



WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

Tuesday 25 and Wednesday 26 May 2021

Commencing each day at 9.00am

**Function Room
Rangiora Town Hall
303 High Street
Rangiora**

Members:

Mayor Dan Gordon
Councillor Neville Atkinson
Councillor Kirstyn Barnett
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Niki Mealings
Councillor Philip Redmond
Councillor Sandra Stewart
Councillor Joan Ward
Councillor Paul Williams

The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **FUNCTION ROOM, RANGIORA TOWN HALL, 303 STREET, RANGIORA** on **TUESDAY 25 MAY and WEDNESDAY 26 MAY 2020**, commencing at **9am** to 7pm each day, for the purposes of deliberating the Draft Long Term Plan 2021-2031.

The meeting will be live audio streamed on the Council website.

Sarah Nichols
GOVERNANCE MANAGER

**Recommendations in reports are not to be construed as
Council policy until adopted by the Council
The Long Term Plan is scheduled for adoption on 22 June 2021**

In addition to this agenda, members laptops have the following information for the meeting:

- Draft Long Term Plan 2021-2031
- Copy of all submissions received

Summary of submissions by topic and officers comments will be provided to members in hard copy form.

Order of Business

Community and Recreation
Strategic Projects
Utilities and Roading (Day 2)
Regulation and Planning
People and Engagement
Finance and Business Support

Note that community submissions will be considered in conjunction with each Council department in above listed order.

BUSINESS

Page No

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Waimakariri District Council held on Wednesday 5 May 2021, Thursday 6 May 2021 and Friday 7 May 2021 to hear submissions to the Draft Long Term Plan 2021-2031

20 - 49

RECOMMENDATION

THAT the Council:

- (a) **Confirms** as a true and correct record the minutes of a meeting of the Waimakariri District Council held on 5, 6 and 7 May 2021.

4. MATTERS ARISING FROM THE MINUTES

5. OVERVIEW

J Harland and J Millward will provide an overview of the financial aspects related to the Long Term Plan.

6. REPORTS

6.1 Draft 2021-2031 Long Term Plan - Special Consultative Procedure – H Street (Corporate Planner)

50 - 55

RECOMMENDATION

THAT the Council:

- (a) **Receives** report LTC-03-17-04 / 210513076527
- (b) **Receives** all 162 submissions and associated submission points raised by submitters, which are included in the 'Deliberations Pack' previously distributed to Councillors.

6.2 Aquatic Centres Staff submission to Draft Long Term Plan 2021 – 2031 – M Greenwood (Aquatic Facilities Manager)

56 - 59

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No.210422065313.
- (b) **Notes** Kaiapoi's main heat pump unit is close to the end of its asset life.
- (c) **Notes** repairs to this unit have already cost close to \$100,000 over the last seven years.
- (d) **Approves** the movement of \$240,000 from 25/26 to the 22/23 in the Aquatics Long Term Plan budgets to enable the full replacement of Kaiapoi Aquatic Centre main heat pump unit.
- (e) **Notes** no impact on rates as funding will be spread over a number of years as originally budgeted.

- (f) **Circulates** the report to the Community and Recreation Committee and Boards for their information.

6.3 Community Greenspace – Staff Submission to the Draft Long Term Plan 2021 – 2031 on Security Cameras – G Reburn (Parks and Recreation Operations Team Leader)

60 - 68

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072821.
- (b) **Notes** that an existing 2020/21 capital budget of \$31,000 for cameras in Oxford is currently unspent however the work in Oxford has been completed
- (c) **Approves** the carry over of \$31,000 from the current 2020/2021 financial year to the 20 21/22 financial year for capital camera network additions.
- (d) **Notes** that staff will be working with the NZ police and community watch on the creation of a network plan to identify possible locations for future cameras, including options on mobile cameras if appropriate.
- (e) **Notes** that currently the community and Police has identified a need for cameras in Pegasus, Kaiapoi Community Centre, Cust, Mandeville Village, the Rangiora Airfield and Gladstone Park .
- (f) **Notes** that staff will come back to the community board and council as part of the next long term plan to discuss the network plan and any financial implications noting that software as a service where contractors own and maintain the capital assets is currently under investigation
- (g) **Notes** that Council staff will work with the Rangiora Community Patrol to provide a community facility to enable location of Community Patrol Volunteers before the end of the current calendar year.
- (h) **Approves** additional operational budget of \$55,000 for the Oxford, Woodend and Pegasus camera repairs, camera cleaning, wifi and malware of crime cameras throughout the district.
- (i) **Notes** that ongoing operational budgets will be reviewed alongside the investigation into software as a service.
- (j) **Circulates** the report to the Community Boards.

6.4 Providing Community Facilities at Pegasus and Woodend (Ravenswood) – G MacLeod (Community Greenspace Manager) and C Brown (Manager Community and Recreation)

69 - 115

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210507073372

- (b) **Notes** that 74 people submitted as part of the LTP in relation to community facilities at Pegasus and North Woodend.
- (c) **Notes** the majority of feedback received was in favour of Councils preferred option as per the LTP engagement document – Option A.
- (d) **Notes** that based on submission responses received, staff are recommending that Councils preferred option as per the LTP engagement document, remains as is.
- (e) **Recommendation** approves the budgets as per Option A of the LTP for Pegasus and Ravenswood, remaining unchanged as per the draft LTP.

6.5 Cust Community Centre Upgrade – C Brown (Manager Community and Recreation)

116 - 126

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210507073497.
- (b) **Approves** budget of \$105,000 being allocated in year 11 of the Long Term Plan towards the formalisation of the car park at Cust noting that staff will undertake monitoring in the next financial year to determine usage and demand of parking with a report back to the Community Board and Council prior to the annual plan next year
- (c) **Notes** that Council may choose based on the request from the Community Centre Advisory Group to allocate funding within later years of the long term plan to signal support for the communities wishes. This funding would be subject if in outer years to further long term plan deliberations and additional staff investigations into ongoing usage trends of the parking capacity.
- (d) **Notes** that staff will seek approval from the Rangiora Ashley Community Board for the installation of the shelter for the Cust Tennis and Netball Courts
- (e) **Approves** the allocation of \$157,000 from the Depreciation Renewal Fund to increase the Community Facilities Renewal Works Programme Budget in Year 1 to cover the costs of the work remaining to the building at Cust Community Centre
- (f) **Approves** in principle the relocation of the West Eyreton Rifle Range from Cust Community Centre and staff working with the club to identify the best option for this.
- (g) **Approves** the allocation of \$20,000 towards a feasibility study to identify the exact costs associated to the Oxford Rifle Range or a new dedicated range with a report taken to the Community and Recreation Committee outlining the best way forward noting at that point any budget required can be brought before Council for consideration.
- (h) **Circulates** this report to the Community and Recreation Committee, Rangiora Ashley Community Board and the Cust Community Centre Advisory Group.

6.6 Kaiapoi River Marine Precinct – Swimming Facility budget Staff Submission to Draft Long Term Plan 2021 – 2031 – G MacLeod (Community Greenspace Manager) and D Roxborough (Implementation Project Manager – District Regeneration)

127 - 134

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072491.
- (b) **Notes** that staff have been working with key stakeholders around the Kaiapoi Riverbanks and Marine Precinct since November 2020 regarding public swimming and shared public usage of the marine precinct facilities, including resolution of some conflicts between users.
- (c) **Approves** a budget provision of \$30,000 for the purpose of further investigation and notional implementation of improved public swimming facility in the Kaiapoi River, to be funded from the Recreation Loan.
- (d) **Notes** that following the resolutions of the council meeting of 4 May 2021; the existing provision of \$30,000 in the draft Long Term Plan in the 2021/22 year for the removal of the dredging dewatering ponds is no longer required, and therefore the addition of the budget proposed in this report for a swimming facility effectively has no net change effect on previously indicated rates movements for 2021/22 year.
- (e) **Notes** that the final configuration of any swimming facility in the Kaiapoi River will be subject further investigation and options review with Kaiapoi-Tuahiwi Community Board, and specific public consultation.
- (f) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.

6.7 Biodiversity education budget staff submission – K Steel (Ecologist – Biodiversity)

135 - 201

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210505071923.
- (b) **Approves** an additional \$5,000 per annum budget in each year of the 2021 – 2031 Long Term Plan, for the inclusion of biodiversity education into the Enviroschools programme for the district.
- (c) **Notes** the recommendations from the Section 17A Review of Whole of Council Community and School Education Programmes including the direction to staff to investigate expanding the Enviroschools programme.
- (d) **Notes** the allocation of \$10,000 per annum from an existing unallocated stormwater community education budget and \$5,000 per annum from an existing unallocated sustainable transport education budget to the Enviroschools programme.

- (e) **Notes** the recommended funding would enable Enviroschools to employ a dedicated district facilitator (at least 0.8FTE role) to add additional schools and increase hours for existing schools through the district.
- (f) **Notes** the recommended funding would enable Enviroschools to be offered to all interested schools in the district, with new schools recruited over a period of 3-4 years.

6.8 Christmas Events Funding – S Markham (Manager Strategic Projects)

202 - 213

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210506072619
- (b) **Notes** that the Rangiora and Kaiapoi Promotions Associations made in 2020 a small profit from their Christmas celebration events.
- (c) **Notes** the Oxford Promotions Action Committee passed 79% of the Christmas event monies provided to it by the Council to the Oxford Lions for the Christmas parade.
- (d) **Requests** staff work with OPAC and the Oxford Lions to find a satisfactory way to deliver the Oxford Christmas Parade.

6.9 Resourcing for Preparing for Water Reform Staff Submission to Draft Long Term Plan 2021 – 2031 – Gerard Cleary (Manager Utilities and Roding)

214 - 222

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210428067849.
- (b) **Approves** a ten year loan for \$240,000 against the Water Investigations account to be spent on preparing, discussing, consulting on and resolving a response to the Department of Internal Affairs (DIA) proposal on 3 Waters Reform.
- (c) **Notes** that further expenditure beyond December 2021 may be requested later this financial year.
- (d) **Notes** that staff will pursue this loan being transferred to any new water entity established.
- (e) **Circulates** this report to the Utilities and Roding Committee.

**6.10 3 Waters Staff Submission to Long Term Plan 2021 – 2031 – K Simpson
(3 Waters Manager) and G Cleary (Manager Utilities and Roading)**

223 - 228

THAT the Council:

- (a) **Receives** report No. 210506072276.
- (b) **Approves** the carryover of \$120,000 of unspent operational budget under the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533) from 2020/21 to 2021/22 to give a revised budget of \$285,960.
- (c) **Notes** that the total annual budget for 3 Waters asset management across all schemes is currently \$950,000 and will increase to \$1,070,000 with the carryover of this budget.
- (d) **Notes** that the 2021/22 programme of asset management projects includes the projects outlined in the following table:

Project	Budget Allocation
Modelling Updates and Investigations	\$55,000
Nomad Loggers	\$13,000
Flowmeter Calibration	\$20,000
Water / Wastewater Data Analysis	\$4,000
Climate Network Data	\$7,000
Beforeudig	\$21,000
Water NZ NPR Survey	\$6,500
Water Safety Plans	\$32,000
Water Metering Investigations	\$5,000
Universal Water Metering Assessment	\$30,000
Backflow Prevention	\$50,000
AMP Improvement Programme	\$12,500
Lifelines (Disaster Resilience)	\$24,000
Generator Strategy	\$15,000
Climate Change Asset Risk Assessment	\$50,000
Climate Change Treatment Plants	\$30,000
As-built Data Definition	\$10,000
Health & Safety Assessments	\$50,000
Renewals Programme	\$15,000
InfoAsset Data Upload	\$50,000
Water Data Management System	\$50,000
Resource Consent Management System	\$20,000
Mobile Capability	\$30,000
Chlorination Assessment	\$200,000
Source Water Risk Management Plans	\$150,000
Reservoir Assessments	\$70,000
Private Water Supplies (Water & Sanitary Services Assessment)	\$50,000
Total	\$1,070,000

- (e) **Notes** that the rating impact of this change will be neutral as no additional budget is requested.
- (f) **Circulates** this report to the Community Boards, for their information.

6.11 Water Supply Staff Submission to Draft Long Term Plan 2021 – 2031 – C Roxburgh (Water Asset Manager)

229 - 236

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210420063358.
- (b) **Approves** the following changes to capital budgets, for the reasons noted within this report:

Budget Name	Draft 2021-31 LTP (2021/22)	Proposed Revised Budget (2021/22)	Difference	Notes
Cust UV Treatment Implementation	\$ 110,000	\$ 10,000	-\$100,000	Stimulus funding reduced District Water funded portion
Cust Headworks Renewal	\$ 200,000	\$ 100,000	-\$100,000	Stimulus funding reduced Cust scheme funded portion.
Mandeville Water Renewals	\$ 70,000	\$ 90,000	\$20,000	Design completed and cost estimate revised
Oxford Rural No.2 Water Renewals	\$ 50,000	\$ 70,000	\$20,000	Design completed and cost estimate revised
Mandeville Pump Upgrade – Renewal	\$ 10,000	\$ 20,000	\$10,000	Concept design completed and cost estimate revised
Mandeville Pump Upgrade – Growth	\$ 40,000	\$ 60,000	\$20,000	
Mandeville Storage Upgrade (Partially Growth)	\$ 280,000	\$ 500,000	\$220,000	Early concept design completed and cost estimate revised.
Waikuku Beach Campground UV	\$ 220,000	\$ 295,000	\$75,000	Concept design completed and cost estimate revised
Total	\$ 980,000	\$ 1,145,000	\$165,000	

- (c) **Notes** that the nett effect of the proposed changes outlined above is an increase to total capital budget for 2021/22 of \$165,000, and that this represents a 4% increase in the planned capital budget for water supply for the 2021/22 year.
- (d) **Notes** that it has been calculated that there will be an increase to the Mandeville water supply development contribution from \$1,052 per unit as per the Draft 2021-31 Long Term Plan to \$1,236, based on the proposed changes to growth budgets, and that this will be formally reported to Council for approval by the Project Delivery Unit Manager, as part of covering all development contributions.
- (e) **Approves** an increase the Pipeline Cleaning and Flushing budget for the Woodend water supply in 2021/22 from \$20,670 to \$60,670, and reduction in the budget in 2022/23 from \$62,250 to \$22,250, to allow for air scouring of the pipes.
- (f) **Notes** that as the proposed budget changes above predominantly are renewal funded from existing renewals funds, or growth funded affecting development contributions, the rating impact as a result of these is minimal, with the most significant being the Mandeville water rate which is forecast to increase by approximately \$7 per unit of water per year.
- (g) **Notes** that it is expected that the Water Services Bill will be enacted this year, the new regulator (Taumata Arowai) will come into force, and

new drinking water standards will be released, which may trigger a need for further expenditure and/or changes to budgets, however at this stage there is insufficient detail and certainty to recommend budget changes in anticipation of this.

- (h) **Circulates** this report to the Community Boards for their information.

6.12 Drainage Staff Submission to Draft Long Term Plan 2021 – 2031 – K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Roading)

237 - 242

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072970.
- (b) **Approves** a new budget of \$40,000 under the Rangiora drainage account in 2021/22 for Pentecost SMA Planting.
- (c) **Approves** an additional budget of \$120,000 under the Rangiora drainage account in 2021/22 for Three Brooks Enhancement Work – Kowhai Ave, to give a revised budget of \$540,000 in 2021/22.
- (d) **Approves** an additional budget of \$80,000 under the Rangiora drainage account in 2021/22 for North Brook Janelle to White, to give a revised budget of \$350,000 in 2021/22.
- (e) **Notes** that the above budget changes, totalling an additional \$240,000, increase the Rangiora drainage rate by \$1.80 or 0.7% from 2022/23.
- (f) **Approves** the deferral of \$230,000 of the existing \$265,000 for the Norton Place Drainage Upgrade from 2021/22 to 2022/23 under the Coastal Urban drainage account, to give a revised budget of \$35,000 in 2021/22 for design works.
- (g) **Approves** an additional budget of \$40,000 for Norton Place Drainage Upgrade under the Coastal Urban drainage account in 2022/23, which combined with the \$230,000 of budget deferred from 2021/22 will give a revised budget of \$270,000 in 2022/23 for construction works.
- (h) **Notes** that the above budget change of \$40,000, will increase the Coastal Urban drainage rate by \$1.12 or 0.6% from 2023/24.
- (i) **Notes** that consultation on the Norton Place Drainage Upgrade project will be undertaken with the Greenspace team, community board and the community in 2021/22 as part of the design works.
- (j) **Notes** that staff will work to refine the Mill Road SMA design such that it can be constructed within the remaining budget of \$365,000 in 2021/22.
- (k) **Circulates** this report to the Community Boards, for their information.

6.13 Wastewater Staff Submission to Draft Long Term Plan 2021 – 2031 – K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Rooding)

243 - 247

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072766.
- (b) **Approves** the removal of the \$40,000 for Ocean Outfall Renewals in 2021/22 as this budget is no longer required.
- (c) **Approves** bringing forward \$50,000 from 2022/23 and \$500,000 from 2023/24, plus an additional new budget of \$300,000, to give a revised budget of \$850,000 in 2021/22 for the Chapman Place wastewater rising main replacement under the Kaiapoi wastewater account.
- (d) **Notes** that the above changes will leave \$200,000 in 2023/24 for the replacement of the Raven Quay rising main under the Kaiapoi wastewater account.
- (e) **Notes** that the changes to the renewals budget will not have a direct impact on the Eastern Districts sewer rate as there is adequate provisions within the Eastern Districts renewals fund to pay for these works.
- (f) **Approves** a new budget of \$50,000 in 2022/23 for landscape planting at the Kaiapoi WWTP under the Kaiapoi wastewater account.
- (g) **Notes** that the new budget for the landscape planting at the Kaiapoi WWTP increases the Eastern Districts sewer rate by \$0.15 or 0.03% from 2023/24.
- (h) **Notes** that further budgets will be required for subsequent planting stages but these will be addressed as part of the next 2022/23 Annual Plan.
- (i) **Circulates** this report to the Community Boards, for their information.

6.14 Water and Sanitary Services Assessment – Proposed Water Services Act 202X Amendment to Local Government Act 2002 – S Allen (Water Environment Advisor) 248 - 255

248 - 255

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210503069511.
- (b) **Notes** the requirement for assessment of drinking water services under Section 125, and for an assessment of wastewater services under Section 128 of the Local Government Act 2002, as proposed to be amended by the Water Services Bill 202X in mid-2021.
- (c) **Approves** Option 2 as the preferred approach to identify private drinking water suppliers and wastewater schemes (excluding septic tanks) in the district, and inform the Waimakariri community about

Water Services Bill requirements and 'acceptable solutions' proposed by Taumata Arowai.

- (d) **Notes** that the cost of Option 2 (\$50,000) has been allowed for the in the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533) as set out in the 3 Waters staff submission refer TRIM 210506072276.
- (e) **Notes** the distribution and development of information by the Council to support private water suppliers, domestic self-suppliers and private wastewater scheme operators. This role will be carried out by temporary in-house contracted staff, as proposed by Option 2.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee and Community Boards for information.

6.15 Solid Waste Staff Submission to Long Term Plan 2021 – 2031 – K Waghorn (Solid Waste Asset Manager)

256 - 312

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210427066352.
- (b) **Approves** the Final Fees & Charges for Solid Waste Services in *Attachment i* (210427066528), which includes the following amendments and additions to the Fees & Charges that were approved for the draft Annual Plan:
 - i) Minimum Load of Refuse at Oxford transfer station increase from \$5.00 to \$6.00 per load
 - ii) Single Wheelie Bin of Refuse at Oxford transfer station reduce from \$11.00 to \$9.00 per load.
 - iii) Car Boot/Rear Hatch of Refuse at Oxford transfer station reduce from \$27.00 to \$22.00 per load.
 - iv) Small Utes/Small 1-axle Trailers with low sides of Refuse at Oxford transfer station increase from \$42.00 to \$53.00 per load
 - v) Vans/Utes/Std 1-axle Trailers with low sides of Refuse at Oxford transfer station increase from \$75.00 to \$95.00 per load or by volume
 - vi) Large Trailer: high-sided 1-axle, tandem axle, or extra large trailer of Refuse at Oxford transfer station increase from \$44.00 to \$56.00 per m³
 - vii) Compactor Truck of Refuse at Oxford transfer station decrease from \$130.00 to \$89.00 per m³
 - viii) Commercial Comingled Recycling by weight at Southbrook resource recovery park decrease from \$195.50 to \$172.50 per tonne.
 - ix) Minimum Charge by Weight for Commercial Comingled Recycling at Southbrook resource recovery park decrease from \$4.00 to \$3.50.

- x) Loader Tyre X-Large amend from \$105.00/tonne to \$105.00/tyre.
- xi) Cleanfill (natural materials) by own-cartage to Council cleanfill pit increase from \$30.00/m³ to \$36.00/m³
- xii) Hardfill by own-cartage to Council cleanfill pit increase from \$40.35/m³ to \$46.35/m³
- xiii) A new item to be added for "Return of Confiscated Bin", with a fee of \$132.25 per bin.
- (c) **Notes** that all Fees and Charges include GST.
- (d) **Notes** that the gate charges at Oxford transfer station are proportional to the gate charges at Southbrook resource recovery park to ensure equity for residents in disposing of waste materials at all Council facilities.
- (e) **Notes** that the gate charges for loads received at Oxford transfer station have been calculated using the conversion factors in Schedule 2 of the Waste Minimisation (Information Requirements) Regulations 2021.
- (f) **Approves** the following changes to Collection Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Recycling Bin Rate	1,803.4	1,693.4	-109.9
Refuse Collection Rates	1,365.6	1,422.0	56.4
Organics Collection Rates	1,037.3	1,122.6	85.2
Refuse Bag Revenue	460.6	456.1	-4.5
Wheelie Bin Fees	81.1	75.3	-5.8
Operational Expenditure			
Kerbside Collection management & promotions	138.0	151.3	13.2
Collection	684.9	686.2	1.4
Disposal Charges Refuse	1,092.8	1,125.2	32.4
Disposal Charges Organics	504.9	555.4	50.6
Landfill Levy	98.6	101.6	2.9
Contract Payments – Refuse Collection	449.1	452.2	3.1
Contract Payments Recycling	558.4	565.8	7.4
Contract Payment Organics	577.5	618.1	40.6

- (g) **Notes** that staff do not propose to change the individual targeted rates for Recycling, Refuse and Organics collection services or the refuse bag charges from the figures presented in the draft Long Term Plan 2021-31.
- (h) **Notes** that the changes to income are as a result of updated bin numbers and the changes to expenditure result from the continuation of bin audits, and a decrease in recycling processing charges.

- (i) **Approves** the following changes to Disposal Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Gate sales	2,892.5	2,824.9	-67.7
Hardfill Pit	59.3	59.9	0.5
Refuse Collection Charges	1,092.8	1,125.2	32.4
Recyclables	77.4	73.3	-4.2
Operational Expenditure			
Recycling	338.9	318.1	-20.8
Refuse to Landfill	1,793.3	1,782.4	-10.9
Greenwaste	237.9	225.8	-12.2
Transportation	588.9	582.9	-6.0
Computer Costs	43.3	43.5	+0.2
Depreciation	127.6	128.6	+1.0

- (j) **Notes** that the changes to income and expenditure are as a result of the impact of updated kerbside bin numbers which alter waste flows into the transfer station facilities, amended Fees & Charges, and a decrease in recycling processing charges.
- (k) **Approves** the deferral of the budget for Rangiora Closed Landfill flood protection works until 23/24, and new budgets to design and install a stormwater management system to ensure ongoing consent compliance at Southbrook RRP as per 2(l).
- (l) **Approves** the following changes to Disposal Account capital works budget for 21/22:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Capital Expenditure			
New Works	385.1	327.6	-57.5
• <i>Southbrook – Disposal Pit Upgrade & Rd Realignment</i>	<i>146.1</i>	<i>154.6</i>	<i>+8.5</i>
• <i>Minor Upgrades</i>	<i>40.0</i>	<i>124.0</i>	<i>+84.0</i>
• <i>Closed Landfill flood protection</i>	<i>150.0</i>	<i>0.0</i>	<i>-150.0</i>

- (m) **Approves** continuing to provide the Cust rural recycling drop-off facility for the benefit of rural residents from the greater Cust area.

- (n) **Approves** the following changes to Waste Minimisation Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Direct Expenditure			
Waste Minimisation Implementation	114.7	120.1	+5.4
Capital Expenditure			
Southbrook – Resource & Recovery Area Upgrades	138.0	380.0	+242.0

- (o) **Notes** that the increase in the Waste Minimisation Implementation budget is the result of updated tonnage figures owing to increased use of the Cust rural recycling drop-off facility, which is partially offset by reduced recycling processing charges.
- (p) **Notes** that the design and consenting costs for the Southbrook Resource & Recovery Area Upgrades project has been increased owing an overall increase in the site footprint which will increase total project costs.
- (q) **Notes** that staff propose to finalise the Southbrook RRP site development plans in consultation with the Solid & Hazardous Waste Working Party, and will provide further information to Council about the extent and cost of the proposed upgrades prior to their inclusion in the 22/23 Annual Plan Budgets for public consultation.

6.16 Ravenswood Park and Ride Land Purchase Staff Submission to Long Term Plan 2021 – 2031 – J McBride (Roading and Transport Manager)

313 - 316

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210504070413.
- (b) **Approves** moving the Ravenswood Park and Ride budget of \$400,000 from 2021/22 to 2022/23.
- (c) **Notes** that this will decrease the rates in 2022/23 by 0.2%.
- (d) **Notes** that if the project progresses quicker than anticipated, staff may report separately to the Council requesting the budget be brought forward.
- (e) **Circulates** this report to the Utilities and Roading Committee and the Woodend-Sefton Community Board.

6.17 Bellgrove Development Outer East Rangiora Development Area Special Consultative Procedure for Rooding Capital Budgets – J McBride (Rooding and Transport Manager) and K LaValley (Project Delivery Manager)

317 - 322

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210504071101.
- (b) **Approves** the commencement of a Special Consultative Procedure in relation to a proposed amendment to the LTP and Development Contribution schedules that would enable funding provision to be made and development contributions levied for the north/south collector road project, the roundabout at Kippenberger Avenue/MacPhail Avenue project, and the shared path project in the Outer East Rangiora Development area.
- (c) **Notes** that the Special Consultative Procedure will run in the second half of 2021 with a detailed timeline to be developed in consultation with the Policy and Strategy Unit and the Governance Manager.
- (d) **Notes** that the proposed budgets are primarily growth funded through development contributions (District Rooding and Outer East Rangiora Development Contributions).
- (e) **Circulates** this report to the Rangiora-Ashley Community Board.

6.18 Greater Christchurch Partnership – funding for Spatial Planning – T Ellis (Development Planning Manager)

323 - 332

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210506072217.
- (b) **Notes** the recommendations from the Greater Christchurch Partnership (GCP) Chief Executives Advisory Group (CEAG) meeting of 27 April 2021, as they relate to Spatial Planning, as follows:

CEAG recommend that the GCP Committee:

- a. Notes the alignment of the GC Spatial Plan with the priorities of the GCP, local councils and central government;
- b. Notes the centrality of spatial planning to the Greater Christchurch Partnership's reset of its relationship with central government, and the Partnership's ability to engage in discussions and advocate for Greater Christchurch in the future;
- c. Approves the proposed work programme for the Greater Christchurch Spatial Plan, noting that the proposed work programme is subject to final agreement by HUD and other central government agencies, and that it is anticipated that the final spatial plan will be adopted in mid-2023;

- d. Notes the overall external resourcing envelope is up to \$1.450m for the two-year work programme, which is additional to in-kind partner contributions;
 - e. Notes that a contribution to the funding of this project of \$400k can be met through funding from the existing GC 2050 budget of up to \$200k; and funding from the GCP project budget of up to \$100k per annum for 2021/22 and 2022/23 financial years;
 - f. Noting financial recommendation - either that the funds will be found from within existing budget or sets out the process for securing funds.
- (c) **Notes** that funding is available within existing budgets to contribute to the Spatial Planning project over the years 2021-2022 to 2022-2023, as set out from paragraph 4.12.
 - (d) **Requests** staff to investigate potential future GCP related funding contributions and on-going staff need and consider funding options ahead of the 2022-2023 Annual Plan, taking into account legislative reform and actions/tasks stemming from GC 2050.
 - (e) **Approves** budget for an additional full-time fixed term salaried staff member in order to enable Council to contribute to the GC Spatial Planning project and that additional funding will be required to provide for this resource over the period 2021-2022 to 2022-2023.

6.19 Election Budgetary Effects Related to District Health Board – S Nichols (Governance Manager/Deputy Electoral Officer)

333 - 335

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210506072968.
- (b) **Approves** the budgetary allocation to GL 10.135.719.2465 of an additional \$75,000 in the 2022/23, 2025/26 and 2028/29 financial years being a total of \$316,470, \$332,530 and \$355,290 respectively for the additional non-recovery costs associated with no longer managing the Canterbury District Health Board elections.
- (c) **Notes** the net effect is a rates impact of \$75,000.

6.20 Budgeted Carryovers from 2020-21 to 2021-22 Financial Year – P Christensen (Finance Manager)

336 - 344

RECOMMENDATION

THAT the Council

- (a) **Receives** report No. 210429068462.
- (b) **Adopts** the carryovers as listed (210429068435) for inclusion in the 2021-22 budget.
- (c) **Notes** the rate effect of the carryovers is 0.10% between years. This is adjusted by effectively “smoothing” the rate effect between these years.

7. CONSIDERATION OF SUBMISSIONS TO THE DRAFT LONG TERM PLAN 2021-2031

Note: Submissions related to each Council department will be considered in conjunction with Council department reports.

8. QUESTIONS UNDER STANDING ORDERS

9. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

10. 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
10.1	Report of S Hart (Business and Centres Manager)	Kaiapoi South Mixed Use Business Area Update	Good reason to withhold exists under Section 7	Section 48(1)(a)

11. NEXT MEETING

The Council will meet at 2.30pm on Tuesday 22 June 2021 in the Function Room of the Rangiora Town Hall for the purposes of adopting the 2021/2031 Long Term Plan.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL, FOR THE HEARING OF SUBMISSIONS TO THE DRAFT LONG TERM PLAN 2021-2031, HELD IN MEETING ROOM 1, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON WEDNESDAY 5 MAY 2021 COMMENCING AT 3.30PM

PRESENT:

Mayor D Gordon (Chair) (until 6.23pm), Deputy Mayor N Atkinson, Councillors, K Barnett, A Blackie (until 4.45pm) R Brine, W Doody (until 6.23pm) N Mealings (until 6.23pm), P Redmond, S Stewart, J Ward and P Williams.

IN ATTENDANCE:

J Millward (Manager Finance and Business Support) (until 5.35pm) A Smith (Governance Coordinator), H Street (Corporate Planner).

1. APOLOGIES

There were no apologies.

Members who departed early had commitments to attend a Community Board meeting and meetings as Council appointees.

2. CONFLICTS OF INTEREST

There were no conflicts of interest noted. Mayor Gordon subsequently noted his role as Chairperson of the Waimakariri Arts Trust, in relation to the Kaiapoi Arts Expo topic of the Kaiapoi-Tuahiwi Community Board submission.

3. HEARING OF SUBMISSIONS TO THE DRAFT LONG TERM PLAN 2021-2031

NAME/ORGANISATION	
Oxford Ohoka Community Board (Doug Nicholl)	<p>Chair D Nichols and Board Member S Farrell were present on behalf of the Oxford-Ohoka Community Board. The submission was taken as read and the following points highlighted:</p> <ul style="list-style-type: none"> • Suggested that there could be better location(s) chosen for the EV charging stations in Oxford and noted concern that there had not been better consultation and communication with the Board on the proposed installation. • The Board supported the Council signing the Memorandum of Understanding with the Government to participate in the first stage of the Three Waters Review, however, opposed the centralisation of Three Waters functions and was concerned with the loss of local knowledge. • The community in Oxford were still in favour of having a dog park in Oxford and there were several community groups who had indicated they would be willing to assist with this facility (including the Oxford Mens Shed, the Keep Oxford Beautiful Group and the Lions Club). It was noted that the Oxford Oval was being used for dog walking and the A&P Association would prefer there was an alternative location for this activity. It was pointed out that it had been a longstanding request from the Oxford community to have a dog park in the town. • The Board supported the provision of more rural pathways for walking and cycling in some of the subdivisions and to schools in the western part of the district. Noted that school buses were not able to be used by those children who lived closer than 3.2

NAME/ORGANISATION	
	<p>kilometres from the school. The Board would like the Council to seriously consider providing more of pathways which would also encourage people out of cars.</p> <ul style="list-style-type: none"> • The Board asked the Council to talk to the community and the Pearson Park Advisory Group about an extended skate park facility. S Farrell advised that the Advisory Group had funds available in its budget (\$45,000) plus another \$10,000 grant for the 2020/21 year that could go towards improved recreation opportunities for the young people of the district. • The West Eyreton gravel pit was an eyesore and the Board request that it be filled in, as they believed it was also a health and safety risk in its current state. It was noted that this pit had not been used for a long time. • The Community Board members had received many complaints about the inadequate street lighting in Oxford since the installation of the LED light bulbs. They support funding being made available to fix this, as it was a safety and security problem. • The Board requested the Council review the Policy on Fees for Community Facilities. • The Board strongly supported the Ashley Gorge Reserve Advisory Group's request for funding to purchase and install public BBQs. <p>The Board conveyed a request from the Ohoka Rural Drainage Advisory Group that control be kept on the resurgent water flows in the Mandeville area, and that the Council keep to the previous timetable as the Group believed this was 'a disaster waiting to happen'.</p> <p>Councillor Blackie questioned if the amount of \$95,000 quoted for setting up the dog park was still current and this was confirmed. It was pointed out that it was proposed to be a rural dog exercise area and would be fully fenced.</p> <p>The Board strongly supported the covering of the Oxford Swimming Pool. Mayor Gordon commented that previously it had been the view of the community that they did not want it covered. It was indicated that there had not been recent consultation undertaken with the community on this matter, however it was pointed out that some of the older residents of Oxford would travel to Rangiora to swim in the covered facility. The Board members discussed the covers that could be used to cover pools at night during summer and completely during the winter months to keep the water warmer.</p> <p>A question from Councillor Redmond regarding the fees for hiring community facilities, as the Board submission stated that from the next financial year, groups would be expected to pay 100% of the normal fee. S Farrell confirmed that this was information sent from the Council via letters to community groups (quoted the Oxford Promotions Group and the Oxford Community Trust).</p> <p>Councillors asked questions regarding the West Eyreton Pit and it was confirmed that it was important to get clean fill material to fill in the pit, due to the potential for contamination of the water supply. Mayor Gordon said this matter had been requested by the community previously, however this submission point would be given further consideration by the Council.</p>

NAME/ORGANISATION	
Kaiapoi RSA (Neill Price)	<p>N Price asked on behalf of the Kaiapoi RSA for the Council to give favourable consideration to contributing to a memorial wall erected in the RSA Section of the Kaiapoi Public Cemetery.</p> <p>N Price submitted to the Parliamentary Committee on the Review of the Burials and Cremations Act, 1964 on this matter, which was still being considered by Parliament. A submission was also made at the recent hearings on the review of the Council's Cemetery Policy. It was pointed out that not every RSA member qualified to be buried in the RSA section of the cemetery. This could be a place to install a plaque to recognise those people who could not be buried there (this was only available to those who had been involved in active duty). This alternative suggestion could honour those people of the district who had served their country. N Price took the opportunity to acknowledge the Council's Greenspace Team, Delta staff and Sicon staff for their cooperation with the RSA in relation to the work undertaken around the memorial area in Kaiapoi.</p> <p>N Price said there needed to be criteria set for Defence and Services personnel and those who would qualify to have their names on such a memorial wall. The national RSA, Veteran Affairs and Defence Forces had been working for quite some years on defining the term 'veteran' and, however a definitive answer was yet to be determined.</p>
Life Education Trust Canterbury (Andrew Gray)	<p>A Gray, the Community Engagement Manager for Life Education Trust (the Trust), was seeking funding for the Health and Wellbeing Programme in the Waimakariri district. The Trust was the number one provider to schools of health and wellbeing education. All schools in the area, including the smaller rural schools, were visited and their needs assessed. The Trust had recently expanded to a fourth mobile classroom for the North Canterbury region and saw every child at least once a year.</p> <p>Councillor Redmond enquired regarding the Trust's current financial assistance from the Council. It was advised that the Trust currently receives a \$1,000 grant from the Council and no government funding was received, however, some other funding had been sourced from the Rata Foundation and the Gaming Trust. Due to the expansion of the dedicated classroom to meet demand for North Canterbury, the Trust was seeking a contribution towards the operating cost of \$125,000 per annum.</p> <p>Following a question from Councilor Ward, A Gray advised that the Trust was actively applying for funding from other sources, but with the extra classroom and an extra educator, the costs were increasing.</p>
Gerard Phillips	<p>G Phillips spoke to his submission on the Natural Hazards Planning Model, specifically the low lying areas on Williams Street, Kaiapoi from Courtenay Drive South. With the planned upgrade of the kerb and channeling on Williams Street, (possibly in the next six months), the issue with ponding would be alleviated, however, G Phillips noted the area would still stay on the Natural Hazards Interactive Plan and subsequently on the PIMS and LIMS. G Phillips requested that the Natural Hazard plans be updated accordingly. Noting the kerb and channeling upgraded on the west side of Williams Street had shown the improvement in drainage.</p> <p>G Phillips also expressed concerns regarding the condition of Williams Street, south of Ohoka Road near the entrance to the town. This concern would be added as a submission point and a full response</p>

NAME/ORGANISATION	
	would be included to his submission.
<p>Pines Kairaki Beaches' Association (Tim Stephenson and Heather Smyth)</p>	<p>T Stephenson and H Smyth presented the submission on behalf of the Pines Kairaki Beaches Association (the Association) relating to concerns at the roundabout at the intersection of Beach Road and Dunns Avenue, which they believed needed to be remodeled for functional and safety reasons. The purpose of the roundabout was to slow vehicles however, there was difficulty getting a vehicle round the roundabout because too many of the vehicles were towing boats, trailers or caravans which caused motorists to drive through on the wrong side of the roundabout.</p> <p>H Smyth noted that the earthquake had damaged the popular Pines Kairaki paddling pool that was missed by many residents including the wider Kaiapoi community. The Association wished to have a splash pad placed in Pines Beach Oval. They believed this was an ideal place alongside the playground and bike track. The splash pad could be located in place of the current paddling pool. There were no additional facilities required as water was already available but a small shed for the machinery would be required. A splash pad would suit a wider age range than what a paddling pool would.</p> <p>Councillor Redmond asked if there had been any accidents at the remodeled roundabout. T Stevenson noted he was not aware of any accidents, however it was a 30km/h area so drivers were already traveling slowly. H Smyth advised she had witnessed several close calls at the roundabout.</p> <p>Councillor Barnett, enquired if the community had raised any funds towards the proposed splash pad. H Smyth believed there would be some funding sources available from within the community, but the project needed to have the Council's approval prior to applying for funding.</p> <p>Councillor Ward enquired if the splash pad would be a permanent feature and how much was the proposed budget for the facility. H Smyth advised that the budget was unknown at this stage, but if it was possible to use mains water and disposed of it appropriately, it would assist in keeping the cost down.</p> <p>Mayor Gordon extended thanks to the work of the members of The Pines Kairaki Beaches Association.</p>
<p>Kaiapoi-Tuahiwi Community Board (Jackie Watson)</p>	<p>J Watson, as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board, presented the Board's submission. Mayor Gordon declared that he was the Chairperson of the Waimakariri Arts Trust, noting the mention under point (d) Financial support of Kaiapoi Art Expo.</p> <p>The Board supported community facilities at both Pegasus and Woodend, as these were both distinct communities. The Board was also supportive that the Council invest in funding for car parking in Rangiora along with investment in technology to better manage car parking generally.</p> <p>The Board would like to request that any funds set aside for Covid-19 recovery be made available to local businesses owners who were struggling to survive.</p> <p>The Board supported the Council's decision that sustainability and climate change needed to be considered in all decision making and</p>

NAME/ORGANISATION	
	<p>work programmes.</p> <p>Priorities for the Board were the Kaiapoi River rehabilitation, and noted that increased salination remained a problem and it was important that action was undertaken soon. The Board was supportive of the Community Hub development in South Kaiapoi and the development of the town's entrances as these need to be welcoming.</p> <p>The Kaiapoi Art Expo, which was into its 16th year, required the Waimakariri Arts Trust to apply for funding of up to \$500 from all four Community Boards. The Trust requested that the Council rather make a contribution to the Expo (suggesting \$5,000) to assist in keeping this annual event vibrant. This would negate the need to fill in four applications and the associated paperwork every year. The event cost approximately \$60,000 per year.</p> <p>Councillor Barnett asked if Board members had any suggestions for the Council to fast-track ways to encourage climate change and sustainability. J Watson noted there were no suggestions from Board members, however it had been noted that there seemed to be a lack of urgency on these matters.</p> <p>Councillor Barnett enquired regarding the possible funding of the Town Entrance Strategy, and it was confirmed that the Board supported using some of its landscaping budget for this initiative however was awaiting for the implementation of the strategy.</p>
<p>Rangiora Croquet Club Inc (Mary Sparrow and Wil Henderson)</p>	<p>M Sparrow and W Henderson presented this submission, advising the increased membership numbers of the Club was now at 60. With increased membership, the Club had raised \$100,000 for the two additional lawns to be developed which should be available in 2022. However, even with the additional lawns, there was still a shortage of playing greens on Club days and therefore requested the Council to support the development of a further two lawns. Youth Croquet was seeing an increased interest, however the biggest demographic was still the retired age group.</p> <p>Following a question from Councillor Brine, it was confirmed that currently additional space for croquet lawns was not shown on the current Management Plan however there was room available.</p> <p>Councillor Williams asked if there had been any thought given to the need for additional car parking. If needed there was the strip of land between the club land and the Department of Conservation which could be used for parking in addition to the on street parking.</p>
<p>Wellbeing North Canterbury Community Trust (Louise Griffiths)</p>	<p>L Griffiths, Coordinator at Kaiapoi Community Support presented this submission and acknowledged the support that the Council provides to this group. This submission dealt with a request for two internal and three external recorded cameras including cabling to ensure the safety and security for the users of the Kaiapoi Community Centre which was getting busier. There had been discussion with WDC staff who had encouraged members to apply for funding through this avenue. It was confirmed that there has been quotes sought on this matter and these were available through the Council's Greenspace Team.</p> <p>There were no questions from Councillors.</p>

NAME/ORGANISATION	
<p>Flaxton Landowners Representatives (Graeme Stewart and Dave McLaughlin)</p>	<p>G Stewart and D McLaughlin requested assistance from the Council for increased support for the drain on the Flaxton property as well as along the Lineside Road and Boys Road outlets. There needed to be more regular cleaning and maintenance of the drains and should be done annually. When the drains were not maintained rainfall backfilled into the Flaxton Road properties. The water was currently unable to flow and landowners request that the level needed to be corrected. The Council could install sediment traps to stop the sediment entering the drains.</p> <p>Planting done some years ago by Keep Rangiora Beautiful had become overgrown and did not appear to be maintained and were intruding into the drains and restricting flow. The Flaxton Landowners requested that the Council finish the drainage work that was meant to have been undertaken, including:</p> <ul style="list-style-type: none"> • the unfinished drain going towards Revells Road; • drain by Richard Smiths that was missed; • Cleaning of the culverts under Lineside Road; • Removal of the blockage in Boys Road drain. <p>The Flaxton Landowners noted Ecan's attempt to create wetlands on their land, noting that the land would not be able to be drained within 100m of designated wetland.</p> <p>Following a question from Mayor Gordon, the Group noted that it had not submitted to ECan through their LTP process.</p> <p>Councillor Ward asked if landowners had been asked to cull birds on their properties. It was confirmed that this was required by Christchurch Airport, as their land was on the flight path. The also noted that with the development of the wetlands there would be more birds in the area.</p>
<p>Beverly Shepherd-Wright</p>	<p>B Shepherd-Wright presented her submission, noting that she cared passionately for her community, having lived here for over 40 years. She acknowledged the work of previous Councils and also the local Iwi, who had brought many good ideas to the Council and provided many opportunities of working together on environmental and community matters.</p> <p>Regarding community facilities, the submitter believed there was sufficient good facilities in Woodend and there was excellent meeting spaces available for most activities.</p> <p>Speaking on the original plan for Pegasus Town, there was to be several community facilities included and that many of these had not eventuated over the years. It was suggested that for future towns planned, that Planners required a condition of consent that the original infrastructure package was part of any ongoing sale. It was too easy for developers to sell a dream.</p> <p>Regarding Pegasus, the submitter would like to see a hall or hub provided for this community and also supported a bigger facility being located at the north end of Ravenswood. This was easy access from Pegasus, and also would provide a facility for Waikuku Beach and greater Woodend township residents.</p> <p>Rangiora Library aspects, it was suggested building an annex onto the back wall of the current library building, as a technology centre. This would be at a reduced cost.</p>

	<p>The submitter was supportive of the Council building being a civic centre and it would be important for this space to be available for the community, however noted that it would be appropriate for staff to be housed in other office spaces around the town as it was not necessary that all staff be in the same building.</p> <p>B Shepherd-Wright did not support the car parking building in Rangiora, and suggested that this was not the solution to the problem of the lack of car parking. There was a need for an increase of mobility spaces in the towns and need to provide good parking options. If there was no parking available, people would go out of the town into Christchurch and shopping malls to do their shopping. There also needed to be more parking available for staff working in the businesses; and believed there were too many areas of yellow no parking lines near the central business district.</p> <p>B Shepherd-Wright supported having a local bus service and believed there was a need for this.</p> <p>B Shepherd-Wright did not support having the big box businesses in the district, as these will take businesses away from the main street, and Kaiapoi (noting what had happened in Papanui, firstly with Northlands Shopping Mall, and now all the big box businesses on Langdons Road).</p> <p>Councillor Mealings questioned regarding using the mobility cards for parking, B Shepherd-Wright advised that even with having a mobility permit, it was difficult to get one of these mobility car parks, noting there were a lot of people used these permits and parks.</p>
Fiona Bennetts	<p>F Bennetts lived in Christchurch but spend a lot of time in Waimakariri, and was a keen cyclist. She appreciated the cycleway along the Northern Corridor which had lights and requested lighting be provided on the Passchendaele Memorial Path. F Bennetts was supportive of having more off-road cycleways in the district and suggested that there needed to be a plan to connect all the satellite towns. She was supportive of reducing cars on roads which would make other modes of transport safer.</p> <p>Noted concerns with agriculture emissions, and suggested the Council needed to work with Environment Canterbury on reducing these emissions through reducing stock numbers, moving away from dairy, beef and sheep farming, growing more crops, planting more trees, moving to regenerative farming practices, reducing or stopping fertilizer use, reducing or stopping irrigation, education and dietary changes.</p> <p>F Bennetts had also submitted to the LTP consultation for Ecan, Christchurch City Council and Selwyn District Council.</p> <p>Question from Councillor Redmond regarding electric vehicles, F Bennetts did not support these, as they were heavier and there was impact on the infrastructure.</p>
Kaiapoi Croquet Club Inc (Jan Chisnall)	<p>J Chisnall noted that there appeared to be some misinformation in the community regarding the Kaiapoi Croquet Club's new facility as part of the Kaiapoi Community Hub. The Club was 116 years old and was looking forward to moving to the new site and welcomed the new neighbours joining the Club also. There was a new architectural clubrooms planned, (photos shown), noting that the current clubrooms was not being relocated.</p>

	<p>The Club was currently open two days a week, but members were able to use the lawns at any time. The role of the Club in Kaiapoi was very important in keeping people physically and mentally active, socially connected.</p> <p>There were no questions from Councillors.</p>
Daniel Huisman	<p>D Huisman spoke to his submission noting his support for one combined facility at either Pegasus or north Woodend. The current facility was adequate but would support spending some money to address any shortcomings. He believed the library project should be considered separately from the Civic precinct.</p> <p>D Huisman did not support the parking building in Rangiora and there should be more support for alternative transport options and in light of climate emergency all new major road projects and parking should be deferred. The Council should be more advanced with its goals, with a target for reduced emissions in the next nine years. Younger generations should not pay the full cost for climate change. He would like to see budgeted in this LTP a Climate Change Advisor staff position. This was the best way forward for the Council and would see some meaningful change, in his view.</p> <p>Councillor Atkinson asked if climate change was not inter-generationally funded, and how would this be done. D Huisman suggested that some money should be put into this from now.</p> <p>Councillor Doody noted that with this community being semi-rural, some people need to travel long distances between townships. D Huisman acknowledged there would always be the need for cars, but suggested on-demand shuttles between townships may work,; perhaps in the future having self-driving cars and Ubers in the district.</p>
Ohoka Domain Advisory Board (Edward Hamilton, Rod Buchanan and Ian Blake)	<p>E Hamilton, supported by R Buchanan and I Blake spoke on the Ohoka Bush area, which had previously received a \$10,000 annual grant from the Council and sought for this to continue, as the project was nearing completion. The Advisory Board undertook fundraising for the continued work of the Bush area, and there was continued need for funding for planting and building the flying fox, which was the next project. Continued maintenance involves spraying and mulching, and there was still a large area to be planted out in the next two years. Many plants were donated or propagated by members of the group as a way to reduce costs. The carpark at the entrance of the Domain did get a bit “cut up” with use every week during the Ohoka Farmers Market.</p> <p>Parking area beside the Ohoka Gate Keepers Lodge was used on the days (Fridays) of the Ohoka Farmers Market but if it rains this area becomes boggy. The Advisory Board would like this area to be excavated and a hard surface installed, allowing for some parking and a reliable track in. A quote of \$11,000 had been received to create this as a shingled driveway and parking inside the gate. Any soil excavated from the area would be used within the bush planting or as part of the drop off for the flying fox.</p> <p>Councillor Mealings acknowledged the work of the members of the Advisory Group.</p> <p>The proposed hard surface car park would join up with the pathway from the playground and with the second part of the track.</p>

NAME/ORGANISATION	
Environment Canterbury (Councillor Grant Edge)	<p>Councillor Edge tendered an apology from Councillor Claire McKay who was unable to attend. Councillor Edge advised that the relationship that Ecan has with this Council was highly valued and acknowledged the valued contribution of WDC with the Mayoral Forum and Greater Christchurch Partnership. These groups were all working together to improve the wellbeing of our communities.</p> <p>Councillor Edge highlighted points of the submission from Environment Canterbury – including:</p> <ul style="list-style-type: none"> • The Council's investment in implementing the Waimakariri Zone Implementation Programme Addendum and support for the Waimakariri Zone Committee. • Supports the Council's improvements to sewer system and also water matters. • Thanks were extended to Councillor Stewart for being the WDC Biodiversity champion. • Ecan was supportive of youth engagement and noted the EnviroSchools Programme that Ecan supports. <p>Mayor Gordon confirmed this was a strong partnership with the two Councils and WDC enjoy working with Councillors Edge and McKay.</p> <p>Question from Councillor Barnett regarding the on-demand bus service being trialled in Timaru. Councillor Edge believed there had been an extension of the six month trial, but would come back with any advice on this.</p> <p>Councillor Stewart questioned the submission that had been heard from the Lineside Road residents (Flaxton Landowners) on the wetlands and drainage there. This was a concern for these landowners and Ecan Councillor Edge advised he would follow up with this and provide feedback to this Council.</p> <p>At this time Deputy Mayor Atkinson thanked Councillor Edge for the submission on behalf of Ecan.</p>

There being no further business, the meeting adjourned at 6.25pm until Thursday 6 May 2021 at 10am, in the Rangiora Town Hall, 303 High Street, Rangiora.

CONFIRMED

Chairperson

Date

MINUTES OF A RECONVENED MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL, FOR THE HEARING OF SUBMISSION TO THE DRAFT LONG TERM PLAN 2021-2031, HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON THURSDAY 6 MAY 2021 COMMENCING AT 10AM

PRESENT

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

IN ATTENDANCE:

J Harland (Chief Executive), H Street (Corporate Planner – Policy and Strategy), T Kunkel (Governance Team Leader), K Rabe (Governance Advisor), E Stubbs (Governance Officer) and C Fowler-Jenkins (Governance Officer).

The meeting adjourned at 12.20pm and reconvened at 1pm.

The meeting adjourned at 4pm and reconvened at 4.20pm.

The meeting adjourned at 6.15pm and reconvened at 6.25pm.

1 APOLOGIES

No apologies were received.

2 CONFLICTS OF INTEREST

Nil.

