding this month including in Millfield, Roscrea, San Dona and Bradleys Road.
- There had been two accidents in the past fortnight at the McHughes Road and Tram Road intersection.
- North Canterbury Rugby held all ten of its finals at Mandeville Sports Centre. There had been a large number of supporters and was a fantastic event.

### **N Mealings**

- Attended the Waimakariri Economic Development Strategy Workshop.
- Attended the Abbeyfield Waimakariri Annual General Meeting.
- Visited Dorothy Scott with the Acting Chief Executive and the Mayor to follow up on the drainage issue she spoke to the Board about previously.
- Attended the OPAC Mix and Mingle Event – Were looking into new promotion methods.
- Community and Recreation Committee Meeting – Deputation from Brent Cairns regarding the Kaiapoi Food Forests and establishing other food forests in the district. There was a report about Art Strategy for the Waimakariri District for which the Council received a \$32,000 grant from Creative Communities as a part of Covid recovery.
- Attended a planting day with Sustainable Coastlines.
- Oxford Community Trust - The We've got your back campaign was starting up.
- Council Meeting – Accepted the Plan Change 31 submission.

**12. CONSULTATION PROJECTS**

Nil.

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

Carryover from 2021/22: \$549.  
Allocation for 2022/23: \$5,990.  
Balance as at 31 July 2022: \$5,039.

**13.2. General Landscaping Budget**

Carryover from 2021/22: 2,203.  
Allocation for 2022/23: \$13,090.  
Balance as at 31 July 2022: \$15,293.

The Board noted the funding update.

**14. MEDIA ITEMS**

Nil.

*At this time Oxford-Ohoka Community Board went into workshop to discuss the General Landscaping Budget for 2022/23 and Pedestrian Crossings on Main Street, Oxford, however the Minutes have been recorded in the order of the Agenda.*

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

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

Moved: T Robson

Seconded: S Barkle

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

**CARRIED**

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

Item N°	Reports / Minutes of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Oxford-Ohoka Community Board Meeting held on 20 July 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1	Protection of privacy of natural persons	A2(a)

### **CLOSED MEETING**

*The public excluded portion of the meeting occurred from 9.05pm to 9.12pm.*

### **Resolution to Resume in open meeting**

#### **15.1 Confirmation of the Minutes of the Public Excluded portion of the Oxford-Ohoka Community Board Meeting held on 20 July 2022**

**Resolves** that the Minutes remain public excluded.

### **OPEN MEETING**

#### **16. QUESTIONS UNDER STANDING ORDERS**

Nil.

#### **17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

### **NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board would be held at the Ohoka Hall on Wednesday 7 September 2022 at 7pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.18pm.

#### **Workshop (8.07pm – 8.40pm)**

- **General Landscaping Update**
  - It was agreed the members would send their suggestions through and a list would be compiled for the new board to take into consideration.
- **Pedestrian Crossings on Main Street, Oxford**
  - Three pedestrian crossings along Main Street, Oxford would be updated.

**CONFIRMED**

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Chairperson

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Date

UNCONFIRMED

**MINUTES FOR THE MEETING OF THE EXTRAORDINARY MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON THURSDAY 4 AUGUST 2022 AT 4PM.**

**PRESENT**

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

**IN ATTENDANCE**

P Redmond (Kaiapoi-Woodend Ward Councillor) and K Rabe (Governance Advisor)

A Schulte from CavelLeitch was present at the meeting.

**1 APOLOGIES**

Moved: J Watson

Seconded: J Meyer

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

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 REPORTS**

**3.1 Adoption of the Kaiapoi-Tuahiwi Community Board's Submission on Private Plan Change 31 (RCP031) – Rolleston Industrial Developments Limited – K Rabe (Governance Advisor)**

K Rabe noted that the draft submission had been formatted and circulated to members prior to the meeting, confirming that no changes had been made to the previously circulated draft.

A Schulte noted that the submission deadline had been extended to 12 August 2022, so there was still time to add to the submission should the Board so wish.

There were no questions from elected members.

Moved: J Watson

Seconded: J Meyer

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

- (a) **Receives** report No 220721123951.
- (b) **Adopts** the Board's submission (Trim 220801130362) to Private Plan Change 31 (RCP031).
- (c) **Authorises** the Chairperson of the Board to make any minor amendments to the final submission, if required, prior to the lodgement of the submission to the Waimakariri District Council on Friday 12 August 2022.

**CARRIED**

J Watson supported the motion noting that the submission covered the main issues that would affect the Kaiapoi community. She also stated that she hoped the community opposition to the project would be successful.

J Meyer concurred, noting he had attended the public meeting where the community sentiment was definite against the proposed development. He therefore hoped that Plan Change 31 would not proceed.

P Redmond noted that the Council had adopted its submission against the proposed Plan Change earlier in the week.

B Cairns queried if the Council's submission was much different to the Board's and was advised that the Council's submission was more detailed, however, covered similar ground.

J Watson thanked A Schulte for his assistance in drafting the Board's submission and for attending the meeting.

#### **NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 15 August 2022 at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.14PM.

#### **CONFIRMED**

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Chairperson

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Date

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD  
HELD AT WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON  
MONDAY 8 AUGUST AT 6.00PM.**

**PRESENT**

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

**IN ATTENDANCE**

T Tierney (General Manager Planning, Regulation and Environment), G MacLeod (Community Greenspace Manager), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 11 July 2022**

Moved: A Thompson

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 11 July 2022.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

D Young took the report as read and provided the Board with an overview of the recommendation. He noted that Council staff wanted to show both the Community Board's and the wider community that the public feedback had been taken into account and was reflected in recommendations. He noted that the Council had set up a Walking and Cycling Reference Group to assist with this project, which was now essentially completed. However Council staff believed that there was merit in reinstating this Group, with a change in their Terms of Reference to assist in a number of other activities that were currently underway in relation to cycle ways. In conclusion, D Young gave a brief overview of possible funding sources available, which were being investigated so as to achieve outcomes in the future.

J Archer noted that the recommendation did not include a link between Woodend and Pegasus Boulevard. D Young explained that the recommendations included additional items that resulted from public consultation, while the link between Pegasus and Woodend was an already acknowledged link. However there was an opportunity to move the link forward in the priorities timeframe if the Board so wished.

A Allen enquired what the impact on Central Government funding was likely to be if there was a change in Government after the 2023 elections. D Young was unable to answer the question, however believed that there were unlikely to be changes to this sort of funding in the short term.

Furthermore, A Allen noted that D Young had mentioned the funding offered for cycling initiatives in relation to the first and last kilometre, which she believed would fit the Pegasus to Woodend link being where first and last kilometre would be from Pegasus through to Kaiapoi or Rangiora for commuters and enquired if this could be a catalyst to move this link up in priority. D Young agreed, however he had not been involved in the conversations either with Central Government or the Greater Christchurch Partnership, but understood that priority was likely to be given to the more urban areas as it would encourage bus patronage when access to bus routes were out of comfortable walking distance.

A Allen challenged that and asked why it had been included, in the Walking and Cycling Network Plan if it was about getting people onto public transport. D Young advised that it had been included because there would be elements of the Walking and Cycling Plan that encouraged people to cycle to a core bus terminal or park and ride facilities.

A Thompson noted that as per the prioritisation table in the agenda, the Woodend to Pegasus link was at priority three at a cost of \$450,000. He asked what determined the priorities. D Young explained that this was done prior to the community consultation and was largely driven by Council staff's applying a multi criteria analysis based on ten different criteria, which scored each route.

A Thompson also commented that there were two projects in the Board's area, Sandhill Road and the Woodend to Pegasus path. He asked if the Board could change the priorities of the Woodend to Pegasus path as it was half the size of the Sandhill Road path, and therefore less expensive. D Young noted that path could be move up the priority list, however, the Council was aware that Waka Kotahi was still determining a final design on safety improvements in the area which may include a cycle/pedestrian link.



S Powell noted that Waka Kotahi was planning to put median barriers along State Highway One, which made it unsafe to cycle down by narrowing the road, therefore the cycle/pedestrian path was becoming more urgent. D Young replied that there was a case that could be made to reprioritise this project, however, whether it was successful, given the national priorities on funding, was debateable.

S Powell enquired about way-finding and other signage, which was raised by the Board as well as by a number of other submitters. She noted the way-finding signage funding had been removed to enable the Tuahiwi footpath to be added. D Young explained that \$660,000 had been set aside for infrastructure. The Council was keen on getting the way-finding sites identified and installed, but believed that it was going to take all of 2022/23 to identify the correct placement of the signage.

S Powell asked with Enterprise North Canterbury accessing funding towards the improvement of the coastal track between Kaiapoi and Waikuku how did that fit with the Board's desire for a pathway down State Highway One between Woodend and Kaiapoi. K Rabe noted that the funding had been acquired from a tourism source as a multi-day recreational cycle trip rather than a commuter route.

S Powell noted the Board's concern, regarding the reprioritisation of the Woodend to Pegasus link as well as the Woodend to Kaiapoi link. She believed that the Woodend to Kaiapoi link was needed to enable student's access to schools and sports events. She further noted that feedback from submitters, including the AA and the Woodend Community Association wanted the prioritisation of the Woodend to Kaiapoi link moved to number one.

M Paterson questioned if there was any reason that the community could not source funding for the footpath between Pegasus and Woodend as they did with the Jill Creamer Trail. D Young noted that, while he believed it was a good initiative, there were however a few issues to address as the footpath was on State Highway One, and required agreement from several agencies.

S Powell noted that the proposed route from Pegasus Boulevard to Bob Robertson Drive was graded one, and believed that in the definition of a grade one path, crossing State Highway One did not remotely fit into the definition.

Moved: P Redmond

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (TRIM No. 220725126302).
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (TRIM No. 220726126399).

- (g) **Notes** the following additions were recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
- a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).
  - i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
  - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).
  - u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects.

- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and would require further costing and prioritisation through the LTP process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.
- (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff were exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

**Additional Recommendation:**

- (r) **Requests** the Council increase the priority of the Pegasus State Highway One to Woodend Link to priority one.
- (s) **Requests** the Council include way finding and other signage addressing existing deficiencies in the network.

**CARRIED**

P Redmond thanked the Council staff for the work done on this project. He commented that the Board had nothing in the priority one category, hence the suggestion that the Pegasus to Woodend link be moved to priority one, which reflected both the Board's submission and the other community submissions in respect to that area. He do not believe that the Woodend to Kaiapoi area should be included as it was a large project which would require a lot of work.

A Allen endorsed the comments of P Redmond noting this was an emotional issue for the Board. She supported the addition of recommendation (r) for the Council to move the Pegasus to Woodend link to priority one.

S Powell commented that the link between Pegasus and Woodend and the link between Pegasus and Kaiapoi was something the Board had been advocating for, for years. She again highlighted that there were no priority one links in the Board's area and noted that the Board's area had also not received any of the Shovel Ready Funding for projects. She commented that the Woodend Community Association had done a fantastic job with the Jill Creamer Trail, which was a project that the Council had not had to put any funding towards.

6.2 **Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read, noting that the Woodend Fire Brigade were seeking money towards signage for their primary support vehicle.

Moved: A Allen

Seconded: S Powell

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220726127102.
- (b) **Approves** a grant of \$715.30 to the Woodend Fire Brigade towards signage for its primary support vehicle.

**CARRIED**

A Allen commented that she supported the funding the entire cost towards the required signage as the Woodend Fire Brigade was an essential service to the area and never asked for anything they just served the community.

S Powell commented that the request was extremely valid. She was disappointed that Fire and Emergency New Zealand did not cover signage in support the work of the Fire Brigade. The community completely relied on the fire brigade in this area to attend accidents and medical events. This was as essential project as volunteers sometimes were unable to arrive prior to the engine leaving the station and extra crew were sent out in the support vehicle, which should be easily identifiable as an emergency vehicle.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

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

- Made a personal submission to the Three Waters Water Entities Bill.
- Attended the Community Cuppa in Pegasus – it was their fifth birthday.
- There had been a new Community Trust set up in the Board's area. It was called the Waiora Links Community Trust, and would support the three communities of Waikuku, Pegasus and Woodend/Ravenswood. Its aim was to establish connections within their area and one of the areas of focus would be on community facilities. It was also going to set up a community cuppa for Ravenswood residents.
- Wrote the monthly Woodpecker Newsletter article.
- Had drafted the letter to Waka Kotahi regarding the Woodend safety improvements.

Moved: S Powell

Seconded: S Stewart

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report from the Woodend-Sefton Community Board Chairperson.

**CARRIED**

## 9 **MATTERS FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 July 2022.
- 9.2 Kaipoi-Tuahiwi Community Board Meeting Minutes 18 July 2022.
- 9.3 Oxford-Ohoka Community Board Meeting Minutes 20 July 2022.
- 9.4 Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.5 Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.6 Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.8 Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.9 Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.10 Proposed Rooding Capital Works Programme for 2022/23 – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.11 Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.12 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.

Moved: M Paterson

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

### **M Paterson**

- Flooding had been a big issue at Woodend Beach, the manholes had overflowed and the Council had to do a lot of pumping. Gladstone Park also had some big issues. Both Woodend and Waikuku Beaches were of concern with global warming and what was the solution long term.
- Been using Snap, Send, Solve – great tool.

### **S Stewart**

- From the recent flooding events there had been 550 service requests lodged.
- There were two new members of the CWMS Water Zone Committee.
- CWMS Water Zone Committee Workshop – Tim Chambers from Otago University had funding of \$1.2 million from the Health Research Council to compile a national database on contaminants in drinking water, which focused on private wells. Christchurch City Council had invited him to test private wells for nitrate and he would be in the Waimakariri District during August 2022.

**J Archer**

- Attended the Art on the Quay.

**P Redmond**

- Gambling Policy Review Hearing – interesting to hear both sides of the spectrum. The intention was to minimize the harm generated by gambling. Gambling was quite often linked to drugs, alcohol and suicide.
- Attended Ronal's Cuppa in Pegasus.
- Flooding on Upper Sefton Road which gave rise to some issues with local residents. There had been query's regarding the time it took from when a service request was lodged until flood signage went up during which there were two motor accidents. Some remedial work had occurred by scraping the road edges for the water to run off.
- Attended an update on the economic development at Lacebark in Kaiapoi which was run by Enterprise north Canterbury – very successful.
- Attended the Prospective Candidates evening.
- Had a complaint about a dog running around the Pegasus Lake not under effective control – there was signage and the area was enforced.
- Building consents – very busy. PIMs were high but LIM numbers were down dramatically.
- Attended the Local Government New Zealand Annual General Meeting on Zoom – a remit was passed that directed Local Government New Zealand consult with its members before taking a decision on a significant matter.
- Attended the Waimakariri Health Advisory Group – no update on the health hub in Rangiora.

