



WAIMAKARIRI
DISTRICT COUNCIL

Council

Agenda

Tuesday 3 May 2022

1pm

***This meeting will
be held virtually
and live audio
streamed on the
Council website***

Members:

Mayor Dan Gordon (Chair)

Cr Neville Atkinson

Cr Kirstyn Barnett

Cr Al Blackie

Cr Robbie Brine

Cr Wendy Doody

Cr Niki Mealings

Cr Philip Redmond

Cr Sandra Stewart

Cr Joan Ward

Cr Paul Williams

The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held **VIRTUALLY via ZOOM** (and live audio-streamed on the Council website) on **TUESDAY 3 MAY 2022** commencing at **1pm**.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

3.1 Passing of Christopher Marshall QSM.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of an extraordinary meeting of the Waimakariri District Council held on Friday 1 April 2022**

9 - 12

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of an extraordinary meeting of the Waimakariri District Council held on 1 April 2022.

4.2. **Minutes of a meeting of the Waimakariri District Council held on 5 April 2022**

13 - 30

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 5 April 2022.

MATTERS ARISING (FROM MINUTES)

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

4.3. Minutes of the public excluded extraordinary meeting of the Waimakariri District Council held on 1 April 2022

4.4. Minutes of the public excluded meeting of the Waimakariri District Council held on 5 April 2022

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **SHOVEL READY PROJECTS**

Nil.

8. **REPORTS**

8.1. **Roading Service Requests and Flood Budget – J McBride (Roading and Transport Manager) and D Young (Senior Engineering Advisor)**

31 - 69

RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 220410053852;
- (b) **Endorses** the installation a 3.0m by 3.0m box culvert as a replacement to the damaged Butchers Rd culvert replacement;
- (c) **Approves** unbudgeted expenditure and budget of \$730,000 for responding to the February flood event, which includes \$440,000 for the Butchers Rd culvert replacement (being \$370,000 in 2021/22 and \$360,000 in 2022/23);
- (d) **Notes** that the staff submission to the 2022/23 Annual Plan deliberations will include the portion of work included in the 2022/23 year, as well as the rating effects and subsidies;
- (e) **Notes** that an application for emergency funding has been submitted to Waka Kotahi for this event and for budgeting purposes it has been assumed that this request will be approved;
- (f) **Notes** there has been a significant increase in the number of service requests received and processed for the Roading activity over the last 12 months;
- (g) **Circulates** this report to the Community Boards for information.

8.2. **Submission on Canterbury Museum Trust Board's draft Annual Plan for the year ending 30 June 2023 – J Millward (Manager Finance and Business Support)**

70 - 102

RECOMMENDATION

THAT the Council

- (a) **Receives** report N° 220421060707.
- (b) **Approves** the submission (Trim 220421060513) on the Canterbury Museum Trust Board's draft Annual Plan for 2022/23.

8.3. **Draft Submission to Ministry for the Environment's Consultation te panoni i te hangarua - Transforming Recycling – K Waghorn (Solid Waste Asset Manager)**

103 - 174

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 220407052955.
- (b) **Approves** the draft submission to “te panoni i te hangarua - Transforming Recycling” appended in Attachment i (220407052503).
- (c) **Delegates** authority to the Mayor and Cr. Brine to approve changes the Waimakariri District Council's final submission to “te panoni i te hangarua - Transforming Recycling”.
- (d) **Supports** the draft Canterbury Mayoral Forum submission to “te panoni i te hangarua - Transforming Recycling” appended in Attachment vi (Trim 220427063955).

9. **MATTER REFERRED FROM COMMUNITY BOARDS**

9.1. **Approval to Consult on Speed Limit Review for Smith Street, Kaiapoi – S Binder (Transportation Engineer)**
(refer to attached copy of report no.220110001887 to the Kaiapoi-Tuahiwi Community Board meeting of 11 April 2022)

175 - 211

RECOMMENDATION

THAT the Council:

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

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

- (b) **Notes** that consultation is proposed to be carried out in June and July 2022.

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

9.2. **Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi -**
(refer to attached copy of report no. 220223025061.to the Kaiapoi-Tuahiwi Community Board meeting of 11 April 2022 and Rangiora-Ashley Community Board meeting of 13 April 2022). Minutes for these Community Board meetings are included in this agenda, Items 12.3 and 12.4.

212 - 218

RECOMMENDATION

THAT the Council:

- (a) **Approve** the lighting concept designs as a general approach to future town centre lighting upgrades in Kaiapoi/Rangiora.

10. HEALTH SAFETY AND WELLBEING

10.1. **Health, Safety and Wellbeing Report May 2022 – J Harland (Chief Executive)**

219 - 230

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 220413056861
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Notes** that the flu jabs for staff and elected members will be held at the Rangiora Service Centre, Council Chambers on Wednesday 4 May 9.30am – 11.00am and Wednesday 11 May 9.30am –11:00am.
- (d) **Notes** that the organisation is currently reviewing the Covid-19 risk assessment for all staff roles to ensure that risks are being effectively managed.
- (e) **Circulates** this information to the Community Boards for their information.

11. COMMITTEE MINUTES FOR INFORMATION

Nil.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 12.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 6 April 2022 231 - 238
- 12.2. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 11 April 2022 239 - 248
- 12.3. Minutes of a meeting of the Kaiapoi-Tuahwi Community Board meeting of 11 April 2022 249 - 255
- 12.4. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 13 April 2022 256 - 265

RECOMMENDATION

THAT Items 12.1– 12.4 be received for information.

13. **REPORTS FOR INFORMATION**

- 13.1. **Enterprise North Canterbury Six month financial report and Promotion Business Plan report for the period ended 31 December 2021 and draft Statement of Intent for the year ending 30 June 2023 – J Millward (Manager Finance and Business Support)**
(Refer to attached copy of report 220228027571 to the Audit and Risk Committee meeting of 15 March 2022) 266 - 294

RECOMMENDATION

THAT the Council:

- (a) **Receives** Items 13.1 for information.

14. **MAYOR'S DIARY**

- 14.1 **Mayor's Diary 30 March – 26 April 2022** 295 - 297

RECOMMENDATION

THAT the Council:

- (a) **Receives** report no 220426063274.

15. **COUNCIL PORTFOLIO UPDATES**

- 15.1. **Iwi Relationships – Mayor Dan Gordon**
- 15.2. **Greater Christchurch Partnership Update – Mayor Dan Gordon**
- 15.3. **Canterbury Water Management Strategy – Councillor Sandra Stewart**
- 15.4. **International Relationships – Deputy Mayor Neville Atkinson**
- 15.5. **Regeneration (Kaiapoi) – Councillor Al Blackie**
- 15.6. **Climate Change and Sustainability – Councillor Niki Mealings**
- 15.7. **Business, Promotion and Town Centres – Councillor Joan Ward**

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:

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
18.1	Minutes of public excluded portion of the extraordinary Council meeting of 1 April 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.2	Minutes of public excluded portion of Council meeting of 5 April 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
18.3	Report of J Millward, Manager Finance and Business Support	Electricity supply contract for Non Half Hourly (NHH) metered sites for three years	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.4	Report of H White (Landscape Architect Greenspace) and D Roxburgh (Implementation Project Manager, District Regeneration)	Huria Reserve Heritage & Mahinga Kai Contract 22/17 Stage One Pathways - Tender Process Approval	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
18.1 – 18.4	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i) Section 7 (j)

CLOSED MEETING

See Public Excluded Agenda.

OPEN MEETING19. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur at 1pm on Tuesday 7 June 2022, to be held in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora, (subject to precautionary actions due to Covid-19 being active in the community).

The 2022/23 Annual Plan Submission hearings will be held virtually and live audio-streamed on the Council website on Wednesday 4 May and Thursday 5 May. The 2022/23 Annual Plan Deliberation meeting will occur on Tuesday 24 May 2022, commencing at 9am in the Council Chambers.

**MINUTES OF THE EXTRAORDINARY MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL
HELD VIRTUALLY VIA ZOOM ON FRIDAY 1 APRIL 2022 COMMENCING, AT 9AM**

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, W Doody, N Mealings, P Redmond, S Stewart, and P Williams.

IN ATTENDANCE

J Harland (Chief Executive), L Smith, (Manager People and Engagement), R Hawthorne (Property Manager), Simon Hart, (Strategy and Business Manager) and T Kunkel (Governance Team Leader).

1. APOLOGIES

Moved: Mayor Gordon Seconded: Councillor Redmond

An apology for absence was received and sustained from Councillor R Brine.
Councillor P Williams requested early departure from 9.40am.

CARRIED

Councillor J Ward was absent from the meeting.

2. CONFLICTS OF INTEREST

Nil.

3. REPORT

3.1. Covid-19 – Vaccine Pass removal for Aquatic Facilities, Libraries and Community Facilities – L Smith (Manager People and Engagement)

L Smith noted that the Council's Covid-19 Protection Framework (CPF) had been implemented to ensure the safety of the community and staff and was mostly well-received. However, last week the Government announced that from 11.59pm on 4 April 2022, My Vaccine Pass would no longer be required, which meant that people would no longer have to be vaccinated to enter those venues currently covered by the pass.

L Smith explained that the vaccine mandates were never intended to be permanent, and it was assumed that the mandates would be reviewed periodically. It was believed that a review was now appropriate due to the high overall vaccination coverage in the community and the large proportion of people with some immunity from natural infection. Therefore, it was recommended that the Council consider removing the My Vaccine Pass requirements for community facilities including Aquatics and Libraries from 11.59pm on 4 April 2022. Scanning of QR codes would also no longer be required.

L Smith advised that facilities would continue to review their risk mitigation measure while the Omicron variant was still highly prevalent in the community. Next week, the Council would also conduct a full Risk Assessment Review of staff roles to ensure sufficient risk mitigation measures were still in place to protect staff in high-risk positions. These would include physical distancing, mask-wearing, remote working where possible, and good hygiene practices.

In response to a question by Councillor Doody, L Smith confirmed that the MainPower Stadium would also no longer require My Vaccine passes from 11.59pm on 4 April 2022 for entry.

Councillor Barnett questioned if the staff that were high risk or still felt at risk due to the high level of Omnicom in the community would be accommodated. L Smith advised that the Council would be reviewing its risk assessment of all roles, especially the high-risk roles, to ensure staff safety. She confirmed that this could include re-deployment if required.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No. 220330047404.
- (b) **Approves** that the Aquatics Facilities would remove the requirement for My Vaccine Passes for all visitors and staff to its facilities at Rangiora and Kaiapoi effective from 11.59pm on 4 April 2022 at all levels of the Covid-19 Protection Framework (CPF).
- (c) **Approves** that the Libraries would remove the requirement for My vaccines Passes for all visitors and staff to its facilities at Rangiora, Kaiapoi and Oxford effective from 11.59pm on 4 April 2022 at all levels of the Covid-19 Protection Framework (CPF).
- (d) **Notes** that the organisation would manage a phased return to full services in Libraries and Aquatic Centres depending upon staffing levels and current Covid-19 community spread.
- (e) **Notes** that the organisation had removed the requirement for all staff to hold vaccine passes to complete their roles, however, maintained that the risk assessment framework was required to support those staff members working in high-risk roles during a pandemic. The current Covid-19 Management Policy had been updated to reflect these changes.

CARRIED

Mayor Gordon noted that the Council always maintained that it would review the Covid situation regularly based on the information provided by the Government and Ministry of Health. He supported the motion as the vaccine mandates were never intended to be permanent. However, he urged the community not to become complacent with Covid-19, as there was no clarity if the South Island had reached the Omnicom peak. Therefore, it was important for people to wear masks, practise good hygiene, and follow Ministry of Health advice. He remarked that this was an important time to continue to show respect and kindness to each other.

Mayor Gordon further commented that when the Council placed access restrictions on Council facilities it had been a difficult decision for the Council to make. However, based on the information available at the time, the Council believed that it had acted in the best interests of the community and the staff. He expressed his appreciation for the work done by L Smith and the Human Resources Team and for the excellent advice provided during this challenging time.

Councillor Doody, based on her personal observations, commended the staff at the Oxford Service Centre for the way they implemented the Government regulations in a bid to keep both staff and the members of the public safe while visiting the centre.

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

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

Moved: Councillor Barnett

Seconded: Councillor Atkinson

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1	Report of R Hawthorne (Property Manager) and S Hart (Strategy and Business Manager)	Strategic Property Dealings, Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

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

CARRIED

CLOSED MEETING

The public excluded portion of the meeting occurred from 9.12am to 9.29am.

Resolution to resume in open meeting

Moved: Councillor Blackie

Seconded: Councillor Atkinson

THAT the Council

- (a) **Notes** this report would remain in Public Excluded until the various negotiations and transactions were concluded, including those in relation to the potential longer-term on-sale of some of the Percival Street site, after which the recommendations included in the report may be released.

OPEN MEETING

5. NEXT MEETING

The next scheduled ordinary meeting of the Council will commence at 1pm on Tuesday 5 April 2022 and will be virtually and live-audio streamed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.31AM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD VIRTUALLY VIA ZOOM ON TUESDAY 5 APRIL 2022, COMMENCING AT 1PM

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, R Brine, W Doody, N Mealings, P Redmond, S Stewart, P Williams (from 3.50pm) and J Ward.

IN ATTENDANCE

J Harland (Chief Executive), S Markham (Manager Strategic Projects), C Roxburgh (Water Asset Manager), R Hawthorne (Property Manager), S Hart (Business and Centres Manager), G MacLeod (Greenspace Manager), S Nichols (Governance Manager), V Thompson (Business and Centres Advisor), N Sheerin (Senior Policy Planner), H Proffitt (Water Safety and Compliance Specialist), and A Smith (Governance Coordinator).

1. **APOLOGIES**

Moved: Mayor Gordon

Seconded: Councillor Barnett

THAT apologies for absence be received and sustained from Councillors A Blackie and P Williams. Councillor Williams subsequently joined the meeting at 3.50pm during consideration of the public excluded items.

CARRIED

2. **CONFLICTS OF INTEREST**

Councillor Barnett declared a conflict of interest in Item 18.4, in the public excluded part of the agenda (Rangiora BNZ Corner site 70 and 74 High Street Divestment), due to her role in commercial real estate.

3. **ACKNOWLEDGEMENTS**

3.1. **Obituary Air Marshall David Crooks CB OBE, Former Chief of the Defence Staff**

Mayor Gordon acknowledged the recent passing of Air Marshall David Crooks, who had grown up in Loburn, attended primary school in the area and then Rangiora High School. Air Marshall Crooks had an extensive background in aviation and had risen to the Head of the Defence Force. Members stood and observed a moment's silence.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the meeting of the Waimakariri District Council held on 22 February 2022**

Moved: Councillor Redmond

Seconded: Councillor Mealings

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council held on 22 February 2022.

CARRIED

4.2. **Minutes of the meeting of the Waimakariri District Council held on 1 March 2022**

Moved: Councillor Atkinson Seconded: Councillor Doody

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Waimakariri District Council held on 1 March 2022.

CARRIED

4.3. **Minutes of the extraordinary meeting of the Waimakariri District Council held on 15 March 2022**

Moved: Councillor Redmond Seconded: Councillor Stewart

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council held on 15 March 2022.

CARRIED

MATTERS ARISING (FROM MINUTES)

There were no matters arising.

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

4.4. **Minutes of the public excluded meeting of the Waimakariri District Council held on 22 February 2022**

4.5. **Minutes of the public excluded meeting of the Waimakariri District Council held on 1 March 2022**

4.6. **Minutes of the public excluded extraordinary meeting of the Waimakariri District Council held on 15 March 2022**

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

6.1. **Update on Rural Land Lease and Licence Policy Consultation – R Hawthorne (Property Manager)**

The initial report on this matter was left to lie on the table at the March 2022 Council meeting.

R Hawthorne spoke to the memo, which updated the adjourned report from the Council meeting on 1 March 2022. He considered it advisable for the Council to consult with the iwi on the lease of public land and noted that there was an obligation to consult in some site leasing agreements. R Hawthorne further suggested that the process of leasing rural land may be enhanced by including an annual meeting with the iwi to discuss licences and leases scheduled for review in the coming year. To allow time to have such arrangements into the Policy document, it was planned to come back to the Council with a report in July 2022.

There were no questions from members.

Moved: Councillor Redmond

Seconded: Councillor Doody

THAT the Council

- (a) **Receives** Memo no. 220330047906 for information.
- (b) **Notes** that a report and Policy document would be presented to the Council in July 2022.

CARRIED

7. **SHOVEL READY PROJECTS**

Nil.

8. **REPORTS**

8.1. **Canterbury Climate Change Risk Assessment Report – S Markham (Manager Strategic Projects)**

S Markham presented the regional Canterbury Climate Change Risk Assessment Report and accompanying summary report. This was a significant report completed in collaboration with other Councils and Environment Canterbury. A Council briefing session would be scheduled as soon as practical to discuss this report.

Councillor Atkinson noted that this was an extensive report and commented that a briefing on this matter may require quite some time. S Markham agreed there needed to be time to present the report and also focus on the findings at a district level. Following this briefing, the Mayor would share the views of the Waimakariri District Council with the Canterbury Mayoral Forum.

Following a question from Councillor Barnett, staff confirmed that the briefing would also include senior Council staff to provide some guidelines on the areas of Greenspace, Infrastructure, Property and District Planning and how this information was being included in the various departments' forward planning.

Moved: Councillor Mealings

Seconded Councillor Atkinson

THAT the Council

- (a) **Receives** Report No. 220317039337.
- (b) **Receives** the Canterbury Climate Change Risk Assessment Report and accompanying Summary Report.
- (c) **Notes** the Canterbury Mayoral Forum's Climate Change Steering Group was now moving into action planning on the back of this risk assessment, while the results of it would be used in raising awareness of the climate change risks faced by the region through the "Its Time Canterbury" campaign.

CARRIED

Councillor Mealings acknowledged the significant work that had gone into the compilation of the regional report and encouraged Councillors to support this.

Councillor Atkinson complimented how the information in the graphs was presented in the report, as it made it clear to follow.

Councillor Doody noted the importance of choosing colours used in graphs, which consider those who was colour blind.

Mayor Gordon agreed that a briefing would be essential to discuss this technical report. The Steering Group's next phase would be focusing on the regional Action Plan, though Councils would also have their own Action Plans in place. Mayor Gordon further noted that the "Its Time Canterbury" campaign may be relaunched this year, as the 2021 launch, unfortunately, coincided with the May/June flood event and therefore, it did not have the impetus that it should have had.

In reply, Councillor Mealings noted that significant work had already been undertaken by all Council departments in the climate change area, taking into account adaptation and mitigation.

8.2. Update of Backflow Prevention Policy – C Roxburgh (Water Asset Manager) and H Proffit (Water Safety and Compliance Specialist)

C Roxburgh and H Proffit were present during consideration of this report to provide an update on the Council's Backflow Prevention Policy and to seek approval of the Council for the updated policy. The policy was first adopted by the Council in 2014, and it therefore it was appropriate for the policy to be reviewed. The policy also now fell under the auspice of the new Water Services Act 2020, which came into effect in November 2021 and the updated policy is now aligned with this Act and the draft Drinking Water Standards.

An obligation was placed on water suppliers to protect networks from backflow. Staff believed the 2014 policy was fit for purpose and, for consistency, no substantial changes had been made to the updated policy or the obligations to those working under the policy. Updates included references to new legislation and some minor rewording to provide more clarity.

In response to a question from Councillor Stewart about the scope of the exercise for backflow prevention, C Roxburgh advised that the Water Unit had almost completed the survey of all the commercial properties in the Council's database. It was found that some medium hazard sites would require backflow preventers to be installed. There were also high-risk sites that the Council were working with. C Roxburgh undertook to provide data on the exact numbers of properties to the Council. The goal was to complete this survey prior to November 2022, as there was budget available for the remainder of this financial year and the next financial year to complete this work.

Councillor Redmond asked if the failure of backflow prevention was a factor in the need to chlorinate the Kaiapoi water supply recently. C Roxburgh advised that though this had been a part of the investigation of the cause, there was no evidence, and it was ruled out.

Councillor Doody sought clarity on Clause 5.8 of the policy regarding temporary connections and the control of tanker filling points. It was advised that there were now dedicated filling points where contractors may take water for construction works. Contractors need to apply for a permit, there was, however, no charge for this, as staff did not want to be any disincentive to contractors to get consent. In addition, backflow preventers installed immediately upstream from these dedicated sites in the network gave a high

degree of confidence that no contamination would occur. There were several other hydrant sites throughout the network in the district, however, letters had been sent to all contractors advising them of the dedicated filling points.

Moved: Councillor Doody

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 220317039207.
- (b) **Notes** that the Council's Backflow Prevention Policy had been updated following the five year anniversary since the Policy was adopted, in response to new legislation that sits above the Policy, and to try to make the Policy more clear and user friendly.
- (c) **Notes** that overall obligations of different parties under the Policy had been reviewed and assessed as not changing significantly, and as such a Special Consultative Procedure was not required, with the overall intent of the updated Policy to be renewal of the previous Policy, with improved clarity, and giving effect to new legislation, rather than introducing a new set of obligations to any party.
- (d) **Approves** the updated 2022 Backflow Prevention Policy, effective from this date.

CARRIED

Councillor Doody thanked C Roxburgh for this report, acknowledging the need for contractors to only use the dedicated filling points to protect the water supplies.

Councillor Redmond commented on the importance of this policy, adding that these devices maintain the integrity of the Council's water supply infrastructure.

8.3. Approval of Council Submission on Draft Ecan Annual Plan 2022/2023 S Markham (Manager Strategic Projects)

S Markham presented this report, noting that Councillors had been involved in the preparation phase of this submission.

S Markham highlighted Item 7, the testing of private wells. A direct cost estimate for the programme of testing 180 wells was approximately \$30,000. However, there was also administrative work involved in dealing with the landowners and these additional costs was not included in the submission. It was anticipated that further information would be available at the time the submission was presented to Environment Canterbury (Ecan) as part of the submission hearing process. This would involve an appropriate sharing arrangement with Ecan.

Councillor Barnett noted two points that had been raised; for consistency she requested that the full names of all elected members be used in the submission document. It was subsequently agreed that the full names be included. Secondly, regarding wording in the climate change section, Councillor Barnett queried whether it was "difficult" to support a climate change fund going ahead, without knowing what the fund would be used for, or was it that the Councillors "do not" support this. Councillor Barnett commented that the message she had been receiving from the community was that they do not support the fund. Following discussion, the Mayor sought the views of Councillors and numbers were even in their preferred choice of this wording. It was decided by the Mayor that the word would

remain at “difficult”. Mayor Gordon advised he would speak to this at the submission hearing.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the Council

- (a) **Receives** Report No. 220325044452.
- (b) **Approves** the draft submission, as may be amended, to Environment Canterbury’s Draft 2022/23 Annual Plan
- (c) **Notes** that the submission seeks for the Council to be heard at hearings on 26-29 April 2022.

CARRIED

Councillors Barnett and Doody Against

Mayor Gordon noted the pressure that communities were currently under and rate rises at the level proposed by Ecan would be difficult to absorb. He believed that Ecan needed to reflect on this.

Councillor Barnett opposed the motion, noting that the reaction from the community was that they do not support the substantial rate increase proposed by Ecan. She was of the opinion that this was not responsible governance and there needed to be prioritisation of projects. The Council needed to send a stronger message to ECan which would be a more accurate reflection of the community’s feelings.

Councillor Redmond supported Councillor Barnett’s comments, however, believed it was important for the Council’s submission to be received by Ecan, rather than no submission at all, if the motion was lost.

Councillor Atkinson acknowledged that the majority of comments he received from the community did not support the ECan proposed rate rise. However, there were also some community members who supported ECan for being honest in their approach and the funding required for the work they need to undertake.

Councillor Doody believed that there would not be many farmers who would be supporting ECan’s proposal and she would also not be supporting this motion.

In reply, Mayor Gordon noted that the Council’s submission had previously been circulated to all members to provide an opportunity for input. The Waimakariri was one of the few Councils in the Greater Christchurch Partnership who would be submitting to Ecan, and Mayor Gordon believed the Council’s submission wording was strong enough and this would be emphasised at the submission hearing. The work by ECan on the Ashley River was slow and this would also be highlighted. On a positive note, Mayor Gordon acknowledged the excellent leadership of ECan during the flood response in 2021, during what was a difficult time for the community. Mayor Gordon urged Councillors to support the motion.

8.4. **Commercial Share Scooters Trial Results – V Thompson (Business and Centres Advisor) and S Hart (Strategy and Business Manager)**

V Thompson spoke to this report seeking approval of the Council to continue the scooter operations in the district with Flamingo Scooters as the provider. A year-long permit was being sought, from 1 May 2022 to 30 April 2023 with delegation of the Chief Executive to extend this for a further 12 months, with Flamingo as the provider, or using another provider.

There was also a request for a permit of up to 10c per ride, which would be used to cover the costs to repair and reinstate any deliberate vandalism of public assets in the district. A higher permit fee was not viable for the number of rides that could be secured in the district for a provider. The current geofencing restrictions would remain in place, with an extension of access to open up the Pegasus and Ravenswood roundabout. Staff would also work with Flamingo Scooters on the viability of providing helmets with each scooter.

The feedback received from the Access Group members and Aged Friendly Advisory Group was acknowledged, with their concerns regarding the scooters lying on the footpaths and causing obstructions. V Thompson advised that there had been discussions with the providers on this matter, making sure their staff do daily pickups.

Regarding the Ravenswood roundabout, Councillor Doody noted this was a busy intersection and questioned the safety of scooters negotiating this. V Thompson noted that there were cyclists, pedestrians and private scooter users currently using this roundabout and staff therefore felt comfortable with this proposal.

Councillor Mealings asked about helmets, and V Thompson stated that the viability of having a helmet strapped to every scooter needed to be considered. However, a neighbouring Council, who provided helmets, had problems with helmets going missing. Also the number of rides taken in Waimakariri needs to be considered when considering the viability of providing helmets. Flamingo were willing to test having helmets available, and people could also request a free helmet for Flamingo.

Councillor Barnett questioned why scooters would not be allowed along High Street on the road, which was low speed area, having seen private scooters travelling safely in this area. V Thompson explained that there had been discussion with staff on this option, however noted that there was much many activity on this part of High Street, with vehicle doors opening and pedestrian crossings and it was believed that this should be kept as a geo-fenced area. S Hart added that the concerns of members of the Access Group and Aged Friendly Group were taken into account and their members wanted to feel safe along High Street, which was another reason to support the geo-fenced area remaining. A future option could be to conduct a month long trial on this with the need to maintain enough barriers to ensure safety.

Councillor Redmond sought clarity on what the per ride fee was that neighbouring Councils charge. Both Christchurch City and Selwyn District Councils used different approaches to fee charging, however, V Thompson was able to advise that Wellington City Council charge 11c per ride. The Waimakariri Council needed to take the number of rides per year in this district, and it was not viable to set fees and rates similar to larger cities, with higher volumes of rides. Currently there were between 40,000 to 45,000 rides per annum, which would generate approximately \$4,000 in annual income from the ride fees. This would be used to cover any vandalism incurred.

S Markham noted the significant amount of work that staff had put into this project noting that this was a request to extend the trial for a 12 month period. Staff were open to suggestions from the community however believed this initial trial had gone well, significantly better than some may have suggested.

Moved: Councillor Atkinson

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No. 220317038835.
- (b) **Notes** the aggregated scooter trial data that had been provided and where aspects of key data was consistent across Flamingo Scooters and Ride Reports data capturing platforms.
- (c) **Notes** the community feedback which had been included and was sourced from both Flamingo Scooters and the Waimakariri District Council primarily in the form of surveys and/or direct feedback from affected community organisations.
- (d) **Approves** a twelve month permit being offered to Flamingo Scooters to continue commercial scooter services in the Waimakariri District covering a timeframe from 1 May 2022 to 30 April 2023 for up to 300 scooters.
- (e) **Approves** an extension of a permit term by an additional twelve months for any selected provider (to conclude 30 April 2024) at the Chief Executive's discretion under Council delegation if the first twelve month operating period continues successfully.
- (f) **Approves** a permit fee of up to 10 cents per ride for every ride taken on a commercial share scooter in the Waimakariri District. This fee may be reviewed beyond the initial yearlong permit term at the Chief Executive's discretion.
- (g) **Approves** geo-fencing restrictions for the trial continuing across the new permitting period, except access across the Ravenswood/Pegasus roundabout will be permitted.
- (h) **Notes** the permit fees were intended to cover any superficial public realm reinstatement costs that would otherwise have come out of Greenspace or Roding Unit operational budgets as a result of scooter misuse/vandalism by members of the public.
- (i) **Notes** that Flamingo Scooters or future alternative providers would be responsible for covering all operational costs to ensure the continuity of their business operations and service levels when operating in the Waimakariri District and no financial operating contribution was required from Council.

CARRIED

Councillor Atkinson supported the 12 months extension of this trial, though was not in support of providing helmets with each scooter and believed that users should provide their own. However, he did support the promotion of wearing helmets while riding scooters for safety. There had been 61 complaints received about scooters over the initial trial period and he considered this an indication of a successful trial Councillor Atkinson supported having the scooters as an alternative form of transport in the community and encouraged colleagues to support the motion.

Councillor Mealings supported this trial continuing and use of the scooters provided another option of travelling from A to B.

Councillor Barnett also supported the scooters as an alternative form of transport to encourage less use of vehicles. She was pleased to see the low number of complaints during the initial trial period and was pleased to support the 12 months extension of the trial period.

Mayor Gordon being a regular user of the scooters, agreed that users should provide their own helmets, and to encourage people to be safe. Mayor Gordon supported the retention of geo-fencing as it was what had led to the successful trial. If the trail was to be extended in future there would need to be further work undertaken by the Council on the possible lifting of geo-fencing. Mayor Gordon also acknowledged the work of staff managing this trial.

8.5. **Electoral Candidate Order on Voting Papers– S Nichols (Governance Manager)**

S Nichols was present for consideration of this report, seeking approval of for the names of candidates to appear in random order on voting papers in the 2022 Local Body Triennium elections and any subsequent by-elections.

There were no questions.

Moved: Councillor Doody

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 220325044585.
- (b) **Approve**, under regulation 31 of the Local Electoral Regulations 2001, that the names of candidates at the 2022 triennial elections and any subsequent by-elections be arranged in random order.

CARRIED

Councillors Doody and Redmond both commented this was a sensible and fair way of listing candidates.

8.6 **Local Government NZ (LGNZ) Annual Conference Attendance 2022– S Nichols (Governance Manager)**

S Nichols presented this report noting that the 2022 Annual Local Government Conference was being held Palmerston North in mid-July. The Council policy allowed for the Mayor and one Councillor to attend and it was practice that the Deputy Mayor attend at least one conference in the triennium.

Mayor Gordon informed members that this year the LGNZ Annual General Meeting would not be held at the conference, however would take place later in July 2022.

Councillor Doody asked if there was any negotiation on extra Councillors to attend the conference, and it was confirmed that this was a decision to be made by the Council.

Councillor Atkinson questioned that, with the possible impact of Covid, was prudent to also select an alternate member to attend. S Nichols confirmed that changes could still be made to the Council's delegation a few days prior to the conference with little impact on the budget. This could be dealt with at the time if it was necessary.

Moved: Councillor Redmond

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** report No.220316038134.
- (b) **Approves** Councillor Atkinson attending the Local Government New Zealand Conference from 19 to 22 July 2022 in Papaioea/Palmerston North, accompanying the Mayor and Chief Executive.

CARRIED

Councillor Redmond noted the costs involved in attending the conferences, and suggested that the conference could be made available virtually for those who were not attending in person.

9. **MATTER REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

9.1 **Kaiapoi Riverbank Walkway and Memorial Reserve Update – V Thompson (Business and Centres Advisor), G MacLeod (Greenspace Manager), and H White (Intermediate Landscape Architect)**

(refer to copy of report no. 220216020391 to the KTCB meeting of 21 March 2022).

G MacLeod spoke to this report which the Kaiapoi Tuahiwi Community Board had referred to Council. He noted that the Kaiapoi Memorial Reserve was where the ANZAC Day and RSA ceremonies were usually held. Hence, the Kaiapoi RSA had also been consulted on this plan. Following this, it was recommended that the project be deferred to the 2023/24 Long Term Plan cycle until there was an opportunity to undertake further cost analysis.

Councillor Barnett noted that the budget had doubled for the planned update to the reserve, however, also acknowledged that with inflation the cost would increase further, if it is deferred until the next Long Term Plan cycle. G MacLeod responded that the Community Board and RSA had requested additional work to be done as part of the project, and further funding would also be required for these. Councillor Barnett suggested this should be undertaken as a staged project.

Moved: Councillor Atkinson

Seconded Councillor Doody

THAT the Council:

- (a) **Defers** the 'Kaiapoi Riverbank Walkway and Memorial Reserve' project from 2021/22 until the 2023/24 Long Term Plan cycle (as per item 4.20 in the report) and that Option C be submitted with a request for the full project budget at that time.

CARRIED

Councillor Barnett Against

Councillor Atkinson believed the 2023/24 Long Term Plan cycle was the correct time for this project to be considered. He noted that the height of the kerbing could be considered as a minor safety roading project, rather than it being part of the memorial reserve update.

Councillor Doody also supported this project being postponed, and agreed with the proposed lighting improvements, which was an important aspect during the dawn parades.

Councillor Barnett was concerned with the doubling of budget for this project to \$271,000 and the change in scope of the project. She also noted the potential increase in cost to ratepayers by deferring the project. She did support this area being tidied up, however, many items had been added to the project which were not in the original scope of work Councillor Barnett suggested that the Council needed to reduce spending on recreation and amenity projects, and to spread out projects to reduce impact on ratepayers during these difficult times. She therefore did not support the motion.

Mayor Gordon supported the recommendation, however, did not believe that the reserve needed to be tidied up, as it was one of the neatest memorial sites in the district.

In reply, Councillor Atkinson noted that this reserve is used by many residents of Kaiapoi and believed that this was the right way for this matter to be addressed.

9.2 **Removal of Minimum Car Parking Requirements from Operative District Plan – N Sheerin (Senior Policy Planner) and G Hackett (Policy Planner)**

(refer to copy of report no. 211018168094 to the District Planning and Regulation Committee meeting of 14 December 2021)

N Sheerin presented this report, noting that this was procedural in nature, with the National Policy Statement on Urban Development NPSUD removing the minimum car parking requirements from the operative plan by 20 February 2022, which had been done. There was still requirements for accessible parking, biking parking and loading zones.

Moved: Councillor Barnett

Seconded: Mayor Gordon

THAT the Council:

- (a) **Notes** that the National Policy Statement on Urban Development (NPSUD) requires the amendment of the operative Waimakariri District Plan to remove minimum car parking requirements by 20 February 2022.
- (b) **Notes** that the Development Planning Manager was delegated by the Council to amend the operative Waimakariri District Plan where required by a national policy statement under section 55 of the Resource Management Act.

CARRIED

Councillor Barnett noted that this matter was something that the Council had no choice on, as control had been taken away from the Council.

Mayor Gordon agreed with the comments of Councillor Barnett, noting that one size does not fit all and there should be the opportunity for matters to be considered on a case by case basis.

Councillor Brine did not support this motion, as in his opinion this was a short sighted decision by a short sighted government.

Councillor Redmond noted that that the Council had no choice but to support this matter. This took away people's rights to have a say in the development of their community.

Councillor Mealings suggested it was an unfortunate position for the Council to be in, and the NPSUD had contradicted itself on many matters.

Councillor Doody also expressed her disappointment that this was a requirement and that the Council had no choice.

10. WELLBEING, HEALTH AND SAFETY

10.1. Health, Safety and Wellbeing Report April 2022 – J Harland (Chief Executive)

J Harland presented this report, noting that there were nine incidents during the month which resulted in no lost time for the organisation. These were from a variety of causes. It was advised that there were 74 staff who had been classed as critical workers, in relation to keeping Council services operating for the community, during the Covid pandemic.

Currently with no Health and Safety Manager, the Health and Safety Advisor was busy but had been able to provide the reporting information required.

There were no questions.

Moved: Councillor Atkinson

Seconded: Councillor Stewart

THAT the Council:

- (a) **Receives** Report No. 220322042010.
- (b) **Notes** that there were no notifiable incidents this month. The organisation was, so far as was reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Notes** that the Health and Safety Advisor had developed a plan of activities to support compliance and assist the organisation while the team was under resourced.
- (d) **Circulates** this information to Community Boards for their information.

CARRIED

11. COMMITTEE MINUTES FOR INFORMATION

11.1 Minutes of a meeting of the District Planning and Regulation Committee of 22 February 2022

11.2 Minutes of a meeting of the Utilities and Roading Committee of 22 February 2022

11.3 Minutes of a meeting of the Audit and Risk Committee of 15 March 2022

11.4 Minutes of a meeting of the Community and Recreation Committee of 15 March 2022

11.5 Minutes of a meeting of the Utilities and Roading Committee of 22 March 2022

Moved Mayor Gordon

Seconded Councillor Brine

THAT Items 11.1 to 11.5 be received information.

CARRIED

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 12.1 Minutes of a meeting of the Kaiapoi-Tuahwi Community Board meeting of 21 February 2022
- 12.2 Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 2 March 2022
- 12.3 Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 9 March 2022
- 12.4 Minutes of a meeting of the Woodend-Sefton Community Board meeting of 14 March 2022
- 12.5 Minutes of a meeting of the Kaiapoi-Tuahwi Community Board meeting of 21 March 2022

Moved: Councillor Barnett

Seconded: Councillor Redmond

THAT Items 12.1 to 12.5 be received for information.

CARRIED

13. **REPORTS FOR INFORMATION**

- 13.1. **Te Kōhaka ò Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2023 – J Millward (Manager Finance and Business Support**
(Refer to report 220218022320 to the Audit and Risk Committee meeting of 15 March 2022)
- 13.2. **February 2022 Flood Event – Update on Service Requests – E Klopper (Flood Team Lead), C Fahey (Water Operations Team Leader) and K Simpson (3 Waters Manager)**
(Refer to report 220310034384 to the Utilities and Roading Committee meeting of 22 March 2022)

Councillor Barnett asked how often the Council would receive updates on progress with the actions following the flood event. Mayor Gordon agreed that a regular monthly update could be provided at the Council meetings, and J Harland would follow up with staff to arrange this.

Moved: Councillor Atkinson

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Items 13.1 and 13.2 for information.

CARRIED

14. **MAYOR'S DIARY**

14.1 **Mayor's Diary 23 February – 29 March 2022**

Moved: Councillor Atkinson

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report no 220329046828.

Councillors Atkinson and Ward both acknowledged the leadership and high work level of Mayor Gordon, noting the increased workload relating of the Three Waters reform. Mayor Gordon thanked members for these comments and took the opportunity to thank the Chief Executive, Jim Harland, for his support.

15. **COUNCIL PORTFOLIO UPDATES**

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

Noted the excellent briefing earlier today on MR873 with Te Maire Tau and Gabrielle Huria. Beneficial discussion was had on development contributions and other related matters.

The Council's position on the Communities for Local Democracy was noted and Mayor Gordon assured members that the relationship with the local iwi remained intact and Mayor Gordon is committed to this remaining strong in the future.

15.2. **Greater Christchurch Partnership Update – Mayor Dan Gordon**

Mayor Gordon and J Harland attended a virtual meeting with the Minister of Transport, talking on the advancement of transport investment in Christchurch city. The work of the Urban Growth Partnership would assist with securing further Crown investment. There was many suggestions as to where any investment should go, Mayor Gordon suggested it was important that there was a carefully considered plan from all the partners.

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

The Water Zone Committee meeting was held the previous day which dealt with its Action Plan with \$50,000 of funding for projects; an update was provided on Plan Change 7; regarding the review of the minimum flows (as in the Alpine Rivers section of the Land and Water Regional Plan), Councillor Stewart advised that there would not be a review of the Waimakariri River now. This minimum flow had a direct impact on the salt water intrusion up the Kaiapoi River. ECan had to produce a new Land and Water Regional Plan notified by 2024, this would come in that document and this Council needed to be alert to this process. Thirdly at the meeting was a presentation of restoration of a wetland on O'Rourke's Road being undertaken privately and it was noted that both ECan and the Waimakariri District Council needed to both be involved in helping out and giving advice on what could and could not be done. Neighbours had expressed concern with the wetland and wanted it to be drained.

The Braided River Revival Programme was discussed, specifically the Rangiora Reach. There had not been any specific input requested from the Water Zone Committee members, or Ngai Tuahuriri on this. Councillor Stewart questioned the coherence of the vision of the Braided River Revival Plan. It was advised that there was two open session on Thursday 7 April.

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

Councillor Atkinson noted that a pamphlet was almost completed which would provide information on the work of the Waimakariri-Passchendaele Advisory Group. These would be available in RSA Clubs and other public places.

The four medals coming from the former Christchurch RSA were being relocated to the Rangiora RSA and it was hoped to have these medals rededicated in May.

Resting place seats on the Passchendaele walkway would be in place shortly, five altogether. Funding for these seats had been provided by both the Kaiapoi and Rangiora RSAs. There would be planting around where the seats were located. This planting plan would be made available to the Community and Recreation Committee.

Some ANZAC Day services were going to be held throughout the district. Mayor Gordon noted a summary would be provided by the Governance Team and members would be advised.

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

Councillor Blackie was an apology for the meeting.

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

Noted receipt of the Canterbury Climate Change Review.

On 18 March 2022 a Climate Change workshop was held, which included speaker Dr Don Hine. There were notes and presentation available which Councillor Mealings would share with Councillors.

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

Councillor Ward noted that the town centres were quiet the moment and not many activities were happening, with a lot of events still on hold. Rangiora Promotions were still planning to hold the Winter Splash on 1 July 2022 and also possibly holding a Spring Ball.

Enterprise North Canterbury was considering holding some events at the MainPower Stadium and this would be good for the community if these progressed.

16. **QUESTIONS**

There were no questions under Standing Orders.

17. **URGENT GENERAL BUSINESS**

There was no 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.

Moved: Mayor Gordon

Seconded: Councillor Barnett

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
18.1	Minutes of public excluded portion of Council meeting of 22 February 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.2	Minutes of public excluded portion of Council meeting of 1 March 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.3	Minutes of public excluded portion of an extraordinary Council meeting of 15 March 2022.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
18.4	Report of S Hart (Strategy and Business Manager)	Rangiora BNZ Corner site (70 and 74 High Street) Divestment	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.5	Report of R Hawthorne (Property Manager)	Divestment of van Bree land and closed Road associated with Silverstream Boulevard and adjacent development	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.6	Report of S Hart (Strategy and Business Manager) and R Hawthorne (Property Manager)	Rangiora Bunnings Site	Good reason to withhold exists under Section 7	Section 48(1)(a)
18.7	Mayor Dan Gordon	Chief Executive Review	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
18.1 – 18.7	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i) Section 7 (j)

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 3.25pm until 4.56pm.

Resolution to resume in open meeting

Moved Councillor Atkinson Seconded Councillor Doody

18.1 **Confirmation of Minutes of the Public Excluded portion of the Council meeting of Tuesday 22 February 2022**

Resolves that the Minutes remain public excluded.

18.2 **Confirmation of Minutes of the Public Excluded portion of the Council meeting of Tuesday 1 March 2022**

Resolves that the Minutes remain public excluded.

18.3 **Confirmation of Minutes of the Public Excluded portion of the extraordinary Council meeting of Tuesday 15 March 2022**

Resolves that the Minutes remain public excluded.

18.4 **Rangiora BNZ Corner site (70 and 74 High Street) Divestment – Commercial Real Estate Agency Recommendation – S Hart (Strategy and Business Manager) and R Hawthorne (Property Manager), on behalf of the BNZ Site Divestment Evaluation Panel**

Resolves that resolutions (a), (b), (d), (e) and (g) be made public, recommendation (c) remains public excluded and recommendation (f) remains public excluded until contracts are finalised; the contents of the report and discussion remain public excluded and the report be circulated public excluded to all Community Boards

18.5 **Divestment of van Bree land and closed Road associated with Silverstream Boulevard and adjacent development by Lime Development Ltd – R Hawthorne (Property Manager)**

Resolves that the report, resolution and discussion remain public excluded.

18.6 **Rangiora Bunnings site – Prospective Future Usage and the Council Interests– S Hart (Strategy and Business Manager) and R Hawthorne (Property Manager)**

Resolves that the report, resolution and discussion remain public excluded.

18.7 **Chief Executive Remuneration Review 2021-2022 Mayor Dan Gordon**

Resolves that the report, resolution and discussion remain public excluded.

OPEN MEETING18.4 **Rangiora BNZ Corner site (70 and 74 High Street) Divestment – Commercial Real Estate Agency Recommendation – S Hart (Strategy and Business Manager) and R Hawthorne (Property Manager), on behalf of the BNZ Site Divestment Evaluation Panel**

Moved: Councillor Ward

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 220330048015.
- (b) **Notes** the background associated with the Council's ownership and management of the BNZ corners site, and the previous divestment process.
- (d) **Notes** the anticipated project timeframe and process for the divestment of the BNZ Corner site, subject to more detailed marketing advice from the selected real estate agent. An opportunity will be sought from the developer to consult on the final design of the building.
- (e) **Notes** the previous Council Report that agreed the Terms of Reference and make up of a Working Group / Selection Panel for the Divestment of 70 74 High St, Rangiora.
- (g) **Circulates** this report to the Community Boards for their information.

CARRIED19. **NEXT MEETING**

The next scheduled ordinary meeting of the Council would occur at 1pm on Tuesday 3 May 2022.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.57PM.

CONFIRMED

 Chairperson
 Mayor Dan Gordon

 Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-22 / 220410053852


REPORT TO: COUNCIL

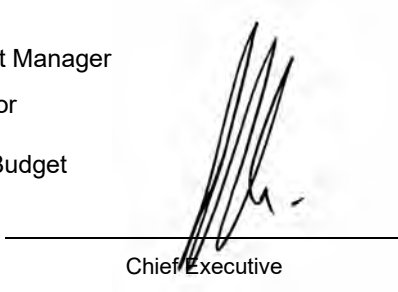
DATE OF MEETING: 3rd May 2022

AUTHOR(S): Joanne McBride – Roothing & Transport Manager
Don Young - Senior Engineering Advisor

SUBJECT: Roothing Service Requests and Flood Budget

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is:
- a. To update Council on the status of the Roothing service requests received over the last 12 months and;
 - b. To seek approval for unbudgeted expenditure and the allocation of budget of \$730,000 associated with responding to the February flood event and repair of damage post flood.
- 1.2 A total of 5,557 Roothing service requests were received and processed during the 2021 calendar year (including service requests which have been allocated directly to the Road Maintenance Contractor). This is double the service requests received during 2020.
- 1.3 The February rainfall event on the 13th & 14th February resulted in 78 service requests being generated over two days on the 14th and 15th February.
- 1.4 While all service requests have been responded to, some do require further follow-up or for programmed work to be undertaken. Roothing (as at 21 April 2022) have 97 active service requests requiring response however none are flood related.
- 1.5 During the February flood event the unsealed roads around the foothills suffered scour, washouts and further gravel loss. A programme of repairs has been developed and is being delivered to address these roads. Four further slips were also identified and repaired along the Lees Valley Road.
- 1.6 The pipe arch culvert on Butchers Road also failed following the heavy rain event. An assessment has been undertaken which considered options for repair or replacement of the culvert. Staff are recommending that the existing pipe arch culvert be replaced with a box culvert, as this provides the best whole of life cost.

Attachments:

- i. WSP Options Assessment for Butchers Rd Pipe Arch Culvert – TRIM No. 220411054888
- ii. Flood Event Photographs – TRIM No. 220421061363

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 220410053852;
- (b) **Endorses** the installation a 3.0m by 3.0m box culvert as a replacement to the damaged Butchers Rd culvert replacement;
- (c) **Approves** unbudgeted expenditure and budget of \$730,000 for responding to the February flood event, which includes \$440,000 for the Butchers Rd culvert replacement (being \$370,000 in 2021/22 and \$360,000 in 2022/23);
- (d) **Notes** that the staff submission to the 2022/23 Annual Plan deliberations will include the portion of work included in the 2022/23 year, as well as the rating effects and subsidies;
- (e) **Notes** that an application for emergency funding has been submitted to Waka Kotahi for this event and for budgeting purposes it has been assumed that this request will be approved;
- (f) **Notes** there has been a significant increase in the number of service requests received and processed for the Roothing activity over the last 12 months;
- (g) **Circulates** this report to the Community Boards for information.

3. **BACKGROUND**

- 3.1. The flood event that occurred on the 12th February occurred over an unusually wet period for February, when 200mm of rainfall occurred over a 2 week period in the eastern part of the District. This is approximately one third of the average annual rainfall. The previous 12 months have seen approximately 900mm of rainfall occur, which has only been exceeded twice in the last 20 years. The catchments in the District are currently very saturated and the groundwater levels are high, particularly in the coastal area.
- 3.2. The rainfall was higher in the coastal parts of the district (refer to Table 1 below). The critical duration of 24 hours meant that our larger drains (e.g.: Dudley Drain, Feldwick Drain and McIntosh Drain) and storage system were tested, however there were some more intense periods of rainfall that tested our piped systems and cause blockages at some locations.

Table 1 – Rainfall and Return Period 12th February 2022

Site	Total Rainfall	Return Period	Critical Duration	Rainfall For Critical Duration
Kaiapoi	98.4 mm	19 years, 0 months	24 Hours	94.6 mm
Woodend	107.8 mm	23 years, 1 months	24 Hours	101.4 mm
Rangiora	98.8 mm	13 years, 2 months	24 Hours	94.0 mm
Mandeville	68.6 mm	4 years, 1 months	24 Hours	64.2 mm
Summerhill	87.2 mm	5 years, 0 months	24 Hours	87.2 mm
Oxford	68.6 mm	2 years, 6 months	24 Hours	60.6 mm

3.3. Service Requests:

- 3.4. A review of the service requests received following the February flood event and for the 2021 year has been carried out.
- 3.5. Over the two days following the February flood event, 78 service requests were generated. These were related to a number of issues from blocked culverts and flooding to potholes and scour, which have occurred due to the wet ground conditions.
- 3.6. Over the 2021 year a total of 5,557 service requests have been received for the Roding activity area. This includes service requests which are dealt with by the Roding Team as well as those sent directly to the Road Maintenance Contractor, but excludes those sent to other parties such as Mainpower or Waka Kotahi for the State Highway.
- 3.7. For comparison during the 2020 year there were 2,773 service requests received for Roding, hence the quantum of service requests being processed has doubled.

Period	No. of SR's	Total (to year end)
Jan - March 2020	638	
April - June 2020	517	
July - Sept 2020	826	
Oct - Dec 2020	792	2,773
Jan - March 2021	700	
April - June 2021	896	
July - Sept 2021	1962	
Oct - Dec 2021	1999	5,557
Jan - March 2022	917	

- 3.8. The Roding Team as currently resources are struggling to keep up with the current volume of service requests and to manage the backlog. As such extra resource will be required to continue to manage the higher demand and provide timely responses to our Community.
- 3.9. Road Damage and Repairs:
- 3.10. During the February rainfall event wide spread surface flooding occurred around the district along with wash outs and scour on our unsealed network in rural areas.
- 3.11. Immediate flood response during the event included erecting signage for flooded areas and installing closures where roads were no longer safe to pass.
- 3.12. Post flood event, culverts and wash outs were reinstated in Lees Valley, Okuku Pass, Islands Rd View Hill and Wharfedale Track.
- 3.13. A combination of rainfall events and wind storms between May 2021 and February have washed or blown the fines out of the running course on a number of our unsealed roads, which has resulted in deterioration of the running course and more remetalling being

required to bring roads back up to standard. A programme of work has been developed and is being implemented to address these issues.

- 3.14. The following table outlines the costs associated with the flood response which is unbudgeted expenditure and therefore budget is being requested:

Task / Location	Total Anticipated Spend
Initial Flood Event Response	\$30,000
Lees Valley Slip repairs	\$24,000
Fords Reinstatement	\$31,000
Post Flood Bridge Inspections	\$7,000
Network Wide Unsealed Road Repairs and Metalling	\$116,000
Sealed Roads Culvert Scour Repairs	\$30,000
Wharfedale Track Scour and Culvert Collapse	\$20,000
Butchers Road Culvert Replacement	\$445,000
Contingency (5%)	\$27,000
TOTAL	\$730,000

- 3.15. A selection of photographs of damage and flooding around the district are included in attachment ii.
- 3.16. Butchers Rd Culvert:
- 3.17. On 15th February 2022, a collapse of the road surface occurred directly above the Butchers Rd culvert. The road was closed to traffic as soon as the Council was notified. The failure in the road surface progressively worsened over the next two days.
- 3.18. Equipment was moved to site to provide more permanent protection, the bridge was inspected by a Structural Engineer, and the catchment area and expected flows had been calculated.
- 3.19. The inspection highlighted buckling of the Armco culvert at key stress points. This in turn allows stream flows to enter in behind the culvert wall and scour out the fill. As an Armco culvert relies heavily on retaining its 'arch' shape for its strength, the loss of integrity in the shape is a major structural issue.
- 3.20. An Options Assessment report was initiated and provided by mid-March. This report assessed all of the practical options and recommended a box culvert as being the most cost efficient (see Attachment i)
- 3.21. In response to public requests, pedestrian access has been installed over the damaged culvert. However, the Council is getting a number of queries and requests from concerned residents, as the road closure is affecting their access. This includes local farmers who are experiencing disruption due to the road closure.
- 3.22. The total cost estimate for the culvert replacement of \$440,000 includes the physicals works estimate provided by WSP, design, consenting, ongoing traffic management costs plus contingency).