3 HEARING OF SUBMISSIONS TO THE DRAFT LONG TERM PLAN 2021-31

NAME/ORGANISATION	
West Eyreton Hall Committee, (Seamus Robertson)	<p>S Robertson spoke on behalf of the West Eyreton Hall Committee. He asked that the Council paid for a fibre connection to the hall and also for the monthly fibre subscription as there was no cell phone reception at the hall.</p> <p>Mayor Gordon enquired as to the reason fibre was requested and S Robertson advised that it had been requested by users of the hall, including meetings involving the Council representatives.</p> <p>S Robertson believed Eyrewell had been completely ignored by the Council in the Long Term Plan. His previous submissions had been acknowledged but there had not been progress on the issues raised. He commented that Eyrewell was the fastest growing area in the district at 75 percent per annum. The greatest risk to the area was fire. He questioned why a fire station had recently been developed in Swannanoa, however, there was no such facility in Eyrewell. The closest fire station was Cust or Oxford which were 15 minutes away.</p> <p>Mayor Gordon advised that fire stations were provided by Fire and Emergency New Zealand (FENZ). The Council could raise his concerns with FENZ.</p> <p>S Robertson noted his concern that with the large growth rate in West Eyreton no provisions had been made for pre-schools or community centres, or any Council services. There were</p>

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	<p>one-way bridges in and out of the area and no apparent funding for roading. South Eyre Road was highly dangerous with many trucks, which was a risk to the local community.</p> <p>S Robertson advised that he had been quoted \$42,000 to join the Main Race Water Extension Scheme. He requested if the amount could be re-explored. While they currently had good potable water, he was concerned about the increase of nitrates which may be a potential health and safety risk to people on his property.</p> <p>S Robertson raised a historical issue of a kanuka block of land that had been 'Noted' in 1975 and was now legally protected with no compensation to the landowner. Mayor Gordon commented Special Natural Areas (SNAs) would be considered as part of the District Plan that was currently going through a review process.</p>
Elsa Wright	<p>E Wright was concerned with the growing population that included numerous subdivisions. She believed that the current traffic systems were limited and that needed to be addressed before more growth occurred. The Long Term Plan was putting the 'cart before the horse' and while Community Centres were desirable, roading needed to be addressed first especially as the district residents travelled primarily by car.</p> <p>E Wright, while acknowledging that the Council needed to work with the New Zealand Transport Agency (NZTA), commented that the road system should work better. Design needed to take into consideration how people used roads, she used the example of the Motorway on/off ramp at Clarkville.</p> <p>Mayor Gordon acknowledged E Wrights' concerns, advising that the Council had now established a Southbrook Road Working Party.</p> <p>Councillor Doody asked E Wright how effective she believed Central Government's transport proposals were for rural travellers. E Wright noted that there seemed to be difficulties with rural transport with regards to safe cycling options as cars were the default.</p> <p>Councillor Ward enquired about a potential Eastern Bypass and E Wright concurred that it would be a good idea, as there was a higher volume of traffic that went through Southbrook that did not need to.</p>
North Canterbury Province of Federated Farmers NZ (Elisha Young-Ebert)	<p>E Young-Ebert commented North Canterbury, Federated Farmers (NCFE) considered the Long Term Plan proposals were generally fair and reasonable with considered priorities and a judicious use of targeted rates. Members endorsed a gradual increase in rates and the effort to keep them affordable, particularly in comparison with some agencies.</p> <p>Mayor Gordon thanked E Young-Ebert for presenting the NCFE submission commenting the full submission had made its points well.</p>

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Fiona van Petegem	<p>F van Petegem questioned why the Council was proposing the development of a car park building when it was in direct conflict with the Draft Climate Change Policy. The Council should be considering a 30-50 year plan to appreciate the long term vision. She commented that part of every future policy or plan was a decrease in the number of cars. The Council needed to consider their investment as funds were limited and future changes were huge.</p> <p>Councillor Redmond asked, in a rural district such as the Waimakariri, what F van Petegem would consider as an alternative transport means for travelling around the district. F van Petegem commented that the problem first needed to be understood, <u>ie</u>. How did the districts population use vehicles, as there would be different solutions for different reasons for travel. It required a lot of assessment but could mean huge savings in infrastructure for the future.</p> <p>Councillor Blackie commented that an argument from retailers was that if they did not provide parking it decreased the economic viability of businesses and enquired for a comment on that concern. F van Petegem noted that there was no direct link between provision of parking and economic vitality. Global studies had shown that removing vehicles increased foot traffic and attractiveness of towns. There was a train connecting Christchurch to Rangiora and also a cycleway. She provided the example of Malta where retail trade had increased in the pedestrian only area.</p> <p>Councillor Doody questioned how people, who had mobility issues, would be catered for with no parking. F van Petegem commented the design of city centres needed to be improved, for example around kerbing.</p> <p>Councillor Mealings asked for F van Petegem to comment on the use of a car parking building to consolidate areas of parking for future proofing. F van Petegem explained, without looking at numbers, a parking building was a large mass of carbon for any carbon budget. Urban planning was a critical part of making a city more accessible. A parking building was there forever and not easy to convert to something else.</p> <p>Councillor Barnett enquired if it were possible to look at city solutions for a provincial town. F van Petegem commented Rangiora was a good sized town for conservation of energy as it was able to provide infrastructure and jobs. Any solution had to be based on its location. The good thing about Rangiora was that it had a radius of about 2km which was an optimal size for operating as a community. If it were designed for people there could be exciting potential for the future.</p> <p>Councillor Barnett commented that Rangiora was a service town for a large catchment of people that travelled into town. F van Petegem commented there needed to be an understanding of how people in the district used vehicles.</p>

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Mandeville Sports Club (Richard Belcher)	<p>R Belcher provided some background on the Mandeville Sports Club (MSC) and ran through the funding submission for the Long-Term Plan as presented in their written submission.</p> <p>Councillor Stewart congratulated the MSC on their fantastic facilities. She asked how their original planting was established without irrigation. R Belcher commented there had originally been a well on the site, and in 2015 a new well was developed. Recent species were becoming more drought tolerant.</p> <p>Councillor Doody enquired how many full-time employees and volunteers the Club had. R Belcher advised he was the only fulltime employee. There were numerous volunteers through the thirteen clubs present at the site. He noted an advantage was the clubs could apply for external grant funding.</p> <p>Councillor Mealings requested clarification on the removal of trees. R Belcher advised that there was a program to replant some trees on the North West boundary as they were becoming older and thinning out.</p>
Ashley Rugby Football Club (David Gambold)	<p>D Gambold introduced the Club commenting it supported the rural community North of the Ashley River. The written submission for the Club had been brief as they had recently changed their ideas on how they would like to proceed with improvements to the club rooms. Originally they were working towards an upgrade of the current facility at an estimated cost of around \$300,000. Their current thinking was a total rebuild would be more suitable.</p> <p>D Gambold explained they had a good relationship with the Greenspace Team whom they had worked with in their recent irrigation system upgrade. He commented that a new building would be used by the growing surrounding community including schools, the tennis club and Civil Defence. A new hall would be brighter and a more pleasant environment to socialise.</p> <p>Councillor Williams asked if funding would be available from the Rugby Union. D Gambold commented that would be likely. The Club itself was financially sound.</p> <p>Councillor Ward enquired about the potential for outside sponsorship. D Gambold advised that would be required considering the cost of a new building. Potential for outside funding was increased substantially if they were supported by the local authority.</p> <p>Councillor Redmond sought clarity on who owned the existing facility and D Gambold advised it was the Council.</p> <p>Councillor Doody asked if the Club had the ability to emulate the success of MSC. D Gambold noted that implementation of the irrigation scheme had been a success and had shown the ability of the Club to project manage.</p>

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Anne Anderson	<p>A Anderson believed that the Council could not afford to delay the library improvements. She did not consider the provided reasoning for delay was sensible. There was currently a lack of space in the library, particularly considering the growth of the district. She acknowledged the digital revolution and commented how that also required space, particularly for computer access. Libraries also provided a space for social interaction.</p> <p>Councillor Barnett enquired how A Anderson would rank the importance of a library at Pegasus/ Ravenswood compared to the improvements at Rangiora. A Anderson believed they were both important, however commented if the improvements were not made at Rangiora everyone missed out on the additional services. Pegasus was not that far away and many residents travelled to Rangiora for other activities.</p>
Pegasus Residents Group (Roger Rule)	<p>R Rule spoke to the written submission noting the further nine people in support in the gallery. He highlighted two aspects of the written submission. Firstly issues with the lake where he encouraged stakeholders to collaboratively find solutions to the algal bloom at Pegasus Lake. Secondly he highlighted road safety, particularly at the Pegasus/ State Highway 1 roundabout. He asked the Council to continue to lobby central government on behalf of residents.</p> <p>There were no questions by Councillors.</p>
Silverstream Reserve Volunteers (Wendy Harris and Nolene Francis)	<p>N Francis and Wendy Harris introduced themselves as representatives of the Silverstream Reserve Volunteers. The Group had been in operation for 15 years gathering twice weekly. They commented that some aspects of the Reserve could do with extra help and advised that they had lodged a similar submission to ECan.</p> <p>W Harris ran through the volunteers written requests to the Long Term Plan including a permanent full-time worker, an ecological assessment, pest control, access through Crown land, and assistance with external funding applications.</p> <p>Mayor Gordon advised that Rachel Thornton in the Community Team would be able to provide assistance with funding applications. The Councillors provided some advice on groups that assisted with the provision of traps.</p>
<p>.BREAK (The meeting adjourned at 12.20pm and reconvened at 1pm.) the meeting adjourned at xxx and recommenced at xx</p>	
Caryn Hardy	<p>C Hardy raised a concern regarding the lack of pedestrian/cycle path on Tram Road in Mandeville which created safety concerns for children cycling to Swannanoa School and other activities. (Supporting information Trim Ref: 210507073380).</p> <p>Councillor Brine enquired how many children were enrolled at Swannanoa School. C Hardy confirmed that the school had 380 students, however, it was anticipated that the increase in housing subdivisions in the area would be bringing more children into the area, who may wish to cycle.</p>

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	<p>Councillor Mealings asked how far away C Hardy lived from Swannanoa School. C Hardy confirmed that she lived approximately two kilometrs<u>kilometres</u> from the school. She however also wished to cycle, with her children to the Mandeville Shopping Centre and other areas in the neighborhood<u>neighbourhood</u>.</p> <p>Councillor Barnett questioned if the community had thought of working in partnership with the Council to achieve an acceptable solution. C Hardy noted that they were advised that due to the current Health and Safety regulations this would not be achievable.</p>
<p>Rangiora and Districts Early Records Society (John Briggs)</p>	<p>J Briggs advised that the Rangiora and Districts Early Records Society (the Society) was recommending that the Council should consider making provision for a new museum when upgrading the Trevor Inch Memorial Library and Civic Building. He highlighted the requirements for a new museum. (Supporting information Trim Ref: 210507073376).</p> <p>J Briggs stressed the Society's strong desire for this project to be brought forward as it would keep the momentum with volunteers who may lose interest.</p> <p>Mayor Gordon acknowledged the lack of current storage space at the Rangiora Museum, however, enquired if staff were not working with the Society to find other storage facilities. J Briggs noted that last assistance from Council was the provision of a container on site. He stated that the Society was grateful for the container, however, it was not fit for purpose as it had no temperature or humidity control and was awkward to access.</p> <p>Councillor Mealings sought clarity on the proposed requirements for a new museum. J Briggs listed the following:</p> <ul style="list-style-type: none"> • Future proof new area – space for display, storage, research, workshop and meetings. • Storage and display areas should be temperature and humidity controlled to preserve artifacts<u>artefacts</u>. • Requirement for parking. • Cob cottage would need to be integrated into space in some manner.
<p>Satisfy Food Rescue (Philippa Hunt)</p>	<p>P Hunt expressed Satisfy Food Rescue's support for the proposed development of the Kaiapoi Community Hub. They believed that the Hub would be beneficial to the local Kaiapoi community and also to the whole Waimakariri District.</p> <p>Mayor Gordon commended Satisfy Food Rescue for the important work they did by providing food to community organisations helping those in need. He sought clarity on the anticipated vehicle movement to and from the site. P Hunt explained that one large truck per week was expected which would be dropping off food. There would also be several small vehicles to distribute food plus volunteers vehicles. However all vehicular movements would be during working hours.</p> <p>Councillor Redmond questioned the terms of Satisfy Food Rescue's lease on their current premises. P Hunt confirmed</p>

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	<p>that they were six months into a three year lease with the option of a further three years.</p> <p>Councillor Blackie noted that Satisfy Food Rescue would be including education into their collaborative work by offering cooking lessons with rescued food. He asked if they had considered the layout of their proposed space so that it included a commercial kitchen. P Hunt advised that the Council staff were still investigating possible designs options.</p>
<p>Woodend Sefton Community Board (Shona Powell)</p>	<p>S Powell provided a brief overview of the Woodend-Sefton Community Board's submission, which included the following:</p> <ul style="list-style-type: none"> • Development of Community Facilities at Pegasus and Ravenswood and the inclusion of a youth facility at the proposed Community Facilities at Pegasus. • Deferral of the expansion and upgrade the Trevor Inch Memorial Library and Rangiora Civic Building to 2029/30. • The deferral of the building of a car park building to service Rangiora Town Centre to 2030/31. • Advocate that the Council utilise local businesses and enterprises whereever wherever possible to provide goods and services to assist the economic recovery of the district. • The Board also sought a commitment from the Council to investigate suitable Park and Ride options in Woodend/Ravenswood. • Supported the Council providing finane financial assistance in the building of a new Sefton Community Hall at the Sefton Domain. • The Board urged the Council to work with the Templeton Group to formulate a timetable for vestment of the Pegasus Lake to the Council. • The Board requested that the level of service for all dog parks be reviewed and the Gladstone Dog Park be brought up to a comparable level to the other dog parks in the district and that access be provided to the dog park from Gladstone Road for Woodend residents. <p>There were no questions from by Councillors.</p>
<p>Mandeville Residents Association (Karen Jackson)</p>	<p>K Jackson highlighted the concerns that the Mandeville Residents Association had with the parking at the Mandeville Village Complex and drainage in various areas of Mandeville. (supporting Supporting information on drainage issues Trim Ref: 210507073382).</p> <p>Councillor Mealings questioned the Association's request to move the bus stop near the weigh bridge given that there was no current bus service using Tram Road.</p> <p>The Mayor committed to a site visit with elected members and staff to reassess the drainage concerns in the Mandeville area.</p>
<p>Geoff Spark</p>	<p>G Spark noted that although it would hugely affect their farming operations, they supported in principle the building of the proposed Eastern Link Road between McPhail Avenue and Lineside Road. He suggested that the eastern +/-40 hectares of their farm be rezoned to residential.</p> <p>Councillor Doody questioned if the portion of the farm was not rezoned, how they propose to access that area of the farm.</p>

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	<p>G Spark noted that an underpass would need to be constructed.</p> <p>In response to questions, G Spark confirmed that the proposed 10-year timeframe would not impact on their decision to sell the land for residential development.</p> <p>Councillor Williams asked if G Spark believed that the rezoning of the land and development as a new subdivision would increase the need for the Eastern Link Road. G Spark stated that he could not comment as it was unknown.</p>
<p>Woodend Beach Community Group (Doug Wethey)</p>	<p>D Wethey noted that the Woodend Beach toilets were earmarked for upgrading in 2025/26 financial year. However, Woodend Beach Community Group (the Group) requested that this project to be brought forward in the light of the population growth in the Woodend area. The Group also wishes the upgrading of the children's playground to include a flying fox and spider climbing equipment to be fast tracked.</p> <p>Councillor Atkinson enquired if the plans for the upgrade of the playground which had been developed by the community had been submitted to Council. D Wethey confirmed that plans had been submitted, the Group however believed that the projects should be brought forward as the toilet upgrade was urgent due to the number of people visiting the beach and the Te Kohaka a Tuhaitara Trust park.</p>
<p>Waimakariri Public Arts Trust (Jackie Watson)</p>	<p>J Watson provided a brief background on the establishment of the Waimakariri Public Arts Trust (the Trust). The Trust was requesting seed funding for the promotion of the Trust as a professional entity.</p> <p>Mayor Gordon enquired how much funding the Trust envision it would require. J Watson advised that it was agreed that \$25,000 per annum should be sufficient to cover promotion and advertising of the Trust, and other ongoing expenses.</p> <p>Councillor Brine noted that by nature a Trust was a stand-alone entity. He questioned how the Trust was going to make it clear that they were not part of the Council. J Watson explained that the potential donors needed to be able to see that the Trust was a professional entity in its own right. There were external funding that the Council could not access, which the Trust could.</p>
<p>Pegasus Community Centre Team (Rhonda Mather)</p>	<p>R Mather reported that the Pegasus Community Centre Team (the Team) supported the development of a purpose built community facility in Pegasus. The Team believed that the Woodend-Pegasus area was regularly overlooked when it came to public consultations by the Council. Another example of the area missing out was the library activities available at the district libraries, such as 'Tech Help', 'Games for 'Grown Ups', 'Storytimes', 'Babytimes' etc. As there was no library in the Woodend-Pegasus area, these activities were not available.</p> <p>There were no questions from Councillors.</p>

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Kaiapoi Promotions Association (Martyn Cook)	<p>M Cook highlighted Kaiapoi Promotions Association's (KPA) proposed advertising Strategy of the key attractions for visitors to Kaiapoi. The top ranking project for the KPA was the development of a series of Walking/Cycling route guides. The KPA was requesting a one off grant of \$15,000 to create 15 maps of the Kaiapoi, The Pines Beach / Kairaki, and Tuahiwi areas.</p> <p>In response to a question from Councillor Doody, M Cook confirmed that the KPA had applied to the Long Term Plan for funding of the maps.</p>
ICE North Canterbury Gymsports (Basil Buwalda)	<p>B Buwalda advised that the North Canterbury Sport Recreation Trust (NCSRT) owned the building at 28 Edwards Street currently being used by ICE. The venue was of critical importance to ICE, as there were no other suitable buildings in the Rangiora area which had a 9 metre high studs, suitable parking, storage and a foam pit. The loss of the venue could mean the closure of ICE. The ICE had been in negotiations with the NCSRT to purchase of the building for NZ\$890,000 excl. GST.</p> <p>B Buwalda explained that ICE had approached various banks to finance the purchase. In the worst case scenario, ICE would require a further 35 percent of the deposit (\$311,500) to complete the purchase, and was therefore requesting the Council to assist them in purchasing the building.</p> <p>Councillor Brine enquired if the Council had assessed ICE's financials. B Buwalda advised that ICE's financials would be made available to the Council after the Long Term Plan process.</p> <p>Councillor Williams sought clarity of ICE's current lease. B Buwalda noted that ICE that ICE was six months into a three year lease.</p> <p>Councillor Redmond questioned if a purchase agreement was in place. B Buwalda confirmed that an unconditional purchase agreement was in place until May 2021.</p> <p>In response to questions, B Buwalda advised that ICE would be able to service the mortgage if it purchased the building and have a \$65,000 operating budget for the first year.</p>
<p>Break (The meeting adjourned at 4pm and reconvened at 4.20pm.)the meeting adjourned at xxx and recommenced at xx.</p>	
Waikuku Surf Life Saving Club (John Ellerm)	<p>J Ellerm elaborated on the reasons that the Waikuku Surf Life Saving Club (the Club) needed assistance and support with building a new Club House. He noted that the current clubhouse was 44 years old and was coming to the end of its useful life. The Club's membership had grown to approximately 400 members and the building was too small for current needs.</p>

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	Councillor Williams asked what the estimated total cost of project would be. J Ellerm advised that the envisaged new clubhouse would be approximately \$4 million.

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Madeleine Burdon	<p>M Burton spoke to her submission and focused on social inclusion, transport, housing and accessibility in particular to older people. She commented on the proposed extension of the Rangiora Library and related to the unique role of libraries in providing a safe welcoming and inclusive space. In regards to the proposed carpark and deferring this option. Her comments focused on the opportunity to better utilise the budget spend, on provision of an affordable, accessible and reliable transport system to enhance local connectivity, ease of access to services and the wider benefits that would provide.</p> <p>Councillor Ward questioned how M Burton would rate the Abbeyfield concept. M Burton noted that it would depend what it was compared with in terms of other social models. She was unsure of how long-term other models had been operating but she rated it very highly given that the benefits were massive and not just to the occupants and it was self-funding.</p> <p>Councillor Doody asked with regard to the preparation of food, was cooked food provided or did the occupants cook individually. M Burton understood that the occupants could make their own breakfast and that the house keeper, the only paid position, did the shopping and prepared lunch and dinner for the occupants.</p>
Henare Uru	<p>H Uru expressed his concerns that the proposed Pegasus and Ravenswood community facilities as well as the proposed upgrading of the Trevor Inch Memorial Library and Rangiora Civic Building being subsidized by ratepayers.</p> <p>There were no questions fromby Councillors.</p>
Michael de Hamel	<p>M de Hamel explained that the Kaiapoi Croquet Club (the Club) needed \$200,000 to be included in the Long Term Budget for the Council's acquisition of the Club's land in Revells Road-Street, Kaiapoi. The Council had been talking to the Club about the possibility of relocating to the proposed Community Hub. However, due to budget constraints the Council could only afford to fund the development of two lawns, and could not afford to provide funding for a clubhouse at the new site. There were also no funds available to the Club for its present land. The result was that the Club has been asked to gift its present land to the Council, and to fund both the additional two lawns and the new clubhouse. M de Hamel believed this proposal to be unfair to the Club as the elderly members would not be able to raise the funds for the two additional lawns and the new club building.</p> <p>Councillor Atkinson questioned if other members of the Club held a different opinion. M de Hamel noted that he was not a member of the Club and confirmed that the Club members did</p>

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	not agree with his views, he however thought the proposal was not beneficial to the Club.
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<p>Te Kohaka o Tuhaitara Trust (Catherine McMillan and Greg Byrnes)</p>	<p>C McMillan noted that the that the Te Kohaka o Tuhaitara Trust (the Trust) was very aware of the support that the Council gave them as a settler partner, and appreciated the ongoing financial support. The Trust also wanted to acknowledge all the other support that they received from the Council. The area that the Trust owned/managed was to a large extent the district's boundary to the sea. With the advent of climate change and the sea water inundation the Trust was very conscious of the responsibilities it carried to meet the Council's sustainability and environmental outcomes. The Trust also aimed to provide what they could in the way of recreation, education and cultural support.</p> <p>G Byrnes noted that the support that the Trust received from the Council was the primary reason why it was in the position that it was. Currently the Trust was working with the University of Canterbury to scope a Secondary School Science Program for most of the high schools within the Greater Christchurch Region, so it was not just about planting trees; it was about engaging with education and recreation.</p> <p>There were no questions from by Councillors.</p>
<p>Orana Wildlife Trust (Lynn Anderson)</p>	<p>L Anderson explained that the Orana Wildlife Park (Orana) was an amazing asset that significantly contributed to economic development and recovery of Canterbury including the Waimakariri District. Orana was also very important for the community of Waimakariri as it provided an opportunity for families to enjoy a time in nature and connect with animals which was important for wellbeing. Orana supported the Department of Conservation with various key programmes for the recovery of New Zealand native species. Currently Orana had over twenty New Zealand native species living and breeding on the park grounds of their own volition. Orana had been recognis-ed by the new Tui Corridor project. Education was a core part of Orana's mission and care for the environment were included in all public talks to visitors.</p> <p>However, running a modern zoo was very expensive and to ensure the ongoing viability of the park into the future they needed to secure more sustainable levels of ongoing operational funding. Orana was therefore seeking \$250,000 per annum from this Council</p> <p>Councillor Redmond asked how the proportional funding would be calculated amongst the four neighbouring Councils. L Anderson noted that they had to start somewhere so the \$250,000 was a suggestion and were open to other formulas.</p> <p>K Barnett noted that the total amount Orana was seeking from the four Councils was \$1,500,000 and Waimakariri was 10 percent of visitors which was only \$150,000. She enquired what education programmes Orana offered to Waimakariri's</p>

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	<p>local schools. L Anderson explained that they had a contract with the Ministry of Education as a Learning Experiences Outside the Classroom Programme which was partly funded by the Ministry and most of the schools in Canterbury visited Orana.</p> <p>K Barnett further enquired that with the amount of environmental projects that Orana was undertaking, was there any way that Orana could obtain more funding from the government<u>the government</u> in terms of their conservation work. L Anderson explained that Orana was currently awaiting the outcome of a grant application to Jobs for Nature, since they were about to take over an additional 55-hectares of land to future proof the park. A one off amount of funding from the Department of Conservation was anticipated at the end of June 2021.</p>
Martin Pinkham	<p>M Pinkham expressed his disappointed with the consultation document provided as part of the Council's 2021/22 Long Term Plan (LTP). He noted that as not all information had been made public, and that the process lacked transparency.</p> <p>M Pinkham expressed his concern that the Waimakariri District did not plan ahead for the provision of community facilities in fast growing areas such as Pegasus and Ravenswood. He suggested that the Council should develop a 30-year Spatial Plan for expected high growth areas that included linkages to existing and future communities, a long term transport strategy, and associated community facilities.</p> <p>M Pinkham also noted his concerned that the Council wanted to spend ratepayer's money on a parking facility in Rangiora that should be funded by parking contributions from local business developers, as was done in the past.</p> <p>M Pinkham advised that he supported the development of a Community Hub in Kaiapoi, however, he did not support its proposed location in the South Kaiapoi Regeneration area. The proposed utilisation of this site for a Community Hub was contrary to the provisions of the Council's Regeneration Plan, and any change of use should therefore be undertaken as part of the upcoming District Plan Review. He further advised that Kaiapoi was in desperate need of housing and the Council should therefore consider the development of high density residential units on the site.</p> <p>In conclusion, M Pinkham highlighted his opposition to the development of the Kaiapoi West area as a bus parking area and leasing the site to Go Bus.</p> <p>There were no questions from<u>by</u> Councillors.</p>
Southbrook Community Sports Club (Peter Freeman)	<p>P Freeman provided a brief background to the management of the built facilities at Southbrook Park. The Southbrook Community Sports Club (the Club) was now solely run by volunteers and was currently busy with a strategic review which included a future feasibility study. He expressed the Club's appreciation for the \$24,000 grant from the Council in the previous financial year.</p>

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NAME/ORGANISATION	
	<p>P Freeman explained that the Club was requesting an annual grant of \$26,000 from the Council, to cover the Club's structural deficit in fixed costs which included the following:</p> <ul style="list-style-type: none"> • \$4,936 in annual rates • \$14,00 in annual insurance • \$ 7,667 in lights, power and heating. <p>P Freeman noted with concern that the Club's rates increased by 37 percent over the last four years and its fixed electricity charges increased by 177 percent. The Club was competing with private venues and Council-owned facilities for business and was not able to successfully compete due to the high operating and maintenance costs.</p> <p>Mayor Gordon questioned if the possibility of the Club being placed on the Council insurance had been investigated as previously requested by Council. P Freeman noted that this had not happened and the Mayor requested that the matter be urgently investigated.</p> <p>Councillor Ward enquired if the Club had explored the possibility of securing a major sponsor. P Freeman explained that the Club had sought to secure sponsorships, however, due to the Covid-19 pandemic sponsorships had become hard to find as there were so many organisations in need.</p> <p>Councillor Ward further enquired if the Saracens Rugby Football Club Inc. was funded by the New Zealand Rugby Union. P Freeman advised that the Rugby Football Club was receiving funding from the New Zealand Rugby Union. However, the Rugby Football Club was already effectively subsidising the facilities for the other affiliated clubs.</p>
Alistair Lennie	<p>A Lennie requested the Council rethink its approach to addressing climate change issues, which would impact on the design of the library, civic precinct, and car parking building in Rangiora. He advised that the Council should encourage the use of other means of transport such as cycling. To encourage people to cycle in the district, A Lennie suggested the following ideas which could be incorporated into the redesign of the Rangiora Civic Centre:</p> <ul style="list-style-type: none"> • Reallocate some streets in Rangiora so that half-widths of streets were dedicated to cycling only. • Provide safe routes around the town for cycles and electric bicycles. • Install solar panels and develop charging points, to provide the electricity for charging of electric bicycles. • Incorporate dedicated cycleways in the design of new housing subdivisions at the very beginning of the planning process. <p>Councillor Redmond questioned if A Lennie had noticed any changes in the volume of traffic and the development of roads and cycleways in the Waimakariri District since he had returned after 20 years. A Lennie noted the vast development of Rangiora and Kaiapoi which had had large areas of land developed for roads and houses.</p>

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	Councillor Blackie questioned if A Lennie believed that in light of local weather if Canterburians would cycle to work. A Lennie commented that it would benefit the community even if residents only cycled to work on good days.

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NAME/ORGANISATION	
Pegasus Parkrun (Chris van der Leer and Jacky Handcock)	<p>C van der Leer explained that the Pegasus Parkrun was part of a global network of free community events which entailed a five kilometre event that took place every Saturday morning around Pegasus Lake. J Handcock highlighted the social benefits of the parkrun, which allowed participants to gain confidence, meet people, be part of the community and take on new challenges. The weekly events also gave noticeable benefits to local businesses.</p> <p>C van der Leer advised that the course for the parkrun currently started and ended at 70 Pegasus Main Street. To ensure that the parkrun could continue at its current location, the Council was therefore requested to purchase approximately 1,200m² of land on the boundary of the property at 70 Pegasus Main Street for community use.</p> <p>Council Redmond enquired what the plans for the parkrun would be if the owner of 70 Pegasus Main Street sold the property. C van der Leer advised that there was no suitable alternate route for the parkrun in Pegasus, so the event would have to relocate.</p> <p>Councillor Blackie questioned if it was known if the owner of 70 Pegasus Main Street would be willing to sell the ±1,200m². C van der Leer noted that they had not contacted the property owner yet, as they were waiting for a Council decision on the matter.</p>
Craig Sintes,	<p>C Sintes expressed a concern regarding the lack of investment into the Surf Lifesaving facilities along Waimakariri beaches. This was endangering the lives of beachgoers.</p> <p>C Sintes supported the development of a community centre in Pegasus. However, he had a concern regarding the proposed location of the proposed community centre near the medical centre or the school. He believed that there were properties better suited available in Pegasus.</p> <p>In response to questions, C Sintes confirmed that the development of lifeguard towers along the beaches would assist the team from Waikuku Surf Lifesaving, whom were patrolling the beach.</p>
Sefton Hall Committee (Paul Lochhead)	P Lochhead provided a background to the history of the Sefton Hall which was badly damaged during the 2010 and 2011 earthquakes. The Sefton Hall Committee were able to secure funding for a feasibility study to investigate the best option for the future of the Hall. The findings of the feasibility study, was that it would be best to rebuild the hall at another long-term location.

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NAME/ORGANISATION	
	<p>Councillor Redmond enquired how the Sefton Hall Committee planned to fund the rebuild. P Lochhead highlighted that the Committee had \$300,000 from its insurance payout<u>pay out</u> and would be selling the old library building (±\$140,000) and the current hall (±\$350,000). The remainder of the required funds (±\$710,000) would be raised by fund raising and applying for various grants.</p> <p>Councillor Doody enquired if the Sefton Hall Committee would be able to service a loan if they needed to finance the remainder of the required funding. P Lochhead advised that the Committee was hoping to raise all the required funds as it would not be able to repay a loan on the halls current income.</p>
<p>Waimakariri United Football Club (Sabrina Ilett and Adam Kaiser)</p>	<p>A Kaiser elaborated on the various achievements of the Waimakariri United Football Club (the Club), which had over 60 teams that competed in several competitions. The Club ran a free football programme for over 300 children every week as part of its new Excel initiative. The Club also offered a number of community programmes across different demographics, including football in preschools and primary schools.</p> <p>The Club was requesting the Council to improve the current lighting at Kendall Park and to also invest in another pitch with appropriate lights at the park to allow the Club to grow. The lighting at Maria Andrews Park in Rangiora also needed to be upgraded to allow for coaching in the early evenings during winter months. The Club also requested the Council to consider building a Clubhouse at Kendall Park.</p> <p>S Ilett acknowledged that the Club had management problems in the past, however, a new Board had been appointed, who were dedicated to the future of the Club.</p> <p>Councillor Atkinson enquired what the cost of upgrading the lighting at Kendall Park would entail. A Kaiser noted that previous quotations were in excess of \$20,000. The Club had sourced at grant for the upgrading of the lighting at Maria Andrews Park.</p> <p>Councillor Atkinson further enquired as to what was the proposed timeframe for the upgrading of the lighting. A Kaiser advised that best case scenario the upgrading of the lighting at Maria Andrews Park would be completed this year and the upgrading of the lighting at Kendall Park in 2022.</p> <p>Councillor Brine questioned if the Club had investigated the possibility of training at the A and P Showgrounds. A Kaiser confirmed that it was investigated, however, the venue was found not to be suitable.</p>
<p>West Eyreton Smallbore Rifle Club (Paul Boerlage)</p>	<p>P Boerlage provide a brief history of the Smallbore Rifle Club (WESRC) which was established almost 72 years ago and first operated from the West Eyreton Hall. The Council had suggested that the WESRC relocate while constructing the Cust Community Centre, so there would be enough users to support the proposal for the Centre. Over recent years the health and safety requirements for shooting facilities had become stricter and it has become clear that the Cust</p>

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NAME/ORGANISATION	
	<p>Community Centre was not really suitable for the WESRC longer term. The two major concerns were lead contamination and the air purification of the facility. Target Shooting New Zealand inspected the range in the Cust Community Centre and had highlighted a number of alterations required to obtain range certification.</p> <p>P Boerlage advised that in light of the above, the WESRC believed that it would be more beneficial if the Club relocated to the Oxford Shooting Range. The Oxford range's building was damaged during the 2010 earthquake which the Council had repaired. P Boerlage confirmed that to meet Target Shooting New Zealand's requirements the Oxford range would need upgrading, however, these were significantly less than those required for the Cust Community Centre. The WESRC were therefore seeking approval to relocate to the Oxford Shooting Range and also financial support to undertake the work required to bring the range and clubrooms up to standard.</p> <p>Councillor Brine sought clarity on the expected costs of upgrading the Oxford Shooting Range. P Boerlage noted that the WESRC had not yet done detailed costing.</p> <p>Councillor Redmond asked how many members the WESRC currently had. P Boerlage advised that the club's membership was between 15 to 18 members. However, the membership was expected to grow if the club relocated to better facilities.</p> <p>Mayor Gordon noted that a detailed report would be submitted to the Council shortly on the proposed relocation of the WESRC.</p>
<p>PCL Group (Jedd Pearce and Mark Revis)</p>	<p>J Pearce noted that the Waimakariri District had a long and proud history of protecting and respecting its heritage. There had been massive restoration programmes of repairs to some of heritage buildings damaged during the earthquakes but there was still work to do. The Group was requesting the Council to support the private development of heritage buildings.</p> <p>M Revis explained that the restoration of heritage and historic buildings were uneconomic, yet they formed a key component of the diversity of buildings and provided a reference point to new generations of how buildings were constructed decades and centuries ago. One example of this was the BNZ Building in Kaiapoi, which was a Category 1 listed Heritage Building which the Group was in the process of restoring.</p> <p>Councillor Redmond enquired if the Group wished the Council to make funding available to all private developers for the restoration of historic buildings. J Pearce advised that while Government had some funding available by way of application or grant monies, there was very little available at a local level and a general fund that all developers could access would therefore be ideal.</p> <p>Mayor Gordon sought clarity on how much funding would be needed. M Revis believed that \$100,000 would be a beginning, however, any contribution would assist developers.</p>

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NAME/ORGANISATION	
<u>Break (The meeting adjourned at 6.15pm and reconvened at 6.25pm.)</u>	
Rangiora Ashley Community Board (Jim Gerard)	<p> ↓ Gerard highlighted the following submission points on behalf of the Rangiora- Ashley Community Board (the Board): </p> <ul style="list-style-type: none"> • The Board supported the development of a community facility in Pegasus, however, did not support the development of a community facility in Ravenswood and believed that two facilities could lead to isolation of communities. • The Board was in support of the upgrade and expansion of the Trevor Inch Memorial Library however understands the rationale of combining the projects to get a cohesive outcome. The Board however considered it prudent to defer the expansion of the civic building at this time. • The Board was aware that presently the land in Durham Street which was utilised for parking was leased by the Council. If this land was secured for the next several years the Board would be comfortable with the deferment of the building of a car park building. • The Board would like to acknowledge the excellent work of the Council in managing the Covid-19 emergency. • The Board also wished to acknowledge the difference the new Northern Motorway had made to traffic flows within the greater Christchurch area. • The Board was concerned at the loss of local knowledge of maintenance and management of the water infrastructure which could lead to inefficiencies and cost increases, should the management and control be removed from the Council. • The Board had grave concern regarding traffic congestion in Southbrook Road. The Board acknowledged the proposed traffic lights at Torlesse/Coronation Street intersection which would assist pedestrian safety but believed that this could increase traffic congestion in the area. • The Board would also request that priority be given to the development of a roundabout at the SH1 and Rangiora-Woodend Road intersection. This would increase use of this road network and take pressure off the Southbrook Road. • The Board requested that consideration be given to expanding the Dudley Aquatic Facility to include children play features such as wave pools and hydro slides. <p>There were no questions fromby Councillors.</p>
Drucilla Kingi-Patterson	<p> ▲ D Kingi-Patterson elaborated on the development plans for Greenmoon Studios and the various projects that the studios would be undertaking. She noted the need for local councils to actively support the arts. </p> <p>There were no questions fromby Councillors.</p>

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There being no further business, the meeting adjourned at 7.30pm to recommence at 10am in Oxford on Friday 7 May 2021

CONFIRMED

Chairperson

|
Date

**MINUTES OF A RECONVENED MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL,
FOR THE HEARING OF SUBMISSION TO THE DRAFT LONG TERM PLAN 2021-2031,
HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON FRIDAY 7 MAY
2021 COMMENCING AT 10AM**

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, R Brine, W Doody, N Mealings, P Redmond, J Ward and P Williams.

IN ATTENDANCE:

J Harland (Chief Executive), V Spittal (Policy Analyst– Policy and Strategy), K Rabe (Governance Advisor) and C Fowler-Jenkins (Assistant Governance Officer).

1. APOLOGIES

Moved: Mayor Gordon Seconded: Councillor N Atkinson

THAT an apology for absence be received and sustained from Councillor S Stewart.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts were recorded.

3. HEARING OF SUBMISSIONS TO THE DRAFT LONG TERM PLAN 2021-31

NAME/ORGANISATION	
Shirley Farrell	<p>S Farrell explained that she was requested to spearhead a project for the restoration of the Wolffs Road Suspension Bridge. This bridge was classified by Heritage New Zealand as Classification 2 and was built in approximately 1948 by the Wolff family. The bridge was subsequently handed over to the Council and unfortunately it has not been maintained. S Farrell elaborated on the refurbishment proposal.</p> <p>Councillor Redmond enquired how many people would use the bridge once it had been restored. S Farrell noted that this was unknown, however, with cycling becoming popular it could be incorporated into a cycle trail in the future.</p> <p>Councillor Doody questioned if a possible partnership between the community and local businesses to restore the bridge had been investigated. S Farrell believed that any partnerships were for the Council to determine; the community just wanted the bridge restored.</p> <p>Councillor Mealings enquired that if the structure was replaced, did it mean that a new bridge would be erected and how would that affect the heritage status of the bridge. S Farrell noted that she could not comment of the matter as it was outside the scope of her knowledge.</p> <p>Councillor Barnett asked what S Farrell's preferred option was. S Farrell believed that the best opinion would be to restore the bridge for pedestrian and cycle traffic, however, if this was not possible then a board displaying the history of the bridge should be erected and the remains of the bridge tidied up.</p>

NAME/ORGANISATION	
	<p>Councillor Barnett expressed a concern about the safety of the bridge, if people climb up on it. S Farrell commented that to her knowledge no one climbed on it now, however, it may need to have some security added.</p>
<p>Ted Dring</p>	<p>T Dring requested the Council to re-evaluate the speed limit on Main Street, Oxford. According to T Dring, the matter was previously raised with the Council, however speed surveys done by the Council had found that the average speed of traffic on Main Street was marginally under 50km/h. The speed was therefore not considered excessive, and the Council thus held the opinion that it was not necessary for the speed limit in Oxford to be reduced.</p> <p>T Dring however believed that the growing number of shops along Main Street in Oxford and that the increase in the surrounding residential townships had led to Main Street being busier. He requested that the speed limit on Main Street be reduced to 40 km/h.</p> <p>There were no questions from Councillors.</p>
<p>Oxford Arts Trust (Areta Wilkinson)</p>	<p>A Wilkinson emphasised the following issues that the Oxford Arts Trust (the Trust) believed was important (supporting information Trim Ref: 210507073402):</p> <ul style="list-style-type: none"> • How the Gallery could assist the Council to achieve its community outcomes. • The opportunities of the Council to increase its support of art, culture and heritage. • What support the Trust wished to see in the Waimakariri District. • The specific support the Trust needed. <p>There were no questions from Councillors.</p>
<p>Hospitality New Zealand (Peter Morrison)</p>	<p>P Morris urged caution around rates increases, while Hospitality New Zealand was supportive of the Council's projects, it did not believe businesses should carry an unfair proportion of the rates bill. He noted that traditional accommodation operators were seeking a fairer playing field with regard to commercial vs non-commercial rates and regulation. Short-term rental accommodation operators did not require the same building and operational compliance and therefore did not attract the associated costs that commercial accommodation providers did.</p> <p>In response to questions by Councillor Atkinson, P Morris stressed that the hospitality sector needed consistency throughout the country.</p> <p>Councillor Blackie questioned how a register of all the casual accommodation suppliers could be compiled. P Morris advised that it could be done as the information was publicly available. Queenstown now had a policy that any accommodation supplier who had clientele for more than 90 percent of the time would be classified as commercial.</p> <p>Councillor Barnett asked if all casual accommodation was regulated how that would affect the affordability of accommodation. P Morris commented that there should be a level playing field for all providers in relation to rating and health and safety regulations including fire protection.</p>

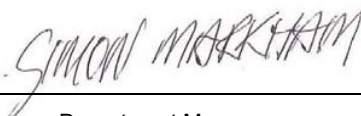
NAME/ORGANISATION	
Linda Pocock	<p>L Pocock noted that the increase in population the Council was planning for would inevitably lead to more waste and demand for land fill with all its environmental problems. The Council therefore needed to consider the environmental aspects and climate change when considering new projects.</p> <p>Councillor Redmond sought clarity on what water came from outside the Waimakariri District. L Pocock explained that she was referring to ground water coming from the mountains and surface water i.e. rivers come from hills, which generally originated outside the district.</p> <p>Councillor Redmond also sought clarity on what L Pocock meant with 'contamination from junction leaks'. L Pocock advised that when older pipes were repaired solder was used which contained lead. The Councillors noted that all the older pipes had been replaced therefore there was no contamination.</p>
Ashley Advisory Group (Glen Kruger)	<p>G Kruger advised that the Ashley Gorge Reserve was a popular destination for visitors. Families, clubs and community groups frequently picnicked at the Reserve whilst making use of the nearby multiple recreational opportunities available. At present there were no public cooking facilities available within the Ashley Gorge Reserve. The Ashley Advisory Group was therefore seeking funding for the development of safe BBQ cooking facilities within the Williams Flat area of the Reserve.</p> <p>Councillor Ward enquired if the Ashley Advisory Group had approached businesses to sponsor the BBQ. G Kruger confirmed that the Group had not sourced any sponsorships.</p> <p>Councillor Blackie commented that the Men's Shed may be another option to get cheap picnic tables etc.</p>

There being no further business, the meeting closed at 11.38am.

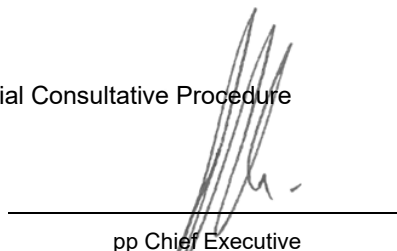
CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** LTC-03-17-04 / 210513076527**REPORT TO:** Council**DATE OF MEETING:** Tuesday 25 May 2021**FROM:** Helene Street, Corporate Planner**SUBJECT:** Draft Long Term Plan 2021-2031 Special Consultative Procedure**SIGNED BY:**
(for Reports to Council,
Committees or Boards)

Department Manager



pp Chief Executive

1. SUMMARY

- 1.1 This report provides the Council with a summary on the outcome of the Special Consultative Procedure (SCP) undertaken for the Draft Long Term Plan 2021-2031, which opened on Friday 5 March and closed Tuesday 12 April 2021.

Attachments:

- i. *Draft Long Term Plan 2021-2031 Summary of Submissions and Officers Recommendations* (Trim No. 210513076419) (to be circulated separately in paper copy to Members)
- ii. *Draft Long Term Plan 2021-2031 Anonymous Submissions Summary* (Trim No. *Draft Long Term Plan 2021-2031 Anonymous Submissions Summary* (Trim No. 210513076309)
- iii. *Late submission from Geoff McMillan* (Trim No. 210513076526)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report LTC-03-17-04 / 210513076527
- (b) **Receives** all 162 submissions and associated submission points raised by submitters, which are included in the 'Deliberations Pack' previously distributed to Councillors.

3. BACKGROUND

- 3.1 The Draft Long Term Plan 2021-2031, Consultation Document and supporting information including the Financial Strategy and Draft Revenue & Financing Policy were adopted by the Council for public consultation on Tuesday 23 February 2021.
- 3.2 Public consultation opened on Friday 5 March 2021 and closed Monday 12 April 2021. The Council received a total of 162 submissions on the Draft Long Term Plan 2021-2031 and supporting information. There was one late submission that has been added to this report and one anonymous submission that was not processed.

3.3 Public hearings were held in Kaiapoi on Wednesday 5 May 2021, via Zoom and in Rangiora on Wednesday 6 May 2021 and in Oxford on Friday 7 May 2021, with 58 submitters heard by the Council.

3.4 The community engagement and media campaign included 11 face-to-face public engagements, all were attended by some of the Councillors and Community Board members. The events were held in Rangiora, Kaiapoi, Pegasus, Oxford and Ohoka.

Over 500 people were spoken to at these events, more than 5,000 visited the Council dedicated Draft Long Term Plan Let's Talk page on the website and Facebook and over 750 sought more information or shared views on our proposals. The community were offered the opportunity to submit their views either online or by completing the form manually and emailing or delivering directly to the Council.

We also ran five full page and five half page advertorials locally in the Northern Outlook and North Canterbury News explaining the Draft Long Term Plan and what the key issues were and leaflets were delivered to all properties in the district. We also had a large mobile billboard parked around the district.

4. ISSUES AND OPTIONS

4.1. There were three key proposals contained in the Draft Long Term Plan 2021-2031 Consultation Document (CD) the Council sought feedback on:

- Providing Community Facilities at Pegasus and Woodend (Ravenswood)
- Expand and Upgrade the Trevor Inch Library and Rangiora Civic Centre
- Build a Car park to Service Rangiora Town Centre by 2028-2030

As with a number of the Council's consultations, the feedback form provided for submitters to indicate their preferred option by making a conscious choice of the option they prefer from three shown and to comment further should they wish. Many chose not to indicate reasons for their submission but they are not obliged to do so.

4.2 Submissions regarding the three key proposals were acknowledged with 76 responses to the Community Facilities at Pegasus and Woodend (Ravenswood), 70 for the Trevor Inch Library and Rangiora Civic Centre and 66 regarding the Car Park.

4.3 With 162 submissions received during the Special Consultative Procedure (SCP) process there were a number of other topics raised by submitters, some of those mentioned are:

- Community Outcomes
- Climate Change and Sustainability
- Rates Affordability
- Roads and Footpaths
- Walking and Cycling
- Requests for Funding
- Kaiapoi Community Hub

4.4 A report with council officer recommendations for all submission topics, to assist with Council deliberations, is provided in attachment (i) Trim No. 210513076419

There are also a number of submission topics that have separate reports providing responses and recommendations which will be presented during the Draft Long Term Plan 2021-2031 Deliberations.

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

5. COMMUNITY VIEWS

5.1 Community views, including individuals, groups and organisations, were encouraged by way of a detailed and aligned media, advertising, digital and online promotional campaign designed to create awareness as to what the Long Term Plan was, promote the key issues within the Consultation Document, and stimulate feedback.

Community views were sought during the Draft Long Term Plan 2021-2031 submission period and hearings process.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

There may be financial implications in response to submissions and as an outcome of Council deliberations.

6.2. Community Implications

There may be community implications in response to submissions and as an outcome of Council deliberations.

6.3. Risk Management

The Draft Long Term Plan 2021-2031 is scheduled to be adopted by Council on Tuesday 15 June 2021. All submitters will receive a response to their submission detailing the Council's decision as an outcome of deliberations.

6.4. Health and Safety

Not applicable.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Local Government Act 2002 Part 6 Planning, decision-making, and accountability
Consultation section 83 special consultative procedure

Planning section 93 Long-term plan and section; 93A Use of special consultative procedure in relation to long-term plan; 93B Purpose of consultation document for long-term plan.

7.3. Community Outcomes

GOVERNANCE

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

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

7.4. Delegations

The Mayor and Councillors have delegated authority to formulate the District's strategic direction in conjunction with the community through the Long Term Planning process.

Draft Long Term Plan 2021-2031 Anonymous Submissions Summary.XLSX

Trim Reference	1	Community Facilities	2	Expand Library/Civic Precinct	3	Car Park Building	Other Comments
210412058764	A	Pay off stadium first before advancing this proposal	C	Not needed	C	Car parking building not needed. Most people prefer current arrangement. Population not big enough to warrant this expansion.	Keep rates down

From: Geoff McMillan <gmgeofftheref1@gmail.com>

Sent: Friday, 7 May 2021 8:07 PM

To: Dan Gordon <dan.gordon@wmk.govt.nz>

Subject: Pegasus Community

Good evening Dan,

Regrettably I was unable to attend the Thursday meeting regarding the possibility of a Community Centre at Pegasus Town.

As you know I brought about the regular, free, weekly, timed walking, jogging & running event of Pegasus parkrun.

This event is rapidly approaching its 5th Birthday and 250th individual running.

None of which would have been possible without the ongoing goodwill and participation of the Waimakariri District Council - for which the parkrunners are grateful.

One of my much longed for hopes, not only for the parkrun event, but for the wider cross-section of community groups in and around Pegasus, has been the establishment of a multipurpose clubhouse, or centre to house equipment and provide a centralised Community gathering point.

I had always seen this being located on the currently vacant grass area directly in front of the amphitheater - essentially the area bordered by Motu Quay, Pegasus Main St and Lakeside Drive.

In my opinion, the retail area, over by The Flat White Cafe should remain retail area and a suitably appointed Community Centre should be separate from that, also accommodating the housing of necessary equipment for the many and varied activities/clubs that work within Pegasus, including, of course, Pegasus parkrun.

Thanks very much for your time, apologies for the lateness of this additional submission - I have had some significant pressure at work lately which prevented me from attending the meeting.

Kind regards

Geoff McMillan

parkrun Event Ambassador SI

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: AQU-02-09 /210422065313

REPORT TO: Waimakariri District Council

DATE OF MEETING: 25 – 26 May 2021

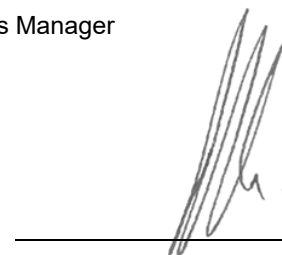
FROM: Matthew Greenwood, Aquatic Facilities Manager

SUBJECT: Staff submission to Long Term Plan

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to address the requirement to bring forward funds from the 25/26 year to 22/23 to enable the replacement of Kaiapoi Aquatic Centre's main heat pump unit. This is fast approaching the end of its useful life, with an increased likelihood that it will require unplanned repair.

Attachments:

- i. N/A

2. RECOMMENDATION

THAT the Council

- (a) **Receives** report No.210422065313.
- (b) **Notes** Kaiapoi's main heat pump unit is close to the end of its asset life.
- (c) **Notes** repairs to this unit have already cost close to \$100,000 over the last 7 years.
- (d) **Approves** the movement of \$240,000 from 25/26 to the 22/23 in the Aquatics Long Term Plan budgets to enable the full replacement of Kaiapoi Aquatic Centre main heat pump unit.
- (e) **Notes** no impact on rates as funding will be spread over a number of years as originally budgeted.
- (f) **Circulates** the report to the Community and Recreation Committee and Boards for their information.

3. BACKGROUND

- 3.1 Kaiapoi Aquatic Centre has gone through a number changes over the years, initially starting out as an outdoor facility, which was enclosed in the 90s. Since then the centre saw some change, most notably in 2011-13 when the shell of the building was replaced following damage from the earthquakes. However, it is important to note that the pools and some of the plant components, most notably the main heat pump unit remain unchanged.

While largely it has proven to be a reliable unit, the overall age of the equipment means that we are seeing more frequent and critical components failing on a more regular basis.

- 3.2 With the increased failure rate and need to replace components, over the last 7 years we have spent close to \$100,000 on heating maintenance and repairs and due to the aging nature of this equipment, this is only expected to continue.
- 3.3 As part of the preparations for the Long Term Plan staff developed an Aquatics asset schedule to inform budgets and LTP recommendations. When the component detail was populated into the schedule, there was a misunderstanding in relation to the replacement of this unit with the work being linked to a component, which was replaced in 2020, therefore not being pulled through in to our 10 year programme for the LTP consideration. Interruptions to workflow by Covid and a temporary consultant freeze created delays pulling together the District Aquatic Strategy, which informed our LTP and Asset Register development. This meant that this work was came together right at the reporting deadline with this error being identified in a review following submission.

4. ISSUES AND OPTIONS

- 4.1. The pool heating equipment operates all day, year round outside of our three yearly scheduled maintenance and is fast approaching the end of its asset life. Staff recommend its replacement with a newer, more reliable and efficient unit.
- 4.2. A budget of \$240,000 in the 22/23 would cover the replacement of this unit and do so at the end of its useful life. Funds are currently allocated within the LTP in the 25/26 year. These could be brought forward to cover this work. Funding for this work will be a combination of reserve and loan funding and will have no impact on rates, being spread over a number of years as originally budgeted.
- 4.3. There is the option to not move funds and continue with the current heating unit. This is not the recommended course of action as maintenance costs and the likelihood of unexpected failures are likely to increase.
- 4.4. Similarly, there is the option to move the funds up to the 21/22 year. This is not the recommended course of action as recent repairs show the unit has some life left in it yet and an earlier closure would fall outside of our regular scheduled maintenance closure programme impacting Levels of Service.
- 4.5. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Replacement of the heat pump unit as recommended will ensure greatest efficiency out of the current unit while avoiding the requirement for intensive maintenance and risk of further critical failure, which would see temperature fluctuations affecting customer comfort and levels of service.

5.2. Wider Community

The recommended course of action is expected to be the most efficient use of equipment and maintenance funding, decreasing the need for additional rates funding of unexpected equipment failure.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. Bringing forward \$240,000 from 25/26 to the 22/23 year will enable the full replacement of this heat pump unit for a more reliable, efficient and effective model.
- 6.1.2. Capital replacement at Kaiapoi has \$399,000 allocated in the 25/26 year and this would leave a further \$159,000 for plant and building maintenance.
- 6.1.3. This heat pump unit already holds no remain book value.
- 6.1.4. This will require a period of facility closure, which will be worked in with our current 3 year schedule of programmed maintenance closures.
- 6.1.5. Replacing this unit with a newer more efficient model will ensure fewer unplanned outages, decreasing the need for additional rates funding of unexpected equipment failure.

6.2. **Community Implication**

- 6.2.1. The impact on the community is limited largely to that as detailed in the risk section below.

6.3. **Risk Management**

- 6.3.1. Proceeding with this recommendation to replace the ageing heat pump unit will minimise risk of further unplanned failure
- 6.3.2. If the replacement does not occur, it is likely that we will see increased operation cost with the need to fund additional unexpected maintenance and impact to Levels of Service.

6.4. **Health and Safety**

- 6.4.1. The Health and Safety implications of this work will be managed in line with Councils normal process

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

- 7.2.1. Health and Safety at Work Act 2015
- 7.2.2. Poolsafe - Though not currently a legislative requirement, Poolsafe accreditation is recognised as industry best practice, representing a base safe standard for operating a public aquatic facility following a coronial enquiry delivered in October 2006.

