Council Agenda

COUNCIL MEETING
Tuesday 2 April 2019
Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:
Mayor David Ayers
Deputy Mayor Kevin Felstead
Councillor Neville Atkinson
Councillor Kirstyn Barnett
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Councillor John Meyer
Councillor Sandra Stewart
Councillor Paul Williams
The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the WAIMAKARIRI DISTRICT COUNCIL will be held in the COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on TUESDAY 2 APRIL 2019 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

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 5 March 2019**

   **RECOMMENDATION**

   THAT the Council:

   (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 5 March 2019.

   4.2. **Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 5 March 2019**

   *(refer to Public Excluded Agenda)*

5. **DEPUTATIONS AND PRESENTATIONS**

   5.1. **David Morgan**, representing the Morgan Group, will be present to comment on development contributions.

6. **ADJOURNED BUSINESS**

   Nil.
7. **REGENERATION REPORTS**

Nil

8. **REPORTS**

8.1. **Canterbury Museum Trust Board’s draft Annual Plan for the year ending 30 June 2020 – Jeff Millward (Manager Finance and Business Support)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No 190322038521.

(b) **Receives** the draft Canterbury Museum Annual Plan for 2019/20.

(c) **Delegates** to the Mayor and Chief Executive to provide a submission to the Canterbury Museum.

8.2. **ANZAC Day Services 2019 – Sarah Nichols (Governance Manager)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No 190218018037.

(b) **Appoints** Mayor Ayers and Councillors ……………………..….to attend the Kaiapoi RSA Dawn Parade at 6.30am Thursday 25 April 2019 and lay a wreath.

(c) **Appoints** Mayor Ayers and Councillors ……………………..….to attend the Kaiapoi Anzac Day parade at 10am Thursday 25 April 2019 and lay a wreath.

(d) **Appoints** Mayor Ayers and Councillors ……………………..….to attend the Rangiora Anzac Day parade at 11.30am on Thursday 25 April 2019 and lay a wreath.

(e) **Appoints** Councillor …………… to attend the RSA service at the Rangiora High School at 9.30am on Thursday 25 April 2019 and lay a wreath. Noting that the wreath is laid in conjunction with a Rangiora-Ashley Community Board member.

(f) **Appoints** Councillors …………………………. to attend the Oxford Anzac Day parade on Thursday 25 April 2019 at 9.30am and lay a wreath.

(g) **Appoints** Councillor …………………………. to attend the Cust and West Eyreton Anzac Day parade held at the Cust Community Centre on Thursday 25 April 2019 at 10am and lay a wreath at Cust.

(h) **Appoints** Councillor …………………………. to attend and lay a wreath at the West Eyreton wreath laying service at 11am (following the Cust Parade).
(i) **Appoints** Councillor ………………………. to attend the Fernside Anzac Day parade on Thursday 25 April 2019 at 10am and lay a wreath. Noting that the wreath is laid in conjunction with a Rangiora-Ashley Community Board member.

(j) **Appoints** Mayor Ayers and Councillors ……………………………. to attend the Tuahiwi Anzac Day parade Thursday 25 April 2019 at 2pm on and lay a wreath.

(k) **Appoints** Mayor Ayers and Councillor ……………………………. to attend the 11am Ohoka Anzac Day service on Wednesday 24 April 2019 at Ohoka Hall, Mill Road and lay a wreath.

(l) **Appoints** Councillor ………………….. to attend the Sefton Anzac service on Wednesday 24 April 2019 at 6pm and lay a wreath.

(m) **Appoints** Councillor ………………….. to attend the Woodend Anzac service on Wednesday 24 April 2019 at 6pm and lay a wreath.

(n) Notes Mayor Ayers will lay a wreath at both the Kaiapoi and Rangiora Services on behalf of the people of Zonnebeke, Belgium.

(o) **Notes** the Community Boards will be represented and lay wreaths at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Ohoka, Fernside, Tuahiwi, Rangiora High School, Woodend and Sefton Services.

(p) **Circulates** a copy of this report to the Community Boards.

8.3. **LGNZ Annual Conference Attendance – Sarah Nichols (Governance Manager)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No. 190311029916.

(b) **Approves** Councillor(s) …………………………… attending the Local Government New Zealand Conference on 7, 8 and 9 July 2019 in Wellington, accompanying the Mayor.

9. **HEALTH AND SAFETY**


**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No 190320037255

(b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.
10. MATTERS REFERRED

10.1. Stockwater Race Bylaw Review 2019 – Libica Hurley (Technical Administrator) and Owen Davies (Drainage Asset Manager)

(Refer to attached copy of report no. 190219018655 to the Utilities and Roading Committee meeting of 19 March 2019. Note that this recommendation from the Utilities and Roading committee was amended at the meeting, as to that in the report.)

RECOMMENDATION

THAT the Council:

(a) Receives report no. 190219018655

(b) Notes that a review of the Stockwater Race Bylaw 2007 has been undertaken and it has been confirmed that there is a need for a Stockwater Race Bylaw

(c) Notes that minor changes to the Stockwater Race Bylaw 2007 and associated policies, as identified by tracked changes in attachments i, iii, iv & v, have been made for clarity purposes and to update references

(d) Instructs staff to make final edits to the document to insert the word “written” before “permission” throughout the bylaw document.

(e) Adopts the Waimakariri District Council Stockwater Race Bylaw 2019

(f) Adopts the revised Stockwater Race Closure Policy, Stockwater Race Pond Policy and Planting of Trees and Shrub

(g) Notes that the staff will bring back the stockwater race bylaw for the committee to consider reviewing it within two years.

(h) Circulates this report to the Council’s Community Boards for their information.

10.2. Croquet Club Loan Deferral and Council Funding Contribution for Croquet Lawn Extension – Chris Brown (Manager Community and Recreation)

(Refer to attached copy of report no. 190221020363 to the Community and Recreation Committee meeting of 26 March 2019.)

RECOMMENDATION

THAT the Council:

(a) Receives report No. 190221020363

(b) Approves the loan repayments for the Community Loan of $42,000 provided to the Rangiora Croquet Club being deferred for a further three years from April 2018 until April 2021.

(c) Notes that deferring the loan for a three year period allows sufficient time for the Rangiora Croquet Club to complete the development of two additional full size greens which are required to allow for current and future club membership.

(d) Considers as an annual plan submission a grant of $25,000 for the Rangiora Croquet Club for the development of two new croquet greens for the 2019 / 20 financial year.
10.3. **Waste Bylaw Terms and Conditions - Simon Collin (Infrastructure Strategy Manager)**

*(Refer to attached copy of report no. 190218018503 to the Solid and Hazardous Waste Working Party meeting of 26 March 2019.)*

**RECOMMENDATION**

THAT the Council:

(a) **Receives** report No. 190218018503.

(b) **Adopts** the Waimakariri District Council Revised Kerbside Collection and Waste Collection Points Use Terms and Conditions *(Trim 180706075490).*

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1. **Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 March 2019**

11.2. **Minutes of a meeting of the Woodend-Sefton Community Board held on 11 March 2019**

11.3. **Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 March 2019**

11.4. **Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 18 March 2019**

**RECOMMENDATION**

THAT the information in items 11.1 to 11.4 be received.

12. **REPORTS FOR INFORMATION**

12.1. **Activity on the Kaiapoi River – Simon Hart (Business and Centres Manager)**

*(Refer to attached copy of report no. 190306027166 to the Kaiapoi-Tuahiwi Community Board meeting of 18 March 2019.)*

13. **CORRESPONDENCE**

14. **MAYOR’S DIARY**

14.1. **Mayor's Diary 26 February – 26 March 2019**

**RECOMMENDATION**

THAT the Council:

(a) **Receives** report no. 190321037562.
15. COUNCIL PORTFOLIO UPDATES

15.1. Iwi Relationships – Mayor Ayers
15.2. Canterbury Water Management Strategy – Councillor Stewart
15.3. International Relationships – Deputy Mayor Felstead
15.4. Regeneration (Kaiapoi) – Councillor Blackie

16. QUESTIONS

(under Standing Orders)

17. URGENT GENERAL BUSINESS

(under Standing Orders)

18. 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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1</td>
<td>Minutes of the Public Excluded portion of a meeting of the Council on 5 March 2019</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>17.2</td>
<td>Report of Chris Brown (Manager Community and Recreation)</td>
<td>Community Facilities Provision</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1 – 17.2</td>
<td>Protection of privacy of natural persons. To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CLOSED MEETING

See Public Excluded Agenda (blue papers)

OPEN MEETING

19. NEXT MEETING

The next scheduled meeting of the Council is at 1.00pm on Tuesday 7 May 2019 in the Council Chambers.
MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 5 MARCH 2019 COMMENCING AT 1PM.

PRESENT:
Mayor D Ayers (Chair, absent from 1.52pm to 2.31pm), Deputy Mayor K Felstead, Councillors N Atkinson, K Barnett, A Blackie, R Brine, W Doody, D Gordon, S Stewart and P Williams.

IN ATTENDANCE:
J Palmer (Chief Executive), G Cleary (Manager Utilities & Roading), L Beckingsale (Policy Analyst), S Milosavljevic (Policy Planner), H Downie (Principal Planning Analyst), K Simpson (3Waters Manager), G Stevenson (Development Manager), K LaValley (Project Delivery Unit Manager), K Waghorn (Solid Waste Asset Manager) and S Nichols (Governance Manager).

1. APOLOGIES
Moved: Councillor Doody Seconded: Councillor Atkinson
An apology was received and sustained from Councillor Meyer for absence. It was noted that Mayor Ayers would depart the meeting at 1.50pm in order to attend the GreyPower meeting and return after 2.30pm.
CARRIED

2. CONFLICTS OF INTEREST
Nil.

3. ACKNOWLEDGEMENTS
Nil.

4. CONFIRMATION OF MINUTES
4.1. Minutes of a meeting of the Waimakariri District Council held on 4 December 2018
Moved: Councillor Felstead Seconded: Councillor Atkinson
THAT the Council:
(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 4 December 2018.
CARRIED

4.2. Minutes of a meeting of the Waimakariri District Council held on 5 February 2019
Moved: Councillor Felstead Seconded: Councillor Atkinson
THAT the Council:
(b) Confirms as a true and correct record, including a minor amendment from Councillor Stewart, the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 5 February 2019.
CARRIED
4.3. Minutes of a meeting of the Waimakariri District Council held on 19 February 2019

Moved: Councillor Felstead  Seconded: Councillor Blackie

THAT the Council:

(c) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 19 February 2019.

CARRIED

4.4. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 5 February 2019

(the matter was dealt with in the Public Excluded portion of the meeting)

MATTERS ARISING

Nil.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REGENERATION REPORTS

Nil.

8. REPORTS

8.1. Report on Notice of Motions of 4 December 2018 and 5 February 2019 re Fireworks and Nuisance – G Meadows (Policy Manager)

Procedural motion

Moved: Mayor Ayers  Seconded: Councillor Gordon

THAT the Council:

(a) Lay report 190226022485 on the table, pending further information from staff and that it be considered at the April 2019 Council meeting.

CARRIED

8.2. Murphy Park Reserve, Seasonal Alcohol Control Area – L Beckingsale (Policy Analyst)

L Beckingsale requested, on behalf of the League Club, that the liquor ban for the seasonal Alcohol Control area located at Murphy Park be extended by one week, to coincide with the Club season concluding. It was advised that pamphlets, advertising and information would be dispersed so the community and park users were aware of the change to the Bylaw that affected Murphy Park. The Police were also aware of the recommendation and would monitor and enforce the bylaw.
Moved: Councillor Doody  Seconded: Councillor Felstead

THAT the Council:

(a) **Receives** report No. 190219019295.

(b) **Resolves** to amend the dates of the alcohol control area for Murphy Park Reserve as described in the Alcohol Control Bylaw 2018 (the Bylaw) from 1st April to 1st September to 1st April to 8th September 2019.

(c) **Notes** the Council resolution to change the dates will be publicly notified.

(d) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for its information.

CARRIED

Councillors Atkinson and Brine Abstained

Councillor Doody stated she was pleased that advertising and information would occur to inform the public of the extended time period of one week.

Councillor Felstead stated this was a common sense approach to align the bylaw with the Club’s season and activity.

8.3. **Approval of draft Rural Residential Development Strategy for consultation**

- S Milosavljievic (Policy Planner) and H Downie (Principal Planning Analyst)

H Downie provided an overview of the processes undertaken to date and the requirements being requested. H Downie highlighted the consultation information and spoke of the technical advisory group that was established which included Councillors’ input. Staff commented on the five main areas of growth and the intention to return to the Council in July following the consultation phase.

There were no questions from members.

Moved: Councillor Atkinson  Seconded: Councillor Gordon

THAT the Council:

(a) **Receives** report No. 190218018241

(b) **Approves** the Waimakariri Rural Residential Development Strategy, draft for consultation (attachment i, 190219019201) for public consultation.

(c) **Approves** the accompanying summary document of the Waimakariri Rural Residential Development Strategy for public consultation (attachment ii, 190219019302).

(d) **Nominates** the Portfolio Holder for Communications and District Planning Development to approve any minor edits of the draft Rural Residential Development Strategy (final print ready version) as required in conjunction with staff prior to public consultation commencing.

(e) **Notes** that public consultation will be undertaken under the Special Consultative Procedure (SCP) as outlines in the Local Government Act 2002.

(f) **Notes** that submissions are invited from 8 March 2019 to 5 April 2019, followed by a hearing in late April 2019.
(g) **Appoints** Mayor Ayers and Councillors Atkinson and Meyer to the hearing panel for the draft Strategy.

(h) **Notes** that the development of the draft Rural Residential Development Strategy has been informed by the District Plan Review and District Development Strategy Technical Advisory Group (TAG), and the draft document and summary document has been endorsed by the District Plan Review and District Development Strategy Project Control Group (PCG).

(i) **Notes** the communications and engagement actions that will be taken during consultation as set out in the Rural Residential Development Strategy - Communications and Engagement Plan (January - June 2019) (attachment vi, 190122006458).

(j) **Receives** the following supporting documents which helped to inform the contents of the draft Strategy:

   i. Survey of Residential 4 Zone and San Dona Olive Groves Households – Summary of responses (attachment iii, TRIM)

   ii. Waimakariri District - Rural Character Assessment (Rural Zone – Character Assessment Report) 6 June 2018 (Prepared by Boffa Miskell Ltd) (attachment iv, 180611064085)

   iii. QV report ‘Rural Subdivision and Housing Analysis – Waimakariri District - December 2018’ (190222021021)

(k) **Notes** that a final Waimakariri Rural Residential Development Strategy, based on comments received, panel deliberations, and any further information, will be presented to the Council for adoption in mid-2019.

Councillor Atkinson thanked staff for the work undertaken to date on what he described as a complex project and stated he was looking forward to the public feedback, where it was hoped to be able to achieve the best outcome for all.

Councillor Gordon acknowledged staff and the impartial advice provided during the process. He reflected on the first District Plan Review that he had been involved with, and the development of the district since. Councillor Gordon commented on comparisons between then and now, with substantial growth in the district and reflected on the development of the Mandeville area over those years with mixed property sizes, commercial development and recreation areas.

Mayor Ayers stated he would be interested in the public feedback. He believed that the Rural Residential Development Strategy is a difficult one to find balance, and commented on the impact on the community. Mayor Ayers cautioned that as the Development Strategy moves through its different phases, there is a need to recognise the ability to be flexible in the future as circumstances change.

### 8.4. Request Authorisation for Additional Funding for A Water Reticulation Extension and Reallocation of Funding for Sewer Extensions – G Stevenson (Development Manager) and K LaValley (Project Delivery Unit Manager)

G Stevenson spoke to the report which informed the Council of progress of the sewer extension project along Topito and Tuahiwi Roads, to service development attributed primarily to cluster housing and to seek approval for water and sewer budgets. He commented on the extension of sewer and water services not previously considered by the Council, at the end of Topito Road, primarily for a specified cluster housing development. G Stevenson advised the
tender for water and sewer extensions were currently being advertised. Staff acknowledged the financial contribution from Te Ngai Tuahuriri Runanga.

Councillor Barnett referred to the financial issues and contributions section of the report, enquiring if there would be any impact on rates on year to year basis should the contributions not come until 2021. G Stevenson commented that $125,000 from development contributions had been budgeted for this year, however the projected spend was higher, acknowledging some funding from other contributions and that a small financial small gap would be funded from future development contributions prior to 2021. Staff were comfortable that the project can be managed within current budgets until 2021.

Councillor Stewart commented on roading matters included in the report and sought clarification on how crucial the roading upgrade is to the two developments going ahead and whether the Runanga is aware of the roading issues. G Stevenson advised residents were aware of the upgrade however associated costs were yet to be determined and discussed, following today’s Council decisions. Staff expressed some concerns that some residents may not be able to afford the roading upgrade to service the development however, those conversations were yet to occur.

Councillor Stewart enquired if any broader discussions were occurring, particularly regarding the roading matters and future servicing. J Palmer commented on servicing for the whole MR 873 reserve area, acknowledging it was challenging until a clearer pattern for intended growth was formed. He advised that most of the roading currently in place is adequate, but as development occurs there may be some impact on the roading upgrade programme and associated timing. J Palmer commented on differences between utility service upgrades and roading upgrading and the associated impacts on budgets, development and financial contributions. Staff envisage no major roading upgrades in the near future, however site specific roading upgrades will be assessed on a case by case basis.

Councillor Doody reflected on the Ohoka water upgrade, limited development contributions and rate rises and sought assurance that a similar situation would not occur on the Tuahiwi upgrade. Staff did not anticipate the same issues.

Moved: Councillor Gordon  Seconded: Councillor Brine

THAT the Council:

(a) Receives report NO. 190220019715.

(b) Approves the reallocation of the 2018/19 sewer level of service budget 101067.000.5113 of $58,748 excluding GST and 2018/19 sewer renewals budget 101067.000.5114 of $58,748 excluding GST to the growth budget 101067.000.5115 to facilitate the installation of sewer main extensions in Topito Road and Tuahiwi Road.

(c) Approves a budget of $14,000 excluding GST for the current 2018/19 financial year to install a water main extension in Topito Road.

(d) Notes that water and sewer main extension contract for Tuahiwi and Topito Roads is currently being tendered.

(e) Notes that Te Ngai Tuahuriri Runanga will contribute $57,391.30 excluding GST toward the cost of the sewer extensions with Council funding the balance of $157,270.70 excluding GST.

(f) Notes that Council funding (existing and reallocated budgets) for the sewer extensions shall be recovered partly via Financial Contributions in the 2018/19 and 2019/2020 financial years, partly from Development
Contributions in the 2018/19 and 2019/20 financial years and in full with Development Contributions from 2020/21.

(g) **Notes** that Council funding for the water extension shall be recovered partly via Financial Contributions in the 2018/19 and 2019/20 financial year, and then via Development Contributions in the 2020/21 financial year and future years.

(h) **Notes** that staff are completing further investigation into funding options for infrastructure upgrades in the Maori Reserve 873 to enable future cluster housing developments.

CARRIED

Councillor Gordon supported this proposal and actions towards the commitment made between the partnership of the Council and Ngai Tuahuriri and acknowledged the contribution from the Runanga.

Mayor Ayers was supportive of the motion, reflecting on how development occurring under a change to the District Plan was always going to be a challenge, but to give effect to it the Council must work through the servicing issues otherwise the aspirations of Ngai Tuahuriri and ourselves will not be achieved. Mayor Ayers commented on water costs, and that Tuahiwi is part of a wider rating area that includes the wider Tuahiwi, Pegasus, and Woodend which is a bigger area than Ohoka.

8.5. **Branding of Solid Waste Contracts and Services Information and Educational Material** – K Waghorn (Solid Waste Asset Manager)

K Waghorn took the report as read, and informed the Council of the current situation.

Councillor Brine clarified that options will be available to be discussed at the upcoming March Solid Waste and Hazardous Waste Working Party. Staff confirmed that would be the case.

Moved: Councillor Brine Seconded: Councillor Doody

**THAT** the Council:

(a) **Receives** report No. 190221020361.

(b) **Confirms** that the Solid and Hazardous Waste Working Party has delegated authority to approve the Brand and to sign-off the promotional materials.

CARRIED

Councillor Brine stated that the report was self-explanatory and provided appropriate information.

*K Waghorn provided a brief update on responses associated with bin choices in relation to the current phase of implementing people’s choice of three bins.*

8.6. **2019 Local Authority Elections – Order of Candidates Names on Voting Papers** – S Nichols (Governance Manager)

The report was taken as read.
Moved: Councillor Atkinson  Seconded: Councillor Williams

THAT the Council:

(a) **Receives** report No. 190220019931.

(b) **Resolves** to use the Random order for showing the names on the voting documents for the October 2019 Local Body Elections.

(c) **Notes** the Council’s resolution of August 2014 to conduct the 2016 and 2019 Local Authority elections by way of the postal voting method using First Past the Post (FPP) system.

CARRIED

8.7. **Elected Members Remuneration and Expenses Policy Review – S Nichols (Governance Manager)**

S Nichols spoke to the report advising that the main change related to elected member mileage entitlements. The report was taken as read.

Moved: Councillor Blackie  Seconded: Councillor Felstead

THAT the Council:

(a) **Receives** report No. 190224021130.

(b) **Acknowledges** the Remuneration Authority determination from 1 July 2018 to 30 June 2019 for the Mayor of $123,068pa, Deputy Mayor $46,913pa, Councillors $42,011pa, Rangiora-Ashley Community Board Chair $22,105pa and Board members $11,052pa; Kaiapoi-Tuahiwi Community Board Chair $17,137pa and Board members $8,569pa; Woodend-Sefton Community Board Chair $14,158pa and Board members $7,080pa; Oxford-Ohoka Community Board Chair $16,145pa and Board members $8,072pa.

(c) **Confirms** the Elected Members’ Expenses Policy S-CP 1035, 5 March 2019 (v13) for approval by the Remuneration Authority.

(d) **Notes** the Remuneration Authority will issue a new determination for the period of 1 July 2019 to 12 October 2019 and notes Remuneration Authority communications on the changes proposed to the remuneration determination following the 2019-22 elections.

(e) **Circulates** a copy of this report to the Community Boards.

CARRIED

8.8. **Review of Elected Member Conference and Training Policy – S Nichols (Governance Manager)**

S Nichols outlined the report and advised the proposed policy captured the wishes of the Council based on past discussions and practices that currently occur. It was advised that a report would be presented to the Council for consideration at the April meeting with regard to attendance at the LGNZ Conference that occurs in early July.

Councillor Barnett queried the policy aspect of more than one councillor attending the LGNZ Conference if held in Canterbury, and whether that could apply if the conference was held on the West Coast or other driveable distance. Staff advised reasoning was that accommodation and flights were not involved and therefore there was more budget available to enable other members to attend. However, the Council could amend the policy in any way. Staff advised...
that a report would be presented to the April meeting with regard to attendance at this year’s LGNZ Conference. It was also advised that the Chief Executive would not be available to attend the LGNZ Conference this year due to other commitments.

Councillor Gordon queried the wording of Deputy Mayor ‘must’ attend and sought to amend the wording to be less directive. Staff noted the request and would make the necessary change as the meeting was in agreement.

Moved: Councillor Gordon Seconded: Councillor Barnett

THAT the Council:

(a) Receives report No. 1902222020835.
(b) Adopts the Elected Member Policy for Conference and Training Course Attendance S-CP 0905 (Trim 190224021129).
(c) Note a wording change to the policy relating to the Deputy Mayor attending, if available, at least once during an electoral term.

CARRIED

Councillor Gordon remarked he was relaxed about the flexibility of the number of councillors attending the conference but cautioned members to maintain an awareness of the budgetary constraints. Councillor Gordon believed the policy contained a balance of flexibly, ensured fairness and noted a report on the next LGNZ Conference would be presented next month. Councillor Gordon acknowledged such events provided good networking and learning opportunities for members.

Councillor Barnett reflected on her earlier questioning seeking assurance of flexibility to changing circumstances each year. Councillor Barnett spoke of her personal experience and belief that these conferences are vital to learn from the sector, ideas, networking and information. Councillor Barnett believed that all Councillors should attend the LGNZ Conference once in their cycle and undertake training opportunities which in turn enables them to better represent their community.

Mayor Ayers commented that it was good for all Councillors to have LGNZ experience reflecting on the Zone 5-6 and Rural and Provincial meetings that other Councillors have attended when he was unavailable. Mayor Ayers was of the belief that in the future all Councillors who are interested in attending such LGNZ events should attend over the course of a term, as not all LGNZ meetings have a cost, (other than time), associated with them. Mayor Ayers commented on the relatively small number of towns/cities that are capable of hosting conferences with suitable airports and accommodation facilities.

Councillor Stewart agreed with colleagues’ comments regarding how valuable attending such events were for councillors. Councillor Stewart believed there was a lack of flexibility with the policy however was accepting of three persons attending the LGNZ National conference.

Councillor Doody reflected on the value of attending the LGNZ events and encouraged Councillors to attend conferences and associated meetings to gain new insights and strengthen networking opportunities and not be constrained by the policy.

Mayor Ayers stated that Councils change their views over time.
9. HEALTH AND SAFETY


J Palmer briefly spoke to the report, and advised no other health and safety matters had occurred between the time of writing the report and today’s meeting.

Moved: Councillor Barnett Seconded: Councillor Doody

THAT the Council:

(a) Receives report No 190220019443

(b) Notes that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

CARRIED

Councillor Doody remarked on how she appreciated the reports.

10. MATTER REFERRED FROM THE REGENERATION STEERING GROUP MEETING OF 4 FEBRUARY 2019

D Roxborough recapped on key aspects of the report, confirming that there were over 60 projects in the combined programme including wharf and marine areas; with one third complete including the Terraces/boardwalk and boat ramp pontoon project that recently opened, and one third of projects underway including the second pontoon. D Roxborough commented that in future the reports will go to the Steering Group and then to the Council more frequently, on a quarterly basis and links with the recurring schedule of the capital projects report and budget timing. The projects associated with this report do not include any development projects in the mixed-use business areas at this current point in time, and they will in time be considered by the Kaiapoi Town Centre Project Control Group. D Roxborough also commented on future monitoring reporting to the Crown.

Mayor Ayers departed at 1.52pm. Deputy Mayor Felstead assumed the Chair.

Councillor Barnett queried use of areas for community facilities/groups, which has not progressed very far currently and enquired if there was anything holding up processes going forward and were staff aware of any groups waiting for things to take place to set up bases. D Roxborough commented on the Reserves Master Plan with reserved space for community facilities, similar to Northbrook facilities with land identified in Kaiapoi South as potential community studio space. It was advised there is currently no specific budget for any such development and that the Council has only set the land aside. There are several groups that Green Space are engaging with, with the potential of establishing some type of facility on that land.

In a supplementary question Councillor Barnett referred to the capital programme being slightly behind and sought assurance that the programme timeframes would be caught up over the next two year period. Staff stated the programme would catch up, as much planning and consenting work has occurred to date and staff are currently undertaking procurement work for capital projects in this financial year. For the next financial year some of the larger projects are scheduled such as completion of the sports fields and roading upgrades, to be followed by mahinga Kai, recreational and ecological linkages and then the project will move towards community spaces.

Councillor Barnett enquired if the financial contribution from the Crown was up to date on the cost share agreement. J Palmer advised that staff had met with Department of the Prime Minister and Cabinet (DPMC) staff and were working...
positively together. He commented on the Earthquake Funding Trust ($2m), the number of projects not funded in the Long Term Plan and options for further consideration in relation to funding.

Moved: Councillor Blackie  Seconded: Councillor Atkinson

THAT the Council:

(a) Receives report no. 190124007788

(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.

CARRIED

Councillor Blackie commented that this was an information report and an opportunity to update the Council on progress.

11. COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

11.1. Minutes of a meeting of the Waimakariri Youth Council held on 29 January 2019

11.2. Minutes of a meeting of the Regeneration Steering Group held on 4 February 2019

11.3. Minutes of a meeting of the Audit and Risk Committee held on 12 February 2019

11.4. Minutes of a meeting of the Community and Recreation Committee held on 12 February 2018

11.5. Minutes of a meeting of the District Planning and Regulation Committee held on 19 February 2019

Moved: Councillor Barnett  Seconded: Councillor Felstead

THAT the information in items 11.1 to 11.5 be received.

CARRIED

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1. Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 February 2019

12.2. Minutes of a meeting of the Woodend-Sefton Community Board held on 11 February 2019

12.3. Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 February 2019

12.4. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 18 February 2019

Moved: Councillor Gordon  Seconded: Councillor Atkinson

THAT the information in items 12.1 to 12.4 be received.

CARRIED

Councillor Atkinson commented on potentially improving promotion of the community grants and conveyed discussions he had held with the Communications team.
Councillor Doody responded that requests for funds are always in demand in the Oxford-Ohoka community area and did not believe additional promotion was required, suggesting that additional funding from the Council would be appreciated.

13. CORRESPONDENCE
Nil.

14. MAYOR’S DIARY

Moved: Councillor Felstead Seconded: Councillor Blackie

THAT the Council:

(a) Receives report no. 190226022809.

CARRIED

15. COUNCIL PORTFOLIO UPDATES
15.1. Iwi Relationships – Mayor Ayers

J Palmer provided a brief update on discussions with the Runanga and acknowledged the upcoming Hui which contributes to the continuation of a strong relationship.

15.2. Canterbury Water Management Strategy – Councillor Stewart

Councillor Stewart advised the first meeting of the Waimakariri Water Zone Committee was held in mid-February, where the ZIPA report was discussed. At that meeting Ecan staff reported on how they envisaged the delivery and discussed prioritising the project programme. Councillor Stewart commented on Ecan budget reporting and information updates, and contrasted the different approaches adopted to reporting by the two councils.

Councillor Stewart acknowledged the generosity of staff to advance the work programme of the Cam River Rehabilitation Subcommittee. It was also advised that the Kaiapoi River Rehabilitation group would be meeting later in the month to further discuss the salt intrusion matter.

15.3. International Relationships – Deputy Mayor Felstead

Councillor Felstead advised that the Enshi Sister City Advisory Group would meet later in the month and that he had attended Japan Day celebrations in Christchurch last week.

15.4. Regeneration (Kaiapoi) – Councillor Blackie

Councillor Blackie stated that the sports field design work was progressing. He advised that the Kaiapoi Croquet Club had decided to move locations and staff were assisting the club with options for an alternative site. Councillor Blackie commented on the work of the Green Space unit working on a Honda sponsored planting session in May and that work on the BMX track would commence shortly.

Councillor Blackie reflected on recent successful events being the Kaiapoi River Carnival held in mid-February and the opening of the Port and Eagle gastropub and the Terraces located by the Kaiapoi Bridge.

16. QUESTIONS
Nil.
17. URGENT GENERAL BUSINESS

Nil.

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Felstead  Seconded: Councillor Blackie

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the Public Excluded portion of a meeting of the Council on 5 February 2018</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Minutes of the Public Excluded portion of a meeting of the Audit and Risk Committee held on 12 February 2019</td>
<td>Minutes for information</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Report of Joanne McBride (Roading and Transport Manager) and Kelly LaValley (Project Delivery Manager)</td>
<td>Budget Brought Forward for Land Purchase from Westpark for Future Road Link between Lehmans Road and River Road</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.4</td>
<td>Report of Chris Brown (Manager Community and Recreation)</td>
<td>Land Governance Deed Western Ridge Pegasus</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.5</td>
<td>Report of Chris Brown (Manager Community and Recreation)</td>
<td>Community Facilities and Libraries Provision</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.6</td>
<td>Report of Jim Palmer (Chief Executive)</td>
<td>Appointment of Trustee to Enterprise North Canterbury Board</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 - 18.6</td>
<td>Protection of privacy of natural persons. To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

**CARRIED**

**CLOSED MEETING**

The Public Excluded portion of the meeting occurred from 2.15pm to 3.35pm.

**19. NEXT MEETING**

The next scheduled meeting of the Council is at 1.00pm on Tuesday 2 April 2019 in the Council Chambers.

There being no further business, the meeting closed at 3.36pm.

**CONFIRMED**

____________________________  
Chairperson

____________________________  
Date
1. **SUMMARY**

1.1. The purpose of this report is to provide the draft Canterbury Museum Draft Annual Plan for 2019/20 that is currently being consulted for a period of six weeks from 15 March to 26 April 2019.

1.2. The Canterbury Museum will be providing a briefing to the Council on Tuesday 2 April.

1.3. The Canterbury Museum charges two types of levies on contributing Local Authorities under the Canterbury Museum Act 1993. These are an Operating Levy and a Development (Capital) Levy.

1.4. The Operating levy is proposed to increase 5%, as previously signalled.

1.5. The draft Canterbury Museum Annual Plan 2019/20 however signals a $1,742,372 increase to the Development (Capital) Levy. The estimated $28m funding required for base isolation, earthquake strengthening and linking to the Museum of the Robert McDougall Gallery is now proposed to be shared between the contributing local authorities rather than Christchurch City Council alone.

1.6. The total increase relating to the share to District Councils of the Robert McDougall Gallery work is $3.7m. Waimakariri District Council share increases by $1,742,372 to $3,798,037. This amount would be collected over three years from 2020/21 to 2022/23.

Attachment:

i. Canterbury Museum covering letter (Trim 190322038536)


2. **RECOMMENDATION**

THAT the Council:

(a) Receives report No 190322038521.

(b) Receives the draft Canterbury Museum Annual Plan for 2019/20;

(c) Delegates to the Mayor and Chief Executive to provide a submission to the Canterbury Museum.
3. BACKGROUND


3.2. Canterbury Museum is proposing to increase the operating levy by 5.0% for 2019/20, as signalled in the previous year. The draft Canterbury Museum Plan propose increases for the outer years to 2021/22 of 5.0%. These increases were previously signalled and are allowed for in the Council’s Long Term Plan.

Operating Levies for Future Years

3.3. The forecast total Operations levies for the next 3 years, as shown in the draft Canterbury Museum Annual Plan are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Forecast per 2019/20 draft annual plan</th>
<th>Revised Annual % Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/19</td>
<td>8,908,016</td>
<td>5.0%</td>
</tr>
<tr>
<td>2019/20</td>
<td>9,353,417</td>
<td>5.0%</td>
</tr>
<tr>
<td>2020/21</td>
<td>9,821,088</td>
<td>5.0%</td>
</tr>
<tr>
<td>2021/22</td>
<td>10,312,142</td>
<td>5.0%</td>
</tr>
<tr>
<td>2022/23</td>
<td>11,343,356</td>
<td>10.0%</td>
</tr>
<tr>
<td>2023/24</td>
<td>12,477,692</td>
<td>10.0%</td>
</tr>
<tr>
<td>2024/25</td>
<td>13,850,238</td>
<td>11.0%</td>
</tr>
<tr>
<td>2025/26</td>
<td>15,235,262</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

Overall cost of the project is $195m

3.4. Redevelopment portion is $101m and $94m is for base isolation and strengthening. The earliest opening of the new Canterbury Museum is July 2023. The funding is provided as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Forecast per 2019/20 draft annual plan</th>
<th>Revised Annual % Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Government</td>
<td>72.3 million</td>
<td>37%</td>
</tr>
<tr>
<td>Local Government</td>
<td>62.2 million</td>
<td>32%</td>
</tr>
<tr>
<td>Canterbury Museum fundraising</td>
<td>60.7 million</td>
<td>31%</td>
</tr>
<tr>
<td>Total Capital cost</td>
<td>195.2 million</td>
<td>100%</td>
</tr>
</tbody>
</table>

Cost sharing introduce for the Robert McDougal Gallery

3.5. Until now the cost of capital works relating to the Robert McDougall Gallery was to be funded by the Christchurch City Council. The current cost is estimated to be $28 million. Under the new methodology, the Council needs to include provision into its Long Term Plan to fund another $1,742,372 (its portion of the $3.7 million) for the revised funding methodology for the Robert McDougall capital work. The development levy would be collected over three years from 2020/21 to 2022/23.

3.6. Based on the Canterbury Museum draft Annual Plan, the Waimakariri District Council share of the Canterbury Museum Redevelopment will total $3,798,037, which is about 2% of the total cost.

4. ISSUES AND OPTIONS

4.1. The Council could:
4.1.1. Make a submission to the Canterbury Museum Trust Board stating that it supports (or in part) or objects the Draft Annual Plan; or


4.2. The Management Team has reviewed this report and supports the recommendations

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Canterbury Museum draft 2019/20 Annual Plan has been provided by the Canterbury Museum Trust Board for consultation.

The Contributing Authorities are Christchurch City Council (86.78%), Hurunui District Council (0.86%), Selwyn District Council (6.25%) and Waimakariri District Council (6.10%).

5.2. Wider Community

The change in funding and increased costs have not been consulted within the Long Term Plan. The extent of these costs are not significant in terms of the Significance and Engagement policy.