4. ISSUES AND OPTIONS

- 4.1. Service Requests:
- 4.2. As there been a marked increase in the volume of service requests received and being processed for the Roding area, consideration should be given to ensuring adequate resource is available to respond to these in a timely manner. Further consideration will be

given to this issue and a staff report will be prepared for the Annual Plan deliberations in May.

4.3. Road Damage and Repairs:

4.4. The initial flood response and subsequent repairs to the network post flood have been undertaken to ensure that the network can continue to operate in a safe manner and to meet agreed levels of service.

4.5. Butchers Rd Culvert:

4.6. Due to the urgency of reinstating the road access, the staff have moved quickly to make decisions and implement them. This is needed due to the amount of community concern caused by the closure.

4.7. To this end, the staff are progressing the option of a 3.0m by 3.0m box culvert as the most appropriate solution. It is cheaper than other new structure options, as well as being quicker with less risk.

4.8. Repair of the existing structure was considered but this was not preferred due to the lesser length of life, higher 'whole of life' cost and greater risks.

4.9. Since then, the Council staff have written and uploaded a tender for the design and supply of the culvert units. This is to ensure that the culverts can be supplied in time, given the current market shortages. Staff have also requested a proposal from the Council's Roading consultants, to carry out survey, design and technical documentation for the culvert installation. Staff will tender this as a separate contract once the design is complete.

4.10. It is worth noting that the installation of the culvert can be carried out under the existing Roading global consent, which requires no work in the stream until after the end of September. In practice this is not an impediment as it will take most of this time to tender award and construct the culvert units.

4.11. While the work is urgent there are alternate routes for access available and as such would not trigger the need to do the replacement under emergency works. It is also noted that the lead time for construction of the box culvert units is 10 to 12 weeks which means that the works could not be carried out until the spring regardless.

4.12. The current timeframe that the staff are working to is as follows:

- Upload culvert supply – 20th April 2022
- Award culvert supply – 25th May 2022
- Complete culvert supply – 30th September 2022
- Award design of the culvert installation – 29th April 2022
- Complete design and documentation – 24th June 2022
- Upload culvert installation – 6th July 2022
- Award culvert installation – 19th August 2022
- Start culvert installation on site – 20th September 2022
- Complete culvert installation – 9th December 2022

4.13. In the interim a pedestrian only access has been formed over the existing pipe arch culvert by reinstating the surface with gravel. While this can accommodate pedestrians it is not able to take any vehicle loading and as such a narrow pedestrian access only has been gated off. The surface will be monitored for signs of further subsidence and should there be another heavy rain this may need to be closed until it can be further assessed and/or repaired.

- 4.14. Further advice is being sought on what would be required to open the road to light vehicles and the likely cost of doing this work if it was to be progressed.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Council is regularly receiving queries about the road closure, and it is clearly affecting local residents and farmers.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Any works in the stream are of interest to the hapū. This will be addressed through the regular meetings with them.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The local residents in particular are interested. The staff have set up an email circulation list and will be regularly updating the residents.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. The road is relatively low use and its closure will mainly affect locals.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. The costs associated with the initial flood response and post flood repairs is estimated at \$730,000 as outlined in the table below.

Task / Location	Total Anticipated Spend
Initial Flood Event Response	\$30,000
Lees Valley Slip repairs	\$24,000
Fords Reinstatement	\$31,000
Post Flood Bridge Inspections	\$7,000
Network Wide Unsealed Road Repairs and Metalling	\$116,000
Sealed Roads Culvert Scour Repairs	\$30,000
Wharfedale Track Scour and Culvert Collapse	\$20,000
Butchers Road Culvert Replacement	\$445,000
Contingency (5%)	\$27,000
TOTAL	\$730,000

This budget is not included in the Long Term Plan and as such is unbudgeted expenditure.

An application for funding has been submitted to Waka Kotahi under the Emergency Works Category. While the outcome of this submission has not yet been advised it is assumed that this request will be approved at a funding rate of 51%, meaning Council share would be \$357,700.

The timing of the budget required is as follows:

Financial Year	Budget	Total
2021/22	\$370,000	
2022/23	\$360,000	
		\$730,000

6.2. Sustainability and Climate Change Impacts

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

Climate change will result in a higher number of weather events which will have an impact upon the district and roading assets.

The choice of structure has an impact on fish passage. In particular, the National Environmental Standards (Freshwater) place an emphasis on achieving this. The chosen solution will not meet all elements of the NES relating to fish passage, and the staff have been in touch with ECan staff to discuss this.

The design will include additional depth of 500mm, which will be filled with substrate material to be like a natural stream bed. In addition, the choice of precast minimises the risk to biodiversity.

The culvert is being designed to cater for future climate change including increased rainfall intensity.

6.3 Risk Management

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

These risks include both financial risks (due to tender and construction costs), delay risks (due to unforeseen conditions) and construction risks (such as working over water, traffic, heavy machinery and working from height). These will be managed by staff as the process is implemented.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report, which will be managed as part of the maintenance works and the culvert construction contract.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The work will be carried out in accordance with the local Government Act and the resource management Act.

7.3. Consistency with Community Outcomes

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

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

7.4. Authorising Delegations

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

Project Number: 6-DHLHH.01 / 60080

Butchers Road Culvert Replacement

24 March 2022

CONFIDENTIAL



Options Assessment





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Ben Baty



Document History and Status

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Revision Details

Revision	Details
0	Butchers Road Culvert Replacement – Options Report
1	Discussion of whole-of-life cost for repair option. Building Consent requirements clarification.



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Disclaimers and Limitations

This report (**Report**) has been prepared by WSP exclusively for Waimakariri District Council (**Client**) in relation to the Butchers Road Culvert replacement options report (**Purpose**) and in accordance with the Task Request dated 28 February 2022 under the WDC Roding Professional Services contract. The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

In preparing the Report, WSP has relied upon data, analyses and other information (**Client Data**) provided by or on behalf of the Client. Except as otherwise stated in the Report, WSP has not verified the accuracy or completeness of the Client Data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in this Report are based in whole or part on the Client Data, those conclusions are contingent upon the accuracy and completeness of the Client Data. WSP will not be liable in relation to incorrect conclusions or findings in the Report should any Client Data be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to WSP.

1 Background

1.1 Existing Culvert

The Butchers Road Culvert is located on Butchers Road, Kaiapoi at RP 1.61 km, near the intersection with Christmas Road. The road over the structure is part of a network of semi-rural roads west of Kaiapoi.

The existing culvert is a single-barrel 3.5 m span steel Armco culvert, extending 5.75 m between concrete headwalls. The culvert's location is shown in Figure 1-1 below.

The age of the culvert is uncertain, however, review of historic aerial imagery in Canterbury Maps shows what is expected to be the current structure in imagery dated 1960-1964. The road is visible on early imagery than this, however, it is difficult to determine what form of structure may have been in place. Therefore, this structure is expected to be approximately 60 years old.



Figure 1-1: Butchers Road Culvert

1.2 Culvert Failure

In February 2022, a large tomo was exposed in the road surface at Butchers Road. WSP personnel inspected the site to confirm suspected failure of the culvert below.

The inspection found heavy corrosion in the True Right wall along the waterline, and inward slumping of the barrel. 'Folding' was observed in the corrugations near the inlet and outlet of the structure. It appeared that the steel plate has failed along the corroded steel at the waterline. The upper part of the culvert barrel has split away from the lower part. The headwalls have confined the corrugated steel at the inlet and outlet, leading to 'folding' of the corrugations. The failure of the culvert barrel may have occurred some time ago, and the split has allowed water to track behind the steel plate. Sufficient material loss to form a tomo may have been delayed due to the low flow nature of the waterway, however recent flooding has likely led to higher velocity flows that have sucked out approach fill and led to the observed tomo in the roadway. This culvert was not previously recorded in WDC's bridge database prior to the failure and hence, has not been included in bridge inspections for a number of years.

The steel plate is the primary load-carrying element of the Armco pipe arch and relies on ring compression as a means of transferring vehicle and soil loads, however this also requires side support from the compacted backfill surrounding it to enable even distribution. Failure of the steel plate along the culvert's length means the pipe has lost its capacity for transferring force as the

ring has failed. As a result, backfilling the tomo and repairing the road surface is not a viable repair option for this structure, and would likely lead to further damage to the structure.

Options for replacement of the structure are outlined in Section 1.3 and discussed throughout this report.



Figure 1-2: Culvert failure

1.3 Scope

In this options assessment, the following 'long list' of replacement structure options will be briefly considered and reduced to a 'short list'. Short listed options will then be assessed for their advantages and disadvantages, including estimated construction costs and concept sketches. This will inform a recommendation for a replacement structure.

- A - Precast concrete box culvert
- B - Portal bridge structure on driven steel pile foundations
- C - Concrete pipe culvert, sized for a 1-in-10 year flood or 1-in-50 year flood
- D - Armco pipe arch culvert
- E - In-situ concrete box culvert
- F - Bridge structure on spill-thru abutments
- G - Repair existing culvert.

Project Number: 6-DHLHH.01 / 60080
Butchers Road Culvert Replacement
Options Assessment

The scope of this assessment does not include a waterway assessment. WDC has provided the following design requirements for the replacement structure:

- A 100 year design life is required
- The design 1 in 50 year ARI flow is 13.5 m³/sec
- The design 1 in 10 year ARI flow is 9.3 m³/sec
- The road carriageway is to be 2 lanes with no allowance for pedestrians.

2 Design Considerations

2.1 Site Geometry

The road over the culvert is on a straight, horizontal alignment. There is a 90° bend in the roadway 70 m from the structure on the eastern approach, and a T-intersection 20 m to the west. The road width over the structure is 5.75 m. Although narrow, this width is consistent with the surrounding road environment. Dimensions of the existing culvert were captured on site during the site inspection, as shown in Figure 2-1 below.

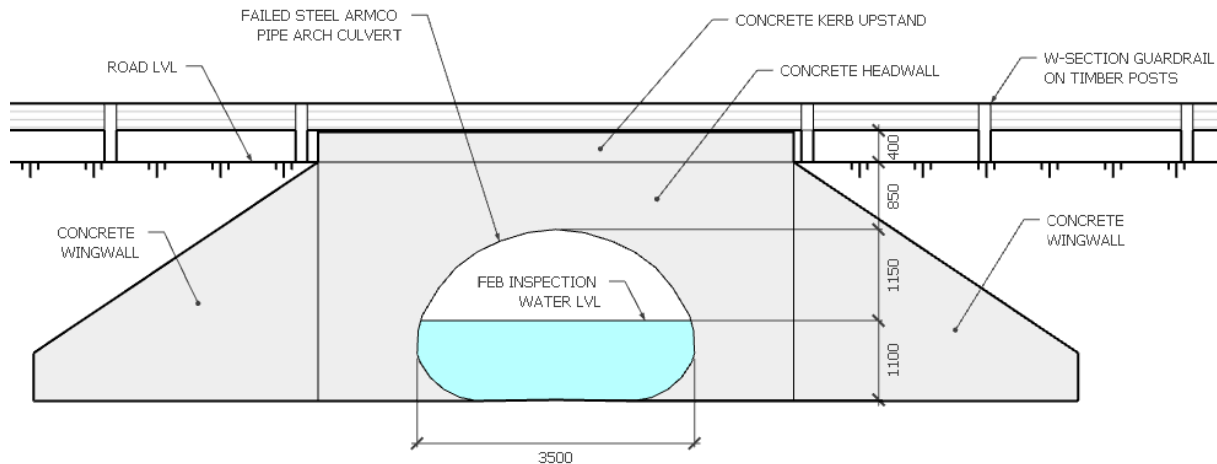


Figure 2-1: Existing culvert dimensions

2.2 Design Standards

Replacement structure design will be in accordance with the Waka Kotahi NZ Transport Agency Bridge Manual 3rd Edition (amendment 3) and relevant material standards.

2.3 Design Life

The design life will be 100 years in accordance with Clause 2.1.5 of the Bridge Manual 3rd Edition.

2.4 Design Loading

It is proposed that a new structure be designed to HN-HO-72 loading, which is the current design loading standard for new State Highway structures.

2.5 Annual Average Daily Traffic

The estimated Annual Average Daily Traffic over the bridge is 69 vehicles with an estimated 8.7% heavy vehicles according to the One Network Road Classification (ONRC).

2.6 Structure Importance Level

The road is classified as "Access" in Waka Kotahi's One Network Road Classification. In accordance with the Bridge Manual Table 2.1, it is proposed that the structure be designed to meet Importance Level 2 (IL2) requirements.

2.7 Design Return Periods

In accordance with Table 2.1 of the Bridge Manual, the following Annual Exceedance Probabilities (AEP) are required for an IL 2 structure.

Table 2-1: Design return periods

Limit State	Action	AEP
Damage Control Limit State (DCLS)	Earthquake actions	1 in 500 years
Ultimate Limit State (ULS)	Floodwater actions	1 in 500 years
Serviceability Limit State (SLS 1)	Floodwater actions	1 in 25 years
Serviceability Limit State (SLS 2)	Floodwater actions	1 in 50 years

2.8 Freeboard

The Serviceability Limit State 2 (SLS 2) requirement for floodwater actions for an IL 2 structure corresponds to a 1 in 50 year event (refer to Table 2.1 of the Bridge Manual). The freeboard required for an SLS 2 event is dependent on the structure type (refer to Table 2.4 of the Bridge Manual). WDC have also requested that a 1 in 10 year flood event be considered for pipe culvert options.

Table 2-2: Freeboard requirements at SLS2 return period

Replacement Structure Type	Description	Depth
Bridge	From the predicted flood stage to the underside of the superstructure	0.6 m
Culvert	From the predicted flood stage to the road surface	0.5 m

2.9 Flood Estimation

WDC has provided the following flood flow volumes for use in this options assessment.

- The design 1 in 50 year ARI flow is 13.5 m³/sec
- The design 1 in 10 year ARI flow is 9.3 m³/sec.

Note that WSP have not completed a waterway assessment as part of this options report and this assessment relies on the accuracy of the supplied data. We have yet to be advised whether this includes an allocate from climate change increases, which would nominally be 22% above today's estimates.

The Bridge Manual requires that the replacement structure is designed to pass a 1 in 50 year flood flow with the freeboard as outlined in Table 2-2 above, although a 1 in 10 year flood event will also be considered for pipe culvert option at WDC's request.

2.10 Barriers and Terminals

W-section guardrail providing Barrier Performance Level 3 (TL-3) is proposed in accordance with Appendix B3.1.4 of the Bridge Manual. Performance Level 3 barrier is acceptable for use on non-state highway rural roads with low traffic count (<500 vpd) and low operating speeds (<70 km/hr). At this structure, the AADT is 69 vehicles per day, and the average operating speed is 58.9 km/hr (from Waka Kotahi's MapHub).

WDC have advised that the new structure will not be designed for pedestrian access. If there are future changes in the use of the bridge due to population growth, a top rail could be added for the 'occasional presence of people' in accordance with B2.9 of the Bridge Manual.

Approximately 20 m from the western approach, there is a property accessway on the southern side and a T-intersection with Christmas Road on the northern side. Guardrail is proposed to terminate prior to these intersections, with curved trailing end terminals.

2.11 Carriageway Width

WDC have advised that the replacement structure is to provide for 2 lanes of traffic, with no allowance for pedestrians. The existing road width between kerbs is 5.75 m. This is considered narrow for a 2-lane structure.

The carriageway width of the new structure is proposed to be a minimum of 6.6 m between guardrail faces, with 500 mm guardrail deflection zone on each side, a minimum of 7.6 m overall. A deflection width of 500mm from the face of the TL-3 barriers to the deck edge is proposed due to the lower speed environment (reduced from the 800mm required in the Bridge Manual).

These widths are based on Appendix A of the Bridge Manual, as outlined in Figure 2-2 and Table 2-3 below. Additional widening may appear out-of-context given the narrow roadway on the approach and would require significant earthworks to install guardrail on the approaches due to the roadside drainage channels on the western side of the structure.

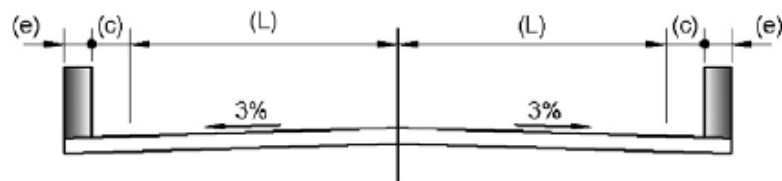


Figure 2-2: Carriageway width

Table 2-3: Carriageway width

Description	Required Dimension	Proposed Dimension	Justification	Bridge Manual Ref
Lane width (L)	3.5 m (desirable)	Min. 3 m	Wider than existing and consistent with road approach widths	Table A1 / cl. D2.2
Shoulder width (C)	600 mm recommended 300 mm minimum	Min. 300 mm	Meet minimum requirement	Table A5
Barrier deflection zone (E)	800 mm	500 mm	Relatively low operating speeds	Table A2

Note that structure length will vary depending on the selected option. Culvert options will be a multiple of standard culvert unit widths.

3 Replacement Options

3.1 Replacement Options Long List

The following 'long list' of replacement options has been requested to be assessed by WDC. Structures have been sized to accommodate the flood flows provided by WDC with the required freeboard. Note that in order to meet the Freshwater NES, culvert options have been oversized to allow a portion of their depth / diameter to be buried for fish passage. The options below have been assessed for feasibility to include in the 'short list'.

Table 3-1: Feasibility of 'long list' replacement options

Option	Sizing	Feasibility Discussion	Short List?
A - Precast concrete box culvert	3 m x 3 m buried 500 mm below the streambed	The current lead time for box culvert units is currently 12 weeks. This option would be economical although would not meet the requirements of the Freshwater NES 2020 and consent conditions would likely require ongoing monitoring and maintenance of fish passage. This option will be considered in the short list of options.	Yes
B - Portal bridge structure on driven steel pile foundations	6 m span reinforced concrete portal structure	The current lead time for steel H-piles is around 8 weeks. This option is likely to require less dewatering than culvert options as abutments can be cast behind the existing culvert barrel and wingwalls. This option would be preferred for aligning with the intent of the Freshwater NES 2020. This option will be considered in the short list of options.	Yes
C - Concrete pipe culvert	<u>1-in-10 year flood:</u> Twin barrel 1500 mm dia. pipe buried 375 mm into streambed <u>1-in-50 year flood:</u> Twin barrel 1800 mm dia. pipe buried 450 mm into streambed	The cost of this option would be comparable to the precast box culvert option, however there would be further difficulties around dewatering and resource consenting for in-situ concrete headwalls, aprons and wingwalls. This option would not meet the requirements of the Freshwater NES 2020 and would require specific design to promote fish passage. This option will not be considered in the short list.	No
D - Armco pipe arch culvert	3.7 m x 2.44 m (existing culvert size)	The current lead time for Armco culverts is 16 weeks. In order to meet a 100-year design life, an aluminium (rather than steel) option would be required. Alternatively, oversizing the structure to enable slip-lining in future to achieve a 100-year design life could be considered. Use of aluminium or increasing the culvert size would increase construction costs. This option would not meet the requirements of the Freshwater NES 2020 and consent conditions would likely require ongoing monitoring and maintenance of fish passage. This option will not be considered in the short list.	No
E - In-situ concrete box culvert	3 m x 3 m buried 500 mm below the streambed	Compared with the precast option, an in-situ box culvert would require dewatering for a much longer period (while reinforcement is installed, boxed and concrete is allowed to cure). It is also less preferred from an environmental and Resource Consenting perspective as pouring	No

		concrete within the stream bed would be necessary. This option will not be considered in the short list.	
F – Bridge structure on spill-thru abutments	12 m span precast units on reinforced concrete abutments with driven steel piles	This option would have a significantly higher construction cost compared with other options and the flows in the waterway provided do not demand a structure of this size. There would also be geometric difficulties tying this option with the intersection on the western side. This option will not be considered in the short list.	No
G – Repair existing culvert	Re-shaping and slip lining of existing culvert.	<p>This option would require the culvert to be dewatered and fully excavated to allow reshaping of the culvert barrel, installation of a smaller pipe inside (i.e. slip lining) and concrete installation between the pipes. Headwalls would need to be temporarily propped during these works.</p> <p>This option has not been considered in the short list for the following reasons:</p> <ul style="list-style-type: none"> • Lead times for slip liner comparable to new Armco pipe (i.e. 16 weeks). • Reduced waterway capacity compared to existing, which makes it insufficient for 1/50 year flood flows. • It would not meet the requirements of the Freshwater NES 2020 and would require specific design to promote fish passage. • The Rough Order Cost for repair would be in the order of \$200k. Although this is likely to be the lowest upfront cost, the repair would not meet 100 year design life requirements. The repair would be expected to give the structure approximately 40 years remaining life, after which, a new structure would need to be built. Additionally, due to the substandard waterway capacity and other aging components (e.g. headwalls), maintenance requirements over this period are expected to be much greater than for a replacement structure. Based on this, the whole-of-life cost for this option is expected to be higher than many of the replacement options considered. • Does not improve other level of service deficiencies such as lane widths and barriers. 	No

Note in culvert sizing calculations, we have assumed that the culvert is under an inlet-controlled flow regime, this would be confirmed during detailed design.

3.2 Design Options Short List

The shortlisted options are described below and assessed in the following sections.

3.2.1 Option A - Precast concrete box culvert

This option is a single barrel culvert comprised of proprietary 3 m x 3 m precast concrete box units buried 500 mm into the streambed, setting the soffit of the culvert approximately 500 mm below the existing road surface.

The required depth of a culvert is only 2 m (to meet waterway capacity requirements), however increasing the depth will reduce the amount of fill required overtop and a tall headwall structure. This is expected to offset the relatively minor additional costs of larger units. Additionally, this depth of culvert will allow a concrete kerb upstand to retain fill, and for surface mounting of the guardrail posts. It is noted that this also allows suitable clearance for maintenance plant, and also enables a gravel invert to be installed to promote fish passage.

The culvert would be 7.75 m in length (5 no. standard 1550 mm wide units) and would have precast concrete cut-off walls at each end. Precast Anchorbloc wing walls will run parallel to the road to retain approach fill.

Sketches of this option are provided in Figure 3-1 and Figure 3-2.

This option has an estimated construction cost of **\$300,000** including a 20% contingency (excluding professional fees).

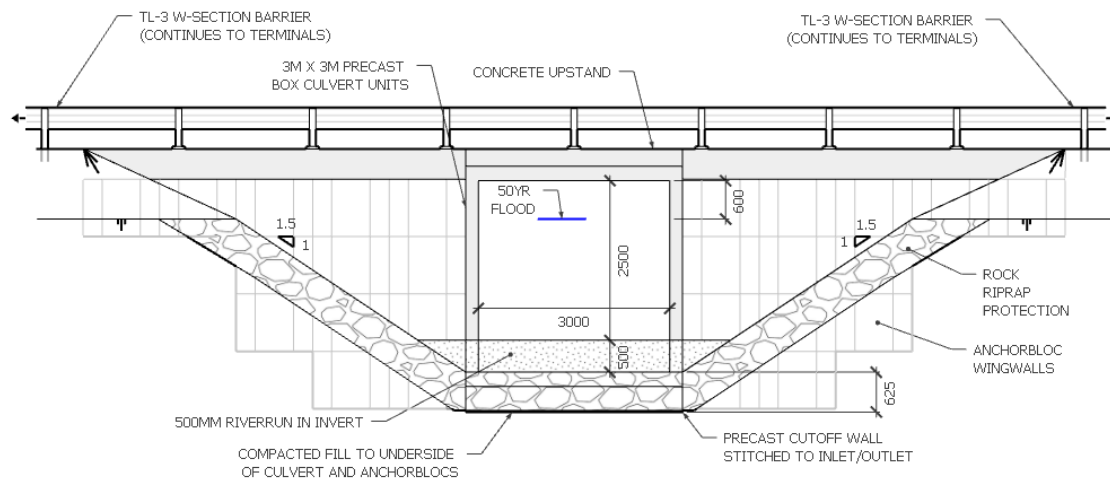


Figure 3-1: Option A - Section thru waterway

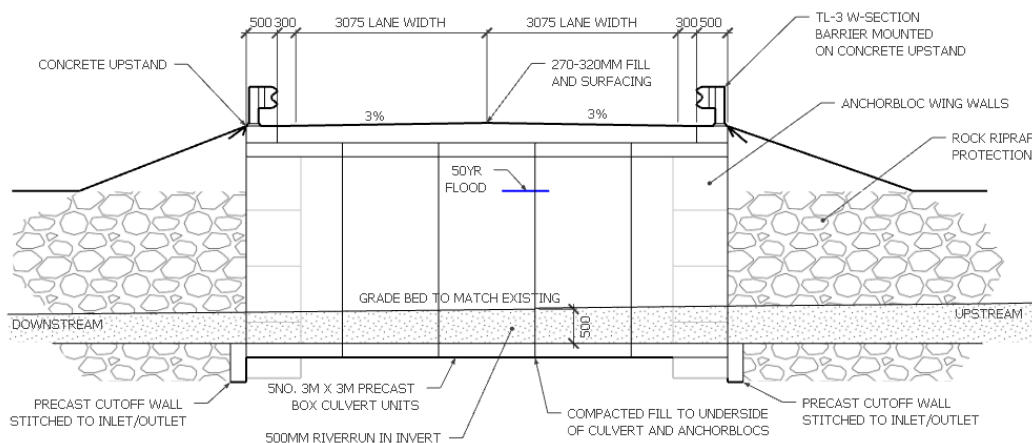


Figure 3-2: Option A - Section thru roadway

3.2.2 Option B - Portal bridge structure on driven steel pile foundations, 6 m span

This option is a single 6 m span reinforced concrete portal bridge structure. The structure would have a 7.6 m wide precast reinforced concrete deck, nominally 350 mm thick (to be confirmed during detailed design). The deck would be stitched to cast in-situ reinforced concrete abutment walls, which are cast integrally with reinforced concrete pile caps. Pile caps would be cast around driven steel H-piles.

Sketches of this option are provided in Figure 3-3 and Figure 3-4.

This option has an estimated construction cost of **\$325,000** including a 20% contingency (excluding professional fees)

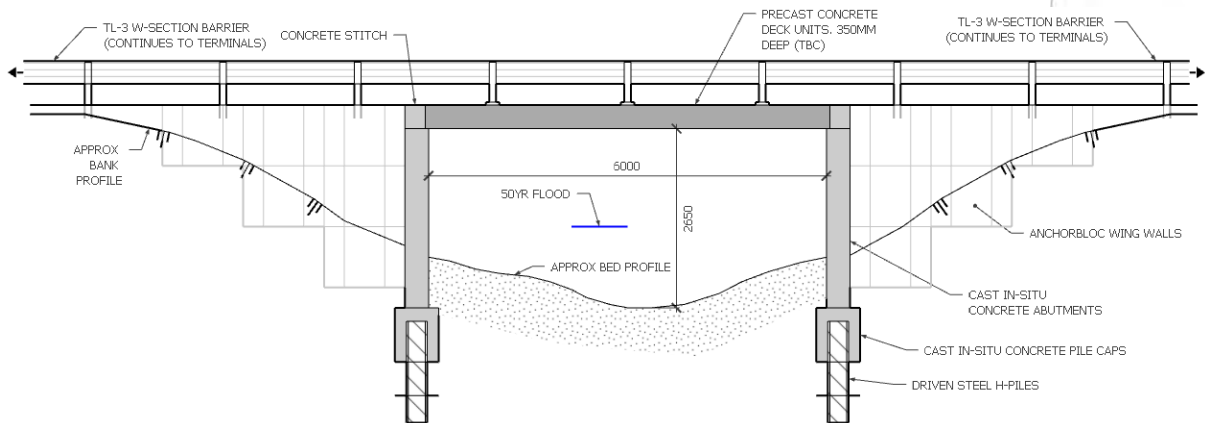


Figure 3-3: Option B - Section thru waterway

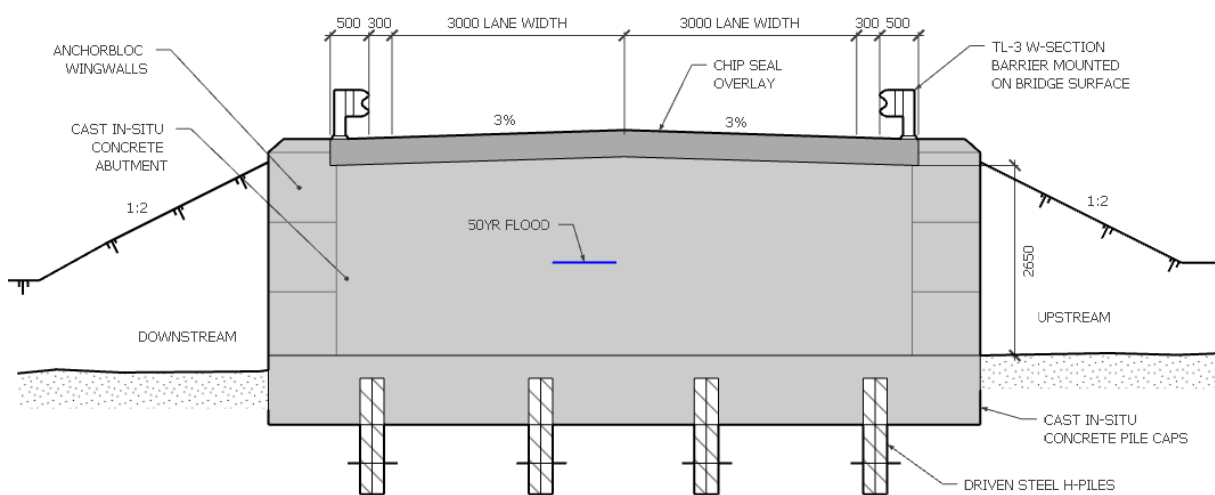


Figure 3-4: Option B - Section thru roadway

4 Additional Considerations

4.1 Dewatering

For both options, the site will need dewatering to allow construction of the new structure.

For Option A, significant dewatering would be required for the installation of culvert units, cutoff walls, and Anchorbloc wing walls. The waterway would need to be bunded upstream with water pumped through the site/over the roadway for the duration of the works.

For Option B, in order to minimise dewatering, the piles, abutments and wing walls would be installed behind the existing structure, prior to its removal. This would allow water to be directed through the existing culvert barrel while the foundations are constructed, reducing the overall dewatering cost. The superstructure could then be constructed over the waterway.

4.2 Material Supply

Due to the ongoing Covid-19 pandemic and associated global supply issues, both options have extended lead times for material supply and cost fluctuation. Option A would require proprietary precast concrete box culvert units, which currently have a 12-week lead time for manufacture and supply to Christchurch, however early procurement could be undertaken to expedite the works. Option B would require steel H-piles which could be made available within 8 weeks. Lead times for the precast deck units would depend on the selected concrete manufacturer but is likely to be in the order of approximately 8 weeks.

For both options, other precast and in-situ concrete elements are unlikely to have limiting lead times.

4.3 Geotechnical Risk

We do not have geotechnical information for the site. Due to the proximity of the Kaiapoi and Waimakariri Rivers, it is anticipated that there will be deep gravel ground conditions at the site, which would be acceptable for founding of culvert units (Option A) or driven steel H-piles (Option B). However, there is some risk that ground conditions would require ground improvement or further piling than assumed.

Option A would be founded on a gravel raft. There is a risk that the ground overlying lower gravel layer will not have sufficient bearing capacity to support the culvert units. In this case, additional excavation and backfilling would be required to form a suitable foundation for the culvert units. However, the existing culvert appears to have performed adequately in terms of bearing and ground conditions would be confirmed during construction.

Option B requires piling works. Given the likely presence of gravels at the site, and loads are relatively small on this short span structure, it is likely that 4 no. steel H-piles, driven approximately 6 m into the ground at each abutment will be sufficient. However, there is a risk that pile capacity proves insufficient for the required loads due to ground conditions. As such, there is a cost risk associated with additional piling requirements. Ground conditions could be confirmed during detailed design by undertaking geotechnical investigation to mitigate this risk, however typically for a structure of this scale capacity would be validated during construction by confirming capacities achieved during driving, with additional pile depth added if necessary, during construction.

4.4 Consenting

4.4.1 Resource Consent and Freshwater NES 2020

Bridges are preferred over culverts for meeting the requirements of the Freshwater NES, however, Resource Consent would be required for both options.

Option A would require some in-situ concrete work (stitch pours) within the stream bed and would have an impact on flow velocity, streambed levels and flow characteristics. This would not meet the requirements of the Freshwater NES, however measures such as a gravel stream bed overlying the concrete invert has mitigated this issue in recent culvert replacement projects across the region. In this case, Resource Consent would require ongoing maintenance, monitoring and reporting on fish passage conditions, although this can typically be done as part of routine structure inspections.

Option B would be mostly constructed out of the streambed, and the bridge structure will have less impact on the natural flow of the existing waterway. This will help to meet the requirements of the Freshwater NES.

4.4.2 Building Consent

Building consent requirements differ depending on the structure option chosen.

For Option A, given the simple nature of the structural component of the works and that it is owned and controlled by a network utility operator (i.e. WDC), the work is considered to be exempt from requiring building consent under Exemption 29 of Schedule 1 of the NZ Building Act (2004).

Exemption 29 of Schedule 1 does not provide a definition of a 'simple structure' however, following discussions with WDC, we believe that it is unlikely that this would be interpreted as applicable for Option B. No further exemptions under Part 3 of Schedule 1 would apply to this scope of works, and as such a Building Consent would be required.

4.5 Services

There appear to be buried services over the existing culvert. A 'beforeUdig' search should be conducted prior to any works at the site and services would likely require relocation to the outside of the new structure as part of the works.

There is an overhead powerline running parallel to the road on the southern side of the culvert. This would need to be protected during the works. Option A would require limited craneage for installation of the box culverts, and Option B would require craneage and a piling rig. This may clash with the upstream pile, so piling methodology would need to be carefully considered in consultation with the service provider.

4.6 Boundaries and Accessways

Based on available map data, bridge replacement works (including approach guardrail) will be within the road reserve. Guardrail interaction with adjacent accessways will need to be considered and potentially discussed with the property owner.

5 Comparison of Options

There are a number of improvements that both of these options would provide compared to the existing structure:

- Both options would have a 100-year design life.
- Both options would provide HN-HO-72 Traffic Loading in accordance with the Bridge Manual (previous loading unknown).
- Both options would provide an increase in waterway area (Option A: 7.5m², Option B 15.9m², compared to approx. 6.2m² currently).
- Both options would allow for 50-year flood flows while meeting the freeboard requirements of the Bridge Manual.

The following table compares the two options and the advantages and disadvantages of each.

Table 5-1: Options comparison

	Advantages	Disadvantages
Option A – Precast concrete box culvert	<ul style="list-style-type: none"> • Upfront construction cost is marginally lower at \$300,000 including 20% contingency. • There is less geotechnical risk as no piling works would be required. • Construction and lead times would be faster, especially if box units are procured early. • Building consent would not be required. 	<ul style="list-style-type: none"> • Bridge structures are preferred for meeting the requirements for fish passage for the Freshwater NES 2020. • Higher resource consent risk due to more works in the waterway. • Waterway would need to be dewatered for construction including bunding and pumping. • Potential increased costs in excavating overlying silty/soft material for foundation • Material supply lead times are slightly longer if not procured early.
Option B – Portal bridge structure on driven steel pile foundations	<ul style="list-style-type: none"> • Bridge structures are preferred for meeting the requirements for fish passage for the Freshwater NES 2020. • Lower resource consent risk due to less works in the waterway. • Dewatering would be required to a lesser extent than for Option A. • Material supply lead times are shorter. • Higher capacity for flood flows if there are future increases due to Climate Change. 	<ul style="list-style-type: none"> • Upfront construction cost is marginally higher at \$325,000 including 20% contingency. • There is greater geotechnical risk as piling works would be required. • Overhead powerlines may interfere with piling works/require stand-over. • Building Consent would be required.

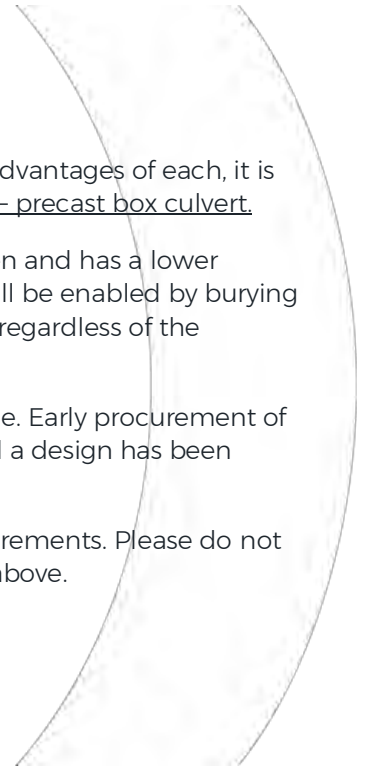
6 Recommendation

On review of the options considered and the relative advantages and disadvantages of each, it is recommended that the Butchers Road Culvert is replaced with Option A – precast box culvert.

This option would be faster to construct if early procurement is undertaken and has a lower upfront construction cost when compared with Option B. Fish passage will be enabled by burying the culvert invert into the stream bed. Resource Consent will be required regardless of the selected option.

We recommend commencing design for this option as soon as practicable. Early procurement of culvert units could be undertaken, although we recommend waiting until a design has been sufficiently progressed.

I trust the above evaluation and discussion of the options meet your requirements. Please do not hesitate to contact me if you wish to discuss or clarify any of the content above.



wsp

wsp.com/nz

FEBRUARY 2022 FLOOD EVENT PHOTOGRAPHS



Photo 1 - Kaiapoi Flooding



Photo 2 - Evans Place, Kaiapoi



Photo 3 - Meadow St, Kaiapoi



Photo 4 - Kanuka Place, Kaiapoi



Photo 5 – Main Road, Cust



Photo 6 - Ashley River Bridge



Photo 7 - Flaxton Rd east of Fernside Rd – Surface flooding onto road



Photo 8 - Poyntz Rd Surface Flooding



Photo 9 - Lees Valley Rd - Small under-slip (one of four small slips)



Photo 10 - Okuku Pass Rd - Culvert Scour Repair



Photo 11 – Post Event Burnt Hill Ford



Photo 12 - Perhams Ford in flood



Photo 13 - Perhams Ford post flood



Photo 14 - Wharfedale Track Scour

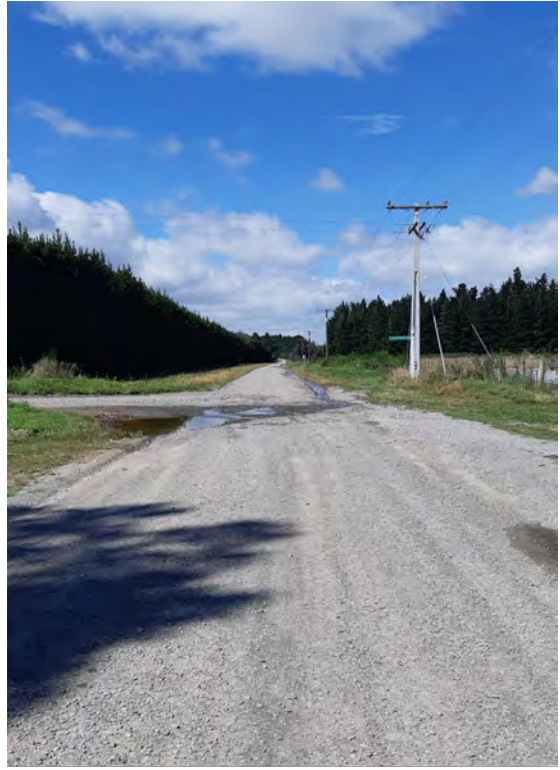


Photo 15 & 16 - Mt Grey Road & Feathers Road scour



Photos 17 & 18 - Makerikeri Road and Wallers Road scour



Photo 19 - Doyles Road running course washed off and scour



Photos 20 & 21 - Heyland Rd blocked culvert and road scour



Photo 22 - Taaffes Glen Rd - Reinstated bypass road washed out in Feb event



Photo 23 - Butchers Road Bridge Pipe Arch Culvert Collapse

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO: EXT-06 / 220421060707

REPORT TO: Council

DATE OF MEETING: 3 May 2022

FROM: Jeff Millward, Manager Finance and Business Support

SUBJECT: Submission on Canterbury Museum Trust Board's draft Annual Plan for the year ending 30 June 2023

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide an opportunity for the Council to make a submission on the Canterbury Museum Draft Annual Plan for 2022/23.
- 1.2. On the 12 March, Canterbury Museum representatives, David Ayers (Canterbury Museum Board Chair), Nigel Tecofsky (Finance & Services Manager), and Margaret Noble (Head of Operations) provided a presentation to the Council on its draft 2022/23 Draft Annual Plan.
- 1.3. The draft Annual Plan provides for an increase in the operating levy of 5%, as previously signalled in the 2021/22 Annual Plan. The plan also indicates that the redevelopment levy of \$4,045,149 will be charged between 23/24 – 26/27. These amounts are provided for within the Council's Draft 2022-2023 draft Annual Plan.
- 1.4. The Canterbury Museum Draft Annual Plan also provides for \$205 million for Base Isolation, strengthening and redevelopment of the Museum, which the Museum is seeking funding as follows:

Funding Source	Millions (\$)	% of total cost
Central Government	52.0	25%
Local Government	52.2	25%
Canterbury Museum	90.8	44%
Further savings or fundraising	10.0	5%
Total	205.0	100%

- 1.5. A draft submission to the Canterbury Museum Trust Board's Draft 2022/23 Annual Plan is attached for comment. The submission is similar to the 2021/22 submission. With the following points in summary:
- 1.5.1. Supports the reduction of the increase from 5% as previously signalled;
- 1.5.2. Supports the depreciation but recommends a modified approach for funding operations and replacement costs that reduces the levy increases from 2023 - 2029.

1.5.3. Supports the base isolation, strengthening and development project and the Canterbury Museum to contain the project to \$205 million.

1.5.4. The submission is not presented as an objection under the provisions of the Act.

Attachment:

- i. Draft submission on the Canterbury Museum Trust Board's Draft Annual Plan 2022/23 (Trim 220421060513)
- ii. Canterbury Museum Letter and Draft Annual Plan 2022/23 (Trim 220421060703)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report N° 220421060707
- (b) **Approves** the submission (Trim 220421060513) on the Canterbury Museum Trust Board's draft Annual Plan for 2022/23.

3. **BACKGROUND**

3.1. The Council has received a presentation and copy of the Canterbury Museum Draft Annual Plan 2022/23 (attached) on the 12 April 2022. The closing date for submissions on the Draft Canterbury Museum Annual Plan is 29 April 2022. The Canterbury Museum have advised that they will accept a late submission for the Council to fit in with our meeting timetable.

3.2. Canterbury Museum levies are proposed to increase by 5% for 2022/23, which is as signalled in 2021/22. The Canterbury Museum Plan propose increases of between 5% and 11% in the outer years between 2023 2029 to progressively fund depreciation provisions. Given the current environment and other funding strategies that may be available it has been requested in the submission to explore other funding strategies.

Operating Levies for Future Years

3.3. The forecast total operations levies for the next 7 years, based on the 2022/23 levy proposed are as follows:

Year commencing 1 July	WDC Levy (\$)	Annual Increase
2022	659,299	5%
2023	692,264	5%
2024	726,877	5%
2025	763,221	10%
2026	839,543	10%
2027	923,497	11%
2028	1,025,082	10%

Museum Development

- 3.4. Overall cost of the project is \$205m

Funding Source	Millions (\$)	% of total cost
Central Government	52.0	25%
Local Government	52.2	25%
Canterbury Museum	90.8	44%
Further savings or fundraising	10.0	5%
Total	205.0	100%

- 3.5. Based on the Canterbury Museum draft Annual Plan, the Waimakariri District Council's share of the Canterbury Museum Redevelopment Levies will total \$4,045,149.

- 3.6. The call of funds is over 3 years 2023/24 – 202/26 as follows

Year	Development Levy	% call
23/24	1,011,287	25%
24/25	2,022,575	50%
25/26	1,011,287	25%
	4,045,149	

- 3.7. The council has been collecting sufficient funds through rating and providing for the total levy payment to be made.

4. ISSUES AND OPTIONS

- 4.1. A submission has been drafted to the Canterbury Museum Board

- 4.2. The Council could:

6.1.1 Make a submission to the Canterbury Museum Trust Board stating that it supports (or in part) or objects the Draft Annual Plan; OR

6.1.2 Not make a submission on the Draft Annual Plan.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Not specially sought.

5.2. **Groups and Organisations**

The Council has included the levies within the draft 2022/23 Annual Plan and sought views from the community. There have not been any submissions to the Annual Plan commenting on the levy or activities. In the past there have been submissions provided to the Council objection to the levies and the displays at the Canterbury Museum. The objections have ranged from not paying the levy to broadening the collection area. The council have taken these views to the Canterbury Museum and have objected to plans in the past.

5.3. Wider Community

The Council has included the levies within the draft 2022/23 Annual Plan and sought views from the community.

6. IMPLICATIONS AND RISK

6.1. Financial Implications

The Council's draft Ten Year Plan generally includes provision for Canterbury Museum operating levies for 2022/23 and those signalled in later years that are shown in the Canterbury Museum draft 2022/23 Annual plan.

6.2. Sustainability and Climate Change Impacts

There are no implications identified within the report. There is indirect activities, such as the type of building which would lead to sustainability impacts. The Canterbury Museum would consult on the design and activities at various stages of the project.

6.3. Risk Management

There is inherent risk that the redevelopment, base isolation and strengthening exceeds budget e.g. cost escalation. Risk still exists for funding, although the Canterbury Museum is confident that their funding requests will be successful.

7. CONTEXT

7.1. 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

7.2. 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:

16. *Levies—*

- (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.*

Jeff Millward
Manager Finance and Business Support



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RANGIORA 7440	www.waimakariri.govt.nz
New Zealand	

Reference FIN-01/ 220421060513

3 May 2022

Mr Anthony Wright
 Director
 Canterbury Museum
 Rolleston Avenue
 CHRISTCHURCH 8013

Dear Anthony

Submission on the Canterbury Museum's Draft Annual Plan 2022/23

Thank you for the Canterbury Museum's presentation to our Council Tuesday 12 April 2022 and providing a detailed explanation of what is included within the Canterbury Museum's 2022-23 draft Annual Plan, as well as the insight into the future plans of the Canterbury Museum and its facilities. We have got accustomed to meeting online now, but hopefully we will be able to meet safely in person the next time we meet.

Although you were not able to attend this time, the Council always appreciates the opportunity to meet with the Canterbury Museum Board and Management and it was once again great that the Canterbury Board Chairperson, David Ayers was able to attend. Your presentation provided a valuable insight to the operations and future plans for the Canterbury Museum.

The Council thanks the Board for the opportunity to make a submission on the Draft 2022/23 Canterbury Museum Annual Plan and is presented to the Board for its consideration.

(1) Operating levy for 2022 - 2023

The draft Canterbury Museum Plan signals an increase of 5% in the operating levy, as forecast last year and we fully understand the cost and operational pressures the Canterbury Museum has, including post Covid 19 demands and cost pressures still being evident. Therefore the Waimakariri District Council supports the 5% overall increase and the extent that the Canterbury Museum has gone to identifying savings and developing funding strategies to achieve a lower increase in the operating levy that is possible.

Future years 2023 – 2028 forecasts

The Canterbury Museum is forecasting increases in the outer years of 5% (2023-24), 5% (2024-25), 10% (2025-26), 10% (2026-27) and 11% (2027-28), 11% (2028-29).

Our view and comment relating to the forecast periods 2023 – 2029 is the same as previous submissions. The quantum and period of time that the increases are proposed are excessive and in an environment that we consider does not support such large increases. We therefore strongly request the Canterbury Museum to consider alternative

strategies, that result in less aggressive levy increases or alternative funding options that will provide for the future operations and replacement costs.

(2) Capital levy for the Museum Base Isolation and strengthening and development proposal

The Council reaffirms its letter of support and acknowledges the Board's efforts to secure funding for the Base Isolation and development of the Museum building and to ensure it is more resilient to future earthquakes.

The Council is appreciative that it has been able to work with the Canterbury Museum and the other contributing local authorities over the funding required for the Museum, where it is agreed that our Council contribution will be limited to a the \$205m project (previously \$195.2million), which means the Waimakariri Districts contribution will be \$4.045 million (previously \$3.947 million).

It is also understood that the Governments share of the funding is now likely to be realised which is great news to this Council and that the Government are hopefully now realising the efficiencies and value the Canterbury Museum provides on a dollar spend per visitor ratio across the Canterbury region and afar.

Basis of submission

The Waimakariri District Council is not intending to present its submission to the Canterbury Museum Board. The submission is also not provided in the form of an objection and is supportive of the work that is being undertaken by the Canterbury Museum.

Yours sincerely

Jim Harland
Chief Executive

cc: Christchurch City Council
Hurunui District Council
Selwyn District Council



Rolleston Avenue
Christchurch 8013
New Zealand

PH 64 3 366 5000
FX 64 3 366 5622

www.canterburymuseum.com

16 March 2022

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

Tena koe Jeff

Canterbury Museum draft Annual Plan for the year ending 30 June 2023

Please find enclosed the Canterbury Museum Trust Board draft Annual Plan for the year 1 July 2022 to 30 June 2023.

The overall level of operational levy requested from contributing local authorities for 2022/23 has not changed from the 5% which was advised in the draft budget distributed to your Council in December 2021.

The overall cost of the Museum Project is still the \$205m (increased from \$195.2m) which was also advised in the draft budget. The increase will be funded either from further savings or the Museum will fundraise the additional cost.

The Performance Objectives have been prepared on the redevelopment assumptions that we will receive Central Government funding confirmation, begin to decant our Collections in October 2022 and will close the Museum and decant exhibitions in March 2023.

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 18 March 2022 concluding on Friday 29 April 2022, 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 nui

Anthony Wright
Director

cc *Jeff Millward, Manager Finance and Business Support*
Nigel Tecofsky, Financial Controller, Canterbury Museum

Canterbury Museum Draft Annual Plan

For the financial year
1 July 2022 to 30 June 2023

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.