**A Thompson**

- Flooding – Council was very proactive. It was a long term issue.

**A Allen**

- Discussion of the suggested new road names tabled and agreement that the names be checked and those suitable would be included in a report to the September meeting.

**11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 31 July 2022: \$6,425.

**12.2 General Landscaping Fund**

Carryover from 2021/22: To be determined.

Allocation for 2022/23: \$13,090.

Balance as at 31 July 2022: \$13,090 plus carryover.

The Board noted the funding updates.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board would be held at the Woodend Community Centre, School Road, Woodend on Monday 12 September 2022 at 6pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7.59pm  
CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Briefing**

- *Future Plan for Pegasus – Chris Simpson - Postponed*

**Workshop**

- *General Landscape Update – Grant Macleod (Community Greenspace Manager)*
  - *To be added.*

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON  
WEDNESDAY 10 AUGUST 2022 AT 7PM.**

**PRESENT**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward and P Williams (Virtual).

**IN ATTENDANCE**

Mayor D Gordon

J Millward (Acting Chief Executive), D Young (Senior Engineering Advisor), T Stableford (Landscape Architect), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

Moved: J Gerard

Seconded: D Lundy

**THAT** an apology for absence be received and sustained from A Wells.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts declared.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 8 June 2022**

Moved: J Goldsworthy

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 8 June 2022.

**CARRIED**

**3.2. Matters Arising**

There were no matters arising.

**4. DEPUTATIONS AND PRESENTATIONS**

**4.1. Update on the Medical Hub and Respite Care – Dr Ojala (Virtually)**

Dr Ojala spoke to the Board, noting that he was the Executive Director of Facilities and Infrastructure for Waitaha Canterbury and the West Coast under the new Health New Zealand structure. He explained that they had completed the demolition of the old medical facility in Rangiora and were now developing an integrated Health Facility Hub under a lease agreement. However, the site's development was progressing slower than anticipated, and they had perhaps underestimated the timeframes of the resource consent process. Dr Ojala advised that Waitaha Canterbury had worked with the Council on the consenting process so that the affected neighbours would be suitably consulted about the proposed changes to the facility. It was his understanding that most of that consultation process had now been concluded and the



resource consent process was proceeding, although there were several concerns that the Council had raised, such as the driveway access.

Dr Ojala noted that the designs for the facility were complete, and Waitaha Canterbury was liaising with third parties about providing a radiology facility and a pharmacy. The construction costs of the facility were quite substantial, however, Waitaha Canterbury remained firmly committed to the development of the facility. Once the resource consent process had been completed, Waitaha Canterbury would issue a tender for the facility's construction. The on-site works were anticipated to commence in April 2023, and the conclusion of that facility would be relatively early in 2024. Dr Ojala confirmed that the Rangiora-Ashley Community Board be kept updated on the progress of the development of the Health Facility Hub.

M Fleming noted that originally Rangiora Hospital was built so that the community would have access to respite care after surgeries. She, therefore, questioned if community members would be allowed to use vacant rooms at the facility to recuperate after being hospitalised. Dr Ojala commented that Waitaha Canterbury was currently grappling with a lack of qualified nursing staff, which meant they carefully had to consider the deployment of their limited resources. Hence, the provision of respite care was not considered at the Health Facility Hub, as the service could be more effectively provided at other Waitaha Canterbury facilities.

M Fleming also asked if specialised care would be provided through the Health Facility Hub. Dr Ojala noted that outpatient activities were certainly possible, and Waitaha Canterbury was investigating the different ways of delivering this care. They would ideally wish to have some specialised care at the facility, however, it would be depended on the demand for such activities.

In response to a question by D Lundy, Dr Ojala agreed that Waitaha Canterbury needed to advise the public about their plans for the Health Facility Hub and the envisioned timeframes.

M Harris thought that the community frustration came from the fact that the population in the Waimakariri District had grown substantially over time. Yet, no health care facilities were developed to meet the community's needs. Dr Ojala noted that Waitaha Canterbury aimed to make every dollar count in the health space and to ensure that communities were provided with the best health care possible.

J Ward noted that the Waimakariri District looked forward to progressing the Health Facility Hub, as it was much needed. People, particularly the ageing population, were frustrated by having to travel to Christchurch to access after-hours emergency services. She commented that many people who were unable to drive to Christchurch at night currently called St. Johns Ambulance. In contrast, they could easily drive to a Health Facility Hub in Rangiora. She, therefore, believed that having such a facility in the district would greatly assist in alleviating the pressure from St. Johns Ambulance Services. Dr Ojala advised that Waitaha Canterbury had a close working relationship with St. Johns Ambulance Services and depended on them to ensure that the community received fast and good care. However, providing after-hours emergency services at the Health Facility Hub would not be possible as the resource consent restricted the facility's operating hours to 10pm.

P Williams thanked Dr Ojala for his presentation, commenting that many people in the Waimakariri District were waiting for Health Facility Hub to be developed. He asked if Mobile Surgical Unit would still be operating after the development of the facility. Dr Ojala noted that the Mobile Surgical Unit was a much-specialised unit designed and built to be used for a wide range of day surgery, which was deployed in areas with the most need.

K Barnett sought clarity around the proposed operating hours of the Health Facility Hub Dr Ojala noted that he understood that in terms of the resource consent, the Council required the facility to be closed by 10pm.

## 5. **ADJOURNED BUSINESS**

Nil.

## 6. **REPORTS**

### 6.1. **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

D Young took the report as read and provided the Board with an overview of the recommendation. He noted that Council staff wanted to show both the Community Board and the broader community that the public feedback had been taken into account and was reflected in recommendations. He noted that the Council had set up a Walking and Cycling Reference Group to assist with this project, which was now essentially completed. However, Council staff believed there was merit in reinstating this Group, with a change in their Terms of Reference to assist in a number of other activities currently underway in relation to cycle ways. In conclusion, D Young gave a brief overview of possible funding sources being investigated to achieve outcomes in the future.

J Gerard enquired if the Walking and Cycling Reference Group would be reinstated after the upcoming Local Government elections. D Young noted that Council staff had not yet considered how the Reference Group would operate after the elections.

M Harris asked if the footpath to be constructed in Tuahiwi, at the cost of \$450,000, would be located in the village. D Young explained that the path would run from the five crossroads to Revells Road.

D Lundy expressed a concern that the Council were raising the community's expectation by adopting the Waimakariri District Walking and Cycling Network Plan. He requested clarity on the standard that the paths would be built to and if they would be built to such a high standard that only a limited number of kilometres per year would be built. D Young noted the Council was leaning towards staging some of the paths by putting down hard-packed gravel to be surfaced later with either chip or hot mix. However, during public consultation, several cyclists commented that the gravel surfaces may not be sufficiently attractive for cyclists.

K Barnett found the report very complicated, and she questioned if Council staff was confident the report's information was sufficient for the Board to adopt the prioritisation list. D Young acknowledged the complexity of the matter, however, he noted that the Board could make recommendations if they disagreed with the prioritisation list.

K Barnett enquired why priority one mainly focused on the area in and around Rangiora when the Council's Walking and Cycling Strategies had always highlighted the need to link Woodend and Kaiapoi to date. D Young explained that Council staff ranked the priorities by scoring them against a multi-criteria analysis. The Rangiora links scored particular high because of the challenges with Southbrook Road. Council staff did not believe that a Woodend and Kaiapoi link held the same urgent need for intervention.

S Lewis agreed with K Barnett that the matter was quite complex. She noted that Board members lived in different areas, so it was difficult for them to comment on the Network Plan as a whole. D Young believed that it was important that if the Board recommended the approval of the Walking and Cycling Network Plan, they list the amendments from what the Board had previously adopted.

D Lundy asked if the Council had considered intergenerational funding for this project. D Young commented that intergenerational equity was always tricky regarding which group of ratepayers were best placed to pay for a particular improvement. However, he noted that the vast majority of the paths on the map would not be funded for many years.

M Fleming questioned if a higher priority would be placed on developing paths around rural schools because children were the most vulnerable. D Young stated that the Board needed to recommend that these pathways be moved up the priority list.

M Clarke enquired if these cycleways would be used as shared paths. D Young noted that there were grade one, two and three paths. The grade one paths would be shared paths, whereas the grade three would just be painted lines along the road, which would not be shared.

P Williams sought clarity on why the Council was planning to install cycleways down Southbrook Road, which was the busiest road in Rangiora. He questioned if it would not be safer to encourage cyclists to use an alternative route. D Young explained that there was a difference between a cycle path intended to attract a wide range of users and allowing a safe space on the road for cyclists. The Council chose to do the latter down Southbrook Road because not allowing room for cyclists would be hazardous. However, the Council was also looking at installing a saver cycling path as an alternative to Southbrook Road.

P Williams noted that by painting the lines down Southbrook Road, the Council condoned people cycling along the busiest road in the Waimakariri District. D Young commented that the Council did not have a safer option yet, and likely some cyclists would always need to use Southbrook Road because of the location of some schools.

J Ward noted that the Rangiora to Fernside to Oxford link was under Option three. She asked if the Council intended to develop the cycleway to Oxford in the old railway reserve. D Young clarified that this link was under Option three to allow the Council to explore various options, which may include the old railway reserve.

D Lundy enquired if there were any challenges with existing infrastructure, such as culverts and bridges being unable to accommodate the proposed cycleways. D Young advised this was why the Council needed such an extensive plan because once the plan was approved, any future infrastructure built would be designed to cater for the approved cycleways.

Moved: K Barnett

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (refer to Attachment i).
- (f) **Adopts** in principle the amended Walking and Cycling Network Plan prioritisation programme (refer to Attachment ii).
- (g) **Notes** the following additions were recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).
  - i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
  - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).

- u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, to review and consider the priorities annually and refer back to the Community Board for consideration. Which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects.
- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for the construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan set a strategic framework, and would require further costing and prioritisation through the Long Term Plan process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.
- (n) **Notes** that 82% of survey respondents supported an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff were exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

**CARRIED**

K Barnett commented that it was evident through the feedback received from the public consultation that people were keen on having a walking and cycling network in the Board's area. However, what was not clear was the correct ranking of the public's priorities and the most value for money in terms of what could be achieved in the proposed cycling network. In her view, which many rural residents shared, removing children from walking or cycling on dangerous high-speed roads should be a priority. Hence the need to link routes connecting towns such as Woodend and Kaiapoi.

K Barnett commented that while it was difficult to travel along Southbrook Road, it was still a 50km/h road, with a generally low-speed environment. Cyclists travelling through Southbrook were therefore at less risk than cyclists travelling along an 80km/h or 100km/h road. She thought it was important that the Walking and Cycling Reference Group had some power to amend some priorities. However, she did not favour the prioritisation as it stood without further discussion.

R Brine thanked staff for this very complex report, noting that the situation would have been different six years ago, and the circumstances would again have changed in six years' time. He, therefore, believed that the Council should focus on developing safer roads. He cycled down Southbrook Road daily as it was the fastest route, and the road would always be a significant route that should be made as safe as possible for all users.

P Williams noted that he was initially not going to support the motion, however, he endorsed safer roads and keeping children off the roads. He attended some Cycling and Walking Network Drop-in Sessions where the communities unanimously requested safer links between Woodend to Kaiapoi and the Woodend to Pegasus. However, he did have some reservations about the Council spending money on cycleways when the district's existing road infrastructure was not well maintained.

D Lundy supported the motion but believed there was still a lot of work to be done regarding priorities and safety. He noted that the Council needed to be honest with communities and explain that developing some of the paths in the Network Plan would be far in the future. D Lundy also thought the Council should be receptive if a school wish to install a cycleway using outside funding. He noted that schools may accept a slightly lower standard path as long as children were safely off the roads.

J Gerard also supported the motion, commenting that delivering this programme in a timeframe that suited many potential users would be difficult. It was going to take years rather than months to develop the network. He commented that he had cycled a lot in Canada, where many cycleways shingle or fine gravel, and he thought there was room outside of the urban area to look at that type of surfacing.

J Ward concurred with the previous speakers, particularly about the safety around the rural schools and roads. She noted that Sefton should be included in the network plan because children were walking to Sefton School.

In her right of reply, K Barnett commented that community initiatives may be an option to investigate to try and stretch this budget further.

6.2. **Townsend Road Reserve, Consultation summary and Master Plan – Tori Stableford (Landscape Architect)**

T Stableford took the report as read, highlighting that approval was sought for the Townsend Road Reserve Concept Plan. She explained that feedback received during the public consultation process was primarily positive. However, some residents on Goldie Drive, which was adjacent to the reserve, raised concerns about having public toilets within the reserve and also mentioned that they were unsure about the half basketball court. These concerns resulted in the amendment of the concept plan regarding the location and access of the public toilets, the access to the reserve as a whole, the creation of a small cycle path around the play space and the replacement of the half basketball court with a small pump track or BMX track. T Stableford confirmed that Council staff had since met with the small group of residents concerned about the toilets and were happy with the changes and the concept plan.

J Goldsworthy questioned if the Council had considered child-proof fencing around the playground in the reserve. T Stableford noted the Council had received several requests for fencing through the public consultation. It was in the Council's level of service agreement to install a fence on the edge of the reserve. However, due to its large size, it was not feasible to fence the whole reserve. Therefore, Council staff moved the playground back from Townsend Road to mitigate the risk of children running onto the road. The Council would also install a post and wire fence on the edge of the reserve near the playground.

J Goldsworthy sought more information on the proposed garden. T Stableford explained that it would be a sensory garden. Council staff had tried to cater for all ages, so there was an area with rambling paths and different types of planting and seasonal planting. In addition, council staff had attempted to create zones within areas that would be more textural and included a low wall where older people could relax. Central to the play area was a natural art table, and the idea was to enable children to go into the sensory garden, pick bits and pieces, and take them back to the table to create artwork.

In response to a question from K Barnett, T Stableford noted that it was agreed to replace the half basketball court as Te Matauru School had court facilities available day and night.