6. FINANCIAL IMPLICATIONS AND RISK

6.1. Financial Implications

The financial impacts of rating is shown below:

<table>
<thead>
<tr>
<th>Development (Capital) Levy</th>
<th>Year</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted Rates (including Robert McDougall)</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Rate Movement %</td>
<td>0.00%</td>
<td>4.35%</td>
<td>80.18%</td>
<td>7.68%</td>
<td>7.58%</td>
<td>2.30%</td>
<td>2.40%</td>
<td></td>
</tr>
<tr>
<td>Property Rate ($)</td>
<td>3.90</td>
<td>4.00</td>
<td>7.10</td>
<td>7.50</td>
<td>7.90</td>
<td>7.90</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Targeted Rates (draft Annual Plan)</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Rate Movement %</td>
<td>0.00%</td>
<td>2.30%</td>
<td>2.10%</td>
<td>2.20%</td>
<td>2.20%</td>
<td>2.30%</td>
<td>2.40%</td>
<td></td>
</tr>
<tr>
<td>Property Rate ($)</td>
<td>3.90</td>
<td>3.90</td>
<td>3.90</td>
<td>3.90</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional property rate</td>
<td>-</td>
<td>0.10</td>
<td>3.20</td>
<td>3.60</td>
<td>4.00</td>
<td>3.90</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>Total Rates</td>
<td>-</td>
<td>1.644</td>
<td>67.116</td>
<td>77.167</td>
<td>87.629</td>
<td>89.645</td>
<td>91.797</td>
<td></td>
</tr>
<tr>
<td>District Wide movement</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.09%</td>
<td>0.10%</td>
<td>0.10%</td>
<td>0.10%</td>
<td>0.10%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Levy</th>
<th>Year</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted Rates (including Robert McDougall)</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Rate Movement %</td>
<td>5.00%</td>
<td>5.00%</td>
<td>5.00%</td>
<td>10.00%</td>
<td>10.00%</td>
<td>11.00%</td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>Property Rate ($)</td>
<td>29.10</td>
<td>30.56</td>
<td>32.08</td>
<td>35.29</td>
<td>38.82</td>
<td>43.09</td>
<td>47.40</td>
<td></td>
</tr>
</tbody>
</table>

The increase in rates in 2022/23 and outer years is to allow for the increased depreciation that is required to be funded to be spread rather than having an immediate impact on the levy.

The Council currently has $772,500 in the Development Levy account to offset the $3.8 million share of cost, with the balance being debt funded.
6.2. Community Implications

There is additional rating costs associated with the change from year 2020/21.

6.3. Risk Management

There is inherent risk that the redevelopment, base isolation and strengthening exceeds budget e.g. change of scope and cost escalation.

Risk still exists for funding, although the Canterbury Museum is confident that their funding requests from Central Government will be successful.

6.4. Health and Safety

There are no significant matters identified.

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. Legislative references

Section 15 of the Canterbury Museum Act 1993 states:
“(3) The draft annual plan shall be referred to contributing authorities for a period of 6 weeks concluding no later than the 31st day of May in each year or such earlier date as agreed by mutual consultation with contributing authorities.

(4) The Board shall consider all submissions received in respect of the draft annual plan and amend it as considered appropriate prior to adoption by the Board no later than 2 weeks following the period referred to in subsection (3) of this section”.

Section 16 states:
(1) The levies proposed in the draft annual plan shall be deemed to have been approved by all contributing authorities and binding on them once the annual plan is adopted unless either the Christchurch City Council or 2 or more of the remaining contributing authorities give notice in writing objecting to the levies proposed therein during the period referred to in section 15(3) of this Act.

(2) Within 14 days of the receipt of such notice, the Board shall convene a meeting of all contributing authorities to be held not later than 1 month following that date referred to in section 15(3) of this Act.

(3) At that meeting each contributing authority may be represented by 1 delegate. The delegates attending the meeting shall hear such submissions as the Board may make in support of its budget and levy. The Christchurch City Council or not less than 3 other contributing authorities may resolve that the total levy be reduced to an amount being not less than the total levy made in respect of the previous year regarding levies states that the levies are binding on all contributing authorities once the annual plan is adopted, unless either the Christchurch City Council or 2 or more of the remaining councils object.

7.3. Community Outcomes

The work of the Canterbury Museum Trust Board contributes to the outcomes that:
- People have wide ranging opportunities for learning and being informed
- The community's cultures, arts and heritage are conserved and celebrated

7.4. Delegations

This is a matter that the Council is required to consider.

Jeff Millward
Manager Finance and Business Support
13 March 2019

Jim Palmer
Chief Executive Officer
Waimakariri District Council
Private Bag 1005
RANGIORA 7440

Tena koe Jim

Canterbury Museum draft Annual Plan for the year ending 30 June 2020

Please find enclosed the Canterbury Museum Trust Board draft Annual Plan for the year 1 July 2019 to 30 June 2020.

The overall level of operational levy requested from contributing local authorities for 2019/20 has not changed from the 5% which was advised in the draft budget distributed to your Council in December 2018.

The overall cost of the Museum Project has been revalidated by our consultant team including Quantity Surveyor, and has increased from the inflation-adjusted amount of $189m advised in December to $195.2m. This figure includes the cost of operating a temporary Museum elsewhere in Christchurch for the duration of the project. The funding of the base isolation, earthquake strengthening and linking to the Museum of the Robert McDougall Gallery is now proposed to be shared between the contributing local authorities rather than Christchurch City Council alone. A total amount of $3.7m towards this is requested from the District Councils, and spread over the three budget years from 2020/21 to 2022/23. Nigel Tecofsky has already alerted your financier manager to this change and our Chair, Nigel and myself are available to meet with you and your Mayor in advance of our presentation to your Council if this would assist.

As agreed with the contributing local authorities, this draft Annual Plan is referred to the contributing local authorities for a period of six weeks from Friday 15 March 2019 concluding on Friday 26 April 2019, under the terms of Section 15(3) of the Canterbury Museum Trust Board Act 1993. We seek your response prior to this latter date.
If you have any queries or require further explanation please contact either Nigel Tecofsky or myself.

With kind regards

Nga mihi

Anthony Wright
Director

cc  Jeff Millward, Manager Finance & Business Support, Waimakariri District Council
    Nigel Tecofsky, Finance & Services Manager, Canterbury Museum
Canterbury Museum
Draft Annual Plan

For the financial year
1 July 2019 to 30 June 2020

Draft approved by the Canterbury Museum Trust Board for referral to the contributing authorities under Section 15(3) of the Canterbury Museum Trust Board Act 1993.

11 March 2019
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</tr>
<tr>
<td>5. <strong>Summary of significant accounting policies</strong></td>
<td>16</td>
</tr>
<tr>
<td>6. <strong>Seven-year forecasts</strong></td>
<td>20</td>
</tr>
<tr>
<td>6.1. Introduction</td>
<td>20</td>
</tr>
<tr>
<td>6.2. Operations</td>
<td>21</td>
</tr>
<tr>
<td>6.3 Capital</td>
<td>22</td>
</tr>
<tr>
<td>6.4 Operations and capital levies</td>
<td>23</td>
</tr>
</tbody>
</table>
OUR CONTRACT – 2019/2020

We contract with our community to deliver these great things in return for our annual funding.

Our Visitors

We are committed to continuous improvement of customer service. We will warmly welcome and engage with at least 750,000 visitors, 95% or more of whom will value us as a satisfying or very satisfying visitor experience. We will maintain a sustainable, healthy, safe and secure facility and provide person-to-person access to collections or collections expertise.

Our Programmes

We will provide access to our rich treasures and stories by delivering education programmes to 30,000 individuals, and surprise, engage and challenge our visitors with public programmes targeted at 30,000 people and 10 special exhibitions raising awareness of wide ranging aspects of the Museum’s collections and knowledge.

Our Collections

We will provide improved care of and connection to our fantastic collections, we will database a further 111,000 of the two million authentic objects held in trust for future generations and we will process all approved loan requests.

Our People

Our commitment to being an accredited investor in People will guide us to achieving increased efficiency and value for money through improved systems, developing community connections, well planned learning and development, seeking innovative ways to work, being consciously customer focused and fostering a sustainable, healthy and fun Museum environment.

Our Research

We will commission research about our visitors and their wants and needs to help shape future programming and to drive continuous improvement. We will underpin our programmes with trusted scholarship and publish 18 peer-reviewed scientific and human history papers as well as deliver 14 conference papers.

Operating budget 2019/2020

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levy</td>
<td>9,353,417</td>
<td>Employment remuneration</td>
</tr>
<tr>
<td>Commercial activities</td>
<td>1,707,851</td>
<td>Collections Registration &amp; Curatorial</td>
</tr>
<tr>
<td>Donations and grants</td>
<td>463,161</td>
<td>Public Programmes</td>
</tr>
<tr>
<td></td>
<td><strong>11,524,428</strong></td>
<td>Communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Depreciation</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>11,568,872</strong></td>
</tr>
<tr>
<td>Net deficit from operating activities</td>
<td><strong>(44,444)</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. Introduction

The Canterbury Museum Trust Board maintains, develops and operates the Canterbury Museum at Rolleston Avenue, Christchurch, New Zealand. The objectives of Canterbury Museum as expressed in the Canterbury Museum Trust Board Act 1993 are:

- To collect, preserve, act as a regional repository for, research, display and otherwise make available to the people of the present and future, material and information relating to the natural and cultural heritage of New Zealanders
- To promote interest and education in the natural and cultural heritage of New Zealanders
- To place particular emphasis on those activities as they relate to the greater Canterbury region, the Antarctic and Subantarctic, and where appropriate, their relationships in a wider global context.

In 2016 the Canterbury Museum Trust Board approved a Strategic Plan to be implemented through successive annual plans.

This Annual Plan presents the Board’s operational and developmental priorities for the year 2019/20.

The Board acknowledges the ongoing major financial support of Christchurch City Council, Hurunui District Council, Selwyn District Council, Waimakariri District Council, the New Zealand Government, Mason Foundation, Marsden Fund, R S Allan Memorial Fund and Friends of the Canterbury Museum.

1.1 Executive summary

Principal activities to be carried out by the Museum during 2019/20 appear in the Performance Objectives (Section 3) and are summarised below.

Our visitors
- Achieve visitor numbers of 750,000 and maintain a highly-rated visitor experience.
- Ensure visitors remain in a safe environment with no notifiable events.

Our programmes
- Develop, deliver and evaluate 10 special exhibitions, education programmes to 30,000 individuals and public programmes to 30,000 people.
- Maintain or increase current levels of activity in other operational areas, eg responding to enquiries, delivering lectures and field trips, publishing articles and participating in external organisations.

Our collections
- Expand the major task of computerised databasing and verification of all two million objects held by the Museum.
- Continue to make collections more accessible by adding records and images to Collections Online.

Our research
- Research and produce papers for the Records of the Canterbury Museum and other publications.
- Present research papers at conferences and continue to maintain adjunct positions in allied research institutions.

Our people and working environment
- Project-manage planning for The Museum Project and support development of Ravenscar House.
- Retain commitment to the Investors in People International Standard, and maintain our Platinum accreditation to the standard.
1.2  Canterbury Museum Vision and Values Statement

Our Museum

Celebrating Canterbury, discovering the world. For us and our children after us.

Waitaha-kōawa-rau, ka whakanui; Te-ao-whānui, ka tūhuratia. Mā tātou ko ngā uri e whai ake nei

What we do   Ko te wāhi ki a mātou

Canterbury Museum acquires and cares for world-wide collections of human and natural history, with a focus on Canterbury and the Antarctic.

Access to these collections drives research, inspires learning and ignites imagination through stories that surprise and delight our visitors.

The principles we live by   Ō Mātou Tikanga

We ENGAGE positively with our visitors.

We work COLLABORATIVELY with each other and with or communities.

We are ACCOUNTABLE for what we do.

We always act with INTEGRITY.
1.3 The Museum organisation

Canterbury Museum is governed by the Canterbury Museum Trust Board. The appointment of trustees and the Board’s responsibilities are set out in the Canterbury Museum Trust Board Act 1993.

It is anticipated that at the beginning of the 2019/20 financial year there will be 80 full-time equivalent (FTE) establishment and fixed term staff:

<table>
<thead>
<tr>
<th>Directorate</th>
<th>2.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications, Projects Office and Finance &amp; Services</td>
<td>5.60</td>
</tr>
<tr>
<td>Public Programmes</td>
<td>33.73</td>
</tr>
<tr>
<td>Collections Registration &amp; Curatorial</td>
<td>38.30</td>
</tr>
</tbody>
</table>

Due to the high level of rostering in front-of-house positions the 80 FTE is represented by approximately 89 staff.
1.5 Ravenscar House

Mr Jim and Dr Susan Wakefield through the Ravenscar Trust are building a permanent house with a focus on New Zealand fine arts, sculpture, decorative arts, and designer furniture and classical antiquities at 52 Rolleston Avenue and will gift it to the people of Christchurch through Canterbury Museum. The gifting of the house complies with the objectives of the Canterbury Museum to:

- collect, preserve, act as a regional repository for, research, display and otherwise make available to the people of the present and future, material and information relating to the natural and cultural heritage of New Zealanders; and
- promote interest and education in the natural and cultural heritage of New Zealanders.

Canterbury Museum has a strong design theme in its collections and programming and will benefit from a purpose-built facility in which to exhibit and promote these in the future. The development will be an additional facility for the Museum and will enhance and complement any future redevelopment of parts of the Museum’s current site.

The Christchurch City Council has gifted the 2,450 sq. metre site at Rolleston Avenue to the Museum subject to resource consents and construction within five years of the transfer.

The Museum has agreed to contribute $1m to the capital costs of the development.

The Ravenscar House will be largely self-financing through ticketed entry, car parking revenue and other income. The Museum will support the operation from its existing staff and resources.

The Ravenscar Trust started construction in early 2019 with the building opening to the public in 2020/21.
2. **Requirements of the Canterbury Museum Trust Board Act 1993**

Section 15 of the Canterbury Museum Trust Board Act 1993 requires that:

(1) The Board shall prepare and adopt, for each financial year ending with 30 June, an annual plan which outlines:

(a) In particular terms for the financial year in which the plan is adopted and in general terms for each of the following two financial years:

(i) The intended significant policies and objectives of the Board
   These are outlined in Sections 1 and 5. A detailed Operating (Policy and Procedures) Manual is available for inspection at the office of the Director.

(ii) The nature and scope of significant activities to be undertaken
   These are outlined in Section 3.

(iii) Performance objectives together with performance targets and other measures by which performance may be judged in relation to the objectives
   These are set out in Section 3.

(b) In particular terms for the financial year in which the report is adopted, and in general terms for each of the following two financial years, in total and for each significant activity of the Board:

(i) The indicative costs, including an allowance for depreciation of plant
   These are set out in Section 4.

(ii) The sources of funds and the amount of any proposed levies
   These are set out in Section 4.

(2) The plan shall include an explanation of any significant changes between policies, objectives and activities, and performance targets specified in the plan as being those for the financial year in which the plan is adopted and those specified in the plan for the immediately preceding financial year as being those for the financial year in which the plan is adopted.

There are no significant changes between the objectives, activities and performance targets specified in the plan as between those in this 2019/20 financial year and those for the immediately preceding 2018/19 financial year. The Museum will continue to fulfil the current year (2018/19) objectives.

(3) The draft annual plan shall be referred to contributing authorities for a period of six weeks concluding no later than 31 May in each year or such earlier date as agreed by mutual consultation with contributing authorities.

This draft annual plan is referred to the contributing Local Authorities for a period of six weeks from Friday 15 March 2019 concluding on Friday 26 April 2019.

(4) The Board shall consider all submissions received in respect of the draft annual plan and amend it as considered appropriate prior to adoption by the Board no later than two weeks following the period referred to in subsection (3) of section 15.

(5) A copy of the annual plan, when adopted, shall forthwith be sent to each contributing local authority.

Section 16 of the Canterbury Museum Trust Board Act 1993 requires that:

(1) The levies proposed in the draft annual plan shall be deemed to have been approved by all contributing authorities and binding on them once the annual plan is adopted unless either the Christchurch City Council or 2 or more of the remaining contributing authorities give notice in writing objecting to the levies proposed therein during the period referred to in section 15(3).

(2) Within 14 days of the receipt of such notice, the Board shall convene a meeting of all contributing authorities to be held not later than 1 month following that date referred to in Section 15(3) of this Act.

(3) At that meeting each contributing authority may be represented by 1 delegate. The delegates attending the meeting shall hear such submissions as the Board may make in support of its budget and levy. The Christchurch City Council or not less than 3 other contributing authorities may resolve that the total levy be reduced to an amount being not less than the total levy made in respect of the previous year.
3. **2019/20 performance objectives**

Recognising our commitment to continuous improvement of customer service the following performance objectives describe the principal activities to be carried out by the Museum during the 2019/20 year.

In addition, there will be many other activities furthering the overall objectives of the Museum contained in the 2019/20 Performance Plans of individual staff members.

**Assumptions:**
- Project earliest start of detailed design of January 2020
- Earliest opening of redeveloped Museum in July 2023

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Our visitors</td>
<td></td>
</tr>
<tr>
<td>1.1 Achieve visitor numbers</td>
<td>750,000</td>
</tr>
<tr>
<td>1.2 Achieve operational surplus for Quake City</td>
<td>$250,000</td>
</tr>
<tr>
<td>1.3 Achieve visitor donations</td>
<td>$165,000</td>
</tr>
<tr>
<td>1.4 Achieve % of visitors rating their Museum experience as satisfied or very satisfied</td>
<td>≥ 95%</td>
</tr>
<tr>
<td>1.5 Ensure staff have completed relevant customer service training</td>
<td>95%</td>
</tr>
<tr>
<td>1.6 Ensure the Museum’s occupants remain in a safe environment where there are zero Notifiable Events</td>
<td></td>
</tr>
<tr>
<td>1.7 Provide access to collections or collections expertise in response to 98% of requests (total number to be reported)</td>
<td>98%</td>
</tr>
<tr>
<td>2. Our programmes</td>
<td></td>
</tr>
<tr>
<td>2.1 Develop, deliver and evaluate 10 special exhibitions</td>
<td>10</td>
</tr>
<tr>
<td>2.2 Tour an exhibit to the three contributing district council areas to reach a visitor target of</td>
<td>200,000</td>
</tr>
<tr>
<td>2.3 Achieve 30,000 individuals receiving a Museum education programme delivered either by Museum staff or their own teacher (including 16,000 school students)</td>
<td>30,000 (16,000)</td>
</tr>
<tr>
<td>2.4 Achieve 30,000 individuals engaging in a Museum delivered public programme</td>
<td>30,000</td>
</tr>
<tr>
<td>2.5 Achieve paid admissions to Discovery and maintain 500 memberships of Museum Explorer Club</td>
<td>50,000 (500 members)</td>
</tr>
<tr>
<td>2.6 Answer 100% of external written/phone/email enquiries within 5 working days (total number to be reported)</td>
<td>100% (Total number)</td>
</tr>
<tr>
<td>2.7 Achieve 700 media hits (print, broadcast and on-line media)</td>
<td>700</td>
</tr>
<tr>
<td>2.8 Actively participate in professional associations/external bodies</td>
<td>45</td>
</tr>
<tr>
<td>2.9 Provide outreach advice &amp; support to other Canterbury museums and related organisations (number of interactions)</td>
<td>200</td>
</tr>
<tr>
<td>3. Our collections</td>
<td></td>
</tr>
<tr>
<td>3.1 100% of newly offered objects processed, with a maximum of 9,500 acquired, added to the database and fully verified</td>
<td>100%</td>
</tr>
<tr>
<td>3.2 Create new inventory records and check and verify new and existing Vernon records</td>
<td>111,000</td>
</tr>
<tr>
<td>3.3 Create and fully verify Vernon records for the Peter Johns Collection</td>
<td>35,000</td>
</tr>
<tr>
<td>3.4 Process 100% of all approved loan requests (total number of objects loaned)</td>
<td>100%</td>
</tr>
<tr>
<td>3.5 Make collections more accessible by adding records and images to Collections Online</td>
<td>10,000</td>
</tr>
</tbody>
</table>
4. Our research

4.1 Peer reviewed research papers accepted for publication 18
4.2 Peer review external articles or supervise theses 45
4.3 Publish one volume of Records of the Canterbury Museum 1
4.4 Present conference papers 14
4.5 Adjunct positions held in research institutions 5
4.6 Undertake professional visitor survey research to drive continuous improvement Achieve

5. Our people and working environment

5.1 Maintain an up-to-date project plan and project-manage planning for The Museum Project Achieve
5.2 Support the development of the Ravenscar House project Achieve
5.3 Maximise return on investment funds within the Museum’s Investment Policy 3.74%
5.4 Achieve audit with only qualification being agreed departure from accounting standards as regards valuation and capitalisation of heritage assets Achieve
5.5 Achieve an end-of-year financial result within budget Achieve
5.6 Achieve learning and development hours 3,400
5.7 Maintain a healthy, safe and secure facility by completing all cyclical maintenance and achieving Building Warrant of Fitness Monthly
5.8 Reduce general waste by recycling at least 90% of recyclable material 90%
5.9 Retain accreditation as an Investor in People - Platinum Achieve
4. Budget

4.1 Introduction

The level of operational levy increase requested from contributing local authorities is 5%.

The net deficit forecast for the 2019/20 financial year is ($44,444).

The Museum has highlighted that due to the effect of the increasing visitor numbers (approx. 120,000 over the past three years) and the ageing facilities requiring constant maintenance or replacement, the forecast increase of 5% for 2019/20 is required. The following assumptions have also been made in the draft 2019/20 operations budget:

- An operating expense inflationary adjustment of 2.0% has been applied
- An inflationary adjustment and the standard promotion allowances made to remuneration expenses
- Additional data-entry roles for the Lottery-funded Standish and Preece project, who are documenting and cataloguing the photographic images
- Additional roles for the Inventory Team, who are documenting and cataloguing the collections in preparation for redevelopment / moving collections
- Additional repairs and maintenance budgets for ageing (and failing) building and services
- Additional allowance has been made for offsite storage and repatriation costs
- The entire Museum security system required an upgrade due to failures and inability to cope with the increased requirements, as well as the relocation and upgrade of Quake City. Both of these items were outside our normal capital expenditure budgets and resulted in significant increases to our funded depreciation budget.

A capital contribution for the Ravenscar House project has been included for 2020/21 and a provision in the following year. Operational budgets for the forecast opening in 2020/21 have not been included at this stage, however it is expected to be largely self-financing through ticketed entry, car parking revenue and other income.

Overhead and administration expenses are allocated to each division of Curatorial & Collections Registration, Public Programmes and Communications based on staff numbers.

Collection acquisitions which are funded by way of bequests and the interest income on these bequests are shown separately in the operational budget. The earthquake insurance claim income and remedial expenses are also shown as non-operating budget figures (Section 4.2).

Budgeted capital grants are recognised as the project expenditure is incurred (Section 4.3).

A detailed breakdown of revenue, expense and depreciation items is provided in the notes to the operational and capital budgets (Section 4.4).
### 4.2 Operational budget

#### CANTERBURY MUSEUM TRUST BOARD

**Operational budget**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating levy</td>
<td>8,306,315</td>
<td>8,908,016</td>
<td>9,353,417</td>
<td>9,821,088</td>
<td>10,312,142</td>
</tr>
<tr>
<td>Debt servicing ex gratia</td>
<td>177,508</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total levy and ex gratia</td>
<td>8,483,823</td>
<td>8,908,016</td>
<td>9,353,417</td>
<td>9,821,088</td>
<td>10,312,142</td>
</tr>
<tr>
<td>Commercial activities</td>
<td>1,452,008</td>
<td>1,707,851</td>
<td>1,507,576</td>
<td>1,487,695</td>
<td></td>
</tr>
<tr>
<td>Donations and grants</td>
<td>463,161</td>
<td>248,087</td>
<td>203,572</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating revenue and funded depreciation</td>
<td>12,479,845</td>
<td>10,768,826</td>
<td>11,524,428</td>
<td>11,576,751</td>
<td>12,003,410</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee remuneration</td>
<td>4,642,886</td>
<td>5,265,621</td>
<td>5,796,394</td>
<td>5,944,068</td>
<td>6,213,513</td>
</tr>
<tr>
<td>Collections Registration and Curatorial</td>
<td>1,222,601</td>
<td>1,479,895</td>
<td>1,499,861</td>
<td>1,571,852</td>
<td></td>
</tr>
<tr>
<td>Public Programmes</td>
<td>2,820,085</td>
<td>2,572,546</td>
<td>2,631,961</td>
<td>2,751,215</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>247,981</td>
<td>327,038</td>
<td>332,805</td>
<td>342,834</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,319,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td>9,643,514</td>
<td>10,917,186</td>
<td>11,568,872</td>
<td>11,721,195</td>
<td>12,198,913</td>
</tr>
<tr>
<td><strong>Net surplus/(deficit)</strong></td>
<td>2,836,331</td>
<td>(148,361)</td>
<td>(44,444)</td>
<td>(144,444)</td>
<td>(195,504)</td>
</tr>
<tr>
<td><strong>Net capital budget</strong></td>
<td>1,211,976</td>
<td>16,225,650</td>
<td>17,418,000</td>
<td>53,212,500</td>
<td>52,669,500</td>
</tr>
</tbody>
</table>

### 4.3 Capital budget

#### CANTERBURY MUSEUM TRUST BOARD

**Capital budget**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ravenscar House</td>
<td>663,879</td>
<td>700,000</td>
<td>700,000</td>
<td>800,000</td>
<td>900,000</td>
</tr>
<tr>
<td>Asset replacement/gallery redevelopment reserve</td>
<td>548,097</td>
<td>600,650</td>
<td>693,000</td>
<td>(487,500)</td>
<td>419,500</td>
</tr>
<tr>
<td>Fixed asset expenditure</td>
<td>1,211,976</td>
<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,819,500</td>
</tr>
<tr>
<td>Museum Project works</td>
<td>-</td>
<td>14,925,000</td>
<td>16,025,000</td>
<td>51,900,000</td>
<td>50,850,000</td>
</tr>
<tr>
<td><strong>Net capital budget</strong></td>
<td>1,211,976</td>
<td>16,225,650</td>
<td>17,418,000</td>
<td>53,212,500</td>
<td>52,669,500</td>
</tr>
</tbody>
</table>
### 4.4 Notes to the operational and capital budgets

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Commercial activities (exchange transactions)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discovery income</td>
<td>88,734</td>
<td>91,457</td>
<td>91,457</td>
<td>93,286</td>
<td>95,151</td>
</tr>
<tr>
<td>Lease income</td>
<td>149,114</td>
<td>151,600</td>
<td>154,100</td>
<td>156,750</td>
<td>159,453</td>
</tr>
<tr>
<td>Café income</td>
<td>-</td>
<td>1,481</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Image Service income</td>
<td>15,613</td>
<td>5,000</td>
<td>5,000</td>
<td>5,100</td>
<td>5,202</td>
</tr>
<tr>
<td>Exhibitions income</td>
<td>4,544</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Special exhibition income</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other trading income</td>
<td>835,518</td>
<td>503,952</td>
<td>757,294</td>
<td>772,440</td>
<td>787,889</td>
</tr>
<tr>
<td>Realised gain/(loss) on sale of investments</td>
<td>985,992</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unrealised gain/(loss) on sale of investments</td>
<td>19,747</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest on operating funds</td>
<td>979,304</td>
<td>610,000</td>
<td>610,000</td>
<td>380,000</td>
<td>330,000</td>
</tr>
<tr>
<td>Dividends on operating funds</td>
<td>3,278,581</td>
<td>1,452,008</td>
<td>1,707,851</td>
<td>1,507,576</td>
<td>1,487,695</td>
</tr>
<tr>
<td><strong>2 Donations and grants (non-exchange transactions)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations admission</td>
<td>167,721</td>
<td>165,000</td>
<td>170,000</td>
<td>110,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Donations and bequests</td>
<td>20,086</td>
<td>11,000</td>
<td>11,000</td>
<td>11,220</td>
<td>11,444</td>
</tr>
<tr>
<td>Grants</td>
<td>529,634</td>
<td>232,801</td>
<td>282,161</td>
<td>126,867</td>
<td>102,128</td>
</tr>
<tr>
<td><strong>3 Collections Registration &amp; Curatorial</strong></td>
<td></td>
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<tr>
<td>Collections Registration</td>
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<td>484,512</td>
<td>699,558</td>
<td>709,642</td>
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<td>Curatorial</td>
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<td>738,089</td>
<td>780,337</td>
<td>790,219</td>
<td>830,983</td>
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<td><strong>4 Public Programmes</strong></td>
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<tr>
<td>Customer Experience &amp; Education</td>
<td>585,526</td>
<td>789,768</td>
<td>589,817</td>
<td>597,135</td>
<td>628,607</td>
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<td>Exhibitions</td>
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<td>780,855</td>
<td>759,254</td>
<td>790,442</td>
<td>837,821</td>
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<td>Building Operations / Security</td>
<td>1,172,833</td>
<td>1,249,462</td>
<td>1,223,474</td>
<td>1,244,385</td>
<td>1,284,788</td>
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<td><strong>5 Communications</strong></td>
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<tr>
<td>Communications</td>
<td>247,981</td>
<td>308,230</td>
<td>327,038</td>
<td>332,805</td>
<td>342,834</td>
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<td><strong>6 Depreciation</strong></td>
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<tr>
<td>Buildings</td>
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<td>770,000</td>
<td>770,000</td>
<td>770,000</td>
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<td>Building systems / plant</td>
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<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
<td>22,000</td>
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<tr>
<td>Security</td>
<td>15,889</td>
<td>160,000</td>
<td>215,000</td>
<td>230,000</td>
<td>250,000</td>
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<tr>
<td>Exhibition galleries</td>
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<td>85,000</td>
<td>130,000</td>
<td>42,000</td>
<td>26,000</td>
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<td>Front of house fixed facilities</td>
<td>8,686</td>
<td>6,000</td>
<td>3,000</td>
<td>2,000</td>
<td>2,000</td>
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<tr>
<td>Collection stores</td>
<td>59,243</td>
<td>54,000</td>
<td>52,000</td>
<td>51,000</td>
<td>52,000</td>
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<tr>
<td>Back of house fixed facilities</td>
<td>3,076</td>
<td>650</td>
<td>8,000</td>
<td>7,500</td>
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<tr>
<td>Furniture fittings and equipment</td>
<td>110,000</td>
<td>100,000</td>
<td>110,000</td>
<td>105,000</td>
<td>105,000</td>
</tr>
<tr>
<td>Information technology and audio visual</td>
<td>118,721</td>
<td>110,000</td>
<td>90,000</td>
<td>85,000</td>
<td>85,000</td>
</tr>
<tr>
<td>Museum Redevelopment Project</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>7 Capital grants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Grants</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Capital Grants are only recognised when the project expenditure has been spent.
### 8 Income

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Levies</td>
<td>8,483,823</td>
<td>8,908,016</td>
<td>9,353,417</td>
<td>9,821,088</td>
<td>10,312,142</td>
</tr>
<tr>
<td>Grants</td>
<td>529,634</td>
<td>232,801</td>
<td>282,161</td>
<td>126,867</td>
<td>102,128</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>-</td>
<td>14,925,000</td>
<td>16,025,000</td>
<td>51,900,000</td>
<td>50,850,000</td>
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<tr>
<td>Bequest income</td>
<td>563,067</td>
<td>285,000</td>
<td>300,000</td>
<td>320,000</td>
<td>340,000</td>
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<tr>
<td>Donations admission</td>
<td>167,721</td>
<td>165,000</td>
<td>170,000</td>
<td>110,000</td>
<td>90,000</td>
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<tr>
<td>Donations and bequests</td>
<td>20,086</td>
<td>11,000</td>
<td>11,000</td>
<td>11,220</td>
<td>11,444</td>
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<td>Trading activities</td>
<td>1,985,004</td>
<td>752,008</td>
<td>1,007,851</td>
<td>1,027,576</td>
<td>1,047,695</td>
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<tr>
<td>Interest</td>
<td>979,304</td>
<td>610,000</td>
<td>610,000</td>
<td>380,000</td>
<td>330,000</td>
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<tr>
<td>Interest on trust and bequest fund</td>
<td>475,226</td>
<td>250,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
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<tr>
<td>Dividends</td>
<td>198,534</td>
<td>90,000</td>
<td>90,000</td>
<td>100,000</td>
<td>110,000</td>
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<tr>
<td>Unrealised gain/(loss) on sale of investments</td>
<td>985,992</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Realised gain/(loss) on sale of investments</td>
<td>19,747</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Earthquake insurance claims</td>
<td>14,440,772</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Total income</strong></td>
<td>27,958,910</td>
<td>26,228,826</td>
<td>28,349,428</td>
<td>64,296,751</td>
<td>63,693,410</td>
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### Expenses

<table>
<thead>
<tr>
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<tr>
<td>ACC levies</td>
<td>12,030</td>
<td>30,998</td>
<td>34,716</td>
<td>35,410</td>
<td>36,119</td>
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<td>Audit fees</td>
<td>39,000</td>
<td>40,326</td>
<td>41,132</td>
<td>41,955</td>
<td>42,794</td>
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<td>Building services</td>
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<td>378,272</td>
<td>385,838</td>
<td>393,554</td>
<td>401,425</td>
</tr>
<tr>
<td>Board expenses</td>
<td>41,708</td>
<td>17,580</td>
<td>27,932</td>
<td>28,491</td>
<td>29,060</td>
</tr>
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<td>Books and journals</td>
<td>15,493</td>
<td>22,000</td>
<td>22,000</td>
<td>22,440</td>
<td>22,889</td>
</tr>
<tr>
<td>Café purchases</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cleaning</td>
<td>269,277</td>
<td>240,000</td>
<td>244,800</td>
<td>249,696</td>
<td>254,690</td>
</tr>
<tr>
<td>Collection acquisitions</td>
<td>405,534</td>
<td>829,362</td>
<td>830,150</td>
<td>805,953</td>
<td>806,772</td>
</tr>
<tr>
<td>Depreciation</td>
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<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,319,500</td>
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<tr>
<td>Earthquake remedial expenses</td>
<td>652,188</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Equipment</td>
<td>37,489</td>
<td>35,781</td>
<td>27,497</td>
<td>28,047</td>
<td>28,608</td>
</tr>
<tr>
<td>Exhibition expenses</td>
<td>362,894</td>
<td>387,978</td>
<td>415,237</td>
<td>442,542</td>
<td>412,481</td>
</tr>
<tr>
<td>Heat, light and power</td>
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<td>232,277</td>
<td>245,923</td>
<td>250,841</td>
<td>255,858</td>
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<td>Human resources support</td>
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<td>32,694</td>
<td>33,348</td>
<td>34,015</td>
<td>34,695</td>
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<tr>
<td>Insurance</td>
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<td>521,594</td>
<td>532,026</td>
<td>552,026</td>
<td>572,026</td>
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<tr>
<td>Interest on loans</td>
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<tr>
<td>IT expenses</td>
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<td>53,968</td>
<td>55,047</td>
<td>56,148</td>
<td>57,271</td>
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<td>Legal fees</td>
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<td>37,894</td>
<td>38,652</td>
<td>39,425</td>
<td>23,321</td>
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<td>Management expenses</td>
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<td>50,677</td>
<td>53,691</td>
<td>54,765</td>
<td>55,860</td>
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<td>Marketing and public relations</td>
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<td>301,112</td>
<td>307,134</td>
<td>313,277</td>
<td>285,757</td>
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<td>Operational expenses</td>
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<td>677,231</td>
<td>763,436</td>
<td>778,705</td>
<td>750,582</td>
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<td>Postage and freight</td>
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<td>6,971</td>
<td>7,110</td>
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<td>Rates</td>
<td>31,113</td>
<td>12,734</td>
<td>12,989</td>
<td>13,249</td>
<td>13,514</td>
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<td>Recruitment</td>
<td>35,656</td>
<td>27,469</td>
<td>28,019</td>
<td>28,579</td>
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<td>Remuneration</td>
<td>4,563,914</td>
<td>5,159,915</td>
<td>5,736,027</td>
<td>5,882,494</td>
<td>6,133,230</td>
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<tr>
<td>Repairs and maintenance</td>
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<td>110,404</td>
<td>172,612</td>
<td>176,064</td>
<td>179,586</td>
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<td>Staff expenses</td>
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<td>74,708</td>
<td>76,046</td>
<td>77,567</td>
<td>79,118</td>
</tr>
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<td>Staff training</td>
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<td>96,887</td>
<td>98,825</td>
<td>100,801</td>
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<td>Stationery</td>
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<td>26,530</td>
<td>27,061</td>
<td>27,602</td>
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<td>Strategic development</td>
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<td>685,709</td>
<td>483,047</td>
<td>492,708</td>
<td>750,000</td>
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<tr>
<td>Telephone and tolls</td>
<td>15,641</td>
<td>25,464</td>
<td>25,973</td>
<td>26,493</td>
<td>27,023</td>
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<tr>
<td><strong>Total expenses</strong></td>
<td>10,295,702</td>
<td>11,417,186</td>
<td>12,119,268</td>
<td>12,272,598</td>
<td>12,733,867</td>
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</table>

### Net surplus

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</thead>
<tbody>
<tr>
<td>Net surplus</td>
<td>17,663,208</td>
<td>14,811,639</td>
<td>16,230,161</td>
<td>52,024,153</td>
<td>50,959,542</td>
</tr>
</tbody>
</table>

### 9 Fixed asset expenditure

The fixed asset expenditure is equal to the depreciation expense which is funded by the operating levy.
5. Summary of significant accounting policies

A) REPORTING ENTITY
The Canterbury Museum Trust Board (the "Museum") is a non-profit-making permanent institution, founded by the people of Canterbury for the service and development of their community with a particular responsibility for the natural and cultural heritage of the wider Canterbury region. The Museum is created under the Canterbury Museum Trust Board Act 1993 and is a charitable organisation registered under the Charities Act 2005. It is located at Rolleston Avenue, Christchurch, New Zealand. These financial statements are for the reporting entity, Canterbury Museum Trust Board, and are prepared pursuant to Section 28 of the Canterbury Museum Trust Board Act 1993.