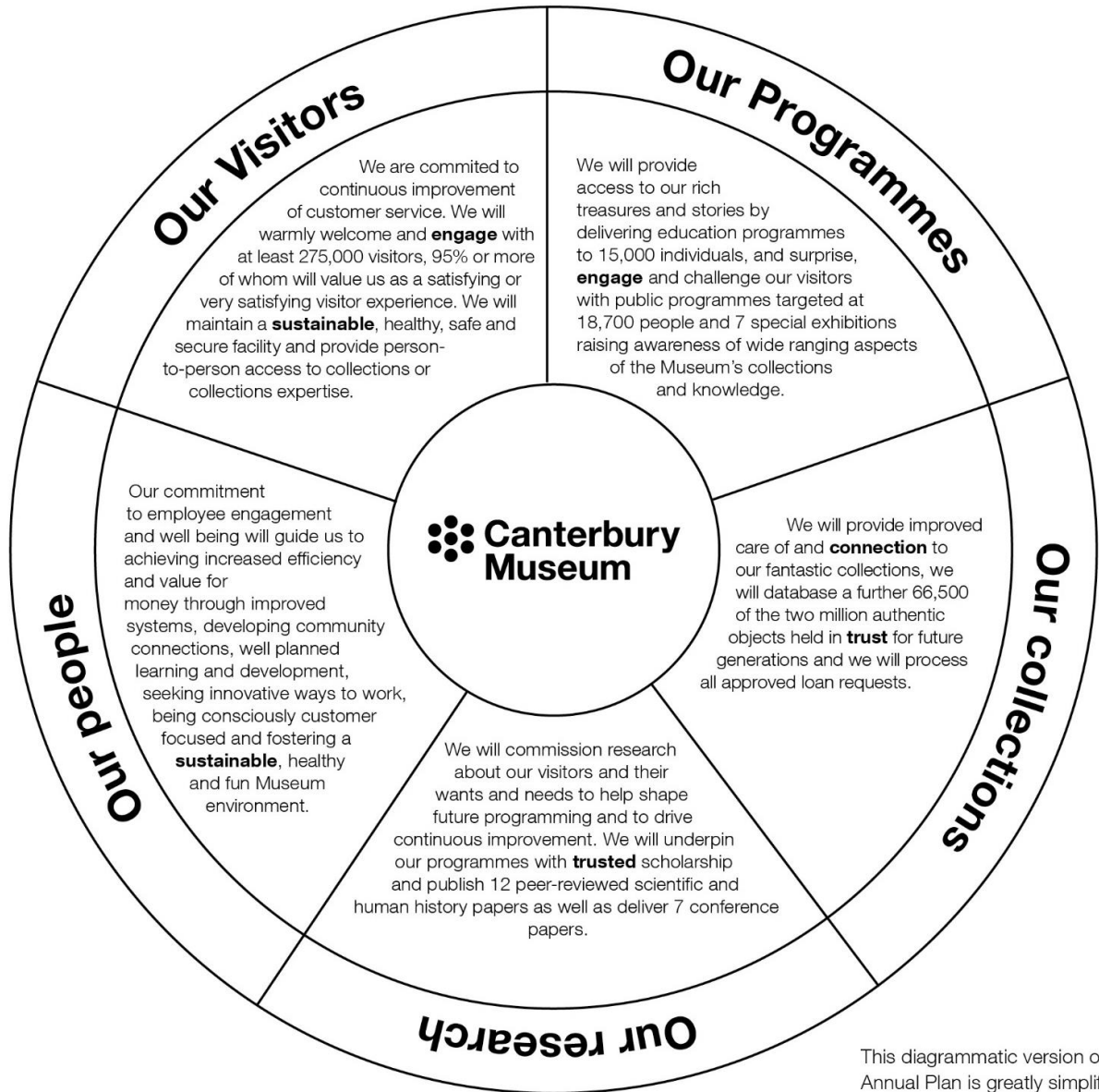
14 March 2022

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OUR CONTRACT – 2022/2023

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



This diagrammatic version of the Annual Plan is greatly simplified - detailed Performance Objectives and Targets appear in Section 3.

Operating budget 2022/2023

Revenue	Levy	10,145,056
	Commercial activities	2,387,870
	Donations and grants	163,874
		12,696,800
Expenses	Employment remuneration	6,456,396
	Collections Registration & Curatorial	1,717,287
	Public Programmes	2,978,608
	Communications	359,045
	Depreciation	1,327,000
	12,838,336	
Net deficit from operating activities		(141,536)

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 is undergoing a process of review and fresh with a revised 5 year strategic plan being developed for the start of the new 2022-23 financial year.

This Annual Plan presents the Board's operational and developmental priorities for the year 2022/23.

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, R S Allan Memorial Fund, Adson Trust and Friends of the Canterbury Museum.

1.1 Executive summary

Principal activities to be carried out by the Museum during 2022/23 appear in the Performance Objectives (Section 3) and are summarised below.

Our visitors

- Achieve visitor numbers of 275,000 and maintain a highly-rated visitor experience.
- Ensure visitors remain in a safe environment with no notifiable events.

Our programmes

- Develop, deliver and evaluate 7 special exhibitions, education programmes to 15,000 individuals and public programmes to 18,000 people.
- Maintain or increase current levels of activity in other operational areas, eg responding to enquiries, achieving media hits, participating in external organisations and providing outreach advice & support.

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
- Retain commitment to sustainability through implementation of new initiatives.

1.2 Canterbury Museum Vision and Values Statement

Our Museum Tō tātou whare taonga

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

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

What we do Ā mātou mahi

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 our communities.

We are ACCOUNTABLE for what we do.

We always act with INTEGRITY.

1.3 The Museum organisation

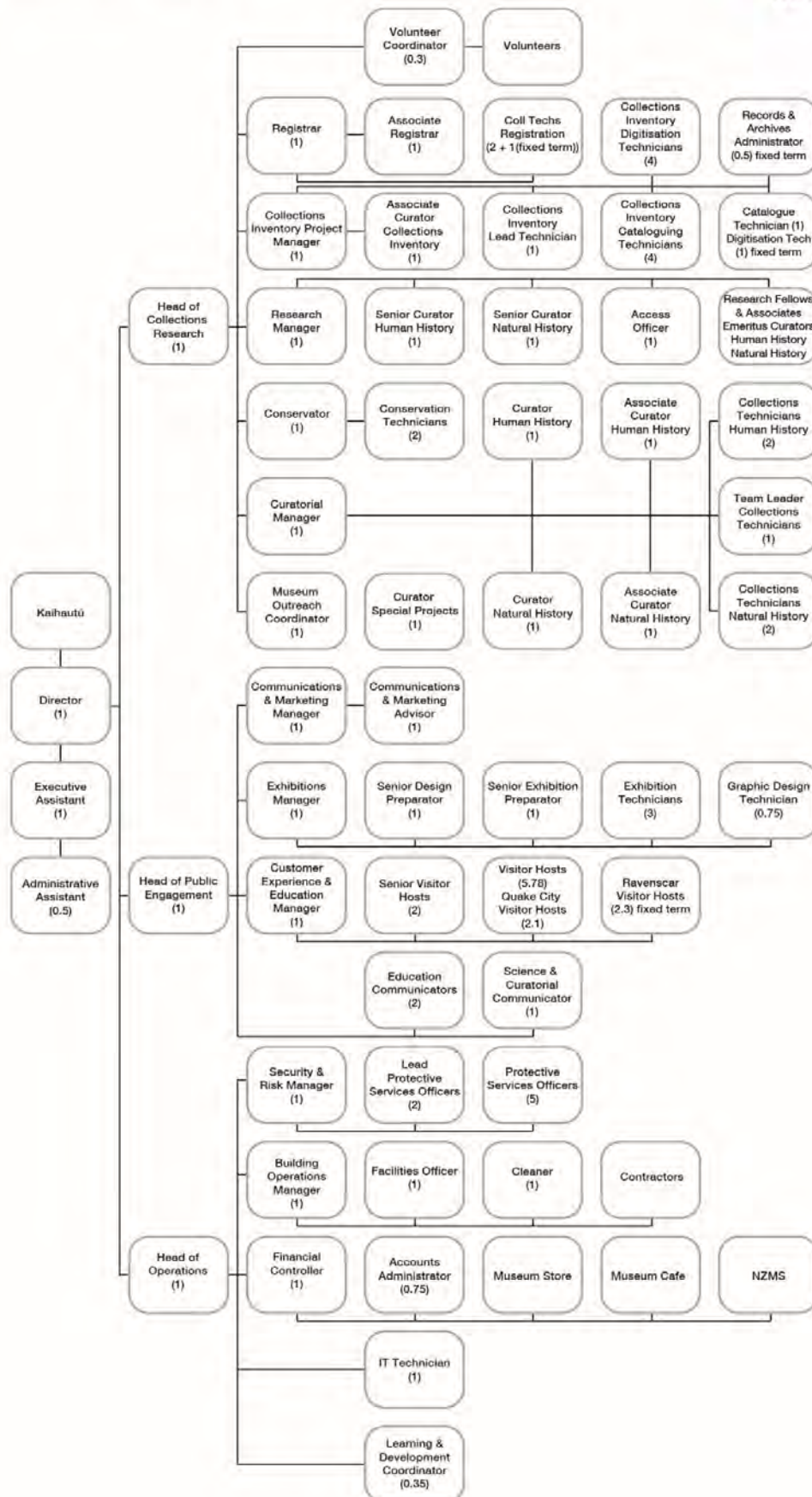
Canterbury Museum is governed by the Canterbury Museum Trust Board. The appointment of trustees and the Board's responsibilities are set out in the Canterbury Museum Trust Board Act 1993.

It is anticipated that at the beginning of the 2022/23 financial year there will be 82 full-time equivalent (FTE) establishment and fixed term staff:

Directorate	2.50
Collections and Research	38.80
Public Engagement	25.93
Operations	15.10

Due to the high level of rostering in front-of-house positions the 82 FTE is represented by approximately 90 staff.

organisational chart



1.5 Ravenscar House

Mr Jim and Dr Susan Wakefield through the Ravenscar Trust built 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 then gifted 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 the purpose-built facility in which to exhibit and promote these in the future. The development is 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 to the Museum. The Museum contributed \$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 November 2021.



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 2022/23 financial year and those for the immediately preceding 2021/22 financial year. The Museum will continue to fulfil the current year (2021/22) 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 will be referred to the contributing Local Authorities for a period of six weeks from Friday 18 March 2022 concluding on Friday 29 April 2022.

- (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. 2022/23 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 2022/23 year.

In addition, there will be many other activities furthering the overall objectives of the Museum contained in the 2022/23 Performance Plans of individual staff members.

As we enter a period of significant mahi and preparation towards the Museum redevelopment project, this year's draft annual plan suggests the Museum's 'business as usual' key performance indicators (KPIs) will be supported with a focus on five key priority areas that are of strategic importance to the Museum's redevelopment project. These priorities are subject to the Project timeline approved by the Canterbury Museum Trust Board which indicates the decant of collections is expected to commence in October 2022 and that the Museum will close in March 2023.

	Objectives	Targets
1.	Our visitors	
1.1	Achieve visitor numbers	275,000 *
1.2	Achieve visitor donations	\$75,000 *
1.3	Achieve % of visitors rating their Museum experience as satisfied or very satisfied	≥ 95%
1.4	Achieve visitor numbers for Quake City	21,600
1.5	Ensure staff have completed relevant customer service training	95%
1.6	Ensure the Museum's occupants remain in an environment where there are zero Notifiable incidents that arise through negligence of the PCBU's business or undertaking	Achieve
1.7	Number of unique visits to Museum websites by our digital visitors	170,000
1.8	Social media engagement (eg. comments, interactions, shares, likes)	45,000
2.	Our programmes	
2.1	Develop, deliver and evaluate 7 special exhibitions	7 *
2.2	Tour an exhibit to the three contributing district council areas to reach a visitor target of	200,000
2.3	Achieve 15,000 individuals receiving a Museum education programme delivered either by Museum staff or their own teacher (including 7,000 school students)	15,000 (7,000) *
2.4	Achieve 15,000 individuals engaging in a Museum delivered public programme	15,000 *
2.5	Achieve paid admissions to Discovery	25,000 *
2.6	Answer 100% of external written/phone/email enquiries within 5 working days (total number to be reported)	100% (until decant)
2.7	Achieve 750 media hits (print, broadcast and on-line media)	750
2.8	Actively participate in professional associations/external bodies	40
2.9	Provide outreach advice & support to other Canterbury museums and related organisations (number of interactions)	150 *
3.	Our collections	
3.1	Process 100% of newly offered objects received between 1 April 2022 and 31 March 2023 in the 2022/23 financial year	100% (Max.750 acquired)
3.2	Create new inventory records and check and verify new and existing Vernon records	66,500**
3.3	Process 100% of all approved loan requests (total number of objects loaned)	100% (until 3mths pre-decant)
3.4	Provide access to collections or collections expertise in response to 98% of requests (total number to be reported)	98% (until 3mths pre-decant)
3.5	Make collections more accessible by adding records and images to Collections Online	30,000
4.	Our research	

4.1	Peer reviewed research papers accepted for publication	12
4.2	Publish research via popular formats, including blogs	10
4.3	Peer review external articles or supervise theses	12
4.4	Publish one volume of Records of the Canterbury Museum	1
4.5	Present conference papers	7
4.6	Adjunct positions held in research institutions	3
4.7	Undertake professional visitor survey research to drive continuous improvement	Achieve
5. Our people and working environment		
5.1	Maximise return on investment funds within the Museum's Investment Policy	2.90%
5.2	Achieve audit with only qualification being agreed departure from accounting standards as regards valuation and capitalisation of heritage assets	Achieve
5.3	Achieve an end-of-year financial result within budget	Achieve
5.4	Achieve learning and development hours	2,500 *
5.5	Maintain healthy, safe and secure facilities in accordance with Building Compliance schedules by completing regular cyclical maintenance and achieving Building Warrants of Fitness for Museum sites	Achieve
5.6	Maintain best sustainability practices through implementing new initiatives to support the Museum's sustainability plan	2
5.7	Seek an improvement in employee engagement score as indicated by the annual Gallup Q12 survey	Achieve
6. The Museum Project		
6.1	Maintain an up-to-date project plan and project-manage planning for The Museum Project	Achieve
6.2	Plan, prepare and move collection items, staff, furniture and fittings to temporary premises according to Board approved timeline	Achieve
6.3	Support the Museum team transition to a new working environment and ensure compatibility and good interface between current and new systems	Achieve
6.4	Develop two new digital capability initiatives through our IT solutions, online delivery of education and public programmes, digital access to collections and through our website and social media channels	Achieve
6.5	Develop a plan to support pop-up temporary exhibitions while the Museum is closed and work towards the conservation, curation and design of exhibitions for the redeveloped Museum	Achieve
6.6	Complete the set up necessary to expand the inventory project while the Museum is closed.	Achieve

Museum Project Priorities Areas

As we enter a period of significant mahi and preparation towards the Museum redevelopment project, it is appropriate to move towards a performance model that balances a 'business as usual' approach with a focus on the strategic needs of the Project. As a result, this year's draft annual plan suggests changes to the Key Performance Indicators (KPIs) together with the identification of five key priority areas that are of strategic importance to the Museum's redevelopment project. These five additional priority areas (6.2 – 6.6), subject to Board approved timelines, are outlined in further detail below:

Decant

- Determine requirements for temporary store, layout, planning move, securing supplies and planning for environmental and pest control needs in a new space
- Planning for dismantling of permanent galleries including documenting methodologies for removal of displays to be re-used in the new Museum
- Overseeing and undertaking safe and efficient collection packing and moves working with teams across the Museum as well as contractors through:
 - utilising strong tracking practices to make sure we know what we have, and where it is in the new facility

- identifying collections that should remain immediately accessible for inventory following decanting and relocation
- undertaking conservation cleans of objects currently on display that will be displayed in the new Museum
- Facilitate the transfer of required systems and services including IT, Security and Buildings compliance
- Redevelopment communications and issues management

Working Environment

- Ensuring that the new temporary premises have appropriate systems and environmental controls through ensuring that :
 - there is a compatibility and a good interface between current and new building systems management
 - security controls can be effectively transitioned/transferred to the new working environment(s)
- Ensuring there is compatibility between current and new building roster management and visitor experience
- Contributing to workspace planning including workshop and studio design and fit-out for the new Museum
- Supporting the securing of finance to support Museum redevelopment including ensuring appropriate insurance cover for the new working environment
- Develop leadership training for future manages e.g. team leaders, curators etc

Digital Development

- Establishment of a Digital Development Project team with cross-organisational membership with a focus on developing digital capability
- Developing IT solutions for distributed service delivery through:
 - ensuring that appropriate IT systems and hardware is in place to support flexible working across different locations
 - maximising the opportunities and utility of Microsoft 365
 - implementing a new accounting system through migration from SAGE to cloud-based provision
 - developing a new Access control policy and procedures
- Meeting the digital needs occasioned by distributed delivery of Museum services and online delivery including:
 - delivery of both in-person and digital/online education and public programmes
 - supporting ongoing learning and development through access to online courses
- Leading changes and upgrades to Collections Online through developing an all Museum approach to delivering online content to visitors and stakeholders through:
 - making more collection items available through digitisation including new technologies such as photogrammetry
 - finding new avenues to share collections, such as GBIF and ALA, and maintain contributions to blogs, updates and hidden treasures.
- Communicating redevelopment opportunities through:
 - A redevelopment section on current Museum website
 - A new Museum website
 - A new e-newsletter
- Engaging with audiences through social media and other digital channels including 3 venue websites, 3 Facebook channels, twitter, Instagram etc.

Exhibition Planning

- Support development of pop-up temporary exhibitions spaces (as required) including
 - determining what those spaces might look like and how they might operate
 - developing briefs for temporary exhibitions
 - marketing and promotion
 - development of visitor experience through/in temporary and online exhibitions

- Conservation programme focused on needs of temporary displays and of Hau Te Ananui o Tangaroa
- Development of Araiteuru
- Design and procurement of technologies to facilitate media creation and online learning
- Initiatives to increase visitor numbers and income generation for Ravenscar House and Quake City

Inventory

- Continue the inventory project up to and after decanting and provide input to the set ups necessary to continue (and expand) the project.
- Expand the project as opportunities present themselves through
 - identifying staff strengths to align them with the most suitable inventory
 - identifying next collection priorities so that they remain fully accessible after the move.
 - ensuring support and training for redeployed team members contributing to inventory project while Museum is not fully open as a Museum.

** Dependent on the impact of Covid-19 and the timescales for Redevelopment*

*** Reduced target due to the redeployment of the Inventory team to the decant of the Museum*

4. Budget

4.1 Introduction

The level of operational levy increase requested from contributing local authorities is 5.0%.

The net deficit forecast for the 2022/23 financial year is (\$141,536).

Last year Christchurch City Council advised that they were trying to achieve substantial savings across the board, largely as a result of the Covid-19 pandemic, and requested a 0% levy increase. The Museum was already in straightened circumstances with failing buildings and services, and actively preparing for a major redevelopment. We had curtailed staff travel and learning and development, and made no provision for staff remuneration increases. We reduced the levy increase from 5% to 0.29% (effective 0% for CCC) which was accepted. The 2021/22 Annual Plan still indicated a 5% levy increase for 2022/23, which was not challenged by any of the Councils.

It is absolutely critical that a minimum of 5% increase is achieved to provide for the significant requirement for new work and expenditure to facilitate the move of the entire Museum offsite, which is likely to occur during this period. Some elements of this are listed below. Secondly, we have already lost ground in terms of building up to the inevitable and foreshadowed large increase in depreciation funding as the project is realised. All Councils previously agreed to a strategic approach to this over 10+ years to ensure a horrendous increase did not occur in any given year.

The following assumptions have been made in the draft 2022/23 operations budget:

- Increased Covid19 related expenses (including security and verification/support costs)
- Increased repairs and maintenance as the condition of the building continues degrade
- Increased Museum Project consultation and significant logistical planning and expenditure for moving/decanting the entire Museum contents
- Increased preparation costs to ensure all IT programmes are continued during the decanting process
- Set up of the Museum in a temporary location
- Installation of the collections in a controlled environment
- An operating expense inflationary adjustment of 3.0% has been applied
- A 2.0% cost of living adjustment made for remuneration expenses (0.5% for 2021/22)
- Normal promotion allowances reinstated to remuneration expenses
- Deferral of Ravenscar House building depreciation.

Overhead and administration expenses are allocated to each division of Collections and Research, Public Programmes and Operations 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 (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

	Note	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Revenue						
Operating levy		9,634,017	9,661,958	10,145,056	10,652,309	11,184,924
Commercial activities	1	2,427,020	2,125,225	2,387,870	1,830,677	1,082,179
Donations and grants	2	515,403	233,428	163,874	168,450	149,419
Total operating revenue and funded depreciation		12,576,440	12,020,611	12,696,800	12,651,436	12,416,523
Expenses						
Employee remuneration		5,275,514	6,270,763	6,456,396	6,758,299	7,001,867
Collections Research	3	1,247,605	1,645,001	1,717,287	1,699,886	1,596,413
Public Programmes	4	2,359,242	2,807,385	2,978,608	2,997,710	2,918,473
Communications	5	270,069	346,750	359,045	362,070	358,270
Depreciation	6	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060
Total expenditure		10,407,518	12,412,429	12,838,336	13,205,466	13,167,083
Net surplus/(deficit) including depreciation		2,168,922	(391,818)	(141,536)	(554,030)	(750,560)
<i>plus</i> capital grants		-	13,710,000	45,433,500	58,411,500	65,488,500
- bequest income		644,413	300,000	300,000	320,000	340,000
- interest on trusts & bequests		499,121	500,000	500,000	500,000	500,000
<i>less</i> bequest funded acquisitions		(292,478)	(500,000)	(500,000)	(500,000)	(500,000)
- bequest funded remuneration		(54,305)	(54,643)	(56,830)	(38,644)	-
Net surplus incl extra-ordinary items	8	2,965,673	13,563,539	45,535,134	58,138,826	65,077,940

4.3 Capital budget

CANTERBURY MUSEUM TRUST BOARD

Capital budget

	Note	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Capital expenditure		130,701	700,000	700,000	800,000	900,000
Ravenscar House		1,000,000	-	-	-	-
Asset replacement/gallery redevelopment reserve		124,387	642,530	627,000	587,500	392,060
Fixed asset expenditure	9	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060
Museum Project works	7	-	13,710,000	45,433,500	58,411,500	65,488,500
Net capital budget		1,255,088	15,052,530	46,760,500	59,799,000	66,780,560

4.4 Notes to the operational and capital budgets

	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
1 Commercial activities (exchange transactions)					
Discovery income	93,844	91,457	91,457	93,286	95,151
Lease income	114,100	164,100	164,100	166,950	169,857
Image Service income	8,162	5,000	5,000	5,100	5,202
Exhibitions income	80	-	-	-	-
Special exhibition income	1,962	-	-	-	-
Other trading income	307,201	624,668	872,313	985,342	371,969
Realised gain/(loss) on sale of investments	214,192	-	-	-	-
Interest on operating funds	1,282,423	1,000,000	1,015,000	480,000	330,000
Dividends on operating funds	405,056	240,000	240,000	100,000	110,000
	<u>2,427,020</u>	<u>2,125,225</u>	<u>2,387,870</u>	<u>1,830,677</u>	<u>1,082,179</u>
2 Donations and grants (non-exchange transactions)					
Donations admission	106,998	90,000	75,000	110,000	90,000
Donations and bequests	156,144	11,000	11,000	11,220	11,444
Grants	252,261	132,428	77,874	47,230	47,975
	<u>515,403</u>	<u>233,428</u>	<u>163,874</u>	<u>168,450</u>	<u>149,419</u>
3 Collections Research					
Registration & Inventory	551,249	752,096	783,588	778,270	738,074
Curatorial	696,356	892,905	933,699	921,616	858,339
	<u>1,247,605</u>	<u>1,645,001</u>	<u>1,717,287</u>	<u>1,699,886</u>	<u>1,596,413</u>
4 Public Programmes/Operations					
Customer Experience & Education	465,655	663,878	694,754	684,584	634,344
Exhibitions	660,700	819,480	851,399	871,141	864,097
Building Operations / Security	1,232,887	1,324,027	1,432,455	1,441,985	1,420,032
	<u>2,359,242</u>	<u>2,807,385</u>	<u>2,978,608</u>	<u>2,997,710</u>	<u>2,918,473</u>
5 Communications					
Communications	270,069	346,750	359,045	362,070	358,270
	<u>270,069</u>	<u>346,750</u>	<u>359,045</u>	<u>362,070</u>	<u>358,270</u>
6 Depreciation					
Buildings	777,202	776,000	826,000	826,000	826,000
Building systems / plant	19,393	77,850	50,000	76,700	76,000
Security	201,344	193,070	200,000	181,980	65,390
Exhibition galleries	40,304	10,200	20,000	10,000	14,000
Front of house fixed facilities	3,715	2,570	3,500	2,570	2,570
Collection stores	47,947	43,590	45,000	45,820	45,590
Back of house fixed facilities	8,604	7,440	7,500	7,440	7,380
Furniture fittings and equipment	72,009	123,000	85,000	129,750	146,740
Information technology and audio visual	84,570	108,810	90,000	107,240	108,390
Museum Redevelopment Project	-	-	-	-	-
	<u>1,255,088</u>	<u>1,342,530</u>	<u>1,327,000</u>	<u>1,387,500</u>	<u>1,292,060</u>

7 Capital grants

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

	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
8 Income					
Levies	9,634,017	9,661,958	10,145,056	10,652,309	11,184,924
Grants	252,261	132,428	77,874	47,230	47,975
Capital Grants	-	13,710,000	45,433,500	58,411,500	65,488,500
Bequest income	644,413	300,000	300,000	320,000	340,000
Donations admission	106,998	90,000	75,000	110,000	90,000
Donations and bequests	156,144	11,000	11,000	11,220	11,444
Trading activities	525,349	885,225	1,132,870	1,250,677	642,179
Interest	1,282,423	1,000,000	1,015,000	480,000	330,000
Interest on trust and bequest fund	499,121	500,000	500,000	500,000	500,000
Dividends	405,056	240,000	240,000	100,000	110,000
Realised gain/(loss) on sale of investments	214,192	-	-	-	-
Total income	13,719,974	26,530,611	58,930,300	71,882,936	78,745,023
Expenses					
ACC levies	15,242	37,455	38,182	38,946	38,908
Audit fees	42,560	41,955	43,214	44,078	44,960
Building services	438,631	463,554	499,461	509,450	519,639
Board expenses	17,780	28,491	29,345	29,932	30,531
Books and journals	15,033	22,440	23,113	23,575	24,047
Cleaning	398,054	304,985	363,780	371,235	361,830
Collection acquisitions	678,595	830,833	831,878	832,715	833,569
Depreciation	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060
Equipment	14,035	27,537	28,363	28,930	29,509
Exhibition expenses	337,210	420,823	433,132	460,575	428,654
Heat, light and power	229,509	239,161	246,011	251,171	242,425
Human resources support	58,330	34,015	35,035	35,736	36,450
Insurance	497,477	649,430	707,545	728,457	749,387
IT expenses	54,491	81,557	93,704	95,378	87,085
Legal fees	60,838	39,100	39,786	40,581	24,501
Management expenses	35,101	55,071	56,723	57,857	59,015
Marketing and public relations	275,905	333,864	369,655	377,048	324,274
Operational expenses	646,226	753,051	803,316	898,050	552,559
Postage and freight	8,685	7,252	7,470	7,619	7,772
Rates	20,291	45,000	40,900	41,718	42,552
Recruitment	58,430	28,467	29,153	29,736	24,501
Remuneration	5,226,216	6,201,484	6,386,162	6,667,339	6,870,487
Repairs and maintenance	122,858	222,608	199,307	203,213	203,198
Staff expenses	88,361	86,467	88,881	90,658	92,472
Staff training	64,422	100,801	103,825	105,902	108,020
Stationery	22,447	19,602	20,190	20,594	21,006
Strategic development	55,695	533,047	533,047	348,787	600,000
Telephone and tolls	16,791	16,493	16,988	17,327	17,674
Total expenses	10,754,301	12,967,072	13,395,166	13,744,110	13,667,083
Net surplus	2,965,673	13,563,539	45,535,134	58,138,826	65,077,940

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.

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 and Museum Café lease agreements are reviewed and renewed annually.

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 30 June 2021. 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.

The Board reviews depreciation rates and adjusts them to more appropriately reflect the consumption of economic benefits. The depreciation rates applied are as follows:

	Rate
Buildings	2% - 20%
Building fit-out	10% - 33%
Furniture, fittings and equipment	10% - 33%

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 \$643,466 (2020: \$272,641).

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% for 2022/23 and 5.0% is required 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 2025/26 to 2026/27, 11% for 2027/28, and 10% for 2028/29 to 2030/31.

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. We are very grateful that the District Councils have agreed to support the increased capital levy across the 2023/24-2025/26 years to enable the expansion of the Museum buildings into the linkage with the Robert McDougall Gallery.

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 Museum Project budget was re-costed and had increased from \$195.2m to \$212.7m. Cost savings has reduced this to \$205m.
- The Museum will either make further savings or fundraise the additional cost of \$9.8m
- The provision of Base Isolation and Earthquake Strengthening is \$104m
- The pre-earthquake component of the Project cost is \$101m (in 2024 dollars)
- The proposed funding mix for the overall project is as follows:

Central Government	\$52.0 million	25%
Local Government	\$62.2 million	31%
Canterbury Museum fundraising	\$90.8 million	44%
- Retention of the grants in advance received from Selwyn District Council and Christchurch City Council, and accrued interest until required
- Earliest start of construction of January 2023
- 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 and construction of the Extension to the Museum and Link Building has been contained to \$37m.
- A \$3.7m contribution towards the extension from the Museum towards the link building to the McDougall Gallery is funded by the District Councils.
- The funding of Base Isolation and Earthquake Strengthening of the main premises required from the Central Government is \$52m
- 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
- Earliest opening of the new redeveloped Museum of July 2025.

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 2021.

6.2 Seven-year forecast – operations

	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Local Authority levy	9,634,017	9,661,958	10,145,056	10,652,309	11,184,924	12,303,417	13,533,758	15,022,472	16,524,719
Commercial activities	2,427,020	2,125,225	2,387,870	1,830,677	1,082,179	1,094,591	1,311,998	1,429,884	1,456,512
Donations and grants	515,403	233,428	163,874	168,450	149,419	150,407	221,794	243,218	264,681
Total revenue	12,576,440	12,020,611	12,696,800	12,651,436	12,416,523	13,548,415	15,067,550	16,695,574	18,245,912
Operating expenses	(9,152,430)	(11,069,899)	(11,511,336)	(11,817,966)	(11,875,023)	(12,430,523)	(13,083,694)	(13,588,339)	(14,108,473)
Depreciation (existing assets)	(1,255,088)	(1,342,530)	(1,327,000)	(1,387,500)	(1,292,060)	(1,324,362)	(1,357,471)	(1,391,407)	(1,426,192)
Depreciation (Project assets - funded) *	-	-	-	-	-	(625,467)	(1,476,401)	(2,752,801)	(3,352,801)
Total expenditure	(10,407,518)	(12,412,429)	(12,838,336)	(13,205,466)	(13,167,083)	(14,380,351)	(15,917,565)	(17,732,548)	(18,887,467)
Net operating surplus/(deficit)	2,168,922	(391,818)	(141,536)	(554,030)	(750,560)	(831,936)	(850,015)	(1,036,974)	(641,554)
Unfunded expenditure									
Depreciation (Project assets - deferred) *	-	-	-	-	-	(140,730)	(822,190)	(1,844,380)	(1,244,380)
Depreciation (Project assets - unfunded) *	-	-	-	-	(470,650)	(1,411,950)	(1,882,599)	(1,882,599)	(1,882,599)
	-	-	-	-	(470,650)	(1,552,680)	(2,704,790)	(3,726,980)	(3,126,980)
Net operating surplus/(deficit)	2,168,922	(391,818)	(141,536)	(554,030)	(1,221,210)	(2,384,616)	(3,554,804)	(4,763,954)	(3,768,534)
CLA levy % increase (excl Project depn)	5.00%	0.29%	5.00%	5.00%	5.00%	4.41%	3.08%	1.57%	6.01%
CLA levy % increase (funded Project depn)	-	-	-	0.00%	0.00%	5.59%	6.92%	9.43%	3.99%
Local Authority levy % increase	5.00%	0.29%	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

	Actual 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Income - Project									
Capital levy - local government	251,388	277,682	298,292	735,991	8,581,991	8,581,991	7,846,000	-	-
Capital grants - central government	-	1,380,000	33,540,000	21,380,000	12,254,109	950,000	-	-	-
Capital fundraising by the Museum	-	-	-	15,000,000	15,000,000	15,000,000	7,000,000	-	-
Provision - Base Isolation & Strengthening	-	-	-	1,244,296	1,244,296	1,244,297	-	-	-
Extension towards McDougall – Districts	-	12,700,000	7,400,000	9,300,000	3,900,000	3,913,646	-	-	-
Provision - McDougall Strengthen - CCC	251,388	14,357,682	41,238,292	47,660,287	40,980,397	29,689,934	14,846,000	-	-
	251,388	277,682	298,292	735,991	8,581,991	8,581,991	7,846,000	-	-
Income – other	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060	1,949,828	2,833,871	4,144,208	4,778,994
Funded depreciation	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060	1,949,828	2,833,871	4,144,208	4,778,994
Total income	1,506,476	15,700,212	42,565,292	49,047,787	42,272,457	31,639,763	17,679,871	4,144,208	4,778,994
Expenditure – Project									
Project works	-	13,710,000	45,433,500	58,411,500	65,488,500	22,610,001	7,660,999	-	-
	-	13,710,000	45,433,500	58,411,500	65,488,500	22,610,001	7,660,999	-	-
Expenditure – other									
Capital expenditure	130,701	700,000	700,000	800,000	900,000	1,000,000	1,000,000	900,000	800,000
Ravenscar House	1,000,000	-	-	-	-	-	-	-	-
Asset replacement / gallery redevelopment reserve	124,387	642,530	627,000	587,500	392,060	949,828	1,833,871	3,244,208	3,978,994
	1,255,088	1,342,530	1,327,000	1,387,500	1,292,060	1,949,828	2,833,871	4,144,208	4,778,994
Total expenditure	1,255,088	15,052,530	46,760,500	59,799,000	66,780,560	24,559,829	10,494,870	4,144,208	4,778,994
Surplus/(deficit)	251,388	647,682	(4,195,208)	(10,751,213)	(24,508,103)	7,079,933	7,185,001	-	-

6.4 Operations and capital levies

Operations levy for 2022/23 by population and distance factor

Local Authority	Population * % of total	No.	Differential	Product	% of Total products	TOTAL	Installment amount
Christchurch City	0.72	392,100	1.00	71.89	85.41	8,664,699	2,888,233
Hurunui District	0.02	13,450	0.30	0.74	0.88	89,166	29,722
Selwyn District	0.13	73,600	0.45	6.07	7.21	731,892	243,964
Waimakariri District	0.12	66,300	0.45	5.47	6.50	659,299	219,766
	1.00	545,450	2.20	84.17	100.00	10,145,056	3,381,685

* The population numbers used are the estimated resident populations as at 30 June 2021, as provided by Statistics New Zealand.

Capital levy payments by population and distance factor

Local Authority	Population * % of total	No.	Differential	Product	% of Total products	Levy paid and held in trust	Projected interest accrual	Additional levy	TOTAL	Outstanding capital levy	
										22/23	23/24 - 26/27
Christchurch City	0.72	392,100	1.00	71.89	85.41	7,061,154	539,516	45,561,822	53,162,492	7,400,000	38,161,822
Hurunui District	0.02	13,450	0.30	0.74	0.88	-	-	547,081	547,081	-	547,081
Selwyn District	0.13	73,600	0.45	6.07	7.21	605,799	46,287	3,838,457	4,490,543	-	3,838,457
Waimakariri District	0.12	66,300	0.45	5.47	6.50	-	-	4,045,149	4,045,149	-	4,045,149
	1.00	545,450	2.20	84.17	100.00	7,666,953	585,803	53,992,509	62,245,265	7,400,000	46,592,509

* The population numbers used are the estimated resident populations as at 30 June 2021, as provided by Statistics New Zealand.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: SHW-15 / 220407052955

REPORT TO: COUNCIL

DATE OF MEETING: 3 May 2022

AUTHOR(S): Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: DRAFT Submission to Ministry for the Environment's Consultation: te panoni i te hangarua - Transforming Recycling

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to present the Council with the draft submission to Ministry for the Environment's Consultation on "te panoni i te hangarua - Transforming Recycling", and to seek Council's approval of the submission incorporating any requested changes as directed by the Council.
- 1.2. The Ministry for the Environment's Consultation on "te panoni i te hangarua - Transforming Recycling" was announced on 13 March 2022 and closes at 11:59 pm on 8 May 2022.
- 1.3. These consultation includes the following main points:
 - 1.3.1. Container Return Scheme for beverage containers.
 - 1.3.2. Improvements to household kerbside recycling.
 - 1.3.3. Separation of business food waste.
- 1.4. In general, staff suggest that this is a good first step in tackling the problem of waste. The Container Return Scheme would sheet the responsibility of managing the costs of recycling collection and processing back to suppliers.
- 1.5. Standardising recycling nationally will reduce the confusion around what can and cannot be recycled, and the specified materials can be processed within NZ or internationally through sustainable markets.
- 1.6. However staff consider that the discussions around mandatory food waste collections do not take into consideration the differences between high-density urban areas which would not produce much in the way of garden waste, urban areas with larger properties that produce both food and garden waste, and rural 'urban' areas that have on-property options to deal with food and garden waste. We advocate that the levels of service should be determined by Councils and not mandated in a 'one-size-fits-all' food-waste only collection.
- 1.7. The draft submission has been prepared by the Solid Waste Asset Manager, referring to additional information provided at a series of webinars with the Ministry for the Environment, and in discussions with other Canterbury Council solid waste managers. Solid Waste staff have also had input into the Canterbury Mayoral Forum submission.

Attachments:

- i. Draft WDC Submission to “Te panoni i te hangarua - Transforming Recycling” (220407052503)
- ii. Have your say on transforming recycling Web Page Ministry for the Environment (220324043498)
- iii. Container Return Scheme Snapshot of the Consultation MfE March 2022 (220324043503)
- iv. Kerbside Recycling Snapshot of the consultation MfE March 2022 (220324043505)
- v. Separation of Business Food Waste Snapshot of the consultation MfE March 2022 (220324043508)
- vi. Draft Canterbury Mayoral Forum submission to “Te panoni i te hangarua - Transforming Recycling” (220427063955)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 220407052955.
- (b) **Approves** the draft submission to “te panoni i te hangarua - Transforming Recycling” appended in Attachment i (220407052503).
- (c) **Delegates** authority to the Mayor and Cr. Brine to approve changes the Waimakariri District Council’s final submission to “te panoni i te hangarua - Transforming Recycling”.
- (d) **Supports** the draft Canterbury Mayoral Forum submission to “te panoni i te hangarua - Transforming Recycling” appended in Attachment vi (220427063955).

3. BACKGROUND

- 3.1. The Ministry for the Environment’s Consultation on “te panoni i te hangarua - Transforming Recycling” was announced on 13 March 2022 and closes at 11:59 pm on 8 May 2022.
- 3.2. Staff have attended four workshops/webinars with the Ministry for the environment, to learn more about, and ask questions in relation to, the three parts of this consultation. These parts are:
 - 3.2.1. Container Return Scheme for beverage containers.
 - 3.2.2. Improvements to household kerbside recycling.
 - 3.2.3. Separation of business food waste.
- 3.3. The regional waste staff group have also shared their own draft responses to the questions so that a draft submission can be prepared for the Canterbury Mayoral Forum (CMF). This process has been useful for WDC staff to further develop our own Council’s draft submission response. The draft CMF submission is appended in *Attachment vi*.

4. ISSUES AND OPTIONS**Container Return Scheme (CRS) for beverage containers**

- 4.1. In New Zealand, an average of 7 million beverage containers are sold very day, and 2.57 were sold in 2020/21. Less than half of these are recycled, and the remainder are either stockpiled, littered or landfilled.
- 4.2. A Container Return Scheme (CRS) for beverage containers (bottle buy-back scheme) would increase recovery of beverage containers from an estimated 45% to over 85%,

resulting in a reduction in the amount of bottles that are currently stockpiled, littered or landfilled. The proposed recovery targets are 85% in 3 years and 90% in 5 years.

- 4.3. A “beverage container” is a vessel that is sealed in an airtight or watertight state at the point-of-sale and that contains a liquid substance intended for human consumption by drinking. It is proposed that all metal, glass, plastic PET 2 & HDPE 2 & PP 5, and liquid paperboard (carton) beverage containers that are smaller than 3 litres be accepted, except as outlined below.
- 4.4. Proposed exclusions are: beverage containers made of any other material than above; fresh dairy milk containers in all material types; those beverage containers intended to be refilled and that have an established return/refill scheme in place (e.g. Swappa Crates). This also excludes containers that do not meet the definition of a “beverage container” e.g. coffee cups, milkshake containers, non-beverage containers.
- 4.5. Staff recommend that Council submits in support of the above with the exception that fresh dairy milk containers should be included in the CRS scheme. Including all beverage containers the scheme would be more equitable for consumers, more effective by making messaging simpler and easier to understand by consumers, and would remove some of the cost burden from Councils for the collection and recycling of fresh milk containers.
- 4.6. A 20-cent refundable deposit is proposed, which aligns with international CRS models which have a high return rate. Scheme fees (estimated to be 3 to 5 cents) will be additional to the deposit, however unredeemed deposits will be used to help fund the scheme costs. Overseas, these additional costs tend to be absorbed by industry.
- 4.7. Independent analysis has shown that after 30 years New Zealand’s society would be better off by \$1.39 billion in present value terms, that the benefit cost ratio is 1.61, and that the analysis is robust to sensitivity testing. Staff recommend that Council submits in support of the 20-cent deposit.
- 4.8. It is proposed that a mixed-return model would provide the best results, and staff recommend that Council submits in support of this model. A mixed-return model includes:
 - 4.8.1. Regulated take-back for retailers such as supermarkets via reverse vending machines, as these are the most accessible and convenient places for consumers to return containers to. Note that MfE are seeking feedback on whether a minimum store size threshold should apply in urban areas (stores over 100m², 200m² or 300m²) and whether the threshold should be smaller in rural locations (60m²);
 - 4.8.2. Voluntary participation from development of drop-off points such as depots and additional over-the-counter facilities; and
 - 4.8.3. Informal systems such as at schools, scouts, service groups using this as a fund-raising activity.
- 4.9. Staff recommend that Council submits for Council and community recycling facilities / Zero Waste hubs to be included in the voluntary participation scenario in order to maximise co-benefits to the community. Zero waste hubs can create local employment opportunities, build community resilience and help councils to meet waste minimisation goals and community expectations for action on climate change.
- 4.10. The minimum size of retail outlets mandated to provide take-back facilities is dependent on a lot of factors, and staff recommend Council supporting a minimum threshold of 200m² in urban areas and of 60m² in rural areas; and that the threshold apply to the floor area dedicated to Food and Grocery sales only, not to the overall store size, particularly in retail outlets that provide services in rural areas.

- 4.11. The proposed CRS governance structure is not-for-profit and industry-led: industry representatives could include retailers, beverage producers and recyclers however may be more broadly representative than 'industry' to include consumers, iwi and community groups. Staff recommend that Council submits that it be ensured that the CRS managing agency remains independent in order to lock in the best outcomes for all stakeholders (councils, community groups, Mana Whenua, etc.), and not just the beverage industry.

Improvements to household kerbside recycling. This includes six proposals:

4.12. Collecting a standard set of materials i.e. nationally standardised recycling.

- 4.12.1. Staff recommend that the Council supports regulation of a national standard for kerbside recycling collections, and notes that our existing recycling criteria closely aligns with the proposed 'standards'. This national standard will need to be supported by appropriate legislation and with compulsory recycling labelling that is clear, easy to read and recognise.
- 4.12.2. Standardising the materials across the country would reduce confusion, and potentially reduce contamination, however we note that companies and advertisers also need clear standards on what is and isn't accepted for recycling in New Zealand.
- 4.12.3. Staff recommend that the Council supports the standard set of recyclables being regularly reviewed by an independent board or panel, ideally including representatives from Beverage, Packaging, Recycling, Council and Retailers.

4.13. All urban populations should have access to kerbside food scraps collections (i.e. towns with a population of over 1,000 people), and these be phased in by 2025 or 2030 dependent on availability of compost facilities.

- 4.13.1. Staff recommend that the Council agrees that, unless viable alternative collections exist, councils should be required to offer a weekly kerbside 'organics' (including food scraps) collection to urban populations, with the following provisos:
- a) That this not be limited to food-only collection services;
 - b) 'Organics' collections should only be mandatory for urban populations where their waste stream is known to contain a significant level of food and/or garden waste;
 - c) It is practical and economical to provide collection services;
 - d) There is supporting infrastructure (e.g. consented compost facility) close enough for economic transportation, and
 - e) If levy funds can be used to support the service to reduce any rates impacts to ratepayers.
- 4.13.2. The decision around what type of organics 'collection' is provided should be made at the Council/Community level as this is dependent on a range of factors, especially the availability of a nearby composting facility that can accept the collected materials, be it only food, mixed food and garden (FOGO), or garden-waste only.

4.14. Reporting on household kerbside collections offered by the private sector

- 4.14.1. We note that reporting by Councils on waste and divertible materials tonnages is already mandatory, and commenced as from January this year.
- 4.14.2. Staff recommend that the Council supports requiring the private sector to report on the tonnages they collect and divert from both households and also commercial premises, and that the data be published on line in aggregate form.

- 4.14.3. More detailed information should be made available for Councils when undertaking their Waste Assessments to understand how any options considered may impact on other service providers, and also if Councils could work with the private sector to provide better diversion outcomes.
- 4.15. Setting targets (or performance standards) for councils: 50% diversion by 2030, and an aspirational target of 70%
- 4.15.1. A 50% diversion would be achievable if recycling and both food and greenwaste collection services are provided, but would be too high if it is not possible or feasible for a Council to provide an organics collection service in addition to recycling collections.
- 4.15.2. We note that over the last 6 months around 68% of all materials collected at kerbside by Council's contractors were recycling and organics therefore our Council would meet this target with our current levels of service.
- 4.15.3. Should a CRS commence in 2025 as per the proposal, this would impact substantially on the weight of recycling materials that Councils collect at kerbside, as around 40% by weight is glass containers, the majority of which are beverage containers.
- 4.15.4. Preferably any performance targets should be phased in. The timing of this should be dependent on the availability of and access to compost/ organics processing facilities; and on introduction of and impacts of a CRS scheme.
- 4.16. Should glass and/or paper/cardboard be collected in separate containers?
- 4.16.1. Staff recommend that the Council support the status quo option, that these items remain comingled for some councils.
- 4.16.2. In order to introduce compulsory separate collects for either glass or fibre there would need to be a shift in the current ability to process these materials nationally, in addition any mandate should allow for the impacts of the CRS to be assessed.
- 4.16.3. Minimum quality standards should be required instead, with councils and commercial operators able to choose collection methodologies to meet that standard.
- 4.17. Should all urban populations have access to a kerbside dry recycling collection?
- 4.17.1. Staff recommend that the Council support urban councils being mandated to offer household kerbside recycling services, where this is the most effective solution. For example, in a built up urban environment (inner city) a kerbside service might be inferior to a public drop-off/waste hub or other innovative approach.
- 4.17.2. A kerbside collection may however not be the best or most efficient form of recycling service for some areas of the country, especially sparsely populated areas. This is exacerbated by the lack of local infrastructure, the significant distances some Councils would have to transport materials to a processing plant, and the ability of ratepayers and levy funds to fund the services, transport and processing costs.

Separation of business food waste

- 4.18. Source separation of food waste is phased in for all businesses, by 2030
- 4.18.1. Staff recommend that the Council cautiously supports this, dependent on the ability for those businesses to be able to send the food waste to a consented composting facility or otherwise divert to an alternative beneficial use, as opposed

to sending it to landfill, and whether Councils and/or private industry are able to provide collection services.

- 4.18.2. Mandating this would ensure investment is made in suitable technology to process the food waste. Allowance needs to be made for deferral of collections if a required processing site is not operational by implementation deadline. Consenting facilities is a very long process that is difficult and expensive. This will mean there may be very little competition in some regions, which would expose businesses and service providers (including Councils) to higher disposal prices than if there were alternative facilities available.
- 4.18.3. Support will need to be provided to help businesses reduce their food waste, including: assistance with provision of receptacles for the storage of food waste between collections; clear mandate requirements and publicly list reprocessing facilities and collection companies; support to implement systems and train staff; support for working with food redistribution organisations and food recovery services; and assistance with an education programme and supporting resources e.g. resources such as posters or material to display what can be collected.
- 4.19. In general, staff suggest that this is a good first step in tackling the problem of waste. The CRS would shift the responsibility of managing the costs of recycling collection and processing back to suppliers. Standardising recycling nationally will reduce the confusion around what can and cannot be recycled, and the specified materials can be processed within NZ or internationally through sustainable markets.
- 4.20. However staff consider that the discussions around mandatory food waste collections do not take into consideration the differences between high-density urban areas which would not produce much in the way of garden waste, urban areas with larger properties that produce both food and garden waste, and rural 'urban' areas that have on-property options to deal with food and garden waste. We advocate that the levels of service should be determined by Councils and not mandated in a 'one-size-fits-all' food-waste only collection.

Implications for Community Wellbeing

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

A CRS would increase the initial purchase cost of beverages, including for staple beverages such as milk, however this would be offset by households being able to redeem the deposit for the empties at a later date. Independent analysis has shown that after 30 years New Zealand's society would be better off by \$1.39 billion in present value terms, and the benefit cost ratio of the proposed CRS is 1.61.

The proposals to mandate kerbside recycling and food waste collection services to 'urban' populations (i.e. towns with a population greater than 1,000) could impact on those communities by implementing a service that is not necessarily wanted or needed by those communities, and which may not be cost-effective or practical to provide.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

A Container Return Scheme would provide groups and organisations with the ability to collect beverage containers as a fund-raising activity.

5.3. **Wider Community**

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

A container return scheme would initially increase the cost of purchasing beverages, however the consumers would receive the deposit back either in cash, as a bank deposit, or they could choose to donate the funds to a charity. Consumers may change their purchasing behaviours by buying a smaller number of larger containers and reduce the total charge for the deposit. Schools, sports clubs and other groups could set up as a drop-off point for containers as a fund-raiser, with the redeemed deposits going to those groups.

Research on the costs and benefits of a CRS has indicated that overall there would be a benefit to cost ratio of 1.49 from a scheme that includes glass, as is proposed. Of the benefits, the largest 'benefits' come from the welfare gain from less litter (60%) and the welfare gain from additional recycling (25%).

A mandatory food waste collection service runs counter to the decision by our Council to provide a user-pays mixed organics collection service. If an organics or food waste collection is mandated for our 'urban' population, 40% of residents would be required to have an organics bin, or 100% would be supplied with a food caddy, and be provided an extra service they may not require.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are likely to be financial implications of the decisions sought by this report, however these will be dependent on the outcomes of the consultation and Government's final decisions and regulations.

An independent Cost Benefit Analysis has shown that after 30 years New Zealand's society would be better off by \$1.39 billion in present value terms, that the benefit cost ratio is 1.61, and that the analysis is robust to sensitivity testing. The modelling indicates that Council costs in relation to kerbside collection services. Nationally there would be an income stream to Councils and MRFs of over \$35M, reduced kerbside recycling collection costs of approximately \$13M, and reduced rubbish collection and disposal costs of approximately \$4M. Litter management would also decrease somewhat, but this has not been enumerated.

This is not included in the Annual Plan/Long Term Plan budgets.

6.2. **Sustainability and Climate Change Impacts**

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

The proposal for mandatory food-waste collections is designed to reduce landfill gas by diverting this material from landfill. However this may result in higher vehicle emissions from provision of a separate collection service, particularly for more remote urban populations. Additionally the food waste may have to be transported further than a 'local' landfill.

Separate collections for food and green waste would result in additional trucks in circulation in the district, would increase collection vehicle emissions, and may be less cost effective than our current mixed organics service.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report, primarily in relation to Government mandating the type of collection services a Council should provide to "urban populations".

There are risks that contamination levels will increase if food/organics bins are provided to households who will not comply with acceptance standards; and that the separate food waste and green waste collection services will not be as efficient as a mixed organics service.

The introduction of a Container Return Scheme by 2025 will impact on Council kerbside services and facilities, but may also result in an income stream for the Council.

Councils potentially being required to provide food-waste collection services for businesses separating their food waste, which are likely to be considerably different to the weekly services provided for households.

6.3 Health and Safety

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

Provision of a separate glass collection service has the potential to increase Health and Safety risks for collection contractor and Council, should Councils be required to colour-separate glass during the collection in order to send glass to be recycled in Auckland.

A CRS may require the Council to manage more money at Council recycling facilities to provide 'returns' to customers redeeming their beverage containers, and if the containers are unacceptable staff could be subject to unacceptable behaviour. The same risks would apply at other retail outlets and depots.

7. CONTEXT

7.1. Consistency with Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy, as it is a submission to a public consultation.

7.2. Authorising Legislation

Waste Minimisation Act Part 4

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

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

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

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

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

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

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

7.3. Consistency with Community Outcomes

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

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

- The Council makes information about its plans and activities readily available

There is a healthy and sustainable environment for all

- People are actively encouraged to participate in improving the health and sustainability of our environment

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

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

7.4. **Authorising Delegations**

The Council has the delegated authority to approve submissions to Governmental consultations.

Te panoni i te hangarua: Transforming recycling

Technical feedback on Consultation Document

Waimakariri District Council Submission to the Ministry for the Environment

Introduction

The Waimakariri District Council thanks the Ministry for the Environment for the opportunity to submit on the *Te panoni i te hangarua: Transforming Recycling* consultation document.

This submission is made by the Waimakariri District Council, 215 High Street, Rangiora. The contact person is Dan Gordon, Mayor of the Waimakariri District. I can be contacted at Waimakariri District Council, phone (0800) 965 468 or Private Bag 1005, Rangiora 7440.