7.3. **Community Outcomes**

- 7.3.1. There is a safe environment for all
- 7.3.2. There is a healthy and sustainable environment for all
- 7.3.3. Public spaces and facilities are plentiful, accessible and high quality

- 7.3.4. People are friendly and caring, creating a strong sense of community within our District
- 7.3.5. Our community's needs for health and social services are met
- 7.3.6. People have wide ranging opportunities for learning and being informed.

7.4. **Delegations**

- 7.4.1. The Council have delegated authority to approve changes within the Long Term Plan.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-20/210506072821

REPORT TO: Council Long Term Plan Hearing

DATE OF MEETING: 25 May 2021

FROM: Grant Reburn
Parks and Recreation Operations Team Leader

SUBJECT: Community Greenspace – Staff Submission to the 2021-2031 Long Term Plan on Security Cameras

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is to provide an overview of the current security camera status throughout the District and to request funding in the 2021-31 Long Term Plan for on-going maintenance and development of the CCTV camera network. The proposed funding will also provide for immediate requirements requested by Police and Community Patrol volunteers.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072821.
- (b) **Notes** that an existing 2020/21 capital budget of \$31,000 for cameras in Oxford is currently unspent however the work in Oxford has been completed
- (c) **Approves** the carry over of \$31,000 from the current 2020/2021 financial year to the 20 21/22 financial year for capital camera network additions.
- (d) **Notes** that staff will be working with the NZ police and community watch on the creation of a network plan to identify possible locations for future cameras, including options on mobile cameras if appropriate.
- (e) **Notes** that currently the community and Police has identified a need for cameras in Pegasus, Kaiapoi Community Centre, Cust, Mandeville Village, the Rangiora Airfield and Gladstone Park
- (f) **Notes** that staff will come back to the community board and council as part of the next long term plan to discuss the network plan and any financial implications noting that software as a service where contractors own and maintain the capital assets is currently under investigation
- (g) **Notes** that Council staff will work with the Rangiora Community Patrol to provide a community facility to enable location of Community Patrol Volunteers before the end of the current calendar year.

- (h) **Approves** additional operational budget of \$55,000 for the Oxford, Woodend and Pegasus camera repairs, camera cleaning, wifi and malware of crime cameras throughout the district.
- (i) **Notes** that ongoing operational budgets will be reviewed alongside the investigation into software as a service.
- (j) **Circulates** the report to the Community Boards.

3. **BACKGROUND**

- 3.1 Council currently has a network of closed circuit Television (CCTV) crime cameras mainly located throughout the CBD areas of the District. These have been installed over the past 15 years in discussion with police who use the camera footage to identify high crime areas, and to use in evidence for prosecutions. The camera footage is directly linked to Police networks.
- 3.2 Council's role with the cameras is to provide the hardware and software components and carry out on-going maintenance, cleaning and replacement of this equipment as necessary.
- 3.3 Staff do not have access to camera footage which can only be accessed by police.

4. **REASON IT WAS NOT INCLUDED IN THE LONG TERM PLAN**

Staff have been in discussions with the Community Patrol groups across the district along with the police however due to staff changes within the police and priorities for both the police and council staff we have been unable to prepare a network plan before the draft LTP was needed.

5. **RISK OF NOT ADOPTING THE RECOMMENDATION**

The risk of not adopting the recommendation would include not being able to provide Police and Community Patrol Volunteers with the camera surveillance necessary to effectively carry out their roles in keeping the community safe.

6. **ISSUES AND OPTIONS**

- 6.1. Council has installed and maintain a network of cameras that has gradually been added to over the past 15 years.
- 6.2. There are currently 12 networked cameras in Rangiora, 12 in Kaiapoi and 9 in Oxford (4 of which are located on the supermarket).
- 6.3. The end users of the cameras are the Police who have community patrol volunteers monitoring the footage on their behalf.
- 6.4. Staff recently met with Police and although they mentioned that they could do with many more cameras, the main routes between towns would probably be the highest priority for them. Based on these conversations the following locations would also benefit from increased surveillance capability;
 - Kaiapoi
 - Tram/Bradleys Road corner/ Mandeville Shopping Centre
 - Cust
 - Pegasus/ Ravenswood Area
 - Waikuku

- 6.5. With the imminent relocation of the Police Station in Rangiora to the ex PGG building in Southbrook there is a need for a new network connection capability to enable monitoring of local cameras.
- 6.6. There would be an initial small cost outlay associated with this that can only be estimated until discussions between Police, Council staff and Community Patrol around building use are concluded. The computer hardware is already existing and can be reused wherever the monitoring takes place.
- 6.7. There would be an initial cost outlay with having the community patrol operated within the Southbrook Police Station however there are other options in the short term including existing council facilities. Council staff will ensure that a community facility is made available for the community patrol as soon as possible.
- 6.8. **Camera Locations, Future Maintenance and Network Additions**
- 6.8.1. There are annual maintenance costs associated with the District camera network which include repairing damaged cameras, upgrading firmware and cleaning lenses.
- 6.8.2. The CCTV cameras are located in Rangiora, Kaiapoi and Oxford as shown in figures 1-6 below.

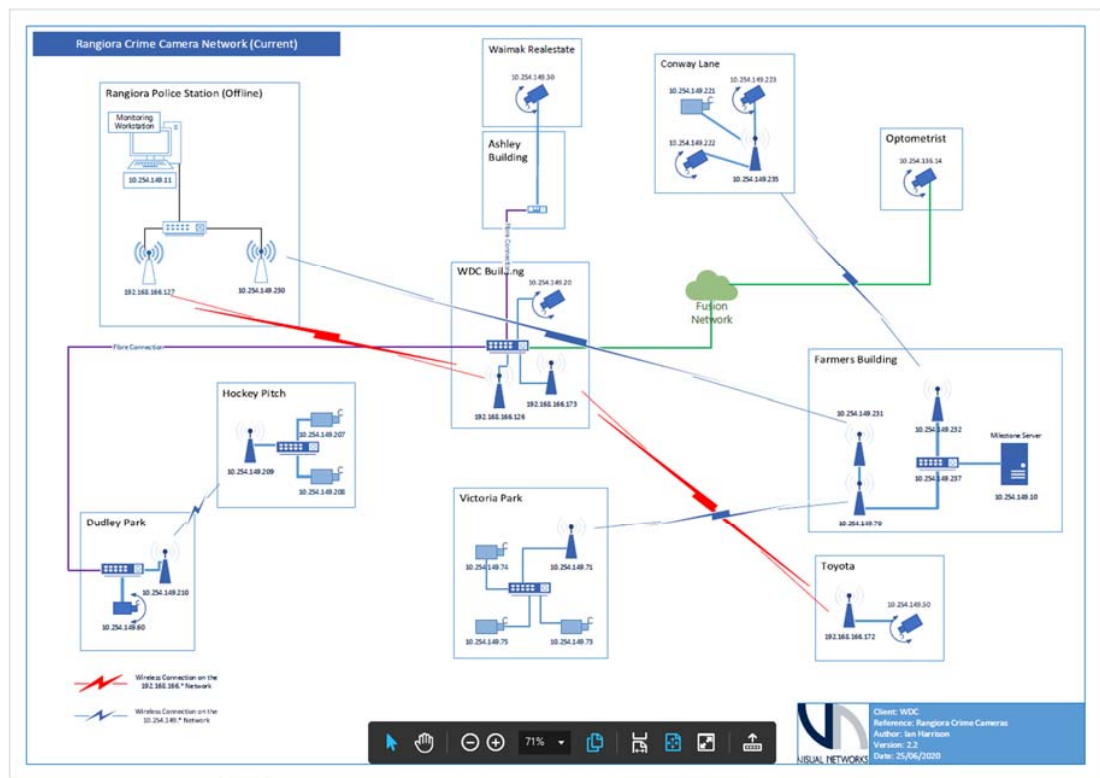


Fig 1. Rangiora Camera Network Diagram

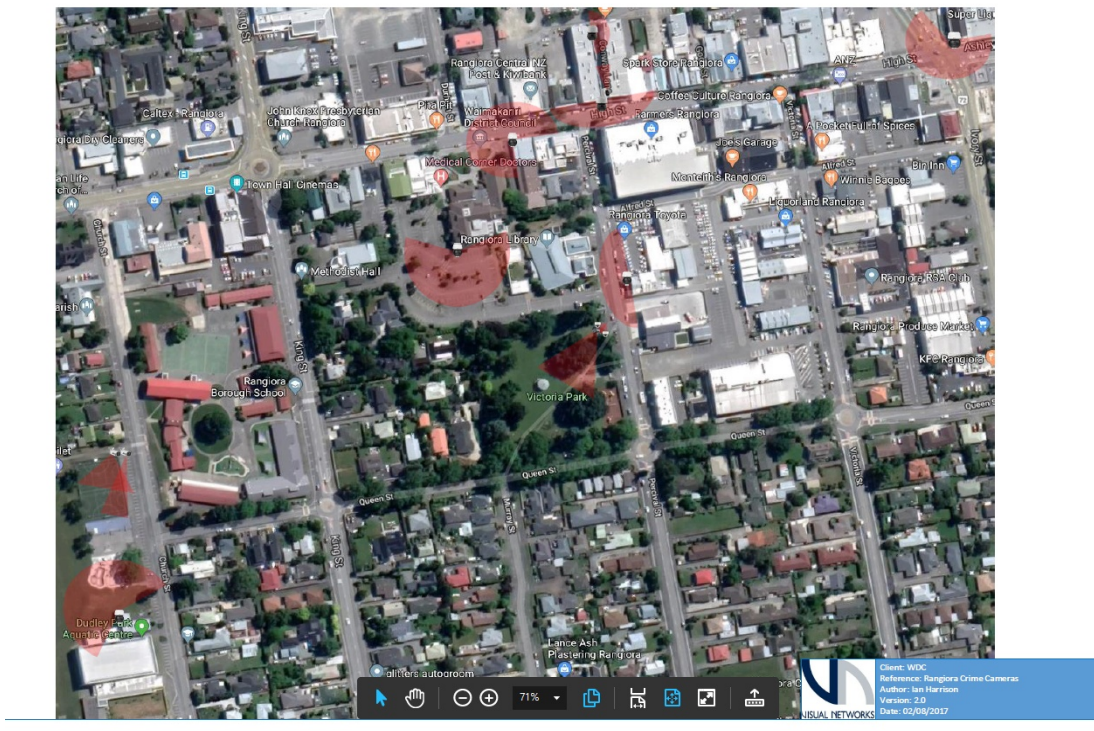


Fig 2. Rangiora Camera Locations

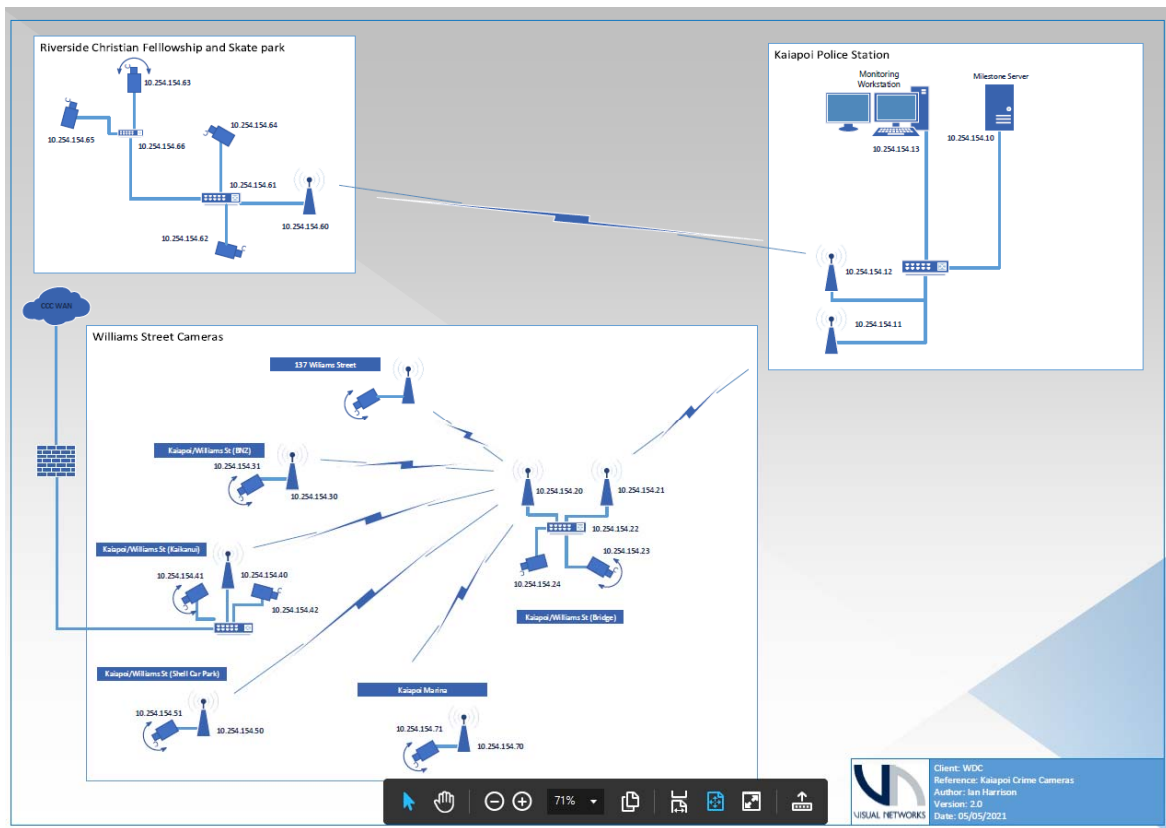


Fig 3. Kaiapoi Camera Network Diagram



Fig 4. Kaiapoi Camera Locations

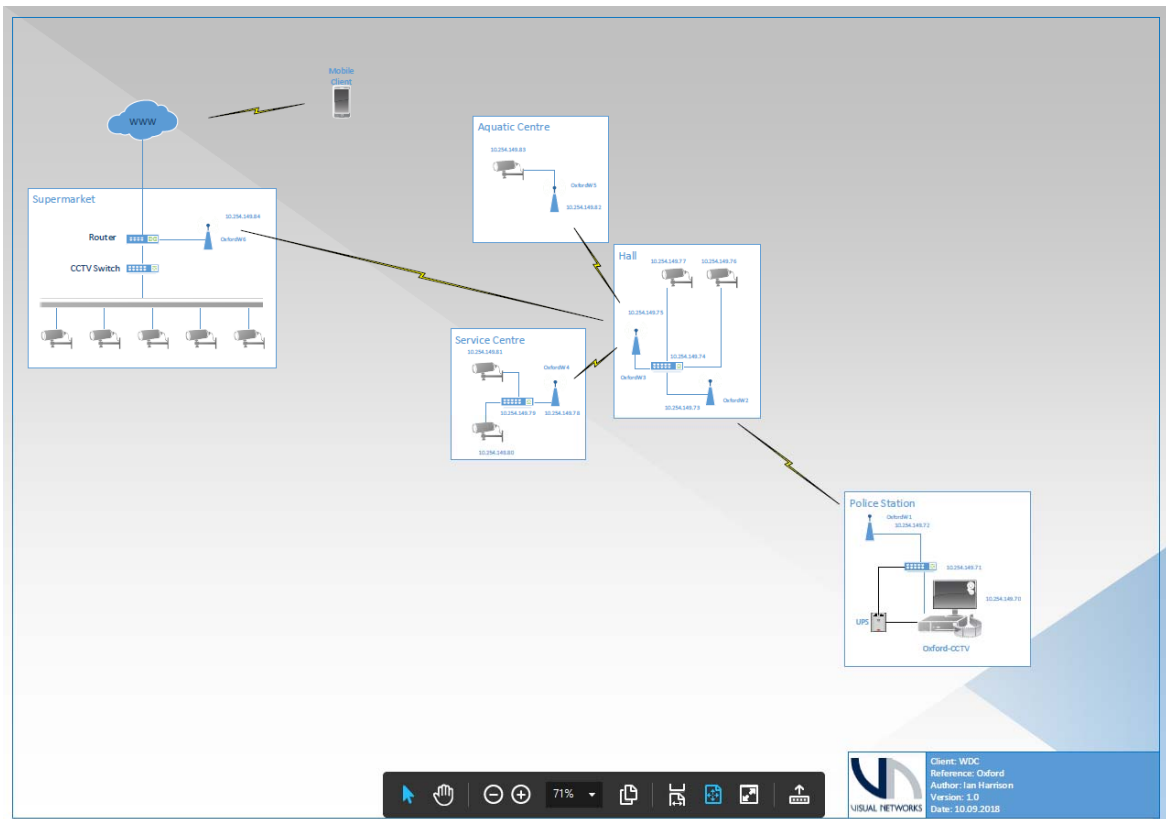


Fig 5. Oxford Camera Network Diagram



Fig 6. Oxford Camera Locations

- 6.8.3. Over time cameras will need to be replaced if footage deteriorates and they become ineffective.
- 6.8.4. Changes in technology mean that higher resolution cameras are becoming available at a lower cost. Cameras will eventually be replaced under our asset renewal programme.
- 6.8.5. There is currently \$31,000 allocated in Greenspace Capital budgets this year for camera replacement work in Oxford. It was found that this work was completed in a previous year from another budget and so is currently surplus funding.
- 6.8.6. This report proposes that this funding is carried over into the next financial year to enable the installation of additional cameras which have been requested by the community. The budget will not complete installation of all the cameras identified by the community however staff believe that the network plan and investigation into software as a service, to provide the cameras, needs to be further explored.
- 6.8.7. Greenspace Staff have had brief discussions with the IT Unit regarding the possibility to have a company provide software as a service for the crime cameras. This would include internal building cameras as well. This model would mean that the contractor owns the hardware and software and through an annual payment will ensure it is up to date and fit for purpose. This is often a good model in the IT area where technology changes moves at a very fast pace. This model may increase the quality of the assets and also come at a cheaper cost. Staff will further investigate and come back to Council as part of the next Annual or Long Term Plan.
- 6.9. **District Wide Short/Medium Term Camera Requirements**

In terms of the future requests the 2021/22 to 2023/24 funding requirements for both camera maintenance and new cameras following discussions with Police are as follows;

Capital	2021/22	2022/23	2023/24
Camera Installs			
Cust		\$5,000	
Gladstone Park	\$6,500 (Reserve Vandalism Prevention)		
Kaiapoi		\$10,000	
Mandeville Shops (Tram Road/Bradleys Rd)			
Pegasus/Ravenswood	\$5,000		
Rangiora Airfield	\$4,500		
Totals	\$16,000	\$15,000	
Operational	2021/22	2022/23	2023/24
Camera Cleaning (twice per annum cleaning- cost includes high lift machine and Traffic Management)	\$7,000	\$7,000	\$9,000
Maintenance			
Rangiora	\$12,220	\$12,220	\$12,220
Kaiapoi	\$12,220	\$12,220	\$12,220
Oxford	\$5,000	\$5,000	\$5,000
Woodend	\$1,500	\$1,500	\$1,500
Pegasus	\$1,000	\$1,000	\$1,000
Firmware Upgrades	\$1,500	\$1,500	\$2,000 (Budget accounts for additional new cameras)
WIFI mobile data	\$1,500	\$1,500	\$1,500
Totals	\$41,940	\$41,940	\$43,940

NB. For camera renewals these will be covered under general asset renewal budgets as and when required. Also note that none of the above figures take account of future Consumer Price Index (CPI) movement.

The current budget for maintenance of crime cameras includes funding for repairs in Rangiora, and Kaiapoi. No funding for repairs has been included in the past for Oxford, Woodend and Pegasus. Other maintenance areas such as firmware updates, wifi connections and cleaning has also not been funded in the past. Cleaning is now being completed in a regular basis.

The current maintenance budget is \$73,000 over the next 3 years therefore staff are requesting an additional amount of \$55,820 over that period.

6.10. Hurunui District Council Cameras

The Hurunui District has recently worked with local businesses and charities who have paid for and installed approximately 100 low cost cameras throughout their District. The Amberley Police monitor the cameras and the data can be transferred to the Christchurch Police station if needed. Staff understand there is not currently a number plate recognition function and maintenance costs on the whole are covered by local businesses. Although these cameras provide a useful surveillance function it is not known how robust they are given they are a lower cost product.

Currently cameras have been installed in Amberley, Hanmer, Cheviot and is in the initial stages in Leithfield. Several crimes have been solved and prosecutions resulting from using the camera footage. Staff have been in contact with Hurunui staff but they said that they don't have much to do with the cameras from an operational perspective and it was more driven by the Police.

7. **Rangiora Community Patrol**

- 7.1 Staff have discussed the current camera situation with Community Patrols. Community Patrol and the Police are working towards a long term solution for a location for the volunteers however in the short staff will work with the Rangiora Patrol to identify a suitable community facility. Currently space has been discussed within the HKM building or the area the CAB are vacating in the library.
- 7.2 The Management Team has reviewed this report and support the recommendations.

8. **COMMUNITY VIEWS**

8.1. **Groups and Organisations**

Community Watch assist Police by monitoring camera footage and rely on the equipment to provide their voluntary service to the community. Council staff have been in regular communication with Police and the Community watch in the preparation of this report.

8.2. **Wider Community**

The wider view of the community has not been canvassed on development of the camera network.

9. **IMPLICATIONS AND RISKS**

9.1. **Financial Implications**

9.2. The financial implications of this report are;

9.3. A capital budget of \$101,000 would be required over the next 3 years 2021/22 to 202/24 to implement the current community aspirations for crime cameras. This report requests that \$31,000 is carried over to the next financial year to support additional cameras while also allowing time to complete a network plan and investigate software as a service.

9.4. An operational budget of \$55,000 would also be required.

9.5. **Community Implication**

Police have advised that cameras are an important tool that they rely on to assist with investigations and to help reduce crime throughout the district. Cameras can also potentially deter potential vandalism and damage and assist in Council by-law enforcement.

9.6. **Risk Management**

The risk of not providing for on-going network maintenance and development is that the Police may not have the resources to fund a useful tool to assist with the reduction of crime throughout the District.

9.7. **Health and Safety**

The cameras are valuable for identifying hazards particularly when they point to road networks throughout the District. Cameras can potentially improve safety for contractors, retailers and the public working in the proximity of an area under surveillance.

10. **CONTEXT**

10.1. **Policy**

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

10.2. **Legislation**

The main Act relevant to the use of CCTV cameras is the Privacy Act 1993 and in particular the 12 principles should be adhered to. Most of this is arguably more relevant to NZ Police as the end user of the camera footage.

Community Outcomes

The centres of our towns are safe, convenient and attractive places to visit and do business

10.3. **Delegations**

Council has the delegated authority to approve this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 TRIM: 210507073372**REPORT TO:** COUNCIL**DATE OF MEETING:** 25th May 2021**AUTHOR(S):** Grant MacLeod (Greenspace Manager)
Chris Brown (Manager Community and Recreation)**SUBJECT:** Providing Community Facilities at Pegasus and Woodend (Ravenswood)**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report is intended to summarise the results of the Long Term Plan (LTP) submissions in relation to page 12 and 13 of the consultation document that was recently out for public engagement. In this document the public was engaged on three options for facility provision at Pegasus and Ravenswood.
- 1.2 The three options included Option A – a proposal to build facilities at both Pegasus and Ravenswood (this being the Council's preference at the time of consultation as it follows the recommendations of the feasibility study conducted in 2020).
- 1.3 Option B – Advance construction of the north Woodend facility so that it is built by 2025/26. This was not the preferred option as the community is yet to be established and planning could not include future residents.
- 1.4 Option C – build one combined facility at either Pegasus or Ravenswood. This was not the preferred option as the feasibility study noted it would create a gap in provision for whichever community was not selected for the installation of the facility.
- 1.5 In response to this Council received 74 submissions. 39 for Option A, 5 for Option B, 22 for Option C and 7 for do nothing (this was an alternative to the options listed above).
- 1.6 On reviewing the submissions the staff position remains as it was prior to the engagement which is for Option A. This is in line with the feasibility study, it was the majority preference and it addresses a current need within Pegasus that is demonstrated through the use of the leased facility and it will address future demand that is expected at Ravenswood noting that land only will be purchased at this time and no delivery of services until the end of the LTP period.
- 1.7 The table appended to this report has a list of responses and also submissions points that have been answered directly.

Attachments:

- i. Providing Community Facilities at Pegasus and Woodend (Ravenswood) table of submission responses (TRIM:210507073408)
- ii. RSL Needs and Options Report (TRIM:201204164960)

2. **RECOMMENDATION**

THAT the Council

- (a) **Receives** Report No. 210507073372
- (b) **Notes** that 74 people submitted as part of the LTP in relation to community facilities at Pegasus and North Woodend.
- (c) **Notes** the majority of feedback received was in favour of Councils preferred option as per the LTP engagement document – Option A.
- (d) **Notes** that based on submission responses received, staff are recommending that Councils preferred option as per the LTP engagement document, remains as is.
- (e) **Recommendation** approves the budgets as per Option A of the LTP for Pegasus and Ravenswood, remaining unchanged as per the draft LTP.

3. **BACKGROUND**

3.1. In the last Long Term Plan staff presented a feasibility plan for the Pegasus Woodend area that was prepared by Sue Sutherland. The feasibility study focussed on library and community space provision. With growth in the area it was identified that this plan needed to be updated to check that the recommendations were still valid considering the demographic information, community use of the Pegasus Community Centre and the progress of the Ravenswood development.

3.2. The updated Community Facilities Needs and Options report confirms the need for community facility provision to serve a fast growing area of the district. The report provides confirmation that a community facility will be required in both the Pegasus North Woodend communities. Following consultation through the Long Term Plan, staff have affirmed this as the preferred option for Council to consider through its LTP deliberations.

Pegasus:

3.3. The Council has leased a building at 8 Tahuna street in Pegasus since 1 April 2017 to provide for a community facility. This tenancy was for eight years and is due to expire on 25 June 2025. Due to the popularity and demand for additional smaller rooms a second tenancy was entered into at the same complex which runs from 1 July 2019 to 30 June 2025. The lease terms have been coincided to terminate at roughly the same time.

3.4. This has been a popular facility within the Community. The Pegasus Residents Group (PRG) operated the booking program until late 2019 when Council took this on. The PRG are a very active group and have been working with staff over the last few years to advocate for a facility in the Pegasus area.

3.5. The facility is now widely used by a variety of groups and people from the community. While the resident group drives much of the activity it is expected that a new facility would bring a greater variety of users through wider exposure and would be fit for purpose multi use space. Pegasus is noted as a growing community with development filling up in previously vacant lots.

3.6. The current leased space that is the Pegasus community centre is focussed on servicing local needs. Any new facility would need to be flexible in nature to cater for a wide range of users, such as the current leased facility is. The proposed occupancy of any new facility would be in the region of 100-150 people at any given time. Larger events would need to look at the network of facilities both public and private. For the majority of events this space would be suitable and its size would create a sense of closeness within the

community. The recommendation provided in the update RSL report is that the building would need to be approximately 385m².

Ravenswood:

- 3.7. Ravenswood is a large development in North Woodend which is proving very popular and is identified for the new Key Activity Centre to serve the East of the district. Along with Woodend and Pegasus it is anticipated that the area will grow to 10,000 residents by 2040. This will trigger the need for a variety of facilities including a community facility with potential library services.
- 3.8. The need for a community facility in the Ravenswood North Woodend community was identified in the Sue Sutherland report prepared in 2017. The updated report confirms that the population growth in this area is sufficient to warrant provision of a community facility. However the timing has been modified to align with Level of Service guidance for community facility / library provision which identifies a new facility being required once a population reaches 10,000.
- 3.9. The updated RSL report recommends that a community facility in the Ravenswood North Woodend area is likely to require 750 – 800m². This would include both community spaces as well as provision of library services.
- 3.10. The report identifies that provision would not be required until as late as 2040. While this is accurate in terms of meeting Level of Service guidance, staff believe that it is prudent to identify budget in the last year of the Long Term Plan. This signals Council's intent to provide a facility and allows staff to continue to monitor population growth, and community demand as the community develops. While the current assessment has been undertaken with consideration of potential library services in mind, library services are likely to significantly change over the next 10 years.
- 3.11. The Woodend Community Centre itself is currently at capacity and could not support the growth in the Ravenswood development as it stands.

4. ISSUES AND OPTIONS

4.1. Updated Community Facilities Needs and Options Report Recommendation

- 4.2. The provision of community facilities for both areas was included in the LTP engagement document for the community to consider as part of the draft LTP. Three options were included with 74 responses received on this topic.

4.2.1. **Option A – Recommended** – provision of a community facility of 385m² in the Pegasus township for land purchase (cost not listed in report) and \$2,122,700 for construction. 39 submissions were received for Option A. Summary of responses from staff is included as attachment i to this report. Option A was Council's preferred option and staff are recommending that this option remains the preferred for the approved LTP.

4.2.2. **Option B – Not Recommended** – bringing forward the construction of the Ravenswood/North Woodend option to be built in 2025/26. This option was not widely supported by submitters to the LTP. It would also result in an increase in debt levels earlier than signalled and increase rates by about \$32 more per property. As there was not overwhelming support for this option to have further consideration, staff are not recommending this as a preference in place of Option A.

4.2.3. **Option C – Not Recommended** – build one combined facility at either Pegasus or North Woodend. This option whilst it had a greater number of submissions,

Option A was still the community preference in regards to numbers. The issues raised within the submissions and staff comments are included in attachment i. The issues raised which generally relate to utilising school facilities instead, it is not needed, misunderstanding of capacity issues, developer should have provided this, this project would isolate the communities and people do not want to see such funding spent. A number of the submissions received suggest that some in the community are not aware of the current capacity issues at Woodend Community Centre and the effects of rapid growth in these areas. Staff don't believe there is sufficient issues raised that would change the Councils current preferred option.

The issues raised do not change the mandate of staff to support the feasibility study which has identified with professional research the need to build two stand alone facilities. Staff are still in agreement with the findings of that report, noting the usage patterns and demand at Pegasus and the expected future demand at Ravenswood come the conclusion of this LTP period in 2029/30. Issues that were identified within the opposition to this was the ease of driving between Pegasus and North Woodend, the cost of two facilities on rate payers and looking to keep rates down (noting the cost of the land is against borrowing and in the short term will not create an asset in the North Woodend area). Essentially the feedback centres on the two areas being in close proximity so they should not require separate facilities.

Staff do not share the view that the two areas are close enough together to warrant only one facility. The usage of Pegasus Community Centre identifies and confirms that this community requires an ongoing service and it is able to support a permanent facility from usage. If Ravenswood or future residents were then put to this, the facility at Pegasus would either not cope, Council would be approached to build in Ravenswood and will have missed out on purchasing land in the Ravenswood area.

- 4.2.4. **Do nothing – Not Recommended** – this option has been suggested by several submitters with a general comment that the facility/facilities are not required, one was in regards to climate change concerns which have been answered through our project development team as being mitigated through subdivision design and that a feasibility study or plan is needed to avoid future on going Adhoc placement of assets. Staff do not share in the last point given a professional community facilities expert in RSL has identified the options for consideration through a feasibility study.

4.3. **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report if the recommendations are agreed. If no facility is made available then ongoing community wellbeing issues will arise.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. However they will be approached for any comment on site selection and how they wish to be involved in the project.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. As has been demonstrated there are community groups who

have an interest in this and the most notable organised groups being the Woodend Sefton Community Board and the Pegasus Residents Group.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As has been demonstrated with the engagement through the LTP, the wider community has a keen interest in this project and expect further engagement through the site selection process and the development of any facility.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. These implications however have been forecast already in the proposed LTP and are currently covered in borrowing projections.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are risks arising from the adoption of the recommendations in this report in that we have noted community opposition through the engagement process of the LTP. However there is also community support for these projects which pose a higher risk at this point to Council if not facilities are enabled.

Health and Safety

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.2.1. Resource Management Act

7.2.2 Local Government Act

7.3. **Consistency with Community Outcomes**

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

7.3.1. The centres of our towns are safe, convenient and attractive places to visit and do business.

7.3.1 There is a wide variety of public places and spaces to meet people's needs.

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

7.4. **Authorising Delegations**

Council has the delegated authority to make recommendations as per this report under the Local Government Act.

Providing Community Facilities at Pegasus and Woodend (Ravenswood)

Option A = 38	Staff Comment	Option B = 5	Staff Comment	Option C = 23	Staff Comment	Do Not Support = 7	Staff Comment
Need clearer explanation of what 'community facilities' would provide, management of them, ongoing costings etc to ensure a white elephant is not built in either area? What is the role of the school (if any) in providing facilities at Pegasus?	The school has indicated that its facilities are there for community use at a cost of (per hour) \$50 for one off or \$40 for over six month regular bookings. This cost has been outlined as beyond the means of many of the groups who wish to make use of a bookable community space, Council generally hires its spaces at a rate of \$10.22 per hour meaning they are more affordable for community groups and users. A community facility is generally a building that has one or two meeting spaces, a larger and smaller to cater for different kinds of uses as well as toilet amenities and perhaps a kitchen or kitchenette. The more flexible the space, the more groups may be catered for.	I am not against a Community Centre being built in Pegasus, but I am absolutely against using the prime lakefront land, that is earmarked for this build. Very few are even aware that this land is earmarked by the PCC for a Community Centre. The latest newsletter to Pegasus Residents mentions the need for a Community Centre and the current Submission process, but it did not mention the PCC preferred location. People don't know, what they don't know. We do not need a "Rugby rooms" type building on our prime lake front land. I doubt there will be enough funding for an architectural designed building and with the information I have read, it is likely to be a large square "event" type centre. The land should be further developed by adding trees/seating etc, as a great space to sit down by the lake, for families. Having a Community Centre sitting on this space will take away the vision that most of us had when we bought homes in Pegasus, a park like space by the lake for families to wander and enjoy. There is land at Gladstone Park, that would be far more suitable.	In regards to the purchase of land, Council has a list of potential sites that it would consider noting that until the LTP is adopted no absolute offer can be made on any one piece of land. Council also needs to work with the community to engage on where a community facility should be. There will be those that support a lake front option and those that do not. The LTP has not identified a location and is only looking to make funding available for the purchase of a land parcel that is yet to be determined with community engagement.	My recommendation is that a small community center be provided at Pegasus to act as a hub, meeting place, it could be a library and information center, a gathering place, and a larger complex for sports activities, a pool and community center would be best placed at the northern end of Ravenswood. Both communities would have easy access to this, particularly if it near the supermarket etc. The area will continue to grow and develop, so this is long term planning. These facilities would also be easily accessed by those who live at Waikuku Beach and residents of the greater Woodend township.	This comment supports the intent of Option A which is the preference of Council.	Not needed	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.
I presently help run an exercise class for older people run by Age Concern and a social group once a month for retired and semi-retired residents and surrounding areas and are pretty pushed for room with noise issue for other users at same time. Would be an advantage to have an oven. People come from Silverstream, Kaiapoi, Ravenswood, Woodend and Rangiora so a variety of people. We feel whilst very much appreciating the present facilities it isn't fit for purpose. It was built as a general store.	Agree this supports the intention of Option A.	It should be noted the Board only supports the development of the Ravenswood Community Facility at a cost of \$9.6m if this cost includes the development of a Library and Service Centre.	The Ravenswood facility is noted as likely triggering the requirement for a library or at the very least consideration of a library, however this is not due to be constructed or planned until year 9 and 10 of the LTP in 2028.	I live in Woodend, Pegasus is a few minutes drive away. There is no need for separate community facilities in both areas.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.	You indicate you are aware of the imminent effects of global warming and sea level rise and yet you continue in the serious error of allowing development in these vulnerable low lying areas.	The development of this area has taken into consideration any effects that might be present from climate change or sea level rise. Pegasus has been developed with this in mind and performed well through the Canterbury quakes and has not been subject to evacuations during Tsunami warnings as other areas have.
2 very different areas/demographic large suburbs, needing 2 centres to cater for 8,000 people. 1 big one isnt going to cut it especially as 2 different activities. We can attend both but best to have 2 to cater for everones needs.	Agree this supports the intention of Option A.	Mindfulness of service requirements and population growth is required, services are needed sooner rather than later. Planning and delivery need to be future-proofed as there is ongoing growth and we need to look at a longer trajectory.	The population in Ravenswood is not yet established to the point that Council supports bringing this facility and its construction forward.	This will provide the Woodend, Pegasus and Waikuku residents a place to improve their digital literacy as well as providing a place for the community to learn and make new friends.	Agree this supports the intention of Option A.	If development is to be permitted then the developers should carry the cost of the infrastructure and facilities not the general public.	Community infrastructure of this nature is not covered under the Local Government Act by development contribution. As such Council's have a responsibility to meet the community well beings of the same act and look to provide these where demand and need is identified through network planning and on working with the local community.
In principle a combined facility would make more sense and would be able to provide better services. The distance is not the key problem however, it is SH1. Unless travelling by car, it is absolutely unsafe to cross SH1 at the Pegasus roundabout to go into Ravenswood and both myself and others have had several near misses. There is also not a safe route to walk or cycle into Woodend.	Agree this supports the intention of Option A. Staff would not be advising that users walk across state highway 1 to access either facility.			I understand that the residents of Pegasus and Ravenswood would prefer their own facility, but they, and all ratepayers, will surely get a far better facility which will be more future proofed, if they share one large one.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.	One of the most obvious "facilities" for Pegasus would be a better roading structure to facilitate a fast evacuation of the township in the event of emergency!	There is sufficient roading infrastructure that has considered the requirement of an evacuation and is suitable for the development of this township.
Current center not fit for purpose, when the lake has been sorted we could have a youth hub.	Agree this supports the intention of Option A.			Eventually the areas of Ravenswood, Pegasus and Woodend will be combined, yet there is still a missing link. That is a cycleway/footpath between Woodend and Ravenswood on the Main North Road, particularly as there are to be a number of facilities and shops that many in Woodend would like to access without having to use a car. It would be ideal if a connection could be made to Pegasus from Woodend by cycle or walking to allow cycle access to the beach and the lake area at Pegasus.		Equally Woodend needs a major roading review in conjunction with state funding as an urgent Health and safety issue.	This comment needs to be addressed by the roading team and also NZTA.

Providing Community Facilities at Pegasus and Woodend (Ravenswood)							
Option A = 38	Staff Comment	Option B = 5	Staff Comment	Option C = 23	Staff Comment	Do Not Support = 7	Staff Comment
Temporary Community Centre in Pegasus is not suitable for purpose, i.e. Acoustics - Poor - Conversation in a crowded room is difficult (especially if you have hearing aids)	Agree this supports the intention of Option A.			Population growth needs this facility much sooner	Agree this supports the intention of Option A.	I don't fully support any of the three presented options. I agree with the proposal to build a community centre at Woodend/Ravenswood as this would be vehicle-accessible (if not particularly pedestrian accessible) from 'old' Woodend, Rangiora and Pegasus. However, there is already a community centre at Pegasus that is adequate for reasonable-sized gatherings and my view is that it would be prudent once the Woodend/Ravenswood centre is built to assess the extent of community use of that facility, including use by Pegasus residents. If the current Woodend community centre is sold and there is an established need for a new community centre at Pegasus then the sale funds could be used to partially fund a new centre at Pegasus, thus lessening the burden on ratepayers. (As Waimakariri councillors will be aware, the District's rates are in the higher range of local body rates!)	The current Woodend Community Centre is not at risk of being sold and if so an alternative facility would be required. The existing facility is regularly at capacity during peak times and is well utilised by the community. Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.
Not fit for purpose for population.	Agree this supports the intention of Option A.			I would like to see the WDC, as part of this project ensure that Pegasus parkrun can continue to use the existing vacant land in Motu Quay and this area be purchased by the WDC to be utilised as public land greenspace / recreation area). Our weekly (Saturday) morning event is well supported by the local community with over 75 runners, sometimes 100+ enjoying our weekly event.	The park run will not be impacted at this point by the allocation of budget towards a community facility at Pegasus, any further site selection will be subject to community engagement.	I do not support any of the options, these facilities should be user pays' not an added cost to ratepayers.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. Users do pay for hireage but this does not cover the cost of construction or cost recovery for that aspect of the project.
Please consider ensuring "around lake" walking access during this proposed land procurement ie: between Good Home decking and Motu Quay, and also from Motu Quay to Lakeside drive past Lake side steps/Jetty. Ability to circuit walk via lakeside is an important part of community facility. Pegasus Parkrun also relies part of this route, and serves residents from throughout the region.	Agree this supports the intention of Option A. When it comes to site selection the wider community will be engaged and access will be a key consideration.			Pegasus and Ravenswood are in reality too close to one another to need separate facilities, they are across the road from each other and both form an extended Woodend. There only need to be one community centre between them. Most people have transport who live in Pegasus/Ravenswood and can travel. If a pool was going to be built at some time in the future it could be in either. More work needs to be done to ascertain the need for the extra facilities, what are they going to be used for, who is going to use them, and which groups would hire out spaces. We have to as a district to work out what is wish list and what is necessary. As rates and their increases are a common complaint we do need to find ways to contain increases. There are many in the district on fixed or low to medium incomes who already struggle with rates payments and we already pay more in rates than those in the neighbourly CCC.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.	I oppose the provision of community facilities at Pegasus and Woodend (Ravenswood) at this stage. Until WDC develops a Development Strategy with a detailed spatial plan for the area between Pineacres and East Belt, Rangiora, east of the Keps Deed land, including linkages to existing and future communities, a long term transport strategy and the associated community facilities there should be no further adhoc development of such facilities.	A feasibility study has been conducted for the area in questions which considers a myriad of potential issues and takes into consideration the impact of the transport system and future growth potential. Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. Council has not indicated that its facility development is adhoc nor as the feasibility study it has
Specifically, we seek: 1. PCC land purchase in 2021. 2. PCC build completion in 2023 and not the later 2025 date proposed within Option A in the draft LTP documentation. 3. Total budget \$4.8M or an index limited equivalent.	Council agrees that Pegasus requires a community facility, in regards to the timing, it has been forecast to work alongside the lease of the current facility, so that one is built while the other is in operation. This will ensure continuity of services.			I feel one facility, in the Ravenswood commercial area, would be all that is required, could the cost for two facilities be justified, doubt it. It is only about 5 kms between the two towns. By Only building one facility, the extra money could be used to help fund the conversion of the local Woodend School to a college for the Pegasus/Woodend and surrounding areas, and utilise Pegasus school as the local primary school for Woodend school children. Everyone screams how unsafe the Woodend school is being on a Main Highway to young children, here's a solution.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. Council has no influence on Ministry of Education land and both schools are seen as essential services especially with the growth potential in both areas.		

Providing Community Facilities at Pegasus and Woodend (Ravenswood)

Option A = 38	Staff Comment	Option B = 5	Staff Comment	Option C = 23	Staff Comment	Do Not Support = 7	Staff Comment
<p>Dependent on consideration of the cost of the 2 buildings and how these complement existing community facilities in the area including the Ministry of Education's facilities available for community use</p>	<p>The school has indicated that its facilities are there for community use at a cost of (per hour) \$50 for one off or \$40 for over six month regular bookings. This cost has been outlined as beyond the means of many of the groups who wish to make use of a bookable community space, Council generally hires its spaces at a rate of \$10.22 per hour meaning they are more affordable for community groups and users.</p>			<p>I'll never use either so object to the increase in my rates. That additional money could be put towards a better use for myself, a replacement driveway due to increased traffic movements which has resulted in many cracks in our new driveway</p>	<p>Council does not take responsibility for private assets.</p>		
<p>There is a lovely pocket of land down from the primary school which would mean it would be within walking distance for school students. There is a local church that operates out of the school on Sunday's, perhaps there would be some way of working with them to create community events or programmes for youth using this facility.</p>	<p>As part of this project staff are looking into the provision of a youth facility (such as a skate park) for the Pegasus area. Noting your lead these groups will be part of that conversation so any opportunity can be explored to work together.</p>			<p>The private plan changes and developments at Pegasus and Ravenswood should have required the developers to provide a capital contribution. We presume those funds included community facilities. It is unclear what happened. Community facilities are essential. Woodend already has a large facility built with a lot of community fund raising. It makes sense to facilitate one more central facility in the allowed residential development to the north - seeking external funding as well.</p>	<p>Development contribution does not extend to community facility infrastructure so cannot be requested at the time of subdivision. Assets of this nature have to be funded by other means which is why Council under the four well beings of the Local Government Act looks to provide these amenity assets. Demand within the community indicates that there is genuine need for such services and that without them Council would not be meeting its obligations.</p>		
<p>Templeton are committed to supporting Council to ensure this opportunity is realised for our residents and the wider community. We welcome any further engagement and look forward to working with Council on this exciting and much needed piece of community infrastructure for the residents of Pegasus Town and the Waimakariri District.</p>	<p>Agree this supports the intention of Option A.</p>			<p>I don't think that facilities are required at this point, the district is well served by the existing community facilities and maybe budget could be allocated to improve these.</p>	<p>Council is allocating a renewal fund to address the required repair on its current asset base of community facilities, while this will bring those up to expected level of service, they will not expand on the usage or capacity of these buildings.</p>		
<p>Within the next 3 years as Pegasus is growing so much and requires a bigger community centre with excellent acoustics, lighting and heating.</p>	<p>Agree this supports the intention of Option A.</p>			<p>While this is a growing area, there are plenty of growing communities within the waimakariri district and I feel investing in 2 centres in such close proximity is irresponsible. Yes, it would be nice but it would also be so beneficial for children in the location of Tram Road (between McHughes and No 10 Road) to be able to cycle to school safely - which is currently not an option. There is a grass berm which is ok to use in the 3 months of summer (although for younger legs is not ideal) but all other months of the year it's either very lush with grass growth that is long or sodden and muddy.</p>	<p>Comments in regards to the cycle path will be passed onto our road team for comment and awareness. Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.</p>		

Providing Community Facilities at Pegasus and Woodend (Ravenswood)							
Option A = 38	Staff Comment	Option B = 5	Staff Comment	Option C = 23	Staff Comment	Do Not Support = 7	Staff Comment
The separation of these two communities by SH1 is a strong disincentive for a combined facility	Agree this supports the intention of Option A.			There is no requirement for a further community facility in Ravenswood and considers that two facilities could lead to isolation of communities.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. There is a greater risk of social or community isolation in distinct populations if community assets are not supplied by Council. With sustainable living as a choice many are wanting to make and the elderly not always in a position to drive, it is essential that Council identifies this and provides opportunities where it can to combat isolation, this means more facilities at a community level to enable service provision and bring communities together in a defined space and with purpose.		
These communities are rapidly changing and facilities need to be planned carefully over time.	Agree this supports the intention of Option A.			Already 2 community centres servicing these areas t build more seems excessive. 1 facility well planned and resourced to serve the population is more than enough.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.		
Ideally, the facility at Pegasus would be built earlier than proposed. The need is rapidly becoming urgent.	Council agrees that Pegasus requires a community facility, in regards to the timing, it has been forecast to work alongside the lease of the current facility, so that one is built while the other is in operation. This will ensure continuity of services.			Existing facilities are suitable for current need. Support small budget for adding ovens enhancing existing	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.		
I would prefer to see the construction phase of the project commence no later than the end of 2023. Our community is growing quickly and needs a larger facility.	Council agrees that Pegasus requires a community facility, in regards to the timing, it has been forecast to work alongside the lease of the current facility, so that one is built while the other is in operation. This will ensure continuity of services.			I believe that building one facility that has greater capacity, rather than two smaller facilities, will be more financially prudent. The location of this combined facility should ensure easy access from both Pegasus, Ravenswood, and Woodend. Access should not just be easy for those driving, but preferably for those walking, cycling (including e-bikes), scooting/skating, and/pr catching public buses. This facility needs to serve the growing community/ies while also preserving natural ecosystems and sites of significance to local iwi/hapu. This facility needs to capture rainwater, recycle greywater, capture energy from the sun (solar panels), have e-bike charging, have electric vehicle charging, have secure bicycle parking, and be future-focused.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. Any new facility would need to take sustainability and multi modal access into consideration.		
Bring timeframe forward to start Pegasus centre within pin 3-year timeframe	Council agrees that Pegasus requires a community facility, in regards to the timing, it has been forecast to work alongside the lease of the current facility, so that one is built while the other is in operation. This will ensure continuity of services.			Other than a comment that the staff think it is a good idea on p62 of the draft LTP there is no data on what is proposed for the 'community centre' e.g. potential size of the building or the type/frequency of use. Last year the Rangiora Town Centre plan was out for consultation and now the council are proposing investment in multiple facilities that could pull people away from offerings/events in Rangiora town centre. If a 'community facility' is to go ahead then I think it should be combined and delayed until at least the next LTP.	Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community. The facility would look to combine meeting rooms,		

Providing Community Facilities at Pegasus and Woodend (Ravenswood)

Option A = 38	Staff Comment	Option B = 5	Staff Comment	Option C = 23	Staff Comment	Do Not Support = 7	Staff Comment
<p>With 26 volunteers and many regular user groups, the PCC has established itself as a well-supported community hub which plays a key role in the community; With a current population estimated to be in excess of 3500 and growing rapidly, Pegasus is overdue for a purpose-built community centre; Recent reports commissioned by WDC show evidence of the need for a new, council-owned community centre in Pegasus; The current leased PCC is not fit for purpose and was only ever intended as a temporary facility; The PCC Team support the recommendations in the RSL report and also the staff report to Council recommending the purpose-built PCC be completed by 2024, not 2025 as in the LTP consultation document; We love our current PCC, but regularly experience its limitations.</p>	<p>Council agrees that Pegasus requires a community facility, in regards to the timing, it has been forecast to work alongside the lease of the current facility, so that one is built while the other is in operation. This will ensure continuity of services.</p>			<p>I don't agree that two facilities are needed to cater for both communities. I would prefer to see one larger facility located at north Woodend where there are more options for land (and it's possibly cheaper). Pegasus residents don't need to travel far to get to Ravenswood.</p>	<p>Council has undertaken a feasibility study of the two areas and with the separation and population growth in both (Ravenswood still ongoing) the two facility approach is preferred by Council as this will ensure both have equitable access to services in their community.</p>		
				<p>There is an existing school hall in Pegasus and an existing community centre in Woodend. What are the current usage information for those facilities. Has a business plan from the local community / resident associations from Pegasus, Woodend and Ravenswood been provided? Other communities that are also impacted in this area including Woodend Beach, Waikuku, Waikuku Beach, Tuahiwi should also be asked to contribute / participate in a collaborate delivery of this business plan. Delivery of this should go to the Woodend-Sefton Community Board before next steps are taken. There should be an expectation that a feasibility study and (if required) a business case should be undertaken by an independent party that can help inform any proposed future development of a community facility in the WDC territorial authority. Given the current fiscally challenging environment, investment in appropriate infrastructure is critical.</p>	<p>There are current usage patterns for both which have been considered within the feasibility study that identified Woodend to be at a point in its capacity that it could not support the population growth of Ravenswood or Pegasus. A feasibility study has led to the options put forward by Council within the LTP hence the preference for Option A which is being supported by Council.</p>		

Waimakariri District Council: Pegasus / Ravenswood Community Facilities Needs and Options Report

A report for Waimakariri District Council

December 2020

Document Information and Acknowledgements

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Project Team

With Thanks To

Disclaimer

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Executive Summary

TBC after client review

The area of the study is rapidly growing. While it is often referred to as three communities arguably is could be considered one larger area for the purposes of community facility provision.

1. Introduction

1.1 Purpose

The purpose of this report is to provide an independent assessment of the need for additional community facilities in the Waimakariri District to primarily service the Pegasus and Woodend - Ravenswood communities.

1.2 Scope and Methodology

This report is to provide guidance to the Waimakariri District Council (WDC) on the future development of community spaces in the Pegasus and Woodend - Ravenswood areas. There is currently \$4.8m budgeted for the provision of community facilities and this report looks at the options to deliver spaces that best meet the needs of the community within this budget.

The study area includes the townships of Woodend and Pegasus and the Ravenswood development area. For the purposes of this report the areas of Woodend and Ravenswood are referred to as Woodend – Ravenswood.

This options report has been undertaken using the following methodology:

- Review of previous documentation relevant to this study.
- Review of current and projected demographic profiles of the study area.
- Interviews with key stakeholders to ascertain current issues, needs and aspirations.
- Interviews with key WDC officers to understand other proposed projects that may impact on this report.
- Development of a series of facility and site options to meet the identified needs.
- Site visits of Pegasus options.
- Analysis of options to determine a preferred option.
- Development of schedule of spaces to understand the required size of proposed facilities.
- Independent cost estimates obtained.
- Presentation of key recommendations.

The next logical step in testing the viability of the identified community facilities is through a detailed feasibility study of the identified options.

Outside of Scope

While the report makes a high-level analysis of supply and demand, it is not a detailed feasibility study or a business case. This report is reliant on information provided by others that has been used in good faith. It is recommended that WDC undertake further due diligence before proceeding with any of the developments considered in this report, particularly those with long lead in times.

1.3 Background

The WDC provides a range of community facilities throughout the district. These facilities provide spaces and places for residents (and visitors to the district) to come together to meet, recreate, perform and spectate. Community facilities are provided by the WDC as they generally require an operational contribution from Council in order for them to operate.

The WDC has also identified the need for additional community facilities, to serve the growing population. In particular there is a desire to investigate the need for a community centre at Pegasus and a library in the wider study area. WDC is separately considering youth space demands in the Pegasus area.

The WDC currently leases two adjacent commercial premises that are used to house the Pegasus Community Centre.

A preliminary options report¹ was developed in 2019, (the Sutherland Report), outlining the best options for realising community needs for meeting space in Pegasus and library and information services for the wider Woodend - Ravenswood and Pegasus communities. The report recommended:

- Lease additional space to allow the Pegasus Community Centre (PCC) to “test the latent demand” for this space in Pegasus.
- Purchase commercial land in Ravenswood and build a new library service centre.

Subsequent to this, the WDC has worked with the Pegasus Residents Group Incorporated (PGRI) to lease the additional space required at the PCC. However, the long-term future of the PCC is not resolved given it relies on a commercial lease arrangement.

The recommendation from the Sutherland Report to build a new library in the study area is based upon the levels of service adopted by WDC for libraries. The level of service for libraries is as follows:

When an urban population reaches 10,000 there is a need for additional library services in that area at a rate of 60m² per 1,000 population. Other requirements are:

- Preferred location adjacent to business zone.
- Drive time of 10-15 minutes within population catchment.
- Minimum of 5Km from another town library.
- Provision of meetings, clubs and social community gatherings.
- Co-located / integrated with other community and recreational activities, including café.
- Staffed with access to computers with internet access and activated programmes and events.

The latest population projections provided by WDC forecast a population of around 10,000 people in the study area by 2040.