B) MEASUREMENT BASE
The Museum followed the accounting principles recognised as appropriate for the measurement and reporting of surplus and financial position on a historical cost basis, as modified by the fair value measurement of certain items of property, plant and equipment and available-for-sale financial assets.

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP"). They comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable Financial Reporting Standards as appropriate that have been authorised for use by the External Reporting Board for Public Sector entities, with the exception of PBE IPSAS 17 'Heritage Assets' as stated in Note 1(d)(viii). For the purposes of complying with NZ GAAP, the Museum is a public benefit not-for-profit entity and is eligible to apply Tier 2 Public Sector PBE IPSAS on the basis that it does not have public accountability and it is not defined as large. The financial statements have been prepared in accordance with Tier 2 PBE standards and the Museum has taken advantage of all applicable Reduced Disclosure Regime (RDR) concessions. The information is presented in New Zealand dollars, which is the Museum's functional and presentation currency.

Changes in accounting policy
The accounting policies adopted in these financial statements are consistent with those of the previous reporting period.

C) JUDGEMENT AND ESTIMATION UNCERTAINTY
The preparation of financial statements of necessity involves judgement and estimation. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable. Actual results may differ from these estimates. The key sources of estimation that have had the most significant effect on the amounts recognised in the financial statements are presented in Note 18.

D) SPECIFIC ACCOUNTING POLICIES
The following specific accounting policies which materially affect the measurement of surplus and financial position have been applied consistently to both reporting periods:

i) Revenue
Revenue is recognised to the extent that it is probably that the economic benefit will flow to the Museum and revenue can be reliably measured. Revenue is measured when earned at the fair value of consideration received or receivable. The following specific recognition criteria must be met before revenue is recognised.

Revenue from non-exchange transactions
Local authority operating levies
Local authority operating levies are recognised as revenues when levied.

Grants and donations
Grants and donations, including Government grants, are recognised as revenue when received. When there are conditions attached which require repayment of the grants and donations if they are not met, revenues are recognised when the conditions for their use are met. Where there are unfulfilled conditions attached to the revenue, the amount relating to the unfulfilled condition is recognised as a liability and released to revenue as the conditions are fulfilled.

Bequests
Bequests are recognised in the income statement upon receipt. Where contributions recognised as
revenue during the reporting period were obtained on the restriction that they be expended in a particular manner or used over a particular period, and those restrictions were undischarged as at the reporting date, the amounts pertaining to those undischarged restrictions are transferred to trust and bequests reserve in equity and the nature of such restrictions are disclosed in the notes to the financial statements.

**Capital donation**
Capital donations are recognised as non-operating revenue when received.

**Revenue from exchange transactions**

**Discovery income, image service income and other revenues**
Discovery income, image service income and other operating revenues are recognised when services have been performed.

**Lease income**
Revenue is recognised on a straight-line basis over the rental period. The Museum Store lease agreement is reviewed and renewed annually. The Museum Café lease is for two years with a one year right of renewal.

**Interest income**
Interest is recognised in the income statement as it accrues using the effective interest rate method.

**Dividend income**
Dividends from investments are recognised when the shareholder's rights to receive payment have been established.

**Recognition of insurance claims**
Where some or all of the expenditure required to repair or replace damaged property, plant and equipment is expected to be reimbursed by another party, typically from the Museum’s insurance provider, such insurance claim monies shall be recognised when, and only when, it is virtually certain that reimbursement will be received. The criteria for virtually certain is met when there is an unconditional right to receive payment.

ii) **Budget figures.** The budget figures are from the Canterbury Museum Trust Board Annual Plan that was approved by the Board at its meeting on 8 May 2017. Budget figures have been prepared in accordance with PBE IPSAS, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

iii) **Offsetting of income and expenses.** Income and expenses are not offset unless required or permitted by an accounting standard. Items of income and expenses are offset when offsetting reflects the substance of the transaction or other event. In addition, gains or losses arising from a group of similar transactions are reported on a net basis, unless items of gains or losses are material, in which case they are reported separately.

iv) **Income tax.** The Museum has charitable status and accordingly no taxation expense or liability is recognised in the financial statements.

v) **Cash and cash equivalents.** Cash and cash equivalents include cash on hand, cash in banks and short-term deposits with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

vi) **Debtors.** Debtors are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the Museum will not be able to collect all receivables. The amount of the provision is the difference between the asset’s carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The provision, if any, is recognised in the income statement.

vii) **Financial instruments.** Financial instruments are transacted on a commercial basis to derive an interest yield/cost with terms and conditions having due regard to the nature of the transaction and the risks involved. All financial instruments are accounted for on a settlement basis. They are classified in one of the following categories at initial recognition: loans and receivables, financial assets and financial liabilities at fair value through comprehensive income, available-for-sale financial assets, held-to-maturity investments, and other financial liabilities.
Loans and receivables
Assets in this category are non-derivative financial assets with fixed determinable payments that are not quoted in an active market. They include:
- cash and cash equivalents (refer to item v above)
- debtors (refer to item vi above)
- accrued interest income (refer to item i above)

Available for sale financial assets
Assets and liabilities in this category are those non-derivative financial assets that are designated as available for sale or are not classified as loans and receivables, held-to-maturity investments or financial assets at fair value through surplus or deficit. Assets in this category include investments in equity instruments. The fair value of these instruments are based on quoted market prices.

Held-to-maturity investments
Assets in this category are measured at amortised cost. The Museum has classified its bank term deposits and fixed term investments as held-to-maturity investments.

Other financial liabilities
This category includes all financial liabilities other than those at fair value through comprehensive income. Liabilities in this category are measured at amortised cost. They represent:
- liabilities for goods and services provided to the Museum prior to the end of the reporting period that are unpaid and arise when the Museum becomes obliged to make future payments. These amounts are unsecured.
- term loan with determinable repayment terms and interest rate. This loan is unsecured.

Other financial liabilities include:
- creditors
- employee entitlements (refer to item ix below)
- grants received in advance (refer to item i above)
- retirement gratuity (refer to item ix below)
- term loans

viii) Property, plant and equipment. All property, plant and equipment are stated at cost less accumulated depreciation and impairment. Cost includes expenditure that is directly attributable to the acquisition of the item. Repairs and maintenance are charged against income as incurred. Depreciation is calculated on a straight-line basis, except for land, so as to write off the net cost amount of each asset over its expected useful life to its estimated residual value. Land is not depreciated.

viii) Property, plant and equipment (continued)
The Board reviews depreciation rates and adjusts them to more appropriately reflect the consumption of economic benefits. The depreciation rates applied are as follows:

<table>
<thead>
<tr>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>Furniture, fittings and equipment</td>
</tr>
</tbody>
</table>

When an item of property, plant and equipment is disposed of, any gain or loss is recognised in the income statement and is calculated as the difference between the net disposal proceeds and the carrying value of the item.

Revaluation
Land and buildings are revalued on a cyclical basis at least every five years by an independent valuer. Any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount. If the asset's carrying amount is increased as a result of a revaluation, the increase is credited directly to equity under the heading "Asset Revaluation Reserve". However, the increase is recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit. Revalued assets are depreciated over the remaining useful life. On the subsequent sale or retirement of a revalued property, the attributable revaluation surplus remaining in the asset revaluation reserve, net of any related deferred taxes, is transferred directly to retained earnings.

Intangible assets
Computer software are finite life intangibles and are recorded at cost less accumulated amortisation and impairment. Amortisation is charged on a straight-line basis over their estimated useful lives of 3 years and reported within the Statement of Comprehensive Revenue and Expenses. The estimated useful life and amortisation method is reviewed at the end of each annual reporting period.
Heritage assets

Heritage assets include collection items or artefacts of cultural or historical significance. The cost of acquisition of heritage assets is charged to the Statement of Comprehensive Revenue and Expenses. During the reporting period, the acquisition cost of collection items amounted to $358,470 (2017: $114,631).

It is the policy of the Museum to write off collection acquisitions and not attribute a monetary value to items gifted to the collection. The classification of the collections as a heritage asset is based on the premise that the collections are held in trust in perpetuity for the benefit of the public.

PBE IPSAS 17 requires that where an asset, eg collection item or artefact of cultural or historical significance, is acquired at no cost, or for a nominal cost, the asset is capitalised at its fair value as at the date of acquisition. PBE IPSAS 17 has not been followed because the Board considers that the fair values of the collection items cannot be measured reliably. Usually, gifts to the collection are unique items that have iconic status or are historic and irreplaceable or sacred to particular communities, with no market, so no financial value can be ascribed.

The Museum holds in excess of two million individual collection items. To comply with the requirements of PBE IPSAS 17 the value of these items would need to be assessed on an annual basis to identify possible impairment, which is required to be undertaken on an asset by asset basis.

Impairment of property, plant and equipment and intangible assets

The Museum does not hold any cash-generating assets. Assets are considered cash-generating where their primary objective is to generate a commercial return.

Non-cash generating assets

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or service units approach. The most appropriate approach used to measure value in use depends on the nature of impairment and availability of information.

If an asset’s carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit.

ix) Employee entitlements. Provision is made for benefits accruing to employees in respect of salaries and wages, annual leave, alternate leave, and long service leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of employee benefits expected to be settled within 12 months, are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

Provisions made in respect of employee benefits which are not expected to be settled within 12 months are measured as the present value of the estimated future cash outflows to be made by the Museum in respect of services provided by employees up to the reporting date.

x) Borrowings. Borrowings, which consist of term liabilities, are stated initially at fair values, net of transaction costs incurred. Subsequent to initial recognition, borrowings are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in surplus or deficit over the period of the borrowing using the effective interest rate method.

All borrowing costs are recognised as expense in the period in which they are incurred.

xi) Goods and Services Tax (GST). The financial statements have been prepared using GST exclusive figures with the exception of receivables and payables which have been shown inclusive of GST in the Statement of Financial Position.

xii) Inventories. Inventories are measured at the lower of cost and net realisable value.

xiii) Leases. Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.
6. Seven-year forecasts

6.1 Introduction
The seven-year operational funding forecast, Section 6.2, shows the increase in operating funds (including non-project depreciation costs) of 5.0% is required for 2019/20 and for the next two years.

After consultation with the Contributing Local Authorities the Museum has agreed to spread the levy increases resulting from the depreciation of the Museum Project redevelopment as it is capitalised, over a seven year period to lessen the immediate impact on the Contributing Local Authorities. This results in operating levy increases of 10% for 2022/23 to 2023/24, 11% for 2024/25, and 10% for 2025/26 to 2027/28.

The Project depreciation has been itemised separately in Section 6.2 so that its impact can be clearly differentiated.
The seven-year capital forecast, Section 6.3, details costs and sources of funding for the Project as well as ongoing asset maintenance.

The following assumptions have been made regarding the new Project:
- Aim for a single site solution
- All buildings to be strengthened to 100% or better of code
- To conserve the 19th Century Heritage Buildings and restore heritage features
- Design within City Plan envelope and tie development into wider urban development context
- Aim for a 100 year solution to Museum’s needs incorporating as much flexibility as possible
- Undertake redevelopment and planning in as open and transparent a manner as possible
- The Museum Project is split into two separate components:
  - the pre-earthquakes Project
  - the provision of Base Isolation and Earthquake Strengthening to protect the heritage collections, including the Category 1 Heritage Buildings, to reflect location in an active seismic zone
- Major options analysis identified 21 potential options leading to a preferred option
- The overall cost of the Museum Project has increased from $185m to $195m. This cost has been revalidated after several years of inflationary adjustments.
- The provision of Base Isolation and Earthquake Strengthening is $94m
- The pre-earthquake component of the Project cost is $101m (in 2022 dollars)
- The proposed funding mix for the overall project is as follows:
  - Central Government $72.3 million 37%
  - Local Government $62.2 million 32%
  - Canterbury Museum fundraising $60.7 million 31%
- Retention of the grants in advance received from Selwyn District Council and Christchurch City Council, and accrued interest until required
- Earliest start of detailed design of January 2020
- The funded depreciation on the $101m Project conceived pre-earthquakes will, as per last year, have building depreciation deferred for the first 5 years, and the remaining depreciation spread over the first 7 years
- The costs of Base Isolation and Earthquake Strengthening of the Robert McDougall Gallery has increased after the revalidation work and the funding is proposed from the Contributing Local Authorities instead of Christchurch City Council alone. The shared indicative contribution is $28m.
- The funding of Base Isolation and Earthquake Strengthening of the main premises required from the Central Government is $66m
- Given the significant impact on operating expenditure and levies to fund depreciation for the additional $101m, no additional depreciation for the Base Isolation and Earthquake Strengthening works has been included in the budget. It is proposed that over time a provision in Repairs & Maintenance is created to maintain the Base Isolation and Earthquake Strengthening improvements

Details of the capital levy funding are provided in Section 6.3 and 6.4.

In Section 6.4 is a schedule showing the calculation of the operations levy in the Annual Plan. The calculations are also shown for the capital levy relating to the Project, including the payments that have been made and held in trust. For the purpose of apportioning levies the population figures are those provided by Statistics New Zealand as at 30 June 2018.
### 6.2 Seven-year forecast – operations

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Authority levy</strong></td>
<td>8,483,823</td>
<td>8,908,016</td>
<td>9,353,417</td>
<td>9,821,088</td>
<td>10,312,142</td>
<td>11,343,356</td>
<td>12,477,692</td>
<td>13,850,238</td>
<td>15,235,262</td>
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<tr>
<td><strong>Commercial activities</strong></td>
<td>3,278,581</td>
<td>1,452,008</td>
<td>1,707,851</td>
<td>1,507,576</td>
<td>1,487,695</td>
<td>656,938</td>
<td>862,310</td>
<td>967,829</td>
<td>981,751</td>
</tr>
<tr>
<td><strong>Donations and grants</strong></td>
<td>717,441</td>
<td>408,801</td>
<td>463,161</td>
<td>248,087</td>
<td>203,572</td>
<td>150,407</td>
<td>221,794</td>
<td>243,218</td>
<td>264,681</td>
</tr>
<tr>
<td><strong>Total revenue</strong></td>
<td>12,479,845</td>
<td>10,768,826</td>
<td>11,524,428</td>
<td>11,576,751</td>
<td>12,003,410</td>
<td>12,150,702</td>
<td>13,561,796</td>
<td>15,061,286</td>
<td>16,481,694</td>
</tr>
<tr>
<td><strong>Operating expenses</strong></td>
<td>(8,431,538)</td>
<td>(9,616,536)</td>
<td>(10,175,872)</td>
<td>(10,408,695)</td>
<td>(10,825,569)</td>
<td>(11,385,109)</td>
<td>(11,832,630)</td>
<td>(12,293,615)</td>
<td>(12,923,615)</td>
</tr>
<tr>
<td><strong>Depreciation (existing assets)</strong></td>
<td>(1,211,976)</td>
<td>(1,300,650)</td>
<td>(1,393,000)</td>
<td>(1,312,500)</td>
<td>(1,319,500)</td>
<td>(1,352,488)</td>
<td>(1,386,300)</td>
<td>(1,420,957)</td>
<td>(1,456,481)</td>
</tr>
<tr>
<td><strong>Depreciation (Project assets - funded)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(625,467)</td>
<td>(1,476,401)</td>
<td>(2,752,801)</td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td>(9,643,514)</td>
<td>(10,917,186)</td>
<td>(11,568,872)</td>
<td>(11,721,195)</td>
<td>(12,198,913)</td>
<td>(12,803,523)</td>
<td>(14,247,809)</td>
<td>(16,006,389)</td>
<td>(17,102,898)</td>
</tr>
<tr>
<td><strong>Net operating surplus/(deficit)</strong></td>
<td>2,836,331</td>
<td>(148,361)</td>
<td>(44,444)</td>
<td>(144,444)</td>
<td>(195,504)</td>
<td>(652,821)</td>
<td>(686,013)</td>
<td>(945,103)</td>
<td>(621,203)</td>
</tr>
<tr>
<td><strong>Unfunded expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Depreciation (Project assets - deferred)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(140,730)</td>
<td>(822,190)</td>
<td>(1,844,380)</td>
<td>(1,444,380)</td>
<td></td>
</tr>
<tr>
<td><strong>Depreciation (Project assets - unfunded)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(470,650)</td>
<td>(1,411,950)</td>
<td>(1,882,599)</td>
<td>(1,882,599)</td>
<td>(1,882,599)</td>
<td></td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net operating surplus/(deficit)</strong></td>
<td>2,836,331</td>
<td>(148,361)</td>
<td>(44,444)</td>
<td>(144,444)</td>
<td>(666,153)</td>
<td>(2,205,501)</td>
<td>(3,390,803)</td>
<td>(4,672,083)</td>
<td>(3,748,183)</td>
</tr>
</tbody>
</table>

CLA levy % increase (excl Project depn) 2.30% 5.00% 5.00% 5.00% 5.00% 3.93% 2.50% 0.77% 5.67%
CLA levy % increase (funded Project depn) - - - - 0.00% 0.00% 6.07% 7.50% 10.23% 4.33%
Local Authority levy % increase 2.30% 5.00% 5.00% 5.00% 5.00% 10.00% 10.00% 11.00% 10.00%

* The Museum recognises the Contributing Local Authorities’ discomfort with the level of levy increases required to fund the Project depreciation. It has been agreed with the Contributing Local Authorities that the building depreciation would be deferred for 5 years, no charge would be made for base isolation & earthquake strengthening, and that the remaining funded depreciation would be spread evenly over the first seven years of Project depreciation.
### 6.3 Seven-year forecast – capital

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income - Project</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital levy - local government</td>
<td>297,786</td>
<td>236,862</td>
<td>321,482</td>
<td>8,844,399</td>
<td>8,844,399</td>
<td>8,844,399</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital grants - central government</td>
<td>-</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>1,500,000</td>
<td>909,387</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital fundraising by the Museum</td>
<td>-</td>
<td>16,886,108</td>
<td>17,602,978</td>
<td>14,352,978</td>
<td>14,352,978</td>
<td>14,352,978</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Provision - Base Isolation &amp; Strengthening</td>
<td>-</td>
<td>2,500,000</td>
<td>2,500,000</td>
<td>20,000,000</td>
<td>20,000,000</td>
<td>20,000,000</td>
<td>3,383,436</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Provision - McDougall Strengthen - District</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,244,296</td>
<td>1,244,296</td>
<td>1,244,297</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Provision - McDougall Strengthen - CCC</td>
<td>-</td>
<td>-</td>
<td>12,700,000</td>
<td>4,000,000</td>
<td>4,000,000</td>
<td>3,813,646</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>297,786</td>
<td>21,622,970</td>
<td>35,124,460</td>
<td>50,441,673</td>
<td>49,941,673</td>
<td>49,164,707</td>
<td>3,383,436</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Income – other</strong></td>
<td>1,211,976</td>
<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,319,500</td>
<td>1,977,954</td>
<td>2,862,700</td>
<td>4,173,758</td>
<td>4,809,282</td>
</tr>
<tr>
<td>Funded depreciation</td>
<td>1,211,976</td>
<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,319,500</td>
<td>1,977,954</td>
<td>2,862,700</td>
<td>4,173,758</td>
<td>4,809,282</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td>1,509,762</td>
<td>22,923,620</td>
<td>36,517,460</td>
<td>51,754,173</td>
<td>51,261,173</td>
<td>51,142,661</td>
<td>6,246,136</td>
<td>4,173,758</td>
<td>4,809,282</td>
</tr>
<tr>
<td><strong>Expenditure – Project</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project works</td>
<td>-</td>
<td>14,925,000</td>
<td>16,025,000</td>
<td>51,900,000</td>
<td>50,850,000</td>
<td>45,500,000</td>
<td>21,925,000</td>
<td>9,000,000</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>14,925,000</td>
<td>16,025,000</td>
<td>51,900,000</td>
<td>50,850,000</td>
<td>45,500,000</td>
<td>21,925,000</td>
<td>9,000,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expenditure – other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital expenditure</td>
<td>663,879</td>
<td>700,000</td>
<td>700,000</td>
<td>800,000</td>
<td>900,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>900,000</td>
<td>800,000</td>
</tr>
<tr>
<td>Ravenscar House</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,000,000</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Asset replacement / gallery redevelopment reserve</td>
<td>548,097</td>
<td>600,650</td>
<td>693,000</td>
<td>(487,500)</td>
<td>419,500</td>
<td>977,954</td>
<td>1,862,700</td>
<td>3,273,758</td>
<td>4,009,282</td>
</tr>
<tr>
<td></td>
<td>1,211,976</td>
<td>1,300,650</td>
<td>1,393,000</td>
<td>1,312,500</td>
<td>1,819,500</td>
<td>1,977,954</td>
<td>2,862,700</td>
<td>4,173,758</td>
<td>4,809,282</td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td>1,211,976</td>
<td>16,225,650</td>
<td>17,418,000</td>
<td>53,212,500</td>
<td>52,669,500</td>
<td>47,477,954</td>
<td>24,787,700</td>
<td>13,173,758</td>
<td>4,809,282</td>
</tr>
<tr>
<td><strong>Surplus/(deficit)</strong></td>
<td>297,786</td>
<td>6,697,970</td>
<td>19,099,460</td>
<td>(1,458,327)</td>
<td>(1,408,327)</td>
<td>3,664,707</td>
<td>(18,541,564)</td>
<td>(9,000,000)</td>
<td>-</td>
</tr>
</tbody>
</table>
6.4 Operations and capital levies

Operations levy for 2019/20
by population and distance factor

<table>
<thead>
<tr>
<th>Local Authority</th>
<th>Population * No.</th>
<th>Differential</th>
<th>Product</th>
<th>% of Total products</th>
<th>TOTAL</th>
<th>Installment amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christchurch City</td>
<td>0.74 388,500</td>
<td>1.00</td>
<td>74.11</td>
<td>86.78</td>
<td>8,117,327</td>
<td>2,705,776</td>
</tr>
<tr>
<td>Hurunui District</td>
<td>0.02 12,850</td>
<td>0.30</td>
<td>0.74</td>
<td>0.86</td>
<td>80,546</td>
<td>26,849</td>
</tr>
<tr>
<td>Selwyn District</td>
<td>0.12 62,200</td>
<td>0.45</td>
<td>5.34</td>
<td>6.25</td>
<td>584,824</td>
<td>194,941</td>
</tr>
<tr>
<td>Waimakariri District</td>
<td>0.12 60,700</td>
<td>0.45</td>
<td>5.21</td>
<td>6.10</td>
<td>570,720</td>
<td>190,240</td>
</tr>
<tr>
<td></td>
<td>1.00 524,250</td>
<td>2.20</td>
<td>85.39</td>
<td>100.00</td>
<td>9,353,417</td>
<td>3,117,806</td>
</tr>
</tbody>
</table>

* The population numbers used are the estimated resident populations as at 30 June 2018, as provided by Statistics New Zealand.

Capital levy payments
by population and distance factor

<table>
<thead>
<tr>
<th>Local Authority</th>
<th>Population * No.</th>
<th>Differential</th>
<th>Product</th>
<th>% of Total products</th>
<th>Levy paid and held in trust</th>
<th>Projected interest accrual</th>
<th>Additional levy</th>
<th>TOTAL</th>
<th>Outstanding capital levy 19/20</th>
<th>20/21-22/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christchurch City</td>
<td>0.74 388,500</td>
<td>1.00</td>
<td>74.11</td>
<td>86.78</td>
<td>6,021,980</td>
<td>853,669</td>
<td>47,143,664</td>
<td>54,019,313</td>
<td>12,700,000</td>
<td>34,443,664</td>
</tr>
<tr>
<td>Hurunui District</td>
<td>0.02 12,850</td>
<td>0.30</td>
<td>0.74</td>
<td>0.86</td>
<td>-</td>
<td>-</td>
<td>536,022</td>
<td>536,022</td>
<td>-</td>
<td>536,022</td>
</tr>
<tr>
<td>Selwyn District</td>
<td>0.12 62,200</td>
<td>0.45</td>
<td>5.34</td>
<td>6.25</td>
<td>516,646</td>
<td>73,239</td>
<td>3,302,008</td>
<td>3,891,893</td>
<td>-</td>
<td>3,302,008</td>
</tr>
<tr>
<td>Waimakariri District</td>
<td>0.12 60,700</td>
<td>0.45</td>
<td>5.21</td>
<td>6.10</td>
<td>-</td>
<td>-</td>
<td>3,798,037</td>
<td>3,798,037</td>
<td>-</td>
<td>3,798,037</td>
</tr>
<tr>
<td></td>
<td>1.00 524,250</td>
<td>2.20</td>
<td>85.39</td>
<td>100.00</td>
<td>6,538,626</td>
<td>926,908</td>
<td>54,779,731</td>
<td>62,245,265</td>
<td>12,700,000</td>
<td>42,079,731</td>
</tr>
</tbody>
</table>

* The population numbers used are the estimated resident populations as at 30 June 2018, as provided by Statistics New Zealand.
1. SUMMARY
The purpose of this report is to appoint the Council representation at the 2019 Anzac Day services around the District, and for the representative(s) to lay the wreath on behalf of the Council.

2. RECOMMENDATION
THAT the Council:

(a) Receives report No 190218018037.
(b) Appoints Mayor Ayers and Councillors …………………………..to attend the Kaiapoi RSA Dawn Parade at 6.30am Thursday 25 April 2019 and lay a wreath.
(c) Appoints Mayor Ayers and Councillors …………………………..to attend the Kaiapoi Anzac Day parade at 10am Thursday 25 April 2019 and lay a wreath.
(d) Appoints Mayor Ayers and Councillors …………………………..to attend the Rangiora Anzac Day parade at 11.30am on Thursday 25 April 2019 and lay a wreath.
(e) Appoints Councillor …………… to attend the RSA service at the Rangiora High School at 9.30am on Thursday 25 April 2019 and lay a wreath. Noting that the wreath is laid in conjunction with a Rangiora-Ashley Community Board member.
(f) Appoints Councillors ………………………….to attend the Oxford Anzac Day parade on Thursday 25 April 2019 at 9.30am and lay a wreath.
(g) Appoints Councillor ………………………to attend the Cust and West Eyreton Anzac Day parade held at the Cust Community Centre on Thursday 25 April 2019 at 10am and lay a wreath at Cust.
(h) Appoints Councillor ………………………to attend and lay a wreath at the West Eyreton wreath laying service at 11am (following the Cust Parade).
(i) Appoints Councillor ………………………to attend the Fernside Anzac Day parade on Thursday 25 April 2019 at 10am and lay a wreath. Noting that the wreath is laid in conjunction with a Rangiora-Ashley Community Board member.
(j) Appoints Mayor Ayers and Councillors …………………………..to attend the Tuahiwi Anzac Day parade Thursday 25 April 2019 at 2pm on and lay a wreath.
(k) Appoints Mayor Ayers and Councillor to attend the 11am Ohoka Anzac Day service on Wednesday 24 April 2019 at Ohoka Hall, Mill Road and lay a wreath.

(l) Appoints Councillor to attend the Sefton Anzac service on Wednesday 24 April 2019 at 6pm and lay a wreath.

(m) Appoints Councillor to attend the Woodend Anzac service on Wednesday 24 April 2019 at 6pm and lay a wreath.

(n) Notes Mayor Ayers will lay a wreath at both the Kaiapoi and Rangiora Services on behalf of the people of Zonnebeke, Belgium.

(o) Notes the Community Boards will be represented and lay wreaths at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Ohoka, Fernside, Tuahiwi, Rangiora High School, Woodend and Sefton Services.

(p) Circulates a copy of this report to the Community Boards.

3. BACKGROUND
3.1. Anzac Day is on Thursday 25 April 2019 and it is normal for a representative of the Council to be in attendance at each service to lay the wreath on behalf of the district. Wreathes are also laid at Rangiora and Kaiapoi on behalf of the people of Zonnebeke, Belgium to support the twinning relationship between the two districts. A reciprocal arrangement is made with the District of Zonnebeke.

3.2. Wreaths will also be laid by the Community Boards at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Sefton and Tuahiwi. The Boards will be also represented at Ohoka, Fernside, Rangiora High School and Woodend services in conjunction with the Council representatives and wreath laying.

4. ISSUES AND OPTIONS
4.1. The times of the services are:
   - Kaiapoi Cenotaph Dawn Service 6.30am
   - Kaiapoi Cenotaph (Trousselot Park) 10am (assemble cnr Davis and Sewell St by tennis courts 9.45am)
   - Rangiora High School 9.30am (assemble 9.20am)
   - Rangiora Cenotaph 11.30am (assemble at RSA 11.15am)
   - Oxford Town Hall 9.30am
   - Cust Community Centre 10am
   - West Eyreton Hall 11am
   - Fernside Memorial Hall 10am
   - Tuahiwi (Urupa) 2pm
   - Ohoka Hall 11am (Wednesday 24 April) at the Ohoka Hall
   - Sefton Cenotaph 6pm (Wednesday 24 April) in the Sefton Domain
   - Woodend Community Centre 6pm (Wednesday 24 April).

4.2. The Rangiora service will be held at the Cenotaph. The Rangiora RSA will also lay wreaths at the Rangiora High School.

4.3. The Kaiapoi service will be held in Trousselot Park. Members are also invited to the dawn service being held at the war memorial, Raven Quay at 6.30am. Community participation will be welcomed at this service. A breakfast for 100 people will follow the dawn service at the Kaiapoi Club. This is a pre-ticketed event.

4.4. The Oxford service will be held at the Oxford Town Hall and the Cust/West Eyreton service starts at the Cust Community Centre and then moves to the West Eyreton Hall (11am).
4.5. Four services are held in the district prior to ANZAC with one being at the Ohoka Hall (Mill Road), one at the Sefton Domain and also the Woodend Community Centre (that occurs at the same time as the Sefton service). Members of the Woodend-Sefton Community Board will also support both the Sefton and Woodend services.

4.6. The Ashley School commemorate ANZAC Day during the school term with a short ceremony on Friday 12 April at 2pm in the Ashley School Hall. ANZAC Day falls during the school holidays in 2019 and therefore the Rangiora-Ashley Community Board will not be laying a wreath at the Ashley War Memorial ANZAC Day.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations
Staff assist the local RSA representatives with traffic management plans, advertising of services and service sheets. There is public expectation of ANZAC Services occurring.

5.2. Wider Community
Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service. The community anticipates ANZAC services will be held in the District.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
The costs for wreaths, advertising and service sheets are met from the Governance budget. Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service. Service sheets are produced in-house for several of the smaller community services.

6.2. Community Implications
Not applicable.

6.3. Risk Management
Not applicable.

6.4. Health and Safety
Local RSA’s host the services, and are responsible for traffic management plans and all organisation.

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
Not applicable.

7.3. Community Outcomes
People are friendly and caring, creating a strong sense of community in our district.

7.4. Delegations
Not applicable.
1. SUMMARY

1.1. This report is to seek Councillor(s) to accompany the Mayor to the Local Government New Zealand Conference (LGNZ) and LGNZ Excellence Awards being held in Wellington on 7, 8 and 9 July 2019.

Attachments:

i. LGNZ Conference and Awards Programme (Trim 190318035460).

ii. Policy of Conference and Training Course Attendance (Trim 190224021129).

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 190311029916.

(b) Approves Councillor(s) …………………………. attending the Local Government New Zealand Conference on 7, 8 and 9 July 2019 in Wellington, accompanying the Mayor.

3. BACKGROUND

3.1 Each year the LGNZ hold a national conference in a different location within New Zealand; this year being at Wellington.

3.2 The Conference will also hold the LGNZ Excellence Awards, which recognise outstanding leadership and impact across community events, infrastructure and economic development.

3.3 The 2018 Conference was held in Christchurch, and as no accommodation or travel was required it was resolved that more Councillors than outlined in the Conference Attendance Policy would attend. Accompanying the Mayor at the 2018 LGNZ Conference were Councillors Felstead, Atkinson, Blackie, Doody, Gordon, Stewart and Williams.

3.4 Previous attendees have been Councillor Doody in 2017 at Auckland, Councillors Allen and Gerard in 2016 at Dunedin, Councillor Atkinson in 2015 when the conference was held at Rotorua, Councillor Felstead in 2014 at Nelson and Councillor Barnett attended the Hamilton conference in 2013.
4. **ISSUES AND OPTIONS**

4.1. This year’s theme is “Riding the localism wave: Putting communities in charge”. The message from the LGNZ President, Dave Cull is that the conference is about communities and empowering them to take charge of their social, economic, environmental and cultural well-being through localism. This is a global concept reshaping governments around the world, recognising that best outcomes are a result of local people making local decisions about the places they live. The conference will focus on these best practice examples, and how to apply the lessons from these examples to how communities, local government and central government engage with each other.

4.2. The conference attracts approximately 500 participants. Attendance enables knowledge sharing and networking opportunities as the programme is designed to be a platform to discuss topics such as regional development, financial performance, good governance and localism. The programme is [attached](#).

4.3. The Council Policy states the Mayor, one councillor and Chief Executive represent the Waimakariri District Council at the LGNZ Conference. It is preferable that the Deputy Mayor attends one such conference during the 2016-19 term, which occurred in 2018. Due to other commitments the Chief Executive will not be attending the 2019 Conference.

4.4. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**
   
   Not sought.

5.2. **Wider Community**
   
   Not sought.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

   Full conference (three days) early bird registration cost is $1,410 if booked/paid by 24 May. This full conference cost increases $100 after 25 May for standard registration.

   Attendance for Sunday only or Monday only is available at a rate of $720 per day. The option of half day attendance on the Tuesday is available at a rate of $530.

   The full conference registration includes attendance at conference business sessions (Sunday – Tuesday), delegate bag, daily catering, Simpson Grierson welcome reception and the Fulton Hogan conference dinner and EXCELLENCE Awards function.

   The breakfast session and council hosted tours are an additional charge.

   Accommodation of $180 per night would be at the James Cook Hotel Grand Chancellor, which is only a few minutes walk from the TSB Bank Arena and Shed 6 venue.

   Costs are met by the training and travel operational Governance budget which has a current balance of $16,148.

   **Summary of Costs:**
   
   - Full Conference: $1,410
   - Accommodation x 2 nights: $360
   - Incidental (breakfast/taxi): $150
   - Flights approx.: $350
   
   Total (approx. per member): $2,270

   Council

   2 April 2019
6.2. **Community Implications**

The conference provides benefit, particularly to new members, to gain a greater understanding about Local Government and provides both learning and networking opportunities.

6.3. **Risk Management**

Not applicable.

6.4. **Health and Safety**

Not applicable.

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**

Not applicable.

7.3. **Community Outcomes**

Governance: There are wide ranging opportunities for people to contribute to the decision making that effects our District.

7.4. **Delegations**

The Council have the delegation to decide attendees of the LGNZ Conference.

---

Sarah Nichols
Governance Manager
Saturday 6 July 2019

10.00am - 4.30pm  
Te Maruata hui  
Waiwhetu Marae, Lower Hutt

Sunday 7 July 2019

Registration desk open  
Barista coffee available at the Connect Lounge in the exhibition hall from 2.00pm  
Kindly sponsored by Fonterra

Council hosted tours

- Laneway Discovery  
- Craft Beer Tour  
- Mountain biking Adventure  
- Weta Studio Tour  
- Hangi Lunch at Karaka Cafe (from 12.15pm)

Ticketed event. For more information click here.

10.30am  
National Council meeting  
followed by lunch Members only

11.00am  
Young Elected Members catch up Members only

1.30pm  
Local Government New Zealand AGM Members only followed by a photo of Mayors and Chairs

3.30pm  
Afternoon tea

4.30pm  
Powhiri and hui opening ceremony

5.00pm  
Government’s address

5.15pm  
LGNZ President’s address Dave Cull, President, LGNZ

5.30pm  
Cr Bonita Bigham, Chair, Te Maruata

Opening keynote

5.40pm  
Local leader to talk about Maori’s view on localism Hon Dame Tariana Turia, former Leader of the Maori Party

Welcome from Simpson Grierson

6.10pm  
Jonathan Salter, Partner, Simpson Grierson

6.30pm  
Simpson Grierson Welcome Reception Te Papa

Optional - Showcasing Wellington's progressiveness

7.30pm - 10.30pm  
A progressive dinner at three of Wellington’s renowned culinary establishments within Courtenay Place, the Laneways and Cuba St. Ticketed event.
Monday 8 July 2019

Breakfast session
7.00am Lisa King, Founder, Eat My Lunch and social entrepreneur
Ticketed event.