Solid Waste Services in Waimakariri District

The Waimakariri District Council is a local authority in the South Island serving over 66,000 people in North Canterbury. The main population centres are Rangiora and Kaiapoi, with other smaller towns of Woodend/Pegasus and Oxford, and a number of smaller settlement areas through the District.

Southbrook Resource Recovery Park (RRP) is home to our District's main waste transfer station and resource recovery park, where diverted materials such as recyclables, hazardous waste and green waste are consolidated for transportation to various processing outlets. Residual waste is also consolidated at Southbrook RRP for disposal at Kate Valley Landfill in the Hurunui District.

The District also has a Transfer Station located at Oxford, which accepts recyclables, hazardous waste, green waste and residual waste from local residents and businesses, and a rural recycling drop-off facility in Cust which accepts recycling from households in the surrounding rural area.

Waimakariri District implemented an optional 3-bin kerbside collection service for rubbish and mixed organics in July 2019 in addition to the mandatory recycling bin service, and a user-pays WDC-branded bag residual waste collection service. The kerbside collection service is provided to approximately 75% of the District, including a large rural residential area in the Ohoka/Mandeville/Swannanoa area.

Part One: Container Return Scheme

1 Do you agree with the proposed definition of a beverage?

The Council agrees with the proposed definition of a beverage. The inclusion of all beverage types, is consistent with overseas best practice and represents a broad based system which will be easier for the public to understand and therefore support implementation and participation.

2 Do you agree with the proposed definition of an eligible beverage container?

The Council agrees with the proposed definition of an eligible beverage container. The inclusion of all rigid beverage container types is suitable, with separate management and or phasing out of alternative container types (e.g. pouches and bladders). This, combined with potential eco-modulation will support the recovery of recoverable materials for recycling.

3 Do you support the proposed refund amount of 20 cents?

We support the refund amount of 20 cents as this will provide a suitable incentive to encourage participation, without putting too much additional cost on the container at point of sale - as long as it will be reviewed and increased when necessary, as proposed.

4 How would you like to receive your refunds for containers? Please select all that are relevant and select your preference.

- a. cash ✓
- b. electronic funds transfer (eg, through a scheme account or mobile phone app) ✓
- c. vouchers (for cash or equivalent value product purchase) ✓
- d. donations to local community organisations/charities ✓
- e. access to all options** ✓
- f. other (please specify)

As a Council we would prefer electronic funds transfer, but for our participating residents & businesses we would support access to all options. This will enable retailers to provide customers with a reasonable choice for distributing Container Return Scheme (CRS) refunds, including as a payment, deduction from costs or as a form of donation.

5 Do you support the inclusion of variable scheme fees to incentivise more recyclable packaging and, in the future, reusable packaging?

The Council supports the inclusion of variable scheme fees as this is aligned with waste minimisation hierarchy principles. Eco-modulation has a potential role to play in encouraging greater resource efficiency, including incentivising packaging with higher recovery value or lower re-uses cost. It will be good to have an end-disposal point for reusable containers that might otherwise not be recyclable through Council collections & community drop-offs.

We note that there has been no mention of funding the costs towards education around the scheme and encouraging producers and consumers to opt for those beverages in more environmentally friendly packaging. Education would be an important factor contributing to the success of the scheme.

6 Do you agree with the proposed scope of beverage container material types to be included in the NZ CRS?

The inclusion of all container materials is necessary in order to encourage consumers to address all beverage container types, not just those that are easy to recycle. In addition, this scope will retain consumer choice and brings in acceptability of disposal/reprocessing costs as part of the costs of the product.

The Council considers that liquid paperboard containers from the "Milk in Schools" programme need to be included in the CRS, and that it would be good if the refund could benefit particularly more remote, rural schools that may not have easy access to CRS return facilities.

7 If you do not agree with the proposed broad scope (refer to Question 6), please select all container material types that you think should be included in the scheme.

The Council agrees with the proposed scope.

- a. glass
 - b. plastic (PET 1, HDPE 2, PP 5, and recyclable bio-based HDPE and PET)
 - c. metal (eg, aluminium and non-ferrous metals such as steel, tinplate and bi-metals)
 - d. liquid paperboard
- 8 Do you support a process where alternative beverage container packaging types could be considered on case-by-case basis for inclusion within the NZ CRS?

We support the case-by-case consideration of alternative beverage container packaging types as this will allow for innovation and industry development of alternatives and or any unforeseen impacts of introducing the CRS.

- 9 Do you agree with the proposal to exempt fresh milk in all packaging types from the NZ CRS?

The Council does not support exemption of fresh dairy milk containers from the NZ CRS. While this may increase the initial purchase price of fresh milk containers, consumers would receive a refund when the containers are redeemed which would offset this increased cost.

By including all beverage containers, messaging would be simpler and easier to understand by consumers, the scheme would be more effective, and it would remove some of the cost burden for collecting fresh milk containers from Councils.

This will also mitigate the potential migration into alternative packaging including multi-layered fresh milk containers from HDPE, and would encourage manufacturers to move up the waste hierarchy (for example, by using refillable containers), noting alternative container types such as liquid paperboard would attract a higher eco-modulation fee.

- 10 Do you support the Ministry investigating how to target the commercial recovery of fresh milk beverage containers through other means?

Notwithstanding Q9 above, the Council supports further investigation by MfE and believe that recovery of fresh milk containers from commercial premises in particular needs to be incentivised. Commercial premises could be required to separate recyclable materials, including HDPE containers, which would lead to higher recovery levels of commercial recycling.

We note that there are some alternatives being offered in the way of reusable 'bulk milk' containers in a few locations, and many commercial entities already have their plastic milk bottles collected when new stock is delivered.

- 11 Do you support the Ministry investigating the option of declaring fresh milk beverage containers made out of plastic (eg, plastic milk bottles and liquid paperboard containers) a priority product and thereby including them within another product-stewardship scheme?

The Council supports extended producer responsibility and greater control over the types of containers (e.g. multi layered containers). However, a new separate system will further confuse consumers, and as mentioned in Q9 above we would support fresh milk beverage containers being included in the CRS.

- 12 We are proposing that beverage containers that are intended for refilling and have an established return/refillables scheme would be exempt from the NZ CRS at this stage. Do you agree?

The Council agrees that reuse/refill systems should be kept separate from recycling, as this is a different model in the circular economy. Refillables are less likely to need to be collected as recycling or become litter compared to other beverage containers.

Recycling is not the optimal outcome from a CRS; moving to refillable systems is, and there are already businesses doing this across the country. We want communities to have the benefit of a CRS system that endorses a move to refillable systems, not a CRS that simply accepts the status quo of billions of single use containers.

However, we acknowledge that return fees for refillables may also need to be regulated to ensure recovery for re-use is occurring. We would support a public education and incentive programme to encourage re-use.

- 13 Should there be a requirement for the proposed NZ CRS to support the New Zealand refillables market (eg, a refillable target)?

Yes, agree. Refillables is the future of packaging. Single-use packaging should be eliminated where this is practicable.

- 14 Do you have any suggestions on how the Government could promote and incentivise the uptake of refillable beverage containers and other refillable containers more broadly?

While the Council supports mandatory reporting requirements for refillables, we do not see a direct linkage between the NZ CRS and the potential refillables targets. Noting it is important that refillables targets address reusable products payback period, including embedded carbon (e.g. number of times re-used), noting that if re-usables are only used once they do not achieve this objective and should be included in a CRS.

Clear and strengthened proposals are needed to increase refillables schemes to future-proof the scheme and ensure circularity.

This should be part of a wider education campaign to push actions "up the pipe" to reduce and reuse; provide or require additional up-front funding to reduce initial cost of 'purchase' of reusable container; require financial reward for reuse e.g. "Swappa Crate" reduces the purchase cost of new crate of beverage.

- 15 Are there any other beverage packaging types or products that should be considered for exemption?

The Council would support the exemption of medicine packaging.

- 16 Do you agree that the size of eligible beverage containers would be 3 litres and smaller?

While CRS will encourage consumers to consider larger containers (e.g. for water) than individual bottles, reducing single use behaviours, the Council agrees that there is a need to have a maximum limit for practicality of scheme. This would also be consistent with current kerbside processing and public messaging in many Councils areas.

- 17 Do you think that consumers should be encouraged to put lids back on their containers (if possible) before they return them for recycling under the scheme?

We do not think consumers should be encouraged to put lids back on their containers, however we support a requirement for a lid return area/receptacle at all return facilities.

It is important to ensure that any decision regarding lids supports the reprocessing of containers. As lid and container bodies can have different plastic types, it is important to ensure collection of lids doesn't create additional collection or sorting constraints, or impact quality (for example if the buyers consider lids as contamination, allowing them to remain on degrades the product).

Again, Council reiterates the important of public messaging and education. Generally kerbside recycling requires lids to be off.

Additionally, some beverage containers include directions for lids to be removed and recycled separately (for example, the Australian labelled model where each component has direction around its recycling).

Our experience has also been that liquid and food is more likely to remain in the container if the lid isn't removed. Ideally these should be collected separately as suggested below.

- 18 Do you agree that the scheme should provide alternative means to capture and recycle beverage container lids that cannot be put back on containers? If so, how should they be collected?

Yes, as mentioned in Q17, we support a requirement for a lid return area/receptacle at all return facilities. We suggest a "Slot" for these lids with clear pictures to show this.

- 19 Do you agree that a NZ CRS should use a 'mixed-return model' with a high degree of mandated retail participation to ensure consumers have easy access to container return/refund points, as well as the opportunity for voluntary participation in the network by interested parties?

The Council supports a mixed-return model, including responsibilities for large retailers (supermarkets), opportunities for not for profit and NGO involvement and public drop off facilities (depots), but also including Council and community recycling facilities / Zero Waste hubs in order to maximise co-benefits to the community.

Zero waste hubs can create local employment opportunities, build community resilience and help councils to meet waste minimisation goals and community expectations for action on climate change.

The Transforming recycling consultation document seems to infer takeback will be limited to supermarkets, however it is not clear whether the store size thresholds (Q21-22) relate only to supermarkets or all retail premises that sell beverages.

- 20 Where would you find it easiest to return eligible beverage containers? Please select all that are relevant and rank these from most preferred to least preferred.

As a Council we would send all kerbside recycling to a MRF; we operate 2 transfer stations/RRP with drop-off and these could be well placed for rural residents to bring in returns as they already come to do their recycling. However considering our residents preferences, the following return points are likely to be:

- a. Commercial recycling facility (e.g., depot, more likely to be located in industrial zone) **7**
- least favoured, would most likely be in Christchurch City
- b. Waste transfer station **3** - likely to be favoured by rural residents as already bring recycling to Council waste TS facilities

- c. Other community centres/hubs (eg, town hall, sports club, etc) **5** - easy return point for rural consumers, particularly sports clubs
 - d. Local retail outlet that sells beverages (eg, dairy, convenience store, bottle shop, petrol station) **2** - convenient and easy return point for urban and rural consumers
 - e. Supermarket **1** - convenient and easy return point for urban and rural consumers
 - f. Community recycling/resource recovery centre **6** - unfavoured return point as no community-run RRC's in Waimakariri District
 - g. Shopping centre/mall **4** - convenient for consumers, currently the closest would be in City
 - h. Other (please specify) Petrol stations - given the amount of drinks in single use plastic they sell, convenient for both urban and rural consumers.
- 21 Retailers that sell beverages are proposed to be regulated as part of the network (mandatory return-to-retail requirements). Should a minimum store size threshold apply?

Yes we agree a minimum store size threshold should apply.

And if yes, what size of retailer (shop floor) should be subject to mandatory return-to-retail requirements?

- a. Over 100m² (many smaller dairies likely exempt)
- b. **Over 200m²** (many dairies and some petrol stations likely exempt) ✓
- c. Over 300m² (many retailers, dairies, petrol stations and smaller supermarkets likely exempt)

Being a smaller district with smaller supermarkets, our preference would be for a minimum threshold of 200m² in urban areas. Smaller retailers may not have sufficient storage space or staff to manage a returns scheme, and may be targeted for theft over and above their current risks. There will be larger stores available in the urban areas that would meet this threshold.

- 22 Do you think the shop-floor-size requirements for retailers required to take back beverage containers (mandatory return-to-retail) should differ between rural and urban locations?

We agree the shop-floor-size requirements for retailers required to take back beverage containers should differ between rural and urban location. However, we recommend this apply to the floor area dedicated to Food and Grocery sales only. Otherwise it is perceivable that a large retail premises that happens to also offer the sale of beverages, but not as its core business (for example a rural hardware store bigger than 60m² that sells cold drinks), triggers the limit and therefore may choose not to sell beverages.

If yes, what lower size threshold should be applied to rural retailers for them to be required to take back containers?

- a. **Over 60m² (as in Lithuania)** ✓
- b. Over 100m² (many smaller dairies likely exempt)
- c. Over 200m² (many dairies and some petrol stations likely exempt)
- d. Over 300m² (many retailers, dairies, petrol stations and smaller supermarkets likely exempt)

Smaller dairies and stores in rural areas will most likely act as a 'hub' and are accessible for rural residents, however we would need to understand what businesses would likely perform this CRS function in rural communities, what their typical store space is like, and would these containers be stored outside after receipt. However some more remote retailers may need support for getting the returned containers to an urban depot. An opportunity to review and revise the minimum floor size threshold would be beneficial.

- 23 Do you agree that there should be other exemptions for retailer participation? (For example, if there is another return site nearby or for health and safety or food safety reasons.)

The Council agrees that there should be other exemptions for retailer participation, subject to agreement between the parties (that is, neighbouring retailers) and public advertising of nearby location at exempt location. We however note that this could be difficult to administer or advertise – residents would need to understand the system. For example, if some dairies have return and others don't, the labelling needs to be very clear.

- 24 Do you agree with the proposed 'deposit financial model' for a NZ CRS?

We agree with the proposed 'deposit financial model' as this creates revenue from unclaimed deposits to cover scheme costs, and ensures scheme prioritises recovery of containers.

- 25 Do you agree with a NZ CRS that would be a not-for-profit, industry-led scheme?

The NZ CRS needs to be not for profit. If industry-led then needs to be 'deposit financial model'.

- 26 Do you agree with the recovery targets for a NZ CRS of 85 per cent by year 3, and 90 per cent by year 5?

We agree with the recovery targets for a NZ CRS, note that 85% is consistent with overseas models and ensures the scheme delivers real change.

- 27 If the scheme does not meet its recovery targets, do you agree that the scheme design (including the deposit level) should be reviewed and possibly increased?

The Council reiterates the need to ensure recovery targets and rollout of collection facilities are linked to and support achievement of targets, so if the scheme does not meet its recovery targets it should be reviewed. However will also need to find out what the barriers are to using the scheme and work to reducing them.

- 28 Do you support the implementation of a container return scheme for New Zealand?

We support the implementation of a container return scheme for New Zealand.

- 29 If you do not support or are undecided about a CRS, would you support implementation of a scheme if any of the key scheme design criteria were different? (e.g., the deposit amount, scope of containers, network design, governance model, scheme financial model, etc.). Please explain.

N/A

- 30 If you have any other comments, please write them here.

The Government will need to carefully consider the practicality and economic impacts of a CRS on the community, service industries and Councils in the development of the proposed CRS, to ensure the full gains can be achieved..

Any excess funds held by the Managing Agency should be used for education to further promote a higher recovery rate.

Part Two: Improvements to household kerbside recycling

Proposal 1: Collecting a standard set of materials

- 31 Do you agree with the proposal that a standard set of materials should be collected for household recycling at kerbside?

While we agree with the proposal that a standard set of materials should be collected by recycling at kerbside, this could be achieved by setting minimum requirements. This would pull “up” the collection of those who are not collecting all they can, but would not pull “down” the potential of the current high performing systems (i.e. encouraging investment and innovation in maximising diversion from landfill).

We note that while the Council is very closely aligned to the proposed standards, many councils are no not close at all. Contamination of kerbside recycling is a significant issue and a large part of the confusion is due to mixed messaging of what can be recycled combined with inconsistencies between collection services. The proposed standards would close the gap, reduce contamination improving the current levels of diversion nationally.

- 32 Do you agree that councils collecting different material types (in addition to a standard set) might continue to cause public confusion and contamination of recycling?

We agree that when councils continue to collect material (such as lids, LPB, Plastics #3, #4, #6, #7) and where there is no market or the material is considered contamination it sends an impression to the public that this material is being successfully recycled which what is not occurring in reality. This undermines the trust from the public.

In addition, conflicting messages in the media can also contribute to this, so companies and advertisers also need clear standards on what is and isn't accepted for recycling in New Zealand.

- 33 Do you think that national consistency can be achieved through voluntary measures, or is regulation required?

National consistency will only be achieved with regulation and supported with national recycling labelling (as in Australia) to give the public clear, consistent messaging and the confidence that they are recycling correctly. This would also motivate manufacturers to move towards packaging options that achieve the labelling standards. A decent transition period would be ideal, as would assistance funding for those Councils that need it.

- 34 Please tick below all the items from the proposed list which you agree should be included in the standard set of materials that can be recycled in household kerbside collections.

The Council supports all proposed items being included in the standard set of materials that can be recycled in household kerbside collections, however question the singling out of pizza boxes as being separate from cardboard.

- a. **glass bottles and jars** ✓
- b. **paper and cardboard** ✓

- c. pizza boxes ?
- d. **steel and aluminium tins and cans** ✓
- e. **plastic bottles 1 (PET) and 2 (HDPE)** ✓
- f. **plastic containers and trays 1 (PET) and 2 (HDPE)** ✓
- g. **plastic containers 5 (PP)** ✓

- 35 If you think any of the materials above should be excluded, please explain which ones and why.

Pizza boxes or any other recyclable product should not be singled out for inclusion, as the degree of contamination should drive the decision on whether to include in kerbside recycling or not. Key concerns with the specific inclusion relate to attached contamination (food scraps, grease and mould).

Clear messaging is needed for public compliance on recycling contamination. Research into the issue found that across the pizza boxes sampled, 8% contained food. The focus of the proposed list in Q34 includes all clean materials and we recommend that the classification is limited to material that is free of contaminants.

Soiled cardboard needs to have an outlet or more waste to landfill will be generated, however and we also recommend paper products be allowed in organics.

- 36 If you think any additional materials should be included, please explain which ones and why.

RPET and other plastic semi-rigid packaging with recycled content standards need to be included on the proposed list.

- 37 Do you agree that the standard set of materials should be regularly reviewed and, provided certain conditions are met, new materials added?

The Council consider it essential that there is a focus on being open to new opportunities. Having a set regular review period (for example 18 months) would ensure this. The body to carry out reviews should be identified at the introduction of the scheme, and there should be an application criteria, where producers who can demonstrate suitability for collection and a national demand for an output product can request inclusion in the kerbside list.

- 38 What should be considered when determining whether a class of materials should be accepted at kerbside in the future? (Tick all that apply)

- a. **sustainable end markets** ✓
- b. end markets solutions are circular and minimise environmental harm ✓
- c. **viable processing technologies** ✓
- d. processing by both automated and manual material recovery facilities ✓
- e. **no adverse effects on local authorities, including financial** ✓
- f. **supply chains contribute appropriately to recovery and end-of-life solutions for their products** ✓
- g. other (please specify)

39 Who should decide how new materials are added to the list?

- a. the responsible Minister
- b. Ministry for the Environment staff in consultation with a reference stakeholder group
- c. **existing Waste Advisory Board OR**
- d. **an independent board**
- e. other (please specify).

We believe the decision to include new materials should be made by either the existing Waste Advisory Board or an independent board; and they should ideally include representatives from Beverage, Packaging, Recycling, Council and Retailers.

40 Do you agree that, in addition to these kerbside policies, New Zealand should have a network of convenient and easy places where people can recycle items that cannot easily be recycled kerbside? For example, some items are too large or too small to be collected in kerbside recycling.

Yes, a convenient and consistent network of collection facilities would support greater waste diversion and reduce contamination in other collection streams. This approach also provides an opportunity for the regional collection of materials outside of those included in the standard kerbside collection.

Proposal 2: All urban populations should have access to kerbside food scraps collections

41 Do you agree that food and garden waste should be diverted from landfills?

The Council agrees that food and garden waste should be diverted from landfills to support working towards a low emission circular economy, where it is practical and economical to do so.

42 Do you agree that all councils should offer a weekly kerbside food scraps collection to divert as many food scraps as possible from landfills?

We agree councils should offer a weekly kerbside 'organics' (including food scraps) collection where their waste stream is known to contain a significant level of food and/or garden waste, but note that in areas of either very high or low density population, alternative collection methodologies may be preferred (i.e. community hubs or transfer station facilities).

We consider that the decision around what type of organics 'collection' is provided should be made at the Council/Community level as this is dependent on a range of factors, especially the availability of a nearby composting facility that can accept the collected materials, be it only food, mixed food and garden (FOGO), or garden-waste only.

In Waimakariri DC we currently offer a weekly 'opt-in' FOGO collection to all properties within the "urban collection area", which has had a 60% uptake (28% 240L bins, 40% 140L bins, 32% 80L bins). We could move to a mandatory service if this is mandated at a Government level, however we would still want to be able to have an 'opt out' option for those who can provide proof they compost food scraps / garden waste at home. The vast majority of residential properties in the

"urban collection area" of our district have some form of garden/yard, even in the more intensive developments.

Before we introduced the new service, a SWAP audit undertaken in 2016/17 estimated that 25.5% of contents in both our rubbish bags and private collector rubbish bins was food scraps and 35.4% was compostable garden waste. Therefore a FOGO service (similar to Timaru DC and CCC) was seen as the best method to divert those organics from landfill. We have scheduled a SWAP this year to measure the composition of contents of refuse bags and bins, and of organics bins - this will help us determine how to improve diversion of organic waste.

It is worth noting that "opt in" services, priced attractively for organics (not just food waste), results in lower contamination than issuing every household an organics bin and having those who use it as a general waste bin, which then lowers the compost quality and increasing the cost to process. It also caters for those households that undertake home-composting and others who do not generate a significant quantity of food and garden waste.

We also note that any collection service that is mandated for and by Councils will impact on local waste collection service providers, which would likely have a flow-on effect to the district's economy.

- 43 Do you agree that these collections should be mandatory in urban areas (defined as towns with a population of 1000 plus) and in any smaller settlements where there are existing kerbside collections?

We agree that, unless viable alternative collections (as above) exist, "organics" collections should be mandatory in urban areas where it is practical and economical to do so, there is supporting infrastructure (e.g. consented compost facility) close enough, and if levy funds could be used to support the service to reduce any rates impacts to ratepayers.

We also note there should be flexibility to scale operations and technology appropriately and that collaborative approaches and shared facilities should be considered.

- 44 Do you think councils should play a role in increasing the diversion of household garden waste from landfills? If so, what are the most effective ways for councils to divert garden waste?
- a. Offering a subsidised user-pays green waste bin?
 - b. **Making it more affordable for people to drop-off green waste at transfer stations**
 - c. Promoting low-waste gardens (eg, promoting evergreen trees over deciduous)?
 - d. **Other (please specify)? Provision of a combined Food Organics and Garden Organics (FOGO) collection service.**

We support making it affordable for people to drop-off green waste at transfer stations, with a cheaper drop off option that is available prior to dropping off waste to landfill. Garden organics collected at a Transfer Station can be used to supplement optimal processing of foodscraps collected at kerbside.

We also support a combined Food Organics and Garden Organics (FOGO) collection where applicable, noting this has multiple benefits, including

convenience for residents, fewer vehicle movements, lower GHG emissions and high rates of participation.

- 45 We propose a phased approach to the roll-out of kerbside food scraps collections. The timeframes will depend on whether new processing facilities are needed. Do you agree with a phased approach?

The Council agrees with a phased approach to dealing with diverting organic waste from landfill, noting that some systems will take time to be developed, procured and implemented; and that this should include a combined Food Organics and Garden Organics (FOGO) collection where applicable.

- 46 Do you agree that councils with access to suitable existing infrastructure should have until 2025 to deliver food scraps collections?

No, this question assumes that every facility listed would be able to receive more organic waste - some may not be in a position to accept tonnages from outside their region if their region's organic tonnes are projected to grow significantly.

- a. yes, that's enough time
- b. **no, that's not enough time** ✓
- c. no, it should be sooner.

The Council also considers that that this there would be insufficient time for Councils to consult with the community, procure the service and implement it. Timing should be dependent on each Council's WMMP review periods and LTP periods. We also consider that this should include a combined Food Organics and Garden Organics (FOGO) collection where applicable, and not be limited to food-only collection services.

The next LTP will be 2024-34, this would be prepared late in 2023 and consulted on in early 2024. After LTP adoption, time will be needed to either vary current collection contract(s) or undertake the necessary procurement for such a service, then there needs to be an allowance for the lead-time for contractors to import the necessary vehicles and bins. Currently it takes a minimum of 1 year to import and fit out trucks, and this timeline may lengthen.

- 47 Do you agree that councils without existing infrastructure should have until 2030 to deliver food scraps collections?

- a. **yes, that's enough time** ✓
- b. no, that's not enough time
- c. no, it should be sooner.

We believe this is enough time, provided investment signals are set in near term. However, we note procurement, planning, consenting and construction/commissioning could easily take a number of years. In addition, we would support consideration of organics facilities being treated as essential infrastructure and eligible for the fast tracked consenting process.

We also consider that this should include alternative collection methodologies e.g. a combined Food Organics and Garden Organics (FOGO) collection, and should not be limited to food-only collection services.

- 48 Are there any facilities, in addition to those listed below, that have current capacity and resource consent to take household food scraps?

- a. Envirofert – Tuakau
- b. Hampton Downs – Waikato
- c. Mynoke Vermicomposting site – Taupō
- d. Enviro NZ – new facility planned for the Bay of Plenty in 2023
- e. Living Earth – Christchurch
- f. Timaru Eco Compost Facility – Timaru.
- g. Other?

We propose to exclude the following non-food products and any packaging from any kerbside collection bins used to divert food scraps and/or green waste from landfills:

- a. kitchen paper towels / hand towels / serviettes
- b. newspaper and shredded paper
- c. food-soiled cardboard containers (eg, pizza boxes)
- d. cardboard and egg cartons
- e. **compostable plastic products and packaging** ✓
- f. **compostable fibre products and packaging** ✓
- g. **compostable bin liners** ✓
- h. tea bags.

We support the exclusion of compostable plastic products and packaging, compostable fibre products and packaging, and compostable bin liners from any kerbside organics collection.

We do not support exclusion of fibre products. We also advocate that Government considers regulatory approaches for difficult materials (e.g. teabags containing plastics), rather than exclude them from composting processes, as the exclusion of these products will result in unnecessary waste to landfill (bag and contained tea leaves). Product stewardship schemes should be in place to manage the recovery of packaging and waste organic materials for both tea and coffee packaging (e.g. coffee pods).

We support FOGO as a viable organics collection, and not separate food scrap and greenwaste-only bins. A wider range of organic materials can be diverted with a FOGO service than 2 separate systems; and also collect using 1 truck and not 2 (reduced collections emissions)

- 49 Are there any additional materials that should be excluded from kerbside food and garden bins? Please explain which ones and why.

We propose that ash, timber and sawdust are prohibited, in order to reduce arsenic contamination of compost products. This has been found to be a serious issue in both Christchurch and Timaru and this is managed through seasonal advertising.

- 50 For non-food products or packaging to be accepted in a food scraps bin or a food and garden waste bin, what should be taken into consideration? Tick all that apply.

We support the following being taken into consideration for non-food products or packaging to be accepted in a food scraps or FOGO bin. In addition, where technology or process is available to easily identify and sort compostable from non-compostable products, this could also be considered as an approach (although we are not aware that suitable technology currently exists).

- a. **products help divert food waste from landfills** ✓
- b. **products meet New Zealand standards for composability** ✓ Only if compostable packaging can be identified at collection point
- c. **products are certified in their final form to ensure they do not pose a risk to soil or human health** ✓
- d. **products are clearly labelled so that they can be distinguished from non-compostable products** ✓ Only if compostable packaging can be identified at collection point
- e. **a technology or process is available to easily identify and sort compostable from non-compostable products** ✓
- f. **producers and users of the products and packaging contribute to the cost of collecting and processing** ✓

- 51 If you think any of the materials listed above should be included in kerbside food and garden bins, please explain which ones and why.

The Council currently accepts the items outlined in Q48 in our kerbside food and garden organics collection. The carbon element of these fibre products is beneficial to the optimising the composting process, particularly during seasonal influences of higher grass clippings in spring and the nitrogen this contributes.

- Kitchen paper towels / hand towels / serviettes and food-soiled cardboard containers (Prevents contamination of recycling if placed in kerbside recycling system).
- Shredded paper – Along with paper smaller than an envelope, as these materials cannot be processed at our current recycling facility.
- Compostable fibre products and packaging should be accepted as long as unlined (e.g. paper-based food containers, wood-based containers and cutlery).

Existing processing operations, which allow fibre products in our kerbside collections, has resulted in certified organic outputs and high quality compost with an established demand. Unnecessary exclusion of fibre products would negatively result in more waste to landfill.

Proposal 3: Reporting on household kerbside collections offered by the private sector

- 52 Do you agree that it is important to understand how well kerbside collections are working?

The Council agrees it is important to ensure kerbside collections services are effective and that materials are viable for composting into high quality products with local infrastructure. A good baseline information is most important in establishing successful programmes, and can be used to inform where improvement can be made and is required.

- 53 Do you agree with the proposal that the private sector should also report on their household kerbside collections so that the overall performance of kerbside services in the region can be understood?

Yes. It has always been assumed that the private sector generates a significant amount of wastes so it will be good to understand how much waste is truly being generated. A management approach that is based on facts rather than assumptions is deemed to succeed. Information about all waste, including food and garden waste, should be considered important, regardless who generates it or collects it.

Councils tend to provide a domestic-scale services to all properties, including in commercial areas, whereas private industry provide a much more flexible service for businesses. We therefore consider it would be important to extend reporting to cover commercial services as well as household services for organic waste and recycling collections, so we can understand the 'size' of this in comparison to household services.

- 54 Do you agree that the information should be published online for transparency?

We agree that the information should be published online in aggregated form (that is, by territorial authority area, region and by collection type). This will allow clear and consistent understanding by everyone of the scale and impact of waste being generated. It will generate support for any management approach that will be implemented.

- 55 Apart from diversion and contamination rates, should any other information be published online?

We also would support processing statistics/output products, such as e.g. compost produced/energy being published online. Once the availability of this information is advertised well, demand from public and private sector for any further information could be gauged. Quality, well presented data is required.

It is recommended to publish the Generation Rate together with contamination rate from each waste stream or activity sources to give a total picture. This will allow complete understanding of where the waste is being generated.

From a Council perspective, it is essential that we have information on the details of waste/divertible materials removed from the District, and waste/divertible materials brought into the district for disposal; and to/from where (e.g. mapped waste flows). We would like the option of having more details available through a secure portal, so we can use the information particularly for waste assessment and planning purposes, as Councils need to understand how any options we consider may impact on other service providers, and also if we could work with them to provide better diversion outcomes.

Proposal 4: Setting targets (or performance standards) for councils

- 56 Should kerbside recycling services have to achieve a minimum performance standard (e.g., collect at least a specified percentage of recyclable materials in the household waste stream)?

We note that MfE has included organics collections under the term 'recycling' throughout the consultation document: this is inaccurate given that organics is 'recovered' through composting or other processes, and is not strictly speaking

'recycled'. We would suggest that the term 'diversion' be used, considering the proposal for performance standards includes recycling, food scraps and garden waste collection services.

Potentially, kerbside diversion services should have to achieve a minimum performance standard, although this will not support waste reduction goals. Setting a minimum performance standard will not only provide Councils a clear understanding of what is expected of them but also encourage them to work towards achieving a certain target. Incentives should be given if Councils perform better than minimum.

It is also important that any settings account for changing habits including the impact of the CRS and other product stewardship schemes. A more suitable approach could be to set minimum quality targets in the kerbside recycling and maximum quantity/ percentage targets in residual waste category as an alternative.

- 57 Should the minimum performance standard be set at 50 per cent for the diversion of dry recyclables and food scraps?

The Council considers that 50% diversion would be achievable if recycling and both food and greenwaste services are provided, but would be too high if it is not possible or feasible for a Council to provide an organics collection service in addition to recycling collections. This is likely too high if only food scraps are diverted in addition to recycling given that our 2016/17 SWAP audit showed 25.5% of refuse in Council bags and private collector bins was food scraps, and 35.4% was garden waste.

Our Council does not capture all waste from the collection areas as our rubbish and organics bin services are 'opt in', and a proportion of our residents still use private collectors for refuse and/or greenwaste disposal. Notwithstanding that, over the last 6 months we have achieved a 68% diversion in the waste that our contractors collect from the kerbside (41% mixed organics, 27% recycling).

WDC also notes that, should a CRS commence in 2025 as per the proposal, this would impact substantially on the weight of materials that Councils collect at kerbside. Based on the last 6 months data, glass makes up around 40% of the recycling we collect at kerbside. With a high proportion of that glass having a redeemable value it would be likely that many glass bottles would be returned for a refund rather than put into kerbside bins, decreasing the weight of recycled product collected. This would further impact on a Council's ability to meet the suggested performance standards.

- 58 We propose that territorial authorities have until 2030 to achieve the minimum performance target, at which time the target will be reviewed. Do you agree?

Preferably any performance targets should be phased in. The Council considers that this should be dependent on the availability of and access to compost/ organics processing facilities; and on introduction of and impacts of a CRS scheme.

- 59 In addition to minimum standards, should a high-performance target be set for overall collection performance to encourage territorial authorities to achieve international best practice?

It is important to demonstrate what success looks like, as this will guide territorial authority budgets and investment decisions. Setting a success rate target (for example less than 5 % contamination and less than 5% in residual) would be a good approach.

- 60 Some overseas jurisdictions aim for diversion rates of 70 per cent. Should New Zealand aspire to achieve a 70 per cent target?

A 70% aspirational target could be achievable, but not if kerbside services were only limited to food scraps and recycling; and may not be achievable if the CRS pulls heavier materials from kerbside collections. As mentioned previously, WDC currently diverts 68% of the waste that our contractors collect from the kerbside (41% organics, 27% recycling).

Residual waste will continue to be linked to consumption habits, behaviours and availability of convenient resource recovery services. Until producer responsibility is widely in place, the residual waste category will be unlikely to move significantly. Therefore we would suggest a focus on reducing sources of residual waste be prioritised. An example of this could be mandated packaging takeback schemes.

- 61 What should the consequences be for territorial authorities that do not meet minimum performance standards?

Consequences for territorial authorities not meeting minimum performance standards should depend on the circumstances. For example a lack of infrastructure or other limiting factors would require a different approach to antipathy towards the standards.

Focus should be on incentives that territorial authorities will get when they achieve outstanding performance rather than focusing on how to penalise them. A financial penalty will be at the detriment of what an authority is trying to achieve and would simply take money which could be better used to providing enhanced recycling services. Would also result in loss of public support for recycling.

Proposal 5: Should glass and/or paper/cardboard be collected in separate containers?

- 62 Should either glass or paper/cardboard be collected separately at kerbside in order to improve the quality of these materials and increase the amount recycled?

- a. glass separate
- b. paper/cardboard separate
- c. separated, but councils choose which one to separate

d. status quo – they remain comingled for some councils.

We support the status quo, that these items remain comingled for some councils. In order to introduce compulsory separate collects for either glass or fibre there would need to be a shift in the current ability to process nationally, in addition any mandate should allow for the impacts of the CRS to be assessed.

We believe minimum quality standards should be required instead, with councils and commercial operators able to choose collection methodologies to meet that standard.

In question 48, the consultation document proposes exclusion from organics of certain non-recyclable fibre products: note that this Council does not support this exclusion. If this progresses, it would be helpful to understand whether a mandated separate paper collection would address collection of these materials.

While a better quality of recycling is important, WDC is concerned that making collection services more complicated for residents, by providing one or two more bins to households and having extra trucks in circulation on collection days would result in extra costs to our ratepayers as well as to the confusion around what they can put into their recycling bin.

Advice is that glass-out collections would need to be colour-separated if the glass were to be sent to Auckland for recycling. If CRS commences, glass recovery for recycling would potentially be increased, and the plant does not have capacity to take all of the glass from NZ. Having a separate glass-out collection would increase Council/ratepayers costs, increases H&S risks for the collection contractor, and may not result in better recycling outcomes for South Island Councils.

63 If glass or paper/cardboard is to be collected separately, should implementation:

- a. begin immediately
- b. wait for any CRS scheme design to be finalised
- c. **wait until the impact of a CRS scheme has been observed.**

The Council supports waiting until the impact of a CRS scheme has been observed. The CRS scheme has potential to significantly change the composition of material received in kerbside recycling therefore this should be reviewed once the scheme is introduced and there is sufficient data available this could only be decided once the outcome and impact of the CRS is known.

Proposal 6: Should all urban populations have access to a kerbside dry recycling collection?

64 Should all councils offer household kerbside recycling services?

We would support urban councils offering household kerbside recycling services, where this is the most effective solution. For example, in a built up urban environment (inner city) a kerbside service might be inferior to a public drop-off/waste hub or other innovative approach.

A kerbside collection may not be the best or most efficient form of recycling service for some areas of the country, especially sparsely populated areas. This is exacerbated by the lack of local infrastructure, the significant distances some Councils would have to transport materials to a processing plant, and the ability of ratepayers and levy funds to fund the services, transport and processing costs.

65 Should these services be offered at a minimum to all population centres of more than 1,000 people?

Yes, we would support the provision of recycling collection services of some form, not necessarily kerbside collections, to urban population centres of more than 1,000 people, dependent on overcoming the issues raised in Q64 above.

- 66 Do you agree that councils without any council-funded kerbside recycling collections should implement these collections within two years of their next Waste Management and Minimisation Plan?

Dependent on overcoming the issues raised in Q64 above, while consultations may have been completed during the WMMP phase, two years may not be enough for Councils to adopt the changes in the Annual Plans, complete a procurement process, and implement any new services.

- 67 What research, technical support or behaviour change initiatives are needed to support the implementation of this programme of work?

Coordinated national and local messaging re. recycling services aimed at all sectors of the community. Provision of template collection contract specifications to support smaller councils, and financial support to all councils to boost local recycling messaging. There are a large number of research and success stories from other territorial authorities that could be used to market kerbside collection and recycling.

Part Three: Separation of business food waste

Proposal: Source separation of food waste is phased in for all businesses.

- 68 Should commercial businesses be expected to divert food waste from landfills as part of reducing their emissions?

WDC would cautiously support this, although that would be dependent on the ability for those businesses to be able to send the food waste to a consented composting facility or otherwise divert to an alternative beneficial use, as opposed to sending it to landfill, and for Councils and/or private industry to be able to provide collection services.

- 69 Should all commercial businesses be diverting food waste from landfills by 2030?

All businesses should be encouraged in one way or another to divert food waste by 2030 and if they have options available to them which can reduce the impact on the environment and costs less than using a Council provided collection service, they should be permitted to do so. Using food waste locally is far more beneficial than transporting it to a composting plant in another district.

- 70 Should separation be phased in, depending on access to suitable processing facilities (e.g. composting or anaerobic digestion)?

Agree that it should be phased in, should the Government determine that this proposal should proceed. Mandating a service (say by 2030) will ensure investment is made in suitable technology. Allowance needs to be made for deferral of collections if a required processing site is not operational by implementation deadline.

- 71 Should businesses that produce food have a shorter lead-in time than businesses that do not?

For smaller businesses and those not producing food a longer lead in time will be fairer due to the cost implications, which could be significant and detrimental to them. Also for those not producing food, an assessment should be undertaken to establish the volumes they will have and the level of service they will require.

It is important to note that consenting facilities is a very long process that is difficult and expensive. This will mean there will be very little competition in some regions, which would expose businesses and Councils to higher disposal prices than if there were alternative facilities available.

72 Should any businesses be exempt? If so, which ones?

All waste generators need to be responsible for the separation and management of food waste they produce, guidance and support may be required for not for profit and charitable organisations who may not have suitable budget to accommodate additional costs.

73 What support should be provided to help businesses reduce their food waste?

- 1) Clear mandate requirements, publicly listed reprocessing facilities and collection companies - details available to businesses.
- 2) Education programme and supporting resources e.g. resources such as posters or material to display showing what can be collected.
- 3) Support for working with food redistribution organisations and food recovery services.
- 4) Financial support is likely to be required by many to assist with collection costs and provision of receptacles for the storage of food waste between collections. This includes support for smaller and more remote Councils which do not have many businesses to service, a small but geographically spread-out ratepayer base, and a small number of staff to support the additional workload. For such areas the requirement to provide such a service is going to be financially detrimental. Many will also need actual support to implement systems and train their staff.



Ministry for the
Environment

Te kimi whakaaro mō te panoni i te hangarua

Have your say on transforming recycling

Too much rubbish is ending up in landfills and our environment. We are keen to hear your views on three proposals to transform recycling in Aotearoa New Zealand.

Last updated: 13 March 2022

News

Waste minimisation

Waste

Consultation information

- [Transforming recycling: full consultation document \(/assets/publications/Transforming-recycling-consultation-document.pdf\)](#). [PDF, 3MB]
- [Container Return Scheme proposal \(/assets/publications/Container-Return-Scheme-Snapshot-of-the-Consultation.pdf\)](#). [PDF, 1.4MB]
- [Improvements to kerbside recycling \(/assets/publications/Kerbside-recycling-Snapshot-of-the-consultation.pdf\)](#). [PDF, 891KB]
- [Separation of business food waste proposal \(/assets/publications/Separation-of-business-food-waste-Snapshot-of-the-consultation.pdf\)](#). [PDF, 865KB]
- [Minister's media release](#) [Beehive website]

Have your say

- [Make a quick submission \(https://consult.environment.govt.nz/waste/quick-submission-transforming-recycling/\)](https://consult.environment.govt.nz/waste/quick-submission-transforming-recycling/).
- [Make a detailed submission \(https://consult.environment.govt.nz/waste/transforming-recycling/\)](https://consult.environment.govt.nz/waste/transforming-recycling/).
- [Sign up for webinars on the proposals \(/what-government-is-doing/areas-of-work/waste/webinars-on-proposals-for-transforming-recycling/\)](/what-government-is-doing/areas-of-work/waste/webinars-on-proposals-for-transforming-recycling/).



What the issue is

Aotearoa New Zealand generates more than 17 million tonnes of waste each year. We send almost 13 million tonnes of that to landfill. This means that almost 76% of the material we use is completely wasted.

Our recycling rate is low. We only recycle and compost about one-third of the materials we place out on the kerbside and two-thirds is sent to landfills. This percentage is reversed in high-performing countries where they recycle two-thirds and landfill only one-third.

Large amounts of valuable resources are lost to landfill. This represents lost resources and business opportunities.

Rubbish ending up in landfills is also contributing to our carbon emissions. In 2019, the waste sector contributed around 4 per cent of our total greenhouse gas emissions and around 9 per cent of biogenic methane emissions.



About the proposals

We're consulting on three proposals to transform recycling.

- A container return scheme that encourages people to return their empty beverage containers for recycling.
- Improvements to household kerbside recycling.
- Separation of food scraps from general waste for all businesses.

Te kaupapa whakahoki ipu Container return scheme



We're consulting on a container return scheme for Aotearoa New Zealand.

A container return scheme is a recycling system that incentivises people to return their empty beverage containers for recycling in exchange for a small refundable deposit (20 cents proposed).

The refundable deposit is a cash incentive for people to return their drink containers.

Beverage containers that would be included








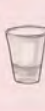
- All single-use metal beverage containers (eg, aluminium, steel, tinplate and bimetals).
- All single-use glass beverage containers (all colours of glass).
- All single-use plastic beverage containers (PET 1, HDPE 2 and PP 5; recyclable bio-based PET 1 and HDPE 2).
- All single-use liquid paperboard beverage containers (except fresh milk).

Beverage containers that would not be included

- Any beverage container made from a material other than metal, plastic, glass or liquid paperboard (such as pouches, bladders, and compostable or biodegradable plastics).
- Fresh milk in all packaging types.
- Beverage containers that are intended for refilling and have an established return/refillables scheme.
- All cups (including coffee cups).

The image below is a graphic of this list.

Read more on the [container return scheme proposal \(/assets/publications/Container-Return-Scheme-Snapshot-of-the-Consultation.pdf\)](/assets/publications/Container-Return-Scheme-Snapshot-of-the-Consultation.pdf). [PDF, 1.4MB]

Included	Not included
 <p>All single-use metal beverage containers (eg. aluminium and metals such as steel, tinplate and bimetal)</p>	 <p>Any beverage container made from a material other than metal, plastic, glass, or liquid paperboard (including pouches, bladders, and compostable or biodegradable plastics)</p>
 <p>All single-use glass beverage containers (all colours of glass)</p>	 <p>Fresh milk in all packaging types</p>
 <p>All single-use plastic beverage containers (PET 1, HDPE 2, and PP 5; recyclable bio-based PET 1 and HDPE 2)</p>	 <p>Beverage containers that are intended for refilling and have an established return/refillables scheme</p>
 <p>All single-use liquid paperboard beverage containers (except fresh milk)</p>	 <p>All cups (including coffee cups)</p>

Te hangarua paeāra ā-kāinga Improvements to kerbside recycling



We're going to make it simpler and easier for people to recycle right.

Under this proposal a standard set of materials will be collected in household kerbside recycling bins around the country. It will help businesses design packaging that is recyclable anywhere in New Zealand.

Over time, people will also have access to a food scraps bin at the kerbside. This will help us reduce our carbon footprint, the amount of waste going to landfill and associated disposal costs.

Proposed materials for kerbside collection

- Glass bottles and jars.
- Paper and cardboard.
- Plastic bottles and containers 1, 2, and 5.
- Aluminium and steel tins and cans.

Read more on the [kerbside proposal](/assets/publications/Kerbside-recycling-Snapshot-of-the-consultation.pdf) (/assets/publications/Kerbside-recycling-Snapshot-of-the-consultation.pdf) [PDF, 891KB]

Te whakawehe i ngā para kai ā-pakihi Separation of business food waste



This proposal is about diverting business food waste from landfill to reduce greenhouse gas emissions and make better use of organic material. The food scraps can then be used to improve our soil or feed animals.

We would be phasing in the implementation of this proposal over time as we progress in our journey from planning to action.

Read more on the [separation of business food waste proposal \(/assets/publications/Separation-of-business-food-waste-Snapshot-of-the-consultation.pdf\)](/assets/publications/Separation-of-business-food-waste-Snapshot-of-the-consultation.pdf) [PDF, 865KB]

Kōrero mai ō whakairo Have your say on the proposals

Kei te huri te tai, mai i te kōrero, ki te mahi, mai i te whakamahere ki te whakatinana. Kōrerohia mai ō whakaaro e pēhea ai tā mātou panoni i te hangarua.

We are moving from talking to doing, from planning to action. Have your say on how we are going to transform recycling.

The consultation closes at 11:59 pm 8 May.



Make a quick submission

<https://consult.environment.govt.nz/consult>

Provide detailed feedback

<https://consult.environment.govt.nz/consult>

Webinars on proposals for transforming

<https://consult.environment.govt.nz/consult>

submission-transforming-recycling).

Answer a short survey on one, two or all three proposals.

recycling).

Take the full survey. You can provide feedback on one, two or all three proposals.

government-is-doing/areas-of-work/waste/webinars-on-proposals-for-transforming-recycling/).

Take part in webinars on proposals to transform the way we recycle and reduce litter in our environment.

He taiao tōnui mō ngā reanga katoa

A flourishing environment for every generation



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Part:

1

A snapshot



Te panoni i te hangarua Transforming recycling

Kaupapa Whakahoki Ipu Container Return Scheme



Ministry for the
Environment
Manatū Mō Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

We all want to do the right thing

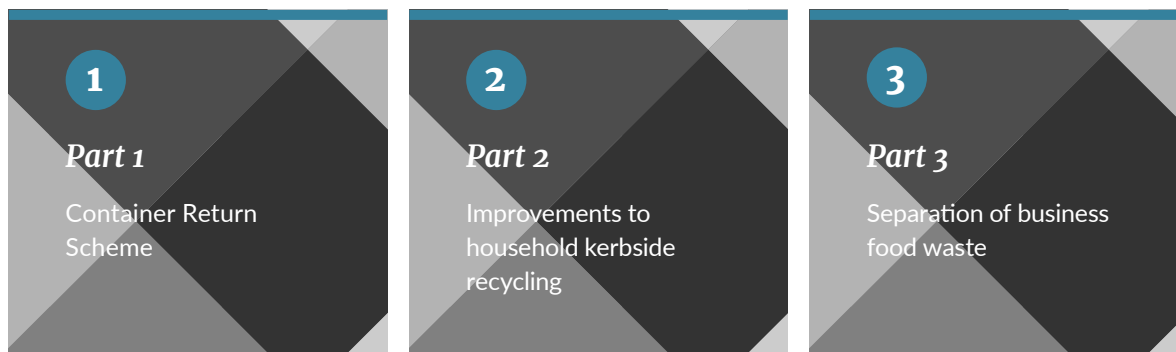
Recycling rates in Aotearoa New Zealand are low compared to other countries with better systems, and we have too much litter in our environment.

- ▶ Large amounts of recyclable materials are lost to landfill. This results in lost resources and business opportunities.
- ▶ We want to reduce waste, litter, and emissions and increase resource recovery and the recycling of materials into new products. Importantly, it needs to be easy for people and businesses to do the right thing.
- ▶ We need to transform our systems to build a more circular future where everyone reduces waste, reuses products, and recycles the resources they use.

Many countries have already gone on this journey, and so we have great examples to learn from. That's why we're proposing to put the right foundations in place to bring our recycling systems up to global standards, lift the performance of Aotearoa New Zealand's recycling, and build a low-emissions, low-waste economy.

Have your say on our proposals to make recycling easier and better

We are consulting on three proposals related to transforming recycling in New Zealand:



These three proposals are part of a longer-term shift toward a circular economy, where packaging is made of materials that maintain their value, are easy to recycle sustainably and have a low impact on the environment.

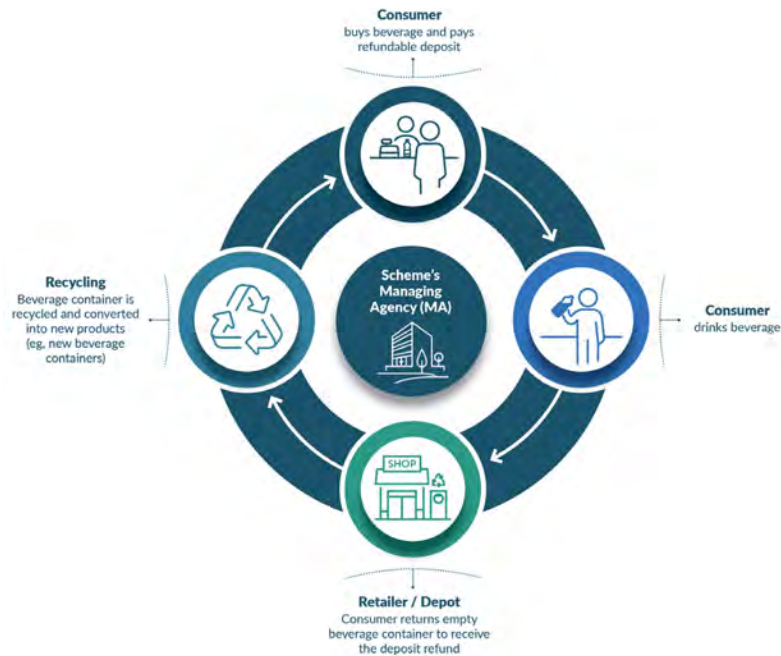
The consultation will run from 13 March to 8 May 2022.

This snapshot gives an overview of Part 1: Container Return Scheme.

For more detail, please refer to the [full consultation document](#).

What is a container return scheme?

A container return scheme (CRS) incentivises people to return their empty beverage containers for recycling and/or refilling in exchange for a small refundable deposit.



Overseas, container return schemes have successfully reduced beverage container litter and increased recovery and recycling rates. Some schemes, such as South Australia's,

have been operating since the 1970s and continue today. New Zealand also had similar schemes operating until the 1980s, which many people may remember.

Why do we need a container return scheme?

Our existing systems don't incentivise people to recycle beverage containers, particularly away from home (such as, at a park or beach, while at work, traveling or eating out).

New Zealand's recovery rates of beverage containers are relatively low, particularly when compared to countries overseas that have container return schemes in place.

Each year around 1.7 billion beverage containers are stockpiled, littered¹ or landfilled in New Zealand.

A CRS is complementary to kerbside recycling systems, as it improves recycling outcomes both at and away from home.

The main aim of a CRS is to collect as many beverage containers as possible, so that more containers can be recycled and fewer containers are littered, stockpiled or landfilled.