¹ Sue Sutherland Consulting (Jan 2019) Community Facilities and Libraries: Options Analysis

1.4 Community Facility Trends

Community facilities have and will continue to evolve over time. There have been some significant changes to how residents and visitors interact with community facilities. Traditionally community facilities were often standalone town halls or libraries. Nowadays, community facilities are developed to serve a wide range of needs.

Community centres are sought after by a wide range of users who are seeking suitably sized spaces for their particular type of activity. As a result, it is common for community centres to offer a range of spaces for hire. There is a wide range of styles of community centres, from converted houses, to purpose built centres; all offering community organisations a place to gather, meet and undertake community activities.

It is becoming more common for libraries to serve as local gathering places for people seeking out or sharing knowledge and information. Meeting rooms are often developed within libraries, recognising the need for spaces for people to interact. The role of technology in libraries is now complementary to the role of books.

Some of the factors influencing the evolution of community facilities are:

- The increasing number of people who can move around their wider community to access services, either in private motor vehicles, shared ride vehicles or public transport.
- Technology advancements now allow a large proportion of the population to have access to a far wider range of information than ever before, at their fingertips. (NZ had 3.8 million phones with active internet connections at 30 June 2017)²
- The move toward larger (big box) retail has re-shaped how New Zealanders engage in their community. There has been a demise in smaller (corner store) shops. People are prepared to drive further to access these services.
- New Zealand (and other Western countries) are moving toward more shared community facilities. Multi-use facilities create a sense of vibrancy and connection to a wider proportion of the community. Single purpose community facilities are often more underutilised than those that can be used by multiple groups for a range of activities.
- The ageing population is seeing a rise in the number of older adults looking for accessible daytime leisure activities.

² New Zealand internet is going mobile (stats.govt.nz)

1.5 Community locations

The study area is made up of three communities.

Woodend

Woodend is a long-established settlement in the Waimakariri area. It is physically divided by State Highway One. Woodend has a primary school, a number of shops and a purpose-built community centre (which includes a sports hall). The population of Woodend was approximately 2,970 in 2018 and will grow significantly as new housing is being developed in the Ravenswood area and other surrounding developments.

Ravenswood

Woodend will effectively more than double in size when Ravenswood is developed on the northern outskirts of the existing township. Ravenswood will have a significant commercial precinct and is likely to be seen as the retail hub for the wider study area. At the time of writing approximately 120 homes were developed in Ravenswood. It is forecast that Ravenswood will have an estimated population of approximately 3,000 residents by 2040.

Pegasus

Pegasus is a recently developed town. The first houses began to be constructed in 2008. It has a primary school and shops. The current population estimate is that Pegasus has 2,790 residents. It is forecast that once fully constructed, the population of Pegasus will reach approximately 3,900 by 2040.

Proximity

The three areas are in close proximity to each other (an approximate five minute drive time) as can be seen in Figure 1.1 below. When planning for community facilities, there are certain circumstances where they should be considered as one urban area and there are other times when consideration needs to be given to each individual community's needs. Some community needs require local solutions while other needs can be satisfied appropriately where greater travel is required.

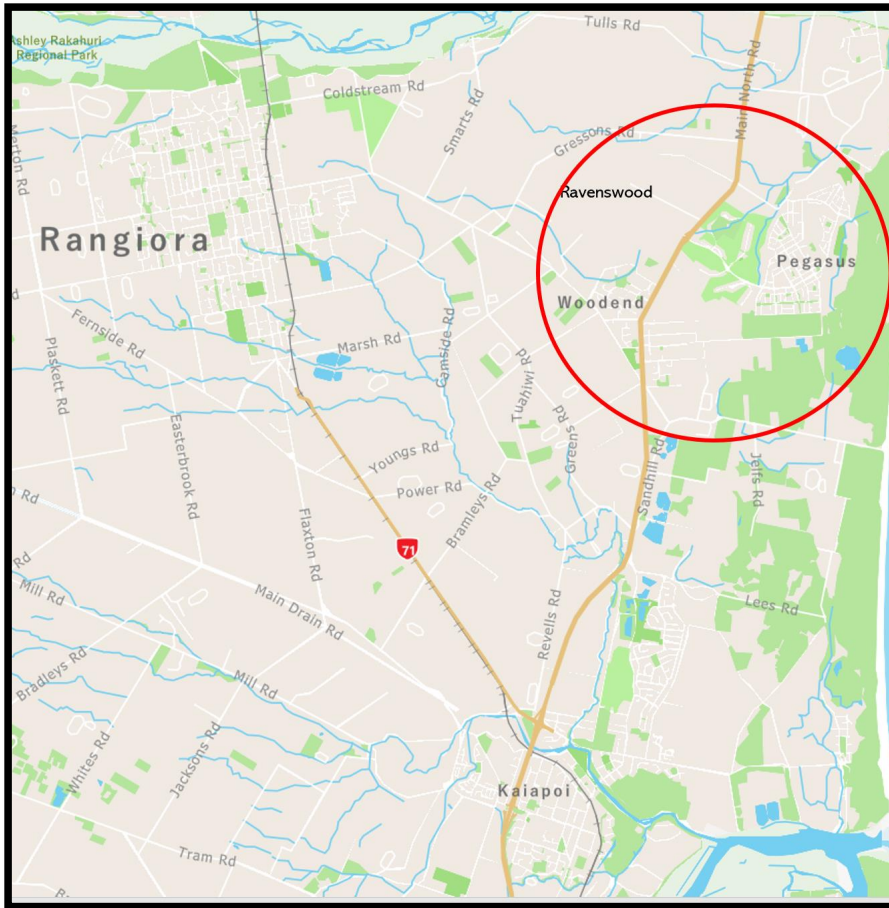
State Highway One runs through the middle of the study area. This road experiences "almost 20,000" vehicular movements each day³. Traffic volumes are expected to double in the next 30 years⁴. The busy nature of this road provides a barrier for some to travel within the area to access community facilities.

The Waimakariri district currently has two larger urban areas, being Kaiapoi and Rangiora. Both are well served with community facilities. The study area is approximately 10 kilometres from the centre of Rangiora and eight kilometres from the centre of Kaiapoi. Map 1.0 highlights the study area and the relative distance to the main urban areas in the Waimakariri district.

³ 2019 figures collated by Downer ([Increasing traffic volume strengthens community's resolve to fight for Woodend Bypass | Stuff.co.nz](https://www.stuff.co.nz/news/364444444/increasing-traffic-volume-strengthens-communitys-resolve-to-fight-for-woodend-bypass))

⁴ www.nzta.govt.nz

Figure 1.1 Indicative study area circled



2. Demographic Trends

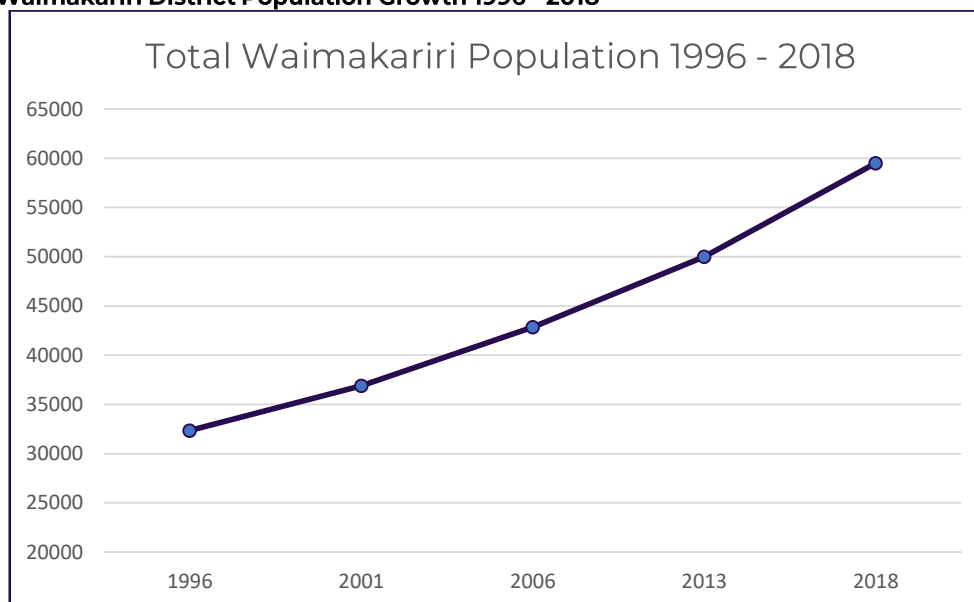
When investigating the need for a potential new facility it is important to understand the current and future demographic profile of the study area. The profile of a community is a key determinant in the types of community facilities that should be provided.

This review of demographics has focussed on the Woodend, Ravenswood and Pegasus areas. This profile includes data from the 2013 Census, the 2018 Census and customised profiles developed by the WDC⁵. This information is also compared with recent building consent data in the WDC area. Both the 2013 and 2018 Census data is used given some of the limitations with the 2018 data⁶.

2.1 Current and Projected Population

It is well documented that the population of the Waimakariri district is steadily increasing. Figure 2.1 illustrates the rapid growth that has occurred in recent years. The Waimakariri district population is forecast to rise to approximately 80,000 by 2033, approximately 90,000 by 2042 and to approximately 100,000 between 2049 and 2053.

Figure 2.1 Waimakariri District Population Growth 1996 - 2018



Source: WDC supplied data

⁵ WDC supplied (2018) *2018 Waimakariri district Profile*

⁶ Ward by ward data for the 2018 Census is not available at time of writing.

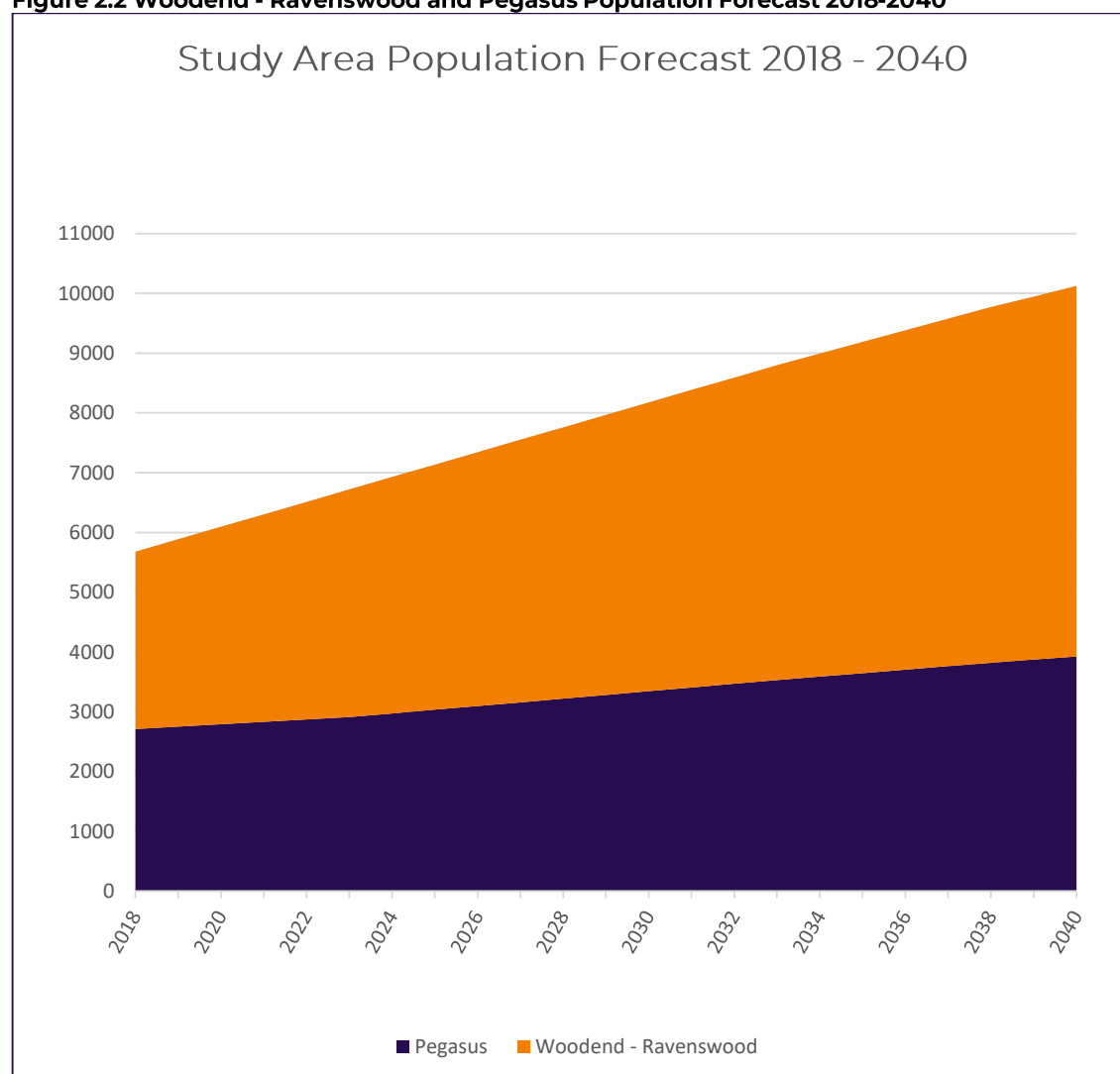
2.2 Projected Population of Woodend - Ravenswood / Pegasus

The population of the study area has seen rapid population growth. This growth was exacerbated post the Canterbury earthquakes with many people moving into the area. Pegasus saw significant growth between 2013 and 2018 as a result.

Figure 2.2 illustrates the projected growth of the study area⁷. This forecast population growth is further enhanced by the development of the Ravenswood area. Current forecasting suggests the study area will have a population of approximately 10,000 by 2040.

10,000 people is a significant milestone population as it is at this point that WDC service levels recommend the provision of a community library facility.

Figure 2.2 Woodend - Ravenswood and Pegasus Population Forecast 2018-2040



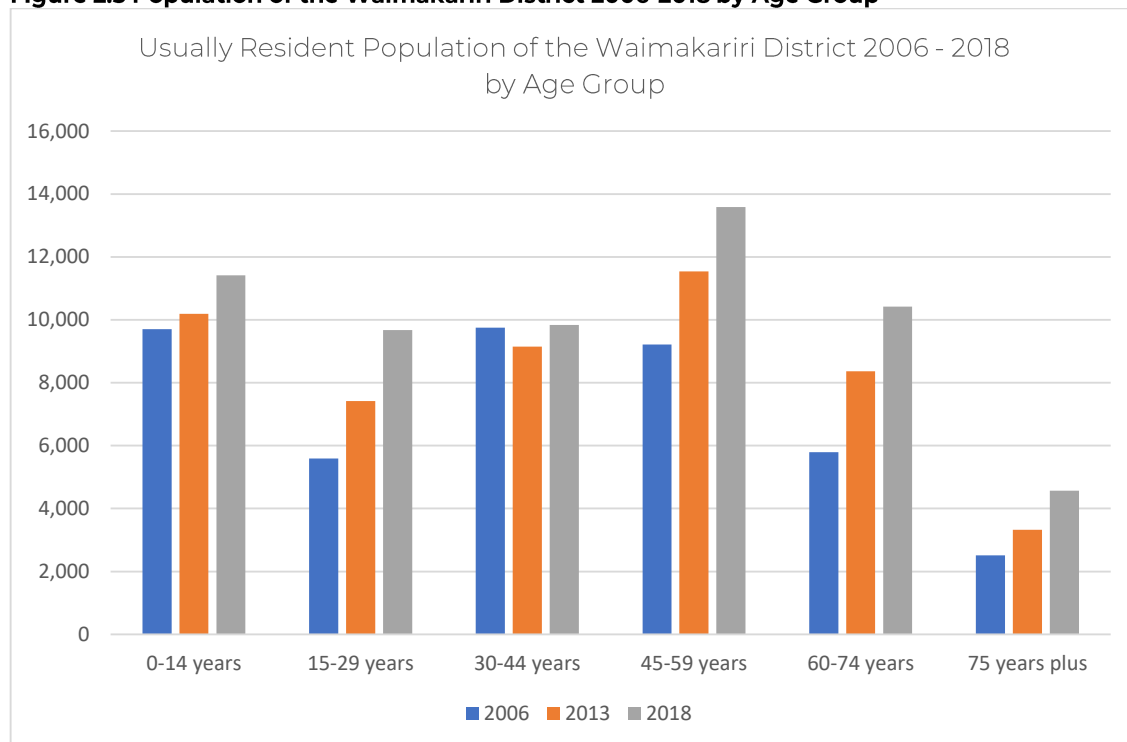
(Source: WDC supplied data - combines Woodend and Ravenswood population data.)

⁷ Population projections supplied by WDC

2.3 Age Distribution

The Waimakariri district has experienced growth in most age group categories between 2006 and 2018. The only exception is within the 30-44 year age group which has been relatively stable. Figure 2.3 highlights the growth evident in the last three NZ Census periods (2006, 2013 and 2018). The age groups with the most growth over this time were the 15-29, 45-59 and 60-74 cohorts.

Figure 2.3 Population of the Waimakariri District 2006-2018 by Age Group

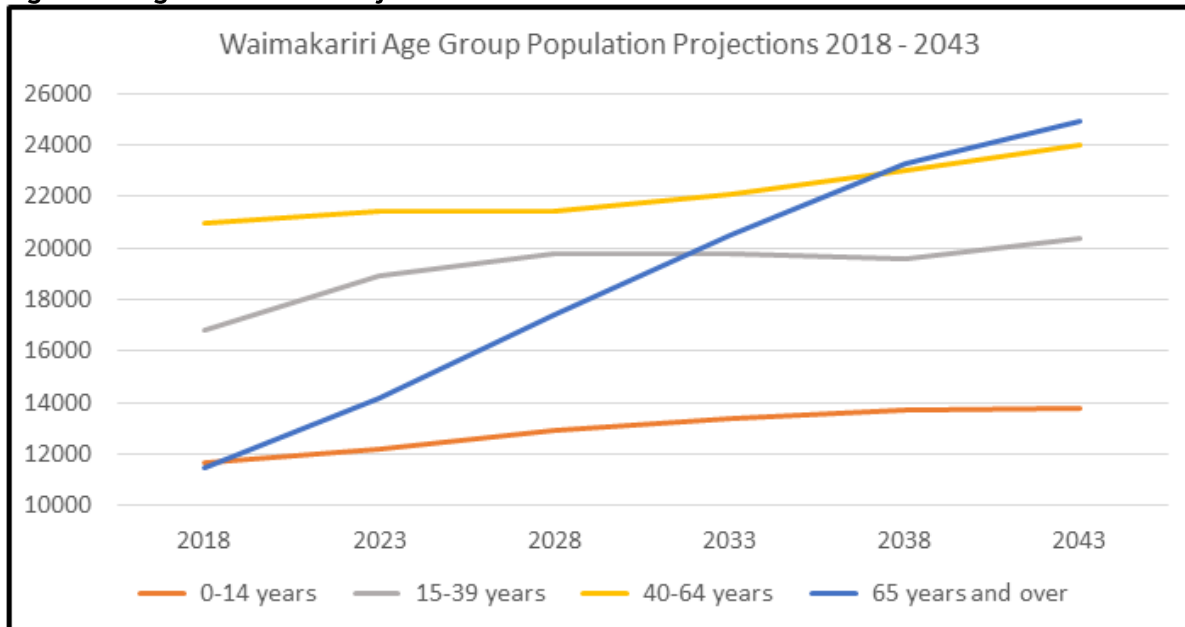


(source: WDC supplied data)

2.4 Current and Future Age-Group Projections

The Waimakariri district has a similar age profile to most of New Zealand. There is evidence of an aging population with forecasts indicating the 65 years and over age group will be the largest grouping by 2038.

Figure 2.4: Age Distribution Projections 2018 –2043



Source: www.stats.govt.nz

As the future age make-up of the Waimakariri district will see a far larger number of residents aged 65 years and older there will be more residents with more discretionary time. This will place increased demands on community activities (participating or volunteering in community clubs and organisations). In many circumstances these opportunities and activities will require community facilities.

Future individual age profiles for Woodend, Ravenswood and Pegasus were not available from the 2018 census. However 2013 census data, supported by community feedback, suggests that the Ravenswood area will see a high proportion of young couples and young families, while the Pegasus area will have a slightly older age profile, with Woodend being similar to the general Waimakariri forecasts as outlined in Figure 2.4 above.

3. Existing Network of Community Facilities

To determine the future community facility needs it is important to understand the existing network of existing spaces and what capacity they provide.

Spaces that WDC provide range from small meeting rooms to larger town hall style facilities. When considering the needs for the study area, factors that need to be considering include type and size of existing community spaces and the proximity of these spaces to the study area.

There are some types of spaces that play a role in all or most communities, while others are considered district wide. Some of the facilities that are generally used to serve district wide (or large parts of the district) include:

- Larger-scale indoor performance venues.
- Larger-scale meeting or function rooms.
- Facilities with built in ticketing capabilities.
- Staffed library services.
- Specialist spaces (e.g. spaces with a high level of technological requirements – audio visual / recording studios).

Other spaces can play a role in most communities, such as:

- Smaller meeting areas for local clubs and groups to assemble.
- Spaces that can be used for multiple types of small-scale community gatherings.

3.1 Existing Community Facilities

Community facilities that have been considered during the development of this report include a range of WDC facilities and some facilities owned by other groups (schools, sports organisations, hall committees). Table 3.1 outlines the range of community facilities offering a range of spaces available for use.

Table 3.1 Existing Community Facilities

Name of Facility	Spaces	Capacity
Ruataniwha Kaiapoi Civic Centre	A modern facility constructed since the Canterbury earthquakes offering a library, service centre, 2 Meeting Rooms, Toilets and a Kitchen.	Meeting Room 1 - 35 people. Meeting Room 2 - 14. Combined Rooms: 49.
Woodend Community Centre	A multi-use facility featuring 2 large meeting rooms which can be combined, catering kitchen, basketball size sports hall with mezzanine viewing area. Female and male changing facilities with a hot shower.	Full basketball size court with run off. Capacity 200. Each meeting room has capacity of 120 people.
Waikuku Beach Hall	Located alongside the main recreation reserve the Hall has a Kitchenette as well as accessible toilets	Hall - 200 people
Rangiora Town Hall	Auditorium, dressing rooms, audience seating and a multi-use theatre as well as a function room.	Auditorium - 357 seats, Theatre - 150 seats, Function Room: 65 theatre style, 24 Boardroom or 150 standing.
Dudley Park Pavilion	Small pavilion at edge of Dudley Park. Offers toilets and changing facilities, meeting room and kitchen.	Up to 40 people
Mill Room at the Kaiapoi Community Centre	A community room based at the Kaiapoi Community Centre including a meeting room, toilets and kitchenette	Conference seating: 12, Theatre seating: 20
McAlpines Room at the Rangiora War Memorial Building	The McAlpines meeting room is carpeted, there is a small kitchen and toilet facilities.	McAlpines Room - 50 people
Sefton Domain Pavilion	Overlooking the Sefton Domain this pavilion offers a Main Room, kitchen, team changing rooms and showers.	Main Room - 45 people
ENC Business Centre	Fully equipped professional meeting spaces with 1 Conference Room, 2 meeting rooms, Drop-in workspaces, catering services	Waimakariri Conference Room: 16 seated boardroom style, 40 people seated theatre style or 20 people seated cabaret style. Rakahuri Room: 4, Hurunui Room: 4.
Sefton Hall*	Built in 1966 this facility offers a main hall, a stage, a meeting room, Kitchen facilities and toilets. Plans are underway for a new facility, potentially located at the Sefton Domain.	
Pineacres Community Centre*	Post-earthquake community-built facility for local gatherings / meetings	
Balcairn Hall*	Main hall (incl. raised staged). Kitchen and supper room. A non-WDC facility that is run by a small volunteer committee.	

* non-WDC facility

There are also several other facilities, not owned by WDC, within the immediate study area that are available, in various capacities, for community use.

The Woodend Rugby Clubroom

The Woodend Rugby Clubroom is located at Gladstone Park. The clubroom is available for private hire. It has bar facilities so it is popular for celebration events such as 21sts. The rugby club utilise the facility during the season.

Pegasus School

Pegasus School has two spaces available for community hire; a gym and common room (The Student Common). Current users of the gym are an after school programme and a local church. In the past it has been used by the North Canterbury Basketball Association, but they do not use it at present.

Woodend School

Woodend School is also available to hire for some activities.

In summary, there are a range of facilities in and around the study area offering a variety of spaces for community groups and others to utilise. Meeting rooms and spaces are dispersed around the district, with the majority being maintained and operated by the WDC. There is a centralised booking system for all WDC facilities.

4. Options to Meet Needs

An important factor to consider is how to accommodate the range of community facility needs that have been identified. It is generally accepted that most communities have a gathering or meeting space for a range of purposes. Equally, some more specialised community facilities (such as a library or aquatic centre) need to be strategically located throughout a district and there will be an accepted level of travel to access the services these facilities provide.

There is a demonstrable need for ongoing meeting space to be provided in Pegasus (the existing venue is relatively well utilised and well supported by the local residents group).

There are several options that could be implemented to increase the capacity of the community facilities network, particularly in relation to the Pegasus and Ravenswood areas.

To meet the needs of both a community centre in Pegasus and a community library in the wider study area the following options have been considered:

Option one: Status Quo (leased meeting space provided in Pegasus, no future provision of library services or purpose-built community centre in Pegasus in the study area).

Option two: A combined meeting space and library provided in the study area.

Option three: Separate facilities to service the identified needs of both Pegasus (meeting spaces) and the wider study area (library services).

Table 4.1 below summaries the opportunities and challenges of these options.

Table 4.1 Options Summary

Option	Opportunities	Challenges
Option One: Status Quo	No capital expenditure required Existing facility is a converted commercial building which is relatively new	Will not offer increased level of service to the emerging Ravenswood area. The existing facility is not fit-for-purpose Ongoing lease costs. Limited tenure
Option Two: Develop purpose built combined facility in study area	Would develop a fit-for-purpose in wider area. Meeting space needs met for one community within area, but not the others. Efficiencies in shared use (alongside other community facility projects).	High capital cost Would not meet service level requirements for meeting spaces in each community
Option Three: Develop separate, complementary facilities in Pegasus and Woodend/Ravenswood	Levels of service for both library and community meeting spaces would be observed. Can stage the development of separate facilities	Highest capital cost option.

The preferred option is option three, developing separate facilities in Pegasus (community meeting spaces) and the wider study area (library services). This is recommended because it allows:

- WDC agreed levels of service for both meeting spaces and libraries to be met.
- For provision of new facilities to be more easily staged over time as the population grows.
- WDC to exit the leases on commercial property currently being used for the PCC.

The preferred option also allows for more time to ascertain the make-up of library services in the study area, given the rapid advancement of technologies.

Should WDC wish to continue to observe the service level adopted by WDC for library provision, then an additional library will be required in the study area. How this service level is applied may allow some flexibility in the size and scale of any proposed facility.

The following sections of the report look at the proposed Pegasus Community Centre and the community library for the study area as separate projects.

5. The Pegasus Community Centre

This section of the report looks at the high-level requirements for the development of a new community centre in Pegasus. The following section focusses on the requirements for a community library.

There is an agreed level of service for WDC to provide community meeting space for new communities when the population reaches 2,500 (standalone or as part of wider community facilities⁸). In the Pegasus community this provision is currently supplied through the Pegasus Community Centre.

5.1 The Pegasus Community Centre - Background

The Pegasus Community Centre (PCC) has been in operation since 2017. It offers a place for residents and visitors to meet and participate in community led activities. The PCC also acts as an information hub for Pegasus. There are a range of rooms (some of which are for hire):

- A reception / gathering area (Infinity Room).
- A larger multi-purpose room (the Big Room).
- Smaller Board room style (the Todd Room).
- A room for a book exchange.
- A smaller meeting room (Southern Capital Room).
- A PRGI Office.
- Small kitchenette facilities.
- Storage.

Current Lease

The WDC currently leases space in Pegasus to provide a community centre. The Pegasus Community Centre (PCC) is made up of two leased commercial properties. The terms of the separate tenancies have been aligned to expire at the same time (June 2025). The total lease cost is \$70,909 per annum, plus associated operating costs of approximately \$15,000/ annum⁹.

Current Operations and Uses

The PCC was previously managed by the PRGI but is now centrally managed by WDC, alongside other community facilities.

The WDC has implemented the recommendation from the Sutherland Report to expand the PCC footprint. Initially the facility consisted of one larger meeting room. Now it also encompasses a foyer area and smaller meeting rooms as well as office space for the PRGI. The PRGI has provided feedback that this expansion of footprint allows greater flexibility for user groups, with multiple bookings at any one time.

The Sutherland Report also included a community survey to ascertain usage patterns and preferences of those living in Woodend, Pegasus and Woodend Beach.

Key findings relevant for the PCC were:

⁸ Approved level of service at WDC meeting on 31 Jan 2018

⁹ Sutherland (Jan 2019) P16

- 65% of Pegasus residents who responded to the survey had used the Pegasus Community Centre.
- 42.7% of Pegasus residents who responded had used the Woodend Community Centre.

Other spaces available for hire in the Pegasus community include the Pegasus School and the Woodend Rugby Clubrooms. Some commercial venues also hire space for user groups.

Memorandum of Understanding between WDC and PRGI

The PRGI has a memorandum of understanding (MoU) with the WDC that allows the PRGI to occupy the PCC at 8 Tahuna St, Pegasus¹⁰. The MoU replaces a previous MoU and recognises the transfer of management of the centre back to the WDC. The transfer of management responsibilities brings the PCC into line with other WDC community facilities. WDC is responsible for operational costs associated with the building, including cleaning, some contents insurance and minor maintenance.

The MoU also outlines PRGI's engagement with the centre and outlines the role that PRGI has in the facilitation and activation of the community with the community centre.

Room hire is managed by the WDC centralised facility booking system. The Pegasus Residents Group Incorporated (PGRI) participate in the facilitation of the day to day onsite use of the facility via a "Pegasus Community Centre Team". The venue relies on volunteers to operate drop-in sessions. There are currently approximately 25 volunteers who regularly contribute time to the PCC.

Pegasus Community Centre Bookings

Analysis of bookings for the Pegasus Community Centre between June 1 and October 31 2020 revealed the following:

- All bookings were community bookings. There were no commercial bookings during this period, although one-off commercial bookings prior to this time have been recorded.
- The Big Room is the most popular room for use by community groups.
- The Southern Capital Room and Todd Room are only used infrequently.
- There are currently 13 community groups who regularly use the facility
- There were no bookings in the period of Covid Level 2 from mid-August to late-September 2020.

Table 5.1 Pegasus Community Centre – Bookings June 1 2020 to October 31 2020

Room Booked	User Name	Frequency	Length of booking
Infinity Foyer	Community Facilities Coordinator	2-3 times per week	2 hours
	SAYgo	Weekly	30 minutes
Southern Capital Room	Pegasus Residents Association	Weekly	1 hour
	Pegasus Wellbeing Support Group	Weekly	1 hour
The Big Room	Ballet Group	1-2 times per week	1-2 hours
	Larina Tiffen	Monthly	3-4 hours
	Tuahiwi Education	One off	6 hours
	Pegasus Plus	Monthly	2 hours

¹⁰ MoU Dated 2019 with yearly reviews.

Room Booked	User Name	Frequency	Length of booking
	Pegasus Residents Association	Monthly	2 1/4 hours
	Pegasus Woodend Women's Institute	Monthly	3 hours
	Pilates and Yoga For You	2-3 times per week	2 hours
	Rhythm Dance Club	Weekly	1 hour
	SAYgo	Weekly	1 hour
Todd Room	Spiritual Recovery	Weekly	1 hour
	Community Board-WDC	Monthly	3 hours
	Pegasus Menz Shed	One off	1 hour
Whole Facility	Pegasus Residents Association	Monthly	2 1/2-3 hours
	Rhythm Dance Club	One off	6. hours

5.2 Pegasus Community Centre Requirements

The key requirements of the proposed PCC are to:

- Serve local community needs.
- Host small scale community gatherings.
- A space that can be expanded using temporary overlay for larger events based at Pegasus, if required.

5.3 Potential site options

Should WDC proceed with the development of a purpose-built community facility in Pegasus a suitable site is required. The selection of a site that is large enough for a range of community activities should be considered.

WDC has identified a need for additional space for youth activities in Pegasus. It is logical that this space would be adjacent with the proposed community centre with the ability to share some infrastructure and services.

The proposed youth dedicated space project has considered a range of sites at Pegasus. These are:

- Waitaki Reserve
- 70 Motu Quay
- Lakeside Drive
- 66 Pegasus Main Street
- The Island
- GoodHome Outlook
- Maunga Tere Reserve
- Poutini Reserve
- Wanaka Reserve
- Lakeside General
- Gladstone Park
- Kowaro Reserve
- Rakahuri Reserve

These sites were all ranked taking into consideration a number of factors including:

- Proximity to residential areas
- Space available
- WDC administered location

- Proximity to toilet facilities
- Proximity to local business
- Crime prevention through environmental design (CPTED) principles¹¹
- Passive surveillance
- Separation from other users (conflict resolution)
- Public transport availability
- Public parking
- Travel network to location

The top five ranked sites based on this assessment were identified as (in rank order from 1st to 5th):

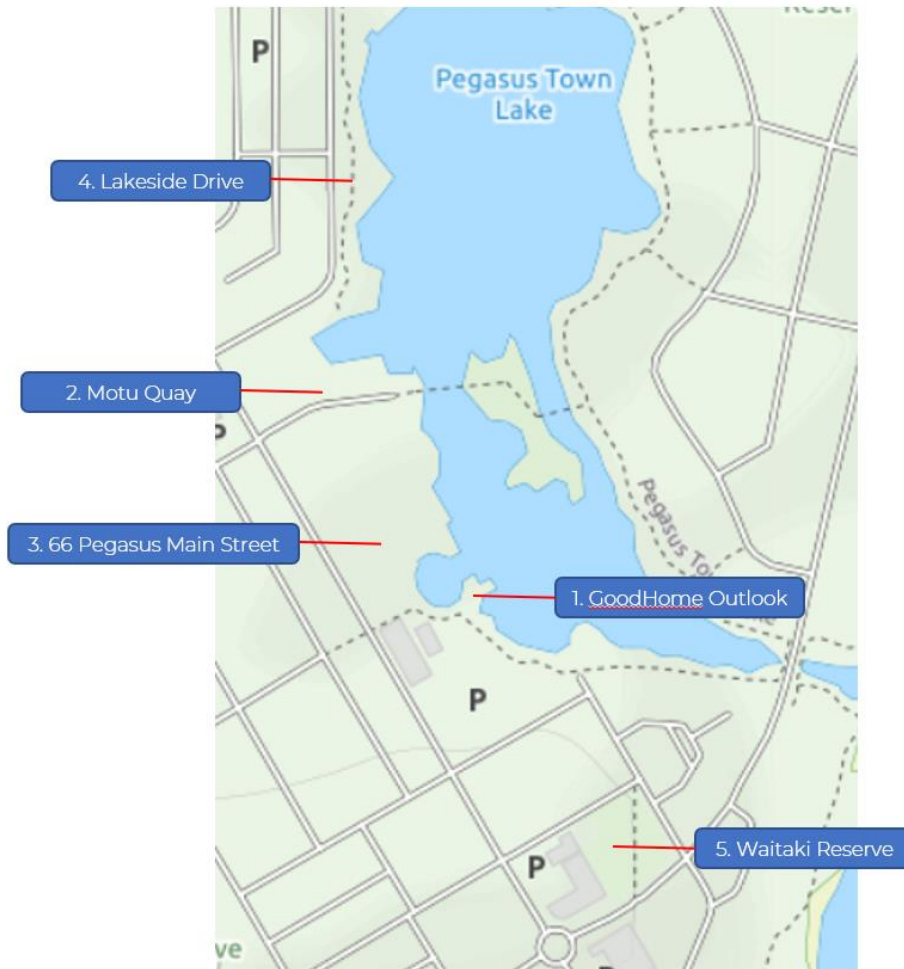
1. GoodHome Outlook
2. 70 Motu Quay
3. 66 Pegasus Main Street
4. Lakeside Drive
5. Waitaki Reserve

Given the principle of co-locating the youth dedicated space in proximity to the community centre, these five sites have been shortlisted for further analysis as locations for the community centre. If, in the future WDC wish “youth” and “community” facilities to be separately located, then additional site assessments may need to occur.

The sites can be identified in Figure 5.1 below:

¹¹ CPTED principles include: Surveillance, access management, territorial reinforcement and quality environment ([Cover_part1_v5.indd \(justice.govt.nz\)](#))

Figure 5.1. Short-listed site options



The five sites are all within relatively close proximity to the central area of Pegasus (with the possible exception of the Lakeside Drive option, given exact location is unknown). This helps to narrow down selection criteria as the differences between the proximity to other amenities and services is negligible. Therefore, the criteria of available space, CPTED principles and WDC administration of land become more critical. The following table provides a preliminary assessment of each of the identified options.

Table 5.2 Preliminary assessment of short-listed site options

Proposed Site	Available Space for Community Centre and Youth Space	Approximate Size ¹²	CPTED (level of alignment to principles)	WDC Administered Land
1. GoodHome Outlook	Small site – combined facility unlikely to fit	1,000m ²	High	Developer owned, maintained by WDC
2. 70 Motu Quay	Enough space for combined community centre and youth activity area	6,000m ²	High	Developer owned, maintained by WDC
3. 66 Pegasus Main Street	Large, open site	12,500m ²	Moderate	Developer owned
4. Lakeside Drive	Design implications due to layout	Various parcels	High	Developer owned, maintained by WDC
5. Waitaki Reserve	Existing reserve – further design required	2,600m ²	High	WDC owned land

Notes on Table 5.2:

Option 3 – 66 Pegasus Main Street was the only site to have two or less of the four key CPTED principles in place (with a lack of territorial reinforcement and access management reported).

Those sites located adjacent to Pegasus Lake (proposed sites 1,2 & 4) provide further opportunities to be seen as a facility that can serve the amenity needs of lake user groups and other community events that may be held on or around the lake. Should the water quality issues at Lake Pegasus be resolved the area has the potential to be re-invigorated as a community event destination.

Preferred Site

The preferred site for the proposed community centre is 70 Motu Quay. The site offers a high profile space for a combined community centre and youth activity area. It is centrally located, large enough for a combined community facility and meets the key principles of CPTED.

5.4 PCC Spatial Requirements

The following section identifies the required spaces for a community facility in Pegasus. This is based on a combination of feedback from the PGRI, PCC users and accepted good practice.

¹² Sourced from www.canterburymaps.govt.nz

General comments and assumptions about the spaces required:

- Ensure there is a strong connection between the proposed community centre and the youth activity zone under investigation. There are considerable advantages in clustering community facilities together, including:
 - Shared amenities, for example; car parking and toilets.
 - Efficiency of maintenance.
 - Shared supervision opportunities.
- Facilities need to be flexible in nature to ensure a wide range of uses and changing usage trends.
- Clear linkages between the community centre and the surrounding environment.
- Opportunities for centre to be used as the control centre for local events. Possible outside paved area connecting centre to wider area. Three-phase power connections and outside lighting for events.
- The building to be developed in accordance with local planning requirements¹³.
- Active, ball sports (basketball etc.) will not be played within the centre. It is assumed provision for a 3-on-3 court as part of the adjacent youth activity zone.
- Larger functions to be catered for at other venues in the area (e.g. Woodend, Kaiapoi, Rangiora).
- Allowing for a maximum occupancy of 150 people at any given time.

Table 5.3 outlines the various spaces identified for the Pegasus Community Centre. It is highly likely these specifications will change over time as more detailed planning is undertaken. This schedule is provided to allow an overall footprint to be determined which can inform a preliminary cost estimate.

Table 5.3 Schedule of Spaces - Pegasus Community Centre

Area Name:	Description/Notes:	Approximate Area m ² :
Main Function / Large Meeting Room	<p>Space for larger meetings and functions. Adjacent to kitchen and storage spaces. High ceiling height</p> <p>Space for up to 100 people, seated theatre style.</p> <p>Dividable wall to create two smaller spaces. Allowing spaces to be used for smaller groups such as dance / yoga / Zumba type groups. A roof to ceiling mirror on one wall (curtained) would make the venue attractive to movement groups.</p> <p>A portion of the floor to be wooden or other appropriate surface to allow dance groups the ability to practice.</p> <p>Space for minimal library services provision (e.g. local book exchange programme) – adjustable / moveable shelving that can be rolled away to allow the use of the space for programmable activities (alternatively, this could be accommodated in the reception / foyer area)</p>	200m ²

¹³ Including Pegasus Town Design Guidelines

Area Name:	Description/Notes:	Approximate Area m ² :
Kitchen	Area for preparing and serving food and beverages. Ideally suitable for use with adult education classes for learning experiences. Possible addition: Would be useful to itemise commercial kitchen costs separately to show how much it costs.	20m ²
Small Meeting Room one	Boardroom style meeting room. Ability for up to 20 people to be seated around table or converted into other layouts.	30m ²
Small meeting room two	Small office / meeting room – available for hire. PCC feedback indicates there is demand for some social service agencies to hire a hot desk when in the area – this would need to be further tested in feasibility stage.	10m ²
Venue Management Office	Traditional office set-up for 1 person.	10m ²
General WC's ¹⁴	A minimum of four pans / basins (feasibility / design to determine detailed configuration).	20m ²
Accessible WCs	A minimum of one accessible facility, plus basin.	6m ²
Reception	Main point of entry. Space for reception area and people gathering to access other spaces. Can be seen as a “drop in” area for people seeking community information.	30m ²
Storage Room(s)	Multiple storage spaces with direct physical relationship with key spaces i.e. main room, meeting room, kitchen).	15m ²
Cleaning Room	Secure storage area for equipment and chemicals including water access (sink) for mop bucket use etc.	3m ²
Sub Total		344m ²
Circulation space	As required – Approx. 15% for circulation space.	41m ²
Total Indoor Space		385m²
Car Parking	To be confirmed to meet District Plan requirements	
Outdoor area	Concrete (or similar) patio area to enhance indoor / outdoor floor (allow up to 100m ²) 3 Phase power connections for events / activities to connect into the community centre for indoor / outdoor activities.	

5.5 Preliminary Capital Estimate

A preliminary estimate of capital costs has been provided to help understand the scale of investment required to deliver a community facility in Pegasus. Based on the schedule of spaces that has been developed the cost estimate is outlined below:

Table 5.4 Preliminary Capital Estimate: Pegasus Community Centre

¹⁴ WC requirements calculated using toilet calculator available at www.building.govt.nz Actual requirements may vary depending on range of activities to occur in venue.

Building Costs (breakdown in appendix 1)	\$1,421,200
Construction contingency (40% allowed at this early stage)	\$606,500
Underground services & connections (Provisional sum)	\$60,000
Building consent (Provisional sum)	\$35,000
Preliminary Estimate	\$2,122,700

There are a number of cost exclusions, including:

- Furniture, fittings and equipment.
- Land costs.
- Professional Fees (Architect, Engineer, Fire, Geotechnical, Quantity Surveying, Project Management).

This cost estimate is based on actual construction costs in 2020. Cost escalation will need to be calculated, based on when WDC should decide to construct this facility. Current cost escalation estimates are approximately 2-3% per annum, this rate will vary over time.

Timing

The timing for the development of the PCC will need to consider:

- Available land to purchase
- Expiry date of lease of current PCC venue (June 2025)
- Other WDC priorities

5.6 Preliminary Operating Model

WDC provides a significant operating grant to meet the operating shortfall of the community facility network. It is anticipated that the PCC will continue to require an operating subsidy, in line with other WDC community centres. This would be determined during the development of a Business Case for the new PCC.

5.7 Governance and Management Model

Historically the PCC was governed and managed by the PGRI. In recent times the administrative management of the facility has shifted to the WDC. This has enabled the PCC to receive the same benefits of a centralised system as other community facilities.

There are some reported disadvantages of this arrangement, including a lack of flexibility for last minute bookings. However, the benefits of professional facility management expertise within the WDC and a centralised booking system (among others) outweigh the identified disadvantages.

The PCC will continue to operate as a partnership facility between the WDC and the PGRI, who will provide a volunteer staffing model to support some community activities.

Ongoing open communication between the PGRI is a cornerstone of the agreed memorandum of understanding and if this remains then issues will be identified and dealt with in a timely fashion for the betterment of PCC user groups.

It is recommended that the proposed PCC is managed by WDC with volunteer and advisory support from the PGRI.

6. Future Community Library Facility

The agreed WDC levels of service for the provision of libraries indicate a new library is required in the study area once the population threshold of 10,000 people is reached.

The following section considers site locations, preliminary costs and timing for the proposed Woodend - Ravenswood / Pegasus Library. Pegasus has been assessed and considered not appropriate for a community library facility. Along with the scale of this type of facility, there are also perceived access barriers for those from outside of Pegasus travelling into the town for activities¹⁵.

It is important for WDC to secure a site for new community facilities that are proposed for the area.

6.1 Potential site options

When purchasing land for community library in Woodend - Ravenswood, consideration should be given to other community needs of WDC that could be co-located (e.g. youth space, Park & Ride, potential aquatic facility). The following sections provide a preliminary assessment of the available sites for both facilities.

Table 6.1 outlines the preliminary site options that WDC could consider for the development of a library in the study area.

Table 6.1. Preliminary Site Options

Identified Site	Advantages	Challenges
Lease commercial space	Located in proximity with commercial hub.	Lose ability for co-location with proposed aquatic (or wider open space) developments.
Purchase commercial land	Can create a community "hub" alongside other community facilities, potentially adjacent to commercial activities.	Land purchase significantly increasing whole of life cost. Size of land required for combined community facility is significant (approx.. 2 ha)
Woodend Recreation Reserve	WDC owned land. Located close to both the Woodend Community Centre and local shops / school. Opportunity to consolidate a community hub alongside school, bowling club and other activities.	Would reduce the amount of greenspace in Woodend. Would require relocation of cricket ground, possibly to Gladstone Park Not located in or adjacent to a commercial precinct
Gladstone Park	WDC owned land.	Perceived distance from community (3km to the centre of Woodend).

¹⁵ The Sutherland report notes Pegasus is a less attractive options to locate a library for other residents given the golf course and main north road acting as barriers. The area also lacks complementary retail activity of any scale.

Identified Site	Advantages	Challenges
	Significant space for complementary developments (e.g. aquatic centre) and a range of existing users (rugby, tennis, dog park users).	Proposed bypass may further distance the park from residents (depending on confirmed roading configuration). Not located in or adjacent to a commercial precinct
Re-purpose some space at the Woodend Community Centre	Could incorporate library into existing community centre WDC owned land	Displacement of court users

There are some key considerations in determining a preliminary preferred site:

- The cost of land. A WDC owned site provides significantly favourable terms.
- There are some advantages of locating the library close to commercial areas as it is “convenient for customers to do all their business in one easy to access location”¹⁶.
- The future roading network - when determining the location for a future library / community centre is the proposed State Highway One by-pass of Woodend. This by-pass would have a significant effect on the future look and feel of the Woodend township, reducing vehicle movements.
- A shared site (and services) with any other existing or future community facility provision in the area (e.g. youth activity zones or aquatic centre).

6.2 Timing

Given population forecasts indicate the study areas combined population is not going to reach 10,000 until 2040, there is no urgency to construct a community library in the area. However, it would be sensible to secure a strategic site well before this time.

The timing also has other impacts that should be considered:

- Cost estimates should be treated with caution given the long lead in time
- The changing nature of library (and other leisure pastimes). What library services look like in 20 years are unlikely to look like library services of today.
- Demographic projections may vary significantly over this length of time

Given the current available data, the development of a community library could occur as late as 2040, or in the late 2030's. Given this, there is no requirement to budget for a library development in the area in the 2021-2030 long term plan. Early planning and securing a site for a library (alongside other community facilities) would be recommended.

¹⁶ Sutherland (2019)

6.3 Woodend - Ravenswood Community Library Spatial Requirements

Spatial requirements are approximately 750m² made up of the following:

- Library 650m²
- Community Spaces 100m²

This size is based on the 2019 Sutherland report and agreed levels of service. This size excludes car parking and surrounds.

6.4 Preliminary Capital Estimate

Given the proposed staged approach to developing community facilities in the WDC area, the Woodend - Ravenswood Community Library would not be developed until somewhere in the last part of the 2030's at the earliest.

It will be important for WDC to promote the use of the Woodend Community Centre to Ravenswood residents and ensure any other community developments in Ravenswood complement the existing spaces available in Woodend and the wider Waimakariri district and those proposed in Pegasus.

Table 6.2 highlights some recent library developments in Canterbury, to help understand the likely investment required for a new community library.

Table 6.2 Community Library Benchmark Facility Costs.

Facility	Main Spaces	Total Floor Area (approx.)	Capital Cost (year opened)
Bishopdale Library (2017)	Community library Community hall Kitchen / storage	800m ²	\$4.4m
Turanga (Christchurch Central) (2018)	Civic library Multi-storey, interactive knowledge hub	9,850m ²	\$92.7m
Sumner Library (2017)	Community library, function / hall area with kitchen. Museum space	1,300m ²	\$10m
Kaiapoi Library (2014)	Civic centre, meeting rooms, library, service centre	1,897m ²	\$11.2m

The comparison facilities were developed over the last 5-6 years. The square metre cost ranged from \$5,500 - \$7,700 per square metre (excluding Turanga). The range reflects the level of specifications at the various libraries.

The spatial requirements for a community library in the Woodend - Ravenswood area are similar to the specifications provided in the Bishopdale development.



A budget of \$8,000 / m² (based on 2020 costs) would allow WDC to construct a community facility library. Based on the recommended size of 750m² this equates to a preliminary capital estimate of \$6,000,000 in 2020 terms.

7. Conclusions and recommendations

WDC commissioned this report to understand if there was a need for additional community facilities in the Pegasus and Woodend, Ravenswood areas. Community facilities are an important enabler for community cohesion.

It is important to take a network approach to the provision of community facilities. It has been identified that there are other developments that could be co-located (e.g. youth activity spaces).

Currently WDC does not have a Community Facilities Network Plan to guide decision making. However, there are some agreed levels of service provision which have been used to determine requirements.

Securing suitable sites for these community facilities should occur as soon as practicable.

The following provides a summary of findings of both proposed facilities.

7.1 Pegasus Community Centre

This report has confirmed that there is demand for community space at Pegasus (which is currently being served through the leased retail space).

A central location, close to Pegasus Lake would allow for an integrated offering with events that occur on or around the area. The lake has the potential to be a significant drawcard for events and community activities. Currently water quality issues are inhibiting the range of activities that occur on the lake. This is a key issue that needs to be resolved.

WDC owned site options are very limited, particularly if there is a desire to co-locate with other community facilities. A short list of sites, based on an assessment for a youth location, was analysed to determine a preferred site option. 70 Motu Street is seen as the preferred location, should WDC choose to develop a fit-for-purpose community centre in Pegasus.

A preliminary capital cost estimate for a centre that would be 385m² in size is \$2.122m.

7.2 Community Library

Population growth in the study area means a new library will be required by 2040, as the population for the area reaches 10,000 people.

A number of options to deliver a community library have been considered, including retrofitting existing spaces, leasing commercial space, purchasing land or developing a library on existing WDC land.

A preliminary assessment of options concludes that developing a new library on WDC land would be the preferred option. Given a library may not need to be constructed until 2040, there is time to ensure some other dependencies are progressed or confirmed before committing to a specific site.

In 2020 values, the cost to construct a community library that is approximately 750m² in size is \$6.0m.

7.3 Recommendations

- Separate the need for a community library in the Ravenswood – Woodend area from the need for a community centre in Pegasus.
- Pending the outcome of a business case, secure land at Pegasus for a community centre.
- Consider the co-location of other community assets with the Pegasus Community Centre where practical.
- Allocate budget of \$2.123m toward the Pegasus Community Centre.
- Pending the outcome of further, detailed investigations, confirm the location for the Woodend – Ravenswood community library at the Woodend Recreation Reserve.
- Do not allocate any investment for a community library in the Woodend – Ravenswood area in the 2021-2031 LTP period.
- Consider the co-location of other community assets with the proposed community library where practical.

Appendices

Appendix 1 – Preliminary Cost Estimate (PCC)

prestidgeQS Ltd					
Quantity Surveying # Construction Economics					
FEASIBILITY ESTIMATE				Date	4/11/2020
for					
PEGASUS COMMUNITY CENTRE					
item	Area Name	Area Description	Qty	Rate	Total
	Overall	Medium-High level of spec, to reflect the lifestyle of the Pegasus township			
1.1	Main Function / Meeting Room	Space for meetings and functions up to 100 people (seated). 5m ceiling height. Based on 200m ² area	200	3,250.00	\$650,000.00
1.2	Main Function / Meeting Room	Divideable acoustic wall. Based on 10m wall length. Full height framed and lined acoustic wall, with 3.0m high acoustic foldable wall			39,700.00
1.3	Main Function / Meeting Room	Movement groups area - mirror to one wall (based on 10m x 3m) and moveable Stage for instructor			\$16,500.00
	Main Function / Meeting Room	Library service area. Based on 4m of wall shelving, with a moveable shelf unit that can open to form a "walk through" type library, or close to form a "cupboard" type unit			\$10,000.00
2.1	Kitchen	Base build for kitchen area, including services. Based on 20m ² area	20	4,000.00	\$80,000.00
2.2	Kitchen	Commercial kitchen fitout			\$29,000.00
3	Small Meeting Room	Boardroom style, seating for 20 people (20m ²)	20	3,500.00	\$70,000.00
4	Consult Room	Small office / Meeting Room - available for hire	10	3,500.00	\$35,000.00
5	Venue Management Office	Office for 1 person (10m ²)	10	3,500.00	\$35,000.00
6	General W/C's	Based on 4 pans and basins, split into separate male and Female areas (10m ² each)	20	4,500.00	\$90,000.00
7	Accessible W/C	One unisex accessible W/C (6m ²)	6	5,000.00	\$30,000.00
8	Reception area	Main point of entry. Gathering space for access to other spaces. "Drop in" area for community information (30m ²)	30	3,500.00	\$105,000.00
9	Storage rooms	Multiple storage spaces with direct access from the key spaces (15m ² total area)	15	3,600.00	\$54,000.00
10	Cleaners Room	Lockable storage area for equipment and cleaning chemicals, sink and water supply (3m ²)	3	4,000.00	\$12,000.00
SUBTOTAL for Indoor			334	m ²	\$1,256,200.00
11	Car Parking	Based on 50 carparks, plus driveway areas. Total sealed area approx 1500m ²	1		\$125,000.00
12	External Community Area	Paved patio area to enhance the indoor / outdoor use of spaces (based on 100m ²)	100	250.00	\$25,000.00
12	External Community Area	Exterior 3 and single phase power outlets for community activities (based on three of each)	1	5,000.00	\$5,000.00
14	Landscaping	Simple native planting around the driveway and building areas. Grass reinstated where applicable	1	10,000.00	\$10,000.00
SUBTOTAL for Outdoor					\$165,000.00
Provisional Sums					
	Building Consent	Building Consent cost and any other Council fees relating to the project			\$35,000.00
	Underground Services and connections	Power, Phone, Data, Water, Stormwater and Drainage, Fire Protection etc connections and piping / wiring to building			\$60,000.00
TOTAL for Provisional					\$95,000.00
TOTAL for Build					\$1,516,200.00
15	Contingency Sum	Unforeseen costs, 40% of Project estimate	40%		\$606,500.00
The following costs should be added to determine the overall Project Value					
	FFE	All loose furniture and furnishings			
16	Professional Fees	Architect, Engineer, Fire Engineer, Services Engineer, Geotechnical Engineer, Quantity Surveyor, Project Manager, etc			
17	Resource Consent	Allow for any Resource Consent application and other costs			
	Other project costs				
	Spare				
TOTAL PROJECT					\$2,122,700.00
Exclusive of GST					

Appendix 2 - Nearby Community Facilities

The Woodend Community Centre

The Woodend Community Centre is another WDC facility within the wider study area that offers some spaces that are similar to those required in Pegasus. The centre was re-developed in 2013. It provides an indoor court which is a popular venue for local sport and recreation groups. The centre also has two larger meeting rooms, with a commercial kitchen. It is located in the centre of Woodend, across the road from the Woodend Primary School.