Registration desk open
7.30am Barista coffee available
Kindly sponsored by Fonterra

8.30am Master of Ceremonies
Patrick Gower

Localism: No.8 wire fixes to New Zealand's challenges
Giving local people the power to make local decisions
8.35am Tania Tapsell, Councillor, Rotorua Lakes Council
Dr Lance O'Sullivan, founder and chair of The MOKO Foundation

Localism - what's your natural advantage?
Incentivising communities to take a more proactive approach to local development
9.30am Christopher Luxon, Chief Executive Officer, Air New Zealand
Kindly sponsored by NZ Transport Agency

10.15am Morning tea

Climate change - a stitch in time
11.00am Alternative thinking to mitigating and adapting to the changing climate.
John Mauro, Chief Sustainability Officer, Auckland Council

Leader of the Opposition’s address
11.45am The Leader of the Opposition will present his party’s view on localism and response to LGNZ’s localism discussion paper.
Hon Simon Bridges, Leader, National Party

12.00pm Zone of Origin' crocodile bike race

12.30pm Lunch

1.15pm Have you drunk the central government Kool-Aid?
An ex-local government back bencher view on localism.

1.45pm Minister of Local Government address
Hon Nanaia Mahuta, Minister of Local Government
Housing and building in New Zealand - can we fix it?
Ensuring our infrastructure is not just fit-for-purpose, but supports sustained improvement in the quality of life for all New Zealanders, now and into the future.
Justin Lester, Mayor, Wellington City Council
Adrian Orr, Governor, Reserve Bank of New Zealand
Kindly sponsored by Chorus
2.30pm **Afternoon tea**

**Walkshops**
Wananga hikoi
*Delegates choose one workshop tour to attend*

**Social well-being**
- Housing affordability: Making it happen

2.45pm **Economic well-being**
- Transforming the way local government works digitally

**Environmental well-being**
- Bringing back our native flora and fauna

**Cultural well-being**
- What the arts and cultural well-being means for communities

4.45pm **End of conference day**

6.45pm **Conference dinner and LGNZ EXCELLENCE Awards**
TSB Bank Arena *Ticketed event.*

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**Tuesday 9 July 2019**

8.00am **Registration desk open**
Barista coffee available *Kindly sponsored by Fonterra*

9.00am **Master of Ceremonies**
*Patrick Gower*

**Managing fresh water - best practice, breakthroughs in innovation and barriers**

We all have a role to play - the government, the farming sector, the businesses who use freshwater, communities and individuals - and if we all work together we can make a big difference.

*Doug Leeder*, Chair, LGNZ Regional Group
*Terry Copeland*, Chief Executive, Federated Farmers
*Kindly sponsored by GHD*

9.15am **Out of the Shadows**
Raising awareness of, and community support for, a greater investment in your community’s cultural and natural heritage.

10.00am **Morning tea**

10.45am **Natalie Palmer**, Communication and Engagement Manager, Hamilton City Council
*2018 Fulton Hogan EXCELLENCE Award for Community Engagement recipient - Out of the Shadows: Bringing Waipa’s heritage to life.*

11.30am **Creating change: Inspiring leadership in local communities**
Leadership in our communities  *Colin D Ellis*

12.15pm **Early bird registration prize draw**
*Kindly sponsored by New Zealand Motor Caravan Association*
12.20pm  Poroporoaki | Closing ceremony

12.30pm  Lunch

**Member meetings**

1.30pm - 3.30pm
- Mayors Taskforce for Jobs AGM
- Regional Sector meeting
- Young Elected Members meeting  *Members only*
CONFERENCES AND TRAINING COURSE ATTENDANCE

1 Introduction

The Council is required to give effect to the purpose of Local Government which is described in the Local Government Act 2002 (the Act). The purpose enables democratic local decision-making and action, by and on behalf of, communities to meet the current and future needs for good quality local infrastructure; local public services; and performance of regulatory functions in a way that is most cost-effective for households and businesses.

2 Policy Context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

3 Policy Objective

To make a positive impact as an elected member a range of skills and qualities are needed. A number of opportunities are provided for professional development and it is important that elected members take advantage of these.

4 Policy Statement

Local Government Conference (LGNZ Annual Conference)

A report will be considered by the Council each March/April to determine attendance.

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the Local Government Conference annually.

The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle.

Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

Approval for Councillor Training Attendance

The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager. This will be reported as part of the Mayor’s monthly report to Council.

Training courses (and conferences) can also be approved via a report to the Council. Attendance at overseas conferences shall be approved by the Council via a formal report.
POLICY

Conferences and Training

CONFERENCE AND TRAINING COURSE ATTENDANCE

Community Board Members

Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.

Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability, and circulated to all elected members.

LGNZ National Community Board Conference (held every two years)

At least one Community Board member from each Community Board may attend the Conference and represent their community.

It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference, however the related registration and expenses will come from the Community Board training budget and not the Council training budget.

5 Adopted by and date

Approved and adopted by the Council on 5 March 2019.

This policy shall be reviewed by the Council every six years or sooner on request.

The next review date is March 2025.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: EXC-34-20 / 190320037255

REPORT TO: Council

DATE OF MEETING: 02 April 2019

FROM: Jim Palmer, Chief Executive

SUBJECT: Health and Safety Report to Council March 2019

SIGNED BY: Jim Palmer, Chief Executive

1. SUMMARY

1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of March.

Attachments:
i. Discharging Officer Health and Safety Duties
ii. March 2019 Health and Safety Dashboard Report

RECOMMENDATION

THAT the Council:

(a) Receives report No 190320037255

(b) Notes that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

2. BACKGROUND

2.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.

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

3. ISSUES AND OPTIONS

3.1. There are 11 work-related incident in this report, 2 of which require further investigation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence</th>
<th>Event description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/02/2019</td>
<td>Injury</td>
<td>Tripped - twisted ankle when crossing over Percival St raised area by Farmers.</td>
<td>Upon inspection there was no trip hazard on the road way or footpath so no foreseeable way to prevent this</td>
</tr>
<tr>
<td>Date</td>
<td>Category</td>
<td>Description</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>26/02/2019</td>
<td>Property or Vehicle Damage</td>
<td>Fell over, grazed knee, hurt wrist when landed. Ankle sprain.</td>
<td>Staff member tripping over. Further investigation will be undertaken with the worker.</td>
</tr>
<tr>
<td>26/02/2019</td>
<td>Injury</td>
<td>Stone flew up off the road hit and smashed the indicator lens and the indicator does not work.</td>
<td>A truck was pulling to the side of the road and kicked up stones which hit the front indicator light. This has been repaired by Rangiora Toyota.</td>
</tr>
<tr>
<td>26/02/2019</td>
<td>Injury</td>
<td>Fallen over, grazed knee, hurt wrist when landed. Ankle sprain.</td>
<td>Further investigation will be undertaken with the worker.</td>
</tr>
<tr>
<td>27/02/2019</td>
<td>Near Miss</td>
<td>Staff members not inducted on to a site while working in the area. Correct PPE was not worn.</td>
<td>Pending investigation.</td>
</tr>
<tr>
<td>28/02/2019</td>
<td>Near Miss (High Severity)</td>
<td>Worker was verbally abused and pushed/shoved by residents after he entered property to follow up on a traffic management violation. No injury. Removed himself from the situation.</td>
<td>Full investigation of incident has taken place (lead by H&amp;S team). Actions to prevent recurrence: ensure that worker has read and understood the Personal Safety section in the Safe Working in the Field Manual, has a clear understanding of the use of the Health &amp; Safety Alerts System and has attended conflict de-escalation and personal safety training. Ensure that an alert is raised against the property.</td>
</tr>
<tr>
<td>28/02/2019</td>
<td>Injury</td>
<td>Worker at Oxford sewer plant, turned away from the holding pond and their leg went between a small concrete wall and metal guide rail. Worker grazed and bruised lower left leg (torn muscle and haematoma).</td>
<td>Incident handled appropriately, no corrective action needed.</td>
</tr>
<tr>
<td>01/03/2019</td>
<td>Near Miss</td>
<td>Emergency fire alarm went off while Lifeguard Supervisor was doing the morning plant room check. Lifeguard Supervisor came out on poolside and took control of clearing site as per evacuation procedures. Visitors and staff went outside. They waited for the fire brigade to arrive. Once received the “all clear” they re-entered the building and resumed normal lifeguard duties.</td>
<td>Incident handled appropriately, no corrective action needed.</td>
</tr>
<tr>
<td>04/03/2019</td>
<td>Near Miss</td>
<td>Adverse interaction with member of the public within the Farmers Building site. Member of public became agitated and started to swear in frustration as he was not obtaining the answers he wanted. He left Meeting Room 10 agitated and yelling.</td>
<td>Investigation has been completed and a Health and Safety Alert has been raised on the resident’s property, including an interaction management plant (2 staff to site, ensure staff are</td>
</tr>
</tbody>
</table>
3.2. The organisation has been monitoring the recent measles cases which have been reported across NZ and notably in Canterbury. The HR team have been providing updates to all staff on the situation as it progresses, including advice on what to look for and how to keep themselves safe during this time. All information has been sourced from the Canterbury District Health Board and in conjunction with the medical Officer of Health recommendations. So far there have been 4 members of staff who have had to take paid leave due to looking after dependents or having concerns over their own health. This has not resulted in any confirmed cases for the WDC. The HR department will continue to monitor the situation and provide regular updates to Management Team and Staff as required over the coming weeks.

3.3. The organisation has been monitoring activity in Christchurch since the attacks on 15th March. The HR department have been providing staff with updates on the situation and any changes in the threat levels as stated nationally. Particular points of note have been impacts upon affected community members or staff, time off to attend funerals over the past week and a raised level of situational awareness required from all staff during this time. The Management Team will continue to monitor the events and keep staff informed of any significant changes. It is expected that the next risk register review will provide further a further discussion on any new or changed risks which the organisation may face as a result of these attacks.

3.4. The Health and Safety Team has completed ‘deep dive’ audits in the following areas of critical risk:
   3.4.1. Contract health and safety management
   3.4.2. Hazardous substances documentation compliance
   3.4.3. Confined space entry

   The results of all audits have been submitted to the Management Team for their review.

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

4. COMMUNITY VIEWS

4.1. Groups and Organisations

   4.1.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.
4.2. **Wider Community**

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

5. **IMPLICATIONS AND RISKS**

5.1. **Financial Implications**

5.1.1. All financial implications for the upcoming year’s health and safety activities have been accounted for within approved project costs (such as Promapp implementation), or via departmental budgets already allocated to health and safety.

5.2. **Community Implications**

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

5.3. **Risk Management**

5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register Action Plan is a key aspect of this monthly report (see Attachment 2).

5.4. **Health and Safety**

5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 1 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

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

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

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

6.3. **Community Outcomes**

6.3.1. There is a safe environment for all

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

6.4. **Delegations**

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

<table>
<thead>
<tr>
<th>OFFICER DUTIES</th>
<th>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOW</strong></td>
<td>• Updates on new activities/major contracts</td>
<td>Various Committee reports</td>
</tr>
<tr>
<td></td>
<td>• Council reports to include Health and Safety advice as relevant</td>
<td>Monthly, as required</td>
</tr>
<tr>
<td></td>
<td>• Audit Committee to receive minutes of Health and Safety Committee meetings</td>
<td>Quarterly</td>
</tr>
<tr>
<td></td>
<td>• Update on legislation and best practice changes to Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td><strong>UNDERSTAND</strong></td>
<td>• Induction of new Council through tour of District and ongoing site visits.</td>
<td>Start of each new term and as required</td>
</tr>
<tr>
<td></td>
<td>• H&amp;S Risk register to Audit Committee</td>
<td>Six monthly, or where major change</td>
</tr>
<tr>
<td></td>
<td>• Training on H&amp;S legislation and best practices updates</td>
<td>At least annually</td>
</tr>
<tr>
<td></td>
<td>• CCO activities reported to the Audit Committee</td>
<td>At least annually</td>
</tr>
<tr>
<td><strong>RESOURCES</strong></td>
<td>• LTP or Annual Plan to have a specific report on H&amp;S resources</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</td>
<td>As required</td>
</tr>
<tr>
<td><strong>MONITOR</strong></td>
<td>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>• Risk register review by Audit Committee</td>
<td>Six monthly, or where major change</td>
</tr>
<tr>
<td><strong>COMPLY</strong></td>
<td>• Programme of H&amp;S internal work received by Audit Committee</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Internal Audit reports to Audit Committee</td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Incident Investigations reported Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td></td>
<td>• Worksafe review of incidents/accidents reported to Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td><strong>VERIFY</strong></td>
<td>• Receive any external audit results and remedial actions (if any) reported to Audit Committee</td>
<td>Two yearly</td>
</tr>
<tr>
<td></td>
<td>• Worksafe audits, if undertaken</td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee</td>
<td>As completed</td>
</tr>
</tbody>
</table>
### Major Projects

<table>
<thead>
<tr>
<th>Objective 1: Improve Health and Safety systems, to align with organisational objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 1</strong>: Re-develop Safety Management System to ensure that all Policies align with SafePlus framework (see TRIM 180315027921), and all critical risk procedures are captured in Promapp.</td>
</tr>
<tr>
<td><strong>Current Progress</strong></td>
</tr>
<tr>
<td>Policy structure has been drafted, and re-writing of policies has commenced. Policy structure has 3 key policies: Leadership &amp; Commitment, Risk Management and Worker Engagement. There will be several sub-policies under the ‘Risk Management’ main policy, to address critical risks (e.g. Asbestos Management, Drug and Alcohol, Driver Safety etc.).</td>
</tr>
<tr>
<td><strong>Comment</strong></td>
</tr>
<tr>
<td>To date, the following number of health and safety procedures have been captured in Promapp: Published (finalised) = 33 Unpublished (in progress) = 7</td>
</tr>
<tr>
<td>Additionally, the Water Unit have used Promapp to review and rewrite their Standard Operating Procedures, and have &gt;130 procedures that have been developed. For the most part they have been finalised, with some in final draft phase.</td>
</tr>
<tr>
<td><strong>Promapp training has been delivered to the Water Unit team and the Standard Operating Procedures are available on their mobile devices.</strong></td>
</tr>
</tbody>
</table>

| Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure that WDC is compliant with health and safety policies, procedures and legal requirements. |

| **Action 2**: Implement Promapp training module to improve the management of all Health and Safety training. |
| **Current Progress** |
| **AS PER LAST MONTH** |
| The Promapp training module has been purchased, and key staff (including H&S Admin and Manager) are trained in how to use the module. Single sign-on has been confirmed, and all staff are creating their Promapp profiles. |
| **Comment** |
| Once all profiles are created, Health, Safety and Quality team will transfer current training data across to the Promapp Training Module. A full project plan for this activity has been created (yet to be approved) and will require resources from both the Health and Safety and the Quality functions. |

### Action 3: Review and re-develop internal health and safety auditing system, aligned with SafePlus. (see TRIM 180315027921). |
| **Current Progress** |
| The SafePlus Online Self-Assessment tool from WorkSafe has been issued. From there the team will complete the following actions: |
| - Assess the suitability of the tool (and determine any changes in approach – if required) **COMPLETE** |
| - Confirm audit timing and approach (report to Management Team) **COMPLETE** |
| - Arrange audit **COMPLETE** |
| - Complete audit and submit findings to Management Team **COMPLETE** |
| - Develop action plan and monitoring schedule **IN PROGRESS** |
| - Review process and adjust if required |
### Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.

<table>
<thead>
<tr>
<th><strong>Action 4:</strong> Contractor management process improvement project (carry-over).</th>
<th><strong>COMPLETE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Deliver training to all staff once Promapp processes are complete (Oct 2018).</td>
<td>Contract Management training is complete as of 12th November. Training delivered to 55 contract managers from across the Council, and notes sent out to a total of 90 (including the staff that attended training). Timing of the training was determined by the Promapp rollout project (access to the system). Additionally:</td>
</tr>
<tr>
<td>- Develop audit function based on PDU audit role.</td>
<td>- Health and Safety Manager provides a H&amp;S Contract Management overview to all new staff at their induction. - Health and Safety Manager also provided an overview of current procedures to U&amp;R, Water Unit, Greenspace and Regeneration teams at a June workshop. - A 6-monthly reminder email was sent to staff on 24/08 to inform them of H&amp;S processes and tools to manage contractors. - A ‘deep-dive’ audit of adherence to H&amp;S aspects of contract management has been completed as part of SafePlus assessment (see above).</td>
</tr>
</tbody>
</table>

### Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.

<table>
<thead>
<tr>
<th><strong>Action 5:</strong> Wellbeing strategy development and implementation project (carry-over).</th>
<th><strong>COMPLETE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Wellbeing Committee has been established, the wellbeing strategy is complete, and has been submitted to Management Team for their approval in early August. Additionally, the Management Team approved:</td>
<td>The Wellbeing Committee has now issued the strategy and communications to all staff (September 2018), and will coordinate and communicate all wellbeing activities going forward.</td>
</tr>
<tr>
<td>- Wellbeing calendar of events - Wellbeing presence on intranet - Wellbeing branding - Wellbeing communications plan.</td>
<td></td>
</tr>
</tbody>
</table>

### LEGEND

- On track
- Slightly behind schedule (less than one month)
- Behind schedule (greater than one month)

In addition to the above workplan, there will be a particular focus on working with volunteers to manage their health and safety. This will include creating written agreements with high risk volunteers, and proactively engaging with all volunteers to ensure that health and safety expectations are aligned with all parties.
Incidents/Injuries – March 2019 (as at 20 March 2019)

March 2018 to Current: Worker/Volunteer Incident Reporting

- **Incident Type**: Property or Vehicle Damage, Near Miss, Injury, Illness/Medical Incident

- **Chart Details**: The chart displays incident counts by month from March 2018 to March 2019 for various types of incidents.
Lost Time Injuries:

<table>
<thead>
<tr>
<th>Year</th>
<th>Injuries</th>
<th>Total Hours</th>
<th>Causes</th>
</tr>
</thead>
</table>
| 2017/18| 4        | 294         | Body stressing x2 (manual handling) (63hrs)  
       |          |             | Fell, trips, slips x2 (231hrs)       |
| 2018/19| 1        | 62          | Carryover Injury – (Falls, trips, slips x1 total 49 hours)  
       |          |             | Body stressing x1 (manual handling) (13 hrs)       |

LEAD INDICATORS

Safety Inspections Completed (Workplace Walkarounds)


Training Delivered

- 2017/18: People Trained: 460

Contractor Database (drawn from SiteWise Database)

CONTRACTOR ASSESSMENT SCORES

YOUR CONTRACTORS

- 0% 23% 109%

YOUR PREFERRED CONTRACTORS AVG. SCORE: 83%

ALL CONTRACTORS

- 455 947 2123

ALL CONTRACTORS AVG. SCORE: 71%
<table>
<thead>
<tr>
<th>Risk rating</th>
<th>Risk type</th>
<th>Suggested Actions</th>
<th>Action Owner</th>
<th>Due date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Consequence</td>
<td>Armed Hold-up/Violent or Abusive Customers (on Council Sites) &amp; Site Security</td>
<td>*Develop and implement action plans based on Site Security Reviews.</td>
<td>Liz Ashton</td>
<td>Review at end 2018/19</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Boat Operations</td>
<td>*Practise rescue plan drills on regular basis</td>
<td>Phil Drozdowski</td>
<td>31/05/2019 (revised)</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Confined space entry</td>
<td>*Review procedures for any work on Ocean Outfall Pipeline/drop-structure to ensure they are adequate.</td>
<td>Phil Drozdowski/Kalley Simpson</td>
<td>15/03/2019 (revised)</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Confined space entry</td>
<td>*Review the records kept of permits to work, and contractor inclusion in permits to work.</td>
<td>Charlotte Browne</td>
<td>31/03/2019 (revised)</td>
<td>Complete</td>
</tr>
<tr>
<td>High Risk</td>
<td>Contractor Health and Safety Management</td>
<td>*Train all contract managers in H&amp;S processes/requirements at time of induction.</td>
<td>Charlotte Browne</td>
<td>Ongoing</td>
<td>Complete</td>
</tr>
<tr>
<td>High Risk</td>
<td>Contractor Health and Safety Management</td>
<td>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</td>
<td>Chris Brown/Nick Harrison</td>
<td>31/03/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Electricity</td>
<td>*Ensure that emergency response procedures (i.e. what do to in the event of incident/interaction with underground or overhead power lines) is available, and that all relevant staff are trained, in procedure.</td>
<td>Phil Drozdowski/Jeff Millward</td>
<td>30/04/2019 (revised)</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Hazardous Substances</td>
<td>*Review the hazardous substances records and adherence to requirements.</td>
<td>Charlotte Browne</td>
<td>01/03/2019 (revised)</td>
<td>Complete</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Mobile plant and machinery</td>
<td>*Check maintenance records and maintenance schedules are in place to ensure safety of equipment.</td>
<td>Unit Managers</td>
<td>Ongoing</td>
<td>In progress</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Mobile plant and machinery</td>
<td>*Improve competency records to include a schedule of levels of competency for each staff member/each piece of mobile plant.</td>
<td>Phil Drozdowski/Jeff Millward</td>
<td>31/05/2019 (revised)</td>
<td>In progress</td>
</tr>
<tr>
<td>High Risk</td>
<td>Volunteers conducting hazardous activities</td>
<td>*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&amp;S processes.</td>
<td>Liz Ashton</td>
<td>31/01/2019</td>
<td>In progress</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Water Safety</td>
<td>*Need to review the contractor’s Job Safety Analysis when removing avian botulism bird carcasses.</td>
<td>Kalley Simpson</td>
<td>31/01/2019</td>
<td>Complete</td>
</tr>
<tr>
<td>High Risk</td>
<td>Water Safety (Public)</td>
<td>*Require review of security fencing of all Waste Water Treatment Plant sites (internal review - test against other organisations). Review Stormwater site security (internal review - test against other organisations).</td>
<td>Gerard Cleary</td>
<td>31/03/2019 (revised)</td>
<td>Complete</td>
</tr>
<tr>
<td>High Consequence</td>
<td>Working at heights</td>
<td>Water Unit: *Review of all structures which require work at heights to determine the adequacy of the fall protection (in particular the harness systems) and any further procedure/training required to ensure safe use of systems.</td>
<td>Phil Drozdowski/Kalley Simpson</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Violent or Abusive members of public (in the field)</td>
<td>Water Safety (Public)</td>
<td>*Consider use of body cameras for enforcement staff *Enforce mandatory StopViolence training for all staff that interact with public face-to-face *Develop 'key client' staff relationships to ensure that only certain staff deal with identified difficult customers.</td>
<td>Managers &amp; Team Leaders</td>
<td>TBC</td>
<td>Not started</td>
</tr>
<tr>
<td>High Consequence/High Risk</td>
<td>Multiple Risk</td>
<td>Review and action of 3-Waters Sites Hazard Review (Dan McNally) and Water Unit Observation Report (Impac)</td>
<td>Gerard Cleary/Jeff Millward</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk rating</th>
<th>Risk type</th>
<th>Suggested Actions</th>
<th>Action Owner</th>
<th>Due date</th>
<th>Progress</th>
</tr>
</thead>
</table>

*All actions are new since the September 2018 Risk Register review.*
1 SUMMARY

1.1 This report requests that the Utilities and Roading Committee recommend the proposed minor changes to the Stockwater Race Bylaw 2007 and associated policies, to the Council for adoption.

1.2 The current Stockwater Race Bylaw 2007 was established under the Local Government Act (LGA) 2002 and is consistent with Section 146(i). LGA Section 159 states that bylaws made under the Act must undergo a review within 10 years of the date the bylaw was last reviewed under Section 158. In accordance with Section 160A any bylaw not reviewed within this time frame will be revoked 2 years after the date on which the review was due. Therefore this bylaw will be revoked on 05 June 2019 if not reviewed prior to this date.

1.3 The proposed changes to the Stockwater Race Bylaw and associated policies, have been assessed as minor by Waimakariri District Council Staff under LGA Section 156(2)(a). Public consultation is not required by way of a Special Consultative Procedure (SCP).

Attachments:

i. Proposed Stockwater Race Bylaw 2019 including tracked changes (190227023463)
ii. WIL Feedback Table (190227023581)
iii. Stockwater Race – Closure Policy, including proposed changes (190118004909)
iv. Stockwater Race - Pond Policy, including proposed changes (190118004907)
v. Planting of Trees and Shrubs alongside Stockwater Races Policy, including proposed changes (190118004911)

2 RECOMMENDATION

THAT the Utilities and Roading Committee recommends:

THAT the Council:

(a) Receives report no. 190219018655

(b) Notes that a review of the Stockwater Race Bylaw 2007 has been undertaken and it has been confirmed that there is a need for a Stockwater Race Bylaw
Notes that minor changes to the Stockwater Race Bylaw 2007 and associated policies, as identified by tracked changes in attachments i, iii, iv & v, have been made for clarity purposes and to update references

Adopts the Waimakariri District Council Stockwater Race Bylaw 2019

Adopts the revised Stockwater Race Closure Policy, Stockwater Race Pond Policy and Planting of Trees and Shrubs alongside Stockwater Races Policy

Circulates this report to the Council’s Community Boards for their information

3 BACKGROUND

3.1 The existing Stockwater Race Bylaw 2007, was established under Local Government Act (LGA) 2002 and is consistent with Section 146(i). As at 05 June 2017 a review of the bylaw was due under Section 159. However as this review has not occurred until now, Section 160A provides an additional 2 years leeway in stating that a bylaw will not be revoked for an additional 2 years after the 10 year due date. As at 05 June 2019 the current bylaw will be revoked if a review is not undertaken and adopted prior to this date.

3.2 The high level functions and responsibilities as set out in the current bylaw, remain suitable for operation of the scheme. However it has been determined, through this review that minor changes are required in order to clarify items, update the associated maintenance map and to add explanatory guidance where required.

3.3 The policies referenced by the Stockwater Race Bylaw have also been reviewed in conjunction with the required bylaw review. The minor changes proposed to the policies do not alter the roles or responsibilities of Council or ratepayers. It is however proposed that educational material be made available to race users to provide guidance, particularly around planting and race maintenance.

4 ISSUES AND OPTIONS

Proposed changes to the current Stockwater Race Bylaw 2007

4.1 Date Changes

The content of the 2007 bylaw includes dates which require to be updated. Section 14 has also been updated to reflect the day on which the proposed bylaw revision is to come into effect.

4.2 Reference Updates

Section 3.2 of the Stockwater Race Bylaw 2007 makes reference to the Natural Resources Regional Plan. This plan has since been replaced by the Regional Land and Water Plan, and the proposed bylaw revision has been updated to reflect this.

4.3 Minor Clarifications

4.3.1 Stock Access

Section 3.4.4 has been revised to clarify what constitutes ‘lingering’. Activities that cause or contribute to nuisance, such as bank damage are identified in this Section. Section 3.4.4 is proposed as follows, additional wording added is underlined.
Any animals to linger in a water race or cause or contribute to nuisance, such as bank damage. Drinking stations outside the race are the preferred method to avoid damage to the water race.

It is noted that neither the Land and Water Regional Plan or the Draft Zone Implementation Programme Addendum (ZIPA) require all water races to be fenced. Although fencing of water races may be required to exclude intensively farmed stock under Recommendation: 1.16 in the ZIPA.

4.3.2 Spraying

Section 3.4.22 provides further clarification to those people wishing to use herbicides for maintaining stockwater races. This section is consistent with other proposed changes, by way of providing further guidance as to activities which can adversely affect a water race, causing nuisance. Proposed new Section 3.4.22 is as follows.

No one is to permit, allow or do any of the following:
Any herbicide to be used on a water race in such a way as to destabilise the bank structure.

4.3.3 Cleaning Removal

As part of Section 5.4 it is proposed that an explanatory note (see below), be added to further clarify what is intended under Section 5.4.1.

Explanatory note: The above excludes works to increase the capacity of the water race to convey additional irrigation flows. The deposition of material from such works onto private land requires approval of the landowner.

4.3.4 Blockage of Secondary Flow

This is a minor clarification intended to provide clarity associated with the removal of debris from a stockwater race. Section 5.3.2 is proposed as follows and should be read in conjunction with Section 5.3.

5.3 Removal of Debris

After cleaning a water race or clearing or removing any debris from a water race or from the banks or sides of a race the owner or occupier of the land is to without delay, at their own cost and expense, remove any and all clearings and cleanings and other obstructions from both sides of the race in such a manner and to such a distance from the race as may be necessary to:
5.3.2 Prevent blockage of any secondary overland flow path; and

4.4 Map

It is proposed that the map of the stock water race system is referenced by the bylaw, but is made accessible on the Waimakariri District Council website instead of as an attachment to the bylaw itself. Map No. 1140 will be updated whenever a change occurs in terms of maintenance responsibility, diversion or closure. Maintaining a regularly updated scheme plan online will avoid the need to review the bylaw every time map changes are required, as changes will be made independently.
4.5 Consistent Terminology

Throughout the 2007 bylaw there are numerous words used to describe permission, these include; approve, consent, authority and permission. It is proposed that these variations, all be replaced with the word permission, to provide greater consistency.

Proposed changes to associated policies

4.6 The three policies associated to the Stockwater Race Bylaw include; Stockwater Race – Closure Policy, Stockwater Race Pond Policy and Planting of Trees and Shrubs alongside Stockwater Races Policy.

4.7 The proposed minor changes to these policies are shown in the attached documents by tracked changes. All of the proposed changes are considered to be less than minor and mainly update dates and legislation references. Also a new period of 20 working days is proposed for application for planting and ponds using form QS-U580 (attached for your reference), changed from 10 working days.

4.8 It is proposed that the Planting of Trees and Shrubs alongside Stockwater Races Policy be supported by a guidance document for property owners. The guidance would include information around the types of vegetation that should be planted along the races. The need for this guidance has come about as a result of feedback from Waimakariri Irrigation Limited and the Waimakariri Water Zone Committee.

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

5 COMMUNITY VIEWS

Groups and Organisations

5.1 WIL Feedback

Waimakariri Irrigation Limited (WIL) have provided feedback and suggested changes they would like included in the Stockwater Race Bylaw, as part of this review. These have been reviewed by Waimakariri District Council staff and the following minor changes are proposed.

5.1.1 Roadside Cleaning

The current practice is for cleaning of roadside stockwater races to be undertaken by the adjacent property owner. The exception to this are races shown as green on Map No. 1140, which are maintain by the Council.

The cleaning of roadside races is a key issue as with increasing traffic management and health & safety requirements, it may be necessary for Council to take over the maintenance of certain stockwater races in the future. It is intended that this will be addressed as a separate process during the 2019 calendar year. If a significant change is required then it is expected that consultation across stockwater ratepayers would be needed as well as approval by Council as part of the Annual Plan process, given the potential increase in maintenance costs and hence rates.

5.1.2 Stock Access
Section 3.4.4 has been revised to clarify rules relating to stock access.

5.1.3 Drinking Stations
Waimakariri District Council staff intend to work with WIL to produce guidance material for stockwater users relating to drinking stations.

5.1.4 Spraying
Minor clarification is proposed to Section 3.4.22 related to spraying.

5.1.5 Maintenance Compliance
Waimakariri District Council Staff intended to work with WIL to produce educational material which will provide advice to stockwater race users relating to race maintenance, including preferred methods.

5.1.6 Planting Guidance
Waimakariri District Council staff intend to work with WIL to develop guidance material around planting stockwater races.

5.2 Waimakariri Water Race Advisory Group
At the Waimakariri Water Race Advisory Group meeting held 13 November 2018, the proposed minor changes were presented with the intention of seeking feedback. The group did not raise any concerns about the proposed changes. Associated policies were mailed to the Group in early 2019 with a feedback deadline of February 28th.

5.3 Waimakariri Water Zone Committee Feedback
At the Waimakariri Water Zone Committee (WWZC) meeting held 19 November 2018, the proposed minor changes were presented in order to seek feedback. A matter of interest to the Zone committee members was stock access to waterways and the use of the word “linger”. This word is still included in the bylaw, however the environmental effect of lingering as an activity is the key focus, as opposed to what the activity itself entails.

A new clause has been added in relation to under spraying, to ensure no adverse effects are caused as a result. It was also noted that the bylaw is for management of a utility asset, however at the point of discharge Council needs to make sure that it is not causing any adverse effects to the receiving environment. A Committee member explained that the WWZC views the stockwater races as part of the broader waterway system that provide an opportunity to improve biodiversity and amenity of the area. It was agreed that guidance material would be developed around planting of stockwater races.

5.4 Rūnanga Feedback
The proposed changes to the bylaw and associated policies were presented at the Rūnanga meeting held 21 February 2019. It was explained that there are no significant changes proposed, but the key change is to put emphasis on the possible adverse environmental effect of stock within water races in terms of bank damage and other adverse effects. This approach is opposed to enforcing fencing to exclude stock, and is aligned with the current Land and Water Regional Plan as well as the ZIPA.
As per the current bylaw, the maintenance of stockwater races within the road reserve, falls with the property owner. It was acknowledged that further review of this aspect of the bylaw should be undertaken, and that this matter hasn’t been addressed within the proposed changes under this review.

6 IMPLICATIONS AND RISKS

6.1 Financial Implications

Waimakariri Irrigation Limited agreement should remain unaltered by these changes. Therefore it is deemed that there are no financial implications triggered by the minor changes proposed by this bylaw review.

6.2 Community Implications

The rights and responsibilities of the Stockwater Race scheme ratepayer and users should also remain unaltered by these minor changes. Therefore it is deemed that there are no Community implications triggered by this bylaw review.

6.3 Risk Management

Conducting this review mitigates the risk of this bylaw being revoked on 05 June 2019. By adopting the recommended minor changes, the bylaw will remain operative for another 10 years until the next review is due, unless revoked before by Council decision.

6.4 Health and Safety

The proposed minor changes to the bylaw do not affect existing health and safety considerations.

7 CONTEXT

7.1 Policy

This is not a matter of significance in terms of the Council’s Significance and Engagement Policy. In particular, section 4.2 of the Policy requires an assessment of significance in terms of the Council’s Significance Policy. An assessment against the Significance Policy shows the following;

i. the level of service for the supply and delivery of stockwater will not be affected by the proposed minor changes to this bylaw,

ii. the role and responsibility of ratepayers and stockwater race users will be unaffected by the proposed minor changes to the bylaw,

iii. the closure will not significantly affect costs to Council or ratepayers as operating and maintenance costs will not change. There is no proposed change in rating income as a result of the proposed changes to the bylaw,

iv. all proposed changes have been deemed by Council Staff as less than minor.

For these reasons, the Stockwater Race Bylaw 2007 review is not considered significant and therefore consultation with residents using the Special Consultative Procedure is not required.

7.2 Legislation
The current Stockwater Race Bylaw 2007 was established under the Local Government Act (LGA) 2002. It is consistent with Section 146(i), for the purpose of managing, regulating against or protecting from, damage, misuse, or loss associated with water races.

Local Government Act, Section 159 states that bylaws made under the Act must undergo a review within 10 years of the date the bylaw was last reviewed, as required by Section 158. Under Section 160A any bylaw not reviewed within this time frame will be revoked 2 years after the date on which the review was due. Therefore this bylaw will be revoked on 05 June 2019 if not reviewed prior to this date.

The proposed changes to the Stock Water Race Bylaw have been assessed as minor by Waimakariri District Council Staff under LGA Section 156(2)(a). Public consultation is not required by way of a Special Consultative Procedure (SCP).

7.3 Community Outcomes

- There is a safe environment for all
- There is a healthy and sustainable environment for all
- The distinctive character of our takiwā - towns, villages and rural areas is maintained

7.4 Delegations

The Council has authority to make a decision on this bylaw review.

Libica Hurley
Technical Administrator

Owen Davies
Drainage Asset Manager
STOCK-WATER RACE BYLAW

2019-2007

Adopted at a Council meeting held on 5 June 2007

______________________________
Mayor

______________________________
Administration Manager

May 2007
WAIMAKARIRI DISTRICT COUNCIL STOCK WATER RACE BYLAW 201982007

1 INTRODUCTION

This bylaw is made by the Waimakariri District Council in exercise of its powers and authority vested in the Council by Section 146 (b) (i) of the Local Government Act 2002. The bylaw is enforceable throughout the Waimakariri District Water Race area which is described on map no. 1140.