A NZ CRS could increase beverage container recovery to 85 per cent or higher, which means that the scheme could receive over 2 billion beverage containers annually for recycling. This would see an increase of over 1 billion containers recycled annually.

¹ National litter data shows that beverage containers make up 66 per cent of recognisable branded litter and 24 per cent of all litter in New Zealand (Keep New Zealand Beautiful National Litter Audit, 2019).

Proposals for a container return scheme

In considering whether to implement a scheme, we are seeking feedback on what a scheme for New Zealand could look like. Key proposals are summarised below.

Refundable deposit amount

Globally, container return schemes 'add' a refundable deposit to the normal price of eligible drinks to incentivise consumers to return their empty drink containers for a refund. The consumer gets their deposit back when they return the empty drink container to a collection point for recycling.

We are proposing that the NZ CRS would apply a 20-cent refundable deposit to all eligible beverage containers within the scheme. The refundable deposit would also attract GST.

Benefits of a 20-cent deposit

- ▶ stronger incentive to return the container for the refund, meaning a higher return rate
- ▶ reducing beverage container litter, because in addition to recycling their own containers, people are also incentivised and more likely to pick up littered containers for their deposit value
- ▶ aligns closely with deposit levels of higher-performing schemes overseas
- ▶ enables groups like sports clubs and schools to run litter clean ups and charity drives for containers that deliver greater benefits to their organisation.

Scheme fees

The core costs of a CRS (aside from the refundable deposit) are covered by a non-refundable scheme fee, which is likely to add another 3–5 cents per container to the refundable deposit.

Scheme fees are a core financial elements of CRS globally. The scheme fees cover the operational costs of a CRS, such as, handling fees (payment for container return point operators per container), transportation costs of the recovered materials, consolidation facility operations, and scheme administration.

While this proposal necessarily assumes 100 per cent pass through of scheme costs to consumers, overseas evidence shows the actual costs passed onto consumers can vary from product to product. Further, upon scheme commencement, many consumers may simply buy slightly fewer beverage containers rather than simply pay more for the same product.

While important, the deposit amount is one factor in the success of a CRS. If the NZ CRS also has a return-to-retail take-back requirement as proposed, we expect a recovery target of 85 per cent by year three and 90 per cent by year five is achievable with a 20-cent deposit amount.

We are also seeking feedback on your preferences for the deposit refund when you recycle. For example, is the refund provided in cash, an electronic funds transfer, vouchers, the option to donate to local community organisations/charities, some or all of these options, etc).



Which beverage containers would be included?

We are proposing to include a broad scope of beverage containers in a NZ CRS, to make it easy and convenient for people to understand and use the scheme.

The size of eligible beverage containers is proposed to be 3 litres and smaller.

Fresh white milk is exempted in all packaging types. This includes cream but not beverages that are long-life or partially dairy/milk-based, (eg, flavoured milk, smoothies, drinkable yoghurt and plant-based milk alternatives).

This will increase recovery, reduce litter, and ensure a level-playing field for beverage producers.

Included	Not included
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #2e8b57; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✓</div> <div style="flex: 1;">  <p>All single-use metal beverage containers (eg, aluminium and metals such as steel, tinplate and bimetals)</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #c00000; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✗</div> <div style="flex: 1;">  <p>Any beverage container made from a material other than metal, plastic, glass, or liquid paperboard (including pouches, bladders, and compostable or biodegradable plastics)</p> <p style="text-align: center; background-color: #2e8b57; color: white; font-size: 8px; margin-top: 5px;">EXCLUDED FOR NOW</p> </div> </div>
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #2e8b57; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✓</div> <div style="flex: 1;">  <p>All single-use glass beverage containers (all colours of glass)</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #c00000; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✗</div> <div style="flex: 1;">  <p>Fresh milk in all packaging types</p> <p style="text-align: center; background-color: #2e8b57; color: white; font-size: 8px; margin-top: 5px;">EXEMPT</p> </div> </div>
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #2e8b57; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✓</div> <div style="flex: 1;">  <p>All single-use plastic beverage containers (PET 1, HDPE 2, and PP 5; recyclable bio-based PET 1 and HDPE 2)</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #c00000; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✗</div> <div style="flex: 1;">  <p>Beverage containers that are intended for refilling and have an established return/refillables scheme</p> <p style="text-align: center; background-color: #2e8b57; color: white; font-size: 8px; margin-top: 5px;">EXEMPT</p> </div> </div>
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #2e8b57; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✓</div> <div style="flex: 1;">  <p>All single-use liquid paperboard beverage containers (except fresh milk)</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #c00000; margin-right: 10px; display: flex; align-items: center; justify-content: center;">✗</div> <div style="flex: 1;">  <p>All cups (including coffee cups)</p> <p style="text-align: center; background-color: #2e8b57; color: white; font-size: 8px; margin-top: 5px;">OUT OF SCOPE</p> </div> </div>

Refillable containers

Refillable containers could play an important part in transitioning New Zealand to a low-carbon circular economy, but at this stage refillables are proposed to be exempt from the scheme. We are interested to hear whether you think refillables should be included in a NZ CRS in the future.

Where to return your containers

It's essential that it is easy for consumers to return their containers for the deposit refund.

The proposed network would have a mixture of retailer take-back requirements and depot-drop-off options, giving consumers and businesses options for easy recycling. Retailers that sell beverages (such as supermarkets and potentially retailers such as bottle stores, dairies and services stations) could be required to take back empty containers for recycling and provide deposit refunds to consumers. Overseas this is commonly done with reverse vending machines (RVMs).

Retail drop-off locations would provide accessible and convenient container return/refund points at places where people visit already (eg, supermarkets).

The proposed mixed-return model also includes depots for consumers to drop off their containers, as well as for larger commercial volumes of containers, such as from the hospitality sector.

This would provide opportunities for hapū/iwi, recyclers, community organisations, charities, and any entrepreneurial businesses to participate in the network, while also ensuring a high level of convenience via centrally located retail locations.

We are seeking feedback on the level of retail participation in a NZ CRS – in particular, what size and type of retailer should be required to take back eligible beverage containers.

Supermarkets sell the majority of single-use beverage containers in New Zealand, and 95 per cent of New Zealanders live within a 20-minute drive of a supermarket. Retailers, including supermarkets, could take greater responsibility for the products that they sell, by providing convenient drop-off points for consumers across New Zealand.¹

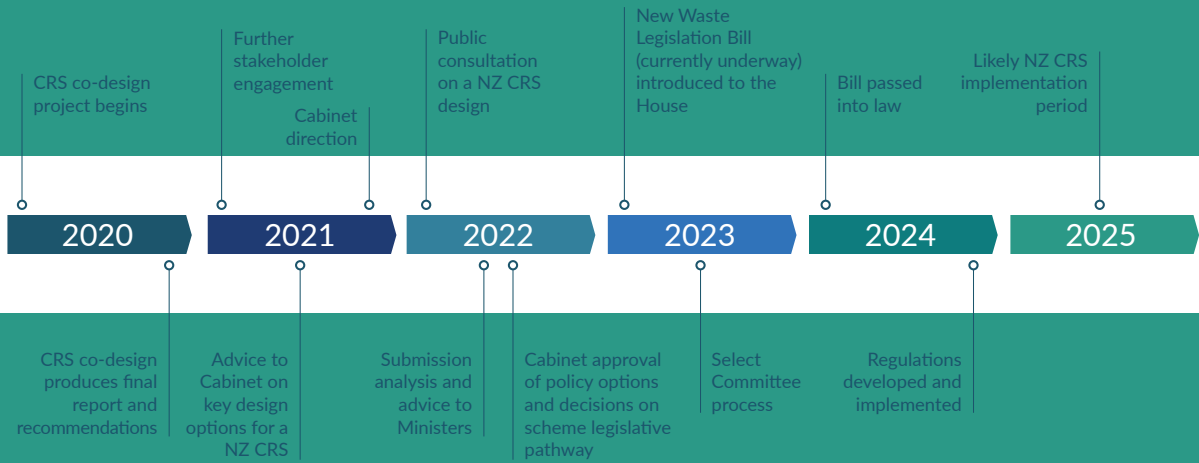


Other considerations

The [full consultation document](#) gives more detail on considerations such as scheme fees, the deposit financial model, the proposed model for managing and governing the scheme, the network and retail take-back, and recovery targets.

¹ GS1 and PWC estimates for national beverage container sales suggest supermarkets are the primary channel for sales in New Zealand.

Timeline for implementing a container return scheme if a scheme is to proceed (subject to change)



E whāia ana e mātou kia piki ake ai te hangarua i ngā ipu inu, kia whakamimiti i te parahanga me te whakamimiti tukunga hoki.

We're aiming to increase the recycling of drink containers, reduce litter and reduce emissions.

Make your voice count

This consultation sets out issues and options for your feedback on a Container Return Scheme and we invite you to share your ideas. Your feedback will help shape our final proposals.

We are also consulting on [improvements to household recycling](#) and the [separation of business food waste](#).

For full details on these proposals, the problems we are trying to solve and the options we have considered, please read the [full consultation document](#).

Help shape the way we recycle

Fill out the [short consultation survey](#).

You can fill out the long consultation survey through [Citizen Space](#), our consultation hub. PDF files should also be uploaded into Citizen Space. However, scanned documents cannot be submitted.

We request that you don't mail submissions as this makes analysis more difficult. However, if you need to, please send written submissions to *Transforming recycling*, Ministry for the Environment, PO Box 10362, Wellington 6143.

If you are emailing your feedback, send it to transformingrecycling@mfe.govt.nz. The question-and-answer format is still required for all long-form submissions, such as PDFs and essay-styled submissions. This makes it clearer which question is being answered.

Submissions close at 11.59pm, 8 May 2022.

What happens next

The Ministry will analyse and summarise the feedback received and present this to Ministers and Cabinet, to inform decisions on next steps. A summary of submissions will be published on the Ministry's website. The Government will still need to make a final decision on whether to implement a NZ CRS.

Should the Government decide to proceed with a NZ CRS, there will likely be further consultation at the legislation/regulation development phase. We anticipate a NZ CRS could be operational in New Zealand by 2025.

Kōrero mai ō whakaaro kia whakatikaina tā tātou mahi hangarua, whakamimiti para hoki i Aotearoa!

Have your say to improve the way we recycle and reduce rubbish and litter in Aotearoa New Zealand!

Join the kōrero and have your say

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Part:

2

A snapshot



Te panoni i te hangarua Transforming recycling

Te whakapiki i te hangarua paeara ā-kāinga

Improvements to household kerbside recycling



Ministry for the
Environment
Manatū Mō Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

We all want to do the right thing

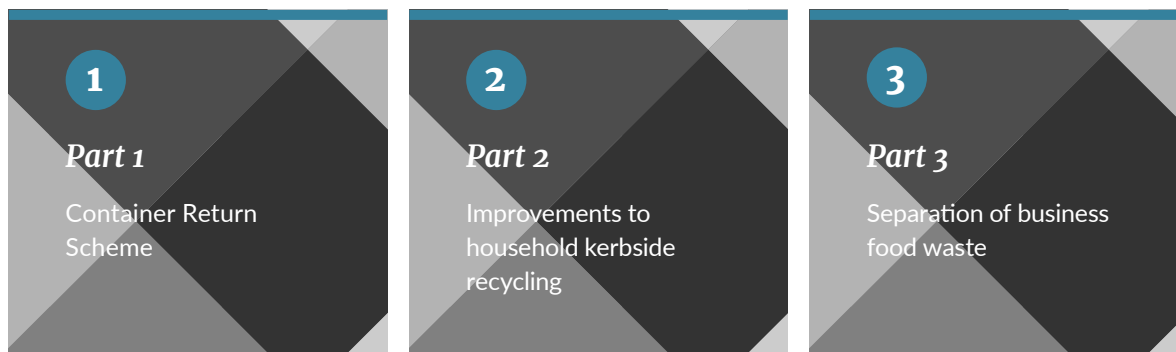
Recycling rates in Aotearoa New Zealand are low compared to other countries with better systems, and we have too much litter in our environment.

- ▶ Large amounts of recyclable materials are lost to landfill. This results in lost resources and business opportunities.
- ▶ We want to reduce waste, litter, and emissions and increase resource recovery and the recycling of materials into new products. Importantly, it needs to be easy for people and businesses to do the right thing.
- ▶ We need to transform our systems to build a more circular future where everyone reduces waste, reuses products, and recycles the resources they use.

Many countries have already gone on this journey, and so we have great examples to learn from. That's why we're proposing to put the right foundations in place to bring our recycling systems up to global standards, lift the performance of Aotearoa New Zealand's recycling, and build a low-emissions, low-waste economy.

Have your say on our proposals to make recycling easier and better

We are consulting on three proposals related to transforming recycling in New Zealand:



These three proposals are part of a longer-term shift toward a circular economy, where packaging is made of materials that maintain their value, are easy to recycle sustainably and have a low impact on the environment.

The consultation will run from 13 March to 8 May 2022.

This snapshot gives an overview of Part 2: Proposal to improve household kerbside recycling. For more detail, please refer to the [full consultation document](#).

New Zealand's kerbside recycling and food scraps collections are underperforming

Kerbside recycling and food scraps collections are the main way households divert waste from landfill, returning resources to the economy and reducing climate emissions from our waste.

Our recycling collections could perform better. Only a third of household materials placed at kerbside are collected for recycling, with the rest placed in the rubbish.

What is accepted in recycling collections varies across the country, causing confusion.

Food scraps in landfills are changing our climate. More than 300,000 tonnes of food scraps are sent to New Zealand landfills every year, rotting and producing methane, a potent greenhouse gas. Food scraps are estimated to contribute 22 per cent of New Zealand's emissions from landfills.

The proposals below aim to increase the quality and quantity of materials collected for recycling, reducing climate emissions, recycling resources through our economy and returning nutrients to our soil.

Have your say on transforming recycling in Aotearoa New Zealand

We are consulting on two core proposals, supported by four additional proposals, to make it easier for people to recycle at home. We are seeking feedback on the proposals and what they would mean for your household.

Core proposals:

1. **Collect a standard set of materials in household kerbside recycling across New Zealand.** To reduce confusion and improve the quality and quantity of collected recycling.
2. **Provide urban households with food scraps collections.** To reduce climate emissions and recycle nutrients back to the soil.

Supporting proposals:

3. Require reporting for both council and private-sector household kerbside collections.
4. Set councils a minimum baseline performance and a high achieving target for household kerbside diversion.
5. Consider requiring the separation of glass or cardboard and paper.
6. Require all councils to provide a kerbside dry recycling collection to urban households.

The consultation document [Transforming recycling](#) provides more details about the supporting proposals.

What materials will be collected at kerbside?

We are interested in whether you think these materials are the right ones to collect in household kerbside recycling across the country.

Proposed materials for kerbside collection:



Glass bottles and jars



Paper and cardboard



Plastic bottles and containers
1, 2, and 5



Aluminium and steel tins and cans

When selecting these materials we considered:

- ▶ whether the material has sustainable end markets
- ▶ how many councils already collect the material (to minimise disruption)
- ▶ whether efficient sorting technology is available
- ▶ whether both manual and automated recycling sorting facilities can process the material.

Ka whakamāmā ake mātou i te ara mā te tangata ki te mahi hangarau tika.

We are going to make it simpler and easier for people to recycle right.

What is a food scraps collection?

All households produce food scraps of some kind, such as rotten fruit, leftovers, onion skins and old bread. Some households compost food scraps but many cannot or choose not to.

A kerbside food scraps collection works much like a recycling collection: households set aside their scraps and each day empty them into a 23-litre bin stored outside.

Once a week the bin is placed at kerbside for collection, usually at the same time as your recycling and rubbish collections.

The collected food scraps are processed into compost or anaerobically digested. These processes return the nutrients back to the soil to grow more food, closing the loop on our food system. Keeping food scraps out of landfill also reduces our emissions.



Photo credit: Auckland Council

Why are we proposing these changes?

A transformed recycling system in New Zealand will increase the quality and quantity of materials collected for recycling, reduce emissions, and recycle more resources through our economy and nutrients back into our soil.

Proposal	Why?
<p>1 Collect only a standard set of materials in kerbside recycling and food scrap collections</p>	<p>To ensure the same items can be recycled right around the country.</p> <p>This will reduce confusion and allow consistent national messages about recycling. The aim is to increase the amount recycled and decrease the number of incorrect items placed in recycling.</p> <p>It will also allow businesses to design packaging that can be recycled right around the country and provide quality resources and scale to the local recycling sector.</p>
<p>2 All councils provide a kerbside food scraps collection to urban households*</p>	<p>The more households that have access to food scraps collections, the easier it is to divert food scraps from landfill, reducing emissions and recycling nutrients back to the soil.</p>
<p>3 Require reporting for both council and private kerbside collections</p>	<p>Reporting how much is collected allows us to track our progress towards increased recycling, lower emissions and a circular economy.</p>
<p>4 Set councils a minimum baseline performance and a high achieving target for kerbside diversion</p>	<p>To encourage more effective kerbside collections and ensure we are all playing our part to reduce emissions and wasted resources.</p>
<p>5 Consider collecting glass or cardboard and paper separately</p>	<p>Broken glass lowers the value, and can prevent the recycling of other materials, particularly paper and cardboard.</p>
<p>6 All councils provide a kerbside recycling collection to urban households*</p>	<p>To make it easier for all New Zealanders to help reduce emissions and wasted resources.</p>

*households in towns with more than 1,000 residents.

Make your voice count

This consultation sets out issues and options for your feedback on how we tackle household recycling and food scraps and we invite you to share your ideas. Your feedback will help shape our final proposals.

We are also consulting on a [container return scheme](#) and the [separation of business food waste](#).

For full details on these proposals, the problems we are trying to solve and the options we have considered, please read the [full consultation document](#).

Help shape the way we recycle

Fill out the [short consultation survey](#).

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We request that you don't mail submissions as this makes analysis more difficult. However, if you need to, please send written submissions to *Transforming recycling*, Ministry for the Environment, PO Box 10362, Wellington 6143.

If you are emailing your feedback, send it to transformingrecycling@mfe.govt.nz. The question-and-answer format is still required for all long-form submissions, such as PDFs and essay-styled submissions. This makes it clearer which question is being answered.

Submissions close at 11.59pm, 8 May 2022.

What happens next

The Ministry will consider the proposals for transforming recycling in light of the comments we receive and engage with affected parties.

We aim to present final proposals to Cabinet for policy decisions in 2022. The proposals (container return scheme, improving household recycling and the separation of business food waste) have different implementation periods. You can find out more information and provide feedback on the implementation timeframes in the [full consultation submission form](#).

Kōrero mai ō whakaaro kia whakatikaina tā tātou mahi hangarua, whakamimiti para hoki i Aotearoa!

Have your say to improve the way we recycle and reduce rubbish and litter in Aotearoa New Zealand!

Join the kōrero and have your say

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Te panoni i te hangarua Transforming recycling

Te whakawehe i ngā para kai ā-pakihi

Separation of business food waste



Ministry for the
Environment
Manatū Mō Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

We all want to do the right thing

Recycling rates in Aotearoa New Zealand are low compared to other countries with better systems, and we have too much litter in our environment.

- ▶ Large amounts of recyclable materials are lost to landfill. This results in lost resources and business opportunities.
- ▶ We want to reduce waste, litter, and emissions and increase resource recovery and the recycling of materials into new products. Importantly, it needs to be easy for people and businesses to do the right thing.
- ▶ We need to transform our systems to build a more circular future where everyone reduces waste, reuses products, and recycles the resources they use.

Many countries have already gone on this journey, and so we have great examples to learn from. That's why we're proposing to put the right foundations in place to bring our recycling systems up to global standards, lift the performance of Aotearoa New Zealand's recycling, and build a low-emissions, low-waste economy.

Have your say on our proposals to make recycling easier and better

We are consulting on three proposals related to transforming recycling in New Zealand:



These three proposals are part of a longer-term shift toward a circular economy, where packaging is made of materials that maintain their value, are easy to recycle sustainably and have a low impact on the environment.

The consultation will run from 13 March to 8 May 2022.

This snapshot gives an overview of Part 3: Separation of business food waste.

For more detail, please refer to the [full consultation document](#).

Food waste in landfills is changing our climate

More than 300,000 tonnes of food waste are sent to New Zealand landfills every year. Like other materials that rot, food waste in landfill produces methane, a potent greenhouse gas.

Photo credit: Auckland Council



Food waste is estimated to contribute 22 per cent of New Zealand's emissions from landfills that accept general household and business waste. To meet our national emissions targets, the Climate Change Commission has recommended we aim to reduce emissions from all landfills by at least 40 per cent by 2035.

In some parts of New Zealand, businesses have access to food waste collections, but in other areas they do not. An estimated 25 per cent or more of all food waste sent to landfill comes from businesses – approximately 75,000 tonnes today, rising to an estimated 100,000 tonnes by 2030.

To reduce food waste sent to landfill, the Government is proposing that all businesses should separate food waste from general waste and that households should be provided with a kerbside food scraps collection.

As well as reducing our climate emissions, the food waste diverted from landfills can be used to feed animals, improve soil quality, and generate energy.

We are seeking your feedback on this proposal and what this would mean for your business.

We expect that all businesses would need to provide space for one or more separate food waste bins and train staff to use them.

Businesses could choose what they do with their food scraps once separated. Scraps could be used as stock food or turned into compost or digestate. Businesses would also be encouraged to reduce their food waste, look for opportunities to donate edible food or explore opportunities for upcycled food products.



Proposal to separate business food waste:

Require all businesses to collect food waste separately from other waste materials.

To reduce climate emissions and recycle nutrients back into our soil.

Food waste separation could be phased in

Parts of New Zealand with existing food-waste-processing facilities could begin separating their food waste sooner.



The phase-in could also align with the introduction of household food scrap collections, providing economies of scale and reducing the costs for both households and businesses.



A requirement to separate food waste could be applied first to businesses more likely to produce larger amounts of food waste, for example, businesses registered under the Food Act 2014.



We are seeking your feedback on the different ways a requirement to separate food waste could be introduced and how it would affect your business.

*Hei te 2030, ka hiahia mātou kia kopana ake ngā pakihi
me ngā kāinga i ngā toenga kai o ā rātou ipupara.*

*By 2030, we want all businesses and households to separate
food scraps from their rubbish.*

Make your voice count

This consultation sets out issues and options for your feedback on how we tackle business food waste, and we invite you to share your ideas. Your feedback will help shape our final proposals.

We are also consulting on a [container return scheme](#) and [improvements to household kerbside recycling](#).

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CANTERBURY Mayoral Forum

A strong regional economy with resilient, connected communities and a better quality of life, for all.

6 May 2022

Ministry for the Environment
PO Box 10362
Wellington 6143

Email: transformingrecycling@mfe.govt.nz

Submission on *Te panoni I te hangarua: Transforming recycling*

1. The Canterbury Mayoral Forum (the Forum) thanks the Ministry for the Environment for the opportunity to provide feedback on the technical consultation document *Te panoni I te hangarua: Transforming recycling*, published in March 2022.

Background

2. The Forum comprises the mayors of the ten territorial authorities in Canterbury and the Chair of the Canterbury Regional Council (Environment Canterbury) supported by our Chief Executives. The purpose of the Forum is to promote collaboration across the region and increase the effectiveness of local government in meeting the needs of Canterbury's communities.
3. The ten territorial authorities are: Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils; the Christchurch City Council; and Environment Canterbury.
4. The following submission has been developed with input from across Canterbury councils and focuses on matters of general agreement. We note that other councils are also planning to make individual submissions.
5. The specific discussion questions and the Forum's responses are provided in the attached document.

Our secretariat is available to provide any further information or answer any questions the Ministry may have about our submission. Contact details are Maree McNeilly, Canterbury Mayoral Forum Secretariat, secretariat@canterburymayors.org.nz, 027 381 8924.

Mayors standing together for Canterbury.

Secretariat, E: secretariat@canterburymayors.org.nz W: www.canterburymayors.org.nz
C/- Environment Canterbury, PO Box 345, Christchurch 8140 T: 03 345 9323

Ngā mihi

Sam Broughton
Mayor, Selwyn District Council
Chair, Canterbury Mayoral Forum

Canterbury Mayoral Forum submission Te panoni I te hangarua: Transforming Recycling

Part One: Container Return Scheme

1 Do you agree with the proposed definition of a beverage?

Yes, the inclusion of all beverage types is consistent with overseas best practice and represents a broad-based system which will be easier for the public to understand and therefore support implementation and participation.

2 Do you agree with the proposed definition of an eligible beverage container?

Yes, the inclusion of all rigid beverage container types is suitable, with separate management and / or phasing out of alternative container types (e.g. pouches and bladders). We consider this, combined with potential eco-modulation, will support the recovery of recoverable materials for recycling.

3 Do you support the proposed refund amount of 20 cents?

Yes. The Forum agrees this will provide a suitable incentive to encourage participation, without putting too much additional cost on the container at point of sale - provided it will be reviewed and increased, when necessary, as proposed.

4 How would you like to receive your refunds for containers?

Councils would prefer electronic funds transfer, but for our residents and businesses participating we would support access to all options. This will enable retailers to provide customers with a reasonable choice for distributing Container Return Scheme (CRS) refunds, including as a payment, deduction from costs or as a form of donation.

- a. cash ✓
- b. electronic funds transfer (e.g., through a scheme account or mobile phone app) ✓
- c. vouchers (for cash or equivalent value product purchase) ✓
- d. donations to local community organisations/charities ✓
- e. access to all options ✓**
- f. other (please specify)

5 Do you support the inclusion of variable scheme fees to incentivise more recyclable packaging and, in the future, reusable packaging?

Yes. This is aligned with waste minimisation hierarchy principles. Eco-modulation has a potential role to play in encouraging greater resource efficiency, including incentivising packaging with higher recovery value or lower re-uses cost. It will be good to have an end-disposal point for reusable containers that might otherwise not be recyclable through Council collections and community drop-offs. There will, however, need to be flexibility designed into this system to close potential loopholes.

- 6 Do you agree with the proposed scope of beverage container material types to be included in the NZ CRS?

The Forum considers the inclusion of all container materials is necessary to encourage consumers to address all beverage container types, not just those that are easy to recycle. In addition, this scope will retain consumer choice and brings in acceptability of disposal/reprocessing costs as part of the costs of the product.

- 7 If you do not agree with the proposed broad scope (refer to Question 6), please select all container material types that you think should be included in the scheme.

The Forum agrees with the proposed scope, presuming bio-based plastics do not affect petroleum-based plastics during recycling processes.

- a. glass
- b. plastic (PET 1, HDPE 2, PP 5, and recyclable bio-based HDPE and PET)
- c. metal (e.g., aluminium and non-ferrous metals such as steel, tinplate and bi-metals)
- d. liquid paperboard

- 8 Do you support a process where alternative beverage container packaging types could be considered on case-by-case basis for inclusion within the NZ CRS?

We support the case-by-case consideration of alternative beverage container packaging types. We consider this approach will allow for innovation and industry development of alternatives and/or any unforeseen impacts of introducing the CRS.

- 9 Do you agree with the proposal to exempt fresh milk in all packaging types from the NZ CRS?

The Forum recognises potential cost-of-living concerns may be driving the proposal to exempt staple products such as fresh milk from the proposed NZ CRS. However, given fresh milk accounts for 30 per cent of total beverage sales and is readily recyclable, from an operational perspective it is recommended that fresh milk be included in the NZ CRS. The inclusion of fresh milk would support a simple and functional classification system with all containers (up to 3L) included.

In addition to the inclusion of fresh milk, the Forum would like to highlight the potential benefits of regulating lid colours to further improve recyclability. A recent example of this approach is that of UK food and grocery chain Waitrose, who has shifted from producing coloured lids across their fresh milk range to clear lids only. Clear lids can be recycled into food-grade packaging, along with the containers, rather than requiring separation from containers.

- 10 Do you support the Ministry investigating how to target the commercial recovery of fresh milk beverage containers through other means?

Notwithstanding Q9 above, the Forum supports further investigation by MfE and believes that recovery of fresh milk containers from commercial premises in particular needs to be incentivised.

For example, commercial premises could be required to separate recyclable materials, including HDPE containers, which would lead to higher recovery levels of recycling (although many commercial entities already have their plastic milk bottles collected when new stock is delivered).

We note that there are some alternatives being offered in the way of reusable 'bulk milk' containers in a few locations and consider that this should be encouraged or incentivised.

- 11 Do you support the Ministry investigating the option of declaring fresh milk beverage containers made out of plastic (e.g. plastic milk bottles and liquid paperboard containers) a priority product and thereby including them within another product-stewardship scheme?

The Forum supports extended producer responsibility and greater control over the types of containers (e.g. multi layered containers) for fresh milk. However, we consider that a new separate system will further confuse consumers, and would support fresh milk beverage containers being included in the CRS (as referenced in our answer to Q9).

- 12 We are proposing that beverage containers that are intended for refilling and have an established return/refillables scheme would be exempt from the NZ CRS at this stage. Do you agree?

The Forum agrees that reuse/refill systems should be kept separate from recycling, as this is a different model in the circular economy. Refillables are less likely to need to be collected as recycling or become litter compared to other beverage containers.

Recycling is not the optimal outcome from a CRS; moving to refillable systems is, and there are already businesses doing this across the country. Communities should have the benefit of a CRS system that endorses a move to refillable systems, not a CRS that simply accepts the status quo of billions of single use containers.

However, we acknowledge that return fees for refillables may also need to be regulated to ensure recovery for re-use is occurring. We would support a public education and incentive programme to encourage re-use.

- 13 Should there be a requirement for the proposed NZ CRS to support the New Zealand refillables market (e.g., a refillable target)?

Yes. We consider refillables are the future of packaging. Single-use packaging should be eliminated where this is practicable to do so.

- 14 Do you have any suggestions on how the Government could promote and incentivise the uptake of refillable beverage containers and other refillable containers more broadly?

While the Forum supports mandatory reporting requirements for refillables, we do not see a direct link between the NZ CRS and the potential refillables targets. It is important that refillables targets address the reusable products payback period, including embedded carbon (e.g. number of times re-used), however if reusable containers are only used once they do not achieve this objective and should be included in a CRS.

We also consider clear and strengthened proposals are needed to increase refillables schemes to future-proof them and ensure circularity. A dedicated (levy) fund is necessary to back a range of refillable schemes across all different product types, and fledgling schemes should be subsidised to get them to critical mass/volume to compete with single use.

This should be part of a wider education campaign to push actions "up the pipe" to reduce and reuse.

- 15 Are there any other beverage packaging types or products that should be considered for exemption?

The Forum would support the exemption of medicine packaging.

- 16 Do you agree that the size of eligible beverage containers would be three litres and smaller?

While a CRS will encourage consumers to consider larger containers (e.g. for water) than individual bottles, reducing single use behaviours, the Forum agrees there is a need to have a maximum limit for practicality of the scheme. This would also be consistent with current kerbside processing and public messaging in many council areas.

However, we consider there should be some way to capture larger containers, especially with the increasing purchase of large (over three litres) water bottles. The Forum therefore encourages the Ministry to investigate the option of declaring large beverage containers a priority product and thereby including them within another product-stewardship scheme.

- 17 Do you think that consumers should be encouraged to put lids back on their containers (if possible) before they return them for recycling under the scheme?

The Forum recommends the Government adopt a NZ CRS approach consistent with kerbside standardisation rules, noting that significant education has been undertaken in Canterbury to encourage the removal of lids for recycling. The decision to include/exclude lids should consider site amenity, future handling and or additional sorting/reprocessing required and by preference be as simple for the consumer as possible.

- 18 Do you agree that the scheme should provide alternative means to capture and recycle beverage container lids that cannot be put back on containers? If so, how should they be collected?

Yes, we support a requirement for a lid return area/receptacle at return facilities, where this is appropriate. We suggest a "slot" for these lids with clear pictures to show this.

- 19 Do you agree that a NZ CRS should use a 'mixed-return model' with a high degree of mandated retail participation to ensure consumers have easy access to container return/refund points, as well as the opportunity for voluntary participation in the network by interested parties?

The Forum supports a mixed-return model, including responsibilities for large retailers (supermarkets), opportunities for not-for-profit and NGO involvement and public drop off facilities (depots). To maximise co-benefits to the community, we consider this should also include councils and community recycling facilities / zero waste hubs.

Zero waste hubs can create local employment opportunities, build community resilience and help councils to meet waste minimisation goals and community expectations for action on climate change.

- 20 Where would you find it easiest to return eligible beverage containers? Please select all that are relevant and rank these from most preferred to least preferred.

Canterbury councils send all kerbside recycling to materials recovery facilities, and also operate transfer stations and other recycling drop-offs which are well placed for rural residents to bring in returns. Each of the below sites would have a place in Canterbury, and given the differing demographics of each council area there is no region-wide consensus among our councils over the ranking of these sites.

- a. Commercial recycling facility (e.g., depot, more likely to be located in industrial zone)

- b. Waste transfer station
- c. Other community centres/hubs (e.g., town hall, sports club, etc)
- d. Local retail outlet that sells beverages (e.g., dairy, convenience store, bottle shop, petrol station)
- e. Supermarket
- f. Community recycling/resource recovery centre
- g. Shopping centre/mall
- h. Other (please specify) Petrol stations - given the number of drinks in single use plastic they sell, convenient for both urban and rural consumers.

21 Retailers that sell beverages are proposed to be regulated as part of the network (mandatory return-to-retail requirements). Should a minimum store size threshold apply?

Yes. However, we note this would be dependent on the size of supermarkets within each population centre. Councils have mixed views on the scale of floor requirements but are in agreement that the definition of floor space needs to relate to the sale of beverage containers (or food and grocery) as opposed to an entire store which may sell a broad variety of products (e.g. a rural general store).

The transforming recycling consultation document seems to infer takeback will be limited to supermarkets; however it is not clear whether the store size thresholds (Q21-22) relate only to supermarkets or all retail premises that sell beverages.

And if yes, what size of retailer (shop floor) should be subject to mandatory return-to-retail requirements?

- a. Over 100m² (many smaller dairies likely exempt)
- b. Over 200m² (many dairies and some petrol stations likely exempt)
- c. Over 300m² (many retailers, dairies, petrol stations and smaller supermarkets likely exempt)

22 Do you think the shop-floor-size requirements for retailers required to take back beverage containers (mandatory return-to-retail) should differ between rural and urban locations?

The Forum has mixed views on the scale of floor requirements but there is agreement that the definition of floor space needs to relate to the sale of beverage containers (or food and grocery) as opposed to an entire store which may sell a broad variety of products (e.g. a rural general store).

If yes, what lower size threshold should be applied to rural retailers for them to be required to take back containers?

- a. Over 60m² (as in Lithuania)
- b. Over 100m² (many smaller dairies likely exempt)
- c. Over 200m² (many dairies and some petrol stations likely exempt)
- d. Over 300m² (many retailers, dairies, petrol stations and smaller supermarkets likely exempt)

23 Do you agree that there should be other exemptions for retailer participation? (For example, if there is another return site nearby or for health and safety or food safety reasons.)

Yes, subject to agreement between the parties (that is, neighbouring retailers) and public advertising of nearby location at exempt location. We however note that this could be difficult to administer or advertise – residents would need to understand the system. For example, if some dairies have return and others do not, the labelling needs to be very clear.

24 Do you agree with the proposed ‘deposit financial model’ for a NZ CRS?

Yes. We consider this model would create revenue from unclaimed deposits to cover scheme costs, and ensure the scheme prioritises recovery of containers.

25 Do you agree with a NZ CRS that would be a not-for-profit, industry-led scheme?

The NZ CRS needs to be not for profit. If industry-led then needs to be ‘deposit financial model’.

26 Do you agree with the recovery targets for a NZ CRS of 85 per cent by year 3, and 90 per cent by year 5?

Yes, noting that 85 per cent is consistent with overseas models and ensures the scheme delivers real change.

27 If the scheme does not meet its recovery targets, do you agree that the scheme design (including the deposit level) should be reviewed and possibly increased?

The Forum reiterates the need to ensure recovery targets and rollout of collection facilities are linked to and support achievement of targets, so if the scheme does not meet its recovery targets it should be reviewed. However will also need to find out what the barriers are to using the scheme and work to reduce them.

28 Do you support the implementation of a container return scheme for New Zealand?

Yes.

29 If you do not support or are undecided about a CRS, would you support implementation of a scheme if any of the key scheme design criteria were different? (e.g., the deposit amount, scope of containers, network design, governance model, scheme financial model, etc.). Please explain.

N/A

30 If you have any other comments, please write them here.

Any excess funds held by the Managing Agency should be used for education to further promote a higher recovery rate.

Part Two: Improvements to household kerbside recycling

Proposal 1: Collecting a standard set of materials

31 Do you agree with the proposal that a standard set of materials should be collected for household recycling at kerbside?

Yes. This could be achieved by setting minimum requirements. This would pull “up” the collection of those who are not collecting all they can but would not pull “down” the potential of the current

high performing systems (i.e. encouraging investment and innovation in maximising diversion from landfill).

We note that while Canterbury councils are very closely aligned to the proposed standards, many councils are not. Contamination of kerbside recycling is a significant issue, and a large part of the confusion is due to mixed messaging of what can be recycled combined with inconsistencies between collection services. The proposed standards would close the gap, reduce contamination improving the current levels of diversion nationally.

32 Do you agree that Councils collecting different material types (in addition to a standard set) might continue to cause public confusion and contamination of recycling?

We agree that when councils continue to collect material (such as lids, LPB, Plastics #3, #4, #6, #7) and where there is no market or the material is considered contamination, it gives the inaccurate impression to the public that this material is being successfully recycled. This undermines public trust.

In addition, conflicting messages in the media can also contribute to this, so companies and advertisers also need clear standards on what is and is not accepted for recycling in New Zealand.

However, one Canterbury council noted their existing performance with very low levels of contamination, demonstrating that low contamination can be achieved despite differences in recyclable materials throughout the country.

33 Do you think that national consistency can be achieved through voluntary measures, or is regulation required?

In general, we agree that regulation is required to achieve national consistency, although voluntary measures could provide an interim approach. All measures would benefit if supported with national recycling labelling (as in Australia) to give the public clear, consistent messaging and the confidence that they are recycling correctly. This would also motivate manufacturers to move towards packaging options that achieve the labelling standards.

34 Please tick below all the items from the proposed list which you agree should be included in the standard set of materials that can be recycled in household kerbside collections.

The Forum supports all proposed items being included in the standard set of materials that can be recycled in household kerbside collections; however, we question the singling out of pizza boxes as being separate from cardboard.

- a. **glass bottles and jars** ✓
- b. **paper and cardboard** ✓
- c. pizza boxes?
- d. **steel and aluminium tins and cans** ✓
- e. **plastic bottles 1 (PET) and 2 (HDPE)** ✓
- f. **plastic containers and trays 1 (PET) and 2 (HDPE)** ✓
- g. **plastic containers 5 (PP)** ✓

35 If you think any of the materials above should be excluded, please explain which ones and why.

The Forum supports the inclusion of material types only, not the inclusion of specific products (e.g. pizza boxes). Contamination of materials should determine whether it can be recycled, rather than blanket inclusions. Once Canterbury council did not support the inclusion of glass in any form, suggesting drop-off facilities a more suitable approach than kerbside collection.

36 If you think any additional materials should be included, please explain which ones and why.

RPET and other plastic semi-rigid packaging with recycled content standards should be included on the proposed list.

37 Do you agree that the standard set of materials should be regularly reviewed and, provided certain conditions are met, new materials added?

The Forum considers it essential that there is a focus on being open to new opportunities. Having a set regular review period (for example 18 months) would ensure this. The body to carry out reviews should be identified at the introduction of the scheme, and there should be application criteria, where producers who can demonstrate suitability for collection and a national demand for an output product can request inclusion in the kerbside list.

38 What should be considered when determining whether a class of materials should be accepted at kerbside in the future? (Tick all that apply)

- a. sustainable end markets ✓
- b. end markets solutions are circular and minimise environmental harm ✓
- c. viable processing technologies ✓
- d. processing by both automated and manual material recovery facilities ✓
- e. no adverse effects on local authorities, including financial ✓
- f. supply chains contribute appropriately to recovery and end-of-life solutions for their products ✓
- g. other (please specify)

39 Who should decide how new materials are added to the list?

- a. the responsible Minister
- b. Ministry for the Environment staff in consultation with a reference stakeholder group
- c. **existing Waste Advisory Board OR**
- d. **an independent board**
- e. other (please specify).

We believe the decision to include new materials should be made by either the existing Waste Advisory Board or an independent board; and they should ideally include representatives from beverage, packaging, recycling, councils and retailers.

40 Do you agree that, in addition to these kerbside policies, New Zealand should have a network of convenient and easy places where people can recycle items that cannot easily be recycled kerbside? For example, some items are too large or too small to be collected in kerbside recycling.

Yes. A convenient and consistent network of collection facilities would support greater waste diversion and reduce contamination in other collection streams. This approach also provides an

opportunity for the regional collection of materials outside of those included in the standard kerbside collection.

Proposal 2: All urban populations should have access to kerbside food scraps collections

41 Do you agree that food and garden waste should be diverted from landfills?

Yes, where it is practical and economical to do so. This approach supports working towards a low emissions circular economy.

42 Do you agree that all Councils should offer a weekly kerbside food scraps collection to divert as many food scraps as possible from landfills?

While the Forum supports the diversion of food scraps from landfill, we consider that the proposed standardisation of kerbside services may go too far. Instead, we recommend further work with all stakeholders be conducted on the separation of food scraps to ensure appropriate mechanisms are established, noting that alternative collection methodologies may be preferred.

43 Do you agree that these collections should be mandatory in urban areas (defined as towns with a population of 1000 plus) and in any smaller settlements where there are existing kerbside collections?

In addition to our response to Q42, the Forum generally support the inclusion of viable alternatives that may exist.

We also note there should be flexibility to scale operations and technology appropriately and that collaborative approaches and shared facilities should be considered.

44 Do you think Councils should play a role in increasing the diversion of household garden waste from landfills? If so, what are the most effective ways for Councils to divert garden waste?

The Forum notes views across the region on this are mixed, likely relative to individual councils own capacity and requirements. In general, the provision of garden waste processing is encouraged but also not a benefit shared by the entire population, so equity of providing a subsidy should also be considered, whether for collection services or for disposal.

- a. Offering a subsidised user-pays green waste bin?
- b. Making it more affordable for people to drop-off green waste at transfer stations
- c. Promoting low-waste gardens (e.g., promoting evergreen trees over deciduous)?
- d. Other (please specify)?

45 We propose a phased approach to the roll-out of kerbside food scraps collections. The timeframes will depend on whether new processing facilities are needed. Do you agree with a phased approach?

Yes. However we note that some systems will take time to be developed, procured and implemented as the infrastructure needs to be in place to ensure the product collected can be easily processed in a cost-effective manner and an end market exists. A combined food organics and garden organics (FOGO) collection should be included in this approach.

46 Do you agree that Councils with access to suitable existing infrastructure should have until 2025 to deliver food scraps collections?

No, this question assumes that every facility listed would be able to receive more organic waste - some may not be in a position to accept tonnages from outside their region if their region's organic tonnes are projected to grow significantly.

- a. yes, that's enough time
- b. **no, that's not enough time** ✓
- c. no, it should be sooner.

The Forum also considers that there would be insufficient time for councils to consult with the community, procure the service and implement it. Timing should be dependent on each council's WMMP review periods and LTP periods.

47 Do you agree that Councils without existing infrastructure should have until 2030 to deliver food scraps collections?

- a. **yes, that's enough time** ✓
- b. no, that's not enough time
- c. no, it should be sooner.

In general, yes this would be enough time, however it should be noted that development of essential infrastructure may require long lead-in times.

48 Are there any facilities, in addition to those listed below, that have current capacity and resource consent to take household food scraps?

- a. Envirofert – Tuakau
- b. Hampton Downs – Waikato
- c. Mynoke Vermicomposting site – Taupō
- d. Enviro NZ – new facility planned for the Bay of Plenty in 2023
- e. Living Earth – Christchurch
- f. Timaru Eco Compost Facility – Timaru.
- g. Other?

We propose to exclude the following non-food products and any packaging from any kerbside collection bins used to divert food scraps and/or green waste from landfills:

- a. kitchen paper towels / hand towels / serviettes
- b. newspaper and shredded paper
- c. food-soiled cardboard containers (e.g., pizza boxes)
- d. cardboard and egg cartons
- e. **compostable plastic products and packaging** ✓
- f. **compostable fibre products and packaging** ✓
- g. **compostable bin liners** ✓
- h. tea bags.

In general, the Forum agrees with the exclusion of compostable packaging, though we note that many in Canterbury believe fibre should be accepted. We ask that the Government instead look to regulate those emerging contaminants of concern. This would also be supported by clear labelling standards for recycling and compostability in NZ

49 Are there any additional materials that should be excluded from kerbside food and garden bins? Please explain which ones and why.

We propose that ash, timber and sawdust are prohibited, in order to reduce arsenic contamination of compost products. This has been found to be a serious issue in both Christchurch and Timaru composting operations and is managed through seasonal advertising.

50 For non-food products or packaging to be accepted in a food scraps bin or a food and garden waste bin, what should be taken into consideration? Tick all that apply.

We support the following being taken into consideration for non-food products or packaging to be accepted in a food scraps or FOGO bin. In addition, where technology or process is available to easily identify and sort compostable from non-compostable products, this could also be considered as an approach (although we are not aware that suitable technology currently exists).

- a. **products help divert food waste from landfills** ✓
- b. **products meet New Zealand standards for composability** ✓ Only if compostable packaging can be identified at collection point
- c. **products are certified in their final form to ensure they do not pose a risk to soil or human health** ✓
- d. **products are clearly labelled so that they can be distinguished from non-compostable products** ✓ Only if compostable packaging can be identified at collection point
- e. **a technology or process is available to easily identify and sort compostable from non-compostable products** ✓
- f. **producers and users of the products and packaging contribute to the cost of collecting and processing** ✓

51 If you think any of the materials listed above should be included in kerbside food and garden bins, please explain which ones and why.

Those Canterbury councils with kerbside food and garden organics collections currently accept the fibre products outlined in our response to Q48. The carbon element of these fibre products is beneficial to the optimising the composting process, particularly during seasonal influences of higher grass clippings in spring and the nitrogen this contributes.

- Kitchen paper towels / hand towels / serviettes and food-soiled cardboard containers (Prevents contamination of recycling if placed in kerbside recycling system).
- Shredded paper – Along with paper smaller than an envelope, as these materials cannot be processed at our current recycling facility.
- Compostable fibre products and packaging should be accepted as long as un-lined (e.g. paper-based food containers, wood-based containers and cutlery).

Existing processing operations, which allow fibre products in these kerbside collections, has resulted in certified organic outputs and high-quality compost with an established demand. Unnecessary exclusion of fibre products would negatively result in more waste to landfill.

Proposal 3: Reporting on household kerbside collections offered by the private sector

52 Do you agree that it is important to understand how well kerbside collections are working?

The Forum agrees it is important to ensure kerbside collections services are effective and that materials are viable for composting into high quality products with local infrastructure. Good baseline information is most important in establishing successful programmes and can be used to inform where improvement can be made or is required.

53 Do you agree with the proposal that the private sector should also report on their household kerbside collections so that the overall performance of kerbside services in the region can be understood?

Yes. This provides an insight into where the gaps are and where improvements can be made, but due to commercial sensitivity many are reluctant to report to councils at present. Waste is collected and transported across council boundaries by a range of collection companies, and this movement needs to be tracked. The private sector should therefore report direct to the Ministry and not through council systems. However if they are delivering to council owned and operated transfer stations, there is a risk of duplicating the information reported, so the reporting process will need to be carefully managed to avoid this.

We note that councils tend to provide a domestic-scale services to all properties, including in commercial areas, whereas private industry provide a much more flexible service for businesses. We therefore consider it would be important to extend reporting to cover commercial services as well as household services for organic waste and recycling collections, so we can understand the 'size' of this in comparison to household services.

54 Do you agree that the information should be published online for transparency?

We agree that the information should be published online in aggregated form (that is, by territorial authority area, region and by collection type). This will allow clear and consistent understanding by everyone of the scale and impact of waste being generated. It will generate support for any management approach that will be implemented.

55 Apart from diversion and contamination rates, should any other information be published online?

We also would support processing statistics/output products, such as compost produced/energy, being published online. Once the availability of this information is advertised well, demand from public and private sector for any further information could be gauged. Quality, well presented data is required.

Proposal 4: Setting targets (or performance standards) for Councils

56 Should kerbside recycling services have to achieve a minimum performance standard (e.g., collect at least a specified percentage of recyclable materials in the household waste stream)?

Potentially, kerbside diversion services should have to achieve a minimum performance standard, although this will not support waste reduction goals. Setting a minimum performance standard will not only provide councils a clear understanding of what is expected of them but also encourage

them to work towards achieving a certain target. Incentives should be given if councils perform better than minimum.

It is also important that any settings account for changing habits including the impact of the CRS and other product stewardship schemes. A more suitable approach could be to set minimum quality targets in the kerbside recycling and maximum quantity/ percentage targets in residual waste category as an alternative.

57 Should the minimum performance standard be set at 50 per cent for the diversion of dry recyclables and food scraps?

The Forum agrees that a 50 per cent target was a good start but we encourage the Government to consider that maximum allowable recyclables in residual waste of 10 per cent could be a more appropriate target. Quality targets of a maximum 10 per cent contamination is the current industry standard for kerbside recycling. Some in Canterbury expressed a preference for councils to set their targets with agreement by the Ministry.

58 We propose that territorial authorities have until 2030 to achieve the minimum performance target, at which time the target will be reviewed. Do you agree?

Preferably any performance targets should be phased in relative to appropriate infrastructure, including being dependent on the availability of and access to organics processing facilities, and on introduction of and impacts of a CRS scheme.

59 In addition to minimum standards, should a high-performance target be set for overall collection performance to encourage territorial authorities to achieve international best practice?

It is important to demonstrate what success looks like, as this will guide territorial authority budgets and investment decisions. Setting a success rate target (for example less than 5 per cent contamination and less than 5 per cent in residual) would be a good approach.

60 Some overseas jurisdictions aim for diversion rates of 70 per cent. Should New Zealand aspire to achieve a 70 per cent target?

A 70 per cent aspirational target could be achievable, but not if kerbside services were only limited to food scraps and recycling; and may not be achievable if the CRS pulls heavier materials from kerbside collections.

Residual waste will continue to be linked to consumption habits, behaviours and availability of convenient resource recovery services. Until producer responsibility is widely in place, the residual waste category will be unlikely to move significantly. Therefore we would suggest a focus on reducing sources of residual waste be prioritised. An example of this could be mandated packaging takeback schemes.

61 What should the consequences be for territorial authorities that do not meet minimum performance standards?

Consequences for territorial authorities not meeting minimum performance standards should depend on the circumstances. For example, a lack of infrastructure or other limiting factors would require a different approach to antipathy towards the standards.

Focus should be on incentives that territorial authorities will get when they achieve outstanding performance rather than focusing on how to penalise them. A financial penalty will be at the detriment of what an authority is trying to achieve and would simply take money which could be better used to providing enhanced recycling services. Such an approach would also result in loss of public support for recycling.

Proposal 5: Should glass and/or paper/cardboard be collected in separate containers?

- 62 Should either glass or paper/cardboard be collected separately at kerbside in order to improve the quality of these materials and increase the amount recycled?
- a. glass separate
 - b. paper/cardboard separate
 - c. separated, but Councils choose which one to separate
 - d. **status quo – they remain comingled for some Councils.**

The Forum supports the status quo. In order to introduce compulsory separate collections for either glass or fibre there would need to be a shift in the current ability to process nationally. In addition, any mandate should allow for the impacts of the CRS to be assessed.

We believe minimum quality standards should be required instead, with councils and commercial operators able to choose collection methodologies to meet that standard.

In question 48, the consultation document proposes exclusion from organics of certain non-recyclable fibre products: note that the Forum does not support this exclusion. If this progresses, it would be helpful to understand whether a mandated separate paper collection would address collection of these materials.

- 63 If glass or paper/cardboard is to be collected separately, should implementation:
- a. begin immediately
 - b. wait for any CRS scheme design to be finalised
 - c. **wait until the impact of a CRS scheme has been observed.**

The Forum supports option c. The CRS scheme has the potential to significantly change the composition of material received in kerbside recycling; therefore this should be reviewed once the scheme is introduced and there is sufficient data available. This could only be decided once the outcome and impact of the CRS is known.

Proposal 6: Should all urban populations have access to a kerbside dry recycling collection?

- 64 Should all Councils offer household kerbside recycling services?

We would support urban councils offering household kerbside recycling services, where this is the most effective solution. For example, in a built-up urban environment (inner city) a kerbside service might be inferior to a public drop-off/waste hub or other innovative approach.