There are a range of activities at the centre including basketball, first aid training, church meetings, badminton, gymnastics and dance. Table 3.2 shows a sample of bookings between June 1 and October 31 2020. All the bookings in this period were community bookings. No commercial bookings were evident. There were no bookings in the period of Covid Level 2 from mid-August to late-September 2020.

Woodend Community Centre Bookings June 1 - October 31 2020*

Room Booked	User Name	Frequency	Length of booking
Combined Meeting Rooms	Community Facilities Coordinator	Weekly	1 hour
	Electoral Commission	Daily for a week in October	14-15 hours
	Woodend Beach Country Music Club Incorporated	Weekly	5 hours
	Waimak Wee Ones	Weekly	2 hours
	Woodend Combined Club	Two bookings	3 hours
Meeting Room A	New Zealand Red Cross	3 days	5-9 hours
	One Step Dance	Weekly	3 hours
	Rangiora Baptist Church	Weekly	2 1/2 hours
	Community Board - WDC	3 bookings	3-4 hours
Meeting Room B	Woodend Community Association	2 bookings	2 hours
	Faith Outreach Ministries	2 bookings per week	2-3 hours
Sports Hall	Woodend School	2-3 times per week	2 to 6 hours
	Zumba Fitness with Carla Davis	Weekly	2 1/2 hours
	Woodend Badminton Club	2-3 times per week	2 hours
	Woodend Social Basketball	Weekly	3 hours
	Woodend Gymnastic Club	Weekly	2 1/2 hours
	North Canterbury Basketball	Sporadic	2-4 1/2 hours
	North Canterbury Sport & Recreation Trust	2 bookings	2 hours
	Woodend Indoor Bowls	Weekly	2 1/2 hours
	Aimtru Archers Club Incorporated	Weekly	3 hours
	Tuahiwi Badminton	Weekly	2 hours

Room Booked	User Name	Frequency	Length of booking
	One Step Dance	Weekly	3 hours

*There were several other bookings under private names, therefore have been removed.

The Waikuku Beach Hall

The Waikuku Beach Hall consists of a 200-person capacity hall, kitchenette, and toilets. As this facility only has a large hall and no smaller rooms it is not suitable for use for smaller meetings. From June 1 to October 31 2020 the Hall had a variety of regular users as be seen in Table 3.3 below.

- Waikuku Beach Hall Bookings June 1 -October 31 2020*

User Name	Frequency	Length of booking
Community Facilities Coordinator	Weekly	2 hours
Dance Group	Weekly	1 hour
Waikuku Beach Play Group	Weekly	2 1/2 hours
Electoral Commission	One off	15 1/2 hours

*There were some other bookings under private names

The Ruataniwha Kaiapoi Civic Centre Meeting Rooms

Between June 1 and October 31 2020, the two main users of Meeting Room 1 at the Ruataniwha Kaiapoi Civic Centre were the Kaiapoi Library and other teams from the WDC. Most meetings were between two and three hours long. There was no recorded bookings of Meeting Room 2 during this time period.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CPR-04-05-37 /210507073497

REPORT TO: Council

DATE OF MEETING: 25 May 2021

FROM: Chris Brown, Manager Community and Recreation

SUBJECT: CUST COMMUNITY CENTRE UPGRADE

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is a staff submission to the 2021-2031 Long Term Plan relating to the upgrades at Cust Community Centre. Following submissions to the LTP from both the Cust Community Centre Advisory Group and the West Eyreton Rifle Club, Staff are providing information and recommendations on the points within these submissions.
- 1.2 This report considers three items that are currently unresolved at Cust Community Centre. These are; additional car parking requirements, capital works renewals remaining within the building and the rifle club. Outlined within this report are options relating to each of these items and recommendations for Council consideration.
- 1.3 The recommendations of this report would have a financial implication on the Long Term Plan with \$157,000 being allocated from the Depreciation Renewal Fund to increase the Community Facilities Renewal Works Programme Budget in Year 1 and, \$20,000 towards a feasibility study into options for the relocation of the West Eyerton Rifle Club. The only rating impact of this change would be due to the feasibility study which would be a 0.2% increase per rating unit as an operational expense

Attachments:

- i. Cust Community Centre Proposed Tennis and Netball Parking Extension Plan (Trim 210507073543)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210507073497.
- (b) **Approves** budget of \$105,000 being allocated in year 11 of the Long Term Plan towards the formalisation of the car park at Cust noting that staff will undertake monitoring in the next financial year to determine usage and demand of parking with a report back to the Community Board and Council prior to the annual plan next year
- (c) **Notes** that Council may choose based on the request from the Community Centre Advisory Group to allocate funding within later years of the long term plan to signal support **for the communities wishes. This funding would be subject if in outer years to**

further long term plan deliberations and additional staff investigations into ongoing usage trends of the parking capacity.

- (d) **Notes that** staff will seek approval from the Rangiora Ashley Community Board for the installation of the shelter for the Cust Tennis and Netball Courts
- (e) **Approves** the allocation of \$157,000 from the Depreciation Renewal Fund to increase the Community Facilities Renewal Works Programme Budget in Year 1 to cover the costs of the work remaining to the building at Cust Community Centre
- (f) **Approves** in principle the relocation of the West Eyreton Rifle Range from Cust Community Centre and staff working with the club to identify the best option for this.
- (g) **Approves** the allocation of \$20,000 towards a feasibility study to identify the exact costs associated to the Oxford Rifle Range or a new dedicated range with a report taken to the Community and Recreation Committee outlining the best way forward noting at that point any budget required can be brought before Council for consideration.
- (h) **Circulates** this report to the Community and Recreation Committee, Rangiora Ashley Community Board and the Cust Community Centre Advisory Group.

3. **BACKGROUND**

- 3.1 When seismic assessments were carried out of all Community Buildings after the earthquakes it was found that the main hall at Cust Community Centre was earthquake prone with a NBS of 20 % but the balance of the building was assessed at 100%.
- 3.2 Once the assessment was received the main hall was closed and since then work has been completed to strengthen the building, renew the interior and exterior toilets, replace the main entrance doors and carpets and bring the building to a compliant fire code level.
- 3.3 In 2020 Council were successful in receiving a grant from the Governments Provincial Growth Fund for money to paint the exterior and interior of the building along with work to renew the carpark surfacing and upgrade two areas of informal parking into formalised parking areas. This work is now mainly completed with contractors undertaking the final planting of the garden beds within the next month.
- 3.4 There are now three outstanding items left to resolve with the upgrade of Cust Community Centre. These are; additional car parking requirements, capital works renewals remaining within the building and the rifle club.

4. **ISSUES AND OPTIONS**

Additional Car Parking

- 4.1. The Cust Community Centre Advisory Group believe that there is insufficient parking available at the centre especially for a community centre which has a capacity of 313 people. With the work now completed to upgrade and reseal the existing parking, there are now 30 formalised car parks available with three additional grass areas for overflow parking for seasonal events.
- 4.2. Currently the area beside the tennis/netball courts is one of these areas of grass overflow parking. This space is mainly used by tennis and netball users and is on a grassed built up sloping area which was originally swamp land. This area becomes wet and slippery in the winter and after rain which has led at times to cars becoming stuck and bogged.



- 4.3. The Advisory Group would like to see this area formalised into a gravel parking area due to the health and safety risks associated with cars becoming stuck within the grass when wet and perceived capacity constraints. This would have an added benefit of additional parking for the community centre.
- 4.4. There is budget allocated to this project in year 11 of the Draft LTP however the advisory group would like to see this brought forward. The Advisory Group submission to the LTP commented that *"Parking around the Community Centre is totally inadequate for the number of users to the Centre especially for larger meetings and events. Any additional parking at the community centre could serve as an overflow and be of a huge benefit to users who expect that they can park safely without becoming stuck in all weathers."*
- 4.5. Staff have worked with the Advisory Group to support them in gathering information for their LTP submission on this issue and attached is a basic concept plan used to estimate costs associated with formalising this space. This plan includes the provision of an additional 31 car parks on a gravel parking area separated by bollard and wire.
- 4.6. The clubs also have plans for a small shelter pavilion between the car park and the courts. This would act as a sheltered place to watch games from and potentially include a small space for storage of equipment. The clubs intend to seek external funding for this shelter however requested that space be identified in the plan for its location in the future.
- 4.7. Staff have undertaken a cost estimate exercise for this car park based on the draft concept plan and believe that the cost would be approximately \$105,000. This price includes everything from site establishment costs, construction costs, professional fees and the standard 10% contingency allowance. The total cost also includes the drawing up of the construction drawing set and contract, undertaking the tender process and project monitoring during the construction phase.
- 4.8. Staff have looked at current bookings of the Community Centre and based on these bookings there is no evidence to suggest that there is a need for additional parking at the reserve. We have not yet undertaken any formal parking counts to ascertain if parking is an issue at particular times however we have also not received complaints from users that they have not had sufficient parking available either. Based on this, staff believe that any formalisation of this parking space would be to meet future needs (which may likely increase now the facility has been upgraded) as opposed to current needs. Staff have had conversations with Tennis who have indicate that while they would like to have a formalised parking area here, they have not had issues with the grass as their activity is during the dry summer months.
- 4.9. Staff acknowledge that this space is convenient for users of the tennis and netball courts to park in and understand that the use of this space for parking is not due to the formalised parking being full but due to the convenience of proximity. Staff are of the understanding that during the netball season when the grass area is wet, the main Cust Community Centre carpark is generally unused. An assessment of the bookings suggests that during

the winter period there are very few incidences when the use of Cust Community Centre might fill the carpark. It is currently 30m walk on a formed surface from the closest existing car park to the tennis court and 100m from the furthest. Between 30 and 100m would be consistent with distances from other carparks provided in the district to other sporting facilities.

- 4.10. There are three options for this space which Council should consider;

Option 1: Do nothing

- 4.11. Council could decide to do nothing and leave this space as overflow parking as it stands at the moment. Over time as the use of the centre increases, this would then provide the evidence of a need for this parking at which point the Council could allocate money through either future Annual Plan or Long Term Plan processes.
- 4.12. This would have no cost associated with it to the current LTP however would also not alleviate the issue of people parking on the grass when it is too wet and getting stuck. Staff believe that netball and tennis users will continue using this space however through the netball and tennis clubs staff will ensure that users are aware of the risks of using this area over the winter months. Based on historical use, there is limited evidence of maintenance required at the end of the winter season and it has not been noted as a common issue outside of the Advisory Group. Staff recommend this option

Option 2: Formalise the car park

- 4.13. This would provide additional parking for the wider community centre and alleviate all health and safety concerns associated with parking in this area when it is wet. This is the preferred option of the Cust Community Centre Advisory Group. Staff believe that at this point the formalisation of this parking space would be to meet the needs of convenience as there is currently no evidence to show that the parking capacity within the community centre area is not sufficient for current use. Through appropriate education, signage and use, the health and safety concern that has been raised can be mitigated without the need for additional parking.
- 4.14. This option is estimated to cost \$105,000 to complete which would be loan funded as a general rate. The rating impact on ratepayers over the 25 year term of this loan would be \$0.36 per ratepayer or 0.1%.
- 4.15. This project is currently listed in year 11 of the LTP and Staff do not believe that there is sufficient evidence to support the need for bringing this forward at this time. Please note that Option Two is the preferred option of the Advisory Group who have provided a submission as part of the long term plan to support their request.
- 4.16. Council may choose based on the request from the Community Centre Advisory Group to allocate funding within later years of the long term plan to signal support for the communities wishes. This funding would be subject if in outer years to further long term plan deliberations and additional staff investigations into ongoing usage trends of the parking capacity.

Option 3: Prevent access into the space in wetter months in the interim

- 4.17. Council could install bollard and wire fence across this space with a chain entry point such as is the case for overflow parking in many other reserves. It would then be possible to prevent access during winter when the grass is too wet to safely park and could be opened up when the ground has hardened in summer.

- 4.18. This option would mitigate the health and safety risk and come at little expense (approximately \$2,000 total). This would not likely be a popular outcome for the netball users as it is a winter sport but would have little impact on tennis (summer sport) who have not had issues with getting stuck.
- 4.19. While Staff see this as an interim option to mitigate the health and safety risks mentioned above until there is a need for additional formalised parking at the centre. Staff do not believe that this is necessary, as this can be achieved using education and signage without preventing access to vehicles such as 4wd's, which may otherwise have no issue with wet ground. Staff therefore support budget being included for the development of the car park in year 11 as over time it is likely that now that it is upgraded, use of the community centre for larger functions may grow. Should this need arise sooner, budget can be allocated in future Annual Plan or LTP processes.

Remaining Capital Works

- 4.20. While the contracted works are now complete on the earthquake strengthening and other works within the Community Centre building, there is still remaining works which have been identified to renew or replace items and complete the upgrade. Budget for this work is included within the Draft LTP as part of the Community Facilities Renewal Works Programme Budget. This budget is reliant on LTP Approval and includes provision for the following items at Cust Community Centre;

4.21. Year 1 – 3

• Scope options for complete treatment of the main hall floor.	\$35,000
• Replacement of Supper room bi-folding doors.	\$9,000
• Replacement of St John internal sliding door.	\$4,000
• Replacement of supper room, meeting room and kitchen vinyl.	\$15,000
• Replacement of kitchen extraction unit.	\$11,000
• Repair of Playcentre double exit doors and modify of ramp.	\$9,000
• Repainting of Playcentre.	\$15,000
• Additional internal painting.	\$3,000

Years 4 – 6

• Additional Exterior Painting	\$1,000
• Additional Internal Painting	\$3,000

Years 7 - 10

• Additional Exterior Painting	\$45,000
• Additional Internal Painting	\$7,000

Total	\$157,000
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- 4.22. The Advisory Group would like to see this work completed now as opposed to waiting for budget in coming years of the LTP. The advisory group cite that with the other works now complete and looking clean and fresh, it highlights the incomplete and degraded nature of the remaining items as well as some items being physically not working such as the supper room bi-folding door.
- 4.23. Staff understand the desire to complete these works now and that this would see the centre looking completed and tidy both inside and out. However unless additional budget is approved, bringing this work forward would have impacts on other projects.

4.24. Staff have identified three options for Council consideration:

Option 1: Do nothing

4.25. Should the Community Facilities Renewal Works Programme Budget be approved in the LTP this includes budget for the above works. They will be completed however they will still be spread over the ten years. This will have no impact on other facilities however does mean that the works to update the community centre will not be completed for a number of years. Within that time, there will be a clear visible indication to users that the work is still only half complete. Furthermore, some elements such as the hall floor which leaves a musty smell in the hall and the broken supper room door will continue to have a negative impact on users until they are replaced. Staff do not recommend this option.

Option 2: Rearrange priorities within the Community Facilities Renewal Works Programme Budget.

4.26. This would involve bringing all of the work required for Cust into the first year and pushing the remaining programme out by another year for other facilities. Among these would likely be work required at Loburn Domain. While staff understand the desire to complete the work at Cust Community Centre, there is also work which is just as important in other facilities around the district and the existing programme was created based on a prioritisation of this work. Pushing work on other facilities out to bring Cust forward will have a direct negative impact on other communities and facility users within the district and staff do not recommend this option.

Option 3: Increase budget in Year 1 to cover these costs.

4.27. Budget can be taken from the Depreciation Renewal Fund to increase the Community Facilities Renewal Works Programme Budget to cover the costs of the work at Cust Community Centre in Year 1. This would have no impact on the ratepayer and there is sufficient budget within this fund to cover the work. This would also mean that there would be no need to change the programme for other facilities so there would be no negative impact on other users. Staff recommend this option.

Rifle Club Relocation

4.28. The West Eyreton Rifle Club was established approx. 72 years ago and operated from the West Eyreton Hall. The Club supported the construction of the Cust Community Centre by relocating to this site and in order to do this, the members did a significant amount of fundraising towards the construction of the hall and also to Club rooms upstairs as well as bullet traps being constructed under the stage. The Club to this day still operates during the winter months from the end of February to the end of September each year.

4.29. The club have been successful at achieving great results such as one of their Juniors representing New Zealand at the International Oceania Games held in Australia. Other Juniors of the club have shot in the New Zealand secondary school competition and one was captain of the South Island Team. Other members have represented in the South Island teams and represented New Zealand internationally. The club also work with local resources such as the Cust Fire Brigade and Oxford Area School.

- 4.30. Over recent years the health and safety requirements of shooting facilities has been highlighted and this has led to the realisation that the clubs presence at Cust Community Centre comes with a raft of challenges in order to ensure the safety of both our members and other users of the centre.
- 4.31. There are many issues to consider with clubs operating from a shared community facility. The two major ones are lead contamination and the air purification of the facility. Target Shooting New Zealand has viewed the range in the Cust Community Centre and has highlighted a number of alterations required to obtain range certification.
- Steel plates across the back wall of the centre covered with wood to stop any bullets missing the traps under the stage.
 - Plywood covered steel wing walls on each side of the hall attached to the steel framing for the same purpose.
 - Steel protection over the trap lights
 - Air purification system to create a negative air flow over the shooters while shooting is in progress. A quote was obtained for this. Estimated cost \$15,000.
 - Strict cleaning processes are required to clean any lead contamination from all surfaces after each shoot. This involves specialist equipment such as a wet vac system with a hepi filter rather than just the current sweeping of the floor.
 - Strict safety, procedures and processes while shooting is in progress. With the change of the locks and safety doors these procedures now need upgrading.
- 4.32. The potential cost of upgrading to the standards required (especially in a shared facility) have a major risk of putting the club's viability into question and there is concern from both the club and council staff that continuing Health and safety requirements and also public perception in the future, will only make it more and more difficult for the Club to operate in a shared use facility.
- 4.33. Staff have been working with the club to identify options going forward to support the club while ensuring that their exercise is not having negative health and safety impacts on other users. Together the club and Staff have identified three options for consideration;

Option 1: The club stays at Cust Community Centre and upgrades are made.

- 4.34. This would involve significant work as highlighted above simply to get the hall to a state that fits within the requirements of Target Shooting NZ. It is possible that additional work would be required on top of this due to the nature of it being within a public community centre with other users. Work would need to be undertaken to ensure any changes were aesthetically pleasing and did not impact on other users of this space and a significant cleaning regime would be required with ongoing testing to ensure the safety of other users of the facility.
- 4.35. Staff have not fully costed this work as yet however believe it would be significantly large with ongoing operational costs for testing and cleaning. Aqs highlighted above, there is an ongoing risk that even with these upgrades, future health and safety requirements are likely to increase and put a strain on the clubs viability at Cust Community Centre. Staff do not recommend this option and agree with the club that a dedicated rifle range would be more suitable for the club going forward.

Option 2: The club relocates to the Oxford Rifle Range at Pearson Park

- 4.36. There is a dedicated rifle range at the Pearson Park Pavilion at Oxford which was used by the Oxford Miniature Rifle Club until its closure. The Canterbury earthquake caused damage to the building and shooting range and the Council have fixed the building but

work would be required to upgrade the range to a suitable state. The club have looked at this and believe this work would include:

- Concrete the floor (currently bare earth) and put steel covers over exposed service pipes.
- Emergency lighting (as the walls are concrete block with no windows).
- Air purification system for negative air flow over shooters (as the air volume is considerably less than Cust, the cost of this unit would be significantly lower)
- Safety door to replace the existing solid wooded door at the rear of the building.
- Work to ensure that the area behind the traps (which is currently used by the Cricket Club for storage), is made safe or locked during use of the range.

- 4.37. On top of this, the club would like to be able to use a space as a dedicated club rooms. This would likely be the supper room which is not used by many apart from storing seats and could potentially be still accessible to the public.
- 4.38. This year, the Club was approached by the Oxford Area School to train students who would like to develop their shooting ability. The School is interested in working with the club (preferably in the Oxford area) and we see this as an exciting opportunity for youth in the Oxford area.
- 4.39. Staff believe it is likely that this option would have significantly lower associated costs than Cust and while it is still utilising a shared facility for the club rooms, the actual shooting range is a dedicated range. Staff also believe that this location would help develop a positive relationship with the Oxford Area School. This would therefore provide a potential positive space for youth activities in Oxford as well as mitigating the issues which are associated with staying at Cust.
- 4.40. While this is a dedicated range and therefore has significantly less risk to the public, it is still part of a wider community facility. This means there is still potential risk of changes to regulations although this is significantly lower.
- 4.41. Staff have not carried out a detailed cost estimate for this work however believe it has merit to look into further as a potential option which on the surface looks to be better for both the club and other users than staying at Cust Community Centre.

Option 3: The club relocates to a new dedicated facility

- 4.42. This would be the ideal situation as it would ensure that the activities of the club were not putting other public facility users at any risk. Furthermore a new dedicated range would be able to be set up from the start with the current best practice systems and processes to ensure not only the safety of the users but that they have the ability to practice and perform to their best in an appropriate environment.
- 4.43. A dedicated facility would require both a range and a small meeting space for use as a club rooms as well as space for storage. This could be located within Cust or West Eyreton or, due to the relationship growing between the club and the Oxford Area School could be located in the Oxford area.
- 4.44. While this is the best option in terms of health and safety and user experience, it would also be the most costly. Council has not recently any similar buildings for this type of use so we have no costings to compare to but would recommend this as an option worth considering as often retrofits can be comparatively expensive to starting new.

Recommendation

- 4.45. Staff have significant concerns with the continued use of Cust Community Centre by the rifle club and do not recommend that option and agree with the clubs view that it would be best to relocate. Without detailed costings it is hard to recommend one option over the other in terms of retrofitting the Pearson Park Rifle Range or building a new dedicated range. Staff therefore recommend that Council approve in principle the relocation of the West Eyreton Rifle Range from Cust Community Centre and staff working with the club to identify the best option for this.
- 4.46. Staff also recommend that Council allocate \$20,000 towards a feasibility study to identify the exact costs associated to Options 2 and 3 with a report taken to the Community and Recreation Committee outlining the best way forward and at that point any budget required can be brought before Council for consideration.
- 4.47. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. Staff have been working alongside the Cust Community Centre Advisory Group in relation to the car park and capital renewals programme and closely with the West Eyreton Rifle Club and Advisory Group regarding the rifle clubs presence and implications at Cust Community Centre. Their views are expressed in the body of the Issues and Options section of the report.

5.2. Wider Community

- 5.2.1. The views of the wider community have not been sought but the Cust Community Centre is well used and is a significant facility for the District.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.2. The recommendation for the carpark has little financial implication as no budget would be attributed to this project within this long term plan timeframe. It is possible that following monitoring in the next financial year to determine usage and demand of parking, there may be a need identified for this budget to be brought forward however this would be part of a report and annual plan process in the coming year
- 6.3. The allocation of \$157,000 from the Depreciation Renewal Fund to increase the Community Facilities Renewal Works Programme Budget in Year 1 will ensure that this work is completed without having negative financial implications on other facilities and their communities/users.
- 6.4. As this budget would be from the existing Community Facilities depreciation fund, which has sufficient budget, it will have no rating impact. This fund is for the renewal of community facilities so it is appropriate to utilise this budget for this work.
- 6.5. The allocation of \$20,000 towards a feasibility study would be an operational cost and therefore have a rating impact on the community. This impact would be a 0.2% effect on rates per unit.

6.6. Community Implications

- 6.6.1. It is important for the community to have the Cust Community Centre fully operational and safe for the community to utilise.

6.7. **Health and Safety**

6.7.1. This will be addressed through the design process of proposed building upgrades.

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

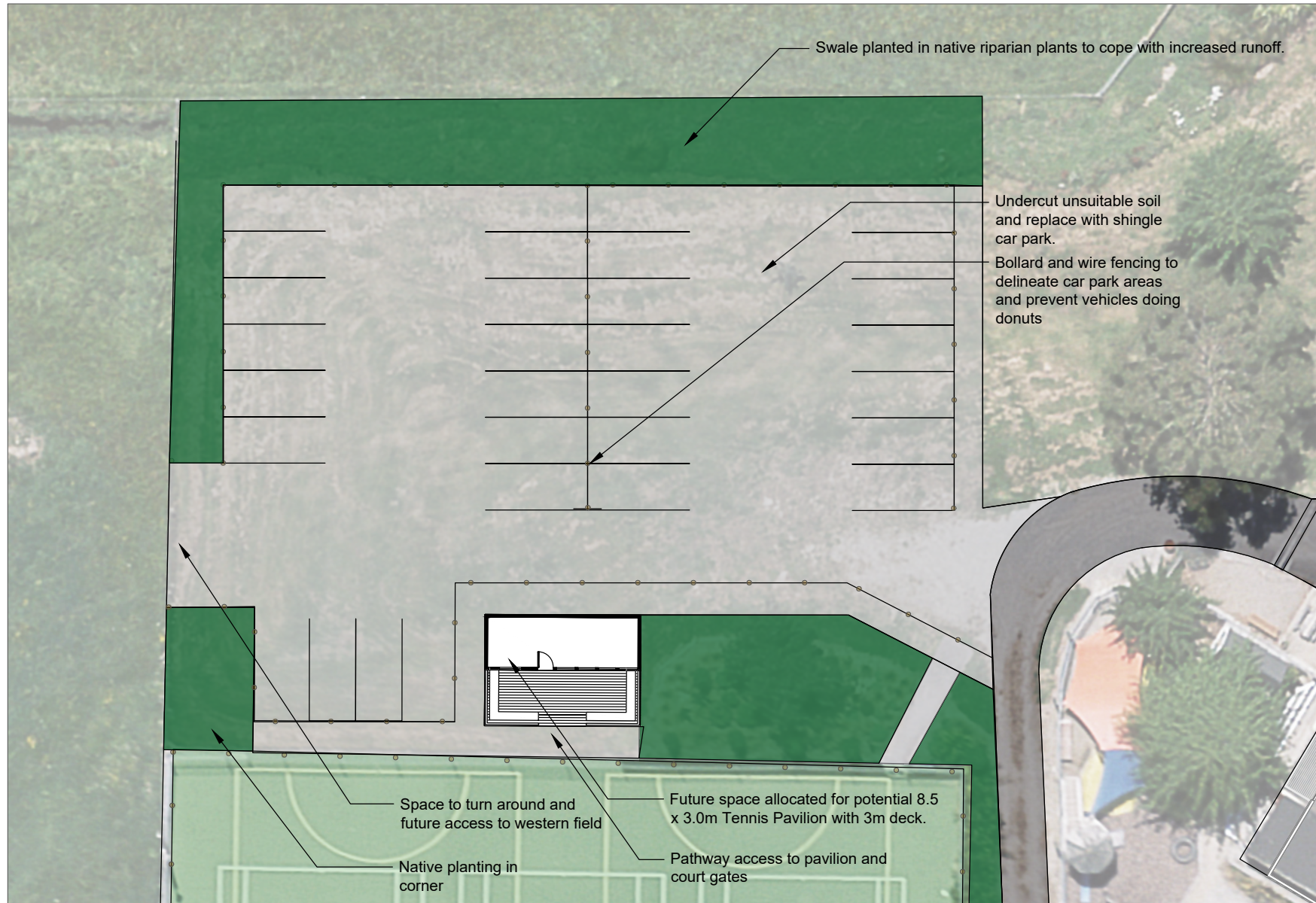
Building Act 2004

7.3. **Community Outcomes**

The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. **Delegations**

The Council is the appropriate decision making body



Cust Community Centre Proposed Tennis/Netball Parking Extension Plan

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CPR-04-04-01 / 210506072491

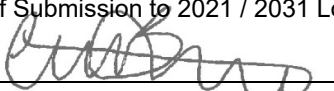
REPORT TO: Council

DATE OF MEETING: 25 May – 27 May 2021 (LTP Deliberations)


FROM: Grant MacLeod, Greenspace Manager
Duncan Roxborough, Implementation Manager - District Regeneration

SUBJECT: Kaiapoi River Marine Precinct – Swimming Facility budget
Staff Submission to 2021 / 2031 Long Term Plan

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek approval of budget for the purposes of investigating and implementing a preliminary solution to swimming facilities in the Kaiapoi River near the marine precinct. The solution adopted will be subject to investigation and options review with the Kaiapoi-Tuahwi Community board in winter 2021 and further public consultation.

Attachments

- i. Summary of feedback from youth engagement workshop (Trim: 210506072977)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072491.
- (b) **Notes** that staff have been working with key stakeholders around the Kaiapoi Riverbanks and Marine Precinct since November 2020 regarding public swimming and shared public usage of the marine precinct facilities, including resolution of some conflicts between users.
- (c) **Approves** a budget provision of \$30,000 for the purpose of further investigation and notional implementation of improved public swimming facility in the Kaiapoi River, to be funded from the Recreation Loan.
- (d) **Notes** that following the resolutions of the council meeting of 4 May 2021; the existing provision of \$30,000 in the draft Long Term Plan in the 2021/22 year for the removal of the dredging dewatering ponds is no longer required, and therefore the addition of the budget proposed in this report for a swimming facility effectively has no net change effect on previously indicated rates movements for 2021/22 year.
- (e) **Notes** that the final configuration of any swimming facility in the Kaiapoi River will be subject further investigation and options review with Kaiapoi-Tuahwi Community Board, and specific public consultation.
- (f) **Circulates** this report to the Kaiapoi-Tuahwi Community Board.

3. **BACKGROUND**

- 3.1 The Kaiapoi Riverbanks Wharf & Marine Precinct programme is nearing completion and has developed the area around the Kaiapoi wharf and Williams Street bridge. This has created an attractive environment for the public to utilise the river and banks close to the Kaiapoi Town Centre.
- 3.2 Outstanding capital projects yet to be completed and already budgeted for in forthcoming years are:
- Kaiapoi Riverbanks Walkway – Southwest Bridge corner / War Memorial reserve
 - Murphy Park and Rowing Precinct
- 3.3 The wharf and area of river near the bridge has long been a popular area for swimming in the summer months, and the development of the new facilities in the marine precinct has seen a relevantly recent increase in the number of general users in the area.
- 3.4 Historically the bridge has been a popular place for swimming and jumping from. There have previously been issues with youth jumping from the wharf structure, and climbing onto private vessels moored at the wharf or in the river. With the new facilities – it is evident that the bridge is still popular for jumping at high tides, and the wharf and new pontoon provide an attractive place to swim at lower tides. This is partly due to the dredging in those areas, as well as the general amenity provided e.g. the easy access to water's edge and to get in and out of the water.
- 3.5 There have been recent issues with groups of youth who swim in the area clashing with the operators of the River Queen, their customers, general users of the area, and patrons and owners of the Port and Eagle Brewpub.
- 3.6 Some of the steps taken to date by staff and elected officials to resolve these matters have included:
- a) Meetings held with key users
 - b) Meetings with NZ Police and Regional Harbourmaster
 - c) Engagement session with youth; to identify issues, seek ideas
 - d) Improved Signage
 - e) Increased presence, engagement, and monitoring of anti-social behaviour
 - f) Emphasised tracking and reporting of any crime incidents to the Police
 - g) Installation of crime prevention cameras
 - h) Modifications to some elements of infrastructure to make them more robust and tamperproof (e.g. electrical outlets, lighting, signage); along with private owners enhancements to vessel moorings/lines, vessel general security)
 - i) Rapid response to any damage issues – to keep the area looking good and functioning
- 3.7 A staff briefing was held with Kaiapoi-Tuahiwi Community Board in April 2021 to summarise the outcomes from the engagement session with youth. The main themes of this are summarised in attachment 1.
- 3.8 The Marine Precinct guidelines and original marine precinct signage (from when the area was completed) presently state that swimming from the pontoons is not permitted. Swimming in the marine precinct area was deliberately discouraged, but this is possibly not enforceable (or desired to be) at present. Signs recently installed note that swimming is not permitted from the wharf, or in the River Queen berthing area of the pontoon. Some of this newest signage has only been in place for a month, so its efficacy has not yet been tested. Some of the previous signs (permanent and temporary) installed during summer were not effective at all; in that they were not followed at all, were vandalism targets, or just became another point of conflict.

4. ISSUES AND OPTIONS

- 4.1. There is potentially a need to modify the existing facilities and/or usages rules and agreements, or provide some additional facilities in the marine precinct (or other area of river) in order to maintain appropriate separation of incompatible activities, reduce likelihood of conflict between users, and improve levels of service for all who wish to recreate or operate in the area.
- 4.2. A key consideration is how to provide for swimmers and casual users to utilise the area without creating conflict with vessels and business operation. This principally needs to consider key users such as River Queen who currently move the most frequently in the area; but also would need to consider other vessels using the wharf or other river users (such as rowing clubs, private mooring owners, and casual boaties), and the general public using the terraces and boardwalk as well as the Port & Eagle.
- 4.3. Other than the 'Do nothing' approach; some of the main options considered regarding swimming specifically were:
1. Ban swimming from the marine precinct area altogether
 2. Create swimming area on other side of river
 3. Set aside a specific area of the existing pontoon or wharf for swimming
 4. Create a swimming pontoon

Discussion of Main Options

- 4.4. Option 1 - Ban swimming from the marine precinct area altogether

This would involve somehow implementing a ban on swimming in a defined area around the marine precinct, and then communicating and enforcing that ban.

Pros	Cons	Issues / considerations
<p>Could eliminate conflict of incompatible activities in the most critical area</p> <p>Relatively easy to implement in the first instance</p> <p>May take into consideration some of the water quality concerns/exposure risks</p>	<p>Unlikely to be effective or adhered to</p> <p>Implementation and enforcement costs ongoing</p> <p>May not meet some of the community objectives</p> <p>Retrospective affects the youth who like to use the area</p> <p>Likely to be negative public reaction</p>	<p>Means of creating an enforceable 'ban'?</p> <p>Could be coupled with creation of an improved swimming facility elsewhere on the river?</p> <p>Consideration of other opportunities also – e.g. aquatic centres, potential private aquaplay facilities</p>
Recommendation: Not preferred		

- 4.5. Option 2 - Create swimming area on other side of river

This would involve constructing an improved swimming area on the opposite (true right or south bank) side of the river, near the riverbanks landscaping adjacent to Ruataniwha Kaiapoi Civic Centre.

Pros	Cons	Issues / considerations
<p>Utilises and potentially improves an existing area or riverbanks</p> <p>Separates the main conflicting activities</p> <p>Creates a new attraction in the town centre</p>	<p>May not be completely effective or resolve all clashes</p> <p>Requires reasonably substantial construction and ongoing dredging – High Cost (potentially \$400k plus)</p> <p>Possible clashes with whitebatiers and other fishing</p>	<p>Could possibly form part of a longer-term solution?</p> <p>A number of options with regard to dredging/creating required depth</p>

Recommendation: Not preferred at this stage
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4.6. Option 3 - Set aside a specific area of the existing pontoon or wharf for swimming

This would involve demarcating an area of either the wharf or pontoon (or both) for exclusive or shared use providing for swimming.

Pros	Cons	Issues / considerations
Utilises an existing asset – limited need for additions Somewhat separates the main conflicting activities Attractive to swimmers and youth	Unlikely to be effective or adhered to long-term Possible ongoing safety issues Opportunity cost – compromises other activities, loss of value or revenue from berthing Change from current situation and terms of use More likely to cause congestion on the pontoon (unless the wharf was used instead)	Could possibly form part of an interim solution? May not be completely effective or resolve all clashes Still potential depth issues depending on location on pontoon May be compromised by debris deflector
Recommendation: Not preferred		

4.7. Option 4 - Create a swimming pontoon

This would involve constructing a smaller pontoon dedicated for swimming, potentially anchored in the river or attached to the existing pontoon.

Pros	Cons	Issues / considerations
Somewhat separates the main conflicting activities Attractive to swimmers and youth Creates a new attraction in the town centre Can deploy only on a seasonal basis Relatively easy to construct/deploy	Could still cause occasional congestion on the pontoon (depending on location) May need to be shifted from time to time Potential to attract bigger crowds due to appeal, having a negative effect Potential opportunity cost (if attached to pontoon) – compromises other activities, loss of value or revenue from berthing	Locating in the river will need careful planning to avoid further navigational safety issues Attachment to the pontoon will have similar issues as option 3 Could possibly negotiate with private mooring owner to lease existing anchorage. Will still likely encourage swimming from the pontoon as well (e.g. to make access)
Recommendation: Preferred short-term option		

4.8. The 'Do nothing' approach is not recommended; as there are known ongoing issues at the marine precinct that need resolution and doing nothing further will most likely resulting in recurring issues and potential incidents, even as groups come and go over time.

Recommended Way Forward

4.9. At present here is no budget to add any further projects in the Marine Precinct area over and above those already planned. The swimming provisions discussed in this report do not have any budget.

4.10. The current recommendation is to investigate option 4 further, and the requested budget in this report is based on that recommendation. Options would need be reviewed in more detail and workshopped with the Kaiapoi-Tuahiwi Community Board and consulted on publicly before any detailed design or construction was undertaken. In the event that no

final option is decided upon, the budget would likely be deferred/carried over to a future year, or otherwise not needed.

- 4.11. The purpose of this report is to get a notional budget provision included in the Long Term Plan to allow for more work to be undertaken and potentially install some form of swimming pontoon in at least the short-term (and ideally before next summer). Investigations works would be done in the coming winter, if the budget is approved.
- 4.12. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Engagement to date has particularly involved the following key stakeholders/groups outside of staff and elected officials:

- River Queen (owners and operators)
- Port & Eagle
- Local youth identified as frequent swimmers in the area
- Police
- ECan

5.1.2. It has generally been acknowledged by all those consulted with that there is a current issue with shared use and need for harmony between users, requiring a possible range of approaches to rectify, potentially including; behavioural changes, ongoing engagement, ongoing monitoring and enforcement, and improvement in the immediate environment and management of the facilities (existing and potential new) in the marine precinct.

5.1.3. The concept of a swimming platform has been discussed with a number of the key stakeholders, including the youth who regularly swim in the area during summer; and was seen by most as a potential part of the solution.

5.2. Wider Community

5.2.1. The views of the community would likely be sought through public consultation on the addition of a swimming pontoon or the construction of any significant new swimming facility (e.g. development of the south bank).

5.2.2. The views of mana whenua have not been sought at this stage but this will be an essential part of the proposed project engagement.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. There is presently no specific budget to implement any of the main options outlined in this report. Therefore a new budget provision is needed through the 2021/22 LTP; and this would be in year 1 (i.e. 2021/22 year).

6.1.2. Following the resolutions of the council meeting of 4 May 2021; the existing provision of \$30,000 in the draft Long Term Plan in the 2021/22 year for the removal of the dredging dewatering ponds is no longer required. Therefore the addition of the budget proposed in this report for a swimming facility effectively has no net change effect on previously indicated rates movements for 2021/22 year.

6.1.3. The budget would be funded from the Recreation loan. Ongoing operation and maintenance requirements for the preferred option in this report are expected to

be minor and will be covered in future years through current proposed Recreation activity management plan and budget for the marine precinct.

6.2. Community Implication

- 6.2.1. The preferred option in this report would create a new facility for Kaiapoi that would likely be attractive to youth and swimmers in general during the summer months.

6.3. Risk Management

- 6.3.1. Attending to the matter of swimming facility in the river and the current conflicts arising at the marine precinct will potentially help mitigate current risks regarding:

- Potential loss of revenue for business(es), and loss of revenue to WDC from berthing leases
- Loss of business from the town centre e.g. River Queen opt to leave
- Risk of ongoing confrontations and incident escalation to physical and mental harm
- Ongoing need for regular attendance to complaints, vandalism and conflicts between users
- Risk of accident due to safety issues with swimmers and boats in the same immediate area (particularly River Queen) clashing
- Reputational damage to WDC and others

- 6.3.2. It is noted that swimming in the river is a potentially hazardous activity in its own right; and this report does not specifically seek to address that particular risk, but gives consideration to this in discussing options and in the context of the current situation and behaviours.

- 6.3.3. A number of risks will need to be addressed during further development of options or refinement of preferred option, including consideration of:

- River water quality issues (discussed further below)
- Safety in design of new facility – e.g. fitness for purpose, safe to use,
- Monitoring requirements, ongoing asset survey/maintenance requirements
- Compatibility with other river users – navigational safety considerations, increase on swimming crowds, coordination with recreational fishing activity, consideration of future commercial activity (e.g. commercial marine, floating houses, live-aboard vessels etc).

6.4. Health and Safety

- 6.4.1. The way in which the marine precinct is currently being used creates a number of issues regarding safety and wellbeing. Some people using the area informally for swimming are alleged or appear to be deliberately jumping in front of moving commercial vessels, climbing on private vessels, climbing structures, and intimidating and threatening commercial operators and paying passengers when clashes arise.

- 6.4.2. All of the proposed options considered in this report seek to mitigate risks around health and safety matters.

- 6.4.3. Safety in design will be addressed during design of any new swimming facility – with regard to safe depths, safe structures, rescue provisions, suitable separation of users, and any potential monitoring requirements.

- 6.4.4. River water quality is a potential issue for swimming. At present Kaiapoi River water quality is monitored by ECan and is regularly updated in summer months on the Land Air Water Aotearoa (LAWA) website. The website often (and

currently) shows the river in the marine precinct area as 'Unsuitable for Swimming'. The grades are based on guidelines established by the Ministry for the Environment and the Ministry of Health. People electing to swim may or may not be aware of water quality and associated health issues when choosing to swim in the river, and would need to make their own judgement and risk assessment. Installation of specific swimming facilities could potentially encourage members of the public to swim without being aware of these issues, or may signal that the area is apparently safe for swimming. Consideration would be given to improving awareness of river quality issues through communications and possible signage.

7. CONTEXT

7.1. Policy

- 7.1.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.
- 7.1.2. The recently adopted Kaiapoi Marine Precinct Management Plan and associated supporting documents are relevant in this matter.

7.2. Legislation

- Local Government Act 2002
- ECan Navigation Safety Bylaw 2016 (particularly Part 4 regarding landing places)
- Resource Management Act 1991 (activity in the bed of river)
- Building Act 2004 and applicable Building Regulations (a pontoon or other marine structure may qualify as "Building work")
- (potentially) Water safety legislation - yet to be confirmed

7.3. Community Outcomes

- 7.3.1. Particularly relevant Community Outcomes for this matter are:
 - There is a safe environment for all
 - There is a healthy and sustainable environment for all
 - Public spaces and facilities are plentiful, accessible and high quality
 - The distinctive character of our takiwā - towns, villages and rural areas is maintained

7.4. Delegations

- 7.4.1. The Council has the delegation to approve budgets through the Long Term Plan.
- 7.4.2. The Kaiapoi-Tuahiwi Community Board otherwise has delegation for all residual matters relating to the Kaiapoi Wharf.
- 7.4.3. ECan are the responsible agency when considering Navigational Safety matters (through the Harbourmasters Office), along with responsibilities under the Resource Management Act for structures in the waterway.

KAIAPOI RIVER YOUTH CONSULTATION

Attendance - 12 young people

Q1 - What are the problems/issues with the river?

We get told to move from Port & Eagle because some people trashed it (not us)
 People dumping stuff further up the river
 Broken glass and broken shells on the bottom of the river
 Swearing at us when we try to swim
 Trash in the river
 Nowhere to put bikes
 River Queen getting angry/arguments with people
 River Queen people...
 Getting bullied

Q2 - What are your solutions?

Trash/rubbish in the river

Fix trash in river by putting bins with lids please
 I think it would be nice if there was a guard around the side to stop rubbish
 More bins for rubbish nearby

Disagreements with business owners

The River Queen to park somewhere else (park on other side)
 River Queen move down the river/Riverr Queen gone
 Separate spaces for people to swim/kayak etc

Storage for gear/bikes/scooters

Bike rack
 Storage compartments
 Cubby holes for stuff

Other ideas

Trench in the river to make it deeper
 Diving tower
 Slide
 Get a pontoon in the middle of the river...
 Peddle boats
 Bungee board
 Maybe add a diving board for other end because sometimes we swim there thanks
 Flying fox into the river
 Pontoon
 Diving board
 I get bullied there, maybe separate areas?
 Manu comp!

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-35 / 210505071923

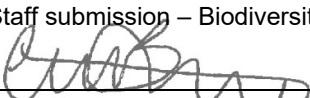
REPORT TO: Council


DATE OF MEETING: Tuesday 25 May 2021

FROM: Kate Steel, Ecologist - Biodiversity

SUBJECT: Staff submission – Biodiversity education budget.

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


 Department Manager


 Chief Executive
1. SUMMARY

- 1.1 This report is to request \$5,000 per annum in each year of the 2021 – 2031 Long Term Plan for biodiversity education delivered through Enviroschools.
- 1.2 This recommendation is an outcome of the recently completed *Local Government Act 2002* S17A review of Council Community and School Education Programmes in the Waimakariri District (see TRIM 200916122952). The review found that Enviroschools provides a number of benefits for delivery of environmental sustainability education in the district, based on cost effective service, leverage of an Environment Canterbury cost share and its regional governance and programme structure. Its delivery costs compare favourably to other options investigated in the review. The review found that Enviroschools should be expanded in the district if possible, if existing and additional funding could be allocated.
- 1.3 Staff propose to increase funding for Enviroschools by \$20,000 per annum, to enable employment of a dedicated facilitator to expand its environmental education programme through schools in the Waimakariri District. In context, current funding of Enviroschools in the district is \$25,000 per annum, with the proposed increase bringing funding for the service up to \$45,000 per annum. Of this proposed \$20,000 increase, \$15,000 is from existing unallocated stormwater and roading education budgets, with \$5,000 requested from Council through the Long Term Plan to enable biodiversity and wildlife protection to be included.

Attachments:

- i. Report to Solid Hazardous Waste Working Party Meeting 12 May 2021 20/21 S17A Review Whole of Council Community Schools Education Programmes (TRIM NO. 210419062950)
- ii. Review of Council Provided In-school and Community Education Programmes, under Section 17A of the Local Government Act 2002 (TRIM NO. 200916122952)
- iii. Proposal to Increase Annual Funding for Enviroschools (TRIM NO. 210416062527)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210505071923.

- (b) **Approves** an additional \$5,000 per annum budget in each year of the 2021 – 2031 Long Term Plan, for the inclusion of biodiversity education into the Enviroschools programme for the district.
- (c) **Notes** the recommendations from the Section 17A Review of Whole of Council Community and School Education Programmes including the direction to staff to investigate expanding the Enviroschools programme.
- (d) **Notes** the allocation of \$10,000 per annum from an existing unallocated stormwater community education budget and \$5,000 per annum from an existing unallocated sustainable transport education budget to the Enviroschools programme.
- (e) **Notes** the recommended funding would enable Enviroschools to employ a dedicated district facilitator (at least 0.8FTE role) to add additional schools and increase hours for existing schools through the district.
- (f) **Notes** the recommended funding would enable Enviroschools to be offered to all interested schools in the district, with new schools recruited over a period of 3-4 years.

3. **BACKGROUND**

- 3.1 In 2020 WDC staff undertook a review of all school and community education provided by council (see attachment i & ii).
- 3.2 The review of environmental education and sustainability programmes found that:
 - a. Currently the council provides environmental education through external contractor Eco-educate (\$77,000 per annum funded through solid waste minimisation and 3 waters) and the Enviroschools programme (\$25,000 per annum funded solely from the Waste Minimisation Account).
 - b. The topics covered by environmental education providers are driven by current funding. Eco-educate provides education on waste minimisation, water conservation, wastewater, and rural drainage. Although Enviroschools can cover a range of topics including biodiversity the current programme in the district has a strong waste minimisation focus.
 - c. There were unallocated budgets for stormwater education (\$10,000) and sustainable transport education (\$5000).
 - d. Council does not currently have a dedicated budget for biodiversity education.
 - e. Enviroschools is considered to be a cost-effective option for facilitating environmental and sustainability education because central government and Environment Canterbury part-fund the delivery of this programme.
- 3.3 The review recommended:
 - a. The continuation of both the Eco-educate contract and co-funding of the Enviroschools programme.
 - b. That WDC staff investigate expanding the reach of the Enviroschools programme with additional funding from other department budgets.
- 3.4 WDC staff consulted with Environment Canterbury and Enviroschools and prepared a report on options for expanding the Enviroschools programme (attachment iii.).

- 3.5 According to consultation documents for the Environment Canterbury Long Term Plan there are about 40 schools across Canterbury currently on the waiting list for Enviroschools but unable to access the programme due to a lack of funding for more facilitator time.
- 3.6 The Management Team has approved the key recommendations from this report to:
- a. Allocate \$10,000 per annum from an existing stormwater community education unallocated budget to Enviroschools, for inclusion of stormwater pollution prevention and waterway protection and enhancement into the Enviroschools programme in the district.
 - b. Allocate \$5,000 per annum from an existing roading community education unallocated budget to Enviroschools, for inclusion of sustainable and active transport education into the Enviroschools programme in the district.

4. ISSUES AND OPTIONS

- 4.1. There are a number of possible funding options that would enable the provision of biodiversity education. Three options have been directly canvassed with Environment Canterbury and Enviroschools to determine whether they could provide the increased resources, if funding was available.
- 4.2. Option 1 (not recommended)
- 4.3. No budget for biodiversity education (status quo).
- 4.4. The Council increases funding of the Enviroschools programme by \$12,500 per annum, to a total of \$37,500. This option would, subject to increased investment by Environment Canterbury as simultaneously proposed in its Long Term Plan, allow Enviroschools to offer the programme to 2-3 new schools in 2021-2022.
- 4.5. Option 2 (recommended)
- Staff recommended option is the creation of a \$5,000 budget for the provision of biodiversity education. In combination with the stormwater education budgets and sustainable this could be used to provide \$20,000 in additional funding to Enviroschools to a total of \$45,000.
- 4.6. Enviroschools advise that this option alongside Environment Canterbury's proposed increased investment, would probably enable Enviroschools to employ another community facilitator dedicated to growing the number of schools in the Waimakariri District. Enviroschools estimate this level of funding would enable employment of at least a 0.8FTE role, which equates to a 32 hour, 4 day working week.
- 4.7. This level of funding would allow Enviroschools to offer the programme to all interested schools in the district and to recruit these schools over a period of 3-4 years. Timing of delivery and expansion of the programme will depend on a schools' readiness to join and prior professional development commitments.
- 4.8. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The Enviroschools programme is delivered only into schools and not adult community groups or businesses. For this reason, it is recommended that the Council retain

complementary service delivery shared between Enviroschools and the external educator. The external educator can continue to deliver the education programme into adult groups and organisations as well as to those schools that are not in a position to commit to Enviroschools.

5.2. Wider Community

The benefit of an increase in the Enviroschools programme will flow through to the wider community through expanding school's support for improvement in waterway management, biodiversity outcomes and increasing uptake of more sustainable transport options.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The delivery of environmental education in the district is most cost-effectively provided through Enviroschools. Enviroschools currently delivers 20 hours of education facilitation per week into schools at an annual cost of \$25,000. This compares very favourably with either a 20-hour per week commercial external contractor (\$77,000 per annum) or 20 hour per week in-house role (including overhead and all other costs of employment including sick leave and annual leave) (\$75,000 per annum).

The following table provides a funding comparison for Enviroschools for the Canterbury region at the current partner funding levels:

Partners in the Enviroschools Programme	Investment	Participation levels
Christchurch City Council	\$50,000	27 Enviroschools (18% of schools)
Selwyn District Council	\$31,250	18 Enviroschools (56% of schools)
Waimate District Council	\$1,500	1 Enviroschools (+3 Kindergartens) 11% of schools
Hurunui District Council	\$5,000	6 Enviroschools (46% of schools)
Mackenzie District Council	\$5,000	3 Enviroschools (+3 kindergartens) 38% of schools
Timaru District Council	\$5,000	6 Enviroschools (+9 kindergartens) 21% of schools
Waimakariri District Council	\$25,000	20 Enviroschools (50% of schools, 10% of early education centres)
		Notes
Environment Canterbury	\$214,000	Labour, goods and services
Department of Conservation	\$8,000	
South Canterbury Kindergarten Association	In kind	
Waimate Kindergarten Association	In kind	

*Note the Kindergartens Associations partnership is a slightly different model whereby staff are trained as facilitators whom are supported by Enviroschools.

*Ashburton District Council are not a partner in the programme at this time.

* School figures taken from educationcounts.govt.nz

The table shows Environment Canterbury contributes \$214,000 per annum towards the programme with the territorial local authorities contributing a further \$122,750 between them. Assuming Environment Canterbury supports the service in the Waimakariri District on a pro-rata cost share basis from its \$214,000 total funding, then in relation to the Council contribution (which is 20.4% of the combined territorial local authority share), the assumed

Environment Canterbury current support for the service into Waimakariri District schools would be approximately \$43,656.

The Environment Canterbury contribution includes covering part of the cost of the salary for the 20 facilitator hours provided in the district and a part of the cost of the salary of the regional coordinator, who leads the team of Canterbury facilitators. It also covers other employment costs including fleet vehicle use, cell-phone, laptop and professional development. Combining the Environment Canterbury assumed contribution in the district (\$43,656) with the Council share (\$25,000) provides a total contribution to the service of \$68,656 from both Councils, which is slightly less than the cost to the Council of directly providing the service through an in-house part time resource or commercial external contract for 20 hours per week.