2 INTERPRETATION

2.1 The Council means the Waimakariri District Council or any authorised staff member.

2.2 Bylaw means this bylaw as altered, varied or amended from time to time.

2.3 Owner or occupier means the owner or occupier of land in the supply area as recorded as such in the valuation roll of the district.

2.4 ‘Holding’ means any property of any area or value separately valued in the valuation roll of the district.

2.5 The supply area means the area over which stock and/or irrigation water is supplied and specifically includes and means the Browns Rock Subdivision as defined by Special Order made by the Waimakariri Ashley Water Supply Board on 20 September 1894, and as set forth and named as such in the Special Resolution published in the New Zealand Gazette 1894 at pages 1653 and 1654, and includes any alterations to the area which may be made from time to time by the Council in exercise of its powers under the Local Government Act 2002.

2.6 Water race has the meaning prescribed in the Local Government Act 2002, Part 1, Section 5 (1), and means the land occupied by a water channel (other than a main river) –

(a) constructed -
   (i) by or under the authority of a local authority
   (ii) in, upon, or through land for supply of water; and

(b) to be used -
   (i) solely or principally for farming purposes; or
   (ii) in the case of an existing water race, for any other purpose for which water from that water race may be used, and

(c) includes -
   (i) a branch of a water race taken or made through land for the purpose of supplying water as referred to in paragraph (b); and
   (ii) an alteration, extension, or widening of a water race or branch water race, whether done by local authority or by any person with the approval of the local authority; and
   (iii) a flood or other bank, or a dam, sluice, flume, bridge, gauge, meter, reservoir, or other waterworks relating to, or forming part of, a water race; and
   (iv) buildings and machinery, pipes, and other materials on the land and within the limits of a water race or relating to, or used in connection with, a water race
2.7 Grid References refer to points shown on map Sheet L35 “WAIMAKARIRI” Edition 1 of NZMS 260, 1:50,000; Edition 1 and Sheet M35 “CHRISTCHURCH” Edition 1, of the same map series. The method used for locating these points is that shown in the marginal notes on each sheet.

2.8 Water Races are of the following type: (See Map 1140, [on Council’s website])

(a) Combined stockwater and irrigation races as shown coloured red on Map No 1140 at 255km more or less; and used for both irrigation and stock water.

(b) Council stockwater races as shown coloured green on Map No 1140 at 538km more or less; are mainly roadside races and end of races.

(c) Irrigation races as shown coloured yellow on Map No 1140 at 17km more or less, are new races built for irrigation supply only.

(d) Farm stockwater races as shown coloured dark blue on Map No 1140 at 538km more or less, and used for on farm stock water purposes.

2.9 The reference Map No 1140 refers to the latest Water Race map issued by the Council [on its Geographic Information System website].

2.10 The Browns Rock Water Race System means that system of water races having its origin at Browns Rock on the Waimakariri River, grid reference 360 584, and from any other sources of supply from which the Council and/or its agent may take water, and includes any tail race, branch, artificial or natural channel within the water race area, or any enlargements or alterations made to the system from time to time. It also includes all of those channels which are wholly or partially supplied with water from the said water race other than those channels into which water is spilled by the Council and/or its agent as no longer required by the water race system.

2.11 Words in the singular include plural and vice versa.

2.12 Words importing masculine gender include feminine.

2.13 The words shall and will are imperative.

2.14 The word may is optional.

2.15 Maintenance means cleaning and maintaining the water race system in accordance with Water Race Activity Management Plan.

2.16 Commercial irrigation means where a water supply agreement has been entered into and irrigation water (by means of spraying or flooding the land with water) is supplied for agreed fees. This does not include aquaculture.

2.17 Domestic irrigation means the watering of a residential garden by pumping from the race.

2.18 Waimakariri Irrigation Ltd is a co-operative company set up to run and administer a commercial irrigation supply business with a licence to occupy a defined area of the water race for this purpose.
2.19 Agent means Waimakariri Irrigation Limited or any other person or body appointed or authorised by the Council and employed as a contractor to maintain and administer the balance of the water race system either inside and/or outside of the defined irrigation area and empowered by a separate agreement.

2.20 Access to water races for rating purposes – defined as where a race is situated on a property or along the boundary including immediately on the other side of a boundary fence.

2.21 Irrigation is the replacement or supplementation of rainfall with water from another source in order to grow trees, grasses, crops or plants.

3 CONDITIONS OF USE

3.1 Purpose

The primary purpose of the water race system is to supply water for stock consumption, and/or commercial irrigation within the system area. Subject to written approval by the Council, it may also be used for domestic irrigation as defined in Clause 2.17.

3.2 Other Considerations

3.2.1 The activities covered by this Bylaw, including the taking, use, damming and diversion of water, may be subject to regional rules contained in Environment Canterbury’s Waimakariri River Regional Plan and its Natural Resources – Regional Land and Water Plan. Compliance with this Bylaw does not necessarily imply compliance with regional rules and a resource consent may be required.

3.2.2 Activities including discharge into water races and land use close to water races that may contaminate water quality are also subject to rules in Environment Canterbury’s Natural Resources – Regional Land and Water Plan under which a resource consent may be required.

3.3 Permitted Uses

Subject to the payment of the annual charges that may be determined from time to time by the Council, and without any further reference to the Council:

3.3.1 Water may be used for stock water purposes.

3.3.2 Water may be used for domestic irrigation provided that only one connection per dwelling may draw through an exposed pipe of no more than 20mm internal diameter, for no more than two hours per day and provided written approval from the Council is received.

3.3.3 Water may be used for commercial irrigation from races (existing or future) that have been specifically designated as irrigation races or combined stockwater and irrigation races (as respectively defined in clauses 2.8(a) and 2.8(c)) in accordance with a water supply agreement with the Council or its agent as applicable.

3.4 Prohibited Uses
No one is to permit, allow or do any of the following:

3.4.1 Bathing or washing in a water race.

3.4.2 Any domestic fowl, be they water-fowl or otherwise, to stray into or upon the water race.

3.4.3 Contamination of the water race by chemicals, nutrients, or by any backflow from irrigation equipment.

3.4.4 Any animals to linger in a water race \textit{or cause or contribute to nuisance, such as bank damage, but drinking stations may be provided located outside the race are the preferred method to avoid damage to the water race.}

3.4.5 Any activity carried out on land or in any building or yard to contaminate or to make less pure the water in the water race.

3.4.6 Obstruct the flow of water in the water race by any means whatsoever.

3.4.7 Ride, drive or lead any animals or propel, draw or convey any vehicle or chattels into, across, or through a water race \textit{except at the bridges, culverts or crossing places provided by the Council and/or its agent or constructed with the Council’s and/or its agents consent written permission.}

3.4.8 Any cuttings, clippings, twigs, branches or any other part of any tree or plant or any part of any fence to fall into or remain in a water race.

3.4.9 Draw off water from a water race or divert any water belonging to a water race without previous \textit{written permission in writing of the Council.}

3.4.10 Either willfully or through neglect allow any pipe or other apparatus on their property to be out of repair so that water supplied from a water race is wasted.

3.4.11 Alter or interfere with any regulating gate or other apparatus or do anything else whereby the supply of water from a water race is improperly increased or decreased.

3.4.12 Permit a person who does not pay water race rates to take water from the race.

3.4.13 Widen or deepen any water race or alter the course of any water race without the written \textit{permission of the Council.}

3.4.14 Permit or allow any Statutory Nuisance as defined under Section 29 of the \textit{Health Act 1956.}

3.4.15 Obstruct any crossing point over a water race.

3.4.16 Remove, displace, alter, damage or interfere with any bank, dam, sluice, flume, bridge, gauge, meter, reservoir, pipe, or other work or thing used in supplying or distributing water from any water race.
3.4.17 Open the ground so as to uncover any culverts belonging to any water race or to lengthen or decrease the length of any such culvert without the written authority permission of the Council.

3.4.18 Make any structure over, in, or under a water race unless without written permission of approved by the Council.

3.4.19 Sow, plant, or permit to grow any tree, hedge, shrub or other plant of any kind, within a distance of ten metres from either side of a water race, except that:

(a) Crops and pasture are permitted; and

(b) Shrubs or plants to form any part of a live fence and maintained less than 1.5 metres in height may be sown or planted by an owner or occupier of land on one side of the race only, and then only at a distance of more than 1 metre from the edge of the race.

(c) Otherwise approved by the Council.

3.4.20 Erect any building or structures of any kind or any size within ten metres of either side of any water race without the written authorization permission of the Council.

3.4.21 Any animal effluent or agricultural fertiliser to be discharged within 10 metres of a stockwater race.

3.4.22 Any chemical/herbicide or action, to be used on a water race in such a way as to destabilise the bank structure.

4 COUNCIL RESPONSIBILITIES

Notwithstanding anything to the contrary that may appear in this bylaw the Council or its agent will:

4.1 Ensure that the races are maintained at all times.

4.2 Ensure maintenance provisions of any agreement between the Council and its agent are met.

5 CLEANING

5.1 Farm Stockwater Race Cleaning

Every owner or occupier of land through which a farm stockwater race runs (coloured blue) as identified in Clause 2.8 (d), shall:

5.1.1 Keep the water race, banks, and sides of the race in good order and condition and free from all silt, weeds, vegetation of all kinds, and from all other rubbish and obstructions of all kinds at their own cost.

5.1.2 Keep and maintain the sides, banks, and other earthworks of the water race in such a condition as to prevent or mitigate any overflow, leakage, or waste of water.

5.2 Other Race Cleaning
The provisions of Clause 5.1 do not apply where that race is a combined stockwater and irrigation race, or an irrigation race, or a stockwater race as identified in Clause 2.8(a), 2.8(b) or 2.8(c). These races will be cleaned by the Council and/or its agent.

5.3 Removal of Debris

After cleaning a water race or clearing or removing any debris from a water race or from the banks or sides of a race the owner or occupier of the land is to without delay, at their own cost and expense, remove any and all clearings and cleanings and other obstructions from both sides of the race in such a manner and to such a distance from the race as may be necessary to both:

5.3.1 Prevent the materials from re-entering the race;

5.3.2 Prevent blockage or alteration of any secondary overland flow path; and

5.3.3 To allow access to the race by any plant and machinery necessary to clean the race.

5.4 Maintaining Cleaning and/or Improving the Races

5.4.1 When the Council and/or its agent clears, cleans, renovates or improves any part of a stock water race, a combined stock water and irrigation race or an irrigation race, as identified in Clause 2.8 (a), 2.8 (b) or 2.8(c) or any land adjoining any part of these races, it may deposit all or part of the materials removed by or in the course of the work onto any part of the land contiguous or adjacent to the race, except where that land is a formed public road.

Explanatory note: The above excludes works to increase the capacity of the water race to convey additional irrigation flows. The deposition of material from such works onto private land requires approval of the landowner.

5.4.2 All such material deposited by the Council and/or its agent is to be placed in accordance with Clauses 5.3.1, and 5.3.2 and 5.3.3 of this bylaw.

5.4.3 When the Council and/or its agent require such material to be removed, this will be arranged by the Council and/or its agent as a charge against maintenance of the water race system.

5.5 Failure To Repair or Clean the Race

5.5.1 If the owner or occupier fails, neglects or refuses to comply with any provision of this bylaw after having been required to do so in writing by the Council, the Council and/or its agent may enter onto the land, make good such failure, neglect or refusal and charge the owner or occupier with cost and expense of the work, provided however that the provisions of Sections 182 of the Local Government Act 2002 shall not be abrogated by the provisions of this bylaw.

5.5.2 Any debt incurred by the Council complying with Clause 5.5.1 of the bylaw is a debt recoverable in a court of competent jurisdiction.
5.5.3 Any remedy given by such a court shall in no way affect the liability of the owner or occupier to any penalty provided for the breach of this bylaw.

6 **DIVERTING OF WATER**

6.1 The Council may grant written permission to any person through whose land a water race runs to divert as much water from the race as is necessary to keep a pond or other reservoir on their land to be filled or constantly filled with water, provided that:

6.1.1 No such diverting shall be undertaken until the Council has granted a permit to do so in writing. Such a permit may be revoked at the pleasure of the Council after giving three months notice of its intention to do so except where a Resource Consent has been issued pursuant to the provisions of **Resource Management Act 1991**.

6.1.2 The pond or reservoir shall be completely watertight and lined with impervious materials.

6.1.3 The intake and outlet of any pond must be able to be shut off to ensure compliance with water restrictions or resource consent conditions.

6.1.4 An adequate outfall is provided from the pond or reservoir to allow the overflow to return to the water race, at the same water level as the race.

6.1.5 No such pond or reservoir exceeds the area volume or depth that may be specified by the Council when granting such permission.

6.1.6 No pond or reservoir shall cause any downstream reduction in water flow in the race the water is diverted from.

6.1.7 No pond or reservoir shall be created by installing a dam to raise the water level of the race.

7 **EXISTING USES**

7.1 If, at the date the original bylaw came into force (1999) there are existing:

7.1.1 Trees, hedges, other plants or shrubs of any kind either growing or dead, in the form or nature of stumps or otherwise, in or on land and situated contrary to the provisions of Clause 3.4.19 of this bylaw and irrespective of how, when or by what means they came to be there;

or

7.1.2 Structures, buildings or yards of any kind or ponds impounding water which are situated contrary to provisions of Clause 3.4.20 and Clause 6 of this bylaw;

and

7.1.3 If in the reasonable opinion of the Council any of the obstructions referred to in clause 7.1.1 or clause 7.1.2 are interfering with the flow of the water in any water race;

then
7.1.4 The Council shall notify the owner or occupier in writing of its intent to require the removal of such tree, hedge, other plants, shrub, structure, ponds, building and/or yard;

and

7.1.5 The owner or occupier shall be given an opportunity to be heard by the Council before any final decision is made under this clause.

7.1.6 The Council shall make a final decision at a formal meeting, taking into account any information provided by the owner or occupier.

7.1.7 Should the Council decide that any obstructions referred to need removing, it shall notify the owner or occupier of the requirement for the owner or occupier to remove them, including any consideration for compensation.

7.1.8 In any instances where there is failure to comply, Clause 5.5.1 will apply.

8 EXTRA OR ABNORMAL SUPPLIES

The Council may, at its discretion, grant an extra supply of water from the water race for special purposes, including fire fighting, or for purposes not otherwise authorised by this bylaw, at a cost to be established by the Council at the time of its application. Such cost may be varied from time to time in accordance with the provisions of these bylaws.

9 POWERS OF COUNCIL

9.1 The Council may under powers given to it under the Local Government Rating Act and the Local Government Act and their Amendments establish, vary, alter, reduce, increase or remove charges and rates for the provision of the water race system.

9.2 The Council may alter the basis or manner or scale on which any or all such charges or rates are to be assessed as it sees fit in accordance with the powers delegated.

9.3 The Council may impose restrictions on the draw off of water from time to time.

9.4 The Council may perform its obligations, and exercise its rights, under these bylaws or otherwise in relation to the water race system through its nominated agents, employees or contractors, or the Agent, as the Council determines from time to time.

10 BREACHES OF THIS BYLAW

Where any person:

10.1 Defaults in payment of any rate imposed on their land in respect of the supply of water; or,

10.2 Fails to do or perform any act, or thing, that he or she is required to do by these bylaws; or,

10.3 Permits, allows, or does, any of the acts that are prohibited in Clause 3.4, or
10.4 Breaches any of terms and conditions of clauses 5 and 6 of this bylaw; or,

10.5 Fails to carry out anything that they have agreed to as part of their water supply agreement with the Waimakariri District Council or its agent; or,

10.6 Commits any other breaches of the terms and conditions of this bylaw

then they are in breach of this bylaw.

11 PENALTIES

11.1 Every person who commits a breach of any part of this bylaw is liable to a fine not exceeding $20,000 as provided for by Section 242 of the *Local Government Act 2002*.

11.2 In addition to any penalty imposed by any court for a breach of this bylaw the Council may sue for and recover from any person, the amount of damage done or caused to a water race or any works constructed by or under the control or jurisdiction of the Council in relation to the water race, or in respect of any water unlawfully taken or diverted or wasted or lost due to any non observance or performance of any of this bylaw.

12 SAVINGS

12.1 Nothing in this bylaw shall be construed to be an undertaking or guarantee by, or oblige the Council and/or its agent to provide water in any water race either at all, or to any quantity or to any specified quality.

12.2 Nothing in this bylaw shall be construed to render the Council and/or its agent responsible or liable to any person or corporate body for the total or partial failure of any water supply from whatever cause such failure may arise.

13 BYLAWS TO BE REPEALED

All bylaws concerning the water race system in force made by the Council or its predecessors are hereby repealed. This repeal shall not affect the past operation of any such repealed bylaws or the validity or invalidity of anything done or suffered, or any right required, or duty or liability incurred under those bylaws.

14 COMMENCEMENT

14.1 This bylaw shall come into force on the 6th day of June 2007 being the day so fixed at a meeting of the Waimakariri District Council at which the resolution reviewing this bylaw was confirmed.

14.2 The resolution to approve the proposed bylaw for notification was passed by the Waimakariri District Council's Utilities & Roading Committee held on 19 December 2006, which was confirmed at a subsequent meeting of the Waimakariri District Council on 5th day of June 2007.
### Attachment ii)

**WIL Feedback on Stock Water Bylaw**

<table>
<thead>
<tr>
<th>Area</th>
<th>WIL Feedback</th>
<th>WDC Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadside Race Cleaning</td>
<td>Water races adjacent to road sides need clarification on who is responsible for maintenance, these races are becoming increasingly difficult for landowners to maintain due to traffic management and health and safety in the workplace requirements. Also consideration needs to be given to these road verges being manicured by the property owner’s limiting access, difficulty carting wet race cleanings on the road and available dumping sites.</td>
<td>Section 5.1 is unclear as to whether this includes the maintenance of races in road frontages. Although section 2.8 and the Map 1140 suggest that unless they are shown as green they are maintained by the farmers/landowners. We agree the TM and H&amp;S matters need to be considered, but suggest that this can be best achieved by changing races from dark blue to green on plan 1140 (i.e.: change to Council maintained). This can be done as a separate process to the bylaw. For clarity we could modify 5.1 as follows, but this may be considered to be a significant change: Every owner or occupier of land through which a farm stockwater race (coloured blue) runs, <em>or flows through the road frontage of</em>, as identified in Clause 2.8 (d), shall:</td>
</tr>
<tr>
<td>Stock Access</td>
<td>Fencing is increasing due to the requirement to keep large animal’s out of the waterway’s, it may require a separate fencing policy to ensure practical access can be maintained at all times for maintenance.</td>
<td>The bylaw does not specifically refer to fences from a maintenance access perspective, except indirectly in Section 3.4.19 (five fences). Depending on the definitions of structures in Section 3.4.20, it could be considered that this clause also covered fences - although we don’t want to create unnecessary permission requirements. If fences are less than 1.5m high (most common for stock), then I don’t expect we would have an issue from a maintenance access perspective. I expect the main issues are in rural residential areas where 1.8m high fences are used, which could prevent access. I suggest that we monitor this and use Clause 3.4.20 if we need to.</td>
</tr>
<tr>
<td>Discharge</td>
<td>Prohibit roading contractors or other’s from cutting drainage channels into water races.</td>
<td>The altering of race banks is covered under Clause 3.4.16. The discharge into a water race does not appear to be excluded under the bylaw. Interestingly 3.2.2 suggests that</td>
</tr>
<tr>
<td>Mapping</td>
<td>Page 2 item 2.8 update map.</td>
<td>Agree.</td>
</tr>
<tr>
<td>Drinking Stations</td>
<td>Page 4 item 3.4.4 create a separate drinking station policy to incorporate David and Paul’s comments below.</td>
<td>This is best dealt with by developing best practice guidance for drinking stations as set out below.</td>
</tr>
<tr>
<td>Race Cleaning</td>
<td>Page 6 item 5.4.3 removing race cleanings needs better wording to clarify this statement.</td>
<td>Explanatory note added under 5.4.1.</td>
</tr>
<tr>
<td>Spraying</td>
<td>Spraying water races for maintenance, is this a prohibited activity under the bylaw?</td>
<td>New clause 3.4.22 added.</td>
</tr>
<tr>
<td>Maintenance Compliance</td>
<td>WIL requires improved systems or greater powers to ensure races are being maintained by landowners, land owners are informed of their responsibility, update stockwater fact sheet, regular mail outs or a prior warning notice similar to Mainpower notifying users for the need to clean and maintain water races.</td>
<td>This is best dealt with by developing educational material as per the Mainpower example. Additionally the process for escalating non-compliance to WDC staff to take action needs to be formalised.</td>
</tr>
<tr>
<td>Drinking Stations</td>
<td>The drinkers are going to be an ongoing issue. The bylaw does not provide any guidance on positioning, construction, size (relative to stock type, numbers) etc. It is the opportunity to make some rules based on the impact certain stocking characteristics have on the races structural integrity and carrying capacity, and water quality. The clause 3.4.3 - 3.4.7 cover this aspect generally but is short on specifics. Some guidance on this could help clean up some issues that we are seeing with Deer, large mobs of Cattle and general poor positioning, construction causing sedimentation/contamination of the water.</td>
<td>This is best dealt with by developing best practice guidance for drinking stations.</td>
</tr>
<tr>
<td>Drinking Stations</td>
<td>This is the opportunity to be able to enable WIL or WDC or any other relevant party to have some rules on which races can and cant have drinkers established on them. If there was a clause or some classification of races based on their size / purpose or flow characteristics that permission or similar has to be granted would help avoid situations where WIL and WDC have no teeth to alter or fix situations if issues arise. Thinking of the Tallott situation here.</td>
<td>Again this is best dealt with by developing best practice guidance for drinking stations. 3.4.4 has been changed to say &quot;No one is to .. allow .. any animal to .. cause or contribute to a nuisance, such as bank damage&quot;. Therefore we have a mechanism to take action if something is causing damage.</td>
</tr>
</tbody>
</table>
### Race classification

Suggestions for categorisation of the races could be based on points below.
- Connectivity to a natural waterway,
- Size,
- Flow characteristics (fluctuations etc)
- Primary function (conveyance or distribution),

This is secondary information we could look at adding into the AMS/GIS in the future once we have the information to better manage and control the system.

The classification based on maintenance responsibility is adequate for the purposes of the bylaw.

### Regulations

Given that there is national legislation on its way that is going to basically prohibit all cattle/deer from access to waterways (with provisos for slope that will not apply here) does there need to be some clause in there that if there should be any future directive/rule from any other party that it can be adhered to.

The LWPR stock exclusion rules relates to water bodies (lake, river or wetland) - which excludes artificial watercourses (including water supply races and farm drainage canals) - therefore do not apply to water races.

The Draft ZIPA recommends that rules are included in the Waimakariri sub-regional chapter (Section B) to exclude intensively farmed stock from water bodies, including artificial watercourses (i.e.: water races). Therefore there will not be a blanket cover all exclusion of all stock from artificial watercourse and water races under the sub-regional chapter.

The Water Zone committee will be consulted and given an opportunity to input to the bylaw.

### Water quality

The Zone committee processes are requiring water quality to be maintained and improved. How this process and the values put onto the stockwater race system could/will have a bearing on the uses and access to these races. I assume they are being engaged in his process or even if they can be

A report will be taken to the 12 November 2018 WWZC meeting to obtain their feedback.

The Draft ZIPA shows the WWZC are interested in modifications to the water race system from a perspective of implications on aquifer and lowland stream recharge and the associated benefits of diluting nitrate levels.

From a discharge perspective, compliance with the water quality requirements of RCs and LWPR will need to be achieved at the point of discharge.

### Should the bylaw reference the dairy clean streams accord or any similar requirement that is in place

The stockwater race bylaw relates to the use of the water race system, rather than management of land use activities as set out in the Sustainable Dairying: Water Accord.

This would be beyond the scope of the bylaw and would require references to other initivies as the stockwater scheme supplies more than just dairy farms.
STOCKWATER RACE - CLOSURE POLICY

1 Introduction

1.1 Stockwater races in the Waimakariri District have supplied water for stock since the system was first introduced in 1896. Since then water has been supplied to livestock on a continuing basis throughout the District. There have been few closures of races over that time however with changes in land use, particularly due to rezoning and encroaching urbanisation there has been the need to close several water races. This policy sets out the procedures to be followed when further applications for closures of water races are received.

2 Policy Context

2.1 This policy has been designed to follow the steps as set out in legislation in the Local Government Act 2002 (LGA) on decision making in the context of water race closure.

2.2 Generally the Council will not allow race closures where they may affect the viability of the water race network.

3 Policy Objective

3.1 The objective of this policy is to ensure that all closures are carried out in a systematic fashion and to ensure that effective consultation is carried out.

4 Policy Statement

4.1 The steps to closing a water race are initiated once a reason for a closure has been established and investigated. This may be due to an external request or as a result of an internal Council staff review. Once a water race has been identified for closure, a decision process is then to be undertaken as set out in the LGA, specifically Part 6 which deals with decision making.

4.2 The first step is to determine if the closure is a matter of significance as set out in the Council’s Significance Policy (refer to Financial Management section of the Long Term Plan) and based on the following questions:

a. Would the level of service for the supply and delivery of stockwater be significantly affected if the race were closed?

b. Is the race being considered for closure a strategic asset?

c. Would closure significantly affect Council’s ability to supply water?

d. Would closure significantly affect the cost to Council and ratepayer to undertake this activity?

4.3 If the answer is yes to any of the above questions then the special consultative procedure as set out in Section 83 of the LGA should be initiated. This should include reporting to the Utilities and...
STOCKWATER RACE - CLOSURE POLICY

Roading Committee, Water Race Advisory Group and relevant Community Board or Advisory Board on the proposed consultation process and subsequent decision.

4.4 If the answer to the questions under Clause 4.2 are no then the decision making process as set out in Sections 77 and 78 of the LGA should be followed.

4.5 Whether the process is a Special Consultative Procedure or not, the consultation undertaken may include:

i. Letters to residents and other affected parties e.g.: developers

ii. Consultation with the Heritage New Zealand regarding structures such as culverts, weirs and historically significant structures. Trust and Runanga

iii. Consultation with Environment Canterbury, Te Ngāti Tūhuriri Rūnanga, and the Waimakariri Water Zone Committee

iv. Public notices in papers and/or on the WDC website

v. Proposal open for consultation for at least one calendar month

vi. Report to affected Community Board or Ward Advisory Board and Water Race Advisory Group

vii. Public meeting

viii. Closing date for proposal submissions

ix. Send acknowledgement letter to submitters

x. Complete report based on the submissions and deliberations

xi. Report to Management Team

xii. Report to Council Committee (U&R) then Council

xiii. Letter to residents with Council decision where appropriate

5 Links to other policies and community outcomes

5.1 This policy links with the Stockwater Race Bylaw 2019, Stockwater Race Pond Policy and Planting of Trees and Shrubs Alongside Water Races Policy. In addition it is linked to the following Community Outcomes:

- The demand for water is kept to a sustainable level
- Harm to the environment from the spread of contaminants into ground and surface water is minimised.

6 Adopted by and date

6.1 This policy was adopted by the Council on the 24 September 2019.

7 Review

7.1 The review of this policy will align with the Stockwater Race Bylaw 2019 review programme by June 2022.
STOCKWATER RACE - POND POLICY

1 Introduction
1.1 The Stockwater Race Pond policy specifies the rules and conditions for the private land-owner use of stockwater race water for an off-race pond or development of an ornamental pond. It should be read in conjunction with the Stockwater Race Bylaw 2007, in particular Section 6 “Diverting of Water”.

2 Policy Context
2.1 This policy has been formulated in the context of the efficient management of stockwater resources to ensure a plentiful supply of water for stock is available at all times of demand.
2.2 Compliance with this policy and the Stockwater Race Bylaw 2007 does not necessarily imply compliance with the regional rules of the Waimakariri River Regional Plan and the Canterbury Land and Water Regional Plan Natural Resources Regional Plan and resource consent may be required.

3 Policy Objective
3.1 The objective of this policy is to provide a standard approach for approving and recording applications for the private establishment and operation of ponds associated with stockwater races.
3.2 A landowner applying for a permit to take stockwater from a race other than for immediate stock use must comply with the provisions under Section 4 of this policy.

4 Policy Statement
4.1 The applicant and subsequent owners are responsible for ensuring that all applicable Acts, Regional and District Plans and Bylaws are followed when constructing and operating the pond.
4.2 All applications to construct ponds connected to stockwater races must be made in writing on the appropriate form: QS-U580 Stockwater Application Form to the Waimakariri District
STOCKWATER RACE - POND POLICY

Council’s Drainage Asset Manager. This can be downloaded from the Council’s web site or obtained from any of the Council’s Service Centres in Oxford, Rangiora or Kaiapoi.

4.3 A written response will be made by the Council to the application within 240 working days setting out the conditions to be met if the application is granted.

4.4 A copy of the application and Council reply will be put on the applicant’s property file for future reference. The Race Manager will also be advised of the application and decision reached.

4.5 In general only one pond connected to a stockwater race will be permitted per property.

4.6 The nearest inside edge of a pond shall be constructed no closer than 5 metres from the nearest stockwater race.

4.7 Ponds should be no greater than 50 m² in area. In certain circumstances the Council may approve ponds no greater than 100 m² in area, where the flow in a water race is sufficient.

4.8 Pond depth shall not exceed 400 mm and shall preferably be fitted with an overflow weir at a depth of 380 mm, so as to control the depth of water that it will not exceed 400 mm at any time. The overflow weir shall return flow back to the water race. The 400 mm limit is a requirement of the Building (Pools) Amendment Act 2016 and the Fencing of Swimming Pools Act 1987.

4.9 Ponds shall be lined with either a PVC membrane overlying a 50 mm compacted sand layer or with a clay lining. With either option it will be required to show that the pond is impermeable to leakage and if necessary a test will be requested to be carried out to check permeability.

4.10 A plan of the proposed pond (dimensions, locality etc.) shall be supplied to the Council’s Drainage Asset Manager for approval prior to work being undertaken. Please note that a pond within the grounds of a dwelling may be required to be fenced under the Building (Pools) Amendment Act 2016 and the Fencing of Swimming Pools Act 1987.

4.11 The work is to be carried out under the supervision of the Race Manager, who must be notified at least ten working days in advance by the applicant, once a permit to construct a pond has been given in writing by the Council.

4.12 Inlet and outlet pipes to connect with the race system shall be with a lockable slide gate or fitted valves of at least 100 mm diameter.

4.13 Water for the pond may be supplied from the race provided there is sufficient to do so. If water is in short supply or a notice of insufficient water supply has been given, then the supply of water to the pond must cease until you are notified otherwise. This will be achieved by turning...
STOCKWATER RACE - POND POLICY

off the valve until water supply can safely return. On no account can water be taken so as to cause a reduction in flow downstream of the pond.

4.14 No dam shall be installed in a race in order to raise water level so as to allow water to be diverted.

4.15 Pond owners will be required to ensure that the quality of the water discharging from the pond shall be no less than that entering the pond from the race. The pond shall not be a source of polluted water diverted back to the stock water race system.

4.16 The Council reserves the right to withdraw permission for the taking of water if it is found that any of the clauses in Section 4 have not been complied with.

4.17 The pond owner shall be responsible for all inspection and compliance costs.

5 Links to other policies and community outcomes

5.1 This policy links to a companion policy on the Planting of Trees and Shrubs Alongside Stockwater Races and the following Community Outcome:

- There is sufficient clean water to meet the needs of communities and ecosystems
- The demand for water is kept to a sustainable level
- Harm to the environment from the spread of contaminants into ground and surface water is minimised

6 Adopted by and date

6.1 This Policy was adopted by the Council on the 2 April 2019 4 September 2012

7 Review

7.1 The review of this Policy will be aligned with the Water Race Bylaw 2019 review programme by June 2024.
PLANTING OF TREES AND SHRUBS ALONGSIDE STOCKWATER RACES

1 Introduction

1.1 The Planting of Trees and Shrubs alongside Stock Water Races policy specifies the rules and conditions for a private land-owner wanting to plant adjacent to stock water races. It should be read in conjunction with the Stockwater Race Bylaw 201907, in particular Clause 3.4, Prohibited Uses sub-clause 3.4.19 (c) and Section 5 Cleaning.

2 Policy Context

2.1 This policy has been formulated in the context of ensuring ease of cleaning, and that races are kept free from vegetation and debris that could impede a races function in delivering water to stock.

2.2 Compliance with this policy and the Stockwater Race Bylaw 201907 does not necessarily imply compliance with the regional rules of the Canterbury Land and Water Regional Plan Waimakariri River Regional Plan and the Natural Resources Regional Plan and resource consent may be required.

3 Policy Objective

3.1 The objective of this policy is to provide a standard approach for approving and recording applications for permission to plant trees or shrubs alongside water races.

3.2 A landowner applying for a permit to plant alongside a water race must comply with the provisions under Section 4 of this policy.

4 Policy Statement

4.1 Trees and shrubs may be planted within 10 metres of a water race only after written permission has been received from the Council’s Drainage Asset Manager. Permission to plant trees and shrubs applies only to those outlined in the application and not for any subsequent planting not mentioned except for the replacement of dead plants.

4.2 The applicant and subsequent owners are responsible for ensuring that all applicable Acts, Regional and District Plans and Bylaws are followed when planting trees and shrubs (for example if planting near power wires).

4.3 All applications to plant trees or shrubs alongside stock water races must be made in writing on the appropriate form QS-U580 Stockwater Application Form to the Waimakariri District Council’s Drainage Asset Manager. This can be downloaded from the Council’s web site or obtained from any of the Council’s Service Centres in Oxford, Rangiora, or Kaiapoi.

a. A written response will be made by the Council to the application within 210 working days setting out the conditions to be met if the application is granted.

b. A copy of the application and Council reply will be put on the applicant’s property file for future reference. The Race Manager will also be advised of the application and decision reached.

c. The particular species of trees or shrubs shall be stated on the application. Species such as pinus radiata, poplar, gum trees and willow will not be permitted. The Council reserves the
PLANTING OF TREES AND SHRUBS ALONGSIDE STOCKWATER RACES

right to prohibit other plants species if they are determined to be an issue if planted alongside water races.

d. Subsequent to obtaining approval from Waimakariri District Council to plant within 10 metres of a water race, trees and shrubs shall be planted and maintained at a height that is less than or equal to the distance from the outer edge of the race to the inner edge of a mature trunk. See Figure 1.

e. Subsequent to obtaining approval from Waimakariri District Council to plant within 10 metres of a water race, shrubs can be planted on the side of the race from which it is maintained, provided that race maintenance is not hindered. Plants must be maintained to less than 1.5 metres high and cannot extend more than 2 metres from the outer edge of the race.

f. Trees can only be planted on the opposite side of the race from which is maintained.

g. The lateral (side) growth is to be maintained in the shape of a trimmed hedge so as not to encroach on the water race. The purpose of this requirement is to allow for race maintenance.

h. All tree trimmings in the vicinity of the race are to be moved sufficient distance away to avoid wind-blown material entering the race. Any loose tree material in the race is to be removed. This is to be done immediately following trimming.

i. Any dead or loose material entering the race from the trees as a result of adverse weather such as north-west gales is also to be removed.

j. Waimakariri Irrigation Limited shall be advised before any planting or tree maintenance work is carried out so as to avoid any conflict with water race operations.

k. Please note that the Waimakariri District Council reserves the right to request the removal of the trees or shrubs if they are found at any time to be a problem with the operation of the water race system.

l. The Council reserves the right to withdraw permission for the planting of trees and shrubs if it is found that any of the clauses in Section 4 of this policy have not been complied with.

5 Links to other policies and community outcomes

5.1 This policy links to a companion Stockwater Race Bylaw 201907 and the Community Outcome that there is sufficient water to meet the needs of communities and ecosystems.

6 Adopted by and date

6.1 This policy was adopted by the Council on the 24 April September 20192

7 Review

7.1 The review of this policy will be aligned with the Water Race Bylaw 200192 review programme by June 202917.
POLICY

Water

PLANTING OF TREES AND SHRUBS ALONGSIDE STOCKWATER RACES

Figure 1 Tree setback distance from race
1. SUMMARY

1.1 This purpose of this report is to seek a recommendation from the Community and Recreation Committee regarding the deferral of the Community Loan of $42,000 which was provided to the Rangiora Croquet Club in March 2014.

1.2 This report also provides information regarding the club's intention to extend the current croquet lawns to enable two more greens. This report seeks a recommendation from the Community and Recreation Committee regarding a Council contribution towards the cost of this development.

Attachments:

i. Milton Memorial Reserve Concept Plan Trim # 150528085342
ii. Background information provided by the Croquet Club Trim # 190221020449
iii Loan Agreement Trim # 140408036239

2. RECOMMENDATION

THAT the Community and Recreation Committee recommends:

THAT the Council:

(a) Receives report No. 190221020363

(b) Approves the loan repayments for the Community Loan of $42,000 provided to the Rangiora Croquet Club being deferred for a further three years from April 2018 until April 2021.

(c) Notes that deferring the loan for a three year period allows sufficient time for the Rangiora Croquet Club to complete the development of two additional full size greens which are required to allow for current and future club membership.