A kerbside collection may also not be the best or most efficient form of recycling service for rural areas of the country, especially sparsely populated areas. This is exacerbated by the lack of local

infrastructure, the significant distances some councils would have to transport materials to a processing plant, and the ability of ratepayers and levy funds to fund the services, transport and processing costs.

65 Should these services be offered at a minimum to all population centres of more than 1,000 people?

Yes, we would support the provision of recycling collection services of some form, not necessarily kerbside collections, to urban population centres of more than 1,000 people, dependent on overcoming the issues raised in Q64 above.

66 Do you agree that Councils without any Councils-funded kerbside recycling collections should implement these collections within two years of their next Waste Management and Minimisation Plan?

The Forum generally agrees with this approach, with the recommendation that the Government consider the efficiency of this approach particularly in rural or sparsely populated areas.

67 What research, technical support or behaviour change initiatives are needed to support the implementation of this programme of work?

We consider that coordinated national and local messaging about recycling services aimed at all sectors of the community is required. In addition, provision of template collection contract specifications to support smaller councils, and financial support to all councils to boost local recycling messaging. There is a large number of research and success stories from other territorial authorities that could be used to market kerbside collection and recycling.

Part Three: Separation of business food waste

Proposal: Source separation of food waste is phased in for all businesses.

68 Should commercial businesses be expected to divert food waste from landfills as part of reducing their emissions?

Views across the region were mixed, likely relative to the type of businesses in respective council areas and available supporting infrastructure. Provided the correct support and infrastructure is made available for businesses to divert food waste from landfills, the Forum generally supports this proposal.

We consider there are a number of ways to address this issue. It would be detrimental to the environment, and to efforts to reduce carbon, to undertake a collection service over a large geographical area and transport the material collected to Christchurch for composting, when using the food waste locally for animal feed and encouraging the use of composting and wormeries would be more suited to a rural district. It would also be a costly service to provide in a number of rural areas due to the small rating base of the districts.

69 Should all commercial businesses be diverting food waste from landfills by 2030?

Generally the Forum agrees with this approach, noting that it could be specifically applied to only businesses producing or selling food.

70 Should separation be phased in, depending on access to suitable processing facilities (e.g. composting or anaerobic digestion)?

The Forum agrees that it should be phased in, should the government determine that this proposal should proceed. Mandating a service (say by 2030) will ensure investment is made in suitable technology. Allowance needs to be made for deferral of collections if a required processing site is not operational by implementation deadline.

71 Should businesses that produce food have a shorter lead-in time than businesses that do not?

For smaller businesses and those not producing food a longer lead-in time will be fairer due to the cost implications, which could be significant and detrimental to them. Also for those not producing food, an assessment should be undertaken to establish the volumes they will have and the level of service they will require.

It is important to note that consenting facilities is a very long process that is difficult and expensive. This will mean there will be very little competition in some regions, which would expose businesses, including councils, to higher disposal prices than if there were alternative facilities available.

72 Should any businesses be exempt? If so, which ones?

All waste generators need to be responsible for the separation and management of food waste they produce. Guidance and support may be required for not for profit and charitable organisations that may not have suitable budget to accommodate additional costs.

73 What support should be provided to help businesses reduce their food waste?

Key supports we suggest are set out below:

- a) clear mandate requirements, publicly listed reprocessing facilities, and collection companies – ensure details are available to businesses
- b) education programme and supporting resources e.g. resources such as posters or material to display showing what can be collected
- c) support for working with food redistribution organisations and food recovery services
- d) financial support is likely to be required by many to assist with collection costs and provision of receptacles for the storage of food waste between collections. This includes support for smaller and more remote councils which do not have many businesses to service, a small but geographically spread-out ratepayer base, and a small number of staff to support the additional workload. For such areas, the requirement to provide such a service will be financially detrimental. Many will also need actual support to implement systems and train their staff.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-31 / 220110001887

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 11 April 2022

AUTHOR(S): Shane Binder, Transportation Engineer

SUBJECT: Approval to Consult on Speed Limit Review for - Smith Street, Kaiapoi

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



 Department Manager



 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek a recommendation from the Kaiapoi-Tuahiwi Community Board to consult on the proposed speed limit for Smith Street between its interchange with the SH1 motorway and the Cam River.
- 1.2. The reason for this speed limit review is due to the significant development which is planned to occur on the south side of Smith Street in this area, including soon-to-be-constructed traffic signals at Tunas Street and connecting footpaths. This will result in a rural speed limit in an urbanised area where vehicle and people movements have increased. The existing speed limit is considered inappropriate for the future needs of the area.
- 1.3. The proposed speed limit aligns with Waka Kotahi's Safe System Approach. This approach includes four key aspects; safer vehicles, safer roads and roadsides, safer road users, and safer speeds. To ensure safer speeds on the District's roads, the road controlling authority reviews speed limits to set safe and appropriate speeds.
- 1.4. The proposed speed limit has been assessed in accordance with the *Land Transport Rule: Setting of Speed Limits 2017* (Rule 54001/2017), which mandates the use of the *Waka Kotahi Speed Management Guide* (2016). For further information on the method for setting a safe and appropriate speed for a road, refer to Attachment i.
- 1.5. The recommended option is to approve public consultation on the proposed speed limit for Smith Street. This will enable engagement with both the public and key stakeholders, where they will be able to provide their opinions on the proposed change.

Attachments:

- i. Speed Limit Review – Briefing to U&R on the setting of Speed Limits 2021 (TRIM No. 210329051406)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

And

RECOMMENDS THAT the Council:

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

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

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

3. **BACKGROUND**

- 3.1. Reductions in speed limits align with Waka Kotahi's road safety direction of a Safe System Approach. This approach recognises that people make mistakes and are vulnerable in a crash, with an intention of reducing the price paid for mistake (i.e., a reduction in deaths and serious injuries). The system itself focuses on four key aspects; safer vehicles, safer roads and roadsides, safer road users, and safer speeds. These are intended to be improved by driving safer cars, road controlling authorities developing safety projects and removal of roadside hazards, education/training and enforcement, and setting safe and appropriate speeds, respectively. As can be seen, reducing speed limits is not the only initiative in this approach; however, supports a key step in ensuring a safe system is developed.
- 3.2. Smith Street has been reviewed due to the urban development which has recently been consented for the south side, with construction expected to begin in the second half of 2022. This has resulted in a rural speed limit being designated in an urban residential and commercial setting. This urban setting has greater numbers of vehicle and people movements, coupled with an increase in the number of intersections and access-ways, as well as a new traffic signal. Increases to these factors correlates directly to an increase in the likelihood of a crash involving a motor vehicle, and at higher speeds, results in an increase of crash severity. Lower speeds in this area will enable vehicle drivers greater time to judge and enter the adjacent road, whilst also reduce the severity of a crash if one were to occur.
- 3.3. The Land Transport Rule: Setting of Speed Limits 2017 (Rule 54001/2017) mandates the use of the Waka Kotahi Speed Management Guide (2016) when proposing changes to speed limits on any local authority road.
- 3.4. The Waka Kotahi *Speed Management Guide* (2016) sets out a framework to assess safe and appropriate speed limits for different road environments. It also utilises the Infrastructure Risk Rating (IRR) Manual (2016) to assess hazards based on all

components of the road corridor, including but not limited to, traffic volume, carriageway alignment, lane widths, and the surrounding land use. Included in Attachment i is a presentation given to the Utilities & Roading Committee during a previous speed limit review describing the method used to determine the safe and appropriate speed for a section of road.

- 3.5. Smith Street is a straight sealed road with no horizontal alignment changes in the reviewed section. It has one through lane in each direction with a flush median for approximately half of the length. The section is mostly kerbed with a partial footpath on the south side and full roadway illumination.
- 3.6. The north side of Smith Street is a fully-developed residential neighbourhood; no large-scale changes are anticipated in the near future. The south side of Smith Street was recently partially developed with a gym, hardware store, and preschool, accessed via Hakarau Road, and a service station accessing directly onto Smith Street. There is also a recreational access to the Kaiapoi River and Passchendaele Trail.
- 3.7. At present, Smith Street, between the end of Waka Kotahi jurisdiction (60 m east of the southbound motorway intersection) and the existing 50 km/hr speed threshold as shown in this report in Figure 1, has the following characteristics, as measured in October 2020:
 - 3.7.1. Posted speed: 80 km/hr
 - 3.7.2. Operating speed (mean): 63 km/hr
 - 3.7.3. Operating speed (85th percentile): 70.7 km/hr
 - 3.7.4. Traffic volume (average daily traffic): 9,847

Figure One: Proposed Speed Limit Reduction Area (in blue)



- 3.8. As noted above in 3.2, there are a number of changes proposed to occur along Smith Street in this vicinity starting later in 2022, including:
 - 3.8.1. New commercial development in the land accessed by Hakarau Road on the south side of Smith Street, including a large grocery store and large department store

- 3.8.2. New traffic signal at Tunas Street with a new road connection to Hakarau Road, expecting to accommodate high volumes of turning traffic to/from the new commercial development
- 3.8.3. New footpaths along the south side of Smith Street, north to Tunas Street, and south to Hakarau Road, connecting with existing footpaths in the residential neighbourhood on the north side of Smith Street and the Passchendaele Trail to the south
- 3.8.4. Potential upgrades and/or relocation of the existing public transport stops to cater for the expected increase in ridership from the new commercial development
- 3.9. It is therefore considered suitable to review the existing speed limit in this portion of Smith Street for safety and appropriateness.

4. ISSUES AND OPTIONS

- 4.1. The Community Board has the following options available to them:

- 4.2. Option 1: Approve consultation for the speed limit proposed for Smith Street

This option involves the approval of this report and authorisation granted to staff to undertake consultation on the proposed speed limit.

This is the recommended option because it allows members of the public and key stakeholders to provide feedback on whether a lower speed limit would be suited to Smith Street and ensures the RCA is fulfilling its duty under the Land Transport Rule: Setting of Speed Limits 2017 (Rule 54001/2017) for setting safe and appropriate speeds on local roads.

- 4.3. Option 2: Decline consultation for the speed limit proposed for Smith Street

The Community Board and Council may wish to decline the approval of this report and prevent consultation occurring on the proposed speed limit change.

This is not the recommended option because the RCA may be perceived as not fulfilling its duty under the Land Transport Rule: Setting of Speed Limits 2017 (Rule 54001/2017) for setting safe and appropriate speeds on local roads. This could result in legal action from Waka Kotahi and/or the Ministry of Transport.

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

Implications for Community Wellbeing

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

5. COMMUNITY VIEWS

- 5.1. **Mana whenua, Groups, and Organisations**

The key stakeholders in this process include the New Zealand Police, New Zealand Automobile Association, New Zealand Road Transport Association, Te Ngāi Tuāhuriri Rūnanga, and Waka Kotahi. As designated by 54001/2017, the road controlling authority must approach these key stakeholders for specific feedback on the proposed speed change. This will occur alongside public consultation.

5.2. **Wider Community**

The wider community will be consulted with once approval is received from Council. This is in accordance with Rule 54001/2017, which requires the RCA to consult with and consider public feedback.

The community will be informed of the consultation process through social media, advertisements in local newspapers, and announcements on the Council website. In addition to this, residents and businesses on Tunas Street, Camleigh Close, and Hakarau Road will be informed of the consultation through a letter drop. The public consultation will be undertaken through Council's existing online forum (Let's Talk Waimakariri).

The results from the public consultation and the final speed limit proposals will be presented to the Community Board and then Council for approval.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. The majority of the cost associated with changing the speed limit is signage. This includes relocating the existing threshold signs and the addition of two repeater signs where required. It is estimated that this will cost approximately \$2,000 and will be funded through the Subdivision Contribution budget as this change is a result of development.

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no direct risks arising from the adoption/implementation of the recommendations in this report. If the speed limit is reduced, the risk and magnitude of traffic crashes along the corridor is expected to lessen.

Note that early engagement with Waka Kotahi on the proposed speed limit change is ongoing and there is a minor risk that Waka Kotahi staff will not grant approval for the proposal. The results of this engagement will be verbally communicated to the Council when the report is presented.

6.3 **Health and Safety**

There are no perceived health and safety risks of consulting on these proposed speed limits; any reduction in the speed limit, if ultimately approved, is expected to reduce the risk of death or serious injury from traffic crashes.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. Authorising Legislation

7.2.1. The *Land Transport Rule: Setting of Speed Limits 2017* (Rule 54001/2017) outlines the responsibility of the road controlling authority in Clause 2.2(1) and its obligations to consult on proposed speed limits in Section 2.5. Furthermore, it requires that permanent speed limits are set by bylaw.

7.2.2. Section 145 of the Local Government Act (2002) enables the Council to make a bylaw for its district, in order to protect, promote, and maintain public health and safety.

7.2.3. The Speed Limit Bylaw (2009) enables the Council to set speed limits by Council resolution on roads which are within Council jurisdiction.

7.3. Consistency with Community Outcomes

The following community outcomes are relevant to the actions arising from recommendations in this report:

7.3.1. There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury, and harm from road crashes, gambling, and alcohol abuse are minimised.

7.3.2. Transport is accessible, convenient, reliable and sustainable

- The standard of our District's roads is keeping pace with increasing traffic numbers.

7.4. Authorising Delegations

Per Part 3 of the WDC *Delegations Manual*, the Community Boards are responsible for considering any matters of interest or concern within their ward area.

The Council are responsible for approving any changes to speed limits.

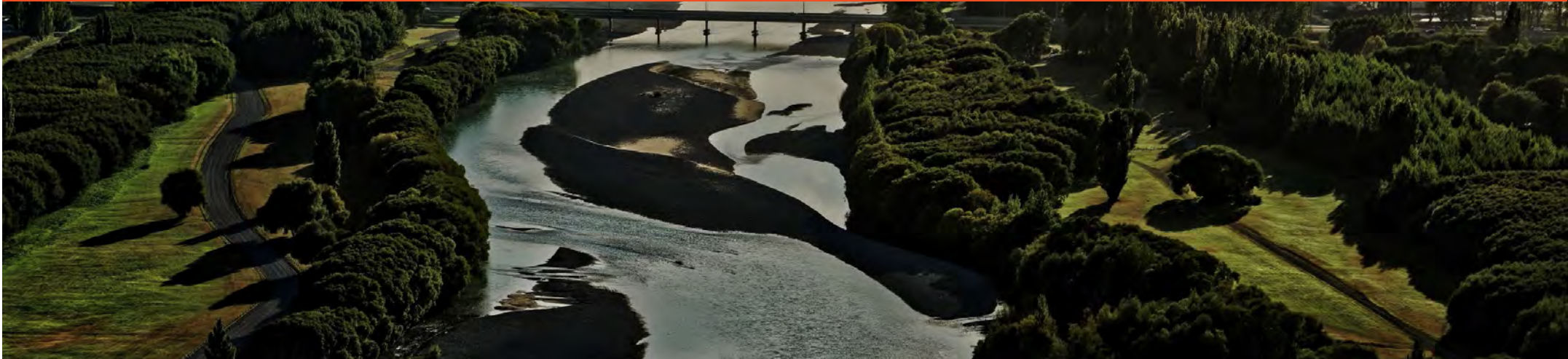


Speed Limit Reviews

Briefing to U&R

Joanne McBride – Roading & Transport Manager
Allie Mace-Cochrane – Graduate Engineer

April 2021



Documents

Statutory Document

- **Land Transport Rule: Setting of Speed Limits 2017 (Rule 54001/2017)**

Waka Kotahi Guidance

- **New Zealand Speed Management Guide 2016**
- **Infrastructure Risk Rating Manual**

Note. The statute and guidance documentation are all based on the 'Safe System' approach.



Safe System Approach




Legislation

Clause 1.3(c). The purpose of this Rule is to require road controlling authorities, when reviewing speed limits, to decide which speed limit is safe and appropriate for a road.

The process for reviewing a road is outlined in the following slides.



Process Overview

- 1. RCA identifies roads where the speed limit should be reviewed**
 - 2. RCA investigates the identified roads**
 - 3. Safe and appropriate speeds are calculated for each road**
 - 4. Comparison made with Waka Kotahi database**
 - 5. Report to Community Boards and Council for approval to consult**
 - 6. Consult with the public and key stakeholders**
 - 7. Compile and assess results, taking recommendations back to the Community Boards, and Council**
 - 8. Implement the new speed limit**
- 

Investigation of Identified Roads

Physical Data

- **Road stereotype**
- **Alignment**
- **Lane width**
- **Shoulder width**
- **Roadside hazards**
- **Surrounding land use**
- **Intersection density**
- **Access Density**


Surveyed Data

- **Traffic volume**
 - **Traffic speed (mean & 85th percentile)**
 - **Crash data (CAS database)**
 - **One Network Road**
- Classification (Mega Maps)**

Obtaining Physical Data

- **Site Visits**
 - **Drive through of road length**
 - **Measurement of shoulder and lane width**
 - **Measurement of distance from carriageway to roadside hazards**
 - **Measurement of distance between roadside hazards**
- **Desktop Data**
 - **Number of intersections**
 - **Number of accesses**

Obtaining Surveyed Data

- **Traffic volume and speed data obtained from district-wide count surveys and/or Waka Kotahi's Mega Maps**
 - **Crash data obtained from Waka Kotahi's Crash Analysis System (CAS) database**
 - **One Network Road Classification (ONRC) obtained from Mega Maps**
- 

Infrastructure Risk Rating Model – Manual Calculation

Categories

- **Road Stereotype**
- **Alignment**
- **Carriageway**
- **Roadside Hazard (split into left-hand & right-hand)**
- **Land Use**
- **Intersection Density per km**
- **Access Density per km**
- **Traffic Volume**

Process

1. **A risk score is obtained for each category**


(The risk score for the roadside hazards used in the equation is the mean of the left-hand and right-hand side scores)
2. **All risk scores are multiplied together to obtain the infrastructure risk rating (IRR)**
3. **Risk rating corresponds to a risk band in either the urban or rural designations**

IRR Risk Bands

IRR Score	Rural	Urban
0 to <0.8	Low	Low
0.8 to <1.2	Low-Medium	Low
1.2 to <1.6	Medium	Low
1.6 to <2.0	Medium-High	Low-Medium
2.0 to <2.4	High	Medium
2.4 to <2.8	High	Medium-High
2.8+	High	High

(Infrastructure Risk Rating Manual, 2016)

Road Safety Metric


- **Considers collective (DSI per kilometre) and personal risk (risk to an individual of DSI per 100 million vehicle km) over five and ten years**
 - **Variables include the number of fatal and serious crashes, length, time period, and the annual daily traffic for a specific road**
 - **Included in the New Zealand Road Assessment Programme (KiwiRAP)**
- 

Road Safety Metric Risk Bands


RISK RATING	COLLECTIVE RISK Average annual fatal and serious injury crashes per km	PERSONAL RISK Average annual fatal and serious injury crashes per 100 million vehicle-km	COLOUR
Low	≤ 0.039	< 4	Green
Low-medium	$0.04 \leq 0.069$	$4 \leq 4.9$	Yellow
Medium	$0.07 \leq 0.10$	$5 \leq 6.9$	Orange
Medium-high	$0.11 \leq 0.189$	$7 \leq 8.9$	Red
High	$0.19+$	$9+$	Black

(KiwiRAP, 2008)

ONRC in the Waimakariri District

- **Class 1 (high volume national roads): no roads meet this classification**
 - **Class 2 (arterial roads): small number of roads meet this classification (e.g. Flaxton Rd & Skewbridge Rd)**
 - **Class 3 (primary and secondary collectors): a greater number of roads meet this classification (e.g. South Eyre Rd)**
 - **Class 4 (access roads): the majority of the districts roads are in this classification (e.g. O'Roarkes Rd)**
- 

Combined Assessment

- **IRR, collective, and personal risk bands are required, alongside the ONRC and land use definition**
 - **Table 2.1 or 2.2, from the Speed Management Guide, is used to determine the safe and appropriate speed for a road based off the prior factors, where either the IRR or road safety metric will be the governing factor**
 - **For sense checking, this is compared with the safe and appropriate speed generated from the Mega Maps Assessment Tool**
 - **A comparison is made between the current posted speed limit and the assessed speed limit**
- 

Speed Management Guide Table – Urban and Rural Classifications

Table 2.1: Proposed Safe and Appropriate Speeds classification method – Urban Roads

Function / Feature	Road safety metric	Infrastructure Risk Rating	Safe and Appropriate Speed (km/h)
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Identified as a Freight Priority Route in a Network Operating Framework Limited Access Road controls Median Divided 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium; 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 80
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Non-commercial adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium; 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 60
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Non-commercial adjacent land use 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any IRR 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> ONRC is Primary Collector Residential adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High 	<ul style="list-style-type: none"> Low to Medium 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> Any ONRC Non-commercial and non-residential adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High 	<ul style="list-style-type: none"> 'Low' to 'Medium' 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> Any ONRC CBD/town centre Residential neighbourhoods 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'low' to 'Medium-High' 	<ul style="list-style-type: none"> 40
<ul style="list-style-type: none"> Any ONRC CBDs or town centres with high place function and concentration of active road users 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'High' 	<ul style="list-style-type: none"> 30
<ul style="list-style-type: none"> Parks 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any rating 	<ul style="list-style-type: none"> 20
<ul style="list-style-type: none"> Shared spaces with high place function and concentration of active road users Car parks 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any rating 	<ul style="list-style-type: none"> 10

Note 1: HRIG – NZ Transport Agency High-Risk Intersection Guide, 2013

Note 2: Commercial land use excludes Industrial land use activities.

Note 3: No road safety metrics are used in the assessment of roads with a safe and appropriate speed of 40km/h or less, but the corridor's look and feel should be conducive to achieving the safe and appropriate

(New Zealand Speed Management Guide, 2016)

Table 2.2 Proposed Safe and Appropriate Speeds classification method – Rural Roads (incl rural towns)

Function / Feature	Road Safety Metric	Infrastructure Risk Rating	Safe and Appropriate Speed (km/h)
<ul style="list-style-type: none"> ONRC is Class 1 Median Divided and at least 2 lanes in each direction No direct property access Grade separated intersections 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium; Collective Risk \leq Medium-High; 	<ul style="list-style-type: none"> 'Low' 	<ul style="list-style-type: none"> 110⁷
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Sealed road 	<ul style="list-style-type: none"> Personal Risk \leq Medium; Collective Risk \leq Medium-High; 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 100
<ul style="list-style-type: none"> Any ONRC 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High; 	<ul style="list-style-type: none"> 'Low' to 'Medium' 	<ul style="list-style-type: none"> 80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Sealed road 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'Low' to 'High' 	<ul style="list-style-type: none"> <80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Unsealed road 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'Low' to 'High' 	<ul style="list-style-type: none"> <80
<ul style="list-style-type: none"> ONRC is Class 1 – 2 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium Collective Risk \leq Medium-High 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 80
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium 	<ul style="list-style-type: none"> 'Low' to 'Medium' 	<ul style="list-style-type: none"> 60
<ul style="list-style-type: none"> Any ONRC rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High, 	<ul style="list-style-type: none"> 'Low' to 'Medium' 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> Rural town² High place function and concentration of active road users 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'Low' to 'Medium-High' Or 'High' 	<ul style="list-style-type: none"> <50

Note 1: HRIG – NZ Transport Agency High-Risk Intersection Guide, 2013

Note 2: Not classified as Urban according to Statistics New Zealand definition.

Final Speed Limit

- **Based on the combined assessment, a new speed limit is determined or the current one is maintained**
- **Once approved by Council, public consultation can occur**

Example – Johns Road, 70 km/h Zone Past Acacia Ave

Site Visit



Notes

- Drive through noted a straight sealed road with no horizontal alignment changes, power poles on the left-hand side, street lights on the right-hand side, and an open drain on the left-hand side.
- Area is urban on the north side.
- Shoulder width = 0.5 m
- Lane width = 3.5 m
- Distance to power pole = 3.0 m
- Distance to open drain = 3.0 m
- Distance to street lights = 2.5 m
- Power pole spacing ~ 50.0 m
- Posted speed limit = 70 km/h

Example – Johns Road, 70 km/h Zone Past Acacia Ave

Desktop Data

- Length of road section = 0.5 km
- Number of accesses = 15
- Number of intersections = 3

Surveyed Data

- Traffic volume = 1787 vehicles/day
- Mean traffic speed = 82.8 km/h
- 85th percentile speed = 95.0 km/h
- Serious crashes = 0 (5 years); 0 (10 years)
- Fatal crashes = 0 (5 years); 0 (10 years)
- ONRC = Primary Collector (Class 3)


Example – Johns Road, 70 km/h Zone Past Acacia Ave

Risk Scores

- **Road stereotype – two lane undivided**
RS = 3.70
- **Alignment – straight**
RS = 1.00
- **Carriageway – 3.5 m lane (medium);
0.5 m shoulder (narrow)**
RS = 1.45
- **Roadside hazards – RHS: moderate;
LHS: Severe**
RS (RHS) = 1.43; RS (LHS) = 2.80
- **Land use – urban residential**
RS = 3.00
- **Intersection density – 5 to <10
intersections/km**
RS = 2.60
- **Access density – 20+ accesses/km**
RS = 1.30
- **Traffic volume – 1000 to <6000 veh/day**
RS = 1.40

Example – Johns Road, 70 km/h Zone Past Acacia Ave

- **IRR = 2.21 (medium)**
 - **Collective risk = 0.00 (low)**
 - **Personal risk = 0.00 (low)**

 - **These results correspond to a 50 km/h safe and appropriate speed**
 - **Mega Maps also suggests a safe and appropriate speed of 50 km/h**
 - **It is recommended that the speed limit is dropped from 70 km/h to 50 km/h**
- 

Example – Johns Road, 70 km/h Zone Past Acacia Ave

IRR Score	Rural	Urban
0 to <0.8	Low	Low
0.8 to <1.2	Low-Medium	Low
1.2 to <1.6	Medium	Low
1.6 to <2.0	Medium-High	Low-Medium
2.0 to <2.4	High	Medium
2.4 to <2.8	High	Medium-High
2.8+	High	High

RISK RATING	COLLECTIVE RISK Average annual fatal and serious injury crashes per km	PERSONAL RISK Average annual fatal and serious injury crashes per 100 million vehicle-km
Low	≤ 0.039	< 4
Low-medium	$0.04 \leq 0.069$	$4 \leq 4.9$
Medium	$0.07 \leq 0.10$	$5 \leq 6.9$
Medium-high	$0.11 \leq 0.189$	$7 \leq 8.9$
High	$0.19+$	$9+$

Table 2.1: Proposed Safe and Appropriate Speeds classification method – Urban Roads

Function / Feature	Road safety metric	Infrastructure Risk Rating	Safe and Appropriate Speed (km/h)
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Identified as a Freight Priority Route in a Network Operating Framework Limited Access Road controls Median Divided 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium; 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 80
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Non-commercial adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium; 	<ul style="list-style-type: none"> 'Low' or 'Low-Medium' 	<ul style="list-style-type: none"> 60
<ul style="list-style-type: none"> ONRC is Class 1 or 2 Non-commercial adjacent land use 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any IRR 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> ONRC is Primary Collector Residential adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High 	<ul style="list-style-type: none"> Low to Medium 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> Any ONRC Non-commercial and non-residential adjacent land use 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High 	<ul style="list-style-type: none"> 'Low' to 'Medium' 	<ul style="list-style-type: none"> 50
<ul style="list-style-type: none"> Any ONRC CBD/town centre Residential neighbourhoods 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'low' to 'Medium-High' 	<ul style="list-style-type: none"> 40
<ul style="list-style-type: none"> Any ONRC CBDs or town centres with high place function and concentration of active road users 	No road safety metric used in the assessment	<ul style="list-style-type: none"> 'High' 	<ul style="list-style-type: none"> 30
<ul style="list-style-type: none"> Parks 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any rating 	<ul style="list-style-type: none"> 20
<ul style="list-style-type: none"> Shared spaces with high place function and concentration of active road users 	No road safety metric used in the assessment	<ul style="list-style-type: none"> Any rating 	<ul style="list-style-type: none"> 10
<ul style="list-style-type: none"> Car parks 			

Note 1: HRIG – NZ Transport Agency High-Risk Intersection Guide, 2013

Note 2: Commercial land use excludes industrial land use activities.

Note 3: No road safety metrics are used in the assessment of roads with a safe and appropriate speed of 40km/h or less, but the corridor's look and feel should be conducive to achieving the safe and appropriate

Example – Johns Road, 100 km/h Zone from Urban Limit to Swannanoa Road

Site Visit



Notes

- Drive through noted a straight sealed road with no horizontal alignment changes, power poles alternate between sides, and an open drain which alternates on both sides (shallow when on LHS and deeper on the RHS).
- Shoulder width = 0.5 m
- Lane width = 3.5 m
- Distance to power pole = 4.5/3.0/2.5 m
- Distance to open drain = 5.0/4.0 m
- Power pole spacing ~ 80.0 m
- Posted speed limit = 100 km/h

Example – Johns Road, 100 km/h Zone from Urban Limit to Swannanoa Road

Desktop Data

- Length of road section = 4.0 km
- Number of accesses = 35
- Number of intersections = 4

Surveyed Data

- Traffic volume = 2760 vehicles/day
- Mean traffic speed = 44.5 km/h (25 m from Plaskett Rd intersection)
- 85th percentile speed = 50.6 km/h (25 m from Plaskett Rd intersection)
- Serious crashes = 2 (5 years); 3 (10 years)
- Fatal crashes = 0 (5 years); 0 (10 years)
- ONRC = Primary Collector (Class 3)

Example – Johns Road, 100 km/h Zone from Urban Limit to Swannanoa Road

Risk Scores

- **Road stereotype – two lane undivided**
RS = 3.70
- **Alignment – straight**
RS = 1.00
- **Carriageway – 3.5 m lane (medium);
0.5 m shoulder (narrow)**
RS = 1.45
- **Roadside hazards – RHS: moderate;
LHS: moderate**
RS (RHS) = 1.43; RS (LHS) = 1.43
- **Land use – rural residential**
RS = 1.50
- **Intersection density – 1 to <2
intersections/km**
RS = 1.15
- **Access density – 5 to <10 accesses/km**
RS = 1.06
- **Traffic volume – 1000 to <6000 veh/day**
RS = 1.40

Example – Johns Road, 100 km/h Zone from Urban Limit to Swannanoa Road

- **IRR = 1.29 (medium)**
- **Collective risk = 0.09 (medium)**
- **Personal risk = 8.69 (medium-high)**

- **These results correspond to an 80 km/h safe and appropriate speed**
- **Mega Maps also suggests a safe and appropriate speed of 80 km/h**
- **It is recommended that the speed limit is dropped from 100 km/h to 80 km/h**

Example – Johns Road, 100 km/h Zone from Urban Limit to Swannanoa Road

IRR Score	Rural	Urban
0 to <0.8	Low	Low
0.8 to <1.2	Low-Medium	Low
1.2 to <1.6	Medium	Low
1.6 to <2.0	Medium-High	Low-Medium
2.0 to <2.4	High	Medium
2.4 to <2.8	High	Medium-High
2.8+	High	High

RISK RATING	COLLECTIVE RISK Average annual fatal and serious injury crashes per km	PERSONAL RISK Average annual fatal and serious injury crashes per 100 million vehicle-km
Low	≤ 0.039	< 4
Low-medium	$0.04 \leq 0.069$	$4 \leq 4.9$
Medium	$0.07 \leq 0.10$	$5 \leq 6.9$
Medium-high	$0.11 \leq 0.189$	$7 \leq 8.9$
High	$0.19+$	$9+$

Table 2.2 Proposed Safe and Appropriate Speeds classification method – Rural Roads (incl rural towns)

Function / Feature	Road Safety Metric	Infrastructure Risk Rating	Safe and Appropriate Speed (km/h)
<ul style="list-style-type: none"> ONRC is Class 1 Median Divided and at least 2 lanes in each direction No direct property access Grade separated intersections 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium; Collective Risk \leq Medium-High; 	'Low'	110'
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Sealed road 	<ul style="list-style-type: none"> Personal Risk \leq Medium; Collective Risk \leq Medium-High; 	'Low' or 'Low-Medium'	100
<ul style="list-style-type: none"> Any ONRC 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High; 	'Low' to 'Medium'	80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Sealed road 	No road safety metric used in the assessment	'Low' to 'High'	<80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Unsealed road 	No road safety metric used in the assessment	'Low' to 'High'	<80
<ul style="list-style-type: none"> ONRC is Class 1 – 2 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium Collective Risk \leq Medium-High 	'Low' or 'Low-Medium'	80
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium 	'Low' to 'Medium'	60
<ul style="list-style-type: none"> Any ONRC rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High, 	'Low' to 'Medium'	50
<ul style="list-style-type: none"> Rural town² High place function and concentration of active road users 	No road safety metric used in the assessment	'Low' to 'Medium-High' or 'High'	<50

Note 1: HRIG – NZ Transport Agency High-Risk Intersection Guide, 2013

Note 2: Not classified as Urban according to Statistics New Zealand definition.

Example – Earlys Road, Cust Urban Limits to West Eyreton Urban Limits

Site Visit



Notes

- Drive through noted a straight sealed road with vertical alignment changes rather than horizontal (reduced site distance in-between vertical alignment changes), multiple culvert road crossings, power poles on the left-hand side, and deep drains alternating sides
- Shoulder width = 0.0 m
- Lane width = 3.0 m
- Distance to power pole = 3.0 m
- Distance to open drain ~ 6.0 m
- Power pole spacing ~ 70.0 m
- Posted speed limit = 100 km/h

Example – Earlys Road, Cust Urban Limits to West Eyreton Urban Limits

Desktop Data

- Length of road section = 3.93 km
- Number of accesses = 29
- Number of intersections = 4

Surveyed Data

- Traffic volume = 763 vehicles/day
- Mean traffic speed = 38.5 km/h (Note. 25 m from Tram Rd)
- 85th percentile speed = 44.1 km/h (Note. 25 m from Tram Rd)
- Serious crashes = 0 (5 years); 0 (10 years)
- Fatal crashes = 0 (5 years); 0 (10 years)
- ONRC = Secondary Collector (Class 3)

Example – Earlys Road, Cust Urban Limits to West Eyreton Urban Limits

Risk Scores

- **Road stereotype – two lane undivided**
RS = 3.70
- **Alignment – straight**
RS = 1.00
- **Carriageway – 3.0 m lane (medium); 0.0 m shoulder (very narrow)**
RS = 1.79
- **Roadside hazards – RHS: high/moderate; LHS: moderate**
RS (RHS) = 2.28/1.43; RS (LHS) = 1.43
- **Land use – rural residential**
RS = 1.50
- **Intersection density – 1 to <2 intersections/km**
RS = 1.15
- **Access density – 5 to <10 accesses/km**
RS = 1.06
- **Traffic volume – <1000 veh/day**
RS = 1.00

Example – Earlys Road, Cust Urban Limits to West Eyreton Urban Limits

- **IRR = 1.35 (medium)**
- **Collective risk = 0.00 (low)**
- **Personal risk = 0.00 (low)**

- **These results correspond to an 80 km/h safe and appropriate speed**
- **Mega Maps also suggests a safe and appropriate speed of 80 km/h**
- **It is recommended that the speed limit is dropped from 100 km/h to 80 km/h**

Example – Earlys Road, Cust Urban Limits to West Eyreton Urban Limits

IRR Score	Rural	Urban
0 to <0.8	Low	Low
0.8 to <1.2	Low-Medium	Low
1.2 to <1.6	Medium	Low
1.6 to <2.0	Medium-High	Low-Medium
2.0 to <2.4	High	Medium
2.4 to <2.8	High	Medium-High
2.8+	High	High

RISK RATING	COLLECTIVE RISK Average annual fatal and serious injury crashes per km	PERSONAL RISK Average annual fatal and serious injury crashes per 100 million vehicle-km
Low	≤ 0.039	< 4
Low-medium	$0.04 \leq 0.069$	$4 \leq 4.9$
Medium	$0.07 \leq 0.10$	$5 \leq 6.9$
Medium-high	$0.11 \leq 0.189$	$7 \leq 8.9$
High	$0.19+$	$9+$

Table 2.2 Proposed Safe and Appropriate Speeds classification method – Rural Roads (incl rural towns)

Function / Feature	Road Safety Metric	Infrastructure Risk Rating	Safe and Appropriate Speed (km/h)
<ul style="list-style-type: none"> ONRC is Class 1 Median Divided and at least 2 lanes in each direction No direct property access Grade separated intersections 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium; Collective Risk \leq Medium-High; 	'Low'	110 ⁷
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Sealed road 	<ul style="list-style-type: none"> Personal Risk \leq Medium; Collective Risk \leq Medium-High; 	'Low' or 'Low-Medium'	100
<ul style="list-style-type: none"> Any ONRC 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High; 	'Low' to 'Medium'	80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Sealed road 	No road safety metric used in the assessment	'Low' to 'High'	<80
<ul style="list-style-type: none"> Any ONRC Not in a rural town² Unsealed road 	No road safety metric used in the assessment	'Low' to 'High'	<80
<ul style="list-style-type: none"> ONRC is Class 1 – 2 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Low-Medium Collective Risk \leq Medium-High 	'Low' or 'Low-Medium'	80
<ul style="list-style-type: none"> ONRC is Class 1 – 3 Rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium 	'Low' to 'Medium'	60
<ul style="list-style-type: none"> Any ONRC rural town² 	<ul style="list-style-type: none"> Personal Risk \leq Medium-High, 	'Low' to 'Medium'	50
<ul style="list-style-type: none"> Rural town² High place function and concentration of active road users 	No road safety metric used in the assessment	'Low' to 'Medium-High' or 'High'	<50

Note 1: HRIG – NZ Transport Agency High-Risk Intersection Guide, 2013

Note 2: Not classified as Urban according to Statistics New Zealand definition.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BAC-03-114-01 / 220223025061

REPORT TO: RANGIORA-ASHLEY COMMUNITY BOARD
KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: KTCB – 11 April 2022
RACB – 13 April 2022

AUTHOR(S): Vanessa Thompson, Business & Centres Advisor

SUBJECT: Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks Board Member endorsement of the town centre feature concept lighting Designs for Rangiora and Kaiapoi as prepared by Kevin Cawley of Total Lighting Ltd.
- 1.2. Kevin Cawley was selected by the Town Centre Feature Lighting Working Group as the preferred lighting design consultant to provide concepts for feature lighting and decorations for the Rangiora and Kaiapoi town centres.
- 1.3. The concept designs are intended for use in guiding future town centre lighting decisions and funding allocations while also providing guidance for private property and business owners when considering refurbishments or redevelopments.

Attachments:

- i. 201130161857 - Concept Lighting Design for Rangiora
- ii. 201130161854 - Concept Lighting Design for Kaiapoi
- iii. 190328045690 – Town Centre Decorations and Lighting Working Group Terms of Reference

2. RECOMMENDATION

THAT the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards:

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

and

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

3. **BACKGROUND**

- 3.1. A Town Centre Feature Lighting Working Group including representation from staff and elected members (attachment iii) was established to provide guidance on feature lighting and decorations in the town centres of Kaiapoi and Rangiora. The group noted a requirement for expert lighting design services to help support future lighting decisions in these locations.
- 3.2. In January 2019 Council approved a \$50,000 budget in the 2019/20 year so that a specialist lighting designer could be engaged to explore options around future lighting and associated decorations in the town centres of Rangiora and Kaiapoi. It was anticipated that a long term plan for both lighting and decorations would be developed in conjunction with the Community Boards to ensure a more strategic and consistent approach to lighting design across the town centres.
- 3.3. Consultation within the Town Centre Feature Lighting Working Group resulted in a report being taken to the Community and Recreation Committee in September 2019 asking for the re-allocation of the funds to purchase Christmas decorations and festoon lights, with the remainder of the budget being assigned to a specialist lighting consultant.
- 3.4. The budget for the development of a feature lighting concept design was amended to \$27,439.86. It was anticipated that the concept design/s would provide staff with a detailed cost estimate for a submission to the 2021-31 Long Term Plan to support the future implementation of the design ideas.
- 3.5. A lighting designer scope of works was prepared in February 2022 which identified the need for an overall long term strategy for town centre lighting (street and feature) within the Kaiapoi and Rangiora town centres, while taking in account existing lighting features and previous lighting review findings/recommendations.
- 3.6. Three lighting designer quotes were received in response to the scope of works. Kevin Cawley of Total Lighting Ltd was selected by the Town Centre Decorations & Lighting Working Group as the preferred consultant after an appropriate assessment process.

4. **ISSUES AND OPTIONS**

- 4.1. A summary of the lighting concept designs developed by Kevin Cawley (Total Lighting Ltd) for the Rangiora and Kaiapoi town centres include:
- 4.2. Key Concepts for Rangiora:

Location	Concept	Reason
RANGIORA	The overarching objective is a selection of colour temperatures that create a warm, safe, elegant aesthetic and atmosphere. Council should have the ability to control lighting levels to introduce different colours for special events and festivals.	
Boundaries defined as: Rangiora-Ashley Street to Durham Street	All (under) veranda lighting at 2700k illumination <i>Photos 1, 2 & 3 (attachment i)</i>	Perception of warmth, safety on pathways. Better supports window displays by not overpowering window lighting, encourages pedestrians to stop and view displays.
	Heritage light fittings and poles with 2700k illumination	Provides unique character to the town centre and a point of elegance for High Street. Illumination complements the under-veranda

	<i>Photo 4 (attachment i)</i>	lighting. Fittings to be controlled to create different colour combinations making it possible to theme different events and celebrations.
	Road light poles and controllable heads at 3000k illumination (Spunlite Windsor Heritage) <i>Photo 5 (attachment i)</i>	To align with and complement the existing heritage theme.

4.4 Key Concepts for Kaiapoi:

Location	Concept	Reason
KAIAPOI Boundaries defined as: Hilton Street to Charles Street	The objective is a selection of colour temperatures that create a warm, safe, fresh look and feel. The standout feature is the Williams Street Bridge which would need to be the “star” of the show. Main Street and under-veranda lighting would need to complement the Bridge.	
Williams Street Bridge		
	Bridge balustrades to be illuminated from both sides – the river and pedestrian sides at 2700k. <i>Photo 1 (attachment ii)</i>	The river side illuminated between the concrete columns will create a warm soft glow. The pedestrian walkway to be illuminated in a gentle wide wash creating inviting wayfinding for pedestrians.
	Illuminate the underside of the Bridge in soft 2700k <i>Photos 1 (attachment ii)</i>	This will accentuate the Bridge as a focal point in the town centre including its natural structural features.
	Replace lamps in existing bridge pole lights with a retro fit replacement at 3000k <i>Photo 1 (attachment ii)</i>	To illuminate the roadway.
	Bridge supports at landside in 3000k illumination <i>Photo 1 (attachment ii)</i>	Additional feature illumination.
Williams Street (between Hilton and Charles)		
	All (under) veranda lighting at 2700k illumination including the library canopy	Perception of warmth, safety on pathways. Better supports window displays by not overpowering window lighting, encourages pedestrians to stop and view displays. For the

	<i>Photos 2 & 3 (attachment ii)</i>	library canopy, the existing fittings would be used and covered by a 2700k gel.
	Road light poles and controllable heads at 3000k illumination <i>Photo 2 (attachment ii)</i>	To provide more directional lighting that complements existing feature lighting rather than a broad spill which drowns feature lights.
	Festoon lights at 2700k <i>Photo 2 (attachment ii)</i>	Festoon fittings to be strung between poles across the road; this would require additional poles to be installed which only support the festoon lights. Festoon fittings could support multiple fittings such as lamps, paper lanterns etc. making them useful for events or festival celebrations.
	Replace existing tree pole top lights with turnable white fittings <i>Photo 3 (attachment ii)</i>	These fittings will render the trees in a natural state and accentuate them in all seasons. The white light should follow the colour temperature of the seasons.

- 4.4. Both concept designs move toward 2700k illumination at the human scale as this provides a nice, warm atmosphere and aesthetic while still providing adequate visibility to ensure pedestrian comfort and safety when walking pathways at night.
- 4.5. The original concept design for Kaiapoi considered lighting upgrades between Hilton Street to Charles Street. However, the upgrades will need to extend to Sewell Street so additional designs/costings for the extended area (along Williams Street between Charles and Sewell) will need to be considered as part of any implementation plan. Previous upgrades to street lights have occurred south of the Williams Street Bridge to Hilton Street, so any upgrades north of the Bridge will consider work already completed to retain (where possible) lighting consistency along the relevant portions of Williams Street.
- 4.6. The concept designs are intended to provide guidance to staff when implementing future lighting changes in the Rangiora and Kaiapoi town centres through a suite of upgrade options. As such, various elements could be implemented in a staged approach across different financial years depending on the desire and budget availability.
- 4.7. A summary of the Next Steps include:
- 4.8. Further engagement with Kevin Cawley is likely as the background preparation for the lighting upgrades is progressed. This could involve further testing of the concept lighting elements to refine these, the development of final detailed lighting designs, and the installation and commissioning of the feature lights.
- 4.9. Additional work will also be completed to incorporate Williams Street Bridge lighting upgrades into the lighting design masterplan and project budget as a result of any balustrade replacement decisions. \$125,000 is currently budgeted for town amenity features and decorations and will be applied generally against Bridge project costs to upgrade the balustrades, lighting and paint job. However, total project costs will well exceed \$125,000 so additional budget will be sought during the next Annual Plan process.
- 4.10. Currently \$500,000 is available (split across 2021/22 and 2022/23) to support street light upgrades in Kaiapoi. It is likely that the 2021/22 budget will be carried across to 2022/23

as no upgrades will be completed in this financial year. As the current budget is anticipated to be used for street light upgrades only and not street feature lights, additional budget may be requested through the Annual Plan process once investigations have been completed and the likely project budget (street and feature lights) noted in more detail. There is some interrelationship with the Williams Street Bridge project where Bridge lighting (the street light component) will also need to be considered within the wider street light upgrade plan for Williams Street and its associated budget.

- 4.11. There is \$750,000 put aside in the 2025/26 Roading Budget for street light upgrades in Rangiora between East Belt and King Streets. In depth background preparation for any lighting upgrades is likely to occur around that time.

Implications for Community Wellbeing

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

Designing and illuminating lighting at appropriate levels in the town centres can have a beneficial effect on community members by making them feel safer in public areas.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

The Rangiora and Kaiapoi Promotions Associations may be interested in the proposed concepts (particularly at the point of implementation) so they can communicate any positive changes to town centre businesses and signal any opportunities for increased window display promotion/visibility at night. A copy of the approved designs will be circulated to the Promotions Associations for their reference.

General businesses and property owners in both town centres are also likely to have an interest in the concept designs for the same reasons.

Any impact on businesses or property owners as a result of future upgrades will follow an appropriate communications plan.

5.3. Wider Community

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

Should the lighting upgrades be implemented, the community may respond with increased positivity towards the town centres with their new warm appealing illumination aesthetic and strong sense of visibility/safety for pedestrians at night.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The expenditure estimates from the concept designs include:

- Rangiora Lighting Hardware Costings estimate - \$1,073,388.39 + GST

- Kaiapoi Lighting Hardware Costings estimate - \$196,135.50 + GST

The estimates are for lighting/decoration hardware and don't include installation costs or further lighting designer costs for the detailed designs and project management of the installations including lighting commissioning.

There is budget included in the current Long Term Plan to support town centre lighting upgrades:

Funding Source	Application	Available Budget	Total Budget Allocation
Roading Unit's Minor Improvements Budget	Review/upgrade of street lights along High Street in Rangiora between East Belt and King Street	\$750,000 (2025/26)	\$750,000
Kaiapoi Town Centre	Review/upgrade of street lights in the Kaiapoi along Williams Street (between the Williams Street Bridge and Sewell Streets)	\$500,000 (split across 2021/22 & 2022.23)	\$500,000 Budget code 100243.000.5014

Staff will complete further investigations this year in relation to Kaiapoi town centre changes to understand the total budget required to complete street and street feature light upgrades. A portion of the existing budget is likely to be expended to support these investigations including detailed lighting plans to inform any budget bid. Any significant budget shortfall could be addressed through an additional funding request as part of the next Annual Plan or 2023-24 Long Term Plan process.

The same process is likely to be followed for the Rangiora town centre upgrades, and where detailed preparatory investigations are likely to occur closer to 2025. However, underground cables for street lighting have already been installed for the town centre portion of High Street. This occurred when the original feature lighting that sits in the ground beneath the street trees went in.

If there's a desire to deliver upgrades within existing budgets, then staff would work with Kevin Cawley to determine which areas of the concept design could be omitted to ensure the least impact on the design scheme and its intended benefits.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. Instead, it is anticipated that the proposed lighting

concepts would create town centre environments that would increase the perception of safety for pedestrians.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

7.3. Consistency with Community Outcomes

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

- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.
- The distinctive character of our tākiwa – towns, villages and rural areas is maintained, developed and celebrated
- There is a safe environment for all

7.4. Authorising Delegations

The Community Boards are delegated to represent and act as an advocate for the interests of the Community.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 220413056861

REPORT TO: COUNCIL

DATE OF MEETING: 3 May 2022

AUTHOR(S): Jim Harland – Chief Executive

SUBJECT: Health, Safety & Wellbeing Report – May 2022

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety & Wellbeing matters for April 2022. The dashboard reporting in this report is trending from March 2022 to mid-April 2022.
- 1.2. There were four incidents which occurred during March 2022 which resulted in no lost time to the organisation.
- 1.3. Annual Health Checks are planned to include the flu jab only this year due to increased demand on clinical resources. These will occur at the Rangiora Service Centre, Council Chambers on Wednesday 4 May 9.30am – 11.00am and Wednesday 11 May 9.30am – 11:00am.
- 1.4. The health and safety risk register commenced review of 26 risks and a further meeting will be scheduled at the end of April to complete this activity. Council will receive a summary of the discussion and action planning in the June 2022 Council report.
- 1.5. The organisation is competing a review of the Covid-19 risk assessment completed during Delta in December 2021. The new risk assessment has been updated to incorporate current advice from DIA and Worksafe.

Attachments:

- i. Appendix A: March-April Incidents, Accidents, Near-misses reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety & Wellbeing Dashboard Reports
- iv. Appendix D: Copy of Covid-19 Risk Assessment Review template

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 220413056861
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.

- (c) **Notes** that the flu jabs will be held at the Rangiora Service Centre, Council Chambers on Wednesday 4 May 9.30am – 11.00am and Wednesday 11 May 9.30am – 11:00am.
- (d) **Notes** that the organisation is currently reviewing the Covid-19 risk assessment for all staff roles to ensure that risks are being effectively managed.
- (e) **Circulates** this information to Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.
- 3.3. The World Health Organisation has declared a pandemic as a result of the transmission of the COVID-19 virus across the world. This report continues to provide the Council with a summary of activities which are underway to support our organisations response to the pandemic.

4. **ISSUES AND OPTIONS**

- 4.1. Incidents and accidents
 - 4.1.1. Current reporting is still low. We continue to see Adverse Interaction throughout the organisation and an addition of contractor incidents.
- 4.2. Annual Health Checks
 - 4.2.1. We have an ongoing relationship with Durham Health Medical Centre to support the organisation to deliver our annual health checks
 - 4.2.2. We have been advised that they are unable to support the completion of additional health checks this year due to the limited clinical resources available.
 - 4.2.3. We have therefore agreed that we will complete flu vaccinations only and these will be held by a drop-in clinic at the Rangiora Service Centre, Council Chambers on Wednesday 4 May 9.30am – 11.00am and Wednesday 11 May 9.30am – 11:00am.
 - 4.2.4. This will ensure that both staff and clinical staff are protected while covid continues to be high in the community.
 - 4.2.5. This method was observed during 2020 when Covid first spread through the world. The facilitation of this process was successful and well received by staff.
- 4.3. Health & Safety Risk Review
 - 4.3.1. On Monday 4th April Management Team met to review the 47 health and safety risks on the risk register.
 - 4.3.2. The meeting was a great success and the team managed to review, update and reclassify 26 of the risks on the register.
 - 4.3.3. The discussion was so productive that we will be holding a second part to the review to complete the remaining risks and agree the final risk scores for the register.
 - 4.3.4. Once this has been completed, the Council will receive an updated risk register with associated action plan as part of the next Council report in June.