6.2. Community Implication

The Enviroschools programme is driven by students, with ongoing education of teachers provided by the facilitator. Expanding the programme would lead to increasing uptake of desired actions among students and teachers and among the wider community including parents and wider household and community contacts.

The potential to expand the programme into additional schools in the district is demonstrated in the table below. This indicates the current level of coverage of the programme, and shows the number of schools not currently covered that could be included in future.

Total Schools / Early Education Providers	Number Currently Included in Enviroschools	Potential Expansion of Programme (number of schools/education providers which could be included in future)
2 High Schools	1 High School	1 High School
2 Area Schools	1 Area School	1 Area School
23 Primary Schools	12 primary schools	11 primary schools
Approximately 53 Early Education Providers (incl. kindergarten, play centres and play groups)	6 Early Education Centres	47 Early Education Providers

6.3. Risk Management

The risk of adverse environmental outcomes in the district will reduce over time with the expansion of the Enviroschools programme. Key topical issues, including waterway and stormwater pollution, damage to ecosystems or reduction of biodiversity and harm to

wildlife (e.g. nesting birds in river beds) and the adverse outcomes associated with excessive community reliance on unsustainable forms of energy use for transport will all reduce in future years as the programme gains momentum in additional schools.

There is a risk that increased funding is not approved through the Environment Canterbury long term plan in which case the WDC funding increase will not leverage additional Environment Canterbury funding. Enviroschools have indicated that if this is the case they will work with WDC staff to figure out how best to extend the level of service provided to the district to Enviroschools.

6.4. **Health and Safety**

The safe delivery of environmental education programmes into schools, including safety of the facilitator, teachers and students when on field trips is the responsibility of Environment Canterbury, which hosts, coordinates and directly employs the facilitators. The governance and reporting for the role would remain with Environment Canterbury as the direct employer of the district facilitator.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation** (Local Government Act 2002)

The provision of environmental sustainability education fits with the purpose of the *Local Government Act 2002*, which provides (Section 10) that the purpose of Local Government is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

7.3. **Community Outcomes**

There is a healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
- Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

7.4. **Delegations**

Council approve creation of new budgets through the Long Term Plan.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: SHW-12 SHW-10 / 210419062950

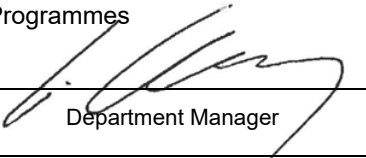
REPORT TO: Solid & Hazardous Waste Working Party

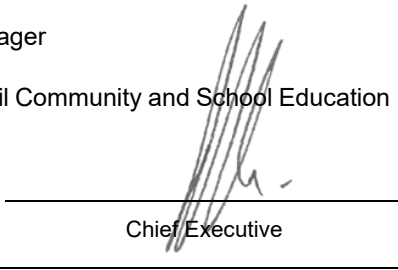
DATE OF MEETING: 12 May 2021

FROM: Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: Section 17A Review of Whole of Council Community and School Education Programmes

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is to present the findings of a Section 17A review of whole-of-Council education programmes that are delivered to the community and schools, to the Solid & Hazardous Waste Working Party (SHWWP). The report seeks that the SHWWP make a number of recommendations to the Audit & Risk Committee, as presented in Section 2.
- 1.2 The recommendations from the review are that:
- a. No changes be made to the delivery of the current Community Safety Programmes, facilitated by the Council's Community and Civil Defence Teams or to the current literacy programmes delivered by the district libraries team, as these are fit for purpose.
 - b. Environmental Sustainability Education programmes continue to be delivered by a combination of:
 - i. Enviroschools Canterbury, facilitated through Environment Canterbury (ECan); and
 - ii. Delivery of an alternative education programme for all schools and the community, and to provide advice and assistance for local businesses, via an external contract.
 - c. Staff should further investigate expanding the reach of the Enviroschools programme with additional funding from other department budgets.
- 1.3 The solid waste, water and wastewater education contract for "environmental sustainability education" required review under S17A (2) (b) of the Local Government Act (LGA), as it was close to the end of the contract term.
- 1.4 At Council deliberations for the solid waste activity budgets in mid-2020, the Council requested that the proposed scope of the review be extended to include all of Council's In-school and community education programmes. It was considered to be cost effective to combine a "whole of Council" education services review when compared with the time and resources required to undertake and obtain approval for a sequence of separate reviews.

- 1.5 A review of service delivery is required every 6 years in accordance with S17A (2) (c), and the review of these services was undertaken under this section of the LGA.
- 1.6 The combined review, undertaken by staff from the PDU, has identified synergies among activities and programmes. Council's education programmes were found to fall into three identified streams: community safety, community literacy and environmental sustainability. This has enabled suitable service delivery options to be recommended for each stream.
- 1.7 Provision of literacy programmes from the district libraries, and community safety programmes from various other Council departments, have been determined to be "fit for purpose" and staff do not recommend making any changes to the delivery methods of these programmes.
- 1.8 A number of service delivery options for the environmental sustainability education programmes were considered during the review. These ranged from the status quo option of partnership with Enviroschools Canterbury and delivery contracted to an external provider, through to in-house delivery, formation of a Council-Controlled Organisation, and contacting delivery to another Council or in partnership with other Councils.
- 1.9 The findings of the review were that Enviroschools Canterbury was a cost-effective programme, as ECan co-funds programme delivery in addition to managing the programme, provision of resources for the facilitator and covering their facilitators' professional development.
- 1.10 Staff propose to investigate expansion of the Enviroschools programme to include transport options, biodiversity and waterways. These investigations will identify if additional funding is available for an expansion of the programme, and determine if there is capacity within ECan to enable an expansion to more schools and if there is demand from additional schools to take up the option of becoming an Enviroschool, if this additional funding is available.
- 1.11 There are some limitations to the Enviroschools programme: it is targeted to schools and early education providers; is limited to specific topics; and requires schools to commit to the programme. The review therefore considered that it will be necessary to continue to provide an alternative environmental sustainability education programme to reach those schools and early education providers that are not in a position to commit to the Enviroschools programme, to reach adult members of the community, and to go into businesses to assist them to look at becoming more sustainable in their operations.
- 1.12 Of the other service delivery options considered, the most practicable delivery options were determined to be either by an in-house employee or through an external contract. It was found that the costs to deliver this alternative environmental sustainability education programme in-house or via an external contract were of the same order, for a similar level of time commitment.
- 1.13 An in-house employee was considered likely to facilitate sustainability activities undertaken across the wider Council and could develop and utilise organisation wide synergies, such as deploying subject experts to extend the programme. They could liaise with other staff to arrange additional support for key events or to cover evening or weekend attendance where required. However this option would be likely to utilise more staff time across a wider mix of departments for delivery of the programme. This would be beneficial to the environmental education programmes, but would create an opportunity cost for other actions or activities which could alternatively have been provided by staff during those times.

- 1.14 An established industry expert working as an external contractor would require minimal staff support to undertake the role, which would minimise the call on other in-house staff time needed to support the programme. The contractor is likely to work as efficiently as possible on administrative tasks which support the in-classroom components, as they are not funded separately for these hours. The contractor's charge covers time spent at events in the evenings and weekends as well as during week days, and they could employ additional staff so that they can provide two people at an event, or cover more than one event or class if there is a clash in times, at no additional cost to the Council.
- 1.15 Staff therefore recommend that the "status Quo" option of funding Enviroschools Canterbury and contracting out delivery of an alternative environmental sustainability programme be continued. They also recommend investigating whether Enviroschools Canterbury could be extended using additional funds from other Council budgets.

Attachments:

- i. Report 200916122952: Whole of Council S17A Review of Community and Schools Education

2. RECOMMENDATION

THAT the Solid & Hazardous Waste Working Party recommends:

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210419062950.
- (b) **Notes** the Section 17A Review of Whole of Council Community and School Education Programmes was completed in March 2021.
- (c) **Notes** that no changes are proposed to the delivery of the current Community Safety Programmes, facilitated by the Council's Community and Civil Defence Teams, as these are fit for purpose.
- (d) **Notes** that no changes are proposed to the delivery of the current literacy programmes delivered by the district libraries team, as these are fit for purpose.
- (e) **Recommends** to Council that it:
- i. **Continues** partner with Enviroschools Canterbury and co-fund delivery of the Enviroschools programme.
 - ii. **Directs** staff to further investigate expanding the reach of the Enviroschools programme with additional funding from other department budgets and to bring a report to the Council on the outcomes of the investigations.
 - iii. **Continues** to provide an alternative environmental sustainable education programme for all schools and the community, and to provide advice and assistance for local businesses, via an external contract that is sought through a contestable procurement process.
 - iv. **Directs** staff to further investigate development of a joint environmental sustainability education delivery programme with neighbouring Councils prior to the end of the next education contract's term.
 - v. **Notes** that once a District Sustainability Strategy has been adopted the Council may choose to increase funding for education in order to expand the reach and scope of Enviroschools Canterbury and the alternative environmental sustainable education programme.

- (f) **Circulates** report 210419062950 to all Community Boards for their information

3. **BACKGROUND**

- 3.1 The Solid Waste Asset Manager requested that Project Delivery Unit (PDU) undertake a Section 17A review of the delivery of Council's sustainability education programme, as the Council's current contract with Eco Educate was due to expire in late 2020. This programme covers waste minimisation, water conservation and 'what not to flush' and is delivered into schools and the community through a variety of methods.
- 3.2 At Council deliberations for the solid waste activity budgets in mid-2020, the Council requested that the proposed scope of the review be extended to include all of Council's In-school and community education programmes. It was considered to be cost effective to combine a "whole of Council" education services review when compared with the time and resources required to undertake and obtain approval for a sequence of separate reviews.
- 3.3 The contract for sustainability education was subsequently extended until 23 December 2021 in order to allow for the Council-wide review to be completed.
- 3.4 The solid waste, water and wastewater education contract required review under S17A (2) (b), as it was close to the end of the contract term. For the balance of Council's educational activities a review of service delivery is required every 6 years in accordance with S17A (2) (c).
- 3.5 The combined review, undertaken by staff from the PDU, has identified synergies among activities and programmes. Council's education programmes were found to fall into three identified streams: community safety, community literacy and environmental sustainability. This has enabled suitable service delivery options to be recommended for each stream.

Community safety programmes

- 3.6 Community safety programmes include:
- a. Down the Back Paddock (BTBP), a program of education in schools, is a multi-agency programme primarily focused on a range of safety issues affecting rural communities. It is coordinated by the Council's Community Team, involves a range of staff and external agencies whom deliver this program, and is delivered to five schools each year.
 - b. Civil Defence training, delivered via an external casual employee contract with a trained CDEM volunteer participating in DTBP for approximately 80 hours per year. Council's CDEM officers also deliver training sessions to community groups on request.
 - c. The Animal Control Team, in addition to participating in the BTBP, deliver other programmes to schools and organisations on safety around animals on request.
 - d. The Building Unit previously supported a public education programme "*DIY, but build it right*". The programme encourages householders to undertake DIY projects, providing compliance with the building code is achieved. The programme information is currently still available online, however the programme is currently not actively supported by the Building Unit and they do not propose to resume active promotion of this programme.

Community literacy

- 3.7 Council libraries currently run a range of education programmes primarily delivered from within the libraries. The libraries programmes have an overall focus on community literacy and improved interpersonal communication and wellbeing. These are coordinated by the Learning Connection Coordinator and involve various other libraries staff.
- a. The programmes include school and pre-school classes attending library visits and undertaking a range of activities. Staff also present e-resources in schools. Libraries staff run a range of other programmes including masterclasses for schools (poetry, fiction writing), host holiday activities, gaming nights for mid-age children and writers festivals. The library staff also work with school libraries to help combat literacy problems in their schools: this is teacher led, and supported by library staff.
 - b. For adults the libraries host author visits & workshops, do basic computer training, reading challenges, dementia group and provide information brochures for older adults. This includes providing education, recreation and connection opportunities for people that are socially isolated.
 - c. The libraries environmental focused initiatives include the coordination of a “seed transfer library” where families can take or deposit seeds. Children are also encouraged to make their own seed boxes out of recycled materials. The libraries also have a range of books and materials available which support environmental education.

Environmental sustainability

- 3.8 Current education programmes covering environmental sustainability include:
- a. EnviroSchools Canterbury, which is currently delivered into 20 schools and preschools. It engages with schools about the following themes: Living Landscapes, Zero Waste, Water of Life, Energy, and Ecological Building. EnviroSchools facilitation in the district is currently part funded by Environment Canterbury and territorial local authorities through a shared service delivery model. The reach of EnviroSchools is limited by the current level of funding available from Council, which is solely funded out of the Waste Minimisation Account.
 - b. An “in-school” waste and water education programme, which is governed by the Council and provided by an external contractor. This covers the topics of waste minimisation, water conservation, wastewater and land drainage/stormwater and is funded out of the Waste Minimisation and various Water Supply Accounts. It is delivered to schools, but also allows for direct engagement with the community at events, and with community groups, organisations, and businesses.
 - c. The Sustainable Living Education programme’s resources are available on-line to residents of this District, and the current educator has been trained to facilitate this programme to groups of interested people. This education programme for adults is governed by a charitable trust, and relies on Councils to actively promote and facilitate delivery of the eight topics: Energy, Buildings, Water, Food, Transport, Gardens, Waste, and Resilience.
 - d. Travel Demand Management (Active Transport). The Council’s Journey Planner delivers in-kind transport related sustainability education and support to schools. This includes seeking to reduce vehicle kilometres travelled and traffic counts on district roads whilst promoting active travel options to schools. This involves only staff time and is notably constrained by limited staff capacity and lack of a specific budget for this work.

- 3.9 Staff have identified several additional topics that have the potential to be included within the school and community education programme, and which may attract additional funding for the programme from other Council departments or external contestable funding providers. These are biodiversity, efficient electricity use, sustainable building solutions, travel demand management, reducing stormwater contamination, reducing or delaying stormwater runoff from urban properties, and waterway enhancement and protection of wildlife including bird-breeding and fish spawning areas.
- 3.10 There are additional programmes that have the potential to be added to the currently funded education programmes:
- a. Learning Experiences Outside the Classroom (LEOTC), which is a Ministry of Education curriculum support project. It is a limited and contestable funding pool supporting community-based organisations to provide students with learning experiences that complement and enhance student learning, in alignment with the national curriculum. Schools in our district currently bus students into Christchurch City to attend environmental project demonstrations or activities that are organised by the Christchurch City Council's own Learning Through Action staff, which is funded by the Ministry of Education's LEOTC project.
 - b. Green Corps for Schools, which is a local variation on a wider international Green Corps programme initially established in America, focuses on hands-on environmental learning for primary school students. It also offers schools an opportunity to take ownership of district parks and reserves and assume a lead role in their ongoing development and maintenance. This programme was funded by Mainpower, but is not actively supported by the Council owing to staff changes in the last two years.
 - c. Stormwater Education Programme. The Zone Implementation Programme Addendum (ZIPA) Recommendation 1.25 includes a recommended new stormwater education programme to reduce contaminated stormwater discharges from private properties and reduce activities which generate urban source contaminants. The delivery of the programme is pending, and there is a potential to include funding from proposed budgets to increase delivery hours for environmental and sustainability education.
 - d. Te Kōhaka o Tūhaitara Trust (TKoT) is responsible for the restoration and ongoing management of approximately 700 hectares of native coastal wetland, otherwise known as Tūhaitara Coastal Park. The Council contributes funding to TKoT although it is not directly involved in programme delivery. TKoT provides and enables environmental education opportunities on Trust land for projects which assist with its sustainable management and wetland restoration. The programme is delivered via staff appointed by the Trust, and this has been actively supported by Council's educator through periodic site visits for education related activities on TKoT land.
- 3.11 Several service delivery options were considered for delivering the environmental sustainability programmes. These are:
- a. Continuing education delivery via the EnviroSchools shared services delivery model, at either current or expanded funding levels;
 - b. Deliver the programme to schools and the wider community via an in-house part time resource;
 - c. Deliver the programme to schools and the wider community via external commercial contract, which is the Status Quo;

- d. Delivery by a Council-Controlled Organisation of the Council (or CCO where the Council is one of several shareholders); and
- e. Service Delivery via Shared Service among Several Councils.

3.12 The different programmes and delivery options are discussed in Section 4 below.

4. ISSUES AND OPTIONS

Community Safety Programmes

- 4.1. The Community Team staff facilitates the delivery of various externally funded community safety education programmes, by appropriately qualified external experts. There is an education element of the broader team programmes that addresses key issues and opportunities for the community. They also run various other annual or occasional topical workshops such as suicide prevention.
- 4.2. Down the Back Paddock (DTBP) includes elements that tie in with various areas of Council service delivery including CDEM, animal control, roading and aquatic services where these have implications for rural safety. It also includes Police and Mainpower, who periodically deliver some aspects of the programme including firearms safety and safety around electricity.
- 4.3. DTBP is fully funded by external funding sources and is considered “fit for purpose”. Staff recommend that the programme continues to be delivered as at present. Continuation of DTBP will complement any of the other service delivery options considered through this review.
- 4.4. The National CDEM Disaster Resilience Strategy expects agencies to deliver public education on risks and risk reduction strategies that people can use in places like home, work and school. The education provided is highly specialised and targeted and assists the Council to meet legislative requirements pertaining to its civil defence functions. The current delivery methodology is currently considered to be “fit for purpose”. Staff recommended that the current service delivery method and CDEM provider are retained and the service continues unchanged as at present.
- 4.5. In addition to the DTBP involvement (above) the Council Animal Control team also deliver other programmes on safety around animals on request. For instance, staff speak on request to schools about dog care and safety around dogs. Animal Control staff also visit and provide advice to other groups that go onto private property such as Nurse Maud about safety around dogs and bite prevention. Staff do not recommend making any changes to these activities.

Literacy Programmes

- 4.6. The libraries’ community education is adaptive and able to respond to new community issues or education requirements. This programme is funded by general rates and is coordinated by the library staff, is considered to be “fit for purpose” and complements various other Council community education programmes. Staff do not recommend making any changes to the delivery of this programme, noting it will complement the service delivery of the environmental sustainability education programmes.

Environmental Sustainability Programmes

- 4.7. Staff considered several options for the delivery of a sustainable education programme, including expanding funding to Enviroschools to cover all schools, employing a suitably qualified educator to provide delivery in-house, continuing to contract out delivery of the programme, and working with another Council or Councils to develop and oversee a joint contract for the delivery of an education programme.
- 4.8. The Enviroschools programme, while a shared services delivery model, has been considered separately to other forms of shared services.
- 4.9. Enviroschools is currently delivered into 20 schools and preschools, and this Council's \$25,000 p.a. budget for the programme is funded solely from the Waste Minimisation Account. Enviroschools is considered to be a cost-effective option for facilitating environmental and sustainability education because Environment Canterbury (ECan) part-funds the delivery of this programme. Their funding covers a part of the facilitator's salary and covering employment costs of fleet vehicle use, laptop/data, cell-phone and professional development.
- 4.10. There are some constraints with extending the Enviroschools programme. The facilitator only engages with schools about specific topics (Living Landscapes, Zero Waste, Water of Life, Energy, and Ecological Building) and is limited to working with those schools who are in a position to commit to becoming an Enviroschool. They are also limited to delivery into primary, intermediate and high schools and early education centres, and this programme is not a conduit for delivery into the wider community and to businesses.
- 4.11. Staff recommend that the Council continue to fund and partner with Enviroschools, and investigate expanding the reach of the programme with additional funding from other department budgets.
- 4.12. Staff also recommend continuing to provide an additional environmental sustainable education programme for all schools and the community, and to provide advice and assistance for local businesses.
- 4.13. Service Delivery via Shared Service among Several Councils. This option involves a budget contribution from multiple Councils to provide a combined community education service delivered by subject expert(s). The service may consist of education providers delivering one or more of the programmes on behalf of several Councils. It could be provided by independent contractor(s), from staff employed by a CCO with multiple Councils as shareholders (considered separately below), or by a community trust such as Enviroschools as considered separately above.
- 4.14. With consideration to delivery of education by another Council, the education programme is to benefit residents of our district and should ideally be delivered within the district. It is not considered beneficial to outsource the programme to another local authority when a range of delivery options are available from various skilled personnel within the district. Benefits to the local environment are also more likely if activities are undertaken locally.
- 4.15. However, benefit is obtained from district schools visiting the Christchurch composting and recycling processing facilities, which accept organic waste and recyclable materials from this District's kerbside collections, so that students understand how these work and the importance of only putting acceptable materials into kerbside bins. This is available through the LEOTC programme.
- 4.16. The timing of this review was such that staff were unable to complete the review and bring a report to the Solid & Hazardous Waste Working Party and the Audit & Risk Committee

prior to the Ashburton District Council seeking tender proposals for waste and water education delivery in their district. The option of a joint education programme with another Council or Councils still remains a possibility for the future, but is impractical to progress in the short term.

- 4.17. Delivery by a Council-Controlled Organisation of the Council or CCO where the Council is one of several shareholders. The scale of Council's education programme is small and could be delivered by 1 or 2 people within the district. This option is not recommended as the education programmes delivered by the Council at the present time do not warrant the creation of a CCO.

Final Options considered

- 4.18. The S17A review determined that, in addition to the continuation of Enviroschools, only two options for delivery of this environmental sustainable education programme were considered to be practicable: in-house delivery via a part-time role, and the Status Quo option of contracting an external contractor or consultant to deliver the programme.
- 4.19. Both delivery options are constrained by the currently available budgets of around \$75,000 p.a., which would allow for an average of 10 hours per week of direct engagement with classes or groups and around 10 hours per week of non-contact time for administration, planning, contacting schools, etc.
- 4.20. Option 1: In-house service delivery by 0.5FTE staff member. Council could employ a suitably qualified educator to undertake the role of sustainability educator, working for 20 hours per week. This option is not preferred at this time.

The role could be covered by a full-time staff member working part-time in the education role, however they may find it difficult to manage the time needed for two different roles. Council would need to provide management/oversight of this role, and fund all employment costs including salary, office space, provision of a vehicle suitable for the role, laptop/data, cell-phone and professional development, Police Clearances, etc.

An in-house employee is likely to facilitate sustainability activities undertaken across the wider Council and could develop and utilise organisation wide synergies, such as deploying subject experts to extend the programme. However this approach would be likely to utilise more staff time across a wider mix of departments for delivery of the programme.

Working hours would have to be renegotiated if funding were to be increased to provide additional time with schools or increase the breadth of the education programme, or if funding were to be cut owing to budgeting constraints. Some flexibility could be enabled through engaging the staff member on a fixed-term contract, renewed annually, but this could be a barrier to attracting suitable applicants.

A single staff member would be limited to providing presentations at one location at any time. However the in-house role could liaise with other in-house subject experts to arrange additional support for key events or to cover evening or weekend attendance where required.

Additional to the findings of the S17A review, owing to the current 3-Waters review process there is considerable uncertainty around the future role of Councils in the 3-Waters space. While education will almost certainly be a component of whoever manages the 3-Waters space, it is unclear if this would be the responsibility of Councils, the new regulators, or another entity. Seeking a new employee to undertake a role of environmental sustainability educator in the current climate could be challenging.

4.21. Option 2: Status Quo: External contract for delivery. This is the preferred option.

A fixed term contract to provide educational services would allow the Council considerable flexibility in delivery of the education programme. Changes in the 3-Waters space may result in the loss of funding from Council as from July 2024, but alternatively the changes may result in 'external' funding being made available for the current education programme. In the event of funding changes, a variation could be negotiated with the contractor, and additional topics or hours could be introduced reasonably easily.

An established industry expert working as an external contractor would require minimal Council staff support to undertake the role of educator. Staff will still need to ensure the educator covers the required topics, attends specific events, and acts as a representative of the Council when engaged in work for the Council. Staff time will also be necessary for contract management, and ensure the appropriate Police Clearances are obtained annually.

The contractor would develop the materials relevant to the role, with Council input, and will ensure they are maintained over the term of the contract. They will provide all necessary work-related resources including a workspace, vehicle, laptop/data and cell-phone, and will undertake their own professional development. The contractor is likely to work as efficiently as possible on administrative tasks which support the in-classroom components, as they are not funded separately for these hours.

The contractor's charges would cover time spent at events in the evenings and weekends as well as during week days. They could employ additional staff so that they can provide two people at an event, or cover more than one event or class if there is a clash in times.

Messaging from the, particularly on-line, Council tends to attract a reasonable level of negative response. In many ways, engaging an independent contractor to deliver the education programme is beneficial, as the contractor is seen to be a step removed from the Council even while delivering their messages.

The current contract term ends on 24 December 2021, coinciding with the end of the school year. Staff consider that the most appropriate contract term would be a 2.5 year term with the final contract term ending in June 2024. This date coincides with the commencement of new "water entities" proposed as part of the 3-Waters Review.

This timing would allow Council to consider its role in delivery of environmental sustainability education with or without the 3-Waters component, and determine if additional funding could be provided from other departmental budgets to replace the 3-Waters component, prior to the end of the contract term.

This would also allow Council to investigate development of a joint environmental sustainability education delivery programme with Ashburton District Council and other neighbouring Councils, prior to the renewal of Ashburton education contract.

4.22. Staff therefore recommend that the Council:

- 4.22.1. Continues partner with Enviroschools Canterbury and co-fund delivery of the Enviroschools programme;
- 4.22.2. Directs staff to further investigate expanding the reach of the Enviroschools programme with additional funding from other department budgets;
- 4.22.3. Continues to provide an alternative environmental sustainable education programme for all schools and the community, and to provide advice and assistance for local businesses, via an external contract that is sought through a contestable procurement process; and

4.22.4. Directs staff to further investigate development of a joint environmental sustainability education delivery programme with neighbouring Councils prior to the end of the education contract term.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The current education provider works with community groups, organisations and businesses, as well as schools. There is an expectation that the Council will continue to provide some form of education, particularly in schools.

5.2. **Wider Community**

It has proven to be essential to provide ongoing education in the community around recycling correctly, waste minimisation, water conservation, and management of waterways. The wider community can tend to respond more positively to messaging from an external party, than messaging directly from the Council.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Table 1 itemises the budget arrangements for each aspect of the Council's current education programmes:

Programme	Budget Location	Funding Source	Annual Plan Budget 2020/21 (\$) Environment Education	Annual Plan Budget 2020/21 (\$) Other
CDEM	Operational budget	General rate	-	\$2,000
Solid Waste	Operating budget	Waste Minimisation – Waste disposal levy	\$75,000 per annum	
Water and Wastewater	Operating budget – individual water and wastewater scheme education budgets	Targeted scheme rates	\$15,000 (<i>potential to increase to \$30,000 per annum</i>)	
Stormwater	Operating budget (ZIPA) Drainage schemes	General rate	\$10,000 (<i>not committed</i>)	
		General rate	\$10,000 (<i>not committed</i>)	
Libraries	Operating budget	General rate	-	Staff time
Community Team, Down the Back Paddock	Operating budget	Externally funded	-	External funding, facilitation, project based
Sustainable Transport	Operating budget, funds staff time	General rate	Existing budget reallocation requested by Journey Planner so that “sustainable travel options” can be included	Reallocate some of the existing road safety budget to join sustainable travel management into the programme
Green Corps	N/A	Mainpower Council	-	External funding

Biodiversity	Operating budget, funds staff time	General rate (or external funding may be identified)	Existing budget reallocation or external funding may be obtained so that biodiversity can be included	Reallocate part of existing community education budget or obtain external contestable funding to join biodiversity into the programme
Total	Current annual funding Waste & Water		\$90,000	
	Potential additional funding		\$35,000	
	Water		\$15,000	
	Stormwater		\$20,000	
	TOTAL POTENTIAL FUNDING		\$125,000	

Table 1: budget Arrangements for Council's Current Education Programmes

Budgets for the Long Term Plan have not as yet been finalised, however at the time of preparing this report the above budgetary allowances had been made in the Waste, Water and Drainage Accounts.

The Waste Minimisation Account funds in-school, community, business and Sustainable Living Education, to the order of \$50,000 p.a. Recent events (Post COVID-19 Alert Level 4) have shown that there is a need to not only educate students about environmental practices and sustainability, the Council needs to provide continuing education within the district in order to ensure residents and businesses are reminded about what services the Council provides, and what materials we accept as part of those services.

The Enviroschools programme is currently delivered into 20 schools and preschools, and this Council's \$25,000 p.a. budget for the programme is funded solely from the Waste Minimisation Account. Any additional funding to expand the programme into more schools would come from other budget holders. The S17A review recommends that it would be appropriate and cost-effective to increase Enviroschools funding by \$20,000 potentially using \$15,000 of unused 'education' funding from the drainage and roading teams budgets, plus an additional \$5,000 funding for biodiversity and wildlife protection which would be requested through the LTP.

The Water Accounts currently funds in-school and community education to the order of \$15,000. There is the potential that an additional \$15,000 in funding could be budgeted for education around water conservation and management, in upcoming years. This could be put toward increasing in-school, community and business education, or Enviroschools.

Funding for delivery of environmental sustainability education is not anticipated to vary beyond the above allowances during the next three years (21/22 to 23/24). It is possible, however, that additional budget could be made available to expand or extend education around sustainability as a result of the Council's adoption of the District Sustainability Strategy in 21/22.

6.2. Community Implication

It was considered to be cost effective to combine a "whole of Council" education services review when compared with the time and resources required to undertake and obtain approval for a sequence of separate reviews. The review has been funded out of the Waste Minimisation Account, using Waste Levy funds, and has not impacted on rates.

By providing education around sustainability and protecting the environment in schools, the Council can help inform students about the need for everyone to live more sustainably.

This is an effective way to spread the information into homes and to care-givers, however more direct contact is needed to embed this information with the wider community.

Recent events (Post COVID-19 Alert Level 4) have shown that there is a need to provide continuing education within the district in order to ensure residents and businesses are reminded about what waste collection and disposal services the Council provides, and what materials we accept as part of those services. This will reduce the level of contamination in kerbside recycling bins, reduce disposal charges, and delay increases to kerbside recycling rates.

6.3. **Risk Management**

Owing to the current 3-Waters review process there is considerable uncertainty around the future role of Councils in the 3-Waters space given the current proposal is for the new water entities will be in operation by as from the 24/25 financial year. While education will almost certainly be a component of whoever manages the 3-Waters space, it is unclear if this would be the responsibility of Councils, the new regulators, or the new entity.

Seeking a new employee to undertake a role of environmental sustainability educator in the current climate could be a risk to the Council. A short-term employment contract would be possible, however would be unlikely to attract as many applicants as a permanent position.

An externally provided contract for delivery of the environmental sustainability education programme could have a limited contract term, which would provide a level of certainty about the annual funding and scope of services for consultants/contractors tendering for the contract. The Council would have time to understand the impacts of the 3-Waters Review and prepare for a new education contract based on a more certain future beyond 2023/24.

Should the Council no longer be in a position to provide funding for 3-Waters education after the 23/24 year, Council would need to consider its options to continue the currently recommended additional funding for the Enviroschools programme.

6.4. **Health and Safety**

The Council would have overarching responsibility for the Health & Safety of an educator and attendees of the education programmes, whether delivery is made by an in-house staff member, by a consultant/contractor, or in partnership with Environment Canterbury.

In-house delivery would see the Council directly responsible for staff health & safety, including all processes and practices. We would also have to ensure the health & safety of all attendees to the programme whether delivered at schools, on-site, at events or delivered to organisations or in businesses, and would need to hold relevant insurance policies to cover the Council in the event of accidents or incidents.

A contract for delivery of an education programme would require the consultant/contactor to take responsibility for their own and any staff health & safety, including all processes and practices, and they would need to hold relevant insurance policies to cover themselves in the event of accidents or incidents. The same would be necessary for the delivery of the Enviroschools programme.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. Local Government Act S17A Delivery of Services states:

- (1) A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.
- (2) Subject to subsection (3), a review under subsection (1) must be undertaken—
 - (a) in conjunction with consideration of any significant change to relevant service levels; and
 - (b) within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
 - (c) at such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).

7.2.2. 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... (iii) any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority
- (c) how implementing the plan is to be funded

7.3. **Community Outcomes**

7.3.1. ***There is a healthy and sustainable environment for all:***

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

7.3.2. ***Core utility services are provided in a timely and sustainable manner:***

- 7.3.2.1. Harm to the environment from sewage and stormwater discharges is minimised;
- 7.3.2.2. Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment.

7.4. **Delegations**

The Solid & Hazardous Waste Working Party have the delegated authority to make recommendations to the Council, and Council Committees, on matters relating to solid waste.

The Audit & Risk Committee lead preparation and monitoring of the programme of Service Reviews giving effect to the requirements of S.17A and in particular S.17A(3)(b) in exercising discretion on behalf of the Council in relation to whether a review of a particular activity is justified and if so the priority and timing of that review.

The Audit & Risk Committee has the delegated authority to review significant Council activities and expenditure, including Reviews under Section 17A of the Local Government Act 2002, and recommend to the Council any proposed changes to services, levels of service and the method of funding, or significant changes in the method of service delivery.

The Council has the delegated authority to approve budgets through the Annual Plan and Long Term Plan processes, adopt Annual Plans and Long Term Plans, and can approve expenditure where no provision is made in the Council's estimates for that year.



Waimakariri District Council

Review of Council Provided In-school and Community Education Programmes, under Section 17A of the Local Government Act 2002

Prepared by Waimakariri District Council
16 March 2021

Prepared for: Kitty Waghorn Solid Waste Asset Manager

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on behalf of Project Delivery Unit, Waimakariri District Council

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4	Janet Fraser	Further review following client input	15 March 2020

1. Executive Summary

This report includes findings and recommendations from a “whole of Council” review of all school and community education programmes delivered by the Council. It considers the cost effectiveness of the Council’s current education delivery methods.

The review meets a requirement under Section 17A of the Local Government Act 2002 to review service delivery functions within 2 years of the expiry of a contract. The Council’s current Eco Educate contract delivering solid waste minimisation & 3 water’s community and schools education programmes expired in late 2020. It has been temporarily extended until 30 June 2021, pending the outcome of this review. At the request of Councillors the required review of this contract has been extended to include a wider “whole of Council” review of all Council provided school and community education programmes.

The review identifies that Council’s education programmes fall into three identified streams: community safety, community literacy and environmental sustainability.

The review found that Council provision of literacy programmes from the district libraries and community safety programmes from various other Council departments are currently “fit for purpose”. It does not recommend any changes to the delivery of these programmes.

It found several service delivery options are available for delivering the environmental sustainability programmes. These are: 1) continue the programme delivery via external commercial contract; 2) alternative delivery via an in-house part time resource; and/or 3) expand / continue education delivery via Enviroschools.

The review found that the in-house service delivery option via a part-time role (20 hours per week) has a similar cost to the current programme delivery from an external contractor. Enviroschools is a more cost-effective option, although there are some constraints with extending the programme that are discussed below.

This review compares cost-effectiveness of each option. It notes the Eco Educate contract delivered an average of approximately 11 hours of community or school education weekly during the 2019/20 year, excluding lockdown in April 2020. A similar amount of time is likely to be spent on administration including arranging school attendance and preparation, which is included within the hourly charge. The Eco Educate contract delivers education into schools, community groups and businesses at an annual contract valued at \$77,000 per annum (roughly, 20 hours per week of which about one half is an uncharged administration component). The contract includes mileage, hours worked at \$110 per hour + GST and also some fixed fees.

The likely costs for employing an appropriate person on a full time or part time basis are shown below. All figures include an employment overhead cost of 20%, specific lease of a “fit for purpose” fleet vehicle and note an administration component equating to roughly the same amount of time spent organising school attendance and preparation, as in the classroom. Based on a median employment band of \$75,000 per annum for an educator role at 40 hours per week, the full costs of employing someone is calculated to be near to “twice the salary band” which would include all admin and ancillary costs such as phone, computer, sick and annual leave, and vehicle.

With that being the case, and taking \$75,000 as the middle band for an education role, the in-house delivery costs are:

40 hour week	\$150,000
30 hour week	\$112,500
20 hour week	\$75,000

The twenty hour per week in-house role can be seen to have a similar cost to the Council as the external education contract. It is noted both options include administrative time assessed as roughly the same as the in-classroom time.

In comparison, the Enviroschools programme delivery costs compare very favourably to either of the above “in-house” or external contractor options. The Enviroschools funding is currently \$25,000 for 2020/21 and funding has remained at this level for the last few years. This funds approximately 20 facilitator hours per week within district schools. This is the most cost-effective service delivery option identified in the review.

This funding could be increased to \$37,500 within approved available future budgets, increasing the programme capacity by 50% to approximately 30 hours per week. This would allow the programme to be marketed to additional schools and increase the hours of existing schools.

Each option has identified benefits and potential constraints. Benefits of using an external contractor include minimising the call on other in-house staff time needed to support the programme. An established industry expert working as an external contractor requires minimal staff support to undertake the role. The expert also develops and maintains their own materials relevant to the role which would otherwise need to be replicated by Council staff. The expert is likely to work as efficiently as possible on administrative tasks which support the in-classroom components, as they are not funded separately for these hours.

The contractor’s charge covers time spent at events in the evenings and weekends as well as during week days. They could employ additional staff so that they can provide two people at an event, or cover more than one event or class if there is a clash in times.

A single staff member would be limited to providing presentations at one location at any time. However the in-house role could liaise with other in-house subject experts to arrange additional support for key events or to cover evening or weekend attendance where required.

Conversely, benefits of using either in-house or community trust educators is that these providers can apply for external contestable funding sources to extend their programmes.

An in-house employee is likely to facilitate sustainability activities undertaken across the wider Council and could develop and utilise organisation wide synergies, such as deploying subject experts to extend the programme. However this approach would be likely to utilise more staff time across a wider mix of departments for delivery of the programme. This would be beneficial to the environmental education programmes, but creates an opportunity cost for other actions or activities which could alternatively have been provided by staff during those times.

Enviroschools, in comparison, involves a “whole of school” commitment made to environmental action as part of a national programme where young people are empowered to design and lead sustainability projects in their schools and communities. Enviroschools facilitators directly deliver education messages into classrooms where schools have committed to the programme. Facilitators empower teachers to continue to deliver the programmes through their ongoing curriculum, improving environmental knowledge of teachers so that the education continues outside of the formal Enviroschools sessions. This approach provides broad education benefits to the schools involved and is the most cost-effective form of service delivery.

This review assumes Enviroschools is in a position to utilise any additional funding (if allocated) within the current financial year. Options for expansion of the programme have been discussed in principle with Enviroschools and Environment Canterbury. The Regional Enviroschools Facilitator notes an option to add new schools and/or extend the hours for existing schools. Enviroschools facilitation in the district is currently part funded by Environment Canterbury and territorial local authorities through a shared service delivery

model. Any extension to the Waimakariri District programme funding and requested hours for the Waimakariri facilitator is subject to agreement of Environment Canterbury. The extension option identified in this review would require reallocation of current staff time and/or engagement of new staff by Enviroschools to resource any increased hours.

Enviroschools is an operating Community Trust that is already part funded and supported by the Council. Its existing networks currently extend into 20 schools, which is 50% of primary and high schools and around 10% of early childhood education providers. It has existing governance arrangements and facilitators hosted and part funded by Environment Canterbury including a part of the salary and covering employment costs of fleet vehicle use, laptop / data, cellphone and professional development. It is recommended that the Enviroschools facilitator role/s within the district continue to be hosted by Environment Canterbury and expanded if possible, so as to leverage the Environment Canterbury funding contribution.

The budget for the programme is \$110,000 including stormwater, taking account of the temporary covid-19 related budget cuts in the 2020/21 year. It is noted the assumed available funding from 2021/22 onwards (without a covid-19 reduction) is \$125,000 including stormwater.

The pending additional new budget from stormwater, together with a budget reallocation from Greenspace (community education) and Rooding (road safety) could formally include stormwater, active sustainable travel promotion and biodiversity into the programme. These new topics are recommended to be delivered in future through an expansion of Enviroschools. The Enviroschools programme could also be extended to cover more district schools and pre-schools using this funding.

This review identifies some additional topics could be included within the programme using additional approved or pending new funding. These include biodiversity, waste or water use reduction by businesses and households, travel demand management (e.g. promoting sustainable active travel options), sustainable building solutions (e.g. passive heating), reducing stormwater contamination, waterway enhancement and protection of wildlife. Many of these additions would support the Council to meet long term plan performance measures and resource consent requirements. This is particularly important for drainage and stormwater which will be required to meet a range of new consent conditions from 2021.

An option of further developing a regional shared services arrangement at the present time with Environment Canterbury and other adjacent territorial local authorities beyond Enviroschools has also been investigated. It is however unlikely that this option could be progressed at the current time. This is due to the adjacent territorial local authorities already having or being in the process of employing in-house community educators (Hurunui District Council, Selwyn District Council) or having an in-house educator team in place (Christchurch City Council – operating its LEOTC programmes). Conversely, Ashburton District Council is seeking a future external commercial contract for the future delivery of its programme and has just released the tender documents for sustainability (waste and water) education services.

On balance, this report recommends that the general school, community and business ‘education’ is best provided by continuing a consultant/contractor engagement rather than employment of a part-time staff in-house person, taking account of the benefits of each option. It is recommended that this approach is coupled with an expansion of Enviroschools, using stormwater, roading (sustainable transport) and parks and recreation (biodiversity education) additional programme funding.

It is recommended that, within this framework, the combined service delivery approach includes investigation of avenues to evolve the available education resources and develop new learning media such as pamphlets, videos and facilitation of greater public awareness of existing on-line resources. It is also recommended to investigate and implement, within this delivery framework, behaviour change strategies as well as awareness raising about environment topics. The complementary role(s) could encourage others within and external to the Council to also become advocates for these environmental messages.

Noting that Enviroschools does not cover adult community group or business environmental education, and that some district schools are not in a position to commit to Enviroschools, this review considers there is a need for a local educator to attend these groups and businesses and address those schools which have not joined Enviroschools. The review proposes a complementary education delivery by an expansion of Enviroschools within proposed new budgets, together with a continuation of the existing external contract.

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2. Introduction

As the Council's current contract with Eco Educate was due to expire in late 2020 (this has been temporarily extended until 23 December 2021), the Council's Solid Waste Asset Manager has requested a Section 17A review be undertaken of the Waste & Water community and schools education programme delivery.

At Council deliberations for the solid waste activity budgets in mid-2020, the Council requested that the proposed scope of the review be extended to include all of Council's In-school and community education programmes.

This review is undertaken in accordance with S17A (2) (b) or (c), as applicable for each activity (see Section 3.4 for detail). For the solid waste, water and wastewater components the annual education contract will be expiring at the end of 2021 and requires review under S17A (2) (b). For the balance of Council activities a review of service delivery is required every 6 years in accordance with S17A (2) (c).

It is cost effective to combine a "whole of Council" education services review when compared with the time and resources required to undertake and obtain approval for a sequence of separate reviews. The combined review has identified synergies among activities and programmes. This has enabled suitable service delivery options to be recommended.

This report outlines the findings of this review and includes recommendations to Council for future preferred options for service delivery.

3. Background

The Council's solid waste, water conservation and wastewater education programmes have been periodically reviewed in recent years. The programmes were previously provided by a contract with Mastagard (which became Envirowaste Services Limited in 2016), up until the Mastagard contract ended in June 2016 (TRIM Record: 160613055112).

In 2016/17 the combined solid waste and water programmes were reviewed (TRIM Record: 160609054239). As a part of the 2016/17 review, the Council considered externally provided Council wide education needs in preparation for the commencement of the 2017 school year in late 2016.

The 2016/17 review determined that other departments were undertaking a range of educational activities that were provided by Council staff, community groups and other organisations, and it was considered best to continue to deliver these programmes in that manner. It also determined that the best service model to provide a combined waste minimisation and water education service was to continue to engage an external educator at that time, with the ability to allow the Greenspace department to utilise the educator for facilitation of the Green Corps programme. It is noted Green Corps is no longer actively supported by the Council.

Staff recommendations from that review included acceptance of a proposal from Eco Educate, and to engage Eco Educate through an external contract to provide educational and outreach services. The engagement of Eco Educate resulted in a 50% cost saving compared to the previous Mastagard contract. From mid-2016 the programme delivery has been contracted to Eco Educate, and this has been annually extended from that date. These education providers deliver the programmes through external private sector contracts.

In 2017, following this review (TRIM Record No. 180517054206), Eco Educate (delivered by Ms Lesley Ottey) entered into an annual contract with Council. This was funded from the waste minimisation account (using waste levy funding) and water scheme budgets. The EnviroSchools Canterbury and sustainable living education programmes continued to operate in unison over this period, also being funded from the waste minimisation budget.

On 1 July 2018 Eco Educate increased their rates for the first time since 2016. Hourly rates¹ increased by \$10 an hour to \$110 + GST per hour, and a monthly fee² of \$600 + GST was introduced to reflect 3-4 hours per week (on average) responding to general public enquiries that occurred during non-chargeable hours (e.g. while shopping, visiting library or whilst at events where the service provider is not engaged by Council).

The most recent extended Eco Educate contract expired in late 2020 and has been temporarily extended until 23 December 2021. A review of service delivery options is again required prior to confirming the service delivery method moving forward.

The Council has requested a Section 17A review of all public education programmes.

3.1. Scope

This review includes all school and community education delivered by all Council departments.

The review excludes education provided by the Council internally to Council staff. For instance, internal staff training provided by the health and safety staff or other corporate services are excluded from this review as they do not affect education services provided to the community. The internal Council staff sustainability programme is excluded because it includes actions for Council and individual staff rather than for the public or schools.

The review investigates possible service delivery options for the current community education programmes. These include the following options for education delivered by: a) in-house by Council staff; b) Community Trust; c) external commercial contract; or d) combined shared services arrangements.

The review explores how each method / option could be funded, the associated level of funding estimated to be required for each option and the number and type of people being reached through these programmes. It reviews benefits and costs, resource requirements, administrative requirements and governance and funding implications of each option.

The four practicable options identified in the review for the programmes include:

- Option 1: In-house educator, part of FTE position (20 or 30 hours per week is possible within the available or pending increased budgets) to coordinate the overall programme and deliver many of the programmes
- Option 2: Delivery by Community Trust (e.g. EnviroSchools)
- Option 3: Delivery by External Commercial Contract (current approach)
- Option 4: Delivery from shared service arrangement among several Councils

¹ This unit rate is charged for time delivering the education programme in classes, to groups or businesses, or at events: it allows for an equivalent amount of time spent in communicating with schools etc., planning and preparation for each session, and provision of resources for sessions, which is not separately charged for.

² Fixed fees are for time spent each month, external to charged time, in responding to in-person queries, calls and other email and social media contact by the public in relation to Council's Solid Waste and 3-Waters services.

3.2. Funding

The following table itemises the budget arrangements for each aspect of the Council's current education programmes:

Programme	Budget Location	Funding Source	Annual Plan Budget 2020/21(\$) Environment Education	Annual Plan Budget 2020/21 (\$) Other
CDEM	Operational budget	General rate	-	\$2,000
Solid Waste	Operating budget	Waste Minimisation – Waste disposal levy	\$75,000 per annum	
Water and Wastewater	Operating budget – individual water and wastewater scheme education budgets	Targeted scheme rates	\$15,000 ³ (potential to increase to \$30,000 per annum)	
Stormwater	Operating budget (ZIPA) Drainage schemes	General rate	\$10,000	
Libraries	Operating budget	General rate	-	Staff time
Community Team, Down the Back Paddock	Operating budget	Externally funded	-	External funding, facilitation, project based
Sustainable Transport	Operating budget, funds staff time	General rate	Existing budget reallocation requested by Journey Planner so that “sustainable travel options” can be included	Reallocate some of the existing road safety budget to join sustainable travel management into the programme
Green Corps	N/A	Mainpower Council	-	External funding
Biodiversity	Operating budget, funds staff time	General rate (or external funding may be identified)	Existing budget reallocation or external funding may be obtained so that biodiversity can be included	Reallocate part of existing community education budget or obtain external contestable funding to join biodiversity into the programme
Total			\$125,000	

The cost of undertaking this review is funded by the Solid Waste budget. However the review covers the full Council education service delivery programmes.

There is a budget of \$125,000 assumed to be available from 2021/22 onwards. It is noted the temporary reduction in water and wastewater account contributions due to the Covid-19 budget cuts apply in 2020/21, but may affect only the 2020/21 year.

³ 3-Waters educations budgets were dropped from \$30,000p.a. to \$15,000p.a. in the 2020/21 financial year. An assumption has been made that this spend will be increased in the 2021/22 financial year but this is subject to Council's approval in the upcoming Long Term Plan budgets.

There are two broad funding approaches which the Council can choose from to deliver the environmental sustainability education programmes moving forward. These are:

- A) Increase the education hours provided using lower cost delivery method(s) as far as practicable within available budgets; or
- B) Continue to deliver the current education hours, or reduce current hours, using lower cost delivery method(s) within reduced budgets.

There are also four education delivery methods and options identified in Section 7 of this report. They describe education delivery by any of the following methods: Council in-house; Community Trust; External Commercial Contract; or Shared Services arrangement. These options, funding approaches and their implications are detailed further in Section 7.

3.3. Governance

Section 17A (4) of the Act requires the Council to explore options for the governance, funding and delivery of the service, including but not limited to, the following options:

- (a) responsibility for governance, funding, and delivery is exercised by the local authority.
- (b) responsibility for governance and funding is exercised by the local authority, and responsibility for delivery is exercised by:
 - (i) a council-controlled organisation of the local authority; or
 - (ii) a council-controlled organisation in which the local authority is one of several shareholders; or
 - (iii) another local authority; or
 - (iv) another person or agency.
- (c) responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement, and responsibility for delivery is exercised by an entity or a person listed in paragraph (b)(i) to (iv).

This review explores governance, funding and delivery options for the education service programme in accordance with Section 17A (4).

The review considers how the service is best provided, governed and delivered in terms of each individual programme. This includes whether the service can be delivered collectively taking account of synergies between the separate programmes. There may also be an opportunity to leverage skill sets and education materials used across several of the programmes.

The review identified 3 types of community and schools education programmes currently delivered by the Council. These are themed as: a) community safety, b) community literacy, and c) environmental sustainability.

The former two types of programme have a specific, sometimes regulatory focus and individual requirements. For these programmes, delivery is currently considered “fit for purpose”. The third, environmental sustainability, has a number of synergies and options available within the district to identify and deliver the most suitable forms of programmes and to extend programme hours and topics within existing and pending budgets.

The following options have been considered for the programme delivery of the environmental sustainability education programme:

- a) **Delivery by the Waimakariri District Council.** This option is directly delivered within the district, including at sites and locations where benefits of the activities accrue to residents of the district.

Delivery is ideally directly overseen by the Council governance structures and staff to promote accountability of the service provider/s including an option of existing regional governance structures reporting programme outcomes to the Council.

- b) **Delivery by a Council-Controlled Organisation of the Council** (or CCO where the Council is one of several shareholders). The scale of the education programme is small and could be delivered by 1 or 2 people within the district. This option is not recommended as the education programmes delivered by the Council at the present time do not warrant the creation of a CCO.
- c) **Delivery by another local authority.** The education programme is to benefit residents of the district and should ideally be delivered within the district. Environmental education activities undertaken within in the district are likely to have a flow on benefit for management of local facilities such as waste disposal operations, stormwater and wastewater systems, and amenities such as parks, rivers or wetlands where the activities may also be based. For instance, waste minimisation education delivered within the district will reduce waste sent from this district to landfill, which will benefit the local environment and improve operation of the transfer stations.

The review notes some schools in the district currently attend the Christchurch City Council-run Learning Through Action (Learning Experiences Outside the Classroom or LEOTC) environmental education programmes that are based in and which benefit environmental initiatives within the city. This approach, although funded by the Ministry of Education, “exports” skills, knowledge and environmental benefit to locations outside of the district.

It is not beneficial to outsource the programme to another local authority when a range of delivery options are available from various skilled personnel within the district. Benefits to the local environment are also more likely if activities are undertaken locally. However benefit is obtained from district schools visiting the Christchurch composting and recycling processing facilities, which accept organic waste and recyclable materials from this District’s kerbside collections, so that students understand how these work and the importance of only putting acceptable materials into kerbside bins.

- d) **Delivery by another person or agency.** The programme could be contracted to be delivered by another person or agency, as is current practice. Alternative options of engaging a suitably qualified educator to deliver the programme from “in-house” and/or expanding the service delivery provided through Community Trust (Enviroschools) are also considered in this review. These options are compared with the current practice of engaging an external contractor to deliver the programmes.

3.4. LGA 2002 Requirements

The Local Government Act 2002 17A Delivery of Services states:

- (1) *A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.*
- (2) *Subject to subsection (3), a review under subsection (1) must be undertaken—*
 - (a) *in conjunction with consideration of any significant change to relevant service levels; and*
 - (b) *within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and*

- (c) *at such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).*
- (3) *Despite subsection (2)(c), a local authority is not required to undertake a review under subsection (1) in relation to the governance, funding, and delivery of any infrastructure, service, or regulatory function—*
- (a) *to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years; or*
- (b) *if the local authority is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.*
- (4) *A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions, including, but not limited to, the following options:*
- (a) *responsibility for governance, funding, and delivery is exercised by the local authority;*
- (b) *responsibility for governance and funding is exercised by the local authority, and responsibility for delivery is exercised by—*
- (i) *a council-controlled organisation of the local authority; or*
- (ii) *a council-controlled organisation in which the local authority is one of several shareholders; or*
- (iii) *another local authority; or*
- (iv) *another person or agency;*
- (c) *responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement, and responsibility for delivery is exercised by an entity or a person listed in paragraph (b)(i) to (iv).*
- (5) *If responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance must ensure that there is a contract or other binding agreement that clearly specifies—*
- (a) *the required service levels; and*
- (b) *the performance measures and targets to be used to assess compliance with the required service levels; and*
- (c) *how performance is to be assessed and reported; and*
- (d) *how the costs of delivery are to be met; and*
- (e) *how any risks are to be managed; and*
- (f) *what penalties for non-performance may be applied; and*
- (g) *how accountability is to be enforced.*
- (6) *Subsection (5) does not apply to an arrangement to the extent that any of the matters specified in paragraphs (a) to (g) are—*
- (a) *governed by any provision in an enactment; or*
- (b) *specified in the constitution or statement of intent of a council-controlled organisation.*
- (7) *Subsection (5) does not apply to an arrangement if the entity that is responsible for governance is satisfied that—*
- (a) *the entity responsible for delivery is a community group or a not-for-profit organisation; and*
- (b) *the arrangement does not involve significant cost or risk to any local authority.*
- (8) *The entity that is responsible for governance must ensure that any agreement under subsection (5) is made publicly available.*

(9) *Nothing in this section requires the entity that is responsible for governance to make publicly accessible any information that may be properly withheld if a request for that information were made under the [Local Government Official Information and Meetings Act 1987](#).*

The review notes there are various options for alternative delivery of some components of the education programme within the district. It also concludes that other components are “fit for purpose”.