M Fleming noted that she had suggested a nest swing and was happy that it had been included. She asked what weight the swings took. T Stableford was unsure about the weight allowance but noted that three or four children could easily fit in a nest swing. In addition, they were quite good for children with disabilities.

Moved: J Gerard

Seconded: J Goldsworthy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220729129469.
- (b) **Notes** that there is currently \$450,000 allocated to the development of Townsend Road Reserve, from the Land Development – Neighbourhood budget.
- (c) **Notes** the implementation of the Townsend Road Reserve Development would be undertaken this financial year.
- (d) **Approves** the implementation of the Townsend Road Reserve Master Plan (Trim 220729129469).

**CARRIED**

J Gerard noted that he had attended both the meetings on site with G Stephens and T Stableford. He commended the Council staff for picking up all the issues raised and developing a solution that satisfied everyone.

D Lundy echoed the comments made by J Gerard. He commented that the consultation was very well thought about. There were people who disagreed, however, Council staff were able to develop an outcome that was acceptable to all parties.

6.3. **Rangiora-Ashley Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund – Kay Rabe (Governance Advisor)**

T Kunkel spoke to the report noting it was a report that was annually presented to the Board to advise them of the funding that had been allocated for the Board's General Landscaping Budget and the discretionary grant fund.

Moved: J Goldsworthy

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220622106325.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2022/23 was \$26,190 with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 is \$10,160 and that an amount of \$9,061 was carried forward from the 2021/22 budget, thereby bringing the Discretionary Grant Fund to a total of \$19,221 for current financial year.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089776).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 21060308921).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

**CARRIED**

**7. CORRESPONDENCE**

7.1. **Annual Plan Response Letter (Trim 220114003526)**

7.2. **Letter from Daryl Fane regarding Shoplifting (Trim 220802131420)**

Moved: D Lundy

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the Items 7.1 and 7.2.

**CARRIED**



## 8. **CHAIRPERSON'S REPORT**

### 8.1. **Chair's Diary for June and July 2022**

Moved: J Gerard

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** reports No. 220701112202 and 220729129399.

**CARRIED**

## 9. **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 8 June 2022
- 9.2. Woodend-Sefton Community Board Meeting Minutes 13 June 2022
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 June 2022
- 9.4. Health Safety and Wellbeing Report June 2022 – Report to Council Meeting 7 June 2022 – Circulates to all Boards.
- 9.5. May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roothing Committee Meeting 21 June 2022 – Circulates to all Boards.
- 9.6. Avian Botulism Management 2021-22 – Report to Utilities and Roothing Committee Meeting 21 June 2022 – Circulates to all Boards.
- 9.7. Draft Annual Plan Consultation Decisions – Report to Council 28 June 2022 – Circulates to all Boards.
- 9.8. Oxford-Ohoka Community Board Meeting Minutes 6 July 2022.
- 9.9. Woodend-Sefton Community Board Meeting Minutes 11 July 2022.
- 9.10. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 July 2022.
- 9.11. Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.12. Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.13. Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 9.14. Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.15. Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.16. Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.17. Proposed Roothing Capital Works Programme for 2022/23 – Report to Utilities and Roothing Committee Meeting 19 July 2022 – Circulates to all Boards.

- 9.18. Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.19. May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.

Moved: D Lundy

Seconded: J Ward

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.19.

**CARRIED**

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

### **P Williams**

- Corde was going out trying to repair some of the pot holes which had been exaggerated by the recent flooding.
- Flooding – the sewer ponds around the district had breached its banks in Rangiora, it was treated.
- Canterbury Aero Club – they would like to move to the Rangiora Airfield, long term would be good for Waimakariri.

### **J Ward**

- Airfield Advisory Group progressing plans for that – trip to the Canterbury Aero Club.
- Waimakariri Access Group Meetings.
- BNZ Divestment Group Meetings.
- Audit and Risk Committee Meeting.
- Three Waters Submission.
- Economic Strategy Workshop – Really productive.

### **D Lundy**

- All Boards Briefing.
- Central Drainage Meeting – productive meeting.
- Water Liaison Committee – Biodiversity and the impacts on the district.

### **K Barnett**

- Flooding – surprised there were areas we had seen that had not flooded before near Oxford Road and Fernside near the airport. Causing significant issues for farmers.
- Urban Intensification people could build up to three stories in all of Rangiora that was zoned residential – going to be a very difficult issue because it was not Council that was promoting it but they had to put it in the District Plan.
- Cust Community Network Meeting Annual General Meeting.

### **M Clarke**

- Central Drainage Advisory Group Meeting.
- Abbyfields Meeting – going to build a communal living building which was suitable for people on low incomes.
- Ashley Flooding – three new houses being built that had been consented by the Council and were sitting in the middle of a huge lake, Council staff had been over there several times but they had not worked out how to get around it yet.

**J Goldsworthy**

- Storywalk in Northbrook Waters – good turnout.

**M Fleming**

- Storywalk Northbrook Waters,
- Matariki celebration at the Kaiapoi Food Forest.
- Time bank Waimakariri Annual General Meeting.
- Flooding Oxford Supermarket.

**S Lewis**

- Meeting with Heather Warrick, Chief Executive of Enterprise North Canterbury – Wheels to Waipara now going to be Pegasus Bay Cycle Trail.
- Stepping down at the end of the term.

**M Harris**

- Flooding issues on his property.
- Three story housing is going to be a disaster for Rangiora.
- Disgusted at the shoplifting letter.

**R Brine**

- Landfill Committee – equalization allowance which was first set in 2004. Ashburton pay more to Kate Valley than Waimakariri so we pay Ashburton to make sure it was all fair. They introduced a per capita basis.
- Waste – Covid and illness still causing issues. Had an issue with the weighbridge which had now been fixed.
- Pools and libraries under pressure due to illness.

**11. CONSULTATION PROJECTS**

Nil.

**12. BOARD FUNDING UPDATE****12.1. Board Discretionary Grant**

Balance as at 31 July 2022: \$9,047.

**12.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 July 2022: \$27,010.

The Board noted the funding update.

**13. MEDIA ITEMS**

Nil.

**14. QUESTIONS UNDER STANDING ORDERS**

Nil.

15. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 September 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:47pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD  
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176  
WILLIAMS STREET, KAIAPOI ON MONDAY 15 AUGUST 2022 AT 5PM.  
PRESENT**

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, A Blackie and B Cairns.

**IN ATTENDANCE**

Councillors P Redmond and S Stewart (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), S Hart (Strategy and Business Manager), D Young (Senior Engineering Advisor), Glenn Kempton (Project Engineer), V Thompson (Senior Advisor – Business and Centers), G Stephens (Design and Planning Team Leader), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

Moved: J Watson

Seconded: J Meyer

An apology for early departure from A Blackie, who left at 6.23pm, was received and sustained.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.5 – B Cairns declared a conflict of interest as he was working with the Clarkville Playcentre.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board Meeting held on 18 July 2022**

Moved: J Watson

Seconded: J Meyer

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 July 2022, as a true and accurate record, subject to the inclusion of B Cairn's 'Members Information Exchange' report.

**CARRIED**

3.2 **Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board Meeting held on 4 August 2022**

Moved: J Watson

Seconded: B Cairns

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

- (a) **Confirms** the circulated Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board meeting, held 4 August 2022, as a true and accurate record.

**CARRIED**

3.3 **Matters Arising**

There were no matters arising.

**PUBLIC EXCLUDED MINUTES**

*(These Minutes were considered in the public excluded portion of the meeting)*

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 18 July 2022**

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

**6 REPORTS**

6.1 **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

D Young took the report as read and provided the Board with an overview of the recommendations. He noted that Council staff wanted to show both the Community Board's and the wider community that the public feedback had been taken into account and the additions were reflected in recommendations. He noted that the Council had set up a Walking and Cycling Reference Group to assist with this project, which was now essentially completed. However Council staff believed that there was merit in reinstating this Group, with a change in their Terms of Reference to assist in a number of other activities that were currently underway in relation to cycle ways. In conclusion, D Young gave a brief overview of possible funding sources available, which were being investigated so as to achieve outcomes in the future.

N Atkinson noted that the definition of grade two paths was confusing, in implying that grade two was suitable for beginners riding on the road adjacent to traffic. However in urban areas grade two paths would be separated cycle paths, neighbourhood greenways on road cycle lane with traffic buffers. D Young agreed that grade two was very difficult to describe as there were four or five completely legitimate ways of achieving the same outcome. He

noted Peraki Street was an example where a grade two path solution had been achieved, which used a number of different solutions which all met the grade two criteria.

N Atkinson enquired how the definition could be refined to enable the public to understand what treatment would be applied to grade two paths. He was concerned that the public would be left with the impression that the grade two options were not suitable for areas that the Council had been chosen. D Young noted that each area was unique and although the grading was a big picture grading each road/route would be assessed individually and the best option consulted on at the time when the work was being considered.

J Watson commented that some of the roads were already wide enough for both waling and cycling, for example Threlkelds Road, which had a wide grass verge, and no footpath. She asked if grade two was a broad category for roads such as Threlkelds Road. D Young stated he could not comment on any changes until they had looked at the individual roads, which would be the next level of the project.

J Watson further noted that people could walk anywhere and asked why the Council had selected these particular streets to include in the Cycling and Walking Network, especially in an urban environment. D Young explained that this was so that the Council staff would be aware during the next five to ten years that when works on these roads were carried out that provision needed to be made for cycle lanes in the designs. He noted that allowing for cyclists and encouraging cyclists were two different issues and to encourage cyclists a different design would be needed rather than just allowing cyclists. Council staff believed that by clearly identifying these links/routes in the plan would enhance cycling experiences for riders.

B Cairns questioned if any data was available in relation to the percentage of electric cycles verses conventional cycles using the current cycleways. He was concerned that e-bikes were able to move a lot faster than conventional bikes or pedestrian and wondered if design elements were being considered to take into account this discrepancy. D Young noted that the Council had not done any analysis or assessment of what type of bikes were using the paths, however it was recognised that e-bikes would be a larger percentage in the future. There were changes to design standards for cycleways occurring in terms of widths and detailing. Many of these matters were being updated on a national scale as people recognised that changes were happening in the cycling space.

Moved: J Watson

Seconded: A Blackie

**THAT** the meeting be adjourned at 5:32pm to enable an informal discussion on this matter.

**CARRIED**

Moved: J Meyer

Seconded: J Watson

**That** the meeting reconvene at 5.36pm.

**CARRIED**

Moved: N Atkinson

Seconded: J Meyer

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

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (TRIM No. 220725126302) and that Courtenay Drive between Williams Street and Stone Street form an off road cycleway from the south side of the road.
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (TRIM No. 220726126399).
- (g) **Notes** the following additions are recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).
  - i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
  - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).



- u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects.
- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and would require further costing and prioritisation through the Long Term Plan process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.
- (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff are exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

#### CARRIED

N Atkinson commented that he had supported the motion, however there was large amount of detail in the report. He noted that Council staff had done an excellent job in compiling Walking and Cycling Network Plan. However, he was unsure why the Council wanted more bureaucracy round roads that people were already cycled on. The priority list would change over time in accordance with budget availability. Also, priorities would be decided by cyclist

through the routes they preferred to follow. N Atkinson requested that the review of priorities be brought to the Board annually to enable the Board's feedback to be taken into account.

J Meyer saw the Walking and Cycling Network Plan as a very positive working document, which was flexibility to move with the times while showing a desire to plan for the future. He noted that the Council were not going to please everybody all the time, this whole venture was going to take a long time, however, this was a positive start.

B Cairns thanked staff for the report. He supported the idea of having safe roads and agreed that consultation about Peraki Street had achieved a good outcome. He requested staff to ask the residents Peraki Street to give feedback on what it was that they found useful or not to enable the Council to learn from the engagement.

P Redmond commented, that the walking component of the Walking and Cycling Network Plan may be a much less significant and potentially more dangerous part of the strategy. He noted that the Woodend-Sefton and the Rangiora-Ashly Community Boards had made a few extra recommendations that dealt with concerns they had, and suggested the Kaiapoi-Tuahiwi Board should consider doing the same. He congratulated staff on working with the residents in Peraki Street and while not everyone was one hundred percent happy, they were much happier with the final outcome than they were at the beginning.

In his right of reply, N Atkinson commented that the Council needed to keep their eye on the detail and transport mode shifts in the future.

6.2 **Approval to Consult on Scheme Design Options for the Tuahiwi Footpath – J McBride (Riding and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane spoke to the report, noting that approval was being sought from the Board to consult on the scheme design options for a footpath in Tuahiwi. There were three options proposed for the section between the Marae and the existing footpath on the eastern side of Tuahiwi, which was just north of the school. All of the options fell within the allocated budget with the main difference between the options being the provision of parking. The plan for engagement was to have a targeted consultation with the Iwi at the Marae to talk through the different parking options as well as the residents directly affected opposite the Marae. An information notice would be distributed to the remaining residents in Tuahiwi.

S Stewart noted that the footpath was 1.8 metres, in light of the conversation around the Walking and Cycling Network Plan, she asked if this footpath would become a shared cycle/foot path seeing as it was outside a school. J McBride noted that this had not specifically been considered for a wider shared path due to a number of constraints that were along the side of the road including swales and power poles. At a request from Ngai Tahu a gritted path would be installed along that side and 1.8 metres should allow sufficient space.

Moved: B Cairns

Seconded: A Blackie

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

(a) **Receives** Report No. 220801130424.

**RECOMMENDS THAT** the Utilities and Roding Committee:

- (b) **Receives** Report No. 220801130424.
- (c) **Approves** consultation being undertaken on the proposed scheme design options shown in TRIM No. 220801130509.
- (d) **Notes** that a communication and engagement plan would be put together following approval of this report which would detail the method of engagement for directly affected residents, the Marae, and Ngāi Tūāhuriri.
- (e) **Notes** that there was a budget of \$450,000, allocated within PJ 101229.000.5135, for the 2022/2023 financial year to undertake the detailed design and construction of the Tuahiwi Footpath.
- (f) **Notes** that all three scheme design options are below the allocated budget of \$450,000 and include 20% contingency.

**CARRIED**

**6.3 Island Road / Ohoka Road Intersection Improvements - Approval of Traffic Signal Scheme Design – J McBride (Roading and Transport Manager) and G Kempton (Project Engineer)**

G Kempton spoke to the report, noting the purpose was to seek a recommendation to the Utilities and Roading Committee for the adoption of the scheme design for the upgrade of Island and Ohoka Roads for the signalised intersection.