4.4. Covid-19 Risk Assessment Review

- 4.4.1. On 1st April the Council approved for the My Vaccine Pass requirement for access to its aquatic, library and community facilities be lifted following the Government advice received at the end of March.
- 4.4.2. As there is no longer a requirement to be vaccinated to enter premises and no further advice has been provided regarding the ongoing management of vaccinations for New Zealanders, the Council has also removed the requirement for vaccination for new and existing roles within the Council business.
- 4.4.3. The My Vaccine pass was only ever meant to be a temporary measure to support the response to Covid-19 and vaccination is one of the suite of mitigations which can be applied to roles to protect them during the pandemic.
- 4.4.4. In support of staff the organisation has embarked upon the review of all risk assessments for roles operating at the Waimakariri District Council.
- 4.4.5. This review has included an updated risk assessment template which now includes additional questions posed by DIA and Worksafe to support the changing Covid-19 environment.
- 4.4.6. Staff and managers will be reviewing the role requirements and ensuring that all appropriate mitigations are in place to support staff performing their duties, especially in high risk roles.

Implications for Community Wellbeing

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

The removal of the vaccination requirement for staff is not considered to be a significant risk to roles.

Any vaccination strategy proposed by the government will be supported by the organisation.

All other mitigation factors will be considered to support staff while positive cases of Covid-19 continue to be in our community.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

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

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

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

7.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

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

7.4. **Authorising Delegations**

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

Appendix A

Date	Person type	Occurrence	Event description	Response
15/03/2022	Employee/Volunteer	Adverse Interaction	The Oxfords Home School group were not happy that their creative writing was not on display at Oxford Library. The group stood in the door way making it difficult for customers to enter or leave the building.	Oxford staff handled the situation well. They have been experiencing a higher volume of adverse interaction recently. All staff are trained in Situational Safety training. This group has been repetitive in their interactions with Oxford, however this seems to have subsided after the mandate changes were implemented. Incident closed.
22/03/2022	Employee/Volunteer	Injury	A staff member slipped over on silt left on the footpath from localised earthworks on the way to work (not on the RSC campus)	Sprained wrist. Rest, ice, compression and elevation. No medical attention required. Incident closed.
30/03/2022	Employee/Volunteer	Injury	A building inspector smacked the top of his head on a truss lateral brace while conducting an inspection. Low vision was the main contributor.	No medical attention required. Still under investigation.
1/04/2022	Non-Employee	Near Miss	A hydro-demolition of a concrete wall, within the sheet pile excavation for the Otaki Pump Station was taking place. Pieces of concrete debris entered a neighbouring property.	No damage or injuries occurred. Apologies were made to the resident. Contractors cleaned up the debris and cleared the area for the resident. This was also discussed at the following toolbox meeting for further prevention and learnings.

Lost Time Injuries - Aquatics:	2019 to current	Injury one: Currently fully unfit Date of injury 28 June 2019 Weekly contracted hours = 30 3470 hrs lost to date
Lost Time Injuries Water Unit:	2021 to current	Injury one: Date of injury – 27 April 2021 (RTW hrs 24hrs/wk. currently) Weekly contracted hours = 40 956 hrs lost to date

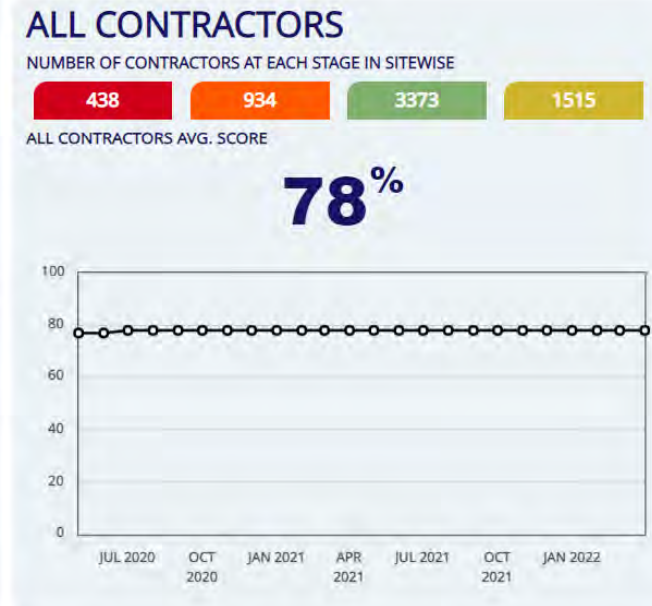
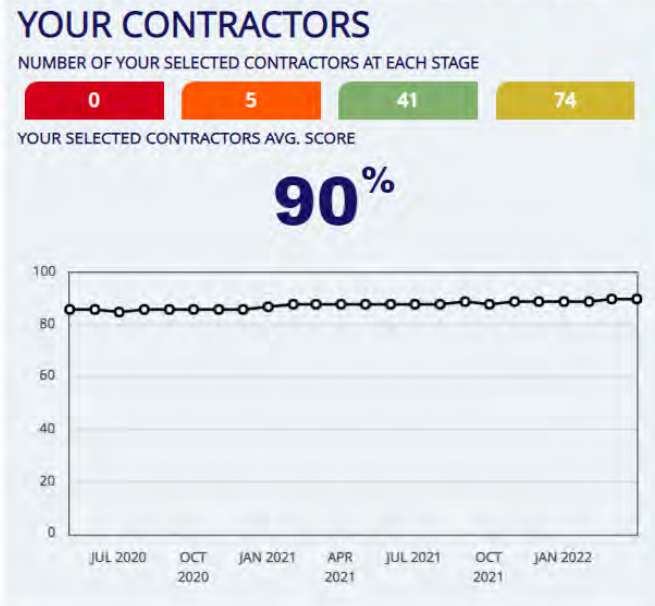
Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	2022	Workplace Walkarounds being restructured per team. Roll out for new areas in progress.
Training Delivered	2021/2022	People Trained: Nil in house training coordinated this month. Role specific training still ongoing through departments.

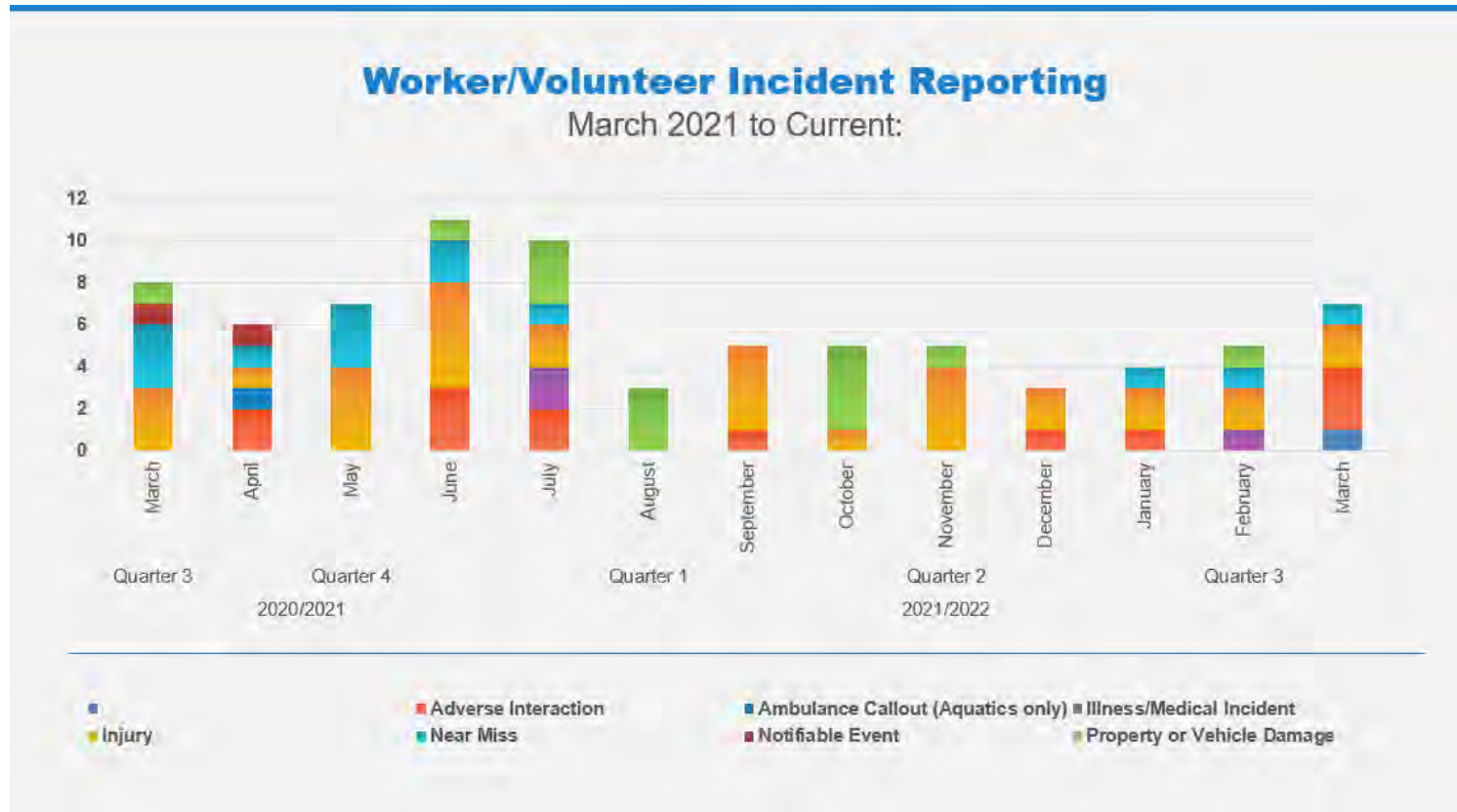
Appendix B



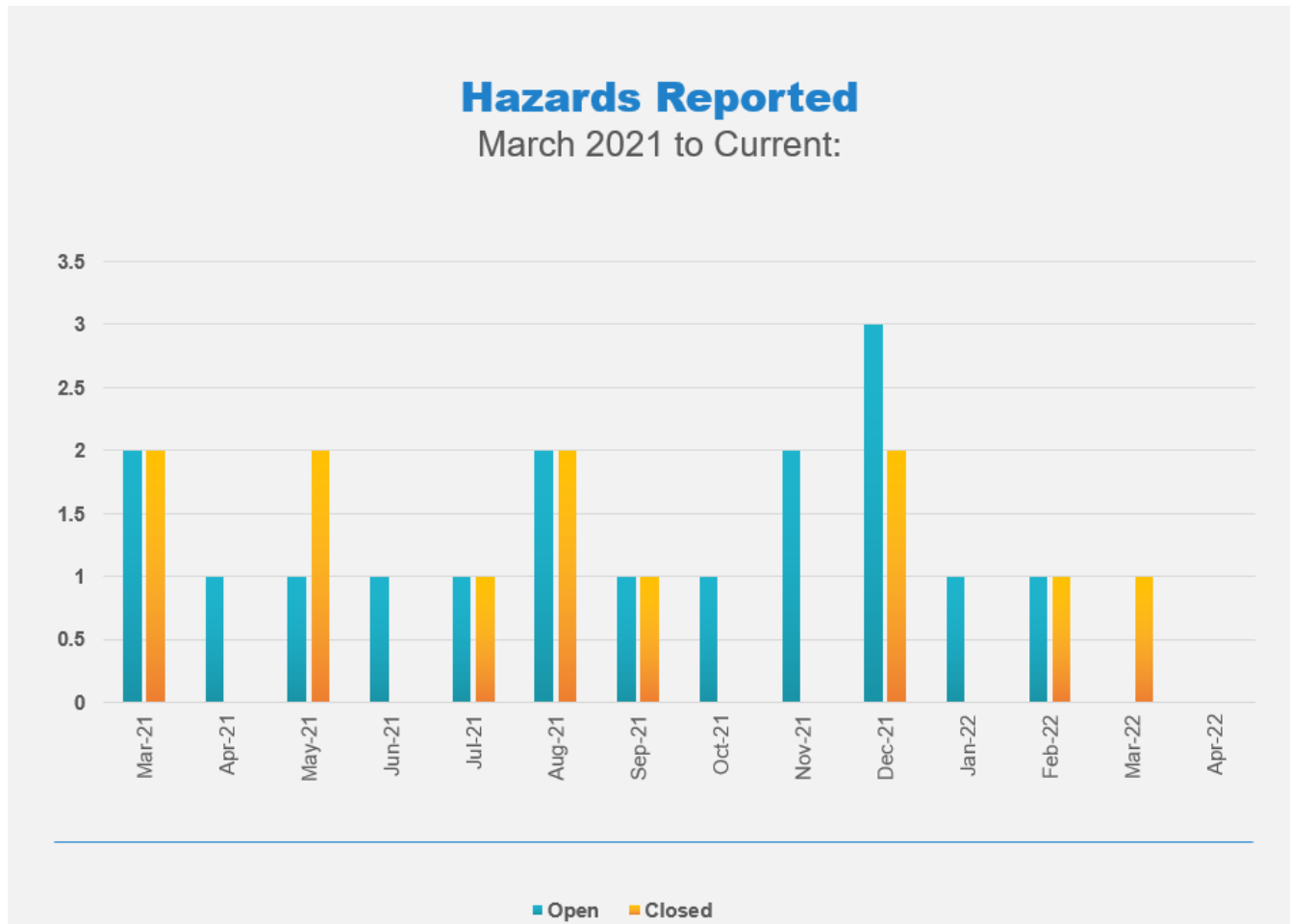
CONTRACTOR ASSESSMENT SCORES



Appendix C







Waimakariri District Council: COVID-19 Job / Role Risk Assessment for mandatory vaccination

The risk assessment should be carried out in conjunction with job holders, union, and / or other representatives.

Job Title		Role Grouping	
Team / department		Date	
Completed by		Completed with	
Consider each hazard factor for the job		Score 1-5 from Risk Assessment Matrix	Good Controls / Mitigations in place? Please provide Details
How many people does the employee come into contact with?			
Does the employee come into contact with materials/products where there is potential for COVID contamination (e.g. refuse, wastewater, human waste/effluent)?			
How easy is it to identify the people who the employee comes into contact with?			
How close is the employee required to be to other (external or internal) people, to be able to carry out their tasks?			
How long does the work require the employee to be in that proximity to other (external/non-co-worker bubble) people?			
Does the worker regularly, as part of their work, interact with people who are at greater risk of severe illness should they contract COVID-19?			
Is there a greater risk of the worker being exposed to new variants at work than they would be in the community?			
Does the worker regularly interact with people who are less likely to be vaccinated against COVID-19? i.e. children under 5 years old			
Does the worker work in a confined indoor space (of less than 100m ²) and involve close and sustained interactions with others (i.e. closer than 1m distance, for periods of more than 15 continuous minutes)?			
How easy is it for the employee to maintain physical distancing, hygiene and masking requirements?			

Waimakariri District Council: COVID-19 Job / Role Risk Assessment for mandatory vaccination

The risk assessment should be carried out in conjunction with job holders, union, and / or other representatives.

Overall Risk Assessment (Use Role Grouping and Risk Rating Key to Assist) NB to score the risk add up the individual scores and divide by 10. Where you get a decimal eg 3.5, or 1.5 then the final score will be at the higher figure, eg 4 (3.5) or 2 (1.5).		
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MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD VIA ZOOM ON WEDNESDAY 6 APRIL 2022 AT 7PM.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, W Doody, S Farrell, R Harpur and N Mealings.

IN ATTENDANCE

T Tierney (Manager Planning and Regulation), G Stephens (Greenspace Design and Planning Team Leader), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: D Nicholl Seconded: N Mealings

THAT an apology for absence be received and sustained from M Brown.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the public forum.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board – 2 March 2022

Moved: S Farrell Seconded: W Doody

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 March 2022, as a true and accurate record.

CARRIED

4.2. Matters Arising

S Farrell asked if there had been any more information regarding the EV stations in Oxford. Council staff were going to liaise with the Oxford Farmers Market about having the EV stations available 24/7. T Tierney confirmed that V Thompson had been in touch with the Farmers Market, she endeavoured to follow up with V Thompson and report back to the Board.

S Farrell provided the Board with an update on the campaign to reduce the speed limit in Main Street, Oxford. She reported that she had met with Mayor Gordon and J McBride (Roading and Transport Manager) to discuss the matter. She was concerned that a report on the speed limit in Main Street, Oxford would be submitted to the Board, without Council staff conversing with Waka Kotahi about their views and advice to Oxford residents. Mayor Gordon

had undertaken to organise a virtual meeting with Waka Kotahi to discuss the matter.

T Robson requested an update on the stockpile of soil at the Mandeville Sports Club which contained asbestos. The Greenspace Team endeavoured to follow up on the progress of removing the soil.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Oxford Ohoka General Landscaping Budget – G Stephens (Design and Planning Team Leader)**

G Stephens spoke to the report noting the Board workshop held in November 2021 to identify possible projects. He highlighted the following projects across the Board's ward that staff was recommending for budget allocation:

- Σ \$3,000 towards the flying fox in the Ohoka Domain which was nearing completion.
- Σ \$3,500 towards purchasing and installing a picnic table in the Swannanoa Domain as identified in the Landscape Plan that was done for Swannanoa Domain.
- Σ \$1,500 towards landscaping around the Rodeo Shed at the Mandeville Domain, the Rodeo Club would be erecting the shed on site, however, they requested support to do some planting around it.
- Σ \$1,500 towards seeding wildflower over the potential unmarked graves that had been identified in the area to the south of the Oxford Cemetery.
- Σ \$350 towards the Oxford Community Gardens to help plant and grow some bee friendly plants.
- Σ \$3,000 towards the Mandeville Village Reserve picnic tables.

G Stephens noted that this left two projects that were previously discussed with the Board for future consideration, one was the pump track at the Mandeville Domain and protection of the West Eyreton train platform heritage site.

R Harpur questioned if the unmarked graves to the south of the Oxford Cemetery would be marked, or was the intention to over sow the whole area with the wildflowers. G Stephens explained the intention was to over sow the whole area with the wildflowers to create garden beads of wildflowers that went over the unmarked graves. At this time, it would not be practical to mark the graves as there were no historic information as to who could have been buried there.

R Harpur further asked if any additional funding allocations were needed for the rural dog exercising area at the Oaks Reserve in Oxford. G Stephens explained that the Board had been successful in their bid to the Council's 2021/31 Long Term Plan and had secured sufficient funding for the rural dog exercising area. No additional funding would therefore be needed in the 2021/22 financial year.

S Farrell noted that there was some opposition to rodeos in the community, she therefore expressed a concern that the Board may receive negative feedback from allocating funding to the Rodeo Club. G Stephens noted that the New Zealand Rodeo Cowboys Association were proud of their sport and had a long association with the Mandeville Sports Club, he did not believe that the Board would receive any backlash for providing money towards landscaping.

S Barkle noted the Swannanoa Domain Concept Plan had been in place since 2014, she wondered why no progress had been made in implementing the plan since then. G Stephens explained that it used to be Council policy to draft a concept plan for each Council domain and reserve, which served as the management plans for that domain or reserve. However, the Council had subsequently shifted to an Omnibus System where all neighbourhood reserves would fall under a Neighbourhood Reserves Management Plan. Moving to the different management technique meant that many of the previous Domain Concept Plans became obsolete.

Moved: W Doody

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220325044720.
- (b) **Notes** the Board currently had \$13,350 available to allocate to general landscape projects within the Oxford-Ohoka ward from the Board's General Landscaping Budget (PJ 101052.000.5224).
- (c) **Approves** the allocation of \$3,000 towards a grant to the Ohoka Residents Association towards the completion of the Flying Fox and associated landscaping at the Ohoka Domain.
- (d) **Approves** the allocation of \$3,500 towards a picnic table to be purchased and installed at the Swannanoa Domain as per the Swannanoa Domain Master Plan.
- (e) **Notes** Option Two for Swannanoa Domain of planting 10 trees as per the Swannanoa Domain Master Plan and keep this on the table for future allocation from funds when these become available in the next financial year.
- (f) **Approves** the allocation of a grant of \$1,500 towards the landscaping around the Rodeo Shed at the Mandeville Domain.
- (g) **Approves** the allocation of \$1,500 towards purchasing and spreading wildflower seeds over the unmarked graves at Oxford Cemetery as per the plan within this report (Trim 220325044720).
- (h) **Approves** the allocation of a grant of \$350 towards the Oxford Community Gardens for the purchase of bee friendly plants/seeds and potting mix.
- (i) **Notes** there was currently \$500 allocated (October 2020) to the installation of the two picnic tables at Mandeville Village Reserve. These were going to be installed by the Residents Association however this had not been completed and no longer looks to be likely.

- (j) **Approves** the allocation of an additional \$3,000 towards the installation of these picnic tables so that Greenspace Staff could engage a contractor to undertake this work.
- (k) **Notes** this leaves the Board \$300 remaining in the Oxford-Ohoka Community Board's General Landscaping Budget.
- (l) **Approves** \$300 being allocated to contingency for the above projects to be used as required should any of these come in over budget at time of implementation.
- (m) **Notes** this would complete the allocation of the available budget within the Oxford-Ohoka Community Board's General Landscaping Budget for the 21/22 financial year.

CARRIED

7.2. **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 – T Kunkel (Governance Team Leader)**

T Kunkel spoke to the report, noting that the Clarkville Playcentre was known to the Board, as the Board had previously granted the centre funding. The centre was requesting funding to purchase new bikes and scooters for their three to five year olds, they had a new painted track and would like for the children to be able to use the track.

W Doody questioned if the centre had applied to any other Community Boards for funding. T Kunkel advised that ad applied to the Kaiapoi-Tuahiwi Community Board for funding towards a mud kitchen, however, the application was declined.

Moved: D Nicholl Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220317039106.
- (b) **Approves** a grant of \$376 to the Clarkville Playcentre towards the cost of purchasing bikes and scooters.

CARRIED

N Mealings and S Barkle noted that a large number of the children that attended the Clarkville Playcentre was from the Ohoka area. They therefore supported the motion.

7.3. **Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read.

Moved: T Robson Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220323043334.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220321041661).

- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220323043407).

CARRIED

8. CORRESPONDENCE

8.1. **Change in Greenwaste Composting Facility**

Moved: T Robson Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information on the change in Greenwaste Composting Facility (Trim 220322042180).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. **Chairperson Report for March 2022**

Attended a North Canterbury Neighbourhood Support Meeting – It was suggested at the last meeting that the manager increase her hours from twenty to thirty hours a week.

Moved: D Nicholl Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 9 March 2022 (Trim 220308032770)
- 10.2. Woodend-Sefton Community Board Meeting Minutes 14 March 2022 (Trim 220308032926)
- 10.3. Kaipoi-Tuahwi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)
- 10.4. Land Acquisition 260 Revells Road – Report to Council Meeting 1 March 2022 – Circulates to the Kaipoi-Tuahwi Community Board.
- 10.5. Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.
- 10.6. Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.
- 10.7. Fill and Connection of Oxford Road Water Race R3N-1 to Stormwater System Proposal – Report to Utilities and Roading Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley Community Board.

PUBLIC EXCLUDED REPORTS

- 10.8. Variation to Contract 18/18 Solid Waste Facilities and Maintenance: Transportation and Disposal of Green waste to Alternate Facility – Report to Management Team Meeting 14 March 2022 – Circulates to the Oxford-Ohoka Community Board.

Moved: R Harpur Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.7.
- (b) **Receives** the public excluded information in Item 10.8, which would remain in public excluded and which was circulated separately.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

S Farrell

- Σ Attended the Oxford Promotions Association Annual General Meeting which resulted in the change of Chairman and Secretary.
- Σ Did a Snap, Send, Solve regarding the unsightly mess on the corner of North Eyre Road and Tram Road.
- Σ Proposed Mural on the public toilets – She noted her frustration because there had been no guidance and it now had to go to Manu Whenua for input on whether native birds and flora could be painted on a public toilet.

R Harpur

- Σ Attended a virtual meeting of the Mandeville Sports Club.
- Σ Received a letter from a resident of Ohoka Meadows which was signed by 22 of the 23 residents there who were concerned about a pond which no longer existed at the entrance to Ohoka Meadows.

S Barkle

- Σ Attended a virtual meeting of the Waimakariri Health Advisory Group – The Group discussed the extended hours for the health hub. The Oxford Hospital was closed temporarily due to staffing shortages, however, there was concern it could potentially stay closed. The Coldstream Road Covid centre had closed.

W Doody

- Σ The Council's updated Backflow Prevention Policy which was to protect the drinking water from any discretion going back into the water was approved. The policy was first adopted by the Council in 2014, and it therefore seemed timeously for the policy to be reviewed. The policy also now fell under the auspice of the new Water Services Act 2020, which came into effect in November 2021 and the updated policy is now aligned with this Act and the draft Drinking Water Standards. An obligation was placed on water suppliers to protect networks from backflow. There were now dedicated filling points where contractors may take water for construction works. Contractors need to apply for a permit, there was, however, no charge for this.
- Σ Council approved a twelve month permit to extend Flamingo Scooters to continue their commercial services in the Waimakariri District for up to 300 scooters.
- Σ Social and Affordable Housing Working Group had a site visit to a facility in Woolston to see if it would fit into the Waimakariri District.
- Σ Kathy Graham (Road safety Coordinator/Journey Planner) has resigned and Ian Kennedy (Road Maintenance Engineer) would be retiring.
- Σ One of the local heritage coordinators, Sally O'Connell, was continuing her local heritage tour featuring street and road signs across the district.

N Meetings

- Σ Local Government New Zealand Rural and Provincial Sector Workshops (Virtual)
- Σ Ohoka Private Plan Change meeting - Organised a meeting with key Ohoka residents, herself, the Mayor and (Manager Planning and Regulation) to answer questions about procedure, timelines.
- Σ Council Briefings.
- Σ Christchurch City Council Coastal Hazards Working Group - work on Coastal Hazards Plan Change and Coastal Hazards Adaptation Framework consultations.
- Σ Arohata te awa Working Group meeting - Ongoing project work.
- Σ Oxford Community Networking Forum - Various community service providers with representatives working in the youth, elderly, disabled, mental health, migrants, and volunteer sectors as well as food banks, Wellbeing North Canterbury and Oxford Community Trust. Covid impacts across all. Particular concern for youth as well as cutbacks to care and 'temporary' closure of Oxford Hospital.
- Σ Greater Christchurch Partnership meeting - Currently focussed on Greater Christchurch Strategic Transport Planning and Investment which closely relates to future MRT and Spatial Planning.
- Σ Local Government New Zealand Zone 5 and 6 Conference - Focus on reforms: Three Waters, Resource Management Act, Future for Local Government and NEMA reform added. Local Government New Zealand had requested that the Government not introduce any further reforms this term.
- Σ Community and Recreation Meeting - Discussed Oxford Hospital temporary closure and elder homecare issues; Aquatics update- doing well in challenging circumstances with staffing, patronage etc.; Libraries- new cards available: free with new memberships, \$2 replacements.
- Σ Council Briefing - Met with Environment Canterbury Councillors regarding: Environment Canterbury Annual Plan.
- Σ Alcohol and Drug Harm Reduction Steering Group - Martin Pinkham interim lead.
- Σ Housing (Social/Affordable) Working Group.
- Σ Land and Water Committee Meeting - Added 10 new wells in Carleton and Swannanoa to private well study which previously only included Cust and Eyreton. (39 total now). 67% Eyreton, 89% Cust, 30% Carleton, 40% Swannanoa exceeded required median of half the MAV of 5.65mg/L Nitrate-nitrogen in PC7 LWRP for private wells. No correlation found between increasing well depth and decreasing nitrates. REALLY IMPORTANT for people to check their private wells!
- Σ Utilities and Roading Briefing - new Drinking Water standards.
- Σ Waimakariri Youth Council meeting - Guest speaker from Sport Canterbury. Discussed ongoing Environmental and Dudley Park projects, WaiYouth events (decisions pending restrictions) and current consultations.
- Σ Extraordinary Council Meeting - Voted to remove Vaccine pass requirements and mandates in line with Government recommendations.
- Σ Butchers Road Bridge was much missed by the community, however, would need to be replaced. In the meantime, Residents had reported difficulty with cycling and walking on alternative Mill Road route to Kaiapoi.

12. CONSULTATION PROJECTS12.1. **Migrant Experiences**

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

12.2. **E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE13.1. **Board Discretionary Grant**

Balance as at 30 March 2022: \$4,387.

13.2. **General Landscaping Fund**

Balance as at 26 January 2022: \$12,710.

The Board noted the funding updates.

14. MEDIA ITEMS

Nil.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board will be held on Monday 4 May 2022 at 7pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.24pm.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON MONDAY 11 APRIL AT 6.00PM.

PRESENT

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

IN ATTENDANCE

S Markham (Manager Strategic Projects), G MacLeod (Greenspace Manager), T Stableford (Landscape Architect Greenspace), M McGregor (Senior Advisor Community and Recreation), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

Item 6.4 (a): A Allen as a committee member of the Pegasus Residents Group.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 14 March 2022

Moved: S Powell Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 14 March 2022.

CARRIED

3.2 Matters Arising

There were no matters arising from the minutes.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Woodend Beach Playground Renewal – Doug Wethey and Anna Scott

D Wethey spoke on the proposed Woodend Beach Playground renewal noting the substantial upgrades that were required for the public toilet facilities. He had spoken to G Byrnes of the Te Kohaka o Tuhaitara Trust (the Trust) and agreed with his suggestion that the toilets should be located closer to the Trust headquarters. He commented that the old disused toilets on the hill may provide a good base for a flying fox and that a useful addition to the playground may be a spider frame and/or half-court basketball. He suggested the old playground should be retained, however, additional apparatuses should be added.

A Scott advised that there were currently 50 plus children of primary school age at Woodend Beach and noted the new subdivisions in the area. She had been a resident for over 20 years and in that time there had been no upgrades to the public toilets or the playground. As a mum, she believed, improvements

would be beneficial to encourage children to use the playground, and a half basketball court would be especially well received by older children. She commented that the public toilets were not inviting to guests in their current state. The outdoor shower was however useful. A Scott advised that she had spoken to a number of residents who supported the playground upgrade.

A Scott and D Wethey thanked the Board for the opportunity to speak. D Wethey requested that the community be consulted on the Woodend Beach Playground upgrade as they wished to have the opportunity to put their views forward.

A Allen thanked A Scott and D Wethey for their deputation noting that a number of additions to the playground had been suggested and asked what would be the priority. A Scott suggested the half basketball court, as it would have a multitude of uses. However, she acknowledged it was a tricky question that would be answered differently by different people.

4.2 **Waikuku Beach - Park Terrace Hedge – Max Warren**

M Warren spoke on the Park Terrace hedge at Waikuku Beach. He believed that the Council made the right recommendation to remove the hedge, however the time frame for the removal in the 2024/25 financial year was too far off. The hedge was very overgrown at the southern end of Park Terrace and was now too large for a standard hedge trimming machine, resulting in the high cost of trimming the hedge. By 2024/25 the hedge would have grown substantially and would cost more to remove.

M Warren also believed the hedge was a safety concern as it encroached on the road and forced all motorists over to one side of the road. In addition, he did not think that a *Macrocarpa* hedge was an appropriate species to be planted in a wetland area. He requested that if the Council could not remove the whole hedge as one due to funding restraints, that they should rather use the money that was available for trimming to remove the hedge in sections, starting at the most overgrown end.

S Powell thanked M Warren for attending and enquired how much shelter he believed the hedge provided to residents. M Warren commented that the Waikuku Beach did not receive a lot of true westerly wind which was the protection provided by the hedge, the predominant wind was easterly. His observation was therefore that there would be more benefit to residents if the hedge was removed than any shelter benefit it provided.

4.3 **Waikuku Beach - Park Terrace Hedge – Jo Kane**

J Kane expressed her disappointment in the process the Council had undertaken, because when she had requested an update on the removal of the hedge, she had been given the impression that the hedge would be removed soon and she was therefore shocked at the 2024/25 time frame – which was five years from when the process had started. If she was made aware that the removal would be deferred for a number of years, she would have provided a submission to the Council's 2022/23 Annual Plan requesting more immediate removal, however she had now lost that opportunity.

J Kane outlined the problems with the hedge including the early loss of sun, space, vista and also the rubbish under the hedge. She agreed with M Warren that maintenance funding would be better spent removing the hedge in stages.

S Powell thanked J Kane for her deputation, noting that the Board would take all input into consideration.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Future of Shelterbelt Hedge – Park Terrace, Waikuku – G Reburn (Parks and Recreation Operations Team Leader)

G MacLeod noted that the comments from J Kane regarding process and timing of the removal of the hedge were fair. Residents had been consulted and results showed that the majority of residents supported the removal of the shelterbelt. In terms of replanting he suggested that the Greenspace Team would work with the community to approve an appropriate planting plan.

A Thompson enquired if it were possible that the Council could secure funding to remove the hedge earlier. G MacLeod advised there may be some funding available in the Maintenance Budget, however, as Operational funding was light it may be appropriate for the Board to request further funding. S Markham suggested that the Greenspace Team could recommend to the Council to remove the hedge in the 2022/23 year as part of the 2022/23 Annual Plan process.

In response to a question from S Stewart, G MacLeod explained that the \$20,000 allocated for maintenance had not been spent this financial year, and it was anticipated that another hedge trimming prior to 2024/25 would be an additional \$15,000. This meant only \$50,000 needed to be found for the removal of the hedge rather than the \$85,000. S Stewart asked if there were other funds available – for example the Road Safety improvement budget. G MacLeod replied that that the Roothing Team had confirmed that the hedge was not a safety issue.

J Archer questioned if any consideration had been given to the income from firewood from the hedge. He suggested branches from the hedge could be used to delineate a natural style path. G MacLeod advised those suggestions could be investigated.

A Allen asked if submitting the Concept Design Plan for native planting to replace the hedge to the community and the Board would not lead to further delays in the project. S Markham commented the concept design would not have the intent to re-litigate the hedge removal. There may be people in the community who would be passionate about that strip and it was important to hear their views regarding what would be established in place of the hedge. G MacLeod noted that as there were already local residents engaged in the process, and the consultation was a matter of confirming the planting style and species, community engagement would not therefore be time consuming. He suggested a two week window may be necessary. While avoiding consultation may save time, it did not lead to good long term outcomes.

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220331048639.
- (b) **Approves** the removal of the Macrocarpa hedge located to the west of and between 14 and 34 Park Terrace, Waikuku.
- (c) **Requests** a more detailed concept plan for native planting replacement be brought to the community and the Woodend-Sefton Community Board for consideration by August 2022.

- (d) **Notes** the delegation for removal of the hedge sat with the Community Board, however funding to action this would require Council approval.
- (e) **Request** that Greenspace submit a report to the Council requesting the consideration for funding for the for Macrocarpa hedge removal in the 2022/23 Annual Plan and providing an explanation for lateness of report.
- (f) **Notes** that staff had recommended Option 3.
- (g) **Notes** that the hedge would be maintained at Health and Safety levels until its removal.

CARRIED

S Powell commented that the ongoing costs of trimming the hedge would remain high and believed it was better to bring forward the hedge removal rather than spend \$35,000 on trimming. She had visited the site and noted the shading on houses from the hedge. The hedge could be replaced with more appropriate plants to improve native habitat or food supply. She also believed it was important to bring the concept planting plan back to the community to see if, for example, they would like a pedestrian strip.

M Paterson agreed that it would be better to bring the removal of the hedge forward and not waste money on trimming. He asked that the concept planting plan shortly follow the hedge removal.

6.2 **Waikuku Beach Reserve Spatial Plan – M McGregor (Senior Advisor Community and Recreation)**

M McGregor advised that Greenspace had been approached by a number of local residents and groups wishing to develop new activities within the Waikuku Beach Reserve area including beach volleyball, a pump track and club rooms for the North Side Board Riders, as well as an upgrade of the Surf Lifesaving club. The Council sought to create a Waikuku Beach Reserve Spatial Plan to assist in providing a coordinated approach to planning. The report sought the endorsement of the Board for the Action Plan and approval for community engagement. He would take the report as read.

S Powell sought confirmation that the Council would be extremely clear in communicating to the community that there was currently no funding to implement the proposed Waikuku Beach Reserve Spatial Plan as she did not want the expectations of the community raised. M McGregor and S Markham concurred that this concern around community expectation was also shared by the Council. Communications would therefore be clear about what the Council would be able to fund. G MacLeod noted that the ideas for the spatial plan had come from groups willing to fund the activities. It was important that the groups did not proceed too far with planning until there was known support from the local community for allocation of space, and flooding and drainage issues were considered.

Moved: A Thompson

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220328046473.
- (b) **Supports** the Action Plan for the creation of a Waikuku Beach Reserve Spatial Plan (Trim 220328046488).

- (c) **Approves** the undertaking of community engagement to identify all proposals for inclusion the Waikuku Beach Reserve.
- (d) **Notes** that the scope of this plan was to allocate space for current and future activities on the reserve only.
- (e) **Notes** that there was no allocated budget in the 2021/31 Long Term Plan for the Council's contribution to the activities and infrastructure that may be included in the spatial plan. Funding would need to be sought through the 2024 Long Term Plan process.
- (f) **Notes** that the spatial plan would be created in line with the Waikuku Reserves Management Plan 2010 and did not supersede this document.
- (g) **Notes** that the adoption of the spatial plan did not constitute final approval for the construction of any proposed new facilities and that all normal consenting and/or leasing processes must be followed.

CARRIED

A Thompson clarified that he and S Powell had been involved in the Waikuku Beach Reserve Spatial Plan process thus far, and he was supportive of the motion. The issue around funding was however important as he could see the potential for community expectations being raised.

P Redmond believed it was a sensible way forward.

The meeting adjourned for a workshop from 7.08 to 7.47pm to discuss the Woodend Beach Playground Renewal.

6.3 **Sefton Public Hall Society – A Coker (Community Facilities Team Leader) and T King (Senior Community Engagement Specialist)**

G MacLeod provided some background to the report noting that the Council approved funding of \$200,000 in the 2023/31 Long Term Plan toward the new facility. The Board was being requested to approve a Lease with the Sefton Public Hall Society which would assist them in moving forward with the project including providing security to go ahead with a detailed design. A Coker was working alongside the Society to provide support in the planning phase and the number of hours that volunteers were putting into the project was recognised and appreciated.

G MacLeod also highlighted two items pertaining to the lease; namely the flexibility regarding the size of the area to be leased so that the maintenance area around the building was not too large to be burdensome, and the current pavilion used by the cricket club would not be demolished until plans for the hall had been approved and funding and contractor engagement had been finalised.

S Powell enquired about the risk of asbestos when demolishing the current building. G MacLeod advised the building had been tested and any asbestos would be taken into consideration.

Moved: P Redmond Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM number 220113003137.

- (b) **Approves** staff finalising a Lease with the Sefton Public Hall Society based on the Council's standard terms and conditions, the attached plan and the reference conditions listed within this report.
- (c) **Notes** that any lease would be subject to a two year period to enable the Sefton Public Hall Society time to raise the additional funds it needed for the project. A funding plan was being developed for the Society to assist them in approaching other funders.
- (d) **Notes** that any works to the current pavilion would not be undertaken until such time as the finalised plan was approved by the Woodend-Sefton Community Board and proof of funding and contractor engagement was supplied to the Council.
- (e) **Notes** that all responses received during the consultation period had been generally supportive of this development.
- (f) **Notes** that if the lease was approved the Sefton Public Hall Society would be responsible for funding the remaining costs in order to demolish the existing pavilion and construct the new community facility in Sefton Domain.
- (g) **Notes** that any trees near the proposed lease area and the war memorial would be protected during any construction, by the Sefton Public Hall Society.
- (h) **Notes** staff could include any further special conditions requested by the Board.

CARRIED

P Redmond noted that the community had been frustrated by delays to the process. He had been assisting with technicalities around the sale of the Sefton Library and highlighted the delays, which included waiting six months for a reply from Crown Law. He saw this as a positive step to keep the project moving forward.

A Allen commented she would love to see this project finished and noted that the Sefton Public Hall Society were an exceptional group. She would be proud if the Board could assist with making the Society's vision a reality.

S Powell supported the motion and noted that she had some reservations regarding the cost of demolition of the existing building. She was pleased to see Council staff lending assistance to the group.

6.4 **Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Having declared a conflict of interest A Allen sat back from the table and did not take part in the discussion on the Pegasus Residents Group Inc's application.

T Kunkel spoke briefly to the report introducing the three applications.

Moved: S Powell

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220311035352.

- (b) **Approves** a grant of \$635 to the Pegasus Residents Group Inc for a replacement battery for the Automated External Defibrillator (AED) at Waikuku Beach.

CARRIED

A Allen abstain

P Redmond believed the batteries were a good use of funds.

Moved: J Archer

Seconded: A Thompson

- (c) **Approves** a grant of \$500 to the Woodend Netball Club towards an additional Kiwi netball hoop and eight new nets.

CARRIED

J Archer supported the application.

Moved: P Redmond

Seconded: J Archer

- (d) **Approves** a grant of \$500 to Ronel's Community Cuppa towards the costs of hosting Ronel's Community Cuppa morning tea social connection events.

CARRIED

A Allen against

P Redmond commented that he made an effort to regularly attend the community cuppa and they were well attended and well run events that improved community spirit and helped with social isolation.

A Allen did not support the motion as the Board had already supported the event for the last two years.

S Powell was supportive of granting the application, as she was a regular attendee and often provided update on community matters and consultation items at the events. A recent event had included a 2022/23 Annual Plan drop session in which was well received and helped with a more engaged community. The funding would allow the organisers more time to establish a stand-alone event. She commended the good quality of all three applications.

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

T Kunkel took the report as read.

Moved: J Archer

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220322042312.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220315037067).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 22033048150).

CARRIED

P Redmond abstain

J Archer believed they were well presented submissions.

10 **MEMBERS' INFORMATION EXCHANGE**

A Allen

- Σ Advised she had resigned from her role with North Canterbury Neighbourhood Support.

J Archer

- Σ Attended Pegasus Bay Bylaw meeting.
- Σ Attended Woodend Community Association meeting.
- Σ Attended Northern Drainage Area meeting

P Redmond

- Σ Creative Communities were considering the 22 funding applications that had been received.

A Thompson

- Σ Attended Pegasus Bay Bylaw meeting, there was engagement with the Ministry of Fisheries regarding shellfish. A review would be happening this year.

S Stewart

- Σ Through the Water Zone Committee, Environment Canterbury allocated \$50,000 for projects in the Waimakariri area, including an Inanga spawning habitat enhancement in the Taranaki Stream and Willow clearance in the Pines Wetland.
- Σ Raised that ECan was no longer going ahead with a separate review of the Alpine River Section of the Land and Water Regional Plan, rather it would be incorporated into a full review of the plan. Expressed concern this would reduce consultation on this section of the plan which had particular importance to Waimakariri River flows and thus saltwater intrusion. S Markham advised he would follow-up.
- Σ Noted the consultation regarding the Rangiora Reach of the Ashley Rakahuri River. Expressed concern that the approach appeared piecemeal and it was not clear how it fitted into the Braided River Revival.

M Paterson

- Σ Advised he had received a potential list of road names from John Harris which he had passed on.

11 **CONSULTATION PROJECTS**

11.1 **Migrant Experiences**

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

The Board noted the consultation project.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 4 April 2022: \$5,480.

12.2 **General Landscaping Fund**

Balance as at 4 April 2022: \$12,710.

The Board noted the funding updates.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board will be held on Monday 9 May 2022 at 6pm.

<p>Workshop (7.23 – 8.35pm)</p> <p>Σ <i>Woodend Beach Playground Renewal – Tori Stableford (Greenspace Community Engagement Officer)</i> <i>Board members provided feedback on the playground renewal including playground and toilet block locations.</i></p> <p>Σ <i>Members Forum</i> <i>Members discussed options for road-naming.</i></p>

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.35pm.

CONFIRMED

Shona Powell
Chairperson

9 May 2022
Date

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

PRESENT

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

IN ATTENDANCE

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

1 APOLOGIES

Moved: J Watson

Seconded: J Meyer

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

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 March 2022

Moved: J Watson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

3.2 Matters Arising

Nil.

4 DEPUTATIONS AND PRESENTATIONS

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

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

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

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

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

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

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

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

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

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

Moved: J Watson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

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

AND RECOMMENDS that the Council:

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

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

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

CARRIED

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

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

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

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

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

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

Moved: B Cairns

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

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

AND

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

CARRIED

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

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for March 2022

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

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

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

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board

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

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

P Redmond

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

J Meyer

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

S Stewart

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

M Pinkham

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

A Blackie

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

B Cairns

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

11 CONSULTATION PROJECTS**11.1 Migrant Experiences**

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

The Board noted the consultation project.

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

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

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

The Board noted the update on the regeneration projects.

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

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

13.2 General Landscaping Budget

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

The Board noted the funding updates.

14 MEDIA ITEMS

Nil.

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

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

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

CONFIRMED

Chairperson

Date

MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON WEDNESDAY 13 APRIL 2022 AT 7.00PM.

PRESENT:

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

IN ATTENDANCE

T Tierney (Manager Planning and Regulation), K LaValley (Project Delivery Manager), G Stephens (Green Space Design and Planning Team Leader), V Thompson (Business and Centres Advisor), S Binder (Transportation Engineer), T Stableford (Greenspace Landscape Architect), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 9 March 2022

Moved: P Williams

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 March 2022.

CARRIED

3.2. Matters Arising

K Barnett asked if there had been an update on her request for consideration of a bilingual name for the Millton Reserve. In addition she enquired whether mana whenua were involved in the selection of indigenous plants for the development. T Kunkel undertook to follow –up with the Greenspace Team.

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi – V Thompson (Business and Centres Advisor)

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

In response to questions from P Williams, V Thompson explained that hardware costs was estimate of just over \$1 million, and as the budget in the 2021/31 Long Term Plan was set at \$750,000, there was currently a shortfall of approximately \$250,000. It was expected that there would also be other costs involved, such as consultant fees and cabling. The design was aspirational and there would be opportunities to pick and choose from the options offered.

M Fleming asked if the current lighting foundations could be used for the upgrade. V Thompson commented capacity upgrades may be required to achieve the desired look and feel of the warm glow at street level.

Moved: M Clarke

Seconded: A Wells

THAT the Rangiora-Ashley Community Board:

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

AND

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

CARRIED

A Wells commented that he had been impressed by K Cawley's design and believed the design was reasonable in terms of budget. J Ward had also been impressed with the consultant and believed he would get great result for the best value.

J Gerard reflected on the poor experience the Council previously had with the lighting design on High Street and hoped this would be an improvement.

D Lundy requested that the Board be made aware promptly of any issues arising with the lighting upgrades so similar problems would not be experienced as last time.

P Williams commented on the large cost to install cabling and supported D Lundy's comments regarding keeping a tight control on any upgrades in the future.

6.2. **Request for Time-Restricted Parking at Rangiora Borough School – S Binder (Transportation Engineer)**

S Binder provided some context to the report which had been initiated following a discussion with the Rangiora Borough School regarding the longstanding issue of parents' double parking on Church Street at the start and end of the school day. Providing kerbside space would reduce the need for double parking and help create a modal separation of vehicle drop-off / pick-up on Church Street and foot and cycle movements on King Street.

K Barnett questioned why the Board was being consulted so late in the process when decisions had already been made. S Binder commented that in this instance there had not been any contextual issues that would need to be raised with the Board. K Barnett noted the wide variety of Church Street users including Dudley Park swimming pool and various sports fields as well as residents.

Moved: K Barnett

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 220324044049;

AND

RECOMMENDS that the District Planning and Regulation Committee:

- (b) **Approves** establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street north of the mid-block pedestrian crossing for a length of 18 metres.
- (c) **Approves** modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am and 2:30-3:30pm Wednesday school days only).
- (d) **Circulates** this report to Utilities and Roding Committee for information.

CARRIED

K Barnett thanked the staff for working with the school on the issue. The feedback she had received was that the changes were desperately needed. She noted the restriction to school times and commented that Church Street was very busy with a multitude of activities and so it was important to consider all road users. She believed staff had made the correct recommendation in this case.

M Fleming concurred that it was a perfectly logical solution.

6.3. **Request for Bus Stop Extension, Ashley Street north of High Street – S Binder (Transportation Engineer)**

This item was withdrawn at the request of the Roading and Transport Team.

6.4. **Request for P5 Parking Restrictions outside Rangiora Post Shop – S Binder (Transportation Engineer)**

S Binder commented that there had been a request for parking restrictions outside the Post Shop. The staff recommendation was that the existing parking supply was working reasonably well and that parking time restrictions should therefore remain unchanged.

Moved: M Fleming

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220128010530.
- (b) **Notes** that given the existing parking supply, both on-street and off-street, as well as turnover and demand for the Post Shop, the existing parking time restrictions on High Street would remain unchanged.

CARRIED

M Fleming noted that she had previously raised the issue due to concerns about accessibility, however, she agreed that the installation of the automatic door at the back of the Post Shop had improved accessibility options and as such supported the time restrictions remaining unchanged.

D Lundy commented that it was a logical report with a fair conclusion.

K Barnett believed the correct decision had been made, however reiterated her request for staff to consult earlier with the Board on these matters.

6.5. **Road Naming – 263 Barkers Road, Loburn – S Morrow (Rates Officer Property Specialist)**

J Gerard noted that the Council's Rates Officer Property Specialist, S Morrow, was not present at the meeting. He therefore took the report as read

J Gerard noted that the developer had put forward the name Fox Lane. This was the developers surname and no alternative name had been provided if Fox was not deemed appropriate. However, according to the report, the name put forward by the developer was similar to an existing road name in the Kaiapoi-Tuahivi Community Board area. The Council's Road Naming Policy stated that no two roads could have similar sounding names in the district. He therefore did not support the proposed name of Fox Lane

D Lundy commented that while he had sympathy for the developer, he was also concerned about the duplication of the name Fox. He suggested Richmond Lane was an appropriate alternative and provided some historical context to the name. He explained that in 1878 Mr Barker's farm on Barkers Road was named Richmond Hill, and that Mr Barker had donated two acres of land for the Loburn School.

Moved: D Lundy

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220331048559.
- (b) **Approves** the following road name for the private Right of Way created as part of the subdivision of 263 Barkers Road, Loburn.
 - 1. Richmond Lane (Private)
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

CARRIED

K Barnett believed the Richmond Lane alternative was a lovely tie-in to the name of the original farm for the subdivision.

J Gerard supported the proposal and commented the Board's local knowledge of the area had worked towards a good outcome.

6.6. **Townsend Road Reserve Development – T Stableford (Landscape Architect)**

T Stableford introduced the report which requested approval for the Council to proceed with public consultation on the proposed Concept Plan for Townsend Road Reserve. The consultation would be carried out with residents in the surrounding area and reported back to the students of Te Matauru School. The feedback as well as the amended proposed Concept Plan would be brought back to the Board for final approval.

M Fleming questioned if the Waimakariri Access Group could be involved in consultation. T Stableford agreed their input could be sought.

Moved: P Williams

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. TRIM 220331048618.
- (b) **Notes** that there was currently \$350,000 allocated to the development of Townsend Road Reserve, from the Land Development – Neighbourhood budget.
- (c) **Approves** public consultation be carried out on the Townsend Road Reserve Concept Plan, shown in attachments ii and iii (Reserve and Playground) (TRIM 220331049151 and 220331049150) for the development of Townsend Road Reserve.
- (d) **Notes** that the Utilities and Roading Department were still finalising the exact location of the cycle path linkage to Pentecost Road.
- (e) **Approves** Greenspace staff's discretion to relocate the cycle path linkage within the Concept Plan prior to consultation if required based on feedback from the Utilities and Roading Department.

- (f) **Notes** that following consultation staff would present a revised Concept Plan to the Board for approval, which would take in to account consultation feedback and the current construction costs which currently had a high level of unpredictability. The report would include any major changes in the scope of the project as a result feedback received or changes to costing overruns.

CARRIED

P Williams believed it was important for the children of the new subdivision to have a play area and R Brine concurred.

D Lundy supported the consultation with the younger members of the district.

6.7. **Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

T Kunkel introduced the three applications. In terms of the Muscular Dystrophy Association application she commented that although the good work that the Association was doing in not in dispute, the Board may wish to request further clarification on what the funds were to be used for. The application stated that the funding would reduce the burden of funding wider operational expenses such as wages, which the Board do not usually fund.

Moved: S Lewis

Seconded: J Gerard

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220228026889.
- (b) **Approves** a grant of \$496 to the Rangiora Cricket Club towards the purchase of new cricket balls.

CARRIED

Moved: P Williams

Seconded: S Lewis

- (c) **Lays** the grant application of the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc on the table until further information was received on what the funds were to be used for.

CARRIED

P Williams requested that further information regarding Discretionary Grant criteria be provided to the Muscular Dystrophy Association.

Moved: K Barnett

Seconded: D Lundy

- (d) **Approves** a grant of \$665 to the Cust and District Historical Records Society Inc. towards printing and scanning of booklets.

CARRIED

K Barnett commented that the volunteers of the Cust Museum were a conscientious group which carried out an amazing amount of work, noting that the booklet would only deteriorate further if not scanned.

D Lundy commented positively on the museum and encouraged Board members to visit.

J Gerard supported the motion and commented it was similar to a grant the Board approved for the Rangiora Early Records Society.