The review is necessary at the present time as there is potential cost benefit of adopting alternative approaches to service delivery for some of the programmes. There are also no legal or contractual reasons why alternative service delivery options should not be considered at the present time.

There is no proposed significant change to service levels which need to be considered through this review. Rather, there is an opportunity to expand some of the programme hours and topics within available and pending new budgets, or alternatively to reduce budgets if it is decided that the current education hours should be reduced. Both options are assessed taking into account the cost-effectiveness of the different education delivery options.

4. Delivered Education – Community Safety Programmes

4.1. Civil Defence Training

Civil Defence Emergency Management (CDEM) education in schools is primarily focused on education about risk and risk reduction in terms of natural hazards. The education includes actions required of people experiencing or preparing for emergencies, whether at home, work or school.

It is delivered via an external casual employee contract with a trained CDEM volunteer. Council CDEM officers also deliver training sessions to community groups on request.

The external contract with the trained CDEM volunteer provides the CDEM component of a multi-agency schools programme called “Down the Back Paddock” (DTBP – see detail below).

The CDEM education component is provided at approximately 80 hours per annum, at annual cost of \$2,000. There has been repeated positive feedback for the performance of the CDEM casual employee. The education receives positive feedback from the schools for its concept and its delivery.

The National CDEM Disaster Resilience Strategy expects agencies to deliver public education on risks and risk reduction strategies that people can use in places like home, work and school.

The education provided is highly specialised and targeted and assists the Council to meet legislative requirements pertaining to its civil defence functions. It is currently considered to be “fit for purpose”.

It is recommended that the current service delivery method and current CDEM provider are retained and the service continues unchanged as at present.

4.2. Down the Back Paddock (Community Team)

The Down the Back Paddock (DTBP) program of education in schools is a multi-agency programme which is primarily focused on a range of safety issues affecting rural communities.

It is coordinated by the Council's Community Team and delivered to five schools each year. It involves a range of staff and external agencies whom deliver this program.

DTBP includes elements that tie in with various areas of Council service delivery including CDEM, animal control, roading and aquatic services where these have implications for rural safety.

For instance, the animal control component includes education about safety around dogs and bite prevention and general safety around farm animals. The roading component includes safety in use of All Terrain Vehicles such as quad bike use on rural properties. The aquatics component includes safety around water bodies.

The Community Team also run various other annual or occasional topical workshops such as suicide prevention.

Other agencies such as Police and Mainpower also periodically deliver some aspects of the programme including firearms safety and safety around electricity.

The Community Team staff coordinate safety message delivery for the community for specific projects and topics with the messages usually delivered by volunteers. There is an education element of the broader team programmes that addresses key issues and opportunities for the community.

This programme is fully funded by external funding sources and is coordinated by the Community Team. It is considered fit for purpose. It is proposed to continue the programme as at present. Continuation of DTBP will complement any of the other service delivery options considered through this review.

4.3 Animal Control

In addition to the DTBP involvement (above) the Council Animal Control team also deliver other programmes on safety around animals on request. For instance, staff speak on request to schools about dog care and safety around dogs. Animal Control staff also visit and provide advice to other groups that go onto private property such as Nurse Maud about safety around dogs and bite prevention. No changes are recommended to these activities.

4.4 Building Unit – Let's get it right?

The Building Unit previously supported a public education programme "*DIY, but build it right*". The programme encourages householders to undertake DIY projects, providing compliance with the building code is achieved.

Online information explaining this slogan notes: "If you are an owner-builder, you can carry out most building work on your own home provided you:

- Meet the requirements of the building code
- Obtain any necessary building consent or permits before starting work

This education is specific to the Building Code and supported the Council to deliver its building compliance services in accordance with the Code. The programme information is currently still available online. However the programme is not actively supported by the Building Unit and active promotion is not proposed to resume.

5. Delivered Education – Literacy Programmes (district libraries)

The Council libraries currently run a range of education programmes primarily delivered from within the libraries. The libraries programmes have an overall focus on community literacy and improved interpersonal communication and wellbeing. These are coordinated by the Learning Connection Coordinator and involve various other libraries staff.

The programmes include school and pre-school classes attending library visits and undertaking a range of activities. Staff also present e-resources in schools. Libraries staff run a range of other programmes including masterclasses for schools (poetry, fiction writing), host holiday activities, gaming nights for mid-age children and writers festivals. The library staff also work with school libraries to help combat literacy problems in their schools: this is teacher led, and supported by library staff.

For adults the libraries host author visits & workshops, do basic computer training, reading challenges, dementia group and provide information brochures for older adults. This includes providing education, recreation and connection opportunities for people that are socially isolated.

Specifically post covid-19 lockdown the libraries have added job-seeker assistance education to support recently unemployed people to prepare CV's and covering letters.

The libraries environmental focused initiatives include the coordination of a “seed transfer library” where families can take or deposit seeds. Children are also encouraged to make their own seed boxes out of recycled materials. The libraries also have a range of books and materials available which support environmental education. The libraries community education is adaptive and able to respond to new community issues or education requirements.

The programme is considered to be “fit for purpose” complementing various other Council community education programmes. There is ongoing collaboration between the Learning Connections Coordinator and the 3 waters and solid waste departments in delivery of the programmes.

This programme is funded by general rates and is coordinated by the library staff. It is proposed to continue to deliver the programme from the libraries as at present, noting it will complement any of the service delivery options now being considered for the environmental sustainability components of the Council education programmes. There may be opportunity to further integrate an in-house “environmental sustainability” programme within the libraries or drawing from the libraries resources.

6. Delivered Education - Environmental Sustainability Programmes

6.1. Solid Waste and 3-Waters

The solid waste minimisation programme includes two delivery methods in the district:

- a) the regionally governed EnviroSchools programme which is delivered in this district by facilitators coordinated and hosted by Environment Canterbury; and
- b) an “in-school” waste education programme governed by the Council and provided by an external contractor.

The EnviroSchools programme is funded from the Waste Minimisation Account, using Waste Disposal Levy funds. The “in-school” education programme is part-funded from the Waste Minimisation Account and also water and wastewater scheme budgets, however is not limited to schools. It allows for the contractor to interact with community groups, organisations and businesses in order to deliver the same messages around waste minimisation and water management, and to also represent the Council at agreed public events.

In-School and Community Education

The education component for solid waste minimisation can assist the Council to meet Long Term Plan performance measures, which are based on waste reduction targets in the Council's 2017 Waste Management & Minimisation Plan. Key measures are the reduction in annual per capita quantity of waste to landfill; or increase in annual per capita quantity of material diverted from landfill.

In terms of water conservation, there is a regulatory requirement through resource consents issued by the regional council which authorise "water takes". These consents require steps to be taken to ensure water is used appropriately and that the resource is not wasted. Some resource consents also refer to the need for Council to follow its Water Conservation Strategy. This includes community education as one of the tools used to reduce water wastage and encourage household water conservation measures.

The wastewater education component can assist Council achieve its performance measures for reducing wastewater overflows. This is achieved by educating people to avoid flushing items such as "wet wipes" which can block pipes or wastewater treatment facilities. This helps to meet the performance measure to reduce the number of dry weather overflows in the sewage system.

These education programmes also encourage private actions which will help the Council to implement local legislation. For instance, the education supports the implementation by the public of the Council Solid Waste and Waste Handling Licensing Bylaw 2016, Water Supply Bylaw 2018 and Wastewater Bylaw 2015.

The bulk of the programme is currently provided through Eco Educate through an annually revised external contract. It is a combined solid waste minimisation, water conservation and wastewater disposal programme with some other environmental topics periodically included. Oversight of the programme's facilitation is provided by the Solid Waste Officer.

This programme provides education to the community on matters relating to solid waste minimisation, water conservation, sustainable wastewater disposal and care of surface waterways. It is predominantly delivered into schools and pre-schools, but includes facilitating site-visits at Council solid waste, water, wastewater and stormwater facilities, beaches and Te Kōhaka o Tūhaitara Trust land. It also includes interactions with community groups and with businesses on an on-demand basis, and representing the Council at agreed public events.

The waste minimisation schools education includes educators presenting to assemblies and in classrooms, working with teaching and caretaker staff and school enviro-groups to undertake waste audits and advising about setting up waste diversion systems including recycling, food scrap bins and compost/worm farm/Bokashi bins. In some cases it includes assisting with the provision of materials for the schools to construct their own bespoke waste diversion solutions.

The 3-Waters component of education services includes educators presenting to assemblies and in classrooms to provide information about:

- Water conservation, including harvesting rain water and minimising leakage from fittings or wastage during summer watering. In some cases the educators assist with the provision of materials for the schools to construct their own bespoke solutions for rainwater capture and use.
- Wastewater, which is about protecting the wastewater conveyance and treatment systems. This includes raising awareness of items that can and can't be flushed into Council waste water systems and also septic tanks.

- Stormwater, which includes protecting natural waterways and stormwater conveyance systems. This includes raising awareness of issues caused by litter and other types of pollution that end up in local waters ways and the oceans, and care for the environment.

The Eco Educate contractor has additional staff available to that ensure that the programme can continue to be delivered as required by schools in order to fit within school timetables, and to attend events as required by the Council.

In overview, the education programme assists the Council to achieve its service delivery performance measures for several of its essential infrastructure services and meet various regulatory and legal requirements. The delivery of this education programme is specialised, requiring expert input and needs to incorporate changes to best practice which are introduced over time.

Over time a shared services arrangement with neighbouring Councils could also be integrated into the programme delivery. This would enable subject expert involvement into the programme with costs shared among several contributing Councils.

Learning Experiences Outside the Classroom

Learning Experiences Outside the Classroom (LEOTC) is a Ministry of Education curriculum support project. It is a limited and contestable funding pool supporting community-based organisations to provide students with learning experiences that complement and enhance student learning, in alignment with the national curriculum.

Schools in the district currently bus students into Christchurch City to attend environmental project demonstrations or activities that are organised by the Christchurch City Council's own Learning Through Action staff, which is funded by the Ministry of Education's LEOTC project. Benefit is obtained from our District's schools visiting the Christchurch composting and recycling facilities, which accept organic waste and recyclable materials from this District's kerbside collections, so that students understand how these work and the importance of only putting acceptable materials into kerbside bins.

This education provides a similar purpose to the site visits to facilities that are provided within the Waimakariri District, therefore it could be more beneficial for much of the education to be provided at locations within the district where possible. This would have the advantage of reducing travel time and costs for students and schools. It also increases action and resourcing levels for environmental projects underway within the district. It is preferred that local schools be involved in environmental actions and sites within the district rather than "exporting" time, skills and environmental benefits to projects in Christchurch. This Council may be able to seek funding from the Ministry of Education to provide LEOTC experiences within the District.

6.2. Enviroschools & Sustainable Living Programmes

Enviroschools and the "*sustainable living education programme*" are both funded out of the Waste Minimisation Account budget, and delivery is overseen by the Solid Waste Asset Manager. The Enviroschools programme is coordinated by Environment Canterbury staff, and is only delivered to participating schools. On-line resources for the "*sustainable living education programme*", which is targeted for adults, are provided by a charitable trust, which also provides assistance, support and training in delivery of the programme. An allowance has been made for the Council's external educator to deliver this programme to groups in the District.

Enviroschools

Enviroschools is an environmental action focused national programme where young people are empowered to design and lead sustainability projects in their schools, neighbourhoods and country. Enviroschools

facilitators directly deliver particular education messages into classrooms that have “signed up” to be Enviroschools. The facilitators empower teachers to continue to deliver the programmes in their absence. For instance, facilitators seek to improve environmental knowledge and skill sets of teachers so that the messages delivered by the programme are as effective as possible and continue outside of the formal Enviroschools sessions.

Enviroschools is delivered in the Waimakariri District as a part of the solid waste minimisation education programme. It is governed through a wider regional Enviroschools Canterbury Governance Group that is part funded by the various contributing Canterbury Councils (including Environment Canterbury, Waimakariri District Council, Selwyn District Council) and other organisations (e.g. Department of Conservation).

Environment Canterbury hosts facilitators to deliver the programme into district schools in accordance with the level of funding provided by each contributing Council. Currently some of the Enviroschools facilitator time spent in the Waimakariri District is also funded by Environment Canterbury rates. The arrangement is continued annually through a Memorandum of Understanding signed by Environment Canterbury and the Waimakariri District Council, with the budget reviewed annually through the Waimakariri District Council Long Term Plan and Annual Plan processes.

There are 27 schools in Waimakariri: 2 high schools (a young parent’s college is attached to Kaiapoi High school but is not counted as a separate school), 2 area schools and 23 primary schools. There are at least 47 Early Childhood Education Providers and another 6 Play Centres or playgroups in the District. Schools participating in the Enviroschools programme are required to make a whole-school commitment to the programme in order to move up the ‘awards’ levels, and this can self-limit uptake of the programme, however further extension to the programme is currently limited by available funding.

Currently 20 schools and early education centres have committed to the Enviroschools programme: 1 high school, 1 Area school, 12 primary schools and 6 early education centres. Therefore 50% of the schools and around 10% of early childhood education providers have made a commitment to join the Enviroschools programme over the last 15 years. Of these, 7 have achieved Bronze award status, 3 achieved silver, and 4 are working at the Green-Gold level.

Sustainable Living Education Programme

The sustainable living education programme is governed by a charitable trust, with the Solid Waste Asset Manager appointed to a Trustee role.

The sustainable living programme was developed to be delivered at adult education centres, part-funded by Government funding and part-funded by course attendees themselves, with paid facilitators delivering the topics. The 8 topics covered include energy; eco-building; water use efficiency & protection; food purchases, use and storage; transport and travel options; growing food at home; waste minimisation; and resilience.

The Trust has more recently moved to providing on-line learning resources, and these resources are available to all Waimakariri residents because the Council is a funding partner. The current education provider has been trained to deliver this series of programmes to interested groups.

Future Delivery

It is considered that the Enviroschools programme could continue to be delivered as at present or could potentially be expanded by addition of pending new budgets. Therefore service delivery for Enviroschools is proposed to continue in accordance with its current governance and funding arrangements, or to expand dependent on provision of additional funding from other Council units.

The sustainable living education programme could also continue to be delivered by externally sourced facilitators as at present, expanded by addition of pending new budgets, or has the potential to be expanded within available budgets if it were to be delivered “in-house”.

The expansion of the current programme could also include Council actively driving facilitation of the “*sustainable living education programme*” (aka Future Living Schools) to people in the district, as these programmes warrant wider promotion and encouragement.

This report recommends that delivery of these programmes could be integrated into a wider Council “environmental education” programme. It is recommended Enviroschools and the sustainable living education programme continue to operate and be governed as at present using existing levels of funding. These programmes could however be expanded with the provision of additional funding from other Council Units.

This recommended service delivery for these programmes in combination with other recommendations of this report would enable expansion of Enviroschools to additional schools, extension of programme hours and potential inclusion of additional topics within current and pending budgets.

6.3 Travel Demand Management (Active Transport)

The Council’s Journey Planner delivers in-kind transport related sustainability education and support to schools. This includes seeking to reduce vehicle kilometres travelled and traffic counts on district roads whilst promoting active travel options to schools. This involves encouraging students to cycle or walk to school for sustainability reasons as well as safety and health reasons. The education provided is currently in-kind, involving only staff time and is notably constrained by limited staff capacity and lack of a specific budget for this work.

The Journey Planner has identified a gap where additional funding would enable an increase in promotion of active travel options within schools in order to seek to reduce vehicle movements around the schools. The greater encouragement of active travel would have a corresponding immediate safety benefit for schools, reducing vehicle movement around school entrances at peak times on weekdays.

This report suggests that the Travel Demand Management and Active Transport themes could be added into the proposed “environmental sustainability” education programme. This could possibly be formalised into the programme by reallocation of a small portion of the road safety budget to itemise these work stream components for active travel.

6.4 Green Corps for Schools

The Green Corps in district schools is a local variation on a wider international Green Corps programme initially established in America. The American version supports graduate university students learning to organise environmental projects with a view to their future employment with environmental advocacy organisations, delivery of environmental campaigns or activism.

The local district variation of Green Corps is quite different. It focuses on hands-on environmental learning for primary school students. It also offers schools an opportunity to take ownership of district parks and reserves and assume a lead role in their ongoing development and maintenance. The schools actively develop the Council reserves with the assistance of the Council staff.

Green Corps in the Waimakariri District was funded by Mainpower. It was previously overseen in the District by the Greenspace Team who provided in-kind staff support. Staff involvement previously included organisation and involvement in planting days. A portion of the delivery of this programme was also previously contracted to Eco Educate. However due to recent staff changes the programme is currently not actively supported by the Council.

The Council's parks department derived significant benefit from supporting the local Green Corps in schools by connecting students with their local reserves and teaching them about environmental sustainability and biodiversity. It is proposed that synergies between the Green Corps and similar programmes be further explored when selecting preferred future options for programme delivery of the Council environmental sustainability education programmes.

6.5 Stormwater Education Programme

The Zone Implementation Programme Addendum (ZIPA) – Recommendation 1.25 includes a recommended new stormwater education programme to reduce contaminated stormwater discharges from private properties and reduce activities which generate urban source contaminants.

The delivery of the programme is pending. Once developed and approved it will assist the Council to implement the Stormwater Drainage and Watercourse Protection Bylaw 2018, which intends to reduce discharge of contaminants into streams from private property discharges into the urban reticulated stormwater networks.

The proposed education can broadly target actions for private properties and businesses (predominantly adults). However it is likely to be delivered via schools in the first instance. Planning for content of the programme is currently underway.

There are two pending budgets for the programme in the 20/21 financial year: one is a ZIPA budget of \$10,000 and one is a drainage budget, also of \$10,000. The time period for continuation of these budgets is yet to be confirmed. The Council may decide to continue these budgets once the extent and benefits of the programme are further scoped.

There are synergies between this programme and other environmental sustainability education programmes delivered by the Council. It is proposed to seek further synergies in programme delivery when selecting future service delivery options as recommended in this review.

6.6 Te Kōhaka o Tūhaitara Trust

Established in 1998, Te Kōhaka o Tūhaitara Trust (TKoT) is a registered charity, and is the outcome of a Waitangi Tribunal settlement between the Crown and Te Rūnanga o Ngāi Tahu.

The Council contributes funding to TKoT although it is not directly involved in programme delivery. TKoT provides and enables environmental education opportunities on Trust land for projects which assist with its sustainable management and wetland restoration. The programme is delivered via staff appointed by the Trust.

TKoT is responsible for the restoration and ongoing management of approximately 700 hectares of native coastal wetland. This land, otherwise known as Tūhaitara Coastal Park, runs from the mouth of the Waimakariri River to the settlement of Waikuku Beach, and includes the culturally significant Tūtaepatu Lagoon.

Residents of the Kaiapoi Pā, and more recently, members of the Ngāi Tūāhuriri Rūnanga have been closely connected to Tūtaepatu Lagoon and the land that surrounds it.

TKoT aims to retain and enhance indigenous biodiversity and to preserve the values of Ngāi Tahu. TKoT provides a range of opportunities for recreation and environmental education for all people, and has a two hundred year vision for the future.

The TKoT programme has been actively supported by Eco Educate in the past through periodic site visits for education related activities on TKoT land.

It is proposed that the Council seek further opportunities through its environmental sustainability education programmes to include education for schools and adults that supports the restoration of the TKoT wetlands.

6.7 Other Potential “Environmental Sustainability” Education Topics

Additional topics which could be included within the school and community education programme, which may attract additional funding for the programme from other Council departments or external contestable funding providers are:

- biodiversity;
- water use reduction by businesses and households;
- efficient electricity use;
- sustainable building solutions (e.g. passive heating);
- travel demand management (e.g. sustainable active travel promotion);
- reducing stormwater contamination;
- reducing or delaying stormwater runoff from urban properties; and
- waterway enhancement and protection of wildlife including bird-breeding and fish spawning areas.

There may also be additional topics identified in the community sustainability strategy once that is prepared that could be included into the education programme over time.

7 Description of Options

This section assesses key options for delivery of the Council Environmental Sustainability education programmes. It considers benefits, costs, governance, funding and delivery implications for each option.

7.1 Option 1 - Service Delivery via In-House Staff Role

This option involves an in-house educator (full time or % hours allocated to part of FTE role) who would coordinate, organise, deliver and expand the existing programmes, subject to funding. An in-house educator could deliver all or part of the programme/s to community groups, adult learners and schools, possibly in conjunction with Enviroschools (see Option 2), and further extend the programme into businesses, whilst also providing overall Council coordination.

The employee could also be responsible for procuring and coordinating delivery of one or more of any future specialist programmes that require additional external expertise. This could potentially occur in combination with Option 4 (future shared service arrangements).

7.1.1 Delivery Method of infrastructure, service, or regulatory function

This option enables an appropriately qualified community education specialist, or alternatively a person with suitable experience in the education field, to be engaged to manage how the education service is delivered and directly deliver much of its content. This option could be implemented in conjunction with Enviroschools to deliver and expand on much of the in-school education. New topics and materials could be added as required and funded, and additional expertise could be identified and procured by a method arranged and overseen by this role, for example seeking a specialist to provide advice for businesses.

7.1.2 Benefits, Issues and Costs

This option would be simple for the Council to fund, administer and govern. It has a similar cost to the option for external contractor delivery of the Council's education programmes. Drawing from pending new budgets, it would include flexibility to incorporate additional topics over time, such as that proposed for the pending urban stormwater education or be expanded to include wider environmental themes such as protection of waterways.

One benefit of using an in-house expert is that a more direct connection would be formed between the delivery of education and the need to achieve Council Long Term Plan performance measures and other legal and regulatory requirements.

This role could include developing education resources and new media such as pamphlets or videos and facilitate circulation of on-line material more widely in the community.

The role, if implemented, is recommended to investigate and implement behaviour change strategies as well as awareness raising of environmental issues. The role could encourage others within and external to the Council to also become advocates for these environmental messages.

The role could also be tasked with delivery of education on wider national or regional environmental matters that may not be under the direct control or influence of the Council, should this be required.

As with Option 2 (delivery via Community Trust), the role may be able to source external contestable funding which may enable further aspects of the programme to be expanded, for example applying for LEOTC funding from the Ministry of Education.

There would be a benefit of having a "central" Council staff educator available for use by other Council units as required. With this delivery model, staff availability for new projects could be provided at fairly short notice as an in-house employee could almost immediately take on additional work when requested if funding and

time permits. They could also seek external assistance in the event that they do not have sufficient time to undertake direct delivery of additional projects.

There are also existing subject experts within Council departments that could contribute to service delivery. This includes the solid waste, 3-Waters and biodiversity staff. The proposed in-house role could coordinate and utilise other in-house experts to address schools or community groups on specific subjects. This would assist to better coordinate these activities across Council, optimising and leveraging expert staff availability.

Directly engaging an educator is likely to increase workload and demand on existing staff time to support the programme. An individual staff-member would be limited to attending one event or one school at any one time, unless provided additional staff support from within Council, particularly if requiring attendance after-hours or at events where two people need to be present.

There would also be a requirement to develop new education resources for use by the role, many of which have already been developed and used by the current external contractor and some of which are under their own IP.

It would take time for a new educator to develop the connections with schools and within the community, although this would be a factor in any of the options considered. Additionally, there may be a perception that a direct-Council employee does not represent an independent, and it may be difficult for them to balance competing local, regional and national interests in their presentations.

7.1.3 Governance

Governance arrangements for this option could be via regular reports on the overall education programme service delivery from the in-house role to a delegated Council committee with oversight of governance and funding. The committee could oversee budgets for the whole programme, assessing the relative benefits and scale of each component.

7.1.4 Funding

Programme funding programme could be drawn from existing activity area budgets, pending new budgets including stormwater, the existing and increasing Waste Levy funding, and the general rate. The role may be able to source external contestable funding which may enable further aspects of the programme to be expanded, for example applying for LEOTC funding from the Ministry of Education. This would correspondingly reduce school travel time into Christchurch City where district students are involved in city-based environmental projects.

The likely costs for employing an appropriate person on a full time or part time basis are shown below. All figures include an employment overhead cost of 20%, specific lease of a “fit for purpose” fleet vehicle and note an administration component equating to roughly the same amount of time spent organising school attendance and preparation, as in the classroom. Based on a median employment band of \$75,000 per annum for an educator role at 40 hours per week, the full costs of employing someone is calculated to be near to “twice the salary band” which would include all admin and ancillary costs such as phone, computer, sick and annual leave, and vehicle.

With that being the case, and taking \$75,000 as the middle band for an education role, the in-house delivery costs are:

40 hour week	\$150,000
30 hour week	\$112,500
20 hour week	\$75,000

The twenty hour per week in-house role can be seen to have a similar cost to the Council as the external education contract. It is noted both options include administrative time assessed as roughly the same as the in-classroom time.

7.1.5 Recommendation

The provision of an “in-house” provider of the service has a similar cost of delivery as an external contractor. This option provides administrative simplicity because it removes the regular requirement for a contract review. It has simple and direct governance with reporting from the role directly to a relevant Council committee. It may also enable education budgets to increase by sourcing contestable external funding (similarly to Option 2).

An in-house employee is likely to facilitate sustainability activities undertaken across the wider Council and could develop and utilise organisation wide synergies, such as deploying subject experts to extend the programme. However this approach would be likely to utilise more staff time across a wider mix of departments for delivery of the programme. This would be beneficial to the environmental education programmes, but creates an opportunity cost for other actions or activities which could alternatively have been provided by staff during those times.

On balance this option, although providing a number of benefits to the environmental education programmes, is not recommended due to the likely increased workload and demand on existing staff time to support the programme. There would also be a requirement to develop new education resources for use by the role, which have already been developed and used by the external contractor.

7.2 Option 2 - Service Delivery via Community Trust (Enviroschools)

This option would involve an educator or facilitator from a Community Trust such as Enviroschools who is commissioned by the Council to provide the programme. The Trust-appointed facilitator/s could directly deliver one or more of the programmes. The Enviroschools is an existing Community Trust already delivering waste minimisation and water education into 20 district schools in Waimakariri.

The education would have an initial focus on the environmental sustainability programmes including solid waste minimisation, wastewater systems protection and water conservation currently provided by the Council. It could potentially expand to include new topics such as travel demand management and stormwater as additional funding came available. Future topics such as protection of biodiversity, waterway and wetland enhancement could be added over time, as with Option 1.

The Enviroschools facilitators could also be responsible for procuring and coordinating delivery of one or more of any future specialist programmes or new topics that are included. Alternatively if combined with Option 1 the development of additional specialist modules or new topics or coordination of any programme extension could be provided by a complementary in-house resource.

At present the Waimakariri facilitator is shared with some Christchurch City and Banks Peninsula schools. Environment Canterbury fund the use of fleet vehicles, laptop / data, professional development and cell phone for the facilitators.

Enviroschools have identified the next step for district expansion of their programme is for the Trust to employ a part time facilitator who works within the district. Any arrangement to increase the Waimakariri District Enviroschools level of service and funding would need to be confirmed by Environment Canterbury whom provide a part of the salary and meet the other employment costs noted above. Ideally an expansion of Enviroschools in the district would fund increasing facilitator/s hours at district schools with the role/s continuing to be hosted and coordinated by Environment Canterbury.

This option would enable the programme to be extended to include new schools within the district and extend hours to existing schools.

7.2.1 Delivery method of infrastructure, service, or regulatory function

This option enables appropriately qualified and experienced Community Trust facilitators to be engaged to deliver the programme. These facilitators could have a key role in developing, delivering and overseeing the programme. New topics could be added as required when they fit within the Enviroschools topics structure and when additional funding can be provided, and additional expertise identified and procured by a method overseen by the Trust or by internal Council staff.

7.2.2 Benefits, Issues and Costs

This option would be simple and cost effective for the Council to fund, administer and govern as it has existing funding, administrative and governance structures in place. If Enviroschools were approved as the service provider, a new overall funding agreement would not be required as the Council has existing agreements and reporting mechanisms in place for its funding of Enviroschools, including an existing Memorandum of Understanding. If the programme were to be extended to include a part time facilitator working solely within the district or other arrangement to extend hours for schools in the district among multiple facilitator/s, then a specific agreement on cost sharing for the role/s will need to be confirmed with Environment Canterbury.

This is a more cost effective delivery option for Council than engaging either an external contractor at commercial hourly rates or employing in-house education staff. A programme delivered by a Community Trust enables more time to deliver more community education in a more cost effective manner. It uses established facilitators and school networks and leverages existing funding from the Environment Canterbury and Department of Conservation contributions. This option is therefore the lowest cost delivery option for the Council's education programmes. It would provide flexibility to incorporate additional future education components over time such as the pending urban stormwater education, protection of waterways and other environmental topics.

Similarly to Option 1, and unlike a private contractor, a Community Trust employee is able to seek and obtain external contestable funding to extend the existing programme.

A benefit of using a Community Trust is engagement of qualified and experienced experts in the field who can deliver environmental education through well-established existing school networks.

The Trust could also be requested to deliver education on wider national or regional environmental matters that may not be under the direct control or influence of the Council if desired. However, the Enviroschools programme is limited to specific topics, and may not have the flexibility to expand to topics the Council may wish to have delivered into schools.

Enviroschools is limited to delivery into schools and preschools, therefore does not allow for engagement with the wider community or into businesses.

Entering into the Enviroschools programme is a significant commitment for schools. There will be schools and preschools who would not be able to make such a commitment for a number of reasons, and these schools would be unable to access the facilitator's time.

7.2.3 Governance

Governance arrangements for this option could be via regular reports on the overall education programme service delivery from the Trust to a delegated Council staff member. This would achieve oversight of governance and funding for the overall Council programme. The staff member would need to report updates on the combined programmes provided under Option 1 and Option 2 to the appropriate Council committee.

Enviroschools has its own governance structures with regional reporting which are proposed to continue if this option is selected.

7.2.4 Funding

Programme funding programme could be drawn from existing activity area budgets, pending new budgets including stormwater, the existing and increasing Waste Levy funding, and the general rate. Additional funding could be sought from any external contestable funding sources.

Funding of Enviroschools by the Waimakariri District Council is currently \$25,000 per annum, is solely funded from the Waste Minimisation Account, and has been at this level for a number of years. This enables the facilitator to work in the district with 20 Enviroschools. The facilitator's current time is shared between the Waimakariri District's 20 participating schools (approximately 65% of current time, or 19.5 hours per week) and Christchurch City / Banks Peninsula's 11 schools (approximately 35% of allocated time, or 10.5 hours per week).

The Council contribution of \$25,000 to fund approximately 19.5 hours per week in district schools represents very good value. It is noted part of the Waimakariri facilitator time and associated employment costs are funded by Environment Canterbury. An option to increase the Waimakariri District Council funding to \$37,500 identified in this review would enable new Waimakariri schools to be added and existing school hours to increase, potentially expanding the programme to cover 30 hours per week in district schools.

There are several delivery options to expand the programme. For instance the current facilitator could continue to provide an estimated 20 hours per week support with a 50% increase in funding (10 additional hours) to be provided by another part-time facilitator also employed by ECan. Alternatively the current facilitator could add Waimakariri District schools and hours and drop the Christchurch schools and hours to meet the 50% programme increase option.

The following table provides a funding comparison for the Canterbury region.

Partners in the Enviroschools Programme	Investment	Participation levels
Christchurch City Council	\$50,000	27 Enviroschools (18% of schools)
Selwyn District Council	\$31,250	18 Enviroschools (56% of schools)
Waimate District Council	\$1,500	1 Enviroschools (+3 Kindergartens) 11% of schools
Hurunui District Council	\$5,000	6 Enviroschools (46% of schools)
Mackenzie District Council	\$5,000	3 Enviroschools (+3 kindergartens) 38% of schools
Timaru District Council	\$5,000	6 Enviroschools (+9 kindergartens) 21% of schools
Waimakariri District Council	\$25,000	20 Enviroschools (50% of schools, 10% of early education centres)
		Notes
Environment Canterbury	\$208,329	Labour, goods and services
Department of Conservation	\$8,000	
South Canterbury Kindergarten Association	In kind	
Waimate Kindergarten Association	In kind	

*Note the Kindergartens Associations partnership is a slightly different model whereby staff are trained as facilitators whom are supported by Enviroschools.

*Ashburton District Council are not a partner in the programme at this time.

* School figures taken from educationcounts.govt.nz

7.2.5 Recommendation

This option is recommended to be continued, and expanded by increasing the funding. This could ultimately be with a view to establishing a part time role working solely within the district, or other arrangement where multiple facilitator/s cover the existing and proposed increased hours, subject to funding agreement with and role/hours allocation by Environment Canterbury.

It is recommended this option is adopted in combination with Option 3, where the Enviroschools programme is expanded in conjunction with continued delivery of the commercial education programme. The commercial education programme would continue to provide education for the balance of the programme to the remainder of schools and the majority of early-education centres, would also be available for delivery and support in Enviroschools on request, plus delivery to community groups, organisations and businesses.

The provision of the service via Community Trust would optimise flexibility and cost efficiency. It also provides administrative simplicity with no regular requirement for a contract review. It has simple and direct existing governance structures with regional reporting already in place.

The Trust could also directly report to the Council on services provided and respond to any suggestions for improvements to the programme, promoting accountability.

Noting that Enviroschools does not cover adult community group or business environmental education, and that some district schools are not in a position to commit to Enviroschools, this review considers there is a need for a local educator to work alongside Enviroschools to attend these wider community groups, businesses and address those schools which have not joined Enviroschools. This combined education delivery approach (Option 2 and Option 3) would enable the Council to continue to deliver or expand the required messages through the district.

7.3 Option 3 - Service Delivery via External Commercial Contract

This option involves engaging an external contractor to directly deliver the programme on behalf of the Council with a contract that is procured via a contestable process, and which has a fixed term that may be renewed or retendered on a periodic basis. This is the current approach to delivery of the majority of the Council's environmental sustainability programmes.

Moving forward, if this model is retained the contractor could also become responsible for providing, or procuring and coordinating, delivery of one or more of any specialist modules that require new external expertise (e.g. in combination with Option 4: Shared Services).

7.3.1 Delivery Method of infrastructure, service, or regulatory function

This option enables an appropriately qualified external community education expert to be engaged via external contract to provide the education service and directly deliver the content.

The contractor would have a key role in developing, delivering and overseeing programme content, as at present, with oversight and approval provided by Council staff. Addition of new topics would require an amendment or variation to the contract. New topics could be added as required and further additional expertise identified and procured by a method overseen by the contractor and/or internal Council staff.

7.3.2 Benefits, Issues and Costs

This option has a similar cost to the 20 hour per week, staff in-house role. It has a limitation of being unable to apply for contestable agency funding, thereby having no avenue to extend the programme using external funding, when compared with Options 1 or 2.

This requires less ongoing support than would be required for an in-house role (Option 1). This option is also likely to require less interaction with subject experts from other Council departments, saving staff time across the organisation and across the topics delivered.

This option is more complex for the Council to administer and govern than the in-house educator option (Option 1) or delivery via Community Trust (Option 2). It requires the preparation of a contract that requires periodic review and potentially extension. This incurs an ongoing administrative cost and requires staff time to provide contract oversight. However once the contract is in place, the contractor, who is an expert in the field, would operate relatively independently to schedule their work and would generally be self-sufficient.

As with the Options 1 and 2, if the programme expands in future there is some flexibility for the contractor to arrange and coordinate additional future specialist modules or resources over time or directly employ their own additional staff to deliver these.

A benefit of using an external contractor is engagement of an independent industry qualified expert who can deliver environmental education components that both address: a) any specific Council environmental objectives such as progress towards Long Term Plan performance measures; and b) promoting progress on wider national or regional environmental matters that may not be under the direct control or influence of the Council. This can keep the education content and delivery independent and may be beneficial in balancing competing local, regional and national interests.

This option would require a balance of workload between a contractor who may have other clients with separate service delivery contracts. However the contractor may employ staff who can continue to provide the agreed service within the district.

External contractors usually charge fees which are less cost effective when compared to other delivery options such as engagement of a Community Trust. The hourly charge for the current contractor is \$112 per hour plus GST, and is charged for time spent in classes, with groups or at events. This charge includes the additional time and costs associated with communications, administration, preparation and provision of resources for each session. An additional monthly fee is also payable of \$600 per month to address time responding to incidental public enquiries (average 3-4 per week). Mileage costs per visit are also charged.

In the 2019/20 year, excluding lockdown during April 2020, an average of 44 hours of environmental education was charged monthly by Eco Educate. This equates to delivery of approximately 11 education hours on average per week, but does not include additional time for administration (estimated to be 11 hours per week on average). This contrasts with EnviroSchools delivery of approximately 20 hours of education per week into district schools from a Council contribution of \$25,000 (noting the Environment Canterbury funding share for EnviroSchools includes part of the salary and covers administrative costs).

The expansion of the programme would therefore be primarily limited by the commercial hourly rate. This could limit opportunities to expand or allocate funding to other more cost-effective delivery options or providers, such as EnviroSchools, and reduce opportunities to add new topics or extend existing school hours.

Ownership of IP (intellectual property) would need to be carefully considered in relation to the contractor developing resources for delivery of an education programme on behalf of the Council.

7.3.3 Governance

Governance arrangements for this option are via regular reports on the overall education programme service delivery from the contractor to appointed Council staff whom are delegated to provide oversight of the activity. Currently contract oversight is provided by the Solid Waste Officer, with meetings arranged with other funders when necessary. This is predominantly for the solid waste, water supply and wastewater systems education.

Various departments would need to have further involvement in overseeing and providing input into the external contract if it is expanded over time. This could involve combined staff reporting to a Committee delegated to take an overview. This Committee could assess the relative benefits and scale of each future module proposed to be added.

7.3.4 Funding

Programme funding programme could be drawn from existing activity area budgets, pending new budgets including stormwater, the existing and increasing Waste Levy funding, and the general rate. Staff from various departments could establish budgets for delivery of additional topics in the education programme if it is to be expanded, such as, for instance, if the new stormwater education is to be included within the commercial contract.

7.3.5 Recommendation

This option is the current method of service delivery of several major components of the Council's education programme, including solid waste minimisation, water conservation and wastewater systems protection. It is recognised this delivery approach could enable the programme to expand over time with pending additional budgets and the increasing waste disposal levy. This would require coordination of the additional service delivery across Council departments.

Option 3, the continuation of the environmental education programme delivery by external contract, is recommended over Option 1 as it is likely to incur less demand for ongoing programme support from existing in-house staff, in comparison with the employment of an in-house role.

It is recommended to continue the use of an external contractor to both cover components of the environmental education programme not able to be covered by Enviroschools (e.g. community group, adult and business environmental education and to cover schools not able to commit to Enviroschools), to provide school education into those schools that are not Enviroschools, and provide support to Enviroschools if and when requested by those schools.

This report also recommends Option 2: a corresponding expansion of Enviroschools.

7.4 Option 4 – Service Delivery via Shared Service among Several Councils

This option involves a budget contribution from multiple Councils to provide a combined community education service delivered by subject expert/s. The service may consist of education providers delivering one of more of the programmes on behalf of several Councils.

The shared service delivery option could be provided from independent commercial contractor/s, or from staff employed by a CCO with multiple Councils as shareholders, or by Community Trust, such as Enviroschools. This option could also include arrangements to engage subject experts as needed to deliver specific aspects of the programme or develop new resources or materials in future.

7.4.1 Delivery Method of infrastructure, service, or regulatory function

This option enables an appropriately qualified community education specialist to be directly engaged by several Councils to deliver specified programme content. The time of the expert and costs can be shared among contributing Councils via a cost and service sharing arrangement.

A shared services arrangement could in theory be established to provide a full education programme among several Councils. However this is unlikely to be able to be practicably negotiated and agreed at the present time, based on responses to an enquiry from the Solid Waste Asset Managers from Selwyn and Ashburton District Councils as a part of this review.

These Councils are in process of reviewing their own community education programmes for waste minimisation services over the next two to three years. However the scale of each review, timeframes and potential variation in education streams to be included are unlikely to enable a full multi-Council shared arrangement for all of the programmes to be developed within the required timeframe. The Waimakariri District Council needs to determine its preferred service delivery approach in order to decide whether to renew the current Eco Educate contract.

Selwyn District Council intends to employ a full time educator based out of an education centre they are establishing at their Resource Recovery Park. The educator will work predominantly within the waste minimisation space, delivering a mixture of school tours on site, school visits and possibly business education. Other Council functions may also potentially be included. Selwyn District Council is interested in collaboratively developing a shared arrangement however at this stage it appears to have clear plans to appoint a full time staff member. It currently has no formal contract in place for its waste minimisation schools education.

Likewise, Ashburton District Council has a current contract in place which expires in January 2021. It has recently retendered the education contract for waste minimisation and 3-waters, which has a 3 + 2 + 2 year contract term. It is also amenable to developing a shared procurement process and working through any synergies.

Hurunui District Council currently run their own community education programme using an in-house resource.

Christchurch City Council also operates its own in-house education programme, although this is primarily provided via the LEOTC project structure and does not include delivery of education programmes in school classrooms.

There is sufficient interest from adjoining Councils to consider future shared procurement options. It is proposed this could specifically be to enable the Council to add specific topic based "subject expert" modules into its programme in the future. This would cover time and costs of programme development among subject experts to be shared among multiple Councils.

Specialist modules could be added as required and additional expertise identified and procured by a method overseen by Council staff.

7.4.2 Benefits, Issues and Costs

This arrangement could be more cost effective for each Council than each engaging a contractor or Community Trust facilitator/s independently, provided that common costs of developing resources are shared. The administrative complexity and costs of establishing and coordinating the programmes and governance would need to be less than any cost savings achieved from the shared delivery to warrant this approach.

However this option may not be the most cost effective method of delivering the programmes. Shared service arrangements may require engagement of experts at commercial rates. A shared service arrangement to deliver a programme by Community Trust could represent a more cost effective approach than this option if the required expertise is available.

Option 4 could be a low cost delivery option for delivery of specialist education which requires a relatively small time commitment to be made to each Council and where some common costs of resource and programme development could be shared. It would provide flexibility to incorporate additional future materials over time for the contributing Councils if that need arose.

Development and delivery of resources would need to be carefully managed, to ensure each Council's programme addressed their specific issues and services, and each Council's IP were protected.

7.4.3 Governance

It is envisaged this option could cost effectively provide for multiple Councils to share costs for the delivery of new future specialist education programmes on identified topics, whilst enabling governance oversight from each Council through collective reporting.

Governance arrangements for this option could be shared, with reports prepared by those delivering the programme circulated amongst each of the contributing Councils when requested. Each contributing Council would need to delegate a Council committee with responsibility for governance. The delegated committee could establish budgets for the programme in accordance with the commitment made from each Council. Each Council would be provided an overview of the programme including the relative scale of each module or component.

7.4.4 Funding

The programme could be funded according to each Council's budgets, from a mix of general rates, targeted rates and waste levy funds. Contributions would be separately determined by each Council.

7.4.5 Recommendation

This option is recommended to be further investigated by staff in combination with Option 2 and Option 3, particularly as an option for future development of specialist education modules and new materials. The addition of future specialist additional education developed and delivered by subject experts could then be shared and resourced among contributing Councils.

The shared service team or provider could report the service provided collectively to the appropriate governing committee of each Council and directly respond to any suggestions to improve the programme. This promotes accountability for delivery of content.

The option of further developing a regional shared services arrangement at the present time with Environment Canterbury and other adjacent territorial local authorities for environmental education that extends beyond Enviroschools has also been investigated.

It is unlikely that this option could be progressed at the current time. This is due to the adjacent territorial local authorities already having or being in the process of employing in-house community educators (Hurunui District Council, Selwyn District Council) or having an in-house educator team in place (Christchurch City Council – for its LEOTC programme). Conversely, Ashburton District Council has recently tendered their education contract, and would not be renewing that contract for another 3 years as a minimum.

8 Discussion

The review found synergies among several Council education programmes. These can be broadly grouped together into environmental sustainability, community literacy or community safety programmes. Individual programmes are summarised in the following table:

Programme Focus	Programme Name	Delivery (current)	Funding source
Environmental & sustainability	Waste minimisation (in schools, communities and at businesses)	Eco Educate, Solid Waste staff and WMNZ staff	WDC Opex (waste disposal levy)
	Water education (Water conservation, wastewater treatment protection, drains/ stormwater receiving environment protection)	Eco Educate, 3 waters and Water Unit staff	WDC Opex (water and wastewater scheme budgets)
	Enviroschools	Environment Canterbury hosted facilitator/s	WDC Opex (waste disposal levy) ECan rates Department of Conservation
	Sustainable Living Education	Eco Educate, SWAM oversight	WDC Opex (waste disposal levy)
	Stormwater	TBD – new programme	WDC Opex drainage & ZIPA budgets
	Greencorps (now discontinued)	Greenspace staff / Eco Educate	Mainpower
	Biodiversity	Various staff	WDC Opex greenspace education budget reallocation is sought to include this
	Travel Demand Management	Journey Planner	WDC Opex road safety budget reallocation is sought to include this
Community Literacy	Libraries programme	Learning Connections Coordinator; other libraries staff	WDC Opex
Community Safety	CDEM	Trained CDEM volunteer & WDC CDEM officers	WDC Opex
	Down the Back Paddock	Multi-agency including Council, coordinated by WDC Community Team and other external agency staff	Externally funded WDC Opex for staff time
	Animal control	Council staff	WDC Opex
	Building “Let’s Get it Right”	Building staff	WDC Opex

The table shows there are a number of programmes focusing on environmental sustainability which are currently delivered by a combination of an external contractor, Council staff and Environment Canterbury hosted facilitators through Enviroschools. There are a number of synergies amongst these environmental programmes which are taken into account in forming the recommendations of this report.

9 Summary and Recommendations

The review recommends the Solid and Hazardous Waste Working Party recommend to the Audit and Risk Committee that the environmental education service delivery is continued via external contract through a contestable tendering process (Option 3), and that Council continues to fund delivery of the Enviroschools programme in the district (Option 2). This is recommended in conjunction with use of pending additional new funding for stormwater, and transfer of budget from the Roding and Greenspace departments which would facilitate an expansion of Enviroschools in the District.

The review found that the in-house service delivery option via a part-time role (20 hours per week) has a similar cost to the current programme delivery from an external contractor. Enviroschools is a more cost-effective option, although there are some constraints with extending the programme that are discussed below.

The review found the Enviroschools programme delivery costs compare very favourably to the “in-house” or external contractor options. The Enviroschools funding is currently \$25,000 for 2020/21 and funding has remained at this level for the last few years. This funds approximately 20 facilitator hours per week within district schools. This is the most cost-effective service delivery option identified in the review.

This funding could be increased to \$37,500 within approved available future budgets, increasing the programme capacity by 50% to approximately 30 hours per week. This would allow the programme to be marketed to additional schools and increase the hours of existing schools.

The review has assessed benefits and constraints of each service delivery option. Benefits of using an external contractor include minimising the call on other in-house staff time needed to support the programme. An established industry expert working as an external contractor requires minimal support to undertake the role. The expert also develops and maintains their own materials relevant to the role which would otherwise need to be replicated by Council staff. The expert is likely to work as efficiently as possible on administrative tasks which support the in-classroom components, as they are not funded separately for these hours.

Conversely, benefits of using either in-house or community trust educators is that these providers can apply for external contestable funding sources to extend their programmes.

An in-house employee is likely to facilitate sustainability activities undertaken across the wider Council and could develop and utilise organisation wide synergies, such as deploying subject experts to extend the programme. However this approach would be likely to utilise more staff time across a wider mix of departments for delivery of the programme. This would be beneficial to the environmental education programmes, but creates an opportunity cost for other actions or activities which could alternatively have been provided by staff during those times.

This review recommends an expansion of Enviroschools and assumes Enviroschools is in a position to utilise any additional funding (if allocated) within the current or future financial years. Options for expansion of the programme have been discussed in principle with Enviroschools and Environment Canterbury. The Regional Enviroschools Facilitator notes an option to add new schools and/or extend the hours for existing schools. Enviroschools facilitation in the district is currently part funded by Environment Canterbury and territorial local authorities through a shared service delivery model. Any extension to the Waimakariri District programme funding and requested hours for the Waimakariri facilitator is subject to agreement of Environment Canterbury. The extension option identified in this review would require reallocation of current staff time and/or engagement of new staff by Enviroschools to resource any increased hours.

Enviroschools is an operating Community Trust that is already part funded and supported by the Council. Its existing networks currently extend into 20 schools, which is 50% of primary and high schools and around 10%

of early childhood education providers. It has existing governance arrangements and facilitators hosted and part funded by Environment Canterbury including a part of the salary and covering employment costs of fleet vehicle use, laptop / data, cellphone and professional development. It is recommended that the Enviroschools facilitator role/s within the district continue to be hosted by Environment Canterbury and expanded if possible, so as to leverage the Environment Canterbury funding contribution.

The budget for the environmental education programme is \$110,000 including stormwater, taking account of the temporary covid-19 related budget cuts in the 2020/21 year. It is noted the assumed available funding from 2021/22 onwards (without a covid-19 reduction) would be \$125,000 including stormwater.

The pending additional new budget from stormwater, together with a budget reallocation from Greenspace (community education) and Rooding (road safety) could formally include stormwater, active sustainable travel promotion and biodiversity into the programme. These new topics are recommended to be delivered in future through an expansion of Enviroschools. The Enviroschools programme could also be extended to cover more district schools and pre-schools using this funding.

This recommendation optimises the allocation of available and pending funding. The option of reducing funding and hours is not recommended in this review, as the waste disposal levy and other budgets for these activities seem likely to increase in future. The recommended option is the most cost-effective and flexible option to deliver and expand the programmes identified in the review, taking account of a need to minimise additional workload for existing staff. The recommendation takes into account cost, existing established community education networks, providing transparent service delivery structures, considers opportunities to extend the existing programme by obtaining external contestable funding and administrative costs to the Council of overseeing the selected delivery option/s.

Some additional topics which could be included within the programme as funding becomes available, including potential contribution to the programme more widely from other Council departments, include biodiversity, waste or water use reduction (by businesses and households), efficient electricity use, travel demand management (e.g. sustainable active travel promotion), sustainable building solutions (e.g. passive heating), reducing stormwater contamination, waterway enhancement and protection of wildlife including bird-breeding or fish spawning areas.

The expansion of the current programme could also include facilitating the “*sustainable living education programme*” (aka Future Living Schools) to people in the district. The sustainable living education programme includes current modules such as eco-building; water use efficiency & protection; food purchases, use and storage; transport and travel options; growing food at home; waste minimisation; and resilience. These programmes warrant promotion and encouragement widely through the district.

These recommendations are proposed to be further explored in conjunction with development of a future Shared Services arrangement. This would enable new modules to be added to the Council education programme in future, particularly for topics where new technologies are pending that may improve current best practice and require new programme development. Experts in a particular subject matter could have their time and cost for programme development shared among several contributing Councils.

8.1 Recommendations

This review recommends that the Solid and Hazardous Waste Working Party:

- **Confirms** that the Council “environmental sustainability” focused education programmes continue to be delivered via an external contract, funded from the waste disposal levy and 3 waters budgets.
- **Endorses** staff investigating an expansion of Enviroschools through the district, up to a proposed increase of 50% extension to the existing programme (increase from 20 to 30 hours; budget increase from \$25,000 to \$37,500) if agreed with Environment Canterbury.

- **Notes** the proposed expansion of Enviroschools could be funded using new stormwater budgets and budget reallocation from Roading and Greenspace, to support inclusions, respectively, of sustainable travel management and biodiversity, as outlined in this report.
- **Reports** the recommendations and findings of this review to the Audit and Risk Committee.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: DRA-20-27-08 /210416062527

REPORT TO: Management Team Operations

DATE OF MEETING: Tuesday 27 April 2021

FROM: Janet Fraser, Utilities Planner
Lynley Beckingsale, Policy Analyst
Sophie Allen, Water Environment Advisor
Kate Steel, Ecologist - Biodiversity
Kathy Graham, Journey Planner

SUBJECT: Proposal to Increase Annual Funding for Enviroschools

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

Department Manager

Chief Executive

1. **SUMMARY**

- 1.1 This report proposes to increase funding for Enviroschools by \$20,000 per annum, to enable employment of a dedicated facilitator to expand its environmental education programme through schools in the Waimakariri District. In context, current funding of Enviroschools in the district is \$25,000 per annum, with the proposed increase bringing funding for the service up to \$45,000 per annum. Of this proposed \$20,000 increase, \$15,000 is from existing unallocated stormwater and roading education budgets, whilst \$5,000 would need to be requested from Council through the Long Term Plan to enable biodiversity and wildlife protection to be included.
- 1.2 This recommendation is an outcome of the recently completed *Local Government Act 2002* S17A review of Council Community and School Education Programmes in the Waimakariri District (see TRIM 200916122952). The review found that Enviroschools provides a number of benefits for delivery of environmental sustainability education in the district, based on cost effective service, leverage of an Environment Canterbury cost share and its regional governance and programme structure. Its delivery costs compare favourably to other options investigated in the review. The review found that Enviroschools should be expanded in the district if possible, if existing and additional funding could be allocated.

Attachments:

- i. Whole of Council S17A Review of Community and Schools Education Report (TRIM 200916122952).

2. **RECOMMENDATION**

THAT Management Team Operations:

- (a) **Receives** report No. 210416062527.

- (b) **Allocates** \$10,000 per annum from an existing stormwater community education unallocated budget to Enviroschools, for inclusion of stormwater pollution prevention and waterway protection and enhancement into the Enviroschools programme in the district.
- (c) **Allocates** \$5,000 per annum from an existing roading community education unallocated budget to Enviroschools, for inclusion of sustainable and active transport education into the Enviroschools programme in the district.
- (d) **Requests** an additional \$5,000 per annum budget, through staff submission from the Ecologist – Biodiversity to the Long Term Plan, for inclusion of biodiversity and wildlife protection education into the Enviroschools programme in the district.
- (e) **Notes** the recommended funding would enable Enviroschools to employ a dedicated district facilitator (at least 0.8FTE role) to add additional schools and increase hours for existing schools through the district.
- (f) **Notes** the recommended funding would enable Enviroschools to be offered to all interested schools in the district, with new schools recruited over a period of 3-4 years.