P Redmond asked if raised platforms were considered for the Island Road portion of the intersection as an interim safety measure with the existing stop signs. He believed the major risk there was vehicles traveling too fast and not stopping and enquired if a raised platform on Island Road each side of Ohoka Road would achieve some safety improvement. J McBride noted that staff had tried to look, not only at the crash history, but also future proofing the intersection. The reality was the intersection was very busy it was difficult, particularly in the peak times, to find gaps in the traffic.

P Redmond questioned if the traffic count on both Ohoka Road and Island Road meet the traffic light criteria. J McBride advised that there were 10,000 vehicles a day going through on Ohoka Road so the volumes were high. She explained that traffic lights could be phased to enable a smooth traffic flow at all times of the day with little disruption.

A Blackie noted that this project was not eligible for Waka Kotahi funding. He enquired where the funding was coming from. J McBride noted that the project did not currently have any Waka Kotahi co-share funding, however, the project met the criteria for the Low Cost Low Risk Programme due to the crash history and would likely get support if funding did become available in the Long Term Plan. Council staff recommended that the project proceed through detailed design and tender stage and be ready to go if funding was available in the third year, which would be 2023/24 financial year.

N Atkinson enquired if it would be better to have a no right turn into Cosgrove Road, which would stop motorist moving from the off ramp on the extreme left to the right turning lane. This would give vehicles room faster and vehicles could then use Silverstream Boulevard to turn right. J McBride noted that traffic lights may cause queuing, however, they also gave the best ability to be able to allow longer free flow on the through road and potentially better free flow than a roundabout. There was a demand for the right turn and she believed motorists coming off the motorway would choose to go down to Silverstream Boulevard anyway to give themselves room to manoeuvre to the

right. N Atkinson asked why the right turn option just be removed from the start. J McBride replied that this would be considered during the detailed design phase and during the safety audit process.

Moved: J Meyer

Seconded: J Watson

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

(a) **Receives** report No. 220516077821.

**RECOMMENDS THAT** the Utilities and Roading Committee

(b) **Adopts** the Island Road / Ohoka Road Traffic Signals Scheme Design, as per section 3.4.1 of this report (Trim No. 220516077821).

(c) **Authorise** staff to proceed to detailed design stage.

(d) **Approves** the installation of the required no stopping lines through the intersection, to be installed as part of construction.

(e) **Notes** that the recommended scheme design option included raised speed tables to align the design with Waka Kotahi's Standard Intervention Toolkit and Safe System approach.

(f) **Notes** that staff would continue to work alongside Waka Kotahi to progress the traffic signals design and give consideration for potential queuing and any adverse impacts due to the proximity of the off-ramp.

(g) **Notes** that staff conducted an All Boards briefing on the 4 August 2022 for discussion of three options.

(h) **Notes** that there was Council budget of \$100,000 allocated to the design for this project in the 2021/22 budget, and that unused budget had been carried over to allow detailed design to progress in 2022/23.

(i)

(j) **Notes** that Waka Kotahi had not approved co-funding for the construction of this project at this time, and that Council staff are continuing to advocate for funding to support this project in the future.

#### **CARRIED**

N Atkinson and A Blackie against

J Meyer believed that traffic signals would make a huge difference at this intersection. He believed that the right turn option was needed to access the motorway. The phasing of the lights which controlled the flow of the traffic meant that there would no unnecessary delays for traffic during no peak times.

J Watson supported the idea of traffic lights. She noted that she no longer used the intersection and went down and used the lights at the motorway to avoid the corner because it was so dangerous. She also noted that you could wait for a gap in the traffic at Island Road corner for several minutes. She believed it was essential to have more control at that intersection.

A Blackie commented that intersection had six accidents over six years and some of them were non-injury. He did not believe this intersection was more dangerous than others in the district and felt that reducing speed and enforcement of speed limits would solve the problems experienced. He noted he found some of Ableys figures misleading with projected delays and traffic queues unrealistic. He believed the problem did not warrant the cost of \$1.25

million of the ratepayers' money and would not be supporting this recommendation. He reiterated that there were other much more dangerous intersections with bigger risks and crash histories than this intersection.

N Atkinson agreed with A Blackie's comments. He was also concerned about the accuracy of the figures submitted to the. He acknowledged there were queues of cars waiting to exit Island Road, however, generally only on the days that the soccer fields were being fully utilised.

He also agreed that there were other intersections which had more deadly accident histories and he was not convinced, that lights were required. He believed that by reducing speeds with speed humps there would be no need to spend \$1.25 million on traffic lights. He was also concerned about the noise of large vehicles breaking for the nearby residents. The Council already had to deal with complaints regarding the noise of traffic and requests for higher fences.

In his right of reply, J Meyer appreciated what had been said and agreed that there were other challenging intersections in the district. He had witnessed near misses, which could have been catastrophic if they had eventuated. He acknowledged that lights were never the cheapest option, however it would save lives, which would be lost nothing was done.

6.4 **Te Wiki O Reo Maori Story Walk – Honda Forest – A Paterson (Community Connections Coordinator) and G Stephens (Design and Planning Team Leader)**

G Stephens spoke to the report which sought approval for the implementation of a StoryWalk® at the Honda Forest to celebrate Te Wiki o Te Reo Maori 2022. He explained that a StoryWalk® was an international initiative involving the placement of panels which show enlarged pages of children's picture books in public spaces. A similar initiative was held at Northbrook Wetlands to celebrate Matariki, which had proved very successful, with around 1,000 people attending the first day. This was a joint initiative between the Library and the Greenspace Teams which encouraged children to read, while encouraging parents and families to get out and utilise reserves and physical activity. The StoryWalk® in Kaiapoi use the book 'There's a Tui in our Teapot'.

Moved: A Blackie

Seconded: J Watson

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

- (a) **Receives** Report No. 220804133755.
- (b) **Approve** to install a StoryWalk® of 'There's a Tui in our Teapot' at Honda Forest (Te Korotuaheka Kaiapoi).
- (c) **Notes** that the costs involved for the proposed StoryWalk® at Te Korotuaheka Reserve would be paid for by Waimakariri Libraries and Greenspace budgets.
- (d) **Notes** that the 'There's a Tui in our Teapot' Te Wiki o Te Reo Maori StoryWalk would be a temporary installation.

**CARRIED**

A Blackie commented this was an excellent initiative, it was inexpensive, funded and it was concise.

J Watson thought it was a fabulous project and congratulated staff for bringing it to Kaiapoi, especially as it was going to be at the Honda Forest which was the most magical spot.

B Cairns asked in terms of promotion if there was any promotion going out or money being spent on promotion. G Stephens explained that the Libraries had a great network, which they could put out information to which included the schools in the district as well as being advertised on the Council's website and social media page.

P Redmond asked if Honda Forest had been involved at all. G Stephens noted they had not been involved specifically, however, staff had let them know what was planned if the Board wished to do so.

6.5 **Application to the Board's 2022/23 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: N Atkinson

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

- (a) **Receives** Report No. 220708116180.
- (b) **Approves** a grant of \$588 to the Reflections Community Trust towards the cost of entertainment at the Waimakariri Light Party.

**CARRIED**

J Watson noted that she found the application from Clarkville Playcentre somewhat unrealistic. It had taken B Cairns a long time to build up the Kaiapoi Food Forest, and it was not something you did in four to six months which they had stated in their application. She would rather see them with some packets of seeds and some berry bushes, which in her opinion would teach the kids much more. She believed a food forest was completely unrealistic for a preschool.

B Cairns noted that he had been invited to visit the preschool and was putting together a draft design, which involved fruit trees and berries. The reason they required funding was because he had run out of fruit trees and plants to provide to them. They had a large area out the back of their Playcentre, which required more trees so they could get more shading. It was acknowledged that his initiative would take more than four months to develop.

Moved: J Meyer

Seconded: A Blackie

- (c) **Approves** a grant of \$250 to the Clarkville Playcentre to purchase fruit trees and vegetable plants to establish a food forest.

**CARRIED**

B Cairns abstained  
J Watson against

J Meyer believed the Playcentre were encouraging food sustainability for the right reasons. He noted when working for Clarkville School which was over the road he had developed a relationship with the preschool. The funding they got was only for one staff member and was only part funding. The Playcentre required the children's parents to stay and supervise their children's 'learning and play'. He had moved \$250 due to the size of the project and the time that it would take to grow and harvest. If the initiative was successful the Playcentre could apply for more funding in the future.

A Blackie commented that he was not happy with allocating \$500 however felt \$250 was a good compromise.

J Watson thought this was a complete waste of money, that at the most the children were only going to be there for the first five years of their life and for half that time they would not understand the concept of a food forest and for the last few they may, however believed it would be more useful to teach them some good gardening skills.

## **7 CORRESPONDENCE**

Nil.

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for July 2022**

- Kaiapoi Community Garden – Trustees meeting.
- Board Submission Ohoka Plan Change 31 – Met with Board Members and lawyer to finalise submission.
- Enterprise North Canterbury Networking meeting.
- Kaiapoi High School 50 year reunion – Committee meeting.
- Board submission Ohoka Plan Change 31 – Zoom final meeting to confirm submission.
- Island Road/Flaxton Road intersection – Zoom briefing with staff.
- All Together Kaiapoi – Trust meeting.
- Kaiapoi Promotions Association Annual General Meeting – received life membership.

Moved: J Watson

Seconded: N Atkinson

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

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

**CARREID**

*A Blackie left the meeting at 6.23pm.*

## **9 MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 July 2022.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 July 2022.
- 9.3 Oxford-Ohoka Community Board Meeting Minutes 20 July 2022.
- 9.4 Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.5 Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.6 Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.

- 9.8 Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.9 Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.10 Proposed Roothing Capital Works Programme for 2022/23 – Report to Utilities and Roothing Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.11 Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Roothing Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.12 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roothing Committee Meeting 19 July 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 9.12.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **S Stewart**

- There had been nitrate testing of private wells on Thursday 11 August 2022 at Mandeville – this was an initiative coordinated by the Waimakariri Water Zone Committee in conjunction with Dr. Tim Chambers of Otago University who had received \$1.2 million from the Health Research Council to study the link between nitrate laden drinking water of over 5mg/l with the incidents of pre-term birth. Because of the concerns locally with 18,000 people on private wells, the Mandeville Residents Association, the Water Zone Committee and Dr Chambers spent the afternoon at Mandeville. In the initial testing there were two or three that were over the MAV which was 11.3mg and was concerning. There were several that were over 5mg.

### **P Redmond**

- Had a Gambling Policy Hearing to look at the number of gaming machines in the district and refresh the policy – there were a good number of submitters on both sides of the argument. The Panel had made a recommendation which would be going to the Council shortly.
- Ronels Cuppa – Ravenswood were now adopting a similar concept in their community.
- Kaiapoi Art Expo was very successful.
- Flooding Issues around the district.
- Enterprise North Canterbury update on economic development at Lacebark.
- Attended the Candidates evening.
- Regulation – the building unit was coping but had been very busy with PIMs at a high level but LIMs had dropped dramatically.
- Local Government New Zealand Annual General Meeting – held via Zoom. Highlight that one of the remits were passed that LGNZ should consult with its membership on significant issues.



- Waimakariri Health Advisory Group – wondered what was happening with the afterhours hub in Rangiora, which they thought was providing afterhours facilities. The resource consent was still being processed by the Council. The afterhours component was only at the weekends and was only till 10pm. Building consent had not yet been applied for.

#### **J Meyer**

- Received a letter from the Council regarding the District Plan zoning after Ohoka and what was happening there. Challenging for the Councillors both present and future.

#### **N Atkinson**

- Local Government New Zealand Conference – two speakers, Jim Palmer talking about Local Government Reform. The conference was very well controlled and there were very few questions from the floor. Networking outside focused on what other councils were doing regarding Three Waters and the Local Government Reforms and Resource Management Act was very useful. It was interesting that Youth Councils, being the future, were all Manu Whenua nothing about multi-cultural inclusion or direction of young people.
- Three Waters submission – nothing back from the Court around ownership.
- Greater Christchurch Partnership Spatial Planning – moving along and that would come back to Councilors and Community Boards.

#### **B Cairns**

- Neighborhood Support North Canterbury – Busy updating database. Looking for more committee members to join.
- Food Forest – update.
  - Collecting scions for 5<sup>th</sup> birthday workshops on 17 September 2022. Teaching people how to grow food sustainably. Kumara growing, propagation, grafting etc.
  - The Strawberry Fair planning was well underway with Sideline Swing confirmed as playing on the 17 December 2022. Lots of food and Christmas stalls were going to be there.
  - Rongoā event on 20 November 2022.
  - Visited Kaiapoi North School, St Patrick's and Clarkville Preschool regarding food forests.
  - A Robin Hood type artwork appeared at the food forest.
- Online briefing.
- Biodiversity lecture - Waimakariri District Council – soil lecture, sixty years of topsoil left.
- Residents calls – sewer overflowing issues in Pines Beach, Charles and Smith Street corner.
- Food Secure North Canterbury – presented in the various towns regarding food forest in Woodend and Oxford.
- All Together Kaiapoi – Planning for Spring Festival. Lanterns lighting the township have been struck by bad weather.
- GreyPower meeting – issues surrounding accessing taxi chits for return trips to North Canterbury, fees for credit card payments of rates.
- Plan Change 31.
- Enterprise North Canterbury Event.

## **11 CONSULTATION PROJECTS**

Nil.

## 12 **REGENERATION PROJECTS**

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

Updates on the Kaiapoi Town Centre projects were emailed regularly 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 regeneration projects.

## 13 **BOARD FUNDING UPDATE**

### 13.1 **Board Discretionary Grant**

Balance as at 31 July 2022: \$6,897.

### 13.2 **General Landscaping Budget**

Carryover from 2021/22: \$23,300  
 Allocation for 2022/23: \$26,190  
 Balance as at 31 July 2022: \$49,490.

The Board noted the funding update.

## 14 **MEDIA ITEMS**

Nil.

## 15 **QUESTIONS UNDER STANDING ORDERS**

Nil.

## 16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

## 17 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: N Atkinson

Seconded: J Watson

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

**CARRIED**

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

Item N°	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Kaiapoi-Tuahiwi Community Board meeting 18 July 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORT</b>				
15.2	Report of V Thompson (Senior Advisor Business and Centres)	North Canterbury Sport and Recreation Trust and 66 Charles Street, Kaiapoi	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1 – 15.2	To carry out commercial activities without prejudice	A2(b)ii

**CARRIED**

#### **CLOSED MEETING**

*The public excluded meeting commenced at 6.23pm and concluded at 6.56pm.*

#### **Resolution to resume in open meeting**

Moved: J Watson

Seconded: J Meyer

That the open meeting resumes and the business discussed with the public excluded remains public excluded.