6.8. **Ratification of the Rangiora-Ashley Community Board's submission to the Waimakariri District Council and Environment Canterbury's Draft 2022/23 Annual Plans – K Rabe (Governance Advisor)**

Moved: J Gerard Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220322042309.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220317038788).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220322042316).

CARRIED

7. **CORRESPONDENCE**

- 7.1. **Forestdale Wetland – Fencing and weed management update (Trim. 220331048695).**
- 7.2. **Alfred Street (Farmers) Carpark – Percival Street Access (Trim. 220127009887).**
- 7.3. **Rural Recycling Drop-off Facilities North of the Ashley River (Trim. 220322042490).**
- 7.4. **Waimakariri Bahá'í Community Planting (Trim. 220317039166).**

Moved: K Barnett Seconded: M Harris

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in items 7.1 to 7.4.

CARRIED

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for April 2022**

Moved: J Gerard Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220405051011.

CARRIED

9. **MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 2 March 2022 (Trim 220304031200)**

- 9.2. Woodend-Sefton Community Board Meeting Minutes 14 March 2022 (Trim 220308032926)
- 9.3. Kaiapoi-Tuahivi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)
- 9.4. Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.
- 9.5. Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.
- 9.6. Fill and Connection of Oxford Road Water Race R3N-1 to Stormwater System Proposal – Report to Utilities and Roading Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley Community Board.

PUBLIC EXCLUDED REPORTS

- 9.7. Award of Contract 21/26 Wiltshire to Green Stormwater Upgrade Stages 1 – Report to Management Team Meeting 7 March 2022 – Circulates to the Rangiora-Ashley Community Board.

Moved: J Ward

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 10.6.
- (b) **Receives** the public excluded information in Item 9.7, which would remain public excluded and was circulated separately.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

P Williams

- Σ Attended a number of sessions regarding gravel roads. Argillite trials were proving successful and the material may have been found in another location for cheaper cartage. It was important to re-metal and roll roads at the same time for repairs to be effective.
- Σ A number of drainage issues currently being investigated and difficulty maintaining crews with need for Covid-19 isolations.
- Σ Commented that the asbestos water pipe concerns raised recently may not be as significant as suggested as there was only an issue if the pipe was dry – but the water pipes were always wet. The pipes of concern were on the replacement schedule.

J Ward

- Σ Chaired Audit and Risk meeting.
- Σ Attended a meeting regarding ECan 2022/23 Annual Plan which had been out for consultation.
- Σ Attended the Bank NZ Divestment Committee meeting.
- Σ Attended the Airfield Advisory Group meeting – security cameras were now in place.
- Σ Attended a variety of briefings including Future for Local Government and Annual Plan. The Future for Local Government material was still confidential.
- Σ Attended a Greater Christchurch Partnership meeting.
- Σ Attended a meeting with Te Maire Tau regarding development contributions.
- Σ Attended a Town Centre Promotions meeting. They were looking at moving forward with hosting events and promoting the “shop local” message.

A Wells

- Σ Busy with P Williams investigating rural roads, noted high volume of activity on community social pages with residents unhappy with the state of gravel roads.

S Lewis

- Σ Attended Squadron 88 Annual General Meeting, their gratitude toward the Council's support was noted.
- Σ Commented that there was a lot of theft in the Rangiora area.

M Fleming

- Σ Assisted member of the public to make contact with Greenspace Team regarding offer for donation of a seat in Dudley Park.

M Clarke

- Σ Noted improvements to footpath and road on Durham Street, the process was being well handled. Had explained need for improvements to member of the public concerned about ratepayer spending.
- Σ Commented on slowness of progress at Rangiora Health Hub. Canterbury Health were carrying out the demolition, Healthlink South were carrying out the build. Commented on the need for transparency regarding the plans for the new build.

R Brine

- Σ Commented on the good work of staff keeping the transfer station running under challenging Covid-19 isolation requirements.
- Σ Covid-19 was also making it difficult to maintain staffing requirements at the district pools. Early closures were being used to assist with staffing levels.
- Σ Attended the Kate Valley Joint Committee meeting.
- Σ Attended the Joint Standing Committee on waste noting that there had been a misunderstanding regarding holdover of funds. There was a need for a more regional approach to waste minimisation practices including involvement of ECan.
- Σ Raised issue at the Coldstream Road hockey turf which was filling with debris. Staff were looking into potential solutions and currently using water blasters to remove debris embedded in false grass.

K Barnett

- Σ Noted that the Annual Plan hearings would be via Zoom.
- Σ Scooter trial had been extended for another year. There had been a few complaints and the 'n-go' zone through High Street would remain.
- Σ Commented on the recent proliferation of Boy Racers in the Cust area. The dangerous driving and mess left on roads from burnouts were a concern to local residents. There was a poor response to callouts as the two local police in the area were already under-resourced. There did not appear to be an easy way forward. It was suggested that car impoundments should be publicised as a form of deterrent.

D Lundy

- Σ Thanked P Williams and A Wells for their work on local roads, suggested the drainage network beside roads also needed to be addressed to help reduce problems.
- Σ Noted upcoming upgrade to Loburn Reserve Hall including heating and paint.

The Chair raised the recently scheduled ANZAC Day Services. It was agreed that K Barnett would attend the Cust Service at 9.30am, D Lundy would attend the Rangiora High School service at 9.30am and J Gerard to attend the Rangiora Cenotaph Service at 11.30am.

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

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

The Board noted the consultation project.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 31 March 2022: \$11,708.

12.2. General Landscaping Fund

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 March 2022: \$27,010.

The Board noted the funding updates.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 May 2022.

Workshop (8.00pm – 8.46pm)

Σ *Belgrove Development frontage along Kippenberger Avenue – K LaValley (Project Delivery Manager), G Stephens (Design and Planning Team Leader) and S Binder (Transport Engineer)*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.46PM.

CONFIRMED

J Gerard Chairperson

11 May 2022

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXC-17 / 220228027571

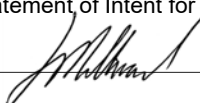

REPORT TO: AUDIT & RISK COMMITTEE

DATE OF MEETING: 15 March 2022

AUTHOR(S): Jeff Millward, Manager Finance & Business Support

SUBJECT: Enterprise North Canterbury Six month financial report and Promotion Business Plan report for the period ended 31 December 2021 and draft Statement of Intent for the year ending 30 June 2023

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

Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to present Enterprise North Canterbury's:
1. Six month progress report to Council for the financial period ended 31 December 2021;
 2. Six month Promotion Business Plan progress report for the financial period ended to 31 December 2021;
 3. Statement of Intent (SOI) for the financial year ending 30 June 2023.
- 1.1. ENC is required to present a draft SOI for comment from its Shareholders (Council & Ngai Tahu) prior to 1 March and deliver the completed SOI to the Shareholders on or before 30 June each year. The SOI was received from ENC on the 24 February 2022.
- 1.2. ENC is also required to present six month promotion business report and financial report. The reports provide a good overview of the progress to date of meeting the objectives.
- 1.3. As shown within the financial report, ENC has reforecast its revenue and expenditure for the year ending 30 June 2022 which has had a small reduction to the operating surplus of \$15,439.
- ENC remains in a relatively sound financial position.
- 1.4. Heather Warwick (Chief Executive) will be in attendance at the meeting to provide a presentation & speak to the report.

Attachments:

- i. Enterprise North Canterbury's Statement of Intent 2022/23 (220301028263)
- ii. Enterprise North Canterbury's Six Month Report 2021/22 (220301028310)
- iii. Enterprise North Canterbury's Promotion Approved Business Plan to 31 December 2021 (220301028344)

2. **RECOMMENDATION**

THAT the Audit and Risk Committee:

- (a) **Receives** report No 220228027571.
- (b) **Receives** the following reports for Enterprise North Canterbury, the:
 - I. Six month financial report for the period ended 31 December 2021 (TRIM 220301028310) and;
 - II. Six month Promotion of Waimakariri District Business report to 31 December 2021 (TRIM 220301028344) and;
 - III. Statement of Intent for Enterprise North Canterbury for the year ending 30 June 2023 (TRIM 220301028263).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent. Enterprise North Canterbury would consider these changes requested and re-present the Statement of Intent prior to the 30 June.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.

3. **BACKGROUND**

- 3.1. Enterprise North Canterbury is a Council Controlled Organisation (CCO), where the Trustees are appointed by the Waimakariri and Hurunui District Councils.
- 3.2. The Trust was registered in August 2002 to provide promotional and economic development services on behalf of the Waimakariri and Hurunui District Councils and promote the region as a visitor destination.
- 3.3. The Trust is a not-for-profit organisation. It is not able to register as a charitable trust, as some of its activities have been determined by Inland Revenue to be trading for profit and therefore is required to pay income tax on the profit made on these activities. A significant amount of funding comes from grants and sponsorship to fund the activities undertaken.
- 3.4. As an economic development agency, ENC seeks to improve the region's investment and business-enabling environment so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes, enhancing economic well-being thus improving the quality of life of residents.

4. **ISSUES AND OPTIONS**

4.1. **Six month financial report to Council for the financial period ended 31 December 2021**

Operating revenue and expenditure has been reforecast to be less than originally budgeted for the year. This is primarily due to the cancellation of the North Canterbury Business Awards due to covid restrictions. The other significant activity relates to training of business owners and managers, once again through a significantly lower demand for these courses.

Operating Surplus has been reduced from \$29,424 to \$15,439, as a result of the reforecasts.

4.2. **Six Month Promotion of Waimakariri District Business Plan Report to 31 December 2021**

Although, as expected, Covid restrictions has impacted on businesses, however overall ENC have continued to achieve significant progress on a number of the objectives set out in the business plan, with 41% of the budget \$695,618 spent to date.

Key highlights from the report are:

- Assisted the successful establishment of 14 other businesses in the district
- 30 other potential or actual startups assisted
- 61 registrations to the online business startup course
- WHoW Trust set up an inflatable Kaikanui Aqualand on Courtney Lake with support from ENC
- Built new 'Invest' page on new ENC website for launch in 2022
- Provided data and demographics to developers to help them promote their offerings
- Developed a new brand and website for Visit Waimakariri
- Developed new marketing strategy to deliver the new brand and campaigns
- Commenced the first of the campaigns – summer, with itineraries and maps
- New Official Visitor Guide, which incorporates the walking and cycling guide, has been coordinated and 25,000 to be printed. We had an uptake of 40 advertisers and received a grant from Kiwi Gaming Company for \$3,000
- \$18,400 was awarded to 8 events from the WDC Event Funding which ENC administers
- \$6,000 was awarded to 1 event from the MBIE Regional Event Fund (ENC is still holding \$67,000 of funds for major events for the future, capability building and an events strategy for the district)

4.3. **Statement of Intent (SOI)**

There are two changes approved by the ENC board and included into the SOI.

1. Training of local business owners and managers
No budget is provided for training of local business owners and managers in 2022/23. Given the ongoing issues with Covid, there has been a significant drop off in registrations for workshops. The breakfast briefing will continue to be operated.
2. Business Award launch
In 2022/23 it is proposed to relaunch the Business awards to attract at least 60 businesses entering the awards. It is proposed not to hold a gala dinner, within the current environment.

4.4. The Management Team has reviewed these reports and supports the recommendations.

Implications for Community Wellbeing

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Ongoing dialogue that ENC has with the local business sector and visitor industry assisted with the preparation of the Statement of Intent and the District Promotions Business Plan that has been reported on.

5.3. **Wider Community**

5.4. The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. Each year ENC's Annual Report is audited by Audit New Zealand.

5.5. As part of the 2019 Customer Satisfaction Survey, 88.9% of respondents rated attracting business to the district as very important and 81.7% of respondents also rated promoting the district to visitors as very important.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Under section 65 of the Local Government Act, the Council must regularly undertake performance monitoring of council organisations to evaluate their contributions to the:

- council's objectives for the organisation;
- desired results set out in the organisation's statement of intent; and
- overall aims and outcomes of the local authority.

Delegation S-DM 1022 provides that the Audit & Risk Committee has the jurisdiction to "Monitor performance of the Council-Controlled organisations on a six monthly basis".

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. The ENC Board meets regularly to oversee implementation of agreed plans and programmes in accordance with the accountability requirements of ENC being a CCO. ENC formally reports to the Council at six monthly intervals, and meets regularly with WDC staff to monitor progress and address any issues that arise.

Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. ENC operates at arm's length from the WDC and manages its own health and safety programme.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act S.10 Purpose of Local Government and Part 5 Council-controlled organisations and council organisations.

7.3. **Consistency with Community Outcomes**

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

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.

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.

7.4. Authorising Delegations

Delegation S-DM 1022 provides for delegated authority to the Audit and Risk Committee to monitor the performance of Council Controlled organisations and to review and provide comments on draft Statements of Intent.

STATEMENT OF INTENT

For the Financial Year Beginning 1 July 202~~2~~⁴

INTRODUCTION

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District & Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 202~~2~~⁴ to 30 June 202~~5~~⁴.

NATURE AND SCOPE OF ACTIVITIES

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

THE OBJECTIVES OF THE TRUST

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- a) *"Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community"*
- b) *Promote the economic, environmental, cultural and social well being of the North Canterbury Community*
- c) *Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury*
- d) *Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community"*

In pursuing these objects ENC will:

- Operate with the utmost integrity
- Be innovative, proactive and professional
- Work collaboratively in all activities it facilitates
- Respect the democratic processes of the sponsoring Councils.

ENC's *modus operandi* is to "stimulate/facilitate/liberate" new projects, as initiatives will only lead the regional economy to a higher level if a project is self-sustaining in the hands of the private sector. ENC does not see itself as "owning" projects in the long term. Accordingly when assessing new initiatives ENC will:

- Promote the sustainability of business
- Have an awareness of the needs of the community within which business operates
- Be a leader and facilitator but not an investor in development projects

THE PERFORMANCE MEASURES

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored.

ENC Strategic Objectives
Performance Measures 2022/23-24/25

Vision: 'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

Strategic Objective 1: Supporting existing businesses to grow and prosper

	Performance Measure	Target
Objective 1.1 <i>Support existing businesses to grow and prosper</i>	Deliver the Regional Business Partner Programme for NZTE	Undertake 48 Capability Assessments and issue a minimum of \$80,000 NZTE Vouchers A minimum of 24 businesses referred to Business Mentors NZ
	Provide training of local business owners and managers	Run a minimum of 20 half day business training workshops with 80% satisfaction rate
	Support new and expanding businesses	Provide business support 50 new startup businesses and 50 existing businesses to grow/expand
	Maintain and grow ENC's website and social media	Grow social media channels and website visitors by 10%
Objective 1.2 <i>Celebrate and Recognise Business Leaders in the region</i>	Organise Launch the 2023-24 Business Awards Gala Dinner and Ceremony	Business Awards Gala event a success Category and Major Sponsors sign up Launch event held Achieve at least 60 businesses entering
Objective 1.3 <i>To assist Hurunui Council establish economic projects in the district, improving the wellbeing and viability of Hurunui communities</i>	Programme of initiatives agreed and implemented	ENC assists and supports initiatives as agreed

Commented [EHW1]: Do we make this specific to the Hurunui Hub Project?

Strategic Objective 2: Attract and inspire businesses, Mana Whenua (Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri) and Government to Invest in our region

	Performance Measure	Target
2.1 Develop a North Canterbury Cycle Trail	Continue to seek and apply for funds for the development of a North Canterbury Cycle Trail from Christchurch to Waipara	Staff prepare and submit applications in conjunction with the Councils
2.2 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration	Local food and beverage producers and manufacturers are provided opportunities to collaborate and connect	ENC builds networks and relationships with and facilitates collaborations among producers and manufacturers Grow MADE NORTH CANTERBURY Website, Facebook and Instagram platforms by 10% that promote detail of business and product, increasing awareness and sales of NCF&B Create, stimulate new marketing and promotional initiatives and resources for NCF&B businesses Opportunities identified to attend and profile MADE NORTH CANTERBURY members at event and trade shows Track referrals, engagements and type of support given
2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri	Build relationships with mana whenua	Identify common strategic goals Identify and promote investment opportunities that benefit the North Canterbury community

Strategic Objective 3: Promote the Waimakariri District

	Performance Measure	Target
<i>Produce an annual business promotion plan for board and Council approval</i>	Deliver on Business Promotion objectives, as contracted to Council	Contract delivered Performance reported six monthly to Waimakariri District Council

THE BOARD'S APPROACH TO GOVERNANCE

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

THE ACCOUNTING POLICIES

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

THE RATIO OF CONSOLIDATED SHAREHOLDERS FUNDS TO TOTAL ASSETS

As at 30th June 2021⁹ the Trust's Equity comprised 4963% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

DISTRIBUTIONS TO SHAREHOLDERS

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

INFORMATION TO BE PROVIDED TO SHAREHOLDERS

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

PROCEDURES FOR MEMBERS TO ACQUIRE SHARES

There is no means for Trustees to acquire shares.

COMPENSATION FROM LOCAL AUTHORITIES

The Trust receives seed capital from the two District Councils to enable it to initiate its economic development activities. In addition ENC has a service contact with Waimakariri District for the provision of District Promotion services. The following table sets out the current level of funding and that projected for the next three years (excl. GST).

Local Authority	2022/231/2 2	2023/242/23	2023/24	Activity
Waimakariri District Council (confirmed)	\$213,35021 9,530	\$225,02019,53 0	\$225,020TBA	Economic Development
Waimakariri District Council (confirmed)	\$461,68048 ,670	\$473,21061,68 0	\$TBA473,210	District Promotion
Hurunui District Council	\$51,250	\$51,250	\$51,250	Economic Development

As advised by Council funding through their Annual Plan processes.

If any other contracts are entered into between the Trust and any territorial or regional authority, payment of the contract price will be required from such contracting authority.

COMMERCIAL VALUE OF THE SHAREHOLDERS' INVESTMENT

The commercial value of the shareholders' investment is the Trust's equity is \$529,0156,834 at 30 June 2021¹⁰ as stated in the annual report.

The Trust Deed requires that *"the capital and income of the Trust fund shall be applied only within New Zealand to meet the Objects of the Trust"*. On winding up all surplus assets are to be applied by the Councils to similar purposes as the Objects of the Trust. No reassessment of the Trust's commercial value is therefore proposed.

OTHER MATTERS

The Trust has a contract with Waimakariri District Council for the provision of promotion services until 30 June 2021. The contract has a right for the trust to call for renewal of the contract for a further three years. The contract has a minimum annual level of funding specified (\$200,000) but provides for the Council to confirm a final level of funding each year as it approves the annual Promotion Business Plan, prior to the commencement of each year.

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24 February 2022

The Chief Executive
Hurunui District Council
P O Box 13
Amberley

The Chief Executive
Waimakariri District Council
Private Bag 1005
Rangiora

Dear Hamish & Jim

December 2021 Six Month Report & Draft 2022/23 Statement of Intent

Attached please find the Six Month Report to December 2021 for Enterprise North Canterbury, as approved at the ENC Board meeting on the 23rd of February 2022. We are very pleased to present Councils with the contribution Enterprise North Canterbury continues to make to the economic wellbeing of North Canterbury.

At the same board meeting, a strategy session was facilitated by Phillip Roth, BDO (one of our sponsors). Board spent time on reflecting and developing ENC's short, medium and long term future activities. The Board endorsed that ENC's focus remain on supporting businesses to enable them to survive and thrive through these very uncertain times and the impact it is having on business. The Draft Statement of Intent (SOI) attached for the year commencing 1 June 2022 and was approved at the 23rd Feb 2022 board meeting. The Local Government Act requires that a draft SOI be made available to both Councils by 1 March each year for their comment.

Thank you for your continuing support of Enterprise North Canterbury.

Yours sincerely
Enterprise North Canterbury



Heather Warwick
Chief Executive

15 February 2022

Chief Executive Officers
Waimakariri and Hurunui District Councils

Dear Jim and Hamish

December 2021 Half Year Report to Waimakariri & Hurunui District Councils

1. Introduction

This report has been prepared to meet the reporting requirements of the Statement of Intent for the 2021/22 year and follows the format of the Annual Business Plan.

2. Nature and Scope of Activities

The vision of ENC is:

"To inspire, attract and retain individuals, businesses and social enterprise to invest in our region"

As an economic development agency, ENC seeks to **improve the region's investment and business-enabling environment** so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes, enhancing economic well-being, and thus improving the quality of life of residents.

3. Key Highlights this period

- Business Support programmes delivered this period include:
 - Delivered 41 capability assessments (85% of the RBP target of 48)
 - Distributed 40% of the allocated \$80,000 capability vouchers to businesses
 - Met with 82 people looking to start up their own business.
- North Canterbury Business Awards:
 - 62 entries (record number) and all met with the three judges
 - 444 gala tickets sold – the event was postponed and then cancelled due to Covid restrictions and implications on maximum numbers.
 - An online presentation was held in November for each category, presented by the category Sponsor and the Supreme Award was presented by MainPower
- MADE NORTH CANTERBURY
 - Currently have 63 members and one major sponsor
 - Developed two new events but not yet delivered (Taste Trail and Chefs Tour, both branded MADE NORTH CANTERBURY)
 - 3,601 Facebook followers and 958 Instagram followers
 - Held activations 'ends of aisle' in major New World Supermarkets in North Canterbury and Christchurch City for local producers
- Hurunui Green Energy Hub
 - ENC worked with key parties HDC, MainPower, TransWaste, Ngai Tahu Farming to progress the concept of a green energy powered commercial hub for the agriculture sector.
 - \$39,000 cash has been raised to fund a skinny business case

- Website Users were up 19.90% compared to last year (21,343 vs 17,801)
- Website Pageviews were up 3.05% compared to last year (49,245 vs 47,787)
- **Newsletters:** 8 sent this period (5 monthly newsletters, two Covid-19 updates and one Business Awards announcement).
- 21 business relevant stories were published online and/or sent to local media this period.

Objective 1.2 Celebrate and recognise business leaders in the region

ENC would personally like to thank the 62 businesses entrants (record number); the three voluntary judges and the category and major sponsor of the 2021 North Canterbury Business Awards.

The Awards and Gala dinner was postponed from September to November and then cancelled due to Covid, so instead we ran an online awards presentation. The 11 categories were presented over 3 days and we had an estimated average of 102 viewers for each presentation. We congratulate the Supreme Award Winner – Rangiora Vet Centre and other entrants, finalists and category winners. A lot of effort goes into entering the awards and we are grateful for such a good number of quality entries.

We intend to hold a smaller celebration on 17th February for all participants. We have also booked the MainPower Stadium for 15 September 2023 for the next gala (*now cancelled*).

13,217 votes were received for the People’s Choice Award which is the equivalent of 17% of the North Canterbury population.

We did a participants’ survey after the conclusion of the presentations which gave an 89% satisfaction rating.

Objective 1.3 Assist Hurunui Town Development

Target: ENC assists and supports town initiatives as agreed

- ENC is assisting investigating a new Green Energy Value Add Economic Hub for North Canterbury. This has involved securing financial and management interest from power companies (the green energy aspect will lead this and be the point of difference).
- Establishing a Project Governance Group including TransWaste, MainPower, HDC, Ngai Tahu Farming and Hiringa Energy and contributing either in kind or funding of a business case. This will be led by Leftfield Consulting
- Assisting in identifying a specific location for the hub that meets the needs of consent, infrastructure, water etc
- Identifying anchor tenants
- Discussions with EECA, NZ Green Investment Fund and Kanoa.

STRATEGIC OBJECTIVE TWO - ATTRACT AND INSPIRE BUSINESSES, TE RŪNANGA O NGĀI TAHU AND GOVERNMENT TO INVEST IN OUR REGION

Objective 2.1 Develop a North Canterbury Cycle Trail – Wheels to Waipara

- ENC continues to pursue this project. Currently awaiting results of a funding application to Rata Foundation.
- ENC and Hurunui Tourism worked with Great Scott PR/Marketing to develop an easy to read sell document/presentation that can be used when talking to funders and Council meetings.
- ChristchurchNZ have offered their support as well as the current steering committee members (ECAN, TKoT, WDC, HDC, Hurunui Tourism and Visit Waimakariri. We hope to see progress in the coming six months.

- \$18,400 was awarded to 8 events from the WDC Event Funding which ENC administers
- \$6,000 was awarded to 1 event from the MBIE Regional Event Fund (ENC is still holding funds for major events for the future, capability building and an events strategy for the district)

5. Management Reporting over this period:

5.1 Manage the ENC Business Centre

- ENC remains grateful for the generous support of MainPower, our Corporate Sponsor (\$30,000); BDO, Spark Business Canterbury (\$10,500) and The Mark (inkind) our three Silver Sponsors; and 9 Bronze Sponsors being Meridian, Hellers, PLC Group, Hazeldine Construction; Brannigans, Ray White Morris & Co, Misco Joinery, Ravenswood, The Learning Staircase and The Mark (inkind) (\$27,000) *a total sponsorship of \$67,500.*
- We lost Sky Tech NZ as a bronze sponsor during this period (they sold their business) and Brannigans upgraded from being an ENC Business Service Partner to being a bronze sponsor.
- We held two business centre sponsor networking functions with board and staff (July and November 2021) at the business centre.

	Full Year Budget	Actual YTD	% Budget Delivered YTD
Room Hire	\$11,215	\$4,757	42%

5.2 Undertake analysis of regional employment opportunities and trends

The six monthly business opinion survey was sent to 137 businesses with 63 completing the survey. Results were circulated to participants, the ENC board and newspapers.

In November ENC staff interviewed 35 large businesses to assess critical issues facing large businesses: The three top issues were:

- Lack of adequate staff, skilled and unskilled – 57% of respondents have roles they are actively seeking to fill.
- General uncertainty – 61% of respondents reported this as a major issue
- Growing input costs – 84% of respondents raising prices to counteract increase in costs, sick leave and minimum wage changes

5.3 Health and Safety Assessment for risk of transmission of COVID-19 at ENC premises

In November, health and safety specialist Kate Sutcliffe, carried out an independent risk assessment of each role within ENC for exposure of transmission for COVID-19. Every role was considered high risk so a decision was made to make ENC Business Centre/ Kaiapoi i-SITE a vaccine passport location/venue.

5.4 A new brand for ENC

After 15 years using the same logo and branding, ENC contracted The Mark, Rangiora, to design a new logo, byline, typeface, colours and brand. This will be incorporated into ENC's EDM newsletters, campaigns, social media tiles, brochures, collateral (Business Opinion Surveys, Annual Reports etc) and our building (both internal and external). We are also in the process of applying the new brand to the new website as well.

Appendix 1

Enterprise North Canterbury 83 Ivory Street P O Box 438 Rangiora 7440							
Profit & Loss [Budget Analysis] By Income and Expenditure Actuals July 2021 through to December 2021							
	Period Actual	Period Budget	\$ Difference	Favourable/U Unfavourable	Annual Budget	Revised Annual Forecast	%age Forecast used
Income							
NCA Awards Income	\$51,800	\$144,595	(\$92,795)	U	\$144,595	\$51,800	100.00%
Biz Training Income	\$15,552	\$32,455	(\$16,903)	U	\$62,410	\$34,801	44.69%
Regional Business Partner Income	\$27,899	\$27,899	\$0	-	\$55,799	\$55,799	50.00%
Other Town Support Income	\$38,000	\$0	\$38,000	F	\$0	\$38,000	100.00%
Biz Attraction Income	\$59,377	\$64,350	(\$4,973)	U	\$128,700	\$128,700	46.14%
Event Income	\$38,087	\$39,674	(\$1,587)	U	\$79,350	\$79,350	48.00%
Kaipoi VIC Income	\$41,524	\$41,614	(\$90)	U	\$83,228	\$83,228	49.89%
Kaipoi Site Commission Received	\$6,489	\$10,907	(\$4,418)	U	\$21,815	\$13,616	47.66%
Visit Waimak Income	\$122,349	\$135,221	(\$12,872)	U	\$258,442	\$258,442	47.34%
Business Startup Income	\$0	\$12,399	(\$12,399)	U	\$24,800	\$24,800	0.00%
Food and Beverage Income	\$67,314	\$60,000	\$7,314	F	\$120,000	\$107,452	62.65%
Regional Event Fund	\$0	\$8,000	(\$8,000)	U	\$70,465	\$70,465	0.00%
Business Centre	\$42,467	\$42,357	\$110	F	\$84,715	\$84,715	50.13%
Management -Admin Income	\$139,291	\$137,300	\$1,991	F	\$274,600	\$274,600	50.73%
Total Income	\$550,149	\$754,771	(\$204,622)	U	\$1,408,919	\$1,305,768	
Expenses							
NC Business Awards Expenses	\$34,964	\$144,221	(\$109,257)	F	\$144,221	\$34,964	100.00%
Biz Training Expenses	\$20,251	\$32,462	(\$12,211)	F	\$63,025	\$53,315	37.98%
Regional Business Partner Expenses	\$57,755	\$53,081	\$4,674	U	\$106,163	\$106,163	54.40%
Other Town Support Expenses	\$3,613	\$4,199	(\$586)	F	\$8,398	\$46,388	7.78%
Biz Attraction Expenses	\$54,933	\$53,905	\$1,028	U	\$129,011	\$129,011	42.58%
Events Expenses	\$23,071	\$39,682	(\$16,611)	F	\$79,366	\$79,366	29.07%
KVIC Expenses	\$50,631	\$52,971	(\$2,340)	F	\$105,144	\$96,945	52.23%
Visit Waimakariri Expenses	\$122,085	\$129,205	(\$7,120)	F	\$258,412	\$258,412	47.24%
Business Startup Expense	\$0	\$0	\$0	-	\$0	\$0	#DIV/0!
Food and Beverage Expense	\$67,314	\$54,726	\$12,588	U	\$107,452	\$107,452	62.65%
Regional Event Fund	\$0	\$8,721	(\$8,721)	F	\$70,465	\$70,465	0.00%
Business Centre	\$43,703	\$42,608	\$1,095	U	\$85,216	\$85,216	51.28%
Management Admin Expenses	\$118,068	\$111,312	\$6,756	U	\$222,622	\$222,622	53.05%
Total Expenses	\$596,418	\$725,093	(\$128,675)	F	\$1,379,495	\$1,290,329	
Operating Profit	\$53,731	\$29,678	\$24,053	F	\$29,424	\$15,439	
Other Income							
Interest Income	\$3,499	\$2,000	\$1,499	F	\$4,000	\$4,000	87.46%
Total Other Income	\$3,499	\$2,000	\$1,499	F	\$4,000	\$4,000	
Other Expenses							
Total Other Expenses	\$0	\$0	\$0	-	\$0	\$0	
Net Profit / (Loss)	\$57,230	\$31,678	\$25,552	F	\$33,424	\$19,439	

STATEMENT OF INTENT

For the Financial Year Beginning 1 July 2022~~4~~

INTRODUCTION

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District & Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 2022~~4~~ to 30 June 2025~~4~~.

NATURE AND SCOPE OF ACTIVITIES

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

THE OBJECTIVES OF THE TRUST

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- a) *"Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community"*
- b) *Promote the economic, environmental, cultural and social well being of the North Canterbury Community*
- c) *Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury*
- d) *Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community"*

In pursuing these objects ENC will:

- Operate with the utmost integrity
- Be innovative, proactive and professional
- Work collaboratively in all activities it facilitates
- Respect the democratic processes of the sponsoring Councils.

ENC's *modus operandi* is to "stimulate/facilitate/liberate" new projects, as initiatives will only lead the regional economy to a higher level if a project is self-sustaining in the hands of the private sector. ENC does not see itself as "owning" projects in the long term. Accordingly when assessing new initiatives ENC will:

- Promote the sustainability of business
- Have an awareness of the needs of the community within which business operates
- Be a leader and facilitator but not an investor in development projects

THE PERFORMANCE MEASURES

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored.

Strategic Objective 2: Attract and inspire businesses, Mana Whenua (Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri) and Government to Invest in our region

	Performance Measure	Target
2.1 Develop a North Canterbury Cycle Trail	Continue to seek and apply for funds for the development of a North Canterbury Cycle Trail from Christchurch to Waipara	Staff prepare and submit applications in conjunction with the Councils
2.2 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration	Local food and beverage producers and manufacturers are provided opportunities to collaborate and connect	ENC builds networks and relationships with and facilitates collaborations among producers and manufacturers Grow MADE NORTH CANTERBURY Website, Facebook and Instagram platforms by 10% that promote detail of business and product, increasing awareness and sales of NCF&B Create, stimulate new marketing and promotional initiatives and resources for NCF&B businesses Opportunities identified to attend and profile MADE NORTH CANTERBURY members at event and trade shows Track referrals, engagements and type of support given
2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri	Build relationships with mana whenua	Identify common strategic goals Identify and promote investment opportunities that benefit the North Canterbury community

THE BOARD'S APPROACH TO GOVERNANCE

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

THE ACCOUNTING POLICIES

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

THE RATIO OF CONSOLIDATED SHAREHOLDERS FUNDS TO TOTAL ASSETS

As at 30th June 2021¹⁰ the Trust's Equity comprised 4963% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

DISTRIBUTIONS TO SHAREHOLDERS

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

INFORMATION TO BE PROVIDED TO SHAREHOLDERS

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

STATEMENT OF INTENT

For the Financial Year Beginning 1 July 2022

INTRODUCTION

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15 February 2022

Chief Executive Officer
Waimakariri District Council
Private Bag 1005
Rangiora

Dear Jim

**Promotion of Waimakariri District
Business Plan Report to 31 December 2021**

1. Introduction

This report has been prepared to meet the reporting requirements of the Statement of Intent for the 2021/22 year and follows the format of the Annual Business Plan.

2. Nature and Scope of Activities

This six month report is based on the 2021/22 business plan. To achieve the Promotion Objectives the plan has four key goals with an aim to attract visitors and new businesses through marketing and events, profiling why it is worth visiting/investing in/doing business in/relocating to.

3. Key Highlights this period:

- Assisted the successful establishment of 14 other businesses in the district
- 30 other potential or actual startups assisted
- 61 registrations to the online business startup course
- WHoW Trust set up an inflatable Kaikanui Aqualand on Courtney Lake with support from ENC
- Built new 'Invest' page on new ENC website for launch in 2022
- Provided data and demographics to developers to help them promote their offerings
- Developed a new brand and website for Visit Waimakariri
- Developed new marketing strategy to deliver the new brand and campaigns
- Commenced the first of the campaigns – summer, with itineraries and maps
- New Official Visitor Guide, which incorporates the walking and cycling guide, has been coordinated and 25,000 to be printed. We had an uptake of 40 advertisers and received a grant from Kiwi Gaming Company for \$3,000

- \$18,400 was awarded to 8 events from the WDC Event Funding which ENC administers
- \$6,000 was awarded to 1 event from the MBIE Regional Event Fund (ENC is still holding \$67,000 of funds for major events for the future, capability building and an events strategy for the district)

WAIMAKARIRI DISTRICT PROMOTION PLAN OBJECTIVES

GOAL 1: BUSINESS PROMOTION (Business Sector)

ENC are mandated to market the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish here.

1.1 Assisting business start ups – big and small

- Over the July to December 2021 period, ENC assisted 30 potential or actual startup businesses with one-on-one interviews and providing information and resources.
- 34 new businesses to the district were promoted in our newsletter and on ENC's Facebook
- 61 people signed up to the online business startup course developed by ENC (compared to 43 for the same period last year).

Successful startups during this period that were assisted by ENC were:

- | | |
|--------------------------|----------------------|
| • Aqualand NZ | Dairy Smart NZ |
| • Marion and Co | Little Bach Pottery |
| • Janine Thompson Travel | Wolfe Communications |
| • M n M's Coffee Buzz | Apha Pet |
| • Protein Punch | Celtic Kiwiana |
| • Han Romano | Woodcock Design |
| • The Artisan Biscuit | Tuatara Media |
| • Solagri | |

1.2 Assisting or driving catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system

This six month period ENC has:

Potential catalyst projects explored in this period are:

- Aqualand NZ (now successfully launched)
- Drying plant (value add food production)
- Film opportunities (details confidential at this stage)
- Accommodation and Retail opportunity (Rangiora)
- Hurunui Green Energy Hub (will have employment and business opportunities for Waimakariri also)

Continuing to assist or progress:

- WHOW Aquasports Park
- Pegasus Bay Cycle Trail
- Oxford Observatory (on hold till late 2022)
- Large honey project (details confidential)
- Pegasus Hotel and Resort (on hold due to Covid)
- Petfood Factory (on hold due to Covid)
- Options for alternative land use (various crops)

Projects pursued that did not eventuate:

- Drone Factory (no suitable site)
- Chocolate Factory (various reasons)

1.3 Identifying commercial projects that will enhance each major town in the Waimakariri – Rangiora, Kaiapoi, Oxford, Woodend/Pegasus and assisting their establishment

- **Kaiapoi**
 - WHoW (partial success): Aqualand is up and running which will act as market validation for the larger project. Progressing nicely.
 - Petfood Factory (On hold): Unable to progress until borders open
 - Assisting smaller boutique stores to decide whether to establish on Williams Street
- **Oxford Observatory** – Tourism aspect is on hold due to Covid-19 but will pursue later in 2022
- **Rangiora**
 - Boutique Shopping on High Street assisted individual business owners to establish their stores in the best location for them
 - Accommodation and Retail development: Provided information and statistics (with context) for their business case
- **Woodend/Ravenswood/Pegasus**
 - Met with both landowners and they will be ready to actively pursue tenancies in 2022
 - Pegasus Hotel and Resort (On hold): Impacted by Covid. Will pursue again in 2022

Wider Waimakariri

- Pegasus Bay Cycle Trail: Still waiting funding application response.
- Film Industry:
 - Some progress for Waimakariri – details are confidential
 - Screen Canterbury were successful with ENC assistance in getting funding to do Hurunui hero shots. This will also impact Waimakariri.
- Hurunui Value Add Hub: Will create 100+ jobs which are likely to be mostly filled by Waimakariri Residents

1.4 Assisting investors and developers interested in potential Waimakariri projects

- Provided generic data and analysis to local developers and specific information to local developers upon request
- Provided data and analysis to non-local developers interested in building in the Waimakariri district
- Worked with potential investors to identify attractive propositions in Waimakariri
- Connected businesses or startups looking for investment with the NZTE investment team
- Connected businesses or startups directly with potential investors
- Assisted retail outlets to find suitable premises in the Waimakariri
- Assisted manufacturers to find suitable premises in the Waimakariri
- Liaised with other EDA's to identify potential investments in the region
- Presentation made to group of potential investors on the opportunities in Waimakariri
- Connected investors and developers to other EDA's when the Waimakariri was not a suitable location for their needs

1.5 Promoting the district as a diverse and dynamic business community

- Visits to the Invest section of the website were up 51.78% compared to the same period last year (7,003 pageviews this year compared to 4,614 pageviews last year).
- No new business case studies were written this period.
- 37 new businesses were profiled on the ENC Facebook page during this six month period.

GOAL TWO – VISITOR MARKETING PROGRAMME

ENC's efforts and activities to achieve the goals of the Waimakariri District Council's Visitor Marketing Strategy. Waimakariri District is benefitting from significant investment in major roads and cycle trails, river marina areas and the new MainPower Stadium which will generate appeal for the district as a visitor destination.

2.1 OBJECTIVE ONE - COLLABORATION

2.1.1 Create new cost-effective collaborations and communication channels within the district

- No networking functions have been organised or held due to COVID conditions
- Two town centre promotions association meetings held this period
- Miles was guest speaker at Kaiapoi Promotions AGM
- Heather and Janine were guest speakers at Rangiora Promotions Assn AGM
- Monthly electronical digital mail (EDM) sent to Council, interest groups and local businesses informing of campaigns and activities.
- Relevant businesses contacted to inform of campaigns to enable them to leverage their marketing off ours
- Information sharing of activities and plans with Christchurch International Airport Ltd, Partnership Manager

2.1.2 Formalise arrangements with neighbouring agencies able to promote and develop Waimakariri's visitor offering

- Working with ChristchurchNZ on product development opportunities using cycleways within both districts
- Coordinating with Selwyn and Mid Canterbury on the promotion of the Inland Scenic Route.
- Working with TKoT, ECan and WDC to advocate for better track surfaces, signage and wayfinding for cycle trails
- A new Tourism Sector Group has been set up and held their first meeting.

2.2 OBJECTIVE TWO - NEW DESTINATION APPEAL

2.2.1 Generate New Promotional Material with new Brand

- New Official Visitor Guide, which incorporates the walking and cycling guide, has been coordinated and 25,000 to be printed. We had an uptake of 40 advertisers and received a grant from Kiwing Gaming Company for \$3,000.
- New Website and brand launched October. The launch was a mainly digital through electronic direct mail to our visitor facing businesses, stakeholders, ChristchurchNZ and surrounding districts, iSITES around New Zealand, specific interest groups in our district and surrounds and the Visit Waimakariri database. We presented to the WDC Audit and Risk Committee in November.
- Photo library has been created and is available for other organisations to use. This will be continually added to
- Existing collateral updated with new brand
- Three 'themed' cycling maps Trails to Indulgence, created to support the WHY YOU ARE TRIED ON MONDAY, campaign. New visitor district maps created for the OVG and for other uses
- Cycling map of Eastern Trails continually updated

2.2.2 Support development of, and leverage, new major attractions and facilities that open in the district

- In lieu of WDC connecting recreational cycle ways on roads, three new maps were created as Trails to Indulgence taking people along existing trails from beach settlements to towns. Featured in WHY WE ARE TIRED, campaign

- Aqualand Water Park, Alpine Jet Thrills Air Boat, Kaiapoi River Queen and Kore all promoted via WHY WE LOVE SUMMER CAMPAIGN, on line, on radio and EDM and social media.
- Events at Main Power Stadium promoted on our website and Facebook Page.
- Venues and facilities for holding events have been promoted on our website

[2.2.3 Support event activity that will fill venues off peak, help define the district and that can be anchored permanently](#)

- July – November the events calendar was distributed via our database with total of 6,202 recipients. It was also distributed to local community groups on Facebook, published in Chatter and Woodpecker. A small number of copies are distributed physically to the WDC service centres and libraries as well as in the Kaiapoi i-SITE.
- Developing a stable annual events calendar is problematic due to postponements and cancellations. We communicate with our event organisers regularly to keep them up to date.
- Appropriate events promoted on social media channels
- Only two giveaways in this period via social media due to cancellation of events. Together they reached 3,881 people and had 82 engagements

[2.2.4 Administer Waimakariri Event Fund Contestable Fund](#)

On 15th September 2021 the independent funding panel considered 10 applications for the Waimakariri Event Fund. 8 were successful and awarded a total of \$18,400. Since being awarded the funding 3 events have cancelled due to the current covid restrictions.

[2.2.5 Administer the Regional Events Fund \(100% Govt funded\)](#)

There was only one application to the REF fund that ENC is administering. They were successful and received \$6,000. We remain grateful to the event panel members, who give their time to consider the applications.

2.3 OBJECTIVE THREE - LOCAL AWARENESS AND AMBASSADORS

[2.3.1 Encourage locals to try new things and improve their awareness of things to do in the district](#)

- Key interest groups, businesses, stakeholders, developers have been identify and receive monthly EDM showcasing district activities pertaining to campaigns
- Facebook posts with campaigns and activities targeted to locals as well as out of district

[2.3.2 Refocus activities of Kaiapoi i-SITE to promote to locals and visitors](#)

- Visitor numbers were down 44% on same six month period last year
- Sales were down 40% on same six month period last year
- These figures are due to the downturn in Auckland visitors and other domestic visitors. We also saw cancellation of ferry and train tickets as well as travel packages.
- In November, health and safety specialist Kate Sutcliffe, carried out an independent risk assessment of each role within ENC for exposure of transmission for COVID-19. Every role was considered high risk so a decision was made to make ENC Business Centre/ Kaiapoi i-SITE a vaccine passport location/venue.
- In December 13th ENC and the Kaiapoi i-SITE became a vaccine pass organisation
- On the 11th of December Gwen Creek left her employment at ENC after 16 years as i-SITE manager. The board and management want to thank Gwen for her local knowledge and welcoming nature to visitors and locals alike to the centre.

- As a result, Anna Western-Bell increased her hours as i-SITE assistant from 12 to 24 hours and the i-SITE is now open from Mon-Thurs (9-3.30pm).

OBJECTIVE FOUR - VISITOR AWARENESS AND AFFINITY

Grow visitor awareness and affinity for the experiences in our district. This will be achieved by:

2.4.1 Create a critical mass of reasons to visit online and promote via visitor interest/motivation

Visit Waimakariri's new website was launched end of October 2021. Key pages of the website have been optimised with other pages continually being optimised

	July-December 2020	July-December 2021	Increase/Decrease
Facebook Followers - Dec	6,550	7,203	9%
Instagram	1,180	1,346	12.33%
Website	35,774	26,563	-34%

2.4.2 Work with others to promote the District

- 12 month marketing plan created with 4 campaigns rolled out over 8 weeks each.
- District promoted through; Three AA Travel magazine, 4 x Christchurch suburban newspapers, 2 campaigns on the back of the Waimakariri to Christchurch bus, RV magazine; life style summer fun and Walking and Cycling, Two radio adverts with Media work stations.
- ChristchurchNZ website updated with new information

OBJECTIVE FIVE - PROTECTING OUR NATURE, HERITAGE, CULTURE AND TOWN CHARACTER

2.5.1 Protect our nature, heritage and culture and our stories

- Tiaki promise incorporated into our OVG and displayed in iSITE

2.5.2 Build our foundations as a sustainable destination

- Ways to get around the district in a sustainable fashion will be added in to the website
- Talks with WDC in regards to data collection re tourism are yet to be had

2. Financials

		Six Months Actual	Annual Budget	%age
	Income			
	Carried forward from previous Year WDC	\$84,850	\$84,850	100%
	WDC 2020/21 Payment	\$137,097	\$398,200	34%
	WDC Events Grants	\$13,823	\$50,470	27%
	Other Income	\$25,570	\$16,200	158%
	VIC Sales and Commissions	\$38,031	\$145,500	26%
	Total Income	\$299,371	\$695,220	43%
	Expenditure			
	Operating	\$198,309	\$392,183	50%
1	Marketing	\$40,971	\$125,900	33%
2	Event Grants	\$11,442	\$52,850	22%

3	VIC Purchases		\$31,542	\$123,685	26%
	Total Operating		\$282,264	\$695,618	41%
	Surplus/Loss		\$17,107	-\$398	

1. Marketing activity to be carried out in the 2nd half of the year
2. Event funding down due to cancellation of a number of events
3. i-SITE sales well down due to COVID

3. Summary

In the next six months the team will be:

Business Attraction:

- Establishing a 'Live Work Play' promotion to attract employees to Waimakariri
- Creating a new business support and investment website for ENC
- Assisting with the development of a Waimakariri Economic Development Plan
- Working with other entities to address skills shortages in the district
- Continuing to explore and pursue potential catalyst projects

Visitor Attraction:

- Work with businesses to create better relationships and marketable products
- Coordinate autumn and winter marketing campaigns
- Jointly work with Christchurch NZ and surrounds to explore the development of the Inland Scenic Route
- Jointly facilitate connection of marketable cycle trail and collateral required with ChristchurchNZ, WDC and ECAN.
- Create itineraries and maps

Events:

- Invite applications to the WDC event fund and MBIE's Major Event fund
- Run further capability workshops for event organisers
- Develop an events strategy for the district

Kaiapoi i-SITE:

- Work with Council to address the changing nature of the information services offered at Kaiapoi i-SITE

Heather Warwick,
ENC Chief Executive

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18 / 220426063274
REPORT TO: Council
DATE OF MEETING: 3 May 2022
FROM: Dan Gordon, Mayor
SUBJECT: Mayor's Diary
 Wednesday 30 March to Tuesday 26 April 2022

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 30 March	Meetings: Waitaha Primary Health Board Audit and Risk Finance Committee, and Interview for Board Member; Presentation to/discussion with Panel – Review into the Future for Local Government; Enterprise North Canterbury Board Meeting
Thursday 31 March	Meetings: Canterbury Regional Leadership Group: Covid Protection Framework; Canterbury Mayoral Forum discussion re mobile blackspots with telco providers
Friday 1 April	Meetings: Communities 4 Local Democracy Co-Ordinating Group; Extraordinary Meeting of Council re lifting Covid 19 vaccine mandates; CEO of Christchurch City Council re Mayoral Forum Education and Training Governance Group; Canterbury Regional Transport Committee re submission on Road User Charges at Ronel's Community Cuppa, Pegasus Speech:
Saturday 2 April	Meetings: Communities 4 Local Democracy sub-group, and Co-ordinating Group
Monday 4 April	Meetings: In Wellington - Communities 4 Local Democracy Plenary Group with Minister Mahuta, and Co-Leaders of the Green Party; Chief Executive of Taumata Arowai, with Council's Chief Executive. Canterbury Mayoral Forum with Minister of Transport re public transport acceleration
Tuesday 5 April	Interview: Compass FM Meetings: Pre-Council agenda check; Council discussion with and presentation by representatives of Te Ngāi Tūāhuriri Rūnanga re Māori Reserve land; briefing from staff ahead of Greater Christchurch Partnership meeting; monthly Council meeting; discussion with Waimakariri Health Advisory Group

Wednesday 6 April	<p>Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework meeting; Roading and Transport Portfolio Holders, with staff; developer re planning consent; Waitaha Primary Health Board</p> <p>Interview: at Compass FM, and photo shoot to promote 'Good in the Hood', a Rangiora Promotions Association initiative</p> <p>Attended: Information evening for businesses, hosted by Enterprise North Canterbury</p>
Thursday 7 April	<p>Interview: David Hill, North Canterbury News</p> <p>Meetings: Canterbury Regional Leadership Group: Covid Protection Framework; with staff, re Waikuku Beach Campground; briefing prior to meeting of Regional Road Safety Working Group; Southbrook Road Working Group; resident re planning query; joint ECan/WDC on-line community meeting (x2) re Ashley River/Rakahuri Reach; Managing Editor of North Canterbury News</p> <p>Attended: Opening of Art on the Quay exhibition</p>
Friday 8 April	<p>Meetings: Greater Christchurch Partnership sub-group, and Committee; Communities 4 Local Democracy Co-ordinating Group</p> <p>Attended: Presentation by Leader of the Opposition; Presentation to departing Principal of Kaiapoi High School, by the RSA</p>
Monday 11 April	<p>Meetings: Communities 4 Local Democracy Co-ordinating Group; Management Team; Chair of Environment Canterbury; Woodend-Sefton Community Board meeting</p> <p>Visited: VisionWest facility <i>Puna Aroha</i> with members of the Housing Working Group</p> <p>Media: Photo (on Flamingo scooter) for North Canterbury News article</p>
Tuesday 12 April	<p>Interview: Compass FM</p> <p>Meeting: Briefings to Council</p>
Wednesday 13 April	<p>Meetings: Communities 4 Local Democracy Co-ordinating Group, with Auckland Mayor Hon Phil Goff, and Rt Hon Winston Peters, in Auckland</p>
Tuesday 19 April	<p>Interview: Compass FM</p> <p>Meetings: with staff re Southbrook Road improvements; Management Team; residents re fundraising opportunity</p> <p>Attended: Advance launch of NZ Police initiative - North Canterbury Rural Crime Prevention Trial</p>
Wednesday 20 April	<p>Meetings: Residents re local issues; Communities 4 Local Democracy Co-ordinating Group; Mayor Marie Black (Hurunui DC), Deputy Mayor Malcolm Lyall (Selwyn DC) and representatives of CDHB re rural hospital services</p> <p>Media: Photo with Mayor Marie Black and representatives of NZ Police for launch of Rural Crime Prevention Trial</p>

Thursday 21 April	Meetings: Residents re Cust Plunket Rooms; developers re mobile homes proposal Speech: To Rangiora Women's Institute Media: Photo with Rangiora Community Patrol
Friday 22 April	Meeting: Friends of Oxford Hospital
Sunday 24 April	Greeted: Participants in <i>Ride of Respect</i> , at Rangiora RSA Attended: Anzac Service at Ohoka - delivered speech and laid wreath
Monday 25 April Anzac Day	Attended: Anzac Services at: <ul style="list-style-type: none"> • Pegasus • Woodend • RSA Kaiapoi breakfast • Kaiapoi - delivered speech and laid wreath • Rangiora - delivered speech and laid wreath • Tuahiwi - delivered speech and laid wreath
Tuesday 26 April	Interview: Compass FM Meetings: Communities 4 Local Democracy Plenary Sub-Group; Management Team; resident and Rooding Manager re pedestrian movements on Charles Upham Drive; Deputy Mayor, Cr Blackie and staff re Pines Beach Fairy Forest; District Planning and Regulation Committee; Utilities and Rooding Committee; Youth Council

THAT the Council:

a) **Receives** report 220426063274

Dan Gordon
MAYOR