(d) Considers as an annual plan submission a grant of $25,000 for the Rangiora Croquet Club for the development of two new croquet greens for the 2019 / 20 financial year.
3. **BACKGROUND**

3.1 In 2014 Council passed a resolution to approve two loans; each of $42,000 for the Rangiora Table Bowls Club and the Rangiora Croquet Club. The purpose of the loans was to cover the shortfall in purchasing a building to be used jointly by Table Bowls and the Croquet Club.

3.1 In August 2016 the Community and Recreation Committee passed a resolution to defer loan repayments for a two year period. This meant that loan repayments would commence again in April of 2018. The reason for the deferral was due to the clubs focus on the development of the club, its greens and associated infrastructure. This included sheds, paths, planting and building fit out. These improvements were all necessary at the time and have helped to significantly grow the clubs membership moving it towards a more financially viable and sustainable club.

3.2 The attached memo from the Rangiora Croquet Club outlines the amount of club time and income which has been used towards the development of the club over the last five years. The club has been able to raise $72,520 for the developments to date. The development of the clubs infrastructure has been a priority and according to the Rangiora Croquet Club would have been difficult if Council had not deferred the loan repayments.

4. **ISSUES AND OPTIONS**

3.3 The Rangiora Croquet Club have now grown to have a membership of 47. This shows strong growth since they started the development in 2014. The growth in membership is very positive for the club however, it now means that the current two greens are no longer sufficient.

3.4 The club would like the opportunity to extend and develop two new greens. This extension is something which was always anticipated. In June 2015 a concept plan for the development of Millton Memorial Reserve was approved by the then Rangiora Community Board. This included space for a four green croquet club as shown on the plan below.

3.5 The two new greens will enable the club to have room for four full size greens. This is the required amount of greens to allow interclub competitions. Without the two new greens there is little room to cater for additional growth at the club.

3.6 Rangiora Croquet club-day is on a Saturday. On this day croquet is played on half-lawns, and the most that can be accommodated at one time is 32 players double-banked. This means that two groups of four are playing on one half-lawn. If there are more than 32 people wanting to play on a Saturday, some members have to stand-down for one game. This shortage of playing space presents the club with a dilemma. It is anxious to increase
its numbers but does not want enrol too many more if that is going to lead to frustration for those wanting games on Saturday but are unable to play because of lack of space.

3.7 The club has approached Council staff requesting permission to start the process of developing the two new greens. The club have received quotes for the development which are between $80,000 and $90,000. The club wish to fund the development in a number ways. The funding model proposed is described in section 6.1 below.

3.8 The funding model proposed has been created on the basis that Council would consider continuing to defer or write off the $42,000 Community Loan.

3.9 Staff undertook a briefing with the Community and Recreation Committee in February 2019 to discuss the request from Rangiora Croquet to have the $42,000 loan deferred or written off. The Committee members agreed that for equity reasons it would be appropriate to look to defer rather than write off the Croquet Club Loan until such time as the club was in a better position to be able to pay it off.

3.10 This report therefore recommends that the loan repayments for the Community Loan of $42,000 provided to the Rangiora Croquet Club be deferred for a further three years from April 2018 until April 2021.

3.11 In order to build two new greens the Rangiora Croquet Club require funding assistance. The club is not likely to need the full $80,000 - $90,000 required as they will undertake a significant amount of work using volunteer labour. This was how the first two greens were constructed which costs a total of $47,500 (this was for the greens only and did not include Councils other investment in car parking etc).

3.12 The club has been able to secure funding from Canterbury Croquet for $10,000 towards the new greens. The club is also in the process of preparing an application to the Rata foundation. The club have asked if there is the possibility that Council would make a contribution towards the development.

3.13 This report seeks a recommendation from the Committee to allocate $25,000 as a grant to the Rangiora Croquet Club. Staff believe that the Croquet development should be financially supported by Council for the following reasons.

- Council has historically supported active recreation through the provision of playing surfaces. This has included the development of Croquet greens in the past.

- Rangiora Croquet have since establishing at Millton Memorial Reserve developed the club into a sustainable and viable club which is attracting more members.

- Croquet provides a recreation and social function for elderly Waimakariri residents. With projected population demographics in the Waimakariri it is important to support opportunities for elderly residents to connect through physical activity.

- The Rangiora Croquet Club have been active in seeking external funding and have shown that they also provide significant volunteer efforts towards development projects.

3.14 The Committee has a number of options regarding both the loan deferral and proposed $25,000 grant.

3.15 Loan Deferral
• Option 1 – Decline the request from the Rangiora Croquet Club to defer the Community Loan for a further three years. Staff do not support this option as it will impact the club in terms of their ability to develop in the short term to meet community demand.

• Option 2 – Approve the loan deferral for a further three years. This is staffs recommended option.

• Option 3 – Defer the loan for a different period other than three years. Staff do not recommend this option. Staff have met with the Rangiora Croquet Club and discussed time periods for possible loan deferral. The club believe that any shorter than three years, which would run out in April 2021, would hinder the development of the two greens.

3.16 Rangiora Croquet $25,000 grant.

• Option 1 – Decline to recommend an allocation of a $25,000 grant to the Rangiora Croquet Club as a contribution towards the development of two new greens. Staff do not support this option. There is current demand for the additional greens now which is likely to grow with both population increases and demographic projects in the Waimakariri District.

• Option 2 – Approve the recommendation to support funding of $25,000 as a contribution. Staff support this option for the reason identified in section 3.13.

• Option 3 – Recommend a different contribution. Staff have discussed with the croquet club what quantum of contribution would be suitable in order to assist in allowing the proposed development to proceed. While the club would like more funding assistance they do believe that with $25,000 they will be able to proceed based on other external funding and volunteer labour efforts.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Millton Memorial Concept Plan was widely consulted on before its adoption in 2015. This anticipated future expansion of the Croquet Club. When the Croquet Club is in a position to start the proposed development staff will inform both the Friends of the Rangiora Dog Park and the Rangiora Table Bowls Club.

5.2. Wider Community

No wider community consultation has been undertaken.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The Rangiora Croquet Club are requesting permission from Council to defer paying their community loan of $42,000 for a further three years.

The cost of interest on the loan is currently met from the Recreation account and the repayments are approximately $2,000 per annum so deferring repayments for the Croquet Club for a further 3 year period would be a total cost of approximately $6,000.
In addition to deferring the community loan this report seeks a recommendation from the Committee to allocate $25,000 as a grant to the Rangiora Croquet Club to allow them to construct two additional greens. This is to be considered as part of the annual plan deliberations. If approved this would have approximately a 0.05% impact on rates.

The total cost of the Greens is estimated by the club as being between $80,000 and $90,000. This is the cost for the greens to be built using contractors for all the work. The club however propose a three stage build process that will include a significant amount of labour in kind from club members.

The club plan on funding the new greens from the following sources:

- Grant from Canterbury Croquet Association. $10,000
- Council contribution (if successful) $25,000
- Rata Foundation (application not yet lodged)
- Work in kind from Club members

6.2. **Community Implications**

The Waimakariri District has a growing population. The percentage of this population that is often considered of an age to participate in Croquet is also increasing. Supporting growth of recreation facilities for elderly residents in the Waimakariri District to meet demand and provide the opportunities for physical and social wellbeing is necessary.

If the recommendations in this report are approved there will be positive impacts for the wider community.

6.3. **Risk Management**

There is a risk that if either the loan deferral or the $25,000 grant is not supported that members of the Waimamariri community will have the opportunity to participate in Croquet.

6.4. **Health and Safety**

If the club are successful in obtaining all external funding for the two new greens, Greenspace staff will work closely with the club to manage health and safety of contractors and volunteers.

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**
Milton Memorial Reserve is managed under the Reserves Act 1977 as recreation reserve. The development of additional recreation facilities such as two new croquet greens is consistent with the purpose of a recreation reserve and therefore a permitted activity.

The Reserves Act 1977 requires reserve management plans to be created for all reserves. Milton Memorial Reserve is a Sport and Recreation Reserve and is therefore covered by the composite Sport and Recreation Reserve Management Plan. The development of two new greens is consistent with the policies contained within this management plan.

7.3. Community Outcomes

Public spaces and facilities are plentiful, accessible and high quality
- There is a wide variety of public places and spaces to meet people’s needs. 1,2,3,4
- There are wide-ranging opportunities for people to enjoy the outdoors. 1,3
- The accessibility of community and recreation facilities meets the changing needs of our community. 1,2,3,4
Draft Millton Memorial Concept Development Plan

KEY

- Native planting entrance feature (0.79 ha)
- Grazing/potential future amenity planting area (5.71 ha)
- Dog park/agility park expansion area (1.45ha)
- Future car park area if required (0.14ha & 0.045ha)
- Department of Conservation depot
- Potential future neighbourhood park (0.3ha)
- Proposed dog park (2.74ha) (refer concept plan)
Draft Millton Memorial Dog Park Concept Plan

KEY
- Deer fence
- Deer fence plus mesh base
- Double gate
- Crochet dust path (1200mm wide)
- Small shade structure with seats
- Existing trees to remain
- Proposed trees
- Low level native planting
- Grassed mound
- Seat

CONCEPT PLAN
Scale 1:1000
Version: DRAFT FOR COMMUNITY BOARD
Date: 28 May 2015
RANGIORA CROQUET CLUB DEVELOPMENT

2 Lawns opened November 2015.

Cost of development of lawns to the Waimakariri District Council (approx.) $47,500.00

Members’ contribution to site development:

Members’ contribution prior to November 2015 1610 hours

Work included: design work including preparing specifications and work schedules, obtaining quotations for heavy earthwork and post driving. Site work, including clearing the site, surveying and pegging out, installing underground pipes for irrigation system, screening and placing and laser levelling including raking out 380 cubic metres of top soil, topdressing of lawn area, preparing seed bed and assisting with sowing. Other development work, including installing stormwater drains around the building, pegging and boxing path and patio prior to concreting and spreading and levelling concrete.

Members’ contribution to site development after November 2015 770 hours

Work included: pegging and boxing path on River Road side of building, and slabs for the mower and equipment sheds, spreading and levelling concrete, effecting sheds, stacking MDF board in the clubrooms, raking grass clippings from the periphery of the lawn, and working with Keep Rangiora Beautiful to plant landscaping plants in area adjacent to the carpark.

Fit out of clubrooms:

Contractors’ prices were obtained for the fitting out the Croquet Club’s share of the TotalSpan building adjacent on the Millton Memorial Reserve adjacent to River Road, and these came to approximately $50,000.00.

It was decided that members would do as much of the work that they could reasonably do themselves, but would avoid members doing the more risky work such as painting the ceiling. Trades people were employed to do the work that must be certified such as plumbing, gas-fitting, and electrical work. Members did most of the painting and installing a kitset kitchen including making up the benchtop.

The total cost to the club for the fitout was approximately $40,000.00

Estimate of the value of members work for fitout, i.e. the difference between the contractors’ prices and the amount paid by the club approx. $10,000.00

An additional approximately $2,000.00 has been spent on a dishwasher and occasional tables. Other tables, chairs, microwave oven, photocopier and vacuum cleaner have been donated by members.
Purchases of modern playing equipment:

4 sets Dawson International croquet balls, and 4 sets Quadway hoops $10,638.00

Green keeping equipment:

Mowers $8,000.00
Air Compressor $ 500.00

Funds used for development contributed by the Rangiora Croquet Club

Grants from funders outside of the District $45,613.00
Grants from WD Community Board $ 1,700.00
Funds raised by members locally $13,562.00
Expenditure from Club reserves $11,645.00
Total spent to date* $72,520.00

Note: total excludes the value of members labour.

Members:

By May 2016 the club had a membership of more than 40 people. In 2016/17 and 2017/18 the membership remained at or slightly below this level, a people withdrew for a range of reason and were replaced by others.

In February 2018 the club has 47 members, 10 of whom are “new to croquet” this season.

The current cost of membership is $230.00, which is understood to be among the higher sums charged by croquet clubs in the Christchurch area. The club has had clear indications that if it tried to increase the cost of membership it would lose members.

The Canterbury Croquet Association (CCA) provides that if people new to croquet are charged $80.00 or less for their first year of membership, clubs do not pay any affiliation levy for them although the CCA pays the levy to New Zealand Croquet (NZC) for these people.

The total paid in levies by full members in 2018/19 has been $58.00, with $46.00 going to NZC, and $12.00 to the CCA. In the 2018/19 season therefore the club received $172.00 from these members plus the $80.00 paid by those new to croquet.

The game of croquet:

There are two forms of the game of croquet, association croquet and golf croquet. Association Croquet is the traditional form of the game, which is highly skilled and takes a number of years to master. Golf Croquet is a recent innovation, which is a shorter version of the game and its similarity to golf revolves around the fact that competing individuals or pairs of players compete to win “hoop” rather than “holes”. Most of the members of the club who
have begun to play croquet since the club was re-established play golf croquet. There are a few members who play association croquet. Members play in inter-club competitions in both forms of the game.

Croquet is a game for all ages, and everyone competes on a “level playing field”. It is a game of skill and strategy rather than strength so men and women compete together. Most of the current members of the Rangiora Croquet Club are in the older age groups, with a few in their 80s and a couple in their 90s. It is a game that older people can take up without any difficulties, and those with moderate disabilities can play croquet while they would not be able to play other games that attract older people such as golf. In this regard, the club has welcomed a number of people new to the District, some have recently retired to the area and a few are “earthquake refugees” from Christchurch. Some of those new to the District are among our most enthusiastic members, committed to helping to maintain the lawns and organise the club.

The club is also focusing on youth in croquet, supporting New Zealand Croquet’s current initiative. In December a tournament was held involving primary school children from the Loburn North, St Patrick’s (Kaiapoi) and Ouruhia (Marshlands) Schools. A school holiday programme for children was also organised over this summer holidays, and the club anticipates seeing some students from the Rangiora High School “trying their hand” at croquet in February/March this year. At its next Annual Meeting the club will be formally establishing a junior membership, as well as its full membership and its “new to croquet” membership for beginners.

Club participation:

The club has its opening day on the 1st or 2nd Saturday in September for outdoor croquet, and closes in early April. During the winter the floor of the clubroom is set up for indoor croquet, which is played with miniature hoops and billiard sized balls.

There are three club days per week, Tuesday, Thursday and Saturday for outdoor croquet. Twilight croquet is organised during the summer months, with matches starting at 7.00pm preceded by a barbeque which realises a modest profit which goes into club funds.

On our main club-day, Saturday, croquet is played on half-lawns, and the most that can be accommodated at one time is 32 players double-banked. This means that two groups of four are playing on one half-lawn. If there are more than 32 people wanting to play in a Saturday, some members have to stand-down for one game. This shortage of playing space presents the club with a dilemma. It is anxious to increase its numbers but does not want enrol too many more if that is going to lead to frustration for those wanting games on Saturday but are unable to play because of lack of space.

The numbers on Tuesdays and Thursdays are usually not as great as on Saturdays, or for twilight croquet. This means that members are often able to play on full-sized lawns, or on one full-sized and two half-sized lawns. This gives members interested in playing in club and inter-club competitions the opportunity to play on full-sized lawns, as all competition
croquet for both association and golf croquet are played on these lawns. The experience of playing on the larger area is significantly different than on playing on a half-lawn.

Members do all the work to maintain the lawns, including regularly mowing and line marking. They also undertake any major renovation that may be required at the end of each season, and to this end it can be necessary to close one half-lawn early to do this work before the outdoor closing day in early April.
WAIMAKARIRI DISTRICT COUNCIL

"Lender"

RANGIORA CROQUET CLUB INCORPORATED

"Borrower"

TERM LOAN AGREEMENT
THIS AGREEMENT made the day of 2014

PARTIES:
A. WAIMAKARIRI DISTRICT COUNCIL at Rangiora ("Lender")
B. RANGIORA CROQUET CLUB INCORPORATED at Rangiora ("Borrower")

AGREEMENT:
The Lender, at the request of the Borrower, has agreed to advance a loan to the Borrower according to the terms set out in the Loan Schedule and the attached Terms of Loan (together these constitute the "Agreement").

LOAN SCHEDULE

Loan: $42,000.00.
Availability: In one sum on the Commencement Date.
Interest Rate: Interest free until 1 April 2016 thereafter 7% (approximately) per annum.
Interest Rate Review: The Interest Rate is fixed for the term of the loan.
Commencement Date: 1st May 2014.
Repayment Date: 1 March 2026

PAYMENTS REQUIRED

The Borrower shall repay the Loan outstanding and pay interest at the Interest Rate on the Loan by 120 equal consecutive monthly payments of $500.00 each on the 1st day of each month, with the first payment due on 1 April 2016.
The Borrower may repay the balance of the loan owing at any time without penalty.

DISCLOSURE DETAILS

Address of Lender: 215 High Street, Rangiora.
Address of Borrower: 19 King Street, Rangiora.
Amount of Credit: $42,000.00.
Cost of Credit: (a) Interest: $18,000.00
(b) Establishment Fee: Nil
(c) Other: Nil
(d) Total cost of credit: $18,000.00

Payments Required: Refer to the payments required specified in the Loan Details (above).
Place for Payment:
All payments of the principal sum, interest and other moneys owed to the Lender shall be made by automatic payment authority, direct debit authority or as otherwise directed by the Lender, free of all deductions.

ACKNOWLEDGMENT
By executing this Agreement below, the Borrower acknowledges receipt of a copy of this Agreement and certifies that it has received disclosure of such documents and their contents.

EXECUTED as an agreement.

Signed for and on behalf of WAIMAKARIRI DISTRICT COUNCIL as Lender by:

______________________________
Authorised Signatory

______________________________
Authorised Signatory

The Common Seal of RANGIORA CROQUET CLUB INCORPORATED as Borrower was hereunto affixed in the presence of:

______________________________
Signature of President

______________________________
Signature of Secretary/Committee member (Delete one)
TERMS OF LOAN

1. INTERPRETATION

In this Agreement:

“Business Day” means a day on which registered banks are generally open for business in New Zealand;

“Moneys Owed” means all moneys of whatever nature owed or payable by the Borrower to the Lender under this Agreement and the Security Documents;

Words referring to one gender include the other genders. Singular words include the plural and vice versa. References to a party include the representatives, successors and permitted assigns of that party, and where that party includes more than one person, each person is jointly and severally liable under this Agreement;

The Loan Schedule at the beginning of this Agreement forms part of this Agreement. Where applicable, defined terms in the Loan Schedule apply to these Terms of Loan.

2. LOAN

The Lender agrees to advance the Loan to the Borrower on the terms and subject to the conditions of this Agreement.

3. EARLY REPAYMENT

The Borrower may repay the balance of the loan outstanding at any time, together with interest to the date of repayment with no penalty.

4. COVENANTS

The Borrower represents and warrants to the Lender that it has the power to enter into and perform its rights and obligations under this Agreement and that no event of default (as specified in clause 7) has occurred or will occur as a result of making the Loan. The Borrower undertakes to the Lender that it will comply with all laws applicable to it, provide to the Lender all financial information in relation to it as reasonably requested by the Lender during the term of this Agreement.

5. INSURANCE

The Borrower covenants to insure and keep insured (to its full insurable value) the club rooms to be constructed by the Borrower and the Rangiora Croquet Club Inc. with the assistance of this loan at Milton Memorial Reserve, Rangiora.

6. EVENTS OF DEFAULT

An event of default shall occur if:

6.1 The Borrower fails to pay any amount or sum due under this Agreement on its due date (or within two (2) business days of its due date where non-payment on its due date has arisen solely by reason of a bank, technical, computer or similar error outside the control of the Borrower); or

6.2 The Borrower commits any breach of, or omits to observe or perform any of its obligations or undertakings under, this Agreement and the Security Documents on its due date; or

6.3 An application or an order is made for the dissolution or liquidation of the Borrower or the Borrower is placed in receivership; or
6.4 Any other indebtedness for borrowed money of the Borrower is not paid when
due or shall become due and payable prior to its stated maturity; or

6.5 The Borrower is unable to pay its debts when due, or is deemed to be unable
to pay its debts when due, or otherwise is insolvent; or

7. REMEDIES ON DEFAULT

Upon or at any time after the occurrence of an event of default specified in clause 7,
the Lender may at its discretion and without prejudice to its other rights and remedies
by notice in writing to the Borrower take all or any of the following actions:

7.1 Demand immediate repayment of the Moneys Owed. If so demanded the
Borrower shall immediately repay the Moneys Owed to the Lender; or

7.2 Enforce, or procure the enforcement of, its rights and remedies under this
Agreement as it thinks fit; or

7.3 Cancel any undrawn portion of the Loan.

8. SET-OFF

The Borrower irrevocably authorises the Lender (without prior notice or demand and
despite any settlement of account or other matter) at any time after the occurrence of
an event of default under clause 7 to set off against any debt or liability of the Lender
to the Borrower any part of the Moneys Owed, and to apply any credit balance held
with the Lender in satisfaction of any debt or liability of the Borrower to the Lender
under this Agreement.

9. INDEMNITIES

The Borrower indemnifies, and agrees to save harmless, the Lender from and against
all losses, claims, demands, liabilities, payments, charges and expenses which may be
made against or incurred by the Lender arising from or relating to this Agreement.
This clause shall survive termination of this Agreement.

10. PAYMENTS

All payments to be made to the Lender under this Agreement shall be made without
set-off, counterclaim or deduction and prior to 3.00 pm on the day on which payment
is due. Such payments shall be made to a bank account nominated by the Lender in
writing or, if the Lender fails to nominate a bank account, then payment shall be made
to the address of the Lender specified at the beginning of this Agreement. Payments
received after 3.00 pm shall be deemed to have been received on the following
business day. The Lender may apply any payment received by under this Agreement
to the repayment of the principal, interest, or any other amount due under this
Agreement in the order and manner as the Lender may determine from time to time.

11. NOTICES

All notices, requests, demands or other communications to or upon the parties in
connection with this Agreement shall be given or made in writing, signed by the party
or an authorised person for the party giving such notice, and served upon or delivered
to the recipient personally, or sent by post or facsimile to the recipient at the address
specified in the Loan Schedule. A notice, request, demand or other communication
shall be deemed to have been received, in the case of personal delivery on a business
day, on the date of that delivery, in the case of a letter posted by mail, on the second
business day after posting, and in the case of a facsimile sent on a business day, during
normal business hours in the place of receipt, upon successful transmission.
12. WAIVER

The failure or delay by the Lender in exercising, or the Lender’s single or partial exercise, of any right, power, discretion, remedy or privilege in connection with this Agreement shall not operate as a waiver of that right, power, discretion or remedy.

13. CONFLICT

Where any conflict or inconsistency shall arise between any of the terms, conditions and provisions (whether express or implied) of this Agreement and those of any loan offer or correspondence from the Lender, the terms, conditions and provisions of this Agreement shall prevail.

14. AMENDMENT

This Agreement shall not be amended or varied except in writing signed by the Borrower and the Lender.

15. ASSIGNMENT

The Borrower shall not assign or transfer any of its rights or obligations under this Agreement. The Lender may assign all or part of its rights and benefits under this Agreement without the consent of the Borrower.

16. PRIVACY ACT 1993

The Borrower consents to the Lender obtaining such information and making such enquiries about it from any source, including credit reference agencies and companies related to the Lender, in relation to the Loan and the disclosing of information about it to credit reference agencies, companies related to the Lender, sureties or assignees or anyone who is considering becoming a surety or assignee. A person has the right to access personal information (within the meaning of the Privacy Act 1993) held by the Lender and request correction of any errors in that information.

17. LAW

This Agreement shall be governed by and construed in accordance with New Zealand law.
1. SUMMARY

1.1 The purpose of this report is to seek approval of amended Terms and Conditions that set out the rules for use of the Council’s waste services. The Terms and Conditions need to be updated to align with the upcoming additional services that Council is offering.

1.2 The Terms and Conditions document is a companion document to the Solid Waste Bylaw 2016, and can be altered by resolution of Council. The proposed changes to the document as listed in the body of the report, are minor in nature. The full Terms and Conditions are included as Attachment i.

Attachments:


2. RECOMMENDATION

THAT the Solid and Hazardous Waste Working Party recommends:

THAT the Council:

(a) Receives report No. 190218018503.

(b) Adopts the Waimakariri District Council Revised Kerbside Collection and Waste Collection Points Use Terms and Conditions (TRIM 180706075490).

3. BACKGROUND

3.1 With the impending introduction of the new waste services on 1 July 2019, consideration needs to be given to an update to the Terms and Conditions of use of the planned kerbside services.

3.2 These are effectively the contract between Council and the users of the services, and are a companion document to the Solid Waste and Waste Handling Licensing Bylaw 2016. They can be amended by resolution of Council, and an adjustment is needed to align them with the new services.
4. **ISSUES AND OPTIONS**

Terms and Conditions

4.1. The Terms and Conditions document was written to align with the waste services offered at the time of the 2016 Solid Waste and Waste Handling Licensing Bylaw review. That service is a bag collection and recycling wheelie bin collection.

4.2. Minor adjustments need to be made as a consequence of the new organics and rubbish bin services commencing July 2019. If adjustments are not made, the mismatch between services provided and the Terms and Conditions has the potential to create administrative difficulties.

4.3. A copy of the amended Terms and Conditions is attached (TRIM 180706075490), and a summary of the changes, which are minor in nature, is provided below:

4.3.1. The description of what the Council services are to be provided has been updated.

4.3.2. A new clause notes that fees for the different services are set annually.

4.3.3. Changes to clauses stating that bag tops must be securely tied.

4.3.4. The way motels pay for recycling services has been changed to align with the 2018-2028 LTP rating policy that such businesses only pay for one recycling targeted rate per property. Requested additional bins are charged at the standard charges.

4.3.5. The clause covering services to organisations such as rest homes the requirement that payment for additional services should be made directly to the contractor has been removed, and a new clause advises that these organisations should contact the Solid Waste Asset Manager to discuss ways of best providing services that meet the requirements of both parties.

4.3.6. The permitted waste streams for each collection type have been updated and added to. Because acceptable recyclable material can change from time to time and is dependent on external markets, details of these materials has been removed and reference made to the fact that the Council's webpage will contain the up to date list of acceptable materials, and that Council will also use local media to advertise changes.

4.3.7. The “three strike process” for ceasing service for persistent non-compliance with placement or contents requirements has been softened to apply only over a 12 month period.

4.3.8. Addition to the clause on the provision of wheelie bins to tenants, advising that it is the landlord’s responsibility to manage wheelie bin supply with new tenants, if they have chosen to use the service.

4.3.9. The assisted kerbside collection service for genuine cases of impairment or frailty has been extended to the new services.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The issues considered in this report are of a minor operational nature, and seeking views from specific groups and organisations is not warranted.
5.2. **Wider Community**

The Solid Waste Bylaw and accompanying Terms and Conditions were subjected to a Special Consultative Procedure when initially drafted. The changes proposed to the Terms and Conditions are minor and do not warrant further consultation.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

There are no financial implications from the proposed changes to the Terms and Conditions document.

6.2. **Community Implications**

There are no community implications arising from the changes to the Terms and Conditions.

6.3. **Risk Management**

There are no risks associated with the decisions in this report.

6.4. **Health and Safety**

Health and Safety risks from hazardous and prohibited waste are addressed through the terms and conditions, which bans these materials from the rubbish bags and bins, and through a maximum weight of 15kg set for rubbish bags.

7. **CONTEXT**

7.1. **Financial Implications**

There are no financial implications from the proposed changes to the Terms and Conditions document.

7.2. **Community Implications**

There are no community implications arising from the changes to the Terms and Conditions.

7.3. **Risk Management**

There are no risks associated with the decisions in this report.

7.4. **Health and Safety**

Health and Safety risks from hazardous and prohibited waste are addressed through the terms and conditions, which bans these materials from the rubbish bags and bins, and through a maximum weight of 15kg set for rubbish bags.

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Simon Collin
Infrastructure Strategy Manager
WAIMAKARIRI DISTRICT COUNCIL
REVISED KERBSIDE COLLECTION and COUNCIL WASTE COLLECTIONS POINTS USE
TERMS AND CONDITIONS
February 2019

Kerbside Collection Rules

General

1) All occupied and un-occupied residential dwellings and commercial premises within the Council’s Kerbside Collection Area, as defined on the Kerbside Collection map (Plan series 16-046), (link to maps) which Council has determined will receive a Council Kerbside Collection Service are eligible to use the Council collection services. (No-one is required to use the targeted rate funded recyclables collection service just because it is available however charges will still apply).

2) Rates remitted properties (e.g. non-profit organisations), or permanent dwellings on non-rateable land (e.g. Ministry of education land), or sports organisations on reserve land, may apply to the Solid Waste Asset Manager to opt-in to the kerbside service. A charge may be applicable (as per fees and charges, set annually).

3) Owners or occupiers of properties in close proximity to the boundary of the Council Kerbside Collection area may apply to the Council to receive the services. Applications shall be made to the Solid Waste Asset Manager. If approval is given the standard rateable charges will be applicable (as per fees and charges, set annually), and special conditions may apply as to placement of the approved container for collection.

4) The service comprises a kerbside collection service for recyclables, organics and residual waste (rubbish). The recyclables collection is a fortnightly wheelie bin (mobile recycling bin) based service funded through a targeted rate. The organics and rubbish wheelie bin based collections are only provided to those households that choose to use them, and for which they pay via an annual rate. The organics collection (food and garden waste) is a weekly wheelie bin service, with a range of bin sizes available. The rubbish collection is a fortnightly wheelie bin service, with a range of bin sizes available, or a fortnightly bag based service, for which customers buy official WDC bags at outlets such as supermarkets. The rubbish and recycling services are provided on alternate weeks.

5) Rates and fees for the different services, and the different bin sizes, are as per Council’s fees and charges schedule, set annually.

6) Variations to the normal service as a result of public holidays will be as notified by Council.

7) Only the bins provided by Council’s contractor and with Waimakariri District Council branding are to be used in the wheelie bin collection systems. These bins are owned by Council’s contractor and may not be utilised by a commercial collector.

8) A bin size swap fee applies (as per Council’s fees and charges, set annually).
9) A bin replacement fee applies for stolen bins that are reported as missing more than 24 hours after the day on which the bin went missing and also for intentionally damaged bins (as per Council’s fees and charges, set annually).

10) Only official Waimakariri District Council refuse bags are to be used in the refuse collection system. These may be purchased at Council offices and refuse transfer stations, and at most supermarkets. The cost of the bags will be as per Council’s fees and charges, set annually.

11) Bag tops must be securely tied and the weight of the bag and contents is not to exceed 15 kg.

12) Motels and similar businesses will pay by default one recycling targeted rate per property. Extra bins will be provided upon request, and the property rated accordingly.

13) Households, businesses and organisations (e.g. rest homes) for which the allocated number of recycling bins, based on their rates, is inadequate for their needs may opt to have additional bins. Each additional bin will be charged as per Council’s fees and charges, set annually.

14) Organisations (e.g. rest homes) may choose to use the Council’s refuse bin and organics collection services, and will be rated accordingly. However it is recognised that rating structures can differ depending on how such organisations have been set up internally. Organisational administrators should contact the Solid Waste Asset Manager to discuss ways of best providing services that meet the requirements of both parties.

15) Households, businesses and organisations may opt to have additional 240 litre bins. The additional bins will be charged as per Council’s fees and charges, set annually.

16) Bins which are too heavy for the collection truck to lift, and/or are overfull and/or contain oversized material will not be emptied. If the bin lid is not shut flat the bin is considered to be overfull.

Note: the maximum weight able to be lifted by the trucks’ collection arm is approximately 70kg.

17) Every owner/occupier must separate and prepare all waste to comply with the permitted waste criteria for recycling, organics and rubbish disposal (see the Permitted Waste section of these terms and conditions).

Permitted Waste

18) Permitted waste in each approved container includes any of the following:

i) In bins for Recycling – Dry, empty and clean recyclable material which Council lists as acceptable, that is placed loose in the bin, is able to be mechanically recovered, and which is financially viable to recover. The list of acceptable recyclable materials will be held on the Council’s website, will be updated as necessary and any changes to materials that can be accepted will be advertised in local media.

ii) No other materials whatsoever may be placed in the recyclables bin

iii) In bins for Organics - Compostable kitchen and garden material, free of inorganic and unsanitary contamination. Acceptable compostable material includes:

- Fruit and vegetable material
- Meat, fish, bones, shells, etc.
- Bread, pastries and flours
• Hair
• Any of the above wrapped in paper
• Paper towels, napkins, shredded paper, food contaminated paper and cardboard
• Pruings, cuttings and branches able to be contained within the wheelie bin with the lid shut flat (branches up to 7.5cm in diameter)
• Weeds. No sprayed weeds, noxious weeds and invasive species
• Lawn clippings (but not grass that has been sprayed with any herbicide), leaves and cut flowers. No stringy plants, such as flax or cabbage tree leaves.

iv) No other materials whatsoever may be placed in the organics bin

v) In containers for Residual Waste/Rubbish – All waste originating from domestic activities not suitable for Recycling, and that is not Prohibited Waste.

Note: Non-official bags and/or loose items placed beside or on top of any wheelie bins, will not be collected.

vi) Prohibited Waste that shall not be placed in approved containers for disposal includes:
   a) sharp objects or material, unless such waste is properly and sufficiently contained to prevent it from puncturing the bag or injuring any person;
   b) material capable by reason of its brittleness of shattering in the course of collection, unless such waste is properly and sufficiently contained so as to prevent it from puncturing a refuse bag or injuring any person;
   c) any explosives, hot ashes, flammable material, or other dangerous objects;
   d) any liquid, whether in a container or otherwise, or any viscous fluid including used oil;
   e) any radioactive wastes, but excluding domestic smoke detectors;
   f) any lead-acid batteries (car/boat/truck batteries);
   g) any lithium-ion (Li-ion) batteries;
   h) any compressed-gas cylinders whether empty or not;
   i) any hazardous or toxic waste;
   j) any Hazardous or Controlled Healthcare Waste as defined in NZS 4304:2002.

For information on how to dispose of hazardous, prohibited or special waste:
• visit the WDC website http://www.waimakariri.govt.nz/services/rubbish-and-recycling/hazardous-waste, or;
• call the Council on 0800 965 468 and ask for the Solid Waste Officer

Placement of Approved Containers

19) Placement of Wheelie Bins for collection.

i) Bins are to be placed for collection in a manner which facilitates the safe and efficient collection by the waste collectors. Rules for placement are as follows:

a) On the kerb in front of the boundary of the serviced property with Council logo facing the road, or in the case of roads without formed kerbs, on the nominal edge of the road closest to where the collection vehicle passes.
**NOTE:** Bins must not be placed on the Road.

b) Close to the driveway/footpath crossing for the serviceable property.

c) Where possible the space between bins should be at least 50 cm to accommodate wheelie bin lifter arms.

d) Bins should be placed at least 50 cm clear of fixed obstructions such as trees, lamp posts and sign posts to enable tipping of bins for collection.

e) Where possible bins should be placed clear of movable obstructions such as parked cars and temporary road signage.

Or alternatively when placement above is not possible, bins are to be placed as directed by the Council to facilitate the contractor's operations. Instances where alternative arrangements may be directed include where service lanes exist, on one way streets and private lanes. (See clause 25 of these Terms and Conditions for the rules relating to private lanes and gated communities).

20) Placement of refuse bags for collection.

i) Bags are to be placed for collection in a manner which facilitates the safe and efficient collection by the waste collectors. Rules for placement are as follows:

a) On the kerb in front of the boundary of the serviced property with Council logo facing the road, or in the case of roads without formed kerbs, on the nominal edge of the road closest to where the collection vehicle passes. NOTE: Bags must not be placed on the road.

b) Close to the driveway/footpath crossing for the serviceable property.

c) Bags should be placed clear of obstructions such as wheelie bins, street gardens (plantings), trees, and street furniture (lamp posts, sign posts, etc.) so that the bags are visible to the approaching collection driver.

d) Where possible bags should be placed clear of movable obstructions such as parked cars and temporary road signage.

Or alternatively when placement above is not possible, bags are to be placed as directed by the Council to facilitate the contractor's operations. Instances where alternative arrangements may be directed include where service lanes exist, on one way streets and private lanes. (See clause 25 of these Terms and Conditions for the rules relating to private lanes and gated communities).

21) Time for placement and removal of bins – a standard collection day is 7:00am to 6.00pm.

i) Bins are to be placed for collection in accordance with clause 17 of these terms and conditions prior to the collection starting in that area. To ensure collection put bins at kerbside on the day of collection before 7.00 am but no earlier than 6:00 pm on the day before collection.

ii) Bins, whether emptied or not, must be removed from the kerbside by 8:00 pm on the day of collection unless otherwise directed by Council.

iii) The Council may direct that other times will apply to the placement or removal of bins. This may be for the purposes of facilitating collection operations in areas where an out-of-hours collection is preferred for reasons of public safety and convenience. Instances where alternative times may be applied by the Council include on streets where parking
during the day is an issue, and streets that have high traffic counts during the day, e.g. commercial areas.