**CARRIED**

**OPEN MEETING****NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 September 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6:57pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Briefing**  
**(6.57pm – 7.19pm)**

- *Williams Street Bridge Balustrade – V Thompson (Senior Advisor Business and Centres)*
  - *Option H chosen and Board preferred open process for artistic design.*
  - *River important to Maori cultural history*
  - *Difficulties in judging different styles*
  - *Not the normal process for such a significant project to be opened to the general public/artistic world.*
  - *Pre-engagement with Ngi Hurui prior to any decision being made.*
  - *No funds available to engage artist(s).*
  - *Desire to include both histories in design that is chosen, however acknowledgement that no clash in cultures should be considered*
  - *Project should be about the river – ability to view the river important – this could reduce the number of panels needed.*
  - *Agreement that Ngi Hurui be approached for their interest/feedback.*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** DRA-16-03 / 220811137957**REPORT TO:** UTILITIES AND ROADING COMMITTEE**DATE OF MEETING:** 23 August 2022**AUTHOR(S):** Emile Kloppe, Flood Team Lead  
Caroline Fahey, Water Operations Team Leader  
Kalley Simpson, 3 Waters Manager**SUBJECT:** 2021-2022 Flood Events – Service Requests and Further Investigations Update**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Acting Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to update the Utilities and Roading Committee on the status of the drainage service requests and further investigations related to the following flood events:

Group 1. 29 to 31 May 2021, 15 December 2021 and 12 February 2022.

Group 2. 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022

- 1.2 A total of 598 drainage service requests were received related to the rainfall events in Group 1 and total of 61 areas were previously identified for further assessment. A further 685 drainage service requests were received related to the rainfall events in Group 2. Council staff are currently triaging and classifying these service requests to determine how many additional investigations are required.
- 1.3 The Flood Team, which was in the process of being disestablished following the Group 1 rainfall events, has been extended to work through the additional services requests and further investigations. Based on the scale of additional service requests, it is anticipated that it will take at least 3-6 months to work through these investigations. Accordingly, while almost all customers have received an initial call back, it may take some time to respond with the outcome of the investigations.
- 1.4 This report provides an update on the 61 further investigations underway for the Group 1 rainfall events, including progress made since the previous Utilities and Roading Committee meeting held on 19 July 2022, and also provides an overview of the Group 2 rainfall events and the processing of service requests.

**Attachments**

- i. Progress and status of the 61 Further Investigations for Group 1
- ii. Presentation on the July 2022 Flood Events (TRIM 220811137976)

## 2. **RECOMMENDATION**

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No 220811137957.
- (b) **Notes** that 598 drainage service requests were received related to the significant rainfall events in May 2021, December 2021 and February 2022, from which a total of 61 areas were identified for further investigation work.
- (c) **Notes** that 17 of the 61 investigations are either complete, and the issue resolved, or incorporated into the Business as Usual (BAU) work and is being tracked as part of a maintenance or capital works programme.
- (d) **Notes** that 685 drainage service requests were received related to the rainfall events on 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 and further work is currently underway to identify the number of additional further investigations required.
- (e) **Notes** that a page has been set up on the Council's website to provide updates on the status of drainage works underway, which will be updated to include information related to the July rainfall events.  
  
URL: <https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>
- (f) **Notes** that a communications strategy will be developed that covers both general messaging as well as targeted area specific information.
- (g) **Circulates** this report to the Council and Community Boards for information.

## 3. **BACKGROUND**

- 3.1. Background on the Group 1 rainfall events was previously reported through to the Utilities and Roading Committee in the following reports:
  - May 2021 Flood Event – TRIM 210909144676
  - December 2021 Flood Event – TRIM 211223205713
  - February 2022 Flood Event – TRIM 220310034384
- 3.2. During the month of July 2022, four rainfall events occurred and the total rainfall for the month was about 4 times higher than the typical average for this time of the year. While individually these were not significant events, the cumulative monthly rainfall for the month reached record levels. Additionally the high annual rainfall we have experienced over the past 12 months (refer Figure 1 below) means the catchment in the district are saturated catchments and groundwater levels high to the extent the resurgence channels are flowing in the Mandeville area.
- 3.1 Figure 2 below shows the current groundwater levels in a monitoring bore M35/0143 to the west of Mandeville. When levels are above 10m below ground level the undercurrents are usually following in the District, which is currently occurring in the No.10 Road and Siena Place areas. It is expected that the undercurrents will continue to flow in the Mandeville area for at least the next two months.
- 3.2 Groundwater levels in the coastal area are also very high at the moment, which is impacting drainage systems, particularly soakage type systems, in Waikuku Beach, Pegasus, Woodend Beach and The Pines Beach.

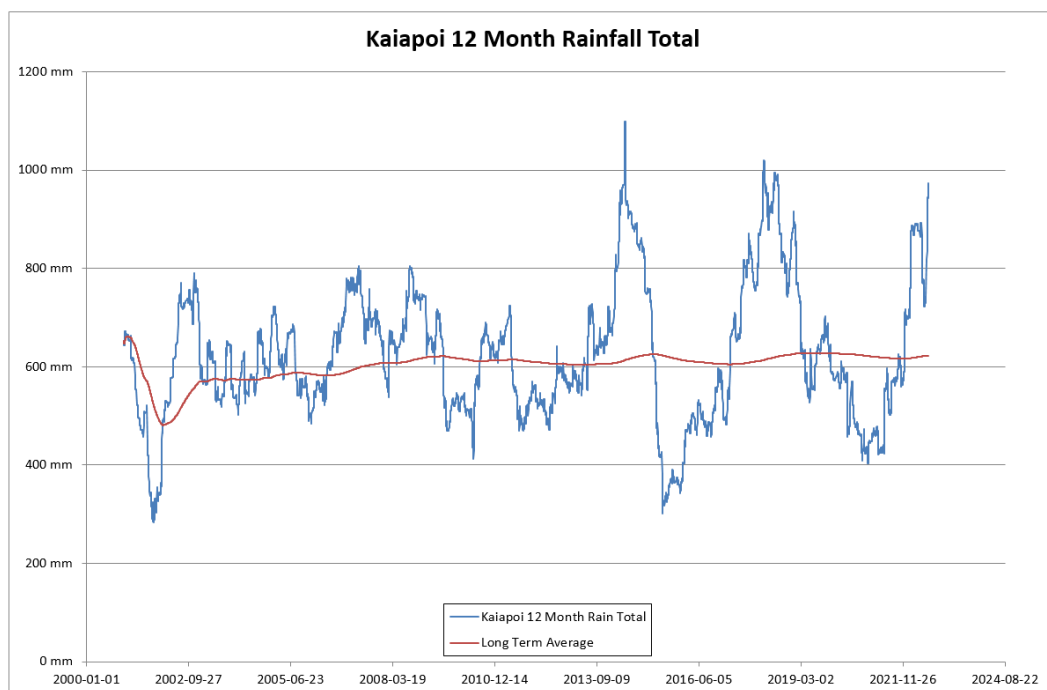


Figure 1 – Rainfall and Return Period 12<sup>th</sup> February 2022

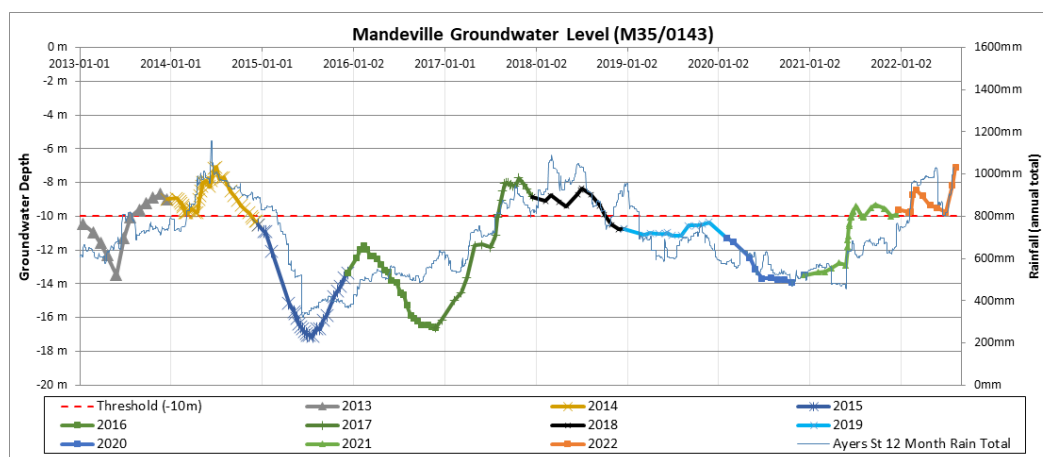


Figure 2 – Mandeville Bore (M35/0143) Groundwater Level

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

- 4.1. A total of 598 drainage service requests were received related to the May 2021, December 2021 and February 2022 rainfall events and total of 61 areas were identified for further assessment.

##### **Progress since Previous Report**

- 4.2. Attachment i provides a snapshot of each of the status of the 61 further investigation and whether CCTV, maintenance and/or survey is required.
- 4.3. In addition to Attachment i, three separate projects were compiled to consolidate the remaining focus areas' works into separate packages of maintenance, CCTV and survey works.
- 4.4. Since the previous U&R Committee update meeting, the Flood Team have continued to focus their attention on investigating the below 5 key focus areas, with the addition of the

aforementioned “consolidation projects”. These key Focus Areas and their progress are discussed in Section 4.6 of this report.

- Broadway Avenue, Waikuku Beach
- Swindells Road, Waikuku Beach
- Fuller Street, Kaiapoi
- Cust Road, Cust
- Ranui Mews, Kaiapoi
- Consolidation Projects
  - Maintenance
  - CCTV & Jetting
  - Surveying

4.5. Table 1 below provides a breakdown/summary of all the focus areas per drainage scheme.

**Table 1: 61 Further Investigation Areas Breakdown**

Scheme	Total	Status			Planned		
		Allocated	Started	Complete /BAU	Maintenance	CCTV & Jet	Survey
Rangiora	3	3	3	0	1	0	0
Kaiapoi	17	17	11	6	2	3	0
Woodend	3	3	3	0	0	1	0
Waikuku Beach	3	3	2	1	2	1	0
Pines Kairaki	3	3	2	1	1	0	0
Pegasus	1	1	1	0	1	0	0
Oxford Urban	7	7	5	2	4	0	0
Ohoka Rural	4	4	3	1	1	1	0
Oxford Rural	1	1	0	1	0	0	0
Coastal Rural	4	4	3	1	1	0	2
Rural Central	1	1	1	0	1	0	0
Cust Rural	3	3	0	3	2	0	0
District Drainage	9	9	7	2	2	0	0
Other	2	2	1	1	1	0	0
<b>Total</b>	<b>61</b>	<b>61</b>	<b>42</b>	<b>19</b>	<b>19</b>	<b>6</b>	<b>2</b>

4.6. Of the 61 areas identified for further investigation, all 61 projects have been allocated and started while 19 have been completed or are considered to be Business as Usual (BAU) (up from 7 last month). The remaining 42 focus areas have been allocated and investigations are underway.

4.6.1. For the purposes of this report, BAU is defined as no further action and/or input is required from the Flood Team whilst “Completed” is defined as the project has been completed and can be closed off.

4.6.2. Appendix I provides a breakdown of all projects’ progress.

### **Key Focus Areas**

4.7. Progress on the key focus areas is summarised below:



#### **4.7.1. Broadway Avenue, Waikuku Beach**

- The Flood Team have progressed the 31 Broadway Avenue project to a point that the Project Delivery Unit can take it over to manage, procure and construct as part of their ongoing business as usual projects.
- It is noted that flooding was reported at this location during the 26 July 2022 rainfall event.

#### **4.7.2. Swindells Road, Waikuku Beach**

- CORDE have recently (early August) completed the cleaning of the swales and road culverts.
- A sump is currently being installed on Park Terrace, which will enable a private stormwater system from a low point in the rear of properties to be checked for blockages.
- Options memo is still being worked on to determine the recommended upgrading solution. The following potential options are being considered:
  - Localised upgrades of driveway culverts, pipes and swale to provide a functional improvement to the existing system (expected 2-year capacity).
  - System wide upgrades and extension to provide a 5-year level of service capacity in the primary system.
  - Provision of pump chamber to enable efficient and effective deployment of a temporary pump.
  - Installation of a permanent pump station.
  - Use of the adjacent reserve to provide a stormwater retention basin.
- An additional budget of \$450,000, comprising of \$50,000 in 2022/23 for design and \$400,000 in 2023/24 for construction, has been approved as part of Drainage Staff Submission to 2022/23 Annual Plan.
- This budget will enable the system to be upgraded and extended along the toe of the stopbank, and also for a pump chamber to be installed for a temporary pump. The next steps are to finalise the options memo before seeking feedback on the proposed solution.
- It is noted that flooding was reported at this location during the 12 July 2022 rainfall event. In the other July events a temporary pump was proactively deployed, although flooding was reported during the 26 July 2022 rainfall event.

#### **4.7.3. Fuller Street, Kaiapoi**

- A draft memo has been issued for review, which recommends a two-stage approach. The first being the management of onsite generated stormwater and the second being the management of offsite generated stormwater and minimising offsite runoff surcharging onto the property.
- It is proposed that advice is provided to the landowners to implement the onsite improvements and that Council progresses the non-return valves and a barrier along the rear boundary.
- The works to implement the proposed solution will be undertaken from the existing Kaiapoi Minor Stormwater Improvements budget in 2022/23.

#### **4.7.4. Cust Road, Cust**

- Preliminary design report has been prepared and a workshop has been held between 3 Waters, Roding and the Flood Team to discuss the preliminary designs' findings. Following on from the workshop the implementation of upgrades will be progressed by the Roding team.
- The proposed upgrade improvements include:
  - At 1838 Cust Road a staged approach is proposed whereby firstly the existing soak pits will be replaced with larger and deeper soak pits, and additional soak pits will be installed and then secondly PDU will develop a design to implement a piped overflow system.