22) Time for placement of refuse bags for collection – a standard collection day is 7:00am to 6.00pm.

i) Bags are to be placed on the footpath before 7:00 am on the day of collection or such other times as notified by Council.

ii) Bags, not collected, are to be removed from the footpath/street by 8.00 pm on the day of collection, unless otherwise directed by Council.

Wheelie Bins – Responsibilities of owners/occupiers owners

23) Protection and Use of Bins.

i) Every owner or occupier must:

   a) Reasonably protect the wheelie bins allocated to their property from damage and theft.

   b) Maintain wheelie bins in a sanitary manner so as not to cause offence or nuisance.

   c) Promptly notify the Council of any loss of or damage to the wheelie bin.

   d) Ensure that wheelie bins allocated to a property remain at the property the bins are allocated to.

Note: Council’s collection contractor maintains a record of serial numbers of bins allocated to properties rated for the kerbside collection service. A bin outside a different property from the property to which it is allocated may be removed from that property by Council or Council’s contractor.

e) Must pay any fees and charges (set annually) to have any bin allocated to that property redelivered to the allocated address (unless the bin was reported stolen or other arrangements were made for the bins).

f) Make the wheelie bins allocated to the property available to Council, its contractors or agents, for audit and inspection purposes. If repair is required make the bin available at the kerbside on the next collection day for that bin.

g) Make payment to replace a wheelie bin if:

   • through negligence, damage, and/or destruction of the bin has occurred;

   or

   • the bin has gone missing after collection from being left out at the kerbside or it has been stolen from private property, and in either case the theft has not been reported to council within 24 hours.

   or

   • any other instance where a court orders compensation to the contractor for damage or loss attributed to the occupiers of that property.

Note: The contractor will refund any payment on recovery of a bin if found in usable condition, less administration expenses, namely cleaning, relabelling & redelivery.

24) These terms and conditions will be enforced as follows:

i) When the contents of the bins emptied into the truck do not comply with the permitted waste criteria for that bin, a notice will be attached to the bin. The notice will provide
guidance on the correct use of the bin and will include a statement that the warning has been logged against the address listed on the bin.

ii) If non-compliant placement, or non-compliant contents of the bin, occurs at the same property again within a three month period, the bin may not be emptied and a notice will be attached to the bin. The notice will provide information as to the reason for the notice being issued, guidance on the correct use of the bin and will include a statement that the warning has been logged against the address listed on the bin.

iii) In the event of a third non-compliance occurrence within a twelve month period of the first recorded occurrence, the bin will not be collected, and a notice will be attached to the bin. The contractor will inform the Council who will write to the occupiers/owners of the address listed for the bin, setting out the actions that Council will follow if non-compliant use of the wheelie bin continues. The letter will include information to assist the property occupier in the correct use of the wheelie bins.

iv) If non-compliant material is noted after this notification has occurred, Council will remove the service entitlement to that property in accordance with the Solid Waste and Waste Handling Licensing Bylaw 2016, and instruct the contractor to remove the bin.

v) Reinstatement of the service entitlement will be at the discretion of the Council in consultation with the Council's Contractor and will require:

- a fee to be paid to Council (as per fees and charges set annually);
- a statement completed by the owner outlining the steps the owner must take to prevent the issue re-occurring.

vi) Enforcement of the terms and conditions may also be through the options provided for in the Solid Waste Handling Licensing Bylaw 2016.

Note: the three strike process outlined above relates to contamination only. Bins presented at an address different to that allocated to may be uplifted immediately.

25) Private Lanes and Gated Communities

(a) Private Lanes

The extension of the collection services down private rights of way (lanes) may be approved by the Council in accordance with the criteria set out below:

(i) The relevant lane must service a minimum of five residential dwellings or units.

(ii) A majority of the landowners whose properties are serviced by the lane must request the service before an application for extension of the collection service can be considered by Council.

(iii) Applications must satisfy the Council that either all of the required landowners have consented to the service, or that the Applicant has the authority to act on behalf of all the required landowners.

Note: The legal arrangements underlying private lanes can vary, so the purpose of this clause is not necessarily to require that ALL landowners must consent but is to ensure that all the consents legally required to be obtained are obtained.

(iv) The collection contractor's small vehicles used for collecting from "difficult access streets" (as defined in the collection contract) must be able to safely
negotiate the lane, and turn around within the lane. This is to be determined at the discretion of the Council in consultation with the Contractor.

(v) The property owners of affected lanes must acknowledge in writing that in providing the requested Council services, neither the Council nor any of the Council’s contractors will be liable for wear and tear that may occur as a consequence of providing the requested Council services.

(vi) Applications will be administered by the Council’s Utilities and Roading Unit.

(vii) Any approved service may be withdrawn at the discretion of the Council if safe access along the lane by the collection vehicle is consistently impeded, e.g. by parked vehicles.

(b) Gated Communities and Multi Unit Properties:

Organisations responsible for the administration of multiple unit or gated developments (e.g. the Body Corporate or any owners’ committee) may apply for collection services to be extended to within their properties on behalf of the owners provided that such organisation satisfies the Council that it has the authority to act on behalf of all the required owners.

The extension of collection services to within such properties will be provided subject to the same conditions as for private rights of way (lanes) as follows:

(i) Driver-activated access, by means of a remote control and card key or access code as back-ups being provided to the Council and/or the Council’s contractor. Where access cannot be gained by the contractor due to a failure in the access system, collection will only occur outside the secured perimeter of the facility. Where access codes are used, the Council/contractor will be notified of any changes in such codes.

(ii) The Council may, at its discretion, discontinue the provision of collection services within such properties at any time.

(iii) Neither the Council, nor the Council’s contractor, will be liable for wear and tear that may occur as a consequence of providing the requested Council services or missing collections due to inability to access.

(iv) That should the criteria not be met or a gated community choose not to apply for collection services within the community, that community must provide a collection point for Council recycling, organics and rubbish containers outside the security perimeter which is safe and accessible to the Council’s contractor.

26) Provision of wheelie bins for Tenants/Occupiers.

It is the responsibility of the landlord to ensure that tenants are provided with the Council recycling wheelie bin(s) allocated to the property, and manage the transition of tenants so that incoming tenants are supplied with previously allocated wheelie bin(s). The same responsibilities apply should the landlord chose to utilise the Council refuse and/or organics collections services.
27) Assisted kerbside collection service

An uplifting, or wheel out service from within the property for the collection services that the occupier has chosen to use, may be provided by Council to households unable to take the bag or bins to the kerbside due to disability, impairment and frailty.

Applications for assistance may be approved by Council in accordance with the criteria set out below where:

- Disability, impairment or frailty which prevents the applicant from using the service, in the particular circumstances of the applicant's property, and;
- Household or community support is not available.

Properties provided with this service will be required to place the bag, and/or bins in a fixed location readily accessible from the street and to provide unencumbered access to the property to the contractor for the purpose of uplifting the bag, or wheeling out and returning any bins.

Approval of eligibility for the service will be administered by the Solid Waste Asset Manager, Utilities and Roading Department.
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE WEST EYRETON HALL, 3 EARLYS ROAD, WEST EYRETON ON THURSDAY 7 MARCH 2019 AT 7PM.

PRESENT
D Nicholl (Chair), M Brown, J Ensor, S Farrell, K Felstead, J Lynn and T Robson.

IN ATTENDANCE
D Ayers (Mayor), S Markham (Manager Strategy & Engagement), E Cordwell (Governance Team Leader), and K Rabe (Governance Adviser).

1 APOLOGIES
Moved T Robson carried M Brown
That an apology for absence be received and accepted from W Doody.

CARRIED

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 7 February 2019

Moved J Ensor seconded M Brown
(a) THAT the Oxford-Ohoka Community Board:

Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 7 February 2019 as a true and accurate record subject to the correction of the spelling of “T Robson” in item 7.2.

CARRIED

4 MATTERS ARISING

4.1 Memorandum from Matt Bacon, PIU Manager re Monitoring/Compliance for Canterbury Landscape Supplies Stockpiling/processing Site 949 South Eyre Road, Eyrewell.

A memorandum (Trim Ref: 190306026765) from M Bacon which had been separately circulated to members prior to the meeting was tabled. Staff advised that S Farrell had submitted further queries as regards ECan monitoring of the site and these which would be responded to in due course.

Canterbury Landscape Supplies have offered to host a site visit for any members interested. Members requested staff to thank Canterbury Landscape Supplies for this opportunity and for staff to liaise with the company to arrange a visit.

5 DEPUTATIONS AND PRESENTATIONS
There were no deputations or presentations.
6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018-2019 – Kay Rabe (Governance Adviser)

D Nicholl reminded members that the Discretionary Response Fund had a current balance of $727 and that this financial year ended on 30 June 2019.

K Feldstead said that while he was in support of the application, he noted that the event would only take place mid-July. He suggested that this funding be granted but only paid out after 1 July 2019 so as to retain some funding for other applications in need of funding prior to July. If no other applications were received then the funding would be paid to the Waimakiriri Arts Trust at that time.

D Nicholl queried if this would not disadvantage the Trust for applying for funding in 2019-20. Staff advised that as the decision had been made during the 2018/19 financial year it would not preclude the Trust from further funding in the new financial year.

S Farrell requested that the recommendation be amended to read “… local papers including the Oxford Bulletin.”

Moved S Farrell seconded K Feldstead

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 190213016331.
(b) Approves a grant of $500 to Waimakariri Arts Trust-Kaiapoi Art Expo towards advertising the Kaiapoi Art Expo and Schools’ Art Expo in local papers including the Oxford Bulletin.
(c) That the Group be advised that the grant has been approved and will be paid in July 2019 (noting that administratively this maybe from the balance of the 2018-19 or the 2019-20 budgets or a combination of both).

CARRIED

8 CORRESPONDENCE

Correspondence from P de Roo (Trim Ref: 190228024345) and the resulting staff response (Trim Ref: 190228024486) was tabled.

P de Roo’s correspondence, addressed to W Doody, requested the Council fund a defibrillator to be installed at the Challenge Garage in west Oxford which could be utilised by the church next door if the need should arise. Staff had responded at the request of W Doody.

Moved M Brown seconded J Ensor

THAT the Oxford-Ohoka Community Board receive the tabled correspondence.

CARRIED

There was general discussion regarding the issues caused by ongoing maintenance and the associated costs of defibrillators. Concern was raised that some donated defibrillators in the township were indicating flat batteries with no understanding of who is responsible for the costs to maintain these devices.
Staff advised of the AED software, administered by the Red Cross, which gave locations of every AED (defibrillators) in the area but did not state the current status of the device i.e. whether they were currently maintained or not which could have severe consequences.

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for February 2019**

Moved J Ensor seconded M Brown

**THAT** the Oxford-Ohoka Community Board:

(a) **Receives** report No 190225021207.

CARRIED

10 **MATTERS FOR INFORMATION**

10.1 **Woodend-Sefton Community Board meeting minutes – 11 February 2019** (Trim No 190207013695).

10.2 **Kaiapoi-Tuahiwi Community Board meeting minutes – 18 February 2019** (Trim No 190213016349)

10.3 **Youth Council meeting minutes – November 2018.**

10.4 **Family Violence Prevention – report to Community and Recreation Committee 12 February 2019** (Trim No 190131010856)

10.5 **Aquatic Facilities Update – Community and Recreation Committee 12 February 2019** (Trim No 190116003969).

10.6 **Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019** (Trim No 190128008548).

10.7 **Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019** (Trim No 190129009698).

10.8 **Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019** (Trim No 190131011192).

10.9 **Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019** (Trim No 190109001449).

10.10 **Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019** (Trim No 190110002007).

10.11 **Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Rangiora Ashley Community Board 13 February 2019** (Trim No 190109001505).

10.12 **Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Rangiora Ashley Community Board 13 February 2019** (Trim No 190110001941).

10.13 **Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Woodend Sefton Community Board 11 February 2019** (Trim No 190109001833).

10.14 **Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Woodend Sefton Community Board 11 February 2019** (Trim No 190110001871).
Moved J Ensor seconded M Brown

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.14

CARRIED

J Ensor thanked staff for this very useful and informative item on the agenda.

11 MEMBERS’ INFORMATION EXCHANGE

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

J Lynn
- Attended Swannanoa Fair – still some public confusion regarding bin sizes and pleasing numbers signing up to the proposed new system.
- Gatekeepers Cottage – working bee health and safety plan, coal range had been bought for display.

S Farrell
- Attended Historical Society meeting and raised some concerns regarding the Museum roof to Chris Brown, Community and Recreation Manager.
- Attended Visually Impaired Society meeting – concerns raised regarding overhanging trees/shrubs on footpaths, bumpy surfaces which are a health and safety risk.
- Meyer Place hand rail installed but no neon strips on steps for visibility in the dark.
- Bay Road footpath open but some issues with overhanging branches

M Brown
- Had engaged with the community at various events including the Swannanoa Fair.
- Had not been able to attend the recent Mandeville Sports Club Committee meeting.

T Robson
- Attended All Boards Briefing
- Attended Pearson Park Advisory group – planting plan being drawn up,
- Some concerns re the location of the container to be addressed by C Brown, Community and Recreation Manager.
- Had attended the Oxford Promotions Association to discuss supporting local businesses.
- Attended opening of Reynolds Heritage Villa at Ashley Gorge Reserve.
- Attended Swannanoa fair.

K Felstead
- Update on all reports that came before the Council since last meeting

There was general discussion on the perceived concerns of local businesses moving away from Rangiora and Kaiapoi business centres and what this might mean in the long term for the towns. The Council had funded many improvements in both business areas in an effort to attract more business owners. Work was being done with business associations and retailers to address the situation.
12 CONSULTATION PROJECTS
Staff advised the Board of the Draft Annual Plan consultation to be run from 11 March to the 11 April 2019 and reminded members of a workshop being held on Tuesday 26 March at 4.30pm in the Rangiora Offices.

As members had also been advised at the All Boards Briefing, a further consultation on the Draft Rural Residential Development Strategy would be running concurrently. Staff suggested that the workshop already set up for the Draft Annual Plan submission could be used for the Board to formulate its submissions on both consultations.

Information on both consultations would be circulated to members prior to the workshop. Staff urged members to forward any comments to them prior to the workshop, especially if they were unable to attend.

13 BOARD FUNDING UPDATE
13.1 Board Discretionary Grant
   Balance as at 26 February 2019: $727.

13.2 General Landscaping Fund
   Balance as at 26 February 2019: $1,060.

14 MEDIA ITEMS
There were no media items.

15 QUESTIONS UNDER STANDING ORDERS
There were no questions.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
There was no urgent business.

NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 3 April 2019 commencing at 7.00pm, at the Mandeville Sports Club.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED 7.37pm.

CONFIRMED

__________________________
Chairperson

__________________________
Date
Workshop


Briefing

(Please note a briefing is public excluded)

- Parking Update – Chris Brown (Community and Recreation Manager)
- Storage Containers on Oxford Reserve – Chris Brown (Community and Recreation Manager)
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN MEETING ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD,
WOODEND ON MONDAY 11 MARCH 2019 AT 7.00PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, A Blackie,
R Mather and J Meyer.

IN ATTENDANCE
C Brown (Community and Recreation Manager), D Ayers (Mayor), K Rabe (Governance
Advisor) and E Stubbs (Governance Support Officer).

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
There were no conflicts of interest

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 11 February 2019
Moved J Meyer seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Confirms the circulated minutes of the Woodend-Sefton Community
Board meeting, held 11 February 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
There were no deputations.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS

7.1 Applications to the Woodend-Sefton Community Board’s Discretionary
Grant Fund 2018/2019: Kay Rabe (Governance Adviser)

K Rabe noted that the three applications for the Discretionary Grant Fund
were straightforward and included a Charity Fun Mud Run, the Kaiapoi Art
Expo and events to commemorate ANZAC Day and Christmas. She noted an
application from a new group; the Sefton Community Group which had
previously run the ANZAC and Christmas events for the community without
formal funding.
Waimakariri Arts Trust - Kaiapoi Art Expo

R Mather noted some inconsistency regarding the reported attendance figures with differing percentages and she questioned whether 10% would be attending from the Kaiapoi-Tuahiwi Ward given the event was held in Kaiapoi. R Mather suggested that the Board should reduce the requested funding as the residents from the Woodend Sefton Ward would not be the main attendees.

A Allen noted corrections in the report, namely items 4.7 and 4.9. Item 4.7 should read approximately 32% of visitors coming from the Woodend Sefton Community area rather than 15%. J Meyer suggested these figures may refer to the proportion of artists rather than attendance.

Item 4.9 should state that the Trust was granted $300 toward the event in 2018 rather than $500.

A Blackie commented that he was not sure where the attendance figures came from as he had not seen records of that taken when assisting at the door.

Moved R Mather seconded A Allen

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 190204012346.
(b) Approves a grant of $300 to Waimakariri Arts Trust - Kaiapoi Art Expo towards running costs associated with the Kaiapoi Art Expo in particular for advertising costs in local papers.

R Mather believed the Expo was a worthwhile well attended event.

A Allen reiterated the comments of R Mather and asked that feedback be given to the group regarding attendance numbers.

Amendment

Moved J Archer seconded A Thompson

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 190204012346.
(b) Approves a grant of $500 to Waimakariri Arts Trust - Kaiapoi Art Expo towards running costs associated with the Kaiapoi Art Expo in particular for advertising costs in local papers.

CARRIED

Against R Mather, A Allen

J Archer commented that the Art Expo was a great showcase for artists in the district and was always well attended.

A Thompson commented that the Expo was a good stable event and he did not have concerns with the proportions. He saw no reason to reduce the amount of funding to $300.

R Mather commented that the $300 would be consistent with the previous two years allocations and that proportioning it would allow the Expo to receive sufficient funds while retaining the majority of the balance of the funds for local events or groups.

A Allen agreed with keeping funding local and she was aware of other local groups wishing to apply for funding in the near future.
S Powell commented that advertising for the Expo would be included in the local paper, the Woodpecker, which hadn’t occurred in previous years and this would create awareness in the local area.

**Lions Club of Pegasus Town - Charity Fun Mud Run**

J Archer expressed concern that the event was being held in a bio-node of the Te Kohaka o Tuhaitara Wetlands and the activity may damage sensitive areas. R Mather commented that the Trust was aware of the event and supported it, acknowledging that it would be beneficial to the Trust in establishing new wetlands and raising funds.

Moved A Allen seconded R Mather

**THAT** the Woodend-Sefton Community Board:

(a) **Approves** a grant of $500 to The Lions Club of Pegasus Town towards the cost of holding a Charity Fun Mud Run.

**CARRIED**

A Allen commented that it was a worthwhile cause that supported the Trust, gave back to the community and promoted health and fitness and also the area.

R Mather commented it was great to see a new event come to the fore. She supported the Lions Club of Pegasus Town raising funds for distribution in the area and she hoped to see the event become an annual one.

**Sefton Community Group - ANZAC Day Service and Christmas Carols**

A Allen noted that the Sefton Community Group was starting out with a deficit of $247. She suggested that the Board consider funding $373.50 to each event, which would cover the requested funding of $500 plus the deficit. However she was also aware that the total allocation would then exceed the $500 cap on funding per group. K Rabe advised that although grants were capped at $500 per application, allocation was at the Board’s discretion. She suggested that the application could be split to funding the ANZAC day celebrations in March and then requesting the group to reapply for the Christmas Carol event later in the year.

J Archer suggested that the Board approve $400 for the ANZAC Day Service and requested staff encourage the Group to apply after July for the Christmas Carol event.

Moved J Archer seconded A Thompson

**THAT** the Woodend-Sefton Community Board:

(a) **Approves** a grant of $400 to Sefton Community Group towards the costs of running the ANZAC Day Service.

**CARRIED**

S Powell noted that members of the Board were always made welcome at the both events and they were well run and well supported.

R Mather commented the event was deserving of funding.

**8 CORRESPONDENCE**

S Powell tabled a draft letter (Trim No 190311030295) of support from the Woodend-Sefton Community Board to the Sefton Community Hall Committee’s application to the Department of Internal Affairs to fund a feasibility study on whether to repair or
rebuild the Sefton Community Hall. The Board was in agreement in supporting the Committee in its funding application.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for January 2019

S Powell noted the support and attendance of board members to the Sefton Community Hall public meeting and commented that the decision of a feasibility study being undertaken was a logical next step.

Moved S Powell seconded J Meyer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190304025690.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 February 2019 (Trim No. 190131010946).

10.2 Rangiora-Ashley Community Board meeting minutes – 13 February 2019 (Trim No 190207013828).

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 February 2019 (Trim No 190213016349)

10.4 Youth Council meeting minutes – November 2018.

10.5 Family Violence Prevention – report to Community and Recreation Committee 12 February 2019 (Trim No 190131010856)

10.6 Aquatic Facilities Update – Community and Recreation Committee 12 February 2019 (Trim No 1901160003969).

10.7 Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019 (Trim No 1902128008548).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019 (Trim No 190129009698).

10.9 Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019 (Trim No 190131011192).

10.10 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190109001449).

10.11 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190110002007).

10.12 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190109001505).

10.13 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190110001941).


10.15 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Oxford Ohoka Community Board 7 February 2019 (Trim No 190110001846).
Moved J Meyer seconded A Blackie

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.15.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 February Diary for R Mather, John Archer, Andrea Allen and Andrew Thompson (Trim No. 190228024378)

11.2 R Mather

- Confirmed that she was unable to attend the New Zealand Community Board Conference in April 2019.

11.3 A Allen

- Commented on the emotive nature of the Sefton Hall meeting and thanked J Meyer for his constructive input.

11.4 A Thompson

- Pegasus Bay Implementation Group – noted the published results of a survey of people at the beach, and that it contained interesting and useful information. While there were some statistical limitations, the survey had a lot of credibility. The next phase would likely involve consultation with local groups and stakeholders such as the Board. A Thompson commended the work of Mike Kwant (Community Projects Officer).

11.5 A Blackie

- Pegasus Bay Implementation Group - advised he would circulate the results of the Pegasus Bay survey to Board members. Council had allocated another $10,000 toward policing beaches.
- There was an upcoming Kite Surfing review. As most kite surfers belonged to Clubs they were self-policing and there were few issues.
- Council matters – noted two ‘In Committee’ reports.
- Noted progress in Regeneration area.

S Powell asked if there had been an update regarding a bylaw on fireworks. A Blackie advised it had not been in the agenda on Tuesday. Staff were waiting on results from the Auckland Council regarding a similar scenario.

11.6 J Meyer

- Noted the Sefton Hall meeting, which had a good attendance/support from the community. The community was grateful for assistance from the Council staff with reports and guidance. He believed the community could work successfully together, including with the school, to build a new hall which would benefit everyone.
- Commented on 30km/hr speed limits through town centres in Northland.
- Commented Western Rangiora development was ahead of time.

12 CONSULTATION PROJECTS

S Powell noted that the Draft Rural Residential Development Strategy and Draft Annual Plan were both out for consultation during March/April. Members were also reminded of the proposed session to consult with residents in Waikuku regarding the welcome sign, drainage and water issues in the near future.
There was some discussion on these consultations. The Board agreed that the Waikuku consultation should be held separately as a standalone event. Staff members would be present to address questions regarding issues around drainage, water supply and roading design as well as the signage. It was agreed to hold the event from 6 to 7.30pm with the date to be finalized in the following week.

K Rabe reminded the Board of the workshop scheduled for Tuesday 26 March at 4pm at the Pegasus Community Centre. This workshop was set up for the Board to collate its submission on the Draft Annual Plan. She suggested using this time to cover both the Draft Annual Plan and the Draft Rural Residential Development Strategy (RRD) submissions. Staff supporting the RRD would be available to answer questions at the start of the workshop.

The Board acknowledged that there had been no drop in session arranged for the Draft Annual Plan in its area and decided that the drop in session already scheduled for the RRD consultation at Woodend Community Centre on 26 March from 5-7pm should be used for both consultations.

13 FOSTERING COMMUNITIES

14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
Balance as at 5 March 2019: $2,932.

14.2 General Landscaping Fund
Balance as at 5 March 2019: $5260.

15 MEDIA ITEMS
The approved discretionary grant applications.

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 8 April 2019 at the Waikuku Beach Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.01pm.
CONFIRMED

__________________________
Chairperson

__________________________
Date
Workshop

- Members Forum
  - Woodend Beach Toilets
  - Beach Access
  - Clarification on roading underspends carried into other projects
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE LOBRUN DOMAIN PAVILION, 154 LOBURN WHITEROCK ROAD,
LOBURN ON WEDNESDAY 13 MARCH 2019 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), R Brine, M Clarke, K Galloway, D Gordon,
J Hoult, S Lewis, G Miller, C Prickett and P Williams.

IN ATTENDANCE
D Ayers (Mayor), S Nichols (Governance Manager), S Redman (Youth Development Facilitator)
and E Stubbs (Governance Support Officer).

1 APOLOGIES
Moved R Brine  seconded P Williams
An apology was received and sustained from K Barnett for absence.
CARRIED

2 CONFLICTS OF INTEREST
Item 7.1 Dan Gordon as Chair of the Waimakariri Arts Trust and North Canterbury
Musical Society Patron.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 13 February 2019
Moved D Gordon seconded C Prickett
THAT the Rangiora-Ashley Community Board:
(a) Amends the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 February 2019. Item 11.10, bullet point 4,
remove reference to ECan. Item 11.7, bullet point 1 replace ‘Timebank – had put in Rata application to ‘was preparing’. Item 11.7, bullet point 3 should read ‘…addition of lights’.
(b) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 February 2019, as a true and accurate record.
CARRIED

4 MATTERS ARISING
It was noted that J Hoult, J Gerard and K Barnett were no longer able to attend the
New Zealand Community Board Conference. C Prickett will represent the Board.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Sam Redman (Youth Development Facilitator) introduced Youth Council (YC)
Members Caitlin Tipping and Katie Lange who spoke to the Board about a
proposed project in the Rangiora area.
K Lange advised that the Youth Council helped make the community better for youth by adding a youth voice to Council and the community and taking on initiatives.

A concept plan was tabled (Trim No 190314034069) which centred on the Rangiora Skate Park. C Tipping advised that the YC had decided to focus on this space following a meeting with Senior Sargent Peter Cooper from the New Zealand Police where concerns around the reputation of the skate park were discussed. YC wanted to see the area as safe, age-friendly and welcoming for young and older, especially with the location of the area close to facilities such as the swimming pool, primary school, netball courts and sports fields.

K Lange commented that the YC had focussed on outcomes and what they wanted to achieve. By adding extra facilities they did not want to create two different ‘zones’, rather the new area should be an extension to the skate park where everyone felt welcome. Ideas for new facilities included a book exchange, stage and charging bench. The YC believed the most important feature was the stage as that would create a bridge between the skate park and the new area. It could host events such as morning yoga or youth events.

S Redman advised that the YC had worked with the Greenspace unit on their ideas for the area. They were at the stage where they wanted to seek feedback and consult with the local community including at an upcoming WaiYouth Skate Jam event.

D Gordon noted that K Barnett, D Ayers and he were members of the YC.

J Gerard noted costings of approximately $30-$40,000 and asked if the Council had made funding available. The YC had identified the stage as a priority and were seeking a grant of $10,000 through the Annual Plan to assist with the project. They were looking for support from the Rangiora-Ashley Community Board in their submission to the Council. They would also be looking for funding and hands on support from the community and local businesses.

P Williams asked if the YC had considered problems with vandalism. S Redman commented that it had been raised with the Greenspace team and they had discussed the necessity for robust materials. For items such as the book exchange, smaller was better, and they had considered using local artists to provide artwork to put on picnic tables as a vandal deterrent.

J Hoult asked if the YC had considered facilities for pre-schoolers. S Redman commented that the first priority was to develop the stage to bring in more subgroups of young people. If it went well, more development could follow. Greenspace would need to approve what facilities went in, in conjunction with the Board.

G Miller asked if the YC had investigated potential usage of items such as the solar charging bench to warrant an expenditure of $8,000. K Lange and C Tipping replied that while there had been no formal investigation, anecdotal evidence in the 13-24 year age group suggested need was strong for a charging station. The ‘washing machine’ music player in Christchurch was noted as an example that was well used. The YC considered items such as bean bags would not be suitable as they were items that could be easily vandalised or stolen.

S Redman reiterated that the next stage for the YC was to research other ideas around the country for example there was a youth space in Westport. The conversation with the local Police had sparked ideas with the YC of improvements that could be made to the space to make it a place where everyone felt welcome.

C Prickett commented on some of the ideas of the YC noting he would be dubious that the first item would bring a ‘critical mass’. K Lange commented that the YC would work with WaiYouth to host events, bring in families and
spread the word. With families present there was less bullying and negative activity.

K Galloway asked if the YC was proposing to illuminate the area at night. S Redman advised that it had been discussed however there was no immediate goal for lights. That would require consultation with local residents.

K Galloway asked if the YC had considered inappropriate use of the stage during school hours disturbing the school. K Lange noted that they had considered speakers however felt that was not appropriate in the residential situation. A power point was more suitable. C Tipping commented that it was unlikely to be disruption during school hours as those users would be at school.

K Galloway asked if the ideas had been discussed with skate park users. S Redman commented that the YC ideas formed a concept plan and they were ready to start consulting with the community to gauge if their ideas would work. An idea was to put up a board at the skate park asking for feedback.

J Hoult commented that she had not witnessed unacceptable activity at the skate park when visiting and asked what time of day this occurred. K Lange advised that it was primarily at night.

R Brine asked if the YC were aware of the history of developing the skate park as there had been opposition to it in the past and there may be opposition to further development. S Redman advised Greenspace had provided context. They believed the proposed improvements to the skate park would help with that opposition by reducing negative activity.

P Williams asked if the skate park was in the Council area for Wi-Fi. K Lange replied no, however, they were hoping to be able to extend the Wi-Fi from Dudley Park.

J Gerard thanked the YC members for their deputation and commented the Board would look forward to hearing from the YC again when they had a more definitive plan.

6 ADJOURNED BUSINESS

There was no adjourned business.

Having declared a conflict of interest D Gordon left the room at 7.33pm.

7 REPORTS

7.1 Applications to the Rangiora-Ashley Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)

S Nichols advised that there were two applications seeking $500 each. She would take the report as read.

Waimakariri Arts Trust

P Williams asked if the Waimakariri Arts Trust should apply to the Long Term or Annual Plan for funding as the event was an annual event whereas he considered the Discretionary Grant Fund was more for one-off scenarios. He was concerned the Waimakariri Arts Trust had applied to all the Community Boards for a number of years in a piecemeal approach.

S Nichols referred to the criteria on Page 40, the funding was at the discretion of the Board whether for seed funding or continued support. All the boards had a history of supporting different groups that regularly applied. At the Oxford-Ohoka Community Board meeting the previous week they had agreed
in principal to supporting the event. J Gerard commented that applications to the Long Term Plan could be raised at the Council.

G Miller queried the financial information provided believing it was incomplete. S Nichols advised that more information could be requested from the group.

C Prickett asked if the Waimakariri Arts Trust had considered other advertising options rather than advertising in the Northern Outlook. Staff advised that different community boards were being asked to fund different newspaper advertising, noting the Northern Outlook was a primary Rangiora newspaper.

S Lewis asked for how many years had the Board supported the Waimakariri Arts Trust. S Nichols replied it had been a number of years, in some cases a community board had decreased the amount granted, but they had not declined.

K Galloway asked if the Board approved the funding would the funds need to be spent for advertising in the Northern Outlook and he questioned the effectiveness of that. S Nichols replied that funds would need to be spent where specified by the applicant. It was not appropriate for the Board to direct the group on where funds were spent.

Moved S Lewis seconded R Brine

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 190213016277.

(b) Approves a grant of $500 to Waimakariri Arts Trust-Kaiapoi Art Expo towards advertising in the Northern Outlook in association with the Kaiapoi Art Expo and Schools’ Art Expo as well as other activities within the district.

CARRIED

G Miller Abstained
P Williams Against

S Lewis noted the point from P Williams that the group should apply to the LTP for funding however commented the Board had supported the event for five or six years and she did not believe it would look good to suddenly decline. She remembered the strong support of P Allen to the event.

R Brine commented that people all had different perceptions on material delivered to their letterbox however he did not believed utilising the Northern Outlook was money wasted. The decision on advertising was for the groups themselves.

Amendment

Moved G Miller seconded C Prickett

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 190213016277.

(b) Lies the report on the table to enable further information to be provided.

LOST

J Hoult commented that the Kaiapoi Art Expo was a district wide event that provided value to the whole community and it was appropriate to support.

P Williams commented that he attended the Expo the previous year and believed it was a brilliant show worth attending. The Expo had been supported for a number of years and the event was now on its feet therefore it was time to enable other groups that were not profitable to use the funds.
D Lundy fully supported the motion. He noted the Expo was successful and believed there was nothing wrong with supporting success. He cautioned it was dangerous ground to be specifying advertising.

C Prickett was concerned that only 10% of attendees were from Kaiapoi Tuahiwi. He accepted it was a district wide event. Staff advised that the area the artists come from was listed in the application with 10% of artists being from the Kaiapoi-Tuahiwi community and the information did not reflect where visitors to the event lived.

G Miller was concerned the application was incomplete and therefore he would not be voting. S Nichols advised that the budget for the expo was supplied in the agenda, including a breakdown of potential sponsorship.

J Gerard advised he would support the application as he considered it a worthwhile event.

In her right of reply, S Lewis stated she was keen for the community board to be seen supporting the event, the funding was a small amount in the total budget of the event.

North Canterbury Musical Society

K Galloway noted that one of the quotes received had been from a Waiau business and asked why the Board should be supporting a Waiau business.

S Nichols explained that the group were furnishing all information and showing that they had received more than one quote. The choice of supplier was up to the group and the Board did not have powers to influence that choice.

Moved G Miller seconded C Prickett

THAT the Rangiora Ashley Community Board:

(a) Approves a grant of $500 to The North Canterbury Musical Society Inc. towards the cost of replacement signage for the Society and its building

CARRIED

G Miller believed the North Canterbury Musical Society was a worthwhile organisation with music being important to the culture of the community. He supported a new sign.

C Prickett agreed with G Miller and noted that the signs of the two different quotes had different assembly.

J Hoult supported the application wholeheartedly, the Musical Society provided a District wide attraction. She noted the Board had quite a lot of funding remaining. S Nichols commented it was part of the role of the board members to network with groups and advise of the funding available. It was noted that other boards had already allocated all their funding for this financial year.

D Lundy was happy to support the application and commented the quotes were not comparable as one was a quote and one an estimate.

P Williams supported the application and commented the Musical Society was good for the community. He asked if it were possible to support on the proviso the group used local suppliers. S Nichols advised that was not possible; it was up to the group to use funding wisely.

D Gordon returned to the meeting at 7.54pm.
8 CORRESPONDENCE

There was no correspondence.

K Galloway noted that the letter sent to Rangiora Hire to thank them for their assistance at the dog park had been circulated via email.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for February 2019

Moved J Gerard  seconded D Lundy

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 190228024406.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 February 2019 (Trim No. 190131010946).

10.2 Woodend Sefton Community Board meeting minutes – 11 February 2019 (Trim No 190207013695).

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 February 2019 (Trim No 190213016349)

10.4 Youth Council meeting minutes – November 2018.

10.5 Family Violence Prevention – report to Community and Recreation Committee 12 February 2019 (Trim No 190131010856)

10.6 Aquatic Facilities Update – Community and Recreation Committee 12 February 2019 (Trim No 190116003969).

10.7 Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019 (Trim No 190128008548).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019 (Trim No 190129009698).

10.9 Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019 (Trim No 190131011192).

10.10 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190109001449).

10.11 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190110002007).

10.12 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190109001833).

10.13 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190110001871).

10.15 **Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Oxford Ohoka Community Board 7 February 2019** (Trim No 190110001846).

10.16 **Notification of private plan change 45 – Rangiora Airfield – report to District Planning and Regulation Committee 19 February 2019** (Trim No 190204012204).

Moved D Lundy seconded R Brine

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.16.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

11.1 **J Hoult**
- Te Reo classed had resumed.
- Timebank – were finalising application to the Rata Foundation. It was important to continue project which to date had been very successful. The target was 54 members by the end of May, to date they had 28 with 19 in orientation. People were making exchanges and banking time.
- North Canterbury Neighbourhood Support – explained the connection with Kaikoura.
- Landmarks – still looking at creating a pamphlet on walking trials.
- Attended All Boards briefing.

11.2 **S Lewis**
- Attended ColourFest and commented on the great atmosphere.
- Assisted with Rakahuri Rage and congratulated North Canterbury Sport and Recreation on running the event. Money raised would go towards WaiSwim.
- Attended Ashley River Ramble from Waikuku Village to Ashley Bridge as a River Care Group fundraiser.
- Passchendaele cycle – next event 9am, 24 March.
- Attended All Boards briefing.
- Assisting with the Learner Driver Mentoring programme.