- At 1790 Cust Road, landowners are to be notified of their responsibility to maintain driveway culverts. A courtesy clearing of driveway culverts by the maintenance contractor to be completed.
- 1689 Cust Road & 467 Earlys Road, maintenance of the water race and inspection of the pipe is completed. No flooding was observed during the 12 July 2022 event.
- At 1649 Cust Road a new sump is to be installed opposite 1657 Cust Road along with the installation of bunding to allow for some ponding within the swale. A new soak pit will also be installed and is programmed with planned soak pits at 1838 Cust Road.

#### 4.7.1. **Ranui Mews, Kaiapoi**

- During the 12 July 2022 event the sewer main in Ohoka Road surcharged which caused issues with Ranui Mews onsite sewer system. Portable chemical toilets were deployed to about 12 units during the rainfall event. Unit 20 with the new external vent did not experience any issues with the toilet.
- The developer informed us that air admittance valves (AAV) existed in the roof cavity. One of these was removed during the 12 July rainfall event and this prevented the toilet backing up. All of the AAV were removed in advance of the 26 July rainfall event and no issues with the toilets were reported.
- A price has been obtained from a contractor to modify the AAV vents and extend them through the roof to vent externally.
- Further investigation on the surcharging in the sewer main in Ohoka Road is underway based on information collected from the loggers installed in a manhole at Ranui Mews and in a manhole in Ohoka Road and also from operational data from the Parnham Lane pump station.

#### 4.7.2. **CCTV Consolidation Projects**

- Table 2 below contains a breakdown of all the further investigations with CCTV works planned and their status.
- Current forecasts show CCTV works to be completed by mid-September, subject to agreeing the scope and approach for a number of the more difficult sites.

**Table 2: CCTV Consolidation Focus Areas' Status**

Project	Scoped	Priced	Agreed	Complete
Newnham Street	Removed from CCTV consolidation focus areas			
Strachan Place	Y	Y	Y	Y
310 Beach Road	Y	Y	N	N
34 Mansfield Drive	Y	Y	Y	Y
44 Bracebridge Street	Y	Y	Y	Y
46 A Fuller Street	Y	Y	Y	Y
Dale Street	Y	Y	Y	Y
1 Wesley Street	Y	N	N	N
14 Kalmia Place	Y	Y	Y	Y
15 Cridland Street	Y	N	N	N
169 Williams Street	Y	Y	Y	Y
39 Woodglen Drive	Y	N	N	N
5 B Norton Place	Y	Y	Y	Y

31 Broadway Avenue	Y	Y	Y	Y
12 Reserve Road	Y	Y	Y	Y
14 Kiwi Avenue	Y	Y	Y	Y
4 Swindells Road	Y	Y	Y	N
6 Weka Street	Y	Y	Y	N
Wilson Drive	Y	N	N	N
494 Mill Road	Y	Y	Y	Y
Skewbridge Road	Y	Y	Y	Y
467 Earlys Road	Y	Y	Y	Y
1649 Cust Road	Removed from CCTV consolidation focus areas			
Ranui Mews	Y	Y	Y	Y
Kairaki PS	Y	Y	Y	Y

### **Processing of the July Service Requests**

- 4.8. A total of 685 drainage service requests were received related to the July 2022 rainfall events. Council staff are currently triaging and classifying these service requests to determine how many additional investigations are required. It is expected the some of these requests will relate one of the existing Flood Team investigations (referred to above), however it is anticipated that additional investigations will be required.
- 4.9. Of the 685 drainage service requests, approximately a third have already been processed into one the following categories
- Customer Advised – for private related issues
  - Maintenance Programmed / Investigation – where maintenance related checks or work is required to ensure the existing system is operating as intended.
  - Flooding Land / Road Investigation – where further investigation is required to determine if upgrades are necessary to reduce the likelihood of flooding in future events.
- 4.10. Once the triaging and grouping work is complete, the investigations will be prioritised and programmed. Based on the scale of additional service requests, it is anticipated that it will take at least 3-6 months to work through these additional investigations. While almost all customers have received an initial call back acknowledging their request and seeking further information, it may take some time to respond with the outcome of the investigations.
- 4.11. Further programme and progress updates will be reported to the Utilities and Roading Committee at future meetings as this work progresses. It is noted that only the additional investigation work will be itemised in these updates, however a percentage complete figure will be provided for the maintenance related work.
- 4.12. It is also noted that there have been 130 sewer service requests related to the July rainfall events. These will be separately reported through to the Utilities and Roading Committee and any further investigations included into the subsequent progress reporting.

### **Implications for Community Wellbeing**

Some of the locations of flooding have had flooding in the past and some residents have had to make insurance claims for flood related damage. This has a potential implication on community wellbeing for these residents.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be directly affected by this work. However, they will have an interest in any future proposed works that may have an impact on waterways and rivers. Staff will update the Runanga at the executive meetings and where relevant on specific projects engage with MKT.

## 5.2. **Groups and Organisations**

Directly affected property owners will be consulted with on the proposed upgrades.

Community boards and drainage advisory groups will be updated on the investigation works and any specific future proposed works that come out of the assessment.

## 5.3. **Wider Community**

The wider community will be kept informed via the Council's website. A dedicated webpage has been set up for the recent flood events across the wider district, refer:

<https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>

A community meeting was held for Waikuku Beach residents on 6 July 2021, however not all investigation work has been completed in this area. If necessary, a targeted update to the Waikuku Beach community, either via a local newsletter flyer or dedicated flyer will be delivered to all addresses in the village.

Target consultation has been undertaken for the Kaiapoi Community via the Shovel Ready programme of works which will address most of the issues experienced in the Dudley Drain, Feldwick Drain and McIntosh Drain catchments.

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

## 6.1. **Financial Implications**

The costs associated with this investigation work will be charged to existing Drainage asset management and operations budgets. Any physical inspection work such as pipe maintenance and CCTV inspection work will be charged to the maintenance budget for the relevant Drainage scheme.

It is expected additional capital works budget will be required to implement upgrades identified as part of the further investigation work. These budgets will be sought as part of the 2023-24 Annual Plan process.

All other investigation and maintenance works is being undertaken from existing operational budgets.

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

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

Any proposed upgrading works will consider the potential impacts of climate change in terms of higher rainfall intensities and sea level rise. The procurement of any physical works will use sustainable procurement practices.

## 6.3 **Risk Management**

There are no additional risks arising from the adoption/implementation of the recommendations in this report. The improvements implemented as a result of the drainage assessment identified will reduce the overall risk profile to Council and the community.

### **Health and Safety**

The health and safety risks associated with undertaking this investigation work will be managed by standard Council processes.

## **7. CONTEXT**

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

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

### **7.2. Authorising Legislation**

The Local Government Act 2002 sets out the power and responsibility of local authorities, including the Council's role in providing drainage services.

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

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

- *There is a safe environment for all*
- *Core utility services are provided in a timely and sustainable manner*

### **7.4. Authorising Delegations**

The Utilities and Roading Committee is responsible for activities related to stormwater drainage.

**Appendix I – Progress and status of the 61 Focus Areas**

Location	Allocated	Progress	Maintenance	CCTV & Jet	Survey
Newnham Street	Flood Team - Consolidation Projects	Underway			
Ivory Street	Roading	Underway			
Strachan Place	3 Waters	Underway	Planned	Complete	
310 Beach Road	3 Waters	BAU	Complete	Planned	
34 Mansfield Drive	Flood Team - Consolidation Projects	Underway		Complete	
364B Williams Street	Roading	Underway	Planned		
44 Bracebridge Street	Flood Team - Consolidation Projects	Underway		Complete	
46 A Fuller Street	Flood Team	Underway	Complete	Complete	Complete
52 Feldwick Drive	Roading	Underway			
59 Main North Road	3 Waters	BAU	Complete		
68 Sovereign Boulevard	3 Waters	Underway	Planned		
69 Old North Road	3 Waters	BAU			
Dale Street	Roading	Underway		Complete	
1 Wesley Street	Flood Team - Consolidation Projects	Underway		Planned	
Porter Place	3 Waters	Complete	Complete		
14 Kalmia Place	Flood Team - Consolidation Projects	Underway		Complete	
15 Cridland Street West	Flood Team	Underway		Planned	
169 Williams Street	Flood Team - Consolidation Projects	Underway		Complete	
26 Hamel Lane	3 Waters	Complete			
30 Williams Street	Roading	Complete			
39 Woodglen Drive	PDU	Underway		Planned	
5 B Norton Place	PDU	Underway		Complete	Complete
189 Rangiora Woodend Road	Roading	Underway			
31 Broadway Avenue	Flood Team	BAU	Complete	Complete	Complete
12 Reserve Road, 14 Kiwi Avenue & 19 Cross Street	Flood Team	Underway	Planned	Complete	Complete
4 Swindells Road	PDU	Underway	Planned	Planned	Complete
Beach Road	PDU	Underway			
Batten Grove	Flood Team - Consolidation Projects	Underway	Planned		
56 Featherstone Avenue	3 Waters	BAU			

31 Pegasus Main Street	Flood Team - Consolidation Projects	Underway	Planned		
12 - 16 Kowhai Street	Flood Team - Consolidation Projects	Underway	Planned		
6 Weka Street	PDU	Underway		Complete	
Bay Road	3 Waters	Underway	Planned		
13 Queen Street	3 Waters	Complete	Complete		
23 Burnett Street	PDU	Underway	Planned		
189 High Street	PDU	Complete			
Pearson Drain	3 Waters	Underway	Planned		
494 Mill Road	3 Waters	Complete		Complete	
175 Mill Road	3 Waters	Underway	Planned		
181 McHughs Road	PDU	Underway			
Wilson Drive	3 Waters	Underway		Planned	
31 Victoria Street	3 Waters	BAU			
SH1	Roading	Underway			TBD
4 Macdonalds Lane	Flood Team	Underway	Planned		
11 Stalkers Road	Flood Team	Underway			TBD
820 Main North Road	3 Waters	Complete			
Skewbridge	Roading	Underway	Planned	Complete	
1649 Cust Road	Flood Team	BAU			
467 Earlys Road & 1689 Cust Road	Flood Team	BAU	Planned	Complete	
1838, 1840 & 1842 Cust Road	Flood Team	BAU			
105 Taaffes Glen Road	PDU	Complete			
217 Toppings Road	3 Waters	Underway			
51 Smarts Road	PDU	Underway			
556 Steffens Road	Roading	Underway	Planned		
730 Depot Road	Roading	Underway			
951 Upper Sefton	Roading	Complete	Complete		
Dixons Road	Roading	Underway	Planned		
Hodgsons Road	Roading	Underway			
Mt Thomas Road	3 Waters	Underway			
Ranui Mews	3 Waters	Underway	Planned	Complete	
Kairaki PS	3 Waters	Complete		Complete	





# July 2022 Flood Events

## Council Briefing

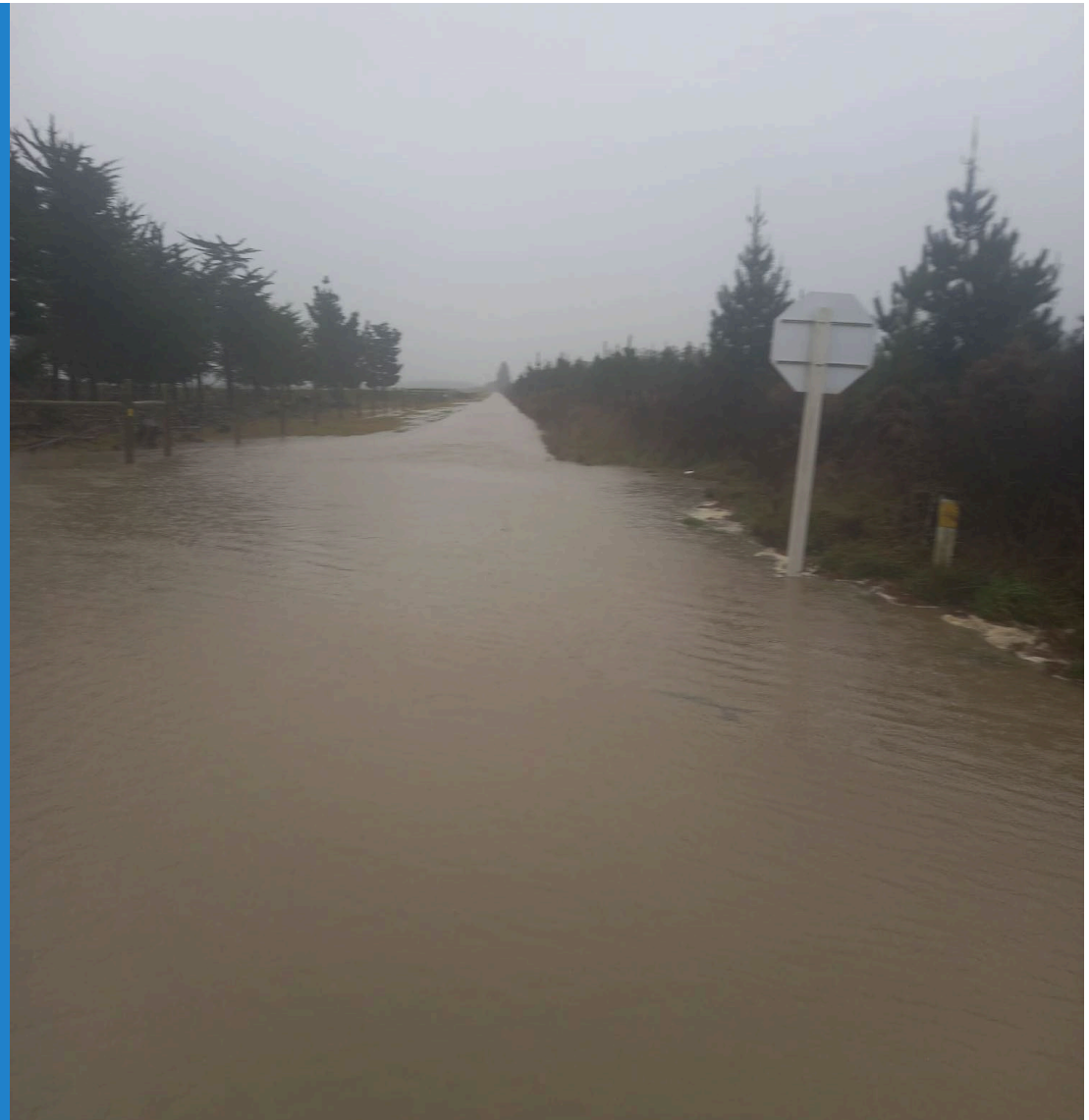
9 August 2022





# Agenda

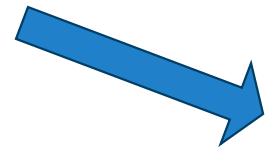
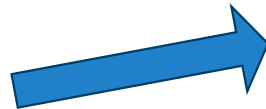
- Events – Rainfall & Groundwater
- Service Requests
- Further Investigations
- Next Steps
- Public Communications



Rockford Road

# July Rainfall Events

- 12 July – 65-75mm
- 20 July – 25-35mm
- 26 July – 50-120mm
- 30 July – 25-35mm



Site	Total Rainfall	Return Period	Critical Duration	Rainfall For Critical Duration
Kaiapoi	74.4mm	12 years, 2 months	12 Hours	62.2 mm
Woodend	74.8mm	10 years, 4 months	12 Hours	62.4 mm
Rangiora	76.6mm	8 years, 10 months	12 Hours	63.0 mm
Mandeville	68.6mm	5 years, 10 months	12 Hours	53.4 mm
Summerhill	69.2mm	4 years, 2 months	12 Hours	53.6 mm
Oxford	66.8mm	4 years, 8 months	12 Hours	57.2 mm

Site	Total Rainfall	Return Period	Critical Duration	Rainfall For Critical Duration
Kaiapoi	109.6 mm	20 years, 2 months	24 Hours	96.2mm
Woodend	119.6mm	30 years, 4 months	24 Hours	108.2mm
Rangiora	78.6mm	4 years, 0 months	24 Hours	67.2mm
Mandeville	72.2mm	3 years, 8 months	24 Hours	62.0mm
Summerhill	61.8mm	1 years, 5 months	24 Hours	51.4mm
Oxford	47.2mm	0 years, 7 months	48 Hours	47.2mm

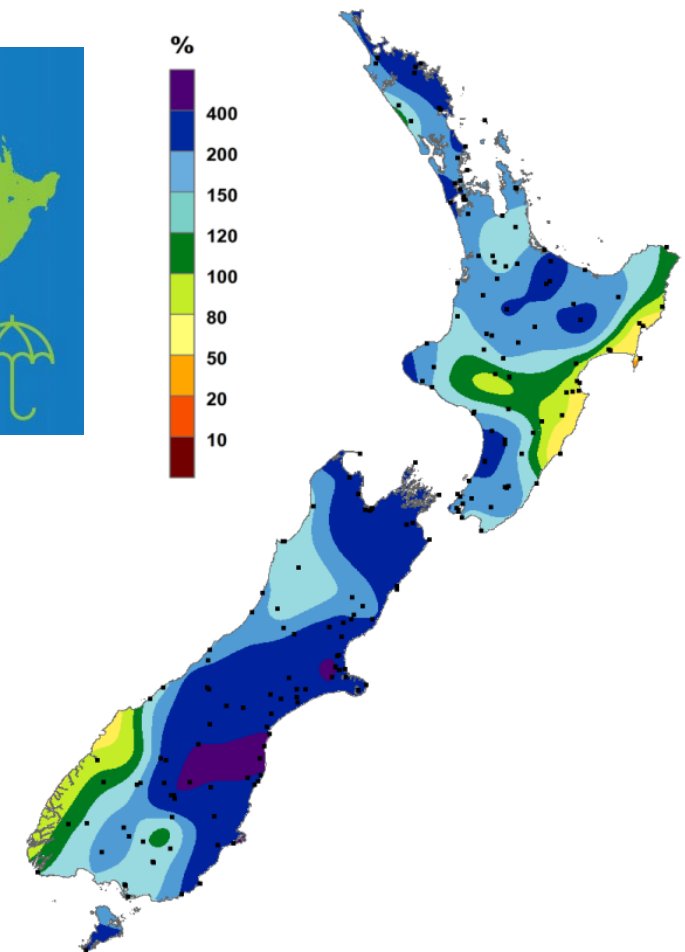
# July Total Rainfall



- Kaiapoi – 259mm
- Rangiora – 234mm (Average 54mm)
- Oxford – 205mm (Average 80mm)

*“Rangiora saw 238.4mm of rain in July, the 1991-2020 July average is 54mm so that would be **441% of normal.**”*

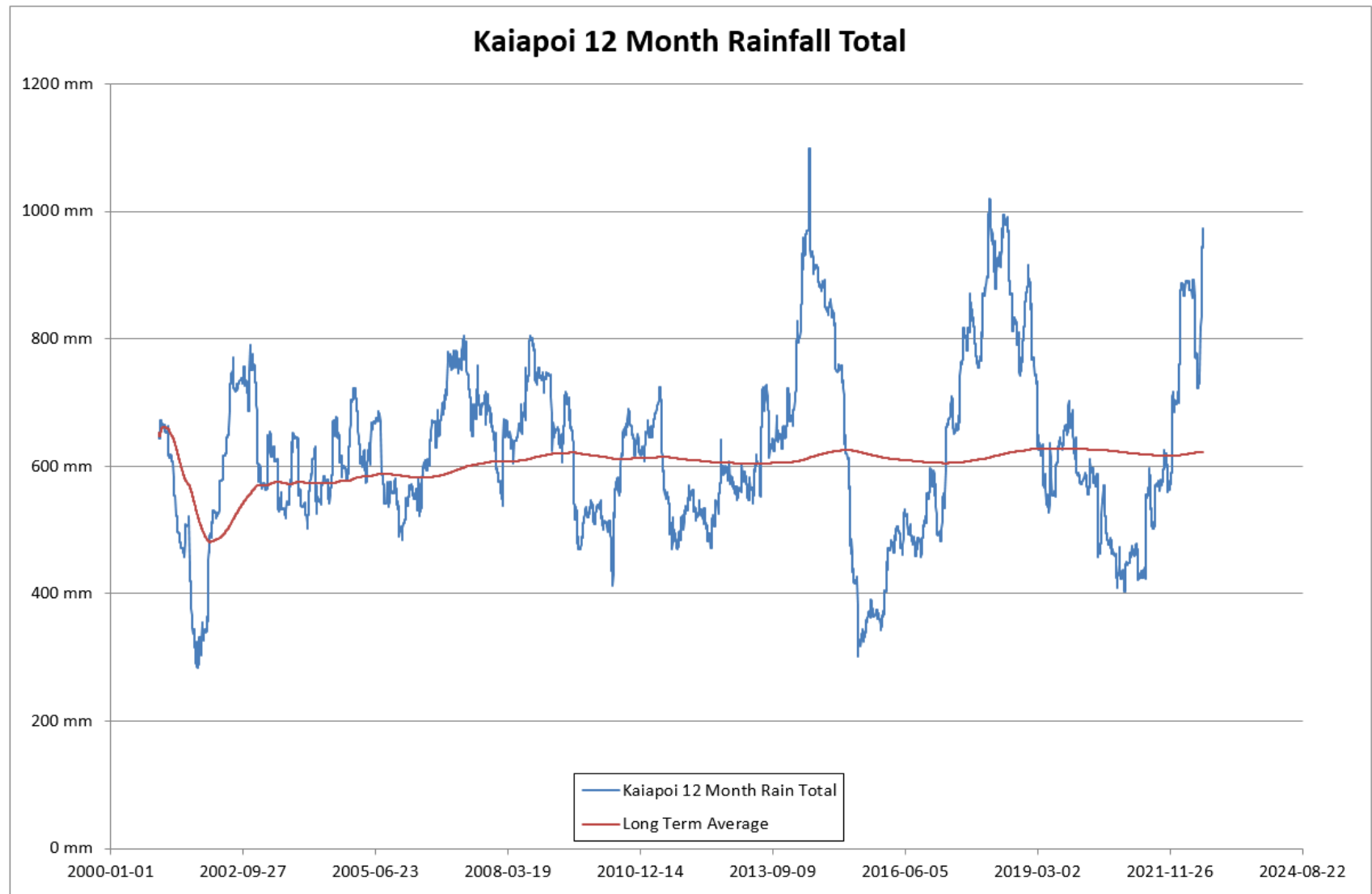
Nava Fedaeff, NIWA Forecaster/Science Communicator



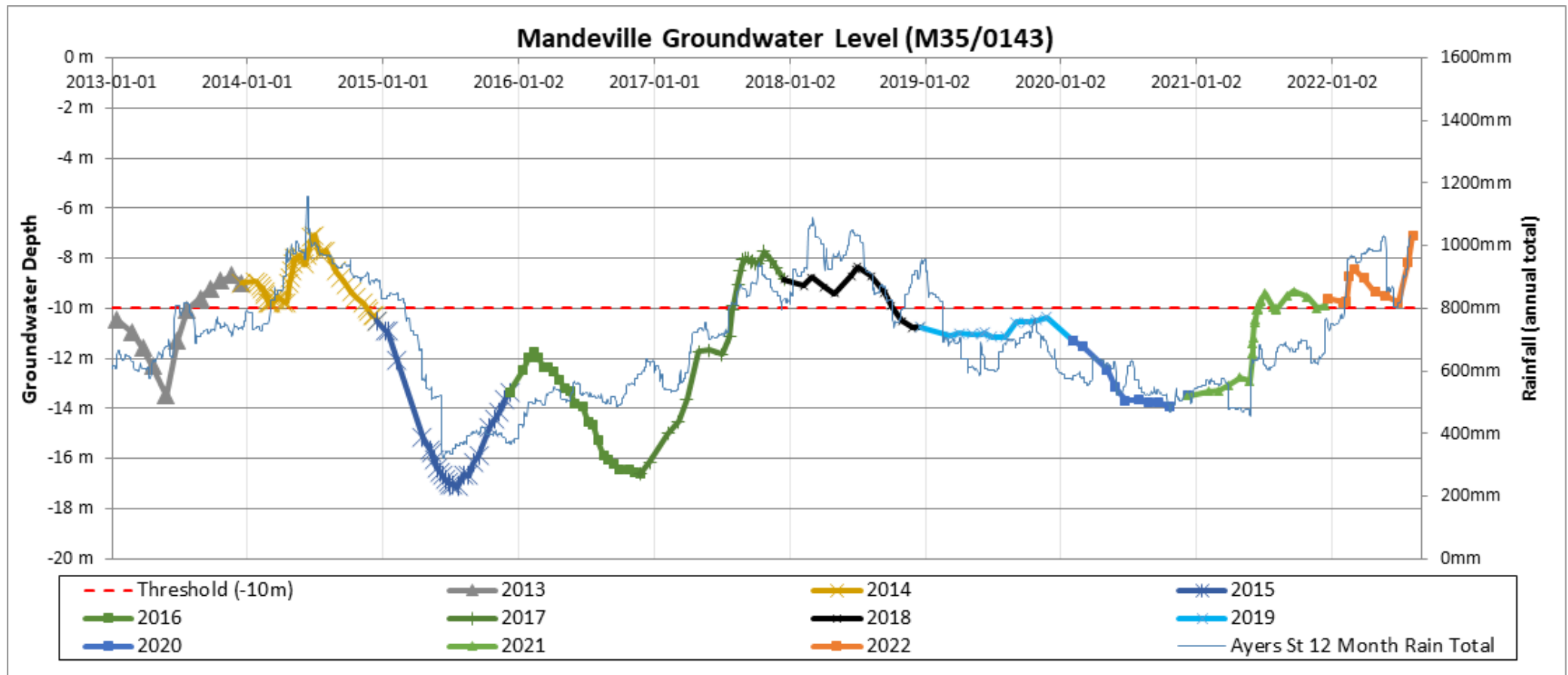
## July rainfall

Expressed as a percentage of the 1981-2010 normal.

# Annual Rainfall



# Groundwater Levels



# July Rainfall Events

## Summary

- Individually – not significant events
- Cumulative monthly rainfall – at record levels
- Annual rainfall high – saturated catchments
- Groundwater levels high – resurgence channels flowing

***“Hasn’t been this bad since 2014”.***

Mandeville resident



# Service Requests

- Drainage related service requests received - **685**
  - 12 July event – 271
  - 20 July event – 58
  - 26 July event – 234
  - 30 July event – 122
- Typically 800 per year, so 85% years' work in less than a month!
- **Almost all have been called back to acknowledge their request**



# Service Requests

- **Sewer related service requests – 130**
- Cridland Street West, Kaiapoi
- Featherstone Ave, Kairaki
- Stalkers Road, Woodend Beach
- Percival Street, Rangiora
- Tuahiwi (Various)
- Mandeville (Various)
- Drone footage has been taken on undercurrent flow in the Mandeville area.