11.3 **D Lundy**
- Attended Garrymere water meeting; was productive.
- Attended Rangiora Ashley Road Naming meeting.
- Noted removal of trees at Loburn Reserve.

11.4 **G Miller**
- Keep Rangiora Beautiful – a schedule of plans completed.
- Toured Kate Valley Landfill and commented on well-run organisation.
- Impressed with virtual reality tour of Northern Corridor.
- Attended All Boards briefing.

11.5 **C Prickett**
- Pleased to see addition of Rural Residential Strategy consultation.
- Noted FENZ fire season sign not returned following Millton Avenue work.
- Follow-up on car wreck. Council had a different approach to ECan where a reported wreck would be checked and removed straightaway. Metal collectors were willing to remove wrecks for free.

11.6 **P Williams**
- District Licensing Committee – had been busy.
- Attended Garrymere Water Strategy meeting.
- Attended planning meeting related to Multi-Use Stadium.
• Kaiapoi River Carnival was a good well turned out event.
• The new brewery was a good drawcard to Waimakariri.
• Busy with budget meetings.
• Noted Rangiora lights were currently working.

11.7 D Gordon

• Attended a number of events as other colleagues.
• Garrymere matters. There were two main options, to treat at source or household UV filter. The committee was assessing options in detail and it was important not to rush the process.
• Attended meeting with Ryman residents to discuss options at intersection.
• Attended a number of neighbourhood park events which had been well attended and worthwhile. He praised the running of the events.
• Rangiora Museum – attended and was impressed with presentation of Bev Prosser on the embroidery guild and panels outside the Rangiora Council Chambers. Suggested inviting them to speak to Board prior to a meeting or for the Communications Team to record the information for the future.
• Attended Pride Picnic and commented on good attendance and importance of people feeling welcome for who they are.
• Noted Mark O’Connell from the library left after 30 years of service to be head librarian at Hurunui.
• Rangiora Promotions – attended strategy meeting. Organisation was in good shape.
• Concerned that PaperPlus closed. Noted Selwyn Districts ‘buy local’ initiative.
• Town Centre lights – the terms of reference would come back to the Council.
• Ashley Street roading complaints. Patches were not lasting. Roading staff would come to the Board in due course to discuss.

11.8 K Galloway

• Friends of Dog Park meeting tomorrow. There was a good Facebook following.
• Noted Rangiora Museum storage issues.
• Attended Road Naming Committee meeting.

11.9 M Clarke

• All Boards briefing.
• Assisted with complaint of Fernside Road resident regarding manure on road.
• Was impressed with the turnout at the Rymans intersection meeting.
• Assisting several members of the community and connected with Presbyterian Social Services with transport to town for medical appointments.

11.10 R Brine

• Ashley Rugby Club were raising concerns around injuries by training on hard ground and exploring options for irrigation. It was being highlighted as a health and safety issue.
• Solid and Hazardous Waste Working Party – update on bins next meeting.
• Noted appointment of new Greenspace Manager.
• Noted upcoming Joint Landfill Committee meeting.
• Attended Pride event.
• Attend ‘massive’ Swannanoa Fair.
CONSULTATION PROJECTS
S Nichols provided an update on UV matters. Members would receive a copy of two letters sent to residents regarding issues.

S Nichols noted that the hearing for a bottle store in High Street, to which the Board objected was to be held Friday 29 March. *(The hearing was later cancelled as the applicant withdrew the application.)*

It was noted that the workshop regarding the Draft Annual Plan was to be held on 27 March 2019. A workshop on the Rural Residential Strategy could be held at the same time. J Gerard commented that if Councilors would like to attend the first part of the workshop they would be welcome, as they could provide a better understanding of the background. D Lundy reiterated the comments of J Gerard noting it was important to get a balanced view and see the rationale behind decisions.

BOARD FUNDING UPDATE
13.1 Board Discretionary Grant
Balance as at 5 March 2019: $5,036.

13.2 General Landscaping Fund
Balance as at 5 March 2019: $26,160.

MEDIA ITEMS
Nil.

QUESTIONS UNDER STANDING ORDERS
Nil.

URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nil.

NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 April 2019 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.35pm

CONFIRMED

__________________________
Chairperson

__________________________
Date
Following the conclusion of the Board meeting an informal workshop was held in which members discussed the following:

- Keep Rangiora Beautiful (received 2019 planting plan for reference)
- Millton Avenue Dog Park update, including potential event
- Museum Storage issues explained
- Rangiora Promotions Group idea.

The workshop concluded at 8.55pm.
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 MARCH 2019 AT 4PM.

PRESENT
J Watson (Chairperson), R Blair, C Greengrass, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
G Cleary (Manager Utilities and Roading), Simon Markham (Manager Strategy and Engagement), Simon Hart (Business and Centres Manager), Grant McLeod (Green Space Manager), Kay Rabe (Governance Adviser) and Courtney Fowler-Jenkins (Governance Support Officer)

Councillors A Blackie and J Meyer

The Chairperson called for a minute's silence to show respect for the families and victims of the terror attack on Friday.

1 APOLOGIES
Moved J Watson seconded C Greengrass

Apologies were received from N Atkinson for absence and for lateness from A Blackie.

CARRIED

2 CONFLICTS OF INTEREST

J Watson declared an interest for item 7.1 “Application to the Board's Discretionary Grant Fund 2018-19” regarding funding for the Kaiapoi Art Expo.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 February 2019

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 February 2019, as a true and accurate record subject to the inclusion to item 11. ‘Members Information Exchange – R Blair’ of the item “Attended the Pines Gala and the Kaiapoi River Carnival”.

CARRIED

4 MATTERS ARISING

No matters arising

5 DEPUTATIONS AND PRESENTATIONS

5.1 Inspector Peter Cooper and Senior Sergeant Reeves (NZ Police) were unable to attend the meeting and will reschedule their update.
6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS

C Greengrass took the Chair for this item and J Watson sat back from the table.

7.1 Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2018/2019 - Kay Rabe (Governance Advisor)

Moved P Redmond seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190213016248

(b) Approves a grant of $500 to Waimakariri Arts Trust Kaiapoi Art Expo towards the running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular promotional advertising in the Kaiapoi Advocate, venue hire and set up costs for the Kaiapoi Club.

CARRIED

J Watson resumed the Chair.

A Blackie arrived at 16.20pm

7.2 Activity on the Kaiapoi River – Simon Hart (Business and Centres Manager)

S Hart spoke to the report explaining the desire for the Council to be customer focused and provide clear guidance to developers interested in projects utilising the Kaiapoi River and/or the Marine Precinct. He emphasised that the Approval Guide and Process Guide was not in itself approval for projects but just a check list for developers as Kaiapoi River has several stakeholders involved in the process such as Environment Canterbury (ECan), Land Information New Zealand (LINZ), Department of Conservation and Ngai Tuahuriri.

M Pinkham asked staff to clarify service linkups in regards to river boats and floating housing and what those costs would be and who would be responsible for the costs. Staff replied that it would depend on the stakeholders involved but essentially the developer for the buyer would bear the cost. M Pinkham was concerned about raising expectations and then making the cost prohibitive for projects to continue.

S Stewart raised her concerns regarding the proposed double storey housing options and whether the normal planning and zoning regulations would still apply for this sort of dwelling. Staff advised that all building regulations would still apply and emphasised that the forms being brought to the Board for approval would not automatically grant approval but would merely make navigating who should be contacted for which approval easier and make the process and more user friendly.

M Pinkham asked if there would be a special zone for this kind of development and whether that would require a change in the District Plan. Staff informed members that the District Plan was currently under review and that work on this sort of development had been done in the North Island and could be used as a template. The National Standards for District Plans were also being updated to include this sort of activity.

R Blair asked if there were any restrictions on the proposed River Queen’s desire to be moored at the floating pontoons near the Port and Eagle. Staff were unaware of any problems with that proposal at present.
J Meyer asked what was the expected timeframe for the National Standards for District Plans outcomes to be published and was told there was expectation of these in April/May 2019.

J Watson stated that in her opinion house boats should look like boats and not like permanent structures.

Moved J Watson seconded S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190306027166.

(b) Notes the information contained within this report relating to the work and conversations undertaken on Project Seven (Canal Boats/House Boats on the Kaiapoi River) of the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) Endorse staff finalising the content, format and design of the attached Approvals and Process Guides for public release.

(d) Circulates a copy of this report to the Council and other Community Boards for their information.

CARRIED

8 CORRESPONDENCE
There was no correspondence.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for February/March 2019

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(e) Receives report No. 190311030267.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 February 2019 (Trim No. 190131010946).

10.2 Woodend Sefton Community Board meeting minutes – 11 February 2019 (Trim No 190207013695).

10.3 Rangiora-Ashley Community Board meeting minutes – 13 February 2019 (Trim No 190207013828).

10.4 Youth Council meeting minutes – November 2018.

10.5 Family Violence Prevention – report to Community and Recreation Committee 12 February 2019 (Trim No 190131010856)

10.6 Aquatic Facilities Update – Community and Recreation Committee 12 February 2019 (Trim No 190116003969).

10.7 Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019 (Trim No 190128008548).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019 (Trim No 190129009698).

10.9 Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019 (Trim No 190131011192).
10.10 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190109001505).

10.11 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190110001941).

10.12 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190109001833).

10.13 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190110001871).


10.15 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Oxford Ohoka Community Board 7 February 2019 (Trim No 190110001846).

10.16 Report on Notice of Motions of 4 December 2018 and 5 February 2019 re Fireworks and Nuisance – Geoff Meadows (Policy Manager) (TRIM No 190226022485)

10.17 Murphy Park Reserve, Seasonal Alcohol Control Area – Lynley Beckingsale (Policy Analyst) (TRIM No 190219019295)

10.18 Elected Members Remuneration and Expenses Policy Review – Sarah Nichols (Governance Manager) (TRIM No 190224021130)

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.18.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

S Stewart
- Update on Draft Annual Plan especially on water issues
- Concern that community stream/river projects stalled. ECan provides the funding but does not have resources for project management. Would like to see a partnership with Waimakariri District Council providing the expertise and helping community to achieve results.
- Cam River – work being done by ECan with raising the tree canopy but unsure if any planting happening.
- Kaiapoi River Rehabilitation Sub Committee to meet on Wednesday 20 March 2019.
- Concern regarding the build up of pigeon faeces under the bridge. High contamination of avian faeces when river water is monitored.
- Concern regarding delays in ECan reporting and information sharing with Waimakariri District Council
- Hamel Lane – berm beautification by residents

P Redmond
- Attended St Bartholomew’s fair – disappointing turn out.
- Attended the Fire Brigades Open Day
- Attended Swannanoa Fair
- Attended All Boards Briefing on 6 March 2019
- Attended both Kaiapoi and Rangiora Community Networking forums
- Attended community BBQ at Moorcroft Reserve – disappointing turn out
- Attended the new Community Garden Open Day – good facility

M Pinkham
- Attended Greater Christchurch Public Transport Committee – concerns regarding lack of public transport options in the District
- Attended All Boards Briefing
- Attended Kaiapoi Fun Run – well attended and good feedback

J Meyer
- Busy roading schedule
- Skewbridge Project might be brought forward – in consultation with NZTA

C Greengrass
- Congratulations to Martin and team for successful Fun Run
- Open Day at Community Garden
- Pines Beach AGM
- Attended Musem meeting at the Port and Eagle
- All Boards Briefing for a short while
- Access Group meeting – took staff out and about
- Garden Competition

R Blair
- Darnley Club – reviewing lists and upgrading communications
- Drain between Raven Quay and Hilton Street - concern regarding overgrown weeds which is hindering flow of water.

J Watson
- Concern regarding dead trees in Kaiapoi River – ECan be requested to remove

12 CONSULTATION PROJECTS

About Rural Residential Development and About Draft Annual Plan 2019 – 2020

The Board agreed to amend its Draft Annual Plan workshop set for 3pm on Monday 1 April 2019 to a workshop to deal with both the Rural Residential Development Strategy and the draft Annual Plan and rescheduled the timing of the meeting from 3pm to 2.30pm.

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

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


13.2 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 1 April 2019. This meeting is open to the public.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 12 March 2019: $3,798.

14.2 General Landscaping Budget
Balance as at 12 September 2018: $46,420 (including carry forward).

15 MEDIA ITEMS
Nil

16 QUESTIONS UNDER STANDING ORDERS
Nil

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nil

NEXT MEETING
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 15 April 2019 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business the meeting closed at 5.15pm.

CONFIRMED

______________________
Chairperson

______________________
Date
1. **SUMMARY**

1.1 This report provides the Kaiapoi - Tuahiwi Community Board with an update on the recent work and conversations undertaken in relation to ‘Canal Boats/House Boats on the Kaiapoi River’. This is Project Seven in the recently adopted Kaiapoi Town Centre Plan – 2028 and Beyond; providing advice to interested parties on approvals and related processes.

1.2 This report seeks endorsement by the Kaiapoi – Tuahiwi Community Board of the Approvals and Process Guides attached to this report, with the aim of making these publically available.

1.3 This guidance information does not in itself determine appropriate locations for activities on the water, but assists interested parties ‘navigate’ the process by which these are considered.

**Attachments:**

i. Approvals Guide: Activity on the Kaiapoi River. (Trim190306027160)

ii. Process Guide: Activity on the Kaiapoi River. (Trim190306027163)

2. **RECOMMENDATION**

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

(a) **Receives** report 190306027166

(b) **Notes** the information contained within this report relating to the work and conversations undertaking on Project Seven (Canal Boats/House Boats on the Kaiapoi River) of the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) **Endorse** staff finalising the content, format and design of the attached Approvals and Process Guides for public release.

(d) **Circulates** a copy of this report to the Council and other Community Boards for their information.
3. **BACKGROUND**

3.1 During 2018, a significant revision of the 2011 Kaiapoi Town Centre Plan was undertaken. Three full day ‘Inquiry by Design Workshops’ were held during the review process, with the purpose of providing key stakeholders, staff and consultants the opportunity to consider and discuss various opportunities and challenges related to the future development of Kaiapoi Town Centre.

One of the key themes that emerged was the importance of incorporating the Kaiapoi River as a key natural feature into future Town Centre development. The significant work and investment on the Kaiapoi Marine Precinct was also highlighted as linkage opportunity. This resulted in design of a ‘Master Plan’ that promoted future build projects being elevated to stop bank level within the Mixed Use Business Regeneration Areas so as to engage with, and link the river to the Town Centre.

3.2 A further opportunity to create activity in the Town Centre, and engagement with the river included the popular idea of Canal/House Boats on certain areas of the river. This idea was supported not only by key stakeholders, but also by a number of external parties that had been working on similar concepts.

As a result, the Draft Kaiapoi Town Centre Plan included a project (Project 7) that would see Council working with partner organisations and interested private sector parties on the concept of ‘Canal/House Boats’ on the Kaiapoi River.

3.3 In November 2018, after a period of public consultation which resulted in generally good support, Council adopted the revised ‘Kaiapoi Town Centre Plan – 2028 and Beyond’.

3.4 With a number of interested parties already working on concepts for ‘Canal/House Boats’, staff recognised the need to begin work on Project 7, and started to research and collate relevant background information from various sources.

This work culminated in a report which was presented to Council in a briefing session at the end of November 2018. The report aimed to provide some background context about the river environment, information on organisations that have various responsibilities for the River and their respective rules and regulations, engineering and servicing options and challenges, and other considerations such as various stakeholder views that might require consideration.

Council provided feedback at the briefing, and requested that staff refine the report with the aim of making it more easily used and understood by key stakeholders and end users. In addition, four Councillors expressed interest in being part of a ‘working group’ that helped to refine the document and considered the various projects currently proposed for the Kaiapoi River.

4. **ISSUES AND OPTIONS**

4.1 Since November, staff and the four nominated Councillors have met on a number of occasions. The first of these meetings provided an opportunity for discussion on the refined Approvals and Process Guides (attached), and the opportunities and considerations relating to a number of currently proposed projects. In attendance at this first meeting was the Acting Harbour Master from Environment Canterbury (ECan), who provided advice on the ECan Navigation Safety Bylaw.
4.2. The second meeting took place on the river, with a boat trip to look at and consider various possible sites for Canal/House Boat projects. This helped to clarify the possible options, and their relative opportunities and constraints.

4.3. In addition to these meetings, various email correspondence between working group, and to and from key stakeholders has helped to refine the Approvals and Process Guides attached to this report.

4.4. However, it is important to also recognise that prior to, and alongside of the above mentioned work undertaken by the working group, three known and relevant projects/concepts have been progressed to various degrees by private organisations or individuals.

4.5. The first of these is a ‘Canal/House Boat’ project that has evolved over recent times through work undertaken by key staff at Ara Institute of Canterbury. This project proposes a floating structure of around 120m² in size for private residential living. The project owner has indicated that they are happy to consider a number of locations along the Kaiapoi River for their house boat, and in particular areas east and west of the Kaiapoi Marine Precinct have been discussed. The images below were provided by the project owner and show how the house boat may look.

4.6. The second project is that of a cruise boat known as the ‘River Queen’. The River Queen is a ‘historic type’ vessel that had been operating cruises in Marlborough, and in late 2018 was purchased and relocated to Kaiapoi by a local developer. The developer proposes to upgrade the vessel and operate river cruises from it once the Council has completed work on the Kaiapoi River pontoons in mid-2019.

It is understood that the boat is licenced to carry 99 people plus six crew members, and the owner would like to berth the vessel outside the Port and Eagle Brewery and bar along the Council’s new pontoons. The vessel is currently stored at the Smith Street development site awaiting upgrades and repairs, and is pictured below.
4.7. The third known proposed project/concept for the Kaiapoi River is known as ‘Homes on the River’ and is being led by a Christchurch Based Real Estate Agent. The proposal is for the construction of private residential developments of 70m² or larger that float upon foundations on the river. It is understood that the project owner would like to pilot one of these homes on the river, and then use this model to develop and sell such homes to the market.

The project owner would like the opportunity to lease an area of land on the river bank alongside the ‘floating homes’ so that occupants have an area for cars, gardens, animals etc. The project owner has stated that they have looked at various sections of the river for their project that are wide in nature, predominantly tree-less, have reasonable infrastructure alongside, and are not too remote from existing housing. The image below was provided by the project owner as an example similar to that of this proposal.

4.8. All of the above private project owners have been advised of the work Council has been undertaking with regards to pulling together relevant ownership, regulatory and stakeholder information. Whilst some initial high level considerations have been discussed with these project owners, staff believe it would be appropriate to finalise the refined Process and Approvals Guides attached to this report, and to share them with these parties.

This would provide these project owners with some guidance relating to the conversations and processes that might be important during the early stages of their respective projects, should they not have undertaken these already.

4.9. Staff acknowledge that the Waimakariri District Council is only one of a number of organisations and/or stakeholders that might be involved in discussions with various project owners. Others might include Environment Canterbury, the Crown (LINZ), New Zealand Transport Authority, Local Iwi, and other existing River users.

With this in mind, and considering that there is likely to be considerable differences in the various projects that could be put forward (e.g. river location/site, functionality, servicing requirements, purpose/proposition etc.) staff believe it is important that the individual project owner should take the lead on their respective project, and that Council’s role would be to:

i. Provide early information via the attached Approvals and Process Guides to parties considering such project on the Kaiapoi River and;
ii. Consider any particular proposal that requests Council input on a case by case basis, and in conjunction with the relevant planning and legislative frameworks.

4.10. Should the Kaiapoi - Tuahiwi Community Board support the recommendations in this report, staff would pursue conversations with the above identifies project owners and working group members, with the aim of providing the attached information.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. The following groups/organisations were met and/or spoken with through the development of the initial report discussed in section 3.4:

- Land Information New Zealand (LINZ)
- Department of Conservation
- Environment Canterbury
- New Zealand Transport Agency
- Ngai Tuahuiriri
- Local Rowing and boating clubs
- Local property developers
- Kaiapoi businesses in close proximity to the Kaiapoi Marine Precinct

The level of feedback varied from discussion to discussion, and largely depended on the various group’s involvement and interests in the Kaiapoi River. On the whole, the majority of groups/organisations spoken with were not opposed to Canal/House Boat type developments on the Kaiapoi River, but expressed a desire for such developments to adhere to the appropriate planning rules, and to ensure they were serviced and maintained appropriately. Existing users of the River also expressed a need for new developments to consider existing uses of the river.

5.2. Wider Community

5.2.1. During the review of the Kaiapoi Town Centre Plan, there was generally good support for the Canal/House Boat project from stakeholders involved in the Inquiry by Design Workshops. These stakeholders included Enterprise North Canterbury, Local Developers and Business people, Kaiapoi – Tuahiwi Community Board Members, project consultants, Youth Council Representatives, and Council Staff.

5.2.2. Public Consultation of the revised Kaiapoi Town Centre Plan reflected generally good support from the wider community. The Plan was subsequently adopted by the Council in November 2019.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. There are no known cost implications related to the approval of the recommendations in this report. The finalisation and production of the attached Approvals and Process Guides would be covered by existing operational budgets.

6.1.2. It is anticipated any future projects that may wish to seek Council support would be considered on a case by case basis, and be subject to the normal Council policies and budget/funding processes.
6.2. **Community Implications**

6.2.1. Staff believe that community implications for any given river project proposal are likely to be assessed and considered appropriately through the various planning, regulatory and stakeholder engagement processes, as identified in the attached Approvals Process Guides.

6.3. **Risk Management**

6.3.1. The attached Approvals and Process Guides are aimed at reducing risk to any prospective project owner, regulatory authority, property owner, or community stakeholder.

6.4. **Health and Safety**

6.4.1. There are no specific anticipated health and safety implications resulting from the recommendations should they be supported. All relevant Council health and safety policies and procedures will be followed during the course of any normal activities that are required as a result of these recommendation.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. The attached Approvals and Process Guide highlights the appropriate legislative requirements related to Canal/House Boat type projects.

7.3. **Community Outcomes**

*There is a healthy and sustainable environment for all*

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
- Cultural values relating to water are acknowledged and respected.
- The demand for water is kept to a sustainable level.
- Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

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

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Our rural areas retain their amenity and character.

*Our community’s needs for health and social services are met*

- Housing is available to match the changing needs and aspirations of our community.

*People have wide-ranging opportunities for learning and being informed*

- Our people are easily able to get the information they need.

*Businesses in the District are diverse, adaptable and growing*

- There are growing numbers of businesses and employment opportunities in our District.
- There are sufficient and appropriate places where businesses are able to set up in our District.
7.4. **Delegations**

7.4.1. The Kaiapoi – Tuahiwi Community Board has delegated responsibility for overseeing the implementation of the Kaiapoi Town Centre Plan and its stated projects.
### Approvals Guide: Activity on the Kaiapoi River

This is provided as a guide and does not contain the full list of activities that may require approval from the relevant consenting authorities and parties. Come and talk to us early in your planning stages to help avoid delays and frustrations down the track.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Land Use and Permanent Moorings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you require consent from the owner to use the site?</td>
<td>X</td>
<td>Let's Talk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you require a permanent mooring or landing place for your vessel/structure?</td>
<td></td>
<td>Let's Talk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently own or are in the process of buying an existing swing mooring?</td>
<td></td>
<td>Let's Talk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Do you intend to moor your vessel/structure in the same/proximate river location for more than 14 days?</td>
<td></td>
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</tbody>
</table>

| Building Requirements |   |   |   |   |   |   |   |
| Do you intend to build a floating structure, i.e. on pontoons or other floatation devices? | X | X |   |   |   |   |   |
| Are you building or operating a commercially oriented excursion or passenger vessel? |   |   |   |   |   |   |   |

| Natural Environment |   |   |   |   |   |   |   |
| Is your project likely to disturb the riverbed (inclusive of deposits)? | X | X | X |   |   |   |   |
| Is your project likely to require any riverbed draining or reclamation? | X | X | X |   |   |   |   |
| Will you need to complete earthworks in the riverbed for your project? |   | Let's Talk | X | X |   |   |   |
| Will you need to complete earthworks close to the riverbed for your project? |   | Let's Talk | X | X |   |   |   |
| Does your project use, alter or remove structures in, on, under or over the riverbed? |   | Let's Talk | X | X |   |   |   |
| Does your project necessitate discharges of any kind into the land or water? |   | Let's Talk | X | X |   |   |   |
| Does your project require use of the river or ground water? |   | Let's Talk | X | X |   |   |   |
| Is your project likely to involve or disturb riverbank or riverbed vegetation? |   | Let's Talk | X | X |   |   |   |
| Is your project likely to impact defence against water systems, i.e. the stopbanks? |   | Let's Talk | X | X |   |   |   |
| Is your project likely to create construction noise (over and above relevant NZ standards)? |   | Let's Talk | X | X |   |   |   |
| Will your vessel create noise emissions, i.e. boat horn, PA system etc. |   | Let's Talk | X | X |   |   |   |
| Will your vessel have a solid fuel cooking or heating device? | Let's Talk |   |   |   |   |   |   |

| Services and Parking |   |   |   |   |   |   |   |
| Does your project require the provision of utility services, i.e. power, water, sewer and wastewater? | Let's Talk |   |   |   |   |   |   |
| Is your project self-contained for all its utility service needs, i.e. power, sewer, water and wastewater? | Let's Talk |   |   |   |   |   |   |
| Will you require permanent car parking (depending on location)? | Let's Talk |   |   |   |   |   |   |

| Public Services |   |   |   |   |   |   |   |
| Will you be preparing food to be sold to the public? | X | X |   |   |   |   |   |
| Will you be selling liquor to be consumed on your business premise? | X | X |   |   |   |   |   |
| Will you be providing public accommodation facilities on your boat? | X | X |   |   |   |   |   |

**KEY:**

- **Let’s Talk** - Resource consent maybe required and should be investigated with the appropriate authority.
- **X** - Regulatory and/or other approval or activation process is likely to be undertaken.
<table>
<thead>
<tr>
<th>Process</th>
<th>Task</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Information gathering</td>
<td>Review your project and consider what part of your project is uncertain to you. Continue to next step.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Draw outline of project and site plans</td>
<td>Based on your research findings, outline your project site including any regulatory site plans. Continue to next step.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Do you require site use consent?</td>
<td>If you require site use consent, depending on who owns or manages the land, you may need to consult with and receive permission from: Land Information New Zealand. New Zealand Transport Agency. Environment Canterbury. Abercrombie District Council/Other Private Owners. Continue to next step.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Have you discussed river navigation, safety and moorings with Environment Canterbury?</td>
<td>Contact the Harbourmaster at Environment Canterbury to discuss river navigation options and potential issues related to your project. Continue to next step.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Have your site require amenity and/or car park servicing?</td>
<td>If you require amenity and/or car park servicing, consult with a range of affected stakeholders, some of which may include: Private amenity service providers. Current river users (boating/rowing clubs, fishermen and white baiters). Environment Canterbury. Land Information New Zealand. Continue to next step.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Resource Consent Required?</td>
<td>For any food and beverage provisions, Waimakariri District Council alcohol licensing and food premises registration may apply. For any food and beverage provisions, Waimakariri District Council alcohol licensing and food premises registration may apply. Continue to next step.</td>
</tr>
<tr>
<td>Step 7</td>
<td>Pre-application meeting with the relevant territory authority(s)</td>
<td>Attend a pre-application meeting with relevant territory staff to determine the scope of your Waimakariri District Council and/or Environment Canterbury resource consent application and the information required. Continue to next step.</td>
</tr>
<tr>
<td>Step 8</td>
<td>Resource Consent Required?</td>
<td>If your pre-application meeting may determine that you do not require a resource consent, i.e. if the activity is deemed to be a permitted activity. If so, you are free to conduct your activity and don't need to complete any more process steps. Continue to next step.</td>
</tr>
<tr>
<td>Step 9</td>
<td>End-user Consultation Required?</td>
<td>If your pre-application meeting may determine that you do not require a resource consent, i.e. if the activity is deemed to be a permitted activity. If so, you are free to conduct your activity and don't need to complete any more process steps. Continue to next step.</td>
</tr>
<tr>
<td>Step 10</td>
<td>Finalise Plans and Documentation</td>
<td>Prepare final copies of your plans and documentation for your resource consent application based on the feedback you have received. Continue to step 11.</td>
</tr>
<tr>
<td>Step 11</td>
<td>Lodge Resource Consent application</td>
<td>Remember to check your application for accuracy and completeness before you lodge it with Waimakariri District Council and/or Environment Canterbury. Continue to step 12.</td>
</tr>
<tr>
<td>Step 12</td>
<td>Application completion assessment</td>
<td>Your application is completed with Waimakariri District Council and/or Environment Canterbury planning staff for completeness. Incomplete applications are returned to the applicant with an explanation and can be re-lodged after missing sections are completed. Continue to step 13.</td>
</tr>
<tr>
<td>Step 13</td>
<td>Request for more information?</td>
<td>If your application is deemed to be incomplete or unclear, you will be notified and given an opportunity to provide additional information. Your application can be submitted as is, or you may request an application amendment to make an application complete. Continue to step 14.</td>
</tr>
<tr>
<td>Step 14</td>
<td>Notification / Limited Notification Required?</td>
<td>If your application has been submitted, notification will be provided to any affected parties. If your application has been submitted, notification will be provided to any affected parties. Continue to step 15.</td>
</tr>
<tr>
<td>Step 15</td>
<td>Application Decision</td>
<td>Notice of the decision (granted or declined) is issued. If your application has been submitted, notification will be provided to any affected parties. Continue to step 16.</td>
</tr>
</tbody>
</table>
### 1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Tuesday 26 February</td>
<td>Compass FM Interview</td>
</tr>
<tr>
<td></td>
<td>Workshop with Te Kōhaka o Tūhaitara Trust representatives, Kaiapoi - Future Use of Red Zone Areas to be incorporated in the Coastal Park</td>
</tr>
<tr>
<td></td>
<td>Youth Council Meeting</td>
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<tr>
<td>Wednesday 27 February</td>
<td>3 Waters - Mayoral Forum sub-group preparing submission, Christchurch</td>
</tr>
<tr>
<td></td>
<td>Rangiora Promotions Last Wednesday Club</td>
</tr>
<tr>
<td>Thursday 28 February</td>
<td>LGNZ Localism Symposium 2019, Wellington</td>
</tr>
<tr>
<td>Friday 1 March</td>
<td>Interview with David Hill - North Canterbury News</td>
</tr>
<tr>
<td></td>
<td>Opened Port and Eagle, Kaiapoi</td>
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<tr>
<td></td>
<td>Labour MPs’ Back to Work Function, Christchurch</td>
</tr>
<tr>
<td>Saturday 2 March</td>
<td>Attended Woodend Fire Brigade Open Day</td>
</tr>
<tr>
<td></td>
<td>Attended Food Forest and Wellbeing Festival - Te Whakaora Ra</td>
</tr>
<tr>
<td></td>
<td>Attended St Bartholomew’s Parish fair, Kaiapoi</td>
</tr>
<tr>
<td></td>
<td>Farewell to Rod Carr and welcome to Cheryl de la Rey Vice-Chancellors and farewell to John Wood and welcome to Susan McCormack Chancellors, Tuahiwi Marae</td>
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<tr>
<td></td>
<td>Reynolds Heritage Pavilion Opening, Ashley Gorge</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Sunday 3 March</td>
<td>Attended CSO concert at Christchurch Town Hall</td>
</tr>
<tr>
<td></td>
<td>Started and walked in combined Lions Clubs’ Ashley River Ramble, Waikuku Beach to Rangiora</td>
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<tr>
<td></td>
<td>Japan Day - Deputy Mayor Kevin Felstead attended on behalf of the Mayor</td>
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<tr>
<td></td>
<td>Attended Pride Picnic Outing, Rangiora</td>
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<tr>
<td></td>
<td>Attended Children's Day at Trousselot Park</td>
</tr>
<tr>
<td></td>
<td>Visited Japan Day, Riccarton</td>
</tr>
<tr>
<td>Monday 4 March</td>
<td>Age–friendly Waimakariri, Community Steering Group</td>
</tr>
<tr>
<td>Tuesday 5 March</td>
<td>Meeting with Te Maire Tau and Arapata Reuben re Proposed Mahi Tahi Development Committee</td>
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<tr>
<td></td>
<td>Compass FM Interview</td>
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<td></td>
<td>Spoke to North Canterbury Grey Power meeting, Rangiora</td>
</tr>
<tr>
<td></td>
<td>Attended the NZPGA VIP Gala Opening Dinner, Pegasus</td>
</tr>
<tr>
<td>Wednesday 6 March</td>
<td>S&amp;P Global Ratings - 2019 meeting</td>
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<tr>
<td></td>
<td>Presented awards at Kaiapoi Garden Awards, (You Me We Us)</td>
</tr>
<tr>
<td>Thursday 7 March – Friday 8 March</td>
<td>Crs Kirstyn Barnett and Wendy Doody attended the LGNZ Rural-Provincial meeting, Wellington</td>
</tr>
<tr>
<td>Thursday 7 March</td>
<td>Canterbury Employers Chamber of Commerce Lunch with Prime Minister (not as exclusive as it sounds!)</td>
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<tr>
<td></td>
<td>Reform of Vocational Education (RoVE) - Stakeholder Consultation, Ara</td>
</tr>
<tr>
<td></td>
<td>Oxford-Ohoka Community Board meeting</td>
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<tr>
<td>Friday 8 March</td>
<td>Attended Mark O’Connell’s farewell</td>
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<tr>
<td></td>
<td>Ngā Puna Wai Grand Opening Ceremony, Christchurch</td>
</tr>
<tr>
<td>Saturday 9 March</td>
<td>Attended Festival of Colour, Victoria Park</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
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<td>-----------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Monday 11 March</td>
<td>Celtic Evening, Kaiapoi (speaking on behalf of the Cornish!)</td>
</tr>
<tr>
<td></td>
<td>Canterbury Museum Trust Board Meeting</td>
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<td></td>
<td>Repatriation of tīpuna to Oregon, USA, Canterbury Museum</td>
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<tr>
<td></td>
<td>Woodend-Sefton Community Board meeting, Woodend</td>
</tr>
<tr>
<td>Tuesday 12 March</td>
<td>Interview with David Hill - North Canterbury News</td>
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<tr>
<td></td>
<td>Compass FM Interview</td>
</tr>
<tr>
<td>Wednesday 13 March</td>
<td>Government Review of Vocational Education Meeting, Ara</td>
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<td></td>
<td>ENC Networking Function, Rangiora</td>
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<tr>
<td></td>
<td>Rangiora-Ashley Community Board meeting, Loburn</td>
</tr>
<tr>
<td>Thursday 14 March</td>
<td>Regional Road Safety Working Group meeting, Rolleston</td>
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<tr>
<td></td>
<td>South Island Visitor Destination Management - Discussion with Mayor Sam Broughton, Rolleston</td>
</tr>
<tr>
<td></td>
<td>Neighbourhood barbecue event - Moorcroft Reserve, Kaiapoi</td>
</tr>
<tr>
<td>Friday 15 March</td>
<td>Climate Change Breakfast Seminar, Christchurch</td>
</tr>
<tr>
<td></td>
<td>Interview with David Hill - North Canterbury News</td>
</tr>
<tr>
<td></td>
<td>Monitoring of Christchurch Terror Event</td>
</tr>
<tr>
<td>Sunday 17 March</td>
<td>Started and walked in Kaiapoi Silverstream Fun Run</td>
</tr>
<tr>
<td></td>
<td>Opened Kaiapoi Community Garden shed</td>
</tr>
<tr>
<td></td>
<td>Visited Deans Avenue Mosque area</td>
</tr>
<tr>
<td>Tuesday 19 March</td>
<td>Compass FM Interview</td>
</tr>
<tr>
<td>Wednesday 20 March</td>
<td>Meeting - BNZ Re-development Steering Group</td>
</tr>
<tr>
<td>Thursday 21 March</td>
<td>Governance Function – Staff induction</td>
</tr>
<tr>
<td></td>
<td>Neighbourhood barbecue events – Sovereign Lakes</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-------------------</td>
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</tr>
<tr>
<td>Friday 22 March</td>
<td>Interview with David Hill - North Canterbury News</td>
</tr>
<tr>
<td>Saturday 23 March</td>
<td>Pegasus Regatta - Radio Sailing Club - South Island Champs</td>
</tr>
<tr>
<td></td>
<td>Opened Waikuku Old School Collective</td>
</tr>
<tr>
<td>Sunday 24 March</td>
<td>Attended vigil in North Hagley Park</td>
</tr>
<tr>
<td>Monday 25 March</td>
<td>Special CREDS Education and Training Governance Group Meeting</td>
</tr>
<tr>
<td></td>
<td>Social Services Advisory Group Forum, Woodend</td>
</tr>
<tr>
<td></td>
<td>Matt Doocey Meeting with Jim Palmer and David Ayers</td>
</tr>
<tr>
<td></td>
<td>Attended Pines-Kairaki Residents Association AGM</td>
</tr>
</tbody>
</table>

**THAT** the Council:

a) **Receives** report No. 190321037562.

David Ayers  
MAYOR