# Further Investigations

- **Triage and classification of all Drainage related service requests**
- **Grouping:**
  - Existing Investigation (61)
  - Historical Investigation (e.g.: View Hill Stream / Depot Road)
  - New Investigation
- **Prioritisation**
- **Programming – 3-6 months**

Classification
Customer Advised
Maintenance Programmed
Maintenance Investigation
Flooding Road Investigation
Flooding Land Investigation
Stockwater Issue

# Further Investigations

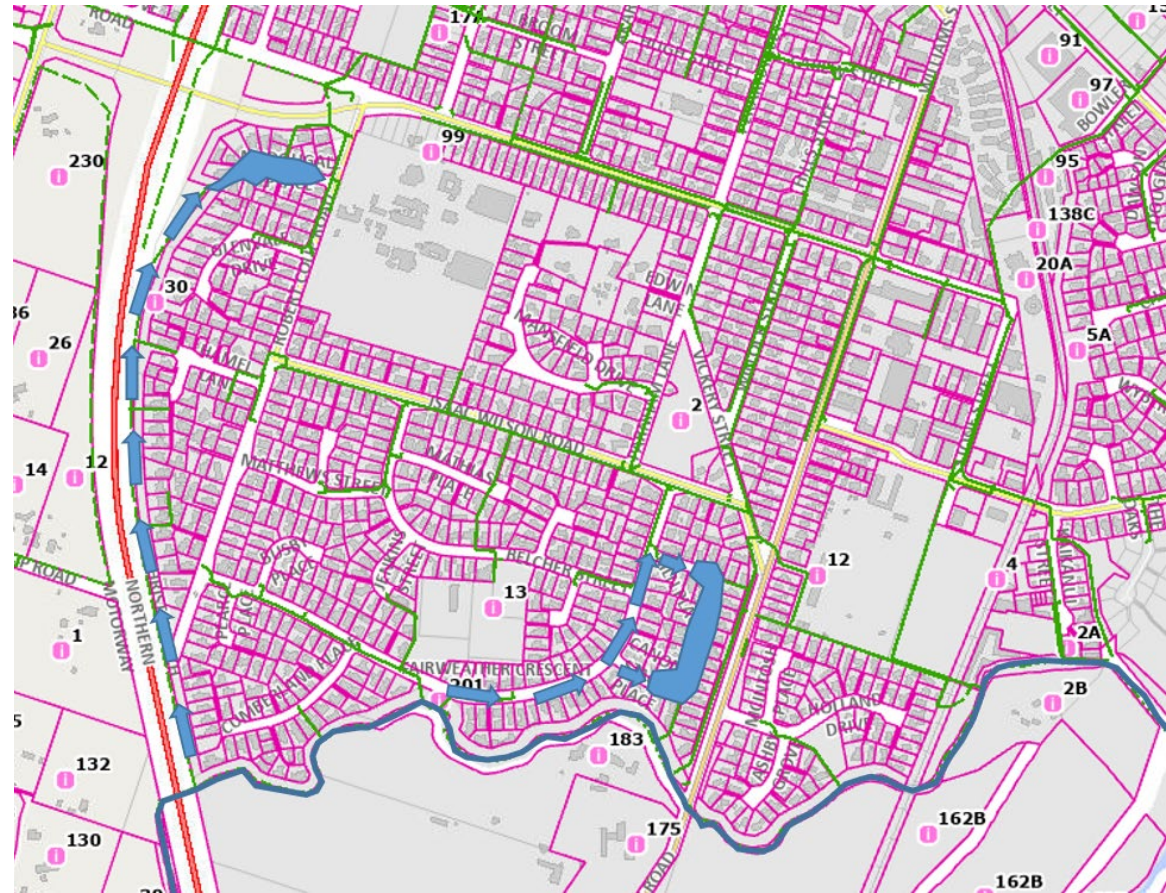
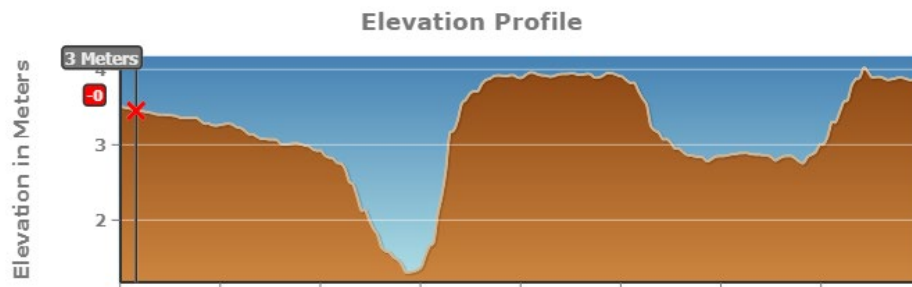
- Kiln Place / McDougal Place



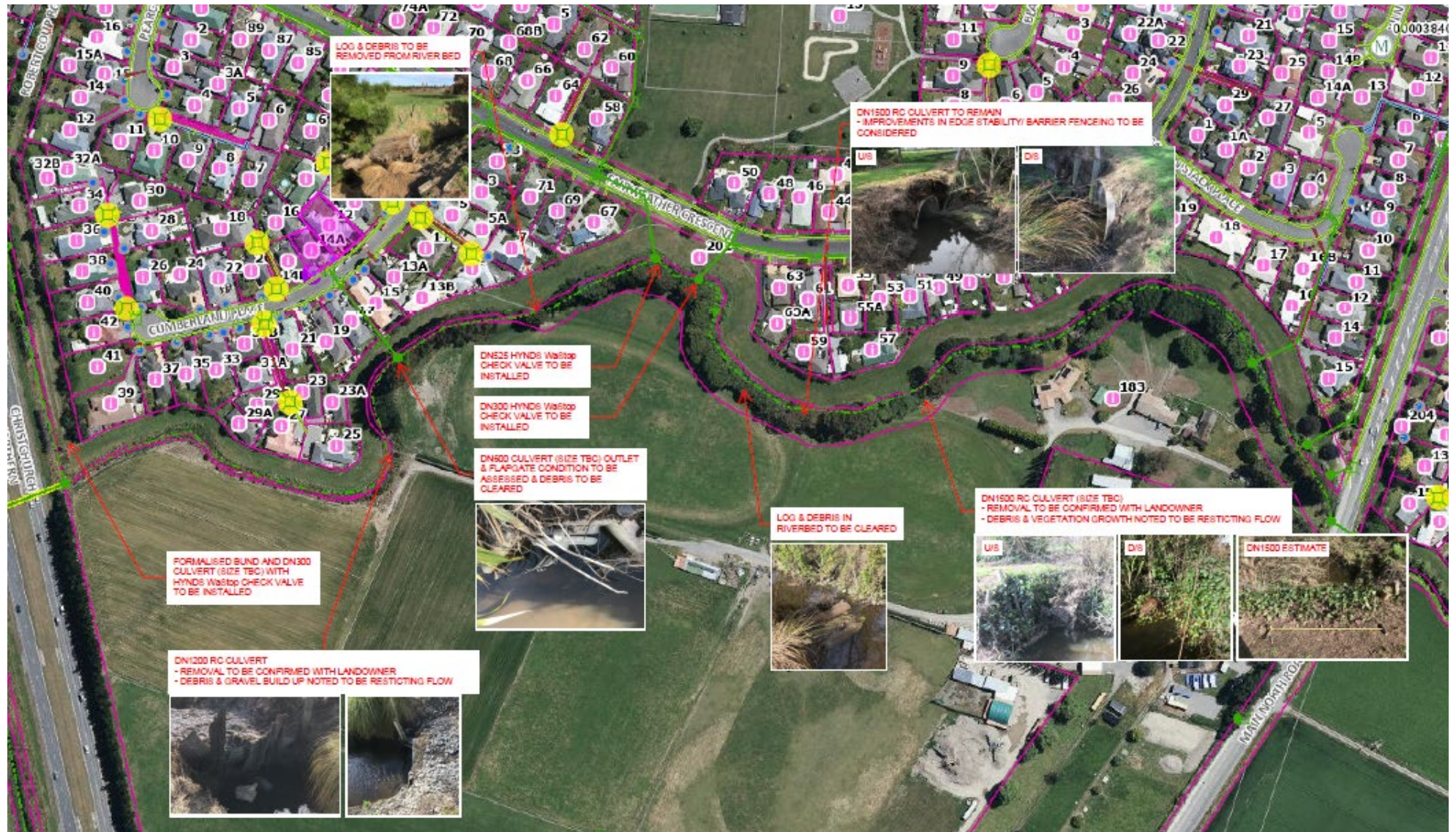


# Further Investigations

- Kiln Place / McDougal Place







## Next Steps

- Complete **post event de-brief** with maintenance contractors
- Complete **classifying**, grouping and prioritising additional 685 service requests
- Assign to Flood Team (External consultants + 3 Waters & Roding staff, support from PDU) to undertake **follow-up investigations**
- **Programme** being developed and an progress update will be reported to U&R in August
- Complete **inspections** of Roding network and determine extent of repair work required
- Establish whether this qualifies as an emergency event under Waka Kotahi **funding** rules

# Public Communications

- **Website will be updated and kept up to date**
- **Communications strategy to be developed:**
  - General
  - Area specific
- **Individual service request submitters will be contacted to close out once complete**



# Questions ...



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR INFORMATION**

**FILE NO:** GOV-18 / 220831150050

**REPORT TO:** Council

**DATE OF MEETING:** 6 September 2022

**FROM:** Dan Gordon, Mayor

**SUBJECT:** Mayor's Diary  
Wednesday 27 July to Tuesday 30 August 2022

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 27 July	Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; Waitaha Primary Health Board Finance and Risk Committee; Enterprise North Canterbury Board Attended: Enterprise North Canterbury Sponsors' Function
Thursday 28 July	Meetings: AGM of Local Government NZ; Regional Road Safety Working Group; with local business, to view their home builds
Friday 29 July	Meetings: Communities 4 Local Democracy (C4LD); representatives of Pegasus Residents' Group; with staff, to discuss Greater Christchurch Partnership (GCP) agenda topics
Saturday 30 July	Attended: North Canterbury Rugby finals at Mandeville
Monday 1 August	Meetings: C4LD Co-Ordinating Group; resident re various matters; C4LD Mayors and CEs Zoom call; with staff, to further discuss GCP agenda topics; GCP Committee briefing
Tuesday 2 August	Interview: Compass FM Meetings: Pre-Council agenda check; briefings to Council; monthly meeting of Council Speech to: North Canterbury Greypower
Wednesday 3 August	Meetings: Waitaha Primary Health Board Attended: and spoke at the opening of the new Lockwood Village show home
Thursday 4 August	Interview: David Hill, North Canterbury News Meetings: C4LD; staff and Cllrs Ward and Williams re Rangiora Airfield development; briefing on Island/Ohoka Roads intersection Visited: Facilities at Harewood Aviation Park



Friday 5 August	Meeting: Christchurch City Council representatives of C4LD
Saturday 6 August	Attended: Public farewell for the late John Grenell
Monday 8 August	Meetings: C4LD Co-ordinating Group; Canterbury Mayoral Forum, with Chair of Health NZ; with local business to view their home builds, along with Deputy Mayor and awarded prizes at the Kane Shield Swimming Competition Attended:
Tuesday 9 August	Interview: Compass FM Meetings: Members of Waitaha Primary Health Board; Evaluation Panel on proposals for BNZ Corner (Rangiora); briefings to Council; briefing to GCP members
Wednesday 10 August	Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; Roading and Transport Portfolio Holders, with staff; residents re flooding/drainage concerns Attended: Funeral of Brent Firkin; AGM of Kaiapoi Promotions Association, and was Guest Speaker
Thursday 11 August	Welcomed: Mayor of Timaru Nigel Bowen to our district and gave him a tour of MainPower Stadium Meetings: Resident re various matters; with C4LD Mayors representing LGNZ Zones 5 & 6 Attended: a tour of The Sterling retirement village, with the Deputy Mayor and Councillors
Friday 12 August	Meetings: GCP Sub-group; GCP Committee; representatives of the charity 'It Takes A Village'
Sunday 14 August	Meeting: 'Locals' magazine Attended: Birthday celebration of Rica Bolanos
Monday 15 August	Meetings: Canterbury Mayoral Forum trip hosted by KiwiRail; Canterbury Rural Area Commander NZ Police, Inspector Peter Cooper; resident re Mandeville flooding issue; Kaiapoi-Tuahiwi Community Board
Tuesday 16 August	Interview: Compass FM Meetings: Representatives of Rangiora Museum, with staff; resident re Proposed District Plan, with staff; Community and Recreation Committee Presented: Council's submission on the Three Waters Entities Bill to Parliament's Finance and Expenditure Committee, with the Acting Chief Executive and Councillors Attended: Bioversity lecture on Indigenous Dryland
Wednesday 17 August	Meeting: C4LD Co-ordinating and Plenary Groups Interviewed candidates for the position of General Manager Strategy, Engagement and Economic Development, along with the Acting Chief Executive and the departing GM Attended: MainPower Trust AGM; Graduation ceremony of the Salvation Army's Driver Mentor Programme

Thursday 18 August	<p>Meetings: Workshop #2 of the Waimakariri Economic Development Strategy Review; LGNZ Zone 5/6 meeting in Dunedin</p> <p>Attended: and laid a wreath at the commemoration ceremony for Vietnam Veterans' Day. Deputy Mayor Atkinson attended the Canterbury Registered Master Builders' Apprentice of the Year Awards</p>
Friday 19 August	<p>Meetings: Deputy Secretary, Natural and Built Systems and Climate Mitigation – Ministry for the Environment, on the topic of Resource Management Reform; local business owner</p> <p>Attended: Canterbury West Coast Wood Council Forestry Awards</p>
Monday 22 August	<p>Meetings: C4LD Co-ordinating Group; update on Rangiora Health Hub with all stakeholders; Otago Medical School third year students; Community Board Chairs and Deputy Chairs; briefing to all Boards</p>
Tuesday 23 August	<p>Interview: Compass FM</p> <p>Meetings: Briefing to Council; District Planning and Regulation Committee; Utilities and Roading Committee; Canterbury Mayoral Forum, with Minister Parker</p>
Wednesday 24 August	<p>Meetings: On-site with resident and General Manager Utilities &amp; Roading, re flooding concern; Southbrook Road Improvements Reference Group; AGM of NZRT12</p>
Thursday 25 August	<p>Meetings: Oxford business owners, with staff and Ward Councillors; AGM of Citizens' Advice North Canterbury; Civil Defence Emergency Management Joint Committee; Canterbury Regional Transport Committee; Canterbury Mayoral Forum working dinner</p> <p>Interview: NewstalkZB re Rangiora Health Hub</p> <p>Judged: Cancer Society North Canterbury "Paint the Town Yellow" Best Dressed Business Window competition</p>
Friday 26 August	<p>Meetings: Canterbury Mayoral Forum; Ashley River Rakahuri Rangiora Advisory Group re Cones Road planting plans</p> <p>Attended: and participated in 'Shave 4 a Cure' event at Southbrook School; Fire and Emergency farewell function to Tony Jones for his 36 years' service, and delivered a speech acknowledging his support to North Canterbury Brigades as Volunteer Support Officer</p>
Saturday 27 August	<p>Meeting: Christchurch City Council representatives of C4LD</p> <p>Attended: Commemorative tree planting ceremony in Dudley Park with the Spiritual Assembly of the Bahai's of the Waimakariri District; Kaiapoi Volunteer Fire Brigade Honours Evening, presenting an award to retiring Senior Firefighter Ryan Udy for his 26 years' service</p>
Monday 29 August	<p>Meeting: C4LD representatives prior to submission presentation</p> <p>Presented: C4LD's submission on the Three Waters Entities Bill to the Finance and Expenditure Committee at Parliament, with C4LD Chair Mayor Helen Worboys and fellow Mayors</p>

Tuesday 30 August	<b>Meetings:</b> Evaluation Panel on proposals for BNZ Corner (Rangiora); briefing with Christchurch City Council; resident re building proposal; with representatives of the Youth Council re award nominations; Youth Council; North Canterbury Musicals AGM
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**THAT** the Council:

- a) **Receives** report N°. 220831150050



Dan Gordon  
**MAYOR**