3. **BACKGROUND**

- 3.1 Enviroschools involves a “whole of school” commitment to environmental action as part of a national programme where young people are empowered to design and lead sustainability projects in their schools and communities. Enviroschools facilitators directly deliver education messages into classrooms where schools have committed to the programme. Facilitators empower teachers to continue to deliver the programmes through their ongoing curriculum, improving environmental knowledge of teachers so that the education continues outside of the formal Enviroschools sessions.
- 3.2 Enviroschools follows a facilitated process of exploration, planning, action and reflection about sustainability. Participating schools create their own unique vision for sustainability in their community and work towards this over a period of years. This learning process empowers students to take meaningful action in their local environment. Enviroschools teacher resources titled – ‘Me in my environment, Living Landscapes, Water of Life, Energy, Zero Waste and Ecological Building’ supports teachers to immerse students in all aspects of a more sustainable future.
- 3.3 Although these topics are prescribed for the delivery of the Enviroschools programme they are considered to fit well and provide scope for the delivery of the requested additional topics proposed in this report. The additional topics sought are reduction of stormwater pollution and waterway protection and enhancement, biodiversity protection, protection of wildlife and sustainable and active transport promotion. Enviroschools does not deliver specified content across classes, but rather is “led” by the interests of the students. The facilitators provide motivation, advice, support and guidance to schools to achieve their vision.
- 3.4 The facilitators work principally with adults – teachers, caretakers, school management and community members, supporting them to develop their knowledge of sustainability and integrate it into how they undertake their roles. This includes providing professional development, tools and resources. Linking schools to expertise and opportunities in the community is also a key part of the facilitator role.
- 3.5 Enviroschools facilitation in the district is currently part funded by Environment Canterbury and territorial local authorities through a shared service delivery model. Enviroschools is an operating Community Trust. Lynley Beckingsale is currently part of the Enviroschools Canterbury Partnership Group and endorses the proposed expansion of the programme within the district. The Enviroschools existing networks currently extend into 20 schools or

early education centres in the Waimakariri District, which is 50% of primary and high schools and around 10% of early childhood education providers.

- 3.6 It has existing governance arrangements and facilitators hosted and part funded by Environment Canterbury. This includes a part of the salary and covers employment costs including fleet vehicle use, laptop / data, cellphone and professional development.
- 3.7 It is recommended that the Enviroschools facilitator role/s within the district continue to be hosted by Environment Canterbury and expanded if possible, so as to leverage the Environment Canterbury funding contribution. Any extension to the Waimakariri District programme funding and requested hours for the Waimakariri facilitator is subject to agreement of Environment Canterbury.
- 3.8 Environment Canterbury staff have confirmed that there is a simultaneous Long Term Plan request for additional funding to increase their Enviroschools funding from 2021/22. Environment Canterbury staff have confirmed that, if the Environment Canterbury and Waimakariri District Council funding contributions are both confirmed, then the increased facilitator time will allow more opportunities to offer district schools involvement in the education programmes offered by Environment Canterbury, which are primarily delivered through the schools' Enviroschools participation. If only one of the contributions is confirmed then these programmes will still be able to be progressed to a lesser extent.
- 3.9 Programmes operated by Environment Canterbury pertaining specifically to stormwater and biodiversity, which are primarily delivered through Enviroschools include:
- the Waitaha Wai programme: a water education programme designed to educate young people and their communities about the importance of water and waterways in their environment and how to maintain them for future generations (see: <https://www.ecan.govt.nz/get-involved/youth-engagement-and-education/education-programmes/programmes/#:~:text=Waitaha%20Wai%20is%20a%20water,maintain%20them%20for%20future%20generations>).
 - The Wai restoration programme: engaging young people in the restoration of waterways and biodiversity. This is where students have plant nurseries on site at schools and take the lead on preparing plant lists for restoration programmes, presenting these options to the site owner, growing the plants, and then assisting them to undertake the physical planting.
 - Programmes offered by Environment Canterbury rangers in the Regional Parks.
- 3.10 The Enviroschools programme currently delivered in the district has a strong focus on waste minimisation as it is currently solely funded from the Waste Minimisation Account (waste disposal levy). The addition of funding from new budgets is supported by the Solid Waste Asset Manager, and wider Council as it will assist to include the proposed new topics into the programme. It will mandate the facilitator to allocate a larger share of school time to the wider range of topics. However it is recognised that the students will continue to drive the focus of the programme. It will be up to the relevant Council staff to work with the facilitator to find avenues to present the education in a way which is engaging and relevant to students so that there is strong uptake of the desired new topics.
- 3.11 The current scale of the programme is limited by the current level of Council funding. Enviroschools has not been marketing the programme to additional schools as it is currently unable to resource any additional hours within those schools from its current funding level.

4. ISSUES AND OPTIONS

- 4.1. There are a number of possible funding options that would enable the increase in the Enviroschools programme at various resource levels. Two of these options have been directly canvassed with Enviroschools to determine whether they could provide the

increased resources, if funding was available. In context, the current funding for Enviroschools is \$25,000 per annum. These options are:

Option 1:

- 4.2 The Council increases funding of the programme by \$12,500 per annum, to a total of \$37,500. This option would, subject to increased investment by Environment Canterbury as simultaneously proposed in its Long Term Plan, allow Enviroschools to offer the programme to 2-3 new schools in 2021-2022. Enviroschools could also provide more facilitation hours in existing Waimakariri Enviroschools at this level of increased funding.

Option 2:

- 4.3 The Council increases funding of the programme by \$20,000 per annum, to a total of \$45,000. This level of funding, alongside Environment Canterbury's proposed increased investment, would enable Enviroschools to employ another community facilitator dedicated to growing the number of schools in the Waimakariri District. Enviroschools estimate this level of funding would enable employment of at least a 0.8FTE role, which equates to a 32 hour, 4 day working week.

This level of funding would allow Enviroschools to offer the programme to all interested schools and to recruit these schools over a period of 3-4 years. Timing of delivery and expansion of the programme will depend on a schools' readiness to join and prior professional development commitments. Available staff meeting time to introduce the programme is critical to the success of a whole school approach.

- 4.4 The increased funding at whichever level is selected would enable the following:

- Increase the number of hours to existing Enviroschools;
- Increase the number of Enviroschools; and
- Expand the topics currently provided to include stormwater, biodiversity, wildlife protection and active and sustainable transport.

In addition, deepening teachers practice and providing more networking opportunities to share examples of successful learning and action on the priority topics would be supported through this level of funding.

In partnership with staff working in the different portfolios at the Council, the Enviroschools facilitator would look for opportunities to connect schools to these topics and local issues. This would provide schools with applicable learning about their local environment and the ability to take meaningful action in their local community.

- 4.5 This option would be simple and cost effective for the Council to fund, administer and govern as it has existing funding, administrative and governance structures in place. If Enviroschools were approved as the service provider for a dedicated district facilitator, a new overall funding agreement would not be required as the Council has existing agreements and reporting mechanisms in place. These include an existing Memorandum of Understanding for the programme in the district. However a specific agreement on cost sharing for the additional role will need to be confirmed in consultation with Environment Canterbury.
- 4.6 A facilitator would have the option of seeking and obtaining external contestable funding which could continue to assist to extend the programme into the future.

- 4.7 A benefit of using a Community Trust is engagement of qualified and experienced experts in the field who can deliver environmental education through well-established existing school networks.
- 4.8 There are several alternative options available for delivery of environmental education programmes in the district. For instance, the Council could reduce the service by discontinuing the current Enviroschools funding, or it could retain its funding at current levels. These options are not recommended because they do not leverage the Environment Canterbury and Department of Conservation contributions (see Section 6 for funding details). These options also do not progress environmental outcomes through education in the most cost-effective way for the district. The outcomes of the environmental education programme are linked to a number of Council Annual Report KPI's for its service delivery for provision of core infrastructure including transport, solid waste and stormwater.
- 4.9 There is also an option to discontinue the existing commercial external education contract for schools and transfer the full service delivery for district schools to Enviroschools. However it is recognised that entering into the Enviroschools programme is a significant commitment for schools. There will be schools and preschools who would not be able to make such a commitment for a number of reasons, and these schools would be unable to access the facilitator's time. In contrast, service delivery via the external educator requires a minimal commitment from teachers which is likely to continue to be appealing to some schools.
- 4.10 It is recommended that Enviroschools and the commercial external education contract continue to provide a complementary coverage of the education programmes into district schools. The commercial education contract would continue to provide education for the balance of the programme to the remainder of schools not covered by Enviroschools and the majority of early-education centres. It would also be available for delivery and support in Enviroschools on request. It would continue to deliver the existing programme to adult community groups, organisations and businesses which are not covered by Enviroschools.
- 4.11 The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The Enviroschools programme is delivered only into schools and not adult community groups or businesses. For this reason, it is recommended that the Council retain complementary service delivery shared between Enviroschools and the external educator. The external educator can continue to deliver the education programme into adult groups and organisations as well as to those schools that are not in a position to commit to Enviroschools.

5.2. **Wider Community**

The benefit of an increase in the Enviroschools programme will flow through to the wider community through expanding school's support for improvement in waterway management, biodiversity outcomes and increasing uptake of more sustainable transport options.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The delivery of environmental education in the district is most cost-effectively provided through Enviroschools. Enviroschools currently delivers 20 hours of education facilitation per week into schools at an annual cost of \$25,000. This compares very favourably with either a 20-hour per week commercial external contractor (\$77,000 per annum) or 20 hour per week in-house role (including overhead and all other costs of employment including sick leave and annual leave) (\$75,000 per annum).

The following table provides a funding comparison for Enviroschools for the Canterbury region at the current partner funding levels:

Partners in the Enviroschools Programme	Investment	Participation levels
Christchurch City Council	\$50,000	27 Enviroschools (18% of schools)
Selwyn District Council	\$31,250	18 Enviroschools (56% of schools)
Waimate District Council	\$1,500	1 Enviroschools (+3 Kindergartens) 11% of schools
Hurunui District Council	\$5,000	6 Enviroschools (46% of schools)
Mackenzie District Council	\$5,000	3 Enviroschools (+3 kindergartens) 38% of schools
Timaru District Council	\$5,000	6 Enviroschools (+9 kindergartens) 21% of schools
Waimakariri District Council	\$25,000	20 Enviroschools (50% of schools, 10% of early education centres)
		Notes
Environment Canterbury	\$214,000	Labour, goods and services
Department of Conservation	\$8,000	
South Canterbury Kindergarten Association	In kind	
Waimate Kindergarten Association	In kind	

*Note the Kindergartens Associations partnership is a slightly different model whereby staff are trained as facilitators whom are supported by Enviroschools.

*Ashburton District Council are not a partner in the programme at this time.

* School figures taken from educationcounts.govt.nz

The table shows Environment Canterbury contributes \$214,000 per annum towards the programme with the territorial local authorities contributing a further \$122,750 between them. Assuming Environment Canterbury supports the service in the Waimakariri District on a pro-rata cost share basis from its \$214,000 total funding, then in relation to the Council contribution (which is 20.4% of the combined territorial local authority share), the assumed Environment Canterbury current support for the service into Waimakariri District schools would be approximately \$43,656.

The Environment Canterbury contribution includes covering part of the cost of the salary for the 20 facilitator hours provided in the district and a part of the cost of the salary of the regional coordinator, who leads the team of Canterbury facilitators. It also covers other employment costs including fleet vehicle use, cell-phone, laptop and professional development. Combining the Environment Canterbury assumed contribution in the district (\$43,656) with the Council share (\$25,000) provides a total contribution to the service of \$68,656 from both Councils, which is slightly less than the cost to the Council of directly providing the service through an in-house part time resource or commercial external contract for 20 hours per week.

6.2. Community Implication

The Enviroschools programme is driven by students, with ongoing education of teachers provided by the facilitator. Expanding the programme would lead to increasing uptake of desired actions among students and teachers and among the wider community including parents and wider household and community contacts.

The potential to expand the programme into additional schools in the district is demonstrated in the table below. This indicates the current level of coverage of the programme, and shows the number of schools not currently covered that could be included in future.

Total Schools / Early Education Providers	Number Currently Included in Enviroschools	Potential Expansion of Programme (number of schools/education providers which could be included in future)
2 High Schools	1 High School	1 High School
2 Area Schools	1 Area School	1 Area School
23 Primary Schools	12 primary schools	11 primary schools
Approximately 53 Early Education Providers (incl. kindergarten, play centres and play groups)	6 Early Education Centres	47 Early Education Providers

6.3. Risk Management

The risk of adverse environmental outcomes in the district will reduce over time with the expansion of the Enviroschools programme. Key topical issues, including waterway and stormwater pollution, damage to ecosystems or reduction of biodiversity and harm to wildlife (e.g. nesting birds in river beds) and the adverse outcomes associated with excessive community reliance on unsustainable forms of energy use for transport will all reduce in future years as the programme gains momentum in additional schools.

6.4. Health and Safety

The safe delivery of environmental education programmes into schools, including safety of the facilitator, teachers and students when on field trips is the responsibility of Environment Canterbury, which hosts, coordinates and directly employs the facilitators. The governance and reporting for the role would remain with Environment Canterbury as the direct employer of the district facilitator.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

The provision of environmental sustainability education fits with the purpose of the *Local Government Act 2002*, which provides (Section 10) that the purpose of Local Government is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

7.3. Community Outcomes

There is a healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
- Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

7.4. Delegations

The Management Team is able to allocate existing budget for agreed purposes. It can also instruct staff to seek additional budget from Council where it is considered that this supports Council service delivery objectives.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-01-11 / 210506072619

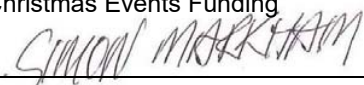
REPORT TO: Council

DATE OF MEETING: 25 May 2021

FROM: Simon Markham, Manager Strategic Projects

SUBJECT: Christmas Events Funding

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report provides requested information on the three Christmas events funding provided by the Council to the three town promotions associations.

Attachments:

- i. Rangiora Promotions Association - Letter and 2020 Xmas Event Expenditure & Income Statement (Doc No. 210506072628)
- ii. Kaiapoi Promotions Association – 2019/20 and 2020/21 Christmas Carnival Expenditure and Income Statement (Doc No. 210506072629)
- iii. Oxford Lions 2020 Christmas Parade Report (Doc No. 210506072632)
- iv. Oxford Christmas Carols in the Park Event Report (Doc No. 210506072633)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072619
- (b) **Notes** that the Rangiora and Kaiapoi Promotions Associations made in 2020 a small profit from their Christmas celebration events.
- (c) **Notes** the Oxford Promotions Action Committee passed 79% of the Christmas event monies provided to it by the Council to the Oxford Lions for the Christmas parade.
- (d) **Requests** staff to work with OPAC and the Oxford Lions to find a satisfactory way to deliver the Oxford Christmas Parade.

3. BACKGROUND

- 3.1 The Council budgets annually (and adjusts for inflation) a funding contribution towards the costs incurred by the three promotions associations in providing a Christmas event in each of the town centres of Rangiora, Kaiapoi and Oxford. In the 2021/22 budget amounts (excl. GST) were \$12,050 for each of Rangiora and Kaiapoi and \$5,900 for Oxford.
- 3.2 Attached are expenditure and income reports for each event. In the case of Oxford the Oxford Promotions Action Committee engages the Oxford Lions to provide the event.

4. **ISSUES AND OPTIONS**

- 4.1. In the Case of the Rangiora 2020 event, costs totalled \$36,400 and income \$40,000, providing a small profit of \$3,600 which it intends retaining for the 2021 event. Traffic management costs totalled \$9,000.
- 4.2. In the case of the Kaiapoi 2020 event, costs totalled \$62,000 and income \$64,800 also providing a small profit of \$2,800. Traffic management cost were \$4,600.
- 4.3. In the case of Oxford, OPAC utilised the Council grant of \$5,770 by forwarding \$4,570 to the Oxford & District Lions Club for the Christmas Parade and \$1,200 was retained for the Carols in the Park event. The cost to Oxford Promotions to hold the carols was \$840. Christmas parade event cost totalled \$7,100 of which traffic management was \$3,100.
- 4.4. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The views of the three associations in relation to grants were sought and those of the Rangiora and Oxford Associations are also attached.

KPA have advised as follows by email "One of the biggest challenges is that the amount of sponsorship and grants is highly uncertain. Up until 2019 Heller's had been providing \$10,000 pa but with the new ownership that dried up, to \$5,000 in 2020, and nothing in 2020. Fortunately McDonalds have filled part of that gap. In addition, there is a lot of uncertainty in how the grant applications to the likes of Lion and Pub Charity will fare, they can be quite fickle. We try to adjust the expenditure to match income but some of the bigger suppliers, especially the entertainers, need to be booked in very early and / or require a deposit to secure them".

5.2. **Wider Community**

Not canvased in preparing this report.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

As per current budget.

6.2. **Community Implication**

These are highly valued and well supported events

6.3. **Risk Management**

There are no changed risk implications arising from this report.

6.4. **Health and Safety**

Having professional traffic management support for these events mitigates accident risks.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Local Government Act 2002.

7.3. **Community Outcomes**

Tba.

7.4. **Delegations**

This matter is before Council to decide a course of action.



25 March 2021

Dear Simon.

Please find attached the final budget showing our expenditure and income of the 2020 Rangiora Santa Parade and Christmas Party in the Park. As you will see this year, we were lucky enough to retain some funds which we will apply to the 2021 events and will act as a minor safety net in the case of sponsors and other grants being unsuccessful.

Particularly in 2020 with the cancellation of the Christchurch Santa Parade, we saw an opportunity to increase the size of our Santa Parade and Christmas Party in the Park which did translate into higher traffic management and event coordination costs. To ensure these funds were covered we pulled back on entertainments costs and in the end, we had some unexpected sponsorship secured.

As we run three large Christmas events (Christmas Celebration Night, Santa Parade and Christmas Party in the Park) we were required to find a significant amount more in 2020 to cover this cost of traffic management after the new council regulation in terms of advertising the road closure was added to the cost.

We are aware that our chosen traffic management company, Men at Work are increasing their prices at the beginning of the new financial year and it is likely other companies we use will have increases also.

As Rangiora Promotions organises several successful community events throughout the year, we struggle to find funding to cover each event budget. We target our sponsors for these Christmas events as we cannot sustain what we do without commercial sponsorship and if we were to obtain more funding from the Waimakariri District Council we could then channel our generic sponsorship to support other events we run, like Eats and Beats.

We appreciate your consideration of increasing the Xmas Grant for Rangiora Promotions to put towards these staple events in Rangiora and look forward to your findings.

Kindest regards,

Belinda Topp

Promotions & Membership Coordinator

rangiorapromotions@gmail.com

Kaiapoi Promotions Association

Christmas Carnival

Item	2019/20	2020/21
Income	64,517	64,829
Donations - Lion Foundation	13,043	16,021
Donations - CERT	12,000	4,156
Donation - Pub Charity		6,533
WDC Contribution	11,780	11,780
Stallholders	5,344	4,023
Sponsorship	22,100	20,469
Advertising	250	1,847
Expenditure	74,329	62,005
Event mangement	16,500	17,763
Security	5,215	5,215
Volunteer expenses	1,200	600
Staging	5,990	5,990
Marquee / fence hire	6,388	
Traffic management	3,965	4,595
Toilets	3,000	3,000
Entertainment	5,154	4,599
Miscellaneous	26,917	20,243
Profit / Loss from Carnival	- 9,812	2,824



OXFORD & DISTRICTS LIONS CLUB.

Like us on Facebook @oxford.district.lions

Visit the webpage www.lionsclub.org.nz

Lions 2020 Christmas Parade Report

Background:

The Oxford & District Lions Club has a long-standing commitment to facilitate the Oxford District Christmas Parade after the demise of the Oxford Businessman's Association.

The event required a Project Team which was stood up in July to research, plan and then implement a themed activity with the assistance of approximately 20 additional Lions members or external Incorporated Society members assisting on the event day.

Covid restrictions during the peak of the clubs' fund-raising season placed the club in a difficult position to meet the funding outputs required to support the event to the standard of previous years. However, the club pushed on with planning noting any community wellbeing derived from such an event would be considered priceless. The event would not be possible without a grant accessed through Oxford Promotions. This year the grant was \$4,570.00. This grant has been the same value for the past three years.

The Oxford Lions on this day also takes the opportunity to acknowledge and respect those hospitalised at the Karadean Rest Home and the local Hospital by way of a visit and small gift from Santa, The Mayor and the Oxford & Districts Lions Club President. The gifts are not funded from the grant, they are funded from Lions funds.

This year the Traffic Management fee increased significantly to \$3.1k which I understand was a Government change to Legislation, once the club was notified of this significant increase, (the event theme had already been promulgated), the project team regrouped and scaled back the park activities to ensure the overall event remained within budget constraints.

The Oxford Lions assisted when asked by those organisations, businesses and the general community interested in registering/building/transporting a float for the parade. Many of the businesses indicated that they did not have the time or surplus resources available to support the event, (reoccurring response). No funding support was requested outside the grant from external agencies.

The event was split into two parts, the actual parade and the post parade event held at the A & P Show grounds. Accordingly, members were allocated responsibilities accordingly to their individual strengths.

The Parade:

The weather held (was supposed to rain), prior to the commencement of the parade, several promulgated competitions from fancy dress of bikes/children, through to judging the floats are carried out by local dignitaries. The pre parade competition also entertains those prior to the parade commencement and serves keep the young ones in an orderly manner. In addition to the comprehensive approved traffic management plan, Lions appoint members / Incorporated Society members to become additional safety numbers at each road intersection.

No problems were experienced with the parade itself.

Post parade event at the A&P Showgrounds:

Health & Safety requirements (duty of care) play a big part in Lions projects and continues to be a future focus of the club. No problems were experienced in submitting and obtaining an approved Health and Safety Plan for the use of A&P Showgrounds. The Showgrounds provide a perfect venue to create a festival area for the enjoyment of children/families.

The Oxford A&P Assn were extremely helpful with our park requirements.

Financial Breakdown of costs: (from club MYOB accounts linked to the Christmas activity).

The following is a breakdown of costs:

Expenditure (GST Inclusive)	
Cash Prizes for Floats and Children (Same as 2017 - 2020)	770.00
Rangiora Pipeband	250.00
Finger Food / Ice creams / ice blocks / lollies / Cold drinks & water from lions food caravan (Funded from caravan account)	1150.00
Fun HQ / Bouncy Castles	402.50
Face Painting	150.00
Advertising	655.50
Additional Admin and Miscellaneous / Flyers	120.00
Santa	100.00
Traffic Management Plan	3076.37
SUB TOTAL: Actual Parade Costs	\$6,724.37
Small Gifts for all those hospitalized at Karadean Rest Home or the Oxford Hospital	\$450.00
TOTAL PROJECT COST	\$7,124.37

In Summary:

A successful district supported post Covid event but stressful to contain within project budget. This project must acknowledge the individual efforts from the project team and Lions members/volunteers who are all non-paid personnel. Whilst we tried to incorporate the 2019 recommendations into the event, it just was not possible once the Traffic Management costs were known.

Funding is now insufficient to meet the event financial outputs. Is it time to pass the event management to Waimakariri Promotions? Is the Main Street of Oxford now classified as too busy to close?

Conversely, we should remain optimistic and look forward to collaborating to find event/funding options to facilitate future Christmas Parades, as an example; a staged concert within the Showgrounds targeting the younger audience.

At our February 2021 Business Meeting, discussion was held on this project event, the Traffic Management Plan dominated the meeting and maintaining harmony and/or support going forward for this event if not sorted early may result in the loss of internal traction without a funding increase.

In general, as we are a voluntary community focused organisation this event consumes huge Lions resources, whilst we often are not aware of the constraints of others, the more we work together the better the event will become.

Lyndsay Fletcher (Secretary and Project Team Member)

7th April 2021



Report on Oxford's Christmas Carols in the Park , Thursday, 24 December 2020 held at the Oxford Town Hall 7pm to 8.30pm

Weather on Christmas Eve took the Christmas Carols in the Park indoors, the first for many years. The Oxford Town Hall was decorated by volunteers and it looked very festive, with the lights turned dimmed the coloured strings of lights were able to be seen. The stage was attractive with the wooden Christmas Trees made by the Oxford men's Shed out of old wooden pallets, done in 2019 for the Winter Lights Festival.



As expected with the weather and short notice of the change in venue, the crowd was down. All the seats downstairs were taken and upstairs had to be opened up to cater for everyone. Oxford Promotions has brought this event to the Oxford community for 16 years. We are very fortunate with Shane Frahm of the Oxford Butchery who co-opts the local singers, arranging rehearsals and performing on the night.



The eight local talented performers plus Shane sang the popular Christmas songs and carols with the music arranged and played by Wayne Roberts, DJ, who provides his sound system and technical know-how to the event. Both Shane and Wayne give a tremendous amount of their time before the night and on the night to make it happen for the community. They have contributed so much over the years and without them it would cost Oxford Promotions much more.



Santa arrived and spoke to those children who lined to see him. Lots of Hi Fives done. Our volunteers gave out 'bubbles' and lollipops to the children. Giveaways for the adults were handed out by Shane from the stage and lollies were also given to the crowd. There were also giveaways for the children who had taken the time to dress up, throw themselves into the act of dancing or singing.



This is a free event for families. A free sausage sizzle (sausages free courtesy of Shane and Leanne Frahm of Oxford Butchery) and free soft drinks provided for all those who attended. Our volunteer ladies who cooked the sausages and onions in the kitchen were kept busy during the time of the event.



A grant of \$5770 was given by Waimakariri District Council towards the Lions Christmas Parade and the Christmas Carols. \$1200 was retained for the Carols and \$4570 forwarded to the Oxford & District Lions Club. Cost to Oxford Promotions to hold the carols was \$840.78.

We thank our volunteers and performers who made the Christmas Carols event a success, those who helped set up and clean up which are big tasks in itself. Thank you to the Waimakariri District Council for the grant towards the cost of the event and also providing the Oxford Town Hall free this year.

Expenses – Christmas Carols 2020

BBQ Expenses	354.06
Advertising Observer & North Canterbury News	339.14
Children and Adult Giveaways	302.06
Performers and Volunteer Expenses	449.60
Song Sheets	145.92
Donations Wayne and Shane and Santa	450.00
Oxford Town Hall Hire	0.00
Expenditure	2040.78

Shirley Farrell
Co-Ordinator

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXC-51/210428067849

REPORT TO: Waimakariri District Council

DATE OF MEETING: 25th May 2021

FROM: Gerard Cleary, Manager Utilities and Roading

SUBJECT: Staff Submission – Resourcing for preparing for water reform

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is to request funding for additional resources to assist in preparing the Council for the upcoming discussions, consultation and decisions relating to the 3-waters reforms

Attachments:

- i. 3 Waters reform – response to DIA proposal – Project Plan (Trim 210428067845)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210428067849.
- (b) **Approves** a ten year loan for \$240,000 against the Water Investigations account to be spent on preparing, discussing, consulting on and resolving a response to the Department of Internal Affairs (DIA) proposal on 3 Waters Reform.
- (c) **Notes** that further expenditure beyond December 2021 may be requested later this financial year.
- (d) **Notes** that staff will pursue this loan being transferred to any new water entity established.
- (e) **Circulates** this report to the Utilities and Roading Committee.

3. BACKGROUND

- 3.1 In August 2020, the Council signed a Memorandum of Understanding with DIA on Three Waters Services Reform. The effect of this was that the parties agreed to work constructively together to support the objectives of the reform, in return for receiving stimulus Funding.
- 3.2 Since that time, the Council has received the funding, and is in the process of designing, tendering and constructing a number of infrastructural improvement projects throughout the district. In addition, the Council has provided a substantial amount of information to DIA, and they are in the process of assessing that information, and preparing a proposal on how the reforms will look nation-wide, and how this will affect this Council.

- 3.3 The next stage will be that the Council will be requested to confirm whether it opts in or out of further participation in the reforms.
- 3.4 The latest advice the Council has received is that we should receive the next round of detail in 'mid-2021'. For the purposes of the project plan, this has been interpreted as early July. However it is accepted that this may be too optimistic.
- 3.5 The advice is also that the Council will need to consult the community in a process similar to the LTP process, and will need to advise DIA of the Council's intention by the end of December 2021.

4. ISSUES AND OPTIONS

- 4.1. The Council will have a very short timeframe between receiving further detail on the water reforms and their effects on this Council, and needing to advise DIA of its position. At most, this timeframe will be less than 6 months.
- 4.2. As detailed in the attached Project Plan, the timeframe will need to be along the following lines to be achievable.
 - 4.2.1. DIA supplies info - Early July
 - 4.2.2. WDC to prepare specific information and scrutinize DIA information - July/August
 - 4.2.3. Council meeting to approve consultation - Early Sept
 - 4.2.4. Submissions open - Mid Sept
 - 4.2.5. Submissions close - Mid Oct
 - 4.2.6. Hearing meetings - Late Oct/Early Nov
 - 4.2.7. Summing up report/deliberations outcome - Mid-Late Nov
 - 4.2.8. Agenda close - Early Dec
 - 4.2.9. Special Council meeting for decision on whether to opt in or out - Late Dec
- 4.3. In order to achieve this, there will need to be a fully dedicated Project Manager for the 6 months, as well as considerable input for a number of other departments of Council. This will be to carry out the following general activities
 - 4.3.1. Collate the information, understand the future effects on both the consumers as well as the residual ratepayers under the different scenarios, and discuss it internally with Councillors and key staff
 - 4.3.2. Engaging with key internal departments and external specialists to prepare the necessary information
 - 4.3.3. Develop a Consultation plan, including determining the type and frequency of community interactions, preparing appropriate consultation material, and organising, attending, and leading community engagements,
 - 4.3.4. Capturing and collating community feedback, and summarising submissions and feedback
 - 4.3.5. Preparing a recommendation to the Council that takes into account the original proposals, the community feedback, and staff interpretation and advice.
 - 4.3.6. Communicating and engaging with community boards, other Canterbury Councils, DIA, and key stakeholders.
 - 4.3.7. Communicating with all Council staff, in particular those staff and line managers directly affected by the proposals

- 4.4. This is captured in the Project Plan attached.
- 4.5. Who takes this role, and how the flow-on effects of this appointment are managed has not yet been determined. However there will be costs incurred to both backfill this role and others, as well as commission specialist advice.
- 4.6. It needs to be highlighted that the request budget is only to get the Council to the point of making a decision in December 2021. Following on from that, there will be considerable additional tasks leading the Council implementation of the decision. This will either be working closely with the DIA to begin the reform process as well as working with all affected parts of the Council, or developing the new direction forward if the Council opts out.
- 4.7. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

All groups and organisations will be affected to some extent or other by the proposed reforms.

5.2. Wider Community

All members of the community will be affected to some extent or other by the proposed reforms.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The Council could choose to fund this by an increase in direct expenditure of an additional \$240,000 to come from GL 10.260.668.2535 (Water and Wastewater General). This overhead budget is recovered by allocating a proportional against all water schemes and waste-water schemes, which are the appropriate funders.

If this was the option chosen, the increase of \$240,000 will result in an increase of 1.4% on 2020/21 Water and sewer rates. The Draft LTP already proposed an increase of 5.9% on Water and sewer rates, therefore if this amount is added, the increase for water and sewer rates will be 7.3%.

Due to the significant increase in rates, this is not recommended.

Alternatively the Council could choose to fund this as expenditure against the Water Investigations account, and funded by loan over a ten year period. This is justifiable because even though the cost may not technically be capex in nature as an end result, it is a one-off expenditure that contributes towards a future end position.

As the Water Investigations account is funded by the General Rate, this would result in a 0.03% increase in rates.

In addition, it may be possible to transfer the loan to a new entity as a legitimate cost of transition. However it is likely that they would not accept taking debt that is not attached to an asset and was for the Council's response to the reforms. If this was the case, the loan would continue to be held within council.

This is the recommended funding option.

The financial implications of each of the options for the water reform decision have not been assessed as yet.

6.2. **Community Implication**

The community implications of each of the options for the water reform decision have not been assessed as yet.

6.3. **Risk Management**

- There is a risk that the information will not be made available in the time assumed.
- There is a risk that once received, the information will not allow a conclusive understanding of the issue.
- There is a risk that the right resource won't be found to lead this critical project.
- There is a risk that other projects may suffer given the attention on this issue.
- There is a risk that the council will investigate and consult on an option that is not supported by other councils, and is not provided as an option by DIA.

6.4. **Health and Safety**

This will be considered as part of any commissioned works.

7. **CONTEXT**

7.1. **Policy**

This matter of allowing additional funds to investigate, consult on and decide on the issue is not a matter of significance in terms of the Council's Significance and Engagement Policy.

The underlying matter of Water Reforms is a matter of significance in terms of the Council's Significance and Engagement Policy, and the process on making a decision will need to be treated as such.

7.2. **Legislation**

Currently the pertinent legislation is the Local government Act. As the process continues, there will be other legislation which will need to be followed, including the LGA02 (Water Services Reform) Amendment Bill and the Water Services Entities Bill.

7.3. **Community Outcomes**

Core utility services are provided in a timely and sustainable manner

People have wide ranging opportunities for learning and being informed

7.4. **Delegations**

The matter of amending the proposed budget for 2021/22 needs to be considered by the Council.

CONTRACT ADMINISTRATION GUIDELINES
PROJECT PLAN

PROJECT NAME:	Preparing for Water Reforms
FILE	EXC-51
TRIM REF:	210428067845

Revision	Written By	Date
1	Don Young	28/4/21

PROJECT ORGANISATION:

Client Representative	Gerard Cleary
Project Manager	TBC
Project Control Group	Gerard Cleary, Kalley Simpson, Colin Roxborough, Kelly LaValley, Don Young

AIMS AND OBJECTIVES:
General Objectives:

- Objective 1 - to prepare the best available info for public consultation and Council decision on the options and effects of 3 Waters reform on (a) WDC community, (b) Canterbury community, and (c) NZ community.
- Objective 2 - To prepare a Change Management Plan to minimise the transition and long term disruption from the 3 Waters Reform to the organisation and staff

SCOPE:

1. Ensure sound planning including resourcing to meet required deadlines
2. Expand on Canterbury-wide model option and ascertain initial interest from other Canterbury Councils through the staff operations group
3. Consider risks, options and issues of status quo, DIA proposal, 3rd Canterbury option
4. Assess the future baseline costs for average users (on the high and low end of the envelope)
5. Assess future structure and cost implications of residual organisation

RESOURCING:

Project Manager.

It is intended that the majority of the work required to be done will be carried out by internal staff. This is because it is unlikely consultants will have the knowledge to properly understand the Council perspective, and will not have the mandate to successfully seek the necessary internal engagement and contribution.

CONTRACT ADMINISTRATION GUIDELINES

PROJECT PLAN

However, in order to achieve the appropriate outcome, the lead internal resource will need to be currently managing in this space at a high level.

Therefore it is likely an existing experienced internal resource will need to take ownership. Due to the fact they will be currently very busy, this will require a certain amount of re-shuffling and back-filling.

Managerial input

It is intended to establish a Project Control group (PCG) to support the PM. This is covered in more detail below.

In addition, these staff will be required to input a proportion of their time to preparing and/or information, preparing consultation documentation, and attending consultation with the Council, the Community Boards and the community.

It is anticipated that the Manager Utilities and Roading, 3 Waters Manager and Water Manager will spend 20% of their time on 3 Waters reforms until December 2021.

Organisational input

The implementation of this project plan will require considerable input from different units and departments in the Council, especially Finance, Asset Information and Human Resources. The timing of this input will be very uneven, with a number of peak times. It is anticipated that the Chief Executive and Manager Finance and Business Support will spend 20% of their time on 3 Waters reforms until December 2021.

Councillor input

There will be several times where the Councillors will need to be informed, form views and assist with consultation throughout the coming period.

NOTES

- This Project Plan is only until a Council decision in December. At that time there will need to be a further PP produced for the following 2 ½ years, including budget and resourcing. The detail of this plan will only become apparent once the decision is known.
- There are other major changes that will need resourcing separately, which will be covered via a separate Project Plan. These include
 - Planning Review
 - Local Government review
 - Chlorination exemption application

PROJECT BUDGET:

Table 1: Professional Fees

Component of Works	FTE	Budget Amount (for 6 months)
Project Manager	1	\$80,000

CONTRACT ADMINISTRATION GUIDELINES

PROJECT PLAN

Finance input	0.25	\$20,000
Network Planning input	0.25	\$20,000
Senior management input	0.5	\$50,000
Comms and Engagement		\$20,000
Consultant input		\$50,000
TOTAL		\$240,000

KEY STAKEHOLDERS:

Table 2:

Internal	External
Finance team	All Community Boards
AIM team	Environment Canterbury
HR	All Canterbury CEOs and senior engineering staff
Communications Team	DIA
Management Team	All residents
Councillors	

PROCUREMENT:

Procurement	<p>Any 'back-filling' requirements for existing staff will need filling by either consultants, or temporary staff. These will be engaged in accordance with the Council procurement strategy.</p> <p>Any external consultants will be engaged in accordance with the Council procurement strategy.</p>
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COORDINATION WITH OTHERS:

Finance Team	<p>Determining the expected future costs to water users under the status quo</p> <p>Reviewing predicted future costs to water users as presented by others, under the "Canterbury option" and the "DIA option"</p> <p>Determining the expected future costs to ratepayers from running the residual organisation under the status quo</p> <p>Reviewing the predicted future costs to ratepayers from running the residual organisation as presented by others under the "Canterbury option" and the "DIA option"</p>
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CONTRACT ADMINISTRATION GUIDELINES**PROJECT PLAN**

Network Planning Team	Provide information on the costs of maintaining, renewing, and upgrading existing assets under various costs and funding scenarios
Human resources	Provide advice on timing, process and content for engaging with affected staff
Communications and Engagement	Provide assistance with community board and community engagement throughout the process

RISK REDUCTION / IDENTIFICATION:

TABLE OF RISKS (use for small simple projects, otherwise complete full Risk Assessment)			
Risk Type	Risk	Mitigation	Required to achieve acceptable level of risk
	Information from DIA is not received in a timely manner		<input type="checkbox"/>
			<input type="checkbox"/>
	Key staff are not successfully backfilled		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Community does not get fully engaged		<input type="checkbox"/>

PROGRAMME & DELIVERABLES:

Milestone	Target Completion
DIA supplies info	July
WDC to prepare specific information and scrutinize DIA information	August
Council meeting to approve consultation	Early Sept
Submissions open	Mid Sept
Submissions close	Mid Oct
Hearing meetings	Late Oct/Early Nov
Summing up report/deliberations outcome	Mid-Late Nov
Agenda close	Early Dec
Special Council meeting for decision on whether to opt in or out	Late Dec for 15 th Dec deadline

CONTRACT ADMINISTRATION GUIDELINES
PROJECT PLAN
REGULAR REPORTING:

Report	Purpose	Responsibility	Recipient	Frequency
PCG Meeting	Planning project Agreeing on key matters Assessing delivery of Project	PM	PCG	Fortnightly
Council update	Update / feedback	PM	Council	Monthly
Project meetings	Advance project	PM	Project Team	As required

SIGN-OFF

Prepared by: (Don Young) **Date:**

Reviewed by: (Kalley Simpson) **Date:**

Approved by: (Gerard Cleary) **Date:**

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: LTC-03-17 / 210506072276

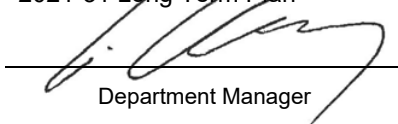
REPORT TO: Council

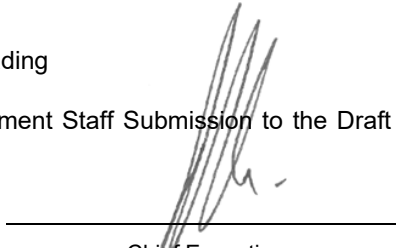
DATE OF MEETING: 25-27 May 2021

FROM: Kalley Simpson, 3 Waters Manager
Gerard Cleary, Manager Utilities & Roding

SUBJECT: 3 Waters – Utilities & Roding Department Staff Submission to the Draft 2021-31 Long Term Plan

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

 Department Manager

 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide a request for changes to the 3 Waters services management budgets in the Draft 2021-31 Long Term Plan, from the 3 Waters unit of the Utilities and Roding Department.
- 1.2. The 3 Waters unit undertake a programme of asset management projects each financial year, including annual business-as-usual projects and business improvement projects. With changes expected to be introduced by the new water regulator Taumata Arowai a series of additional asset management projects have been identified that need to be undertaken in preparation for these changes.
- 1.3. These projects include the following:
- Chlorination Assessment - \$200,000
 - Development of Source Water Risk Management Plans - \$150,000
 - Reservoir Assessments - \$70,000
 - Review of Private Water Supplies - \$50,000
- 1.4. In order to accommodate these additional projects the 2021/22 programme of asset management projects has been reviewed and where possible some have been projects deferred. The net impact is that an additional \$120,000 is required under the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533).
- 1.5. To meet this shortfall it is recommended that \$120,000 of the unspent operational budget from 2020/21 is carried over to 2021/22. The rating impact of this change will be neutral as no additional budget is requested.

Attachments:

- i. Nil.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072276.
- (b) **Approves** the carryover of \$120,000 of unspent operational budget under the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533) from 2020/21 to 2021/22 to give a revised budget of \$285,960.
- (c) **Notes** that the total annual budget for 3 Waters asset management across all schemes is currently \$950,000 and will increase to \$1,070,000 with the carryover of this budget.
- (d) **Notes** that the 2021/22 programme of asset management projects includes the projects outlined in the following table:

Project	Budget Allocation
Modelling Updates and Investigations	\$55,000
Nomad Loggers	\$13,000
Flowmeter Calibration	\$20,000
Water / Wastewater Data Analysis	\$4,000
Climate Network Data	\$7,000
Beforeudig	\$21,000
Water NZ NPR Survey	\$6,500
Water Safety Plans	\$32,000
Water Metering Investigations	\$5,000
Universal Water Metering Assessment	\$30,000
Backflow Prevention	\$50,000
AMP Improvement Programme	\$12,500
Lifelines (Disaster Resilience)	\$24,000
Generator Strategy	\$15,000
Climate Change Asset Risk Assessment	\$50,000
Climate Change Treatment Plants	\$30,000
As-built Data Definition	\$10,000
Health & Safety Assessments	\$50,000
Renewals Programme	\$15,000
InfoAsset Data Upload	\$50,000
Water Data Management System	\$50,000
Resource Consent Management System	\$20,000
Mobile Capability	\$30,000
Chlorination Assessment	\$200,000
Source Water Risk Management Plans	\$150,000
Reservoir Assessments	\$70,000
Private Water Supplies (Water & Sanitary Services Assessment)	\$50,000
Total	\$1,070,000

- (e) **Notes** that the rating impact of this change will be neutral as no additional budget is requested.
- (f) **Circulates** this report to the Community Boards, for their information.

3. **BACKGROUND**

- 3.1. The new water regulator Taumata Arowai will come into full effect in the second half of 2021 and new drinking water standards are expected to be released later this year. The Water Services Bill, which Council submitted on in March 2021, gives powers to Taumata Arowai and sets out the new requirements for drinking water suppliers. In particular the following key requirements are relevant to our district:

- Residual disinfection will be required unless an exemption is obtained from Taumata Arowai.
- Source Water Risk Management Plans will need to be developed.
- Private water supplies, servicing more than one domestic dwelling, will need to be registered and comply with the new drinking water standards. Under the Water Services Bill, once enacted, Council will be obliged to identify private supplies within our district, and inform Taumata Arowai of them.

3.2. Taumata Arowai has released exposure drafts of the proposed drinking water standards and rules that indicate the higher level of compliance that will be required. It is expected that new versions of the drafts will be released for consultation later this year once Taumata Arowai will come into full effect.

4. **ISSUES AND OPTIONS**

4.1. In preparation for these expected changes the following additional asset management projects have been identified:

- Chlorination Assessment – This would involve a detailed assessment of the measures that Council would need to implement in order to obtain an exemption for residual disinfection from Taumata Arowai. This work has been estimated to cost \$200,000 based on similar work undertaken for Napier City Council.
- Development of Source Water Risk Management Plans – This would involve use of existing models to delineate source zone, then detailed analysis of the hazards within the source zones. Based on some pilot study work currently underway for Waikuku Beach and some high level estimates from consultants this is expected to cost approximately \$150,000. Note that if more detail hydrogeological modelling is required then additional budget may be required.
- Reservoir Assessments – In order to demonstrate our concrete reservoirs are sanitary it is proposed to undertake detailed assessment similar to the work undertaken on the Chinnerys Road reservoirs this year. Cost estimated to be \$70,000.
- Review of Private Water Supplies – A Water and sanitary services assessment has been proposed, as set out in more detail in report 210503069511. A budget of \$50,000 has been recommended for this work.

4.2. In order to accommodate these additional projects the 2021/22 programme of asset management projects has been reviewed and rationalised. The following projects have been deferred:

- Headworks Asset Data Improvements – now covered by Stimulus funding.
- Headworks Criticality Assessment – programmed for 2022/23 following the Headworks Asset Data Improvements project.
- Water / Wastewater / Stormwater Strategy - programmed for 2022/23.
- 3 Waters Emergency Response Plan – considered to be low priority.
- Level of Service Review and Reporting – considered to be low priority.
- Engineering Code of Practice update – need for full update likely to be superseded by Three Waters Reforms.

4.3. The deferral of these projects (totalling \$285,000) plus currently unallocated budget (of \$65,000) gives a total available budget of \$350,000. In order to undertake the additional

projects listed under Section 4.1 above which total \$470,000 an additional \$120,000 is required.

- 4.4. The total annual budget for 3 Waters asset management across all schemes is currently \$950,000 and will increase to \$1,070,000 with this additional budget. The revised 2021/22 programme of asset management projects includes the projects outlined in the following table:

Project	Budget Allocation
Modelling Updates and Investigations	\$55,000
Nomad Loggers	\$13,000
Flowmeter Calibration	\$20,000
Water / Wastewater Data Analysis	\$4,000
Climate Network Data	\$7,000
Beforeudig	\$21,000
Water NZ NPR Survey	\$6,500
Water Safety Plans	\$32,000
Water Metering Investigations	\$5,000
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Health & Safety Assessments	\$50,000
Renewals Programme	\$15,000
InfoAsset Data Upload	\$50,000
Water Data Management System	\$50,000
Resource Consent Management System	\$20,000
Mobile Capability	\$30,000
Chlorination Assessment	\$200,000
Source Water Risk Management Plans	\$150,000
Reservoir Assessments	\$70,000
Private Water Supplies (Water & Sanitary Services Assessment)	\$50,000
Total	\$1,070,000

- 4.5. The options available to Council are:

Option 1 – Reduce the scope of the 3 Waters asset management programme

- 4.5.1. The scope of the 3 Waters asset management programme could be reduced to fit within the existing budgets. Based on the priority assessment undertaken the following projects could be removed to align with the current budget:

- Lifelines (Disaster Resilience)
- Generator Strategy
- Climate Change Asset Risk Assessment
- Climate Change Treatment Plants

- 4.5.2. This option is not recommended as these projects are considered to be important to ensure planning is robust for future natural hazard events and climate change adaptation.

Option 2 – Provide additional budget in 2021/22

- 4.5.3. Additional new budget of \$120,000 could be provided to enable all the projects in the 3 Waters asset management programme to be undertaken.
- 4.5.4. The additional new budget would increase the water rates by 0.9% compared to those published in the draft LTP and will increase wastewater rates by 0.5% compared to those published in the draft LTP. Consequently this option is not recommended.

Option 3 – Carryover unspent budget from 2020/21

- 4.5.5. The unspent operational budget from 2020/21 could be carried over to 2021/22 to enable all the projects in the 3 Waters asset management programme to be undertaken.
 - 4.5.6. The rating impact of this change will be neutral as no additional budget is requested. This is the recommended option.
- 4.6. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.2. No groups or organisations have been consulted regarding the proposed budget changes.

5.3. Wider Community

- 5.4. While the wider community has not been engaged with specifically about the proposed budget changes, it is expected that there would be support for investment in preparation for changes to drinking water regulation.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.2. There is no rating implications as a result of carrying over the unspent budget from 2020/21. If the budget were not to be carried over it would effectively remain unspent and accumulate against the account.

6.3. Community Implications

- 6.4. The additional projects will ensure that community water supplies are compliant with the new drinking water standards and rules.

6.5. Risk Management

- 6.6. The additional projects will increase the overall programme of asset management work and increase the risk of not delivering all projects. In order to complete the entire list of projects it is expected that external resources will need to be utilised, particularly for specialist type work.

- 6.7. If the source water risk management plan, chlorine assessments and exemption applications, and the reservoir assessments, are not undertaken there will be an increased risk of not meeting our obligations under the new legislation.

6.8. Health and Safety

- 6.9. Each project individually will have health and safety managed through Council's normal systems.

7. CONTEXT

7.1. Policy

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

7.3. Legislation

- 7.4. The Local Government Act 2002 sets out the power and responsibility of local authorities, including the Council's role in providing 3 Waters services.

7.5. Community Outcomes

- 7.6. The following community outcomes are relevant in this matter:

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

7.7. Delegations

- 7.8. The Council has the delegated authority to add or amend budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: LTC-03-17 / 210420063358

REPORT TO: Council

DATE OF MEETING: 25 – 26 May 2021

FROM: Colin Roxburgh, Water Asset Manager

SUBJECT: Water Supply – Utilities and Roothing Department Staff Submission to the 2021-31 Long Term Plan

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to provide a request for changes to the water supply budgets for the 2021-31 Long Term Plan.
- 1.2. While efforts are made to minimise the need for adjustments to budgets following the consultation period, there are times when some change may be required, generally due to planning work for projects giving an improved understanding of likely costs. An overview of these recommended changes is given below, with more detail presented within the body of the report:

Cust Water Supply Upgrade Budgets - Decrease

- Reduce both District UV and Cust scheme funded budgets by \$100,000 each for 2021/22, to allow for part-funding of the project through the Stimulus funds (refer report 210211022639[v2], recommendation (g))

Mandeville and Oxford Rural No.2 Renewals – Increase

- Increase both the Mandeville water renewals and Oxford Rural No.2 water renewals budgets in 2021/22 by \$20,000 each.
- These required increases are following detailed design being completed now and updated estimates available, which were not available at the time the Draft 2021-31 Long Term Plan was produced.

Mandeville Pump Upgrade - Increase

- A pump upgrade is required to keep up with growth in Mandeville. Currently \$50,000 is allowed for, however updated estimates are that \$80,000 will be required.
- This required increase has been identified following advice from pump suppliers about compatibility of proposed new pumps with existing, which was a level of detail of work that had not been completed at the time the Draft 2021-31 Long Term Plan was produced.

Mandeville Storage Upgrade

- A new steel reservoir is required at Mandeville to address existing deficiencies in terms of resilience, and also allow for growth. Early concept design has indicated an increase to budget is required, with the recommendation to increase the budget from \$280,000 to \$500,000.
- This increase in budget has been identified following the completion of concept design work identifying budget deficiencies, which has only recently been completed. As such, this data was not available to more accurately inform the budgets at the time the Draft 2021-31 Long Term Plan was produced.

Waikuku Beach Campground UV Installation - Increase

- Increase the 2021/22 construction budget for the Waikuku Beach Campground UV installation from \$220,000 to \$295,000, based on recommendations following the development of a concept design, and revision of the cost estimate.
- This increase in budget has been identified following the completion of concept design work identifying budget deficiencies, which has only recently been completed. As such, this data was not available to more accurately inform the budgets at the time the Draft 2021-31 Long Term Plan was produced.

Woodend Water Supply Air Scouring Budget – Bring Forward

- Increase the Pipeline Cleaning and Flushing budget for the Woodend water supply in 2021/22 from \$20,670 to \$60,670, and reduce the budget in 2022/23 from \$62,250 to \$22,250.
- This is to allow for air scouring of the pipework to remove biofilm that has built up over time to take place a year earlier than originally budgeted for. This change in timing has been triggered following recent advice was other water suppliers who have dealt with issues regarding chlorine mixing with biofilm advising the importance of addressing the issue prior to introducing chlorine, rather than at the same time.

Potential Further Changes

- 1.3. As well as the recommended changes outlined above, there are a number of areas of risk of further changes to budgets due to new Drinking Water Standards which are expected to be released this year. Consideration was given as to whether there was an opportunity to take preliminary information that has been released to project budgets that may be required. Ultimately, it is acknowledged that changes to budgets will inevitably result from these coming changes, the level of information available currently is insufficient to confidently recommend specific budget changes, and commit to certain solution types.

Attachments:

- i. Nil

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210420063358.

- (b) **Approves** the following changes to capital budgets, for the reasons noted within this report:

Budget Name	Draft 2021-31 LTP (2021/22)	Proposed Revised Budget (2021/22)	Difference	Notes
Cust UV Treatment Implementation	\$ 110,000	\$ 10,000	-\$100,000	Stimulus funding reduced District Water funded portion
Cust Headworks Renewal	\$ 200,000	\$ 100,000	-\$100,000	Stimulus funding reduced Cust scheme funded portion.
Mandeville Water Renewals	\$ 70,000	\$ 90,000	\$20,000	Design completed and cost estimate revised
Oxford Rural No.2 Water Renewals	\$ 50,000	\$ 70,000	\$20,000	Design completed and cost estimate revised
Mandeville Pump Upgrade – Renewal	\$ 10,000	\$ 20,000	\$10,000	Concept design completed and cost estimate revised
Mandeville Pump Upgrade – Growth	\$ 40,000	\$ 60,000	\$20,000	
Mandeville Storage Upgrade (Partially Growth)	\$ 280,000	\$ 500,000	\$220,000	Early concept design completed and cost estimate revised.
Waikuku Beach Campground UV	\$ 220,000	\$ 295,000	\$75,000	Concept design completed and cost estimate revised
Total	\$ 980,000	\$ 1,145,000	\$165,000	

- (c) **Notes** that the nett effect of the proposed changes outlined above is an increase to total capital budget for 2021/22 of \$165,000, and that this represents a 4% increase in the planned capital budget for water supply for the 2021/22 year.
- (d) **Notes** that it has been calculated that there will be an increase to the Mandeville water supply development contribution from \$1,052 per unit as per the Draft 2021-31 Long Term Plan to \$1,236, based on the proposed changes to growth budgets, and that this will be formally reported to Council for approval by the Project Delivery Unit Manager, as part of covering all development contributions.
- (e) **Approves** an increase the Pipeline Cleaning and Flushing budget for the Woodend water supply in 2021/22 from \$20,670 to \$60,670, and reduction in the budget in 2022/23 from \$62,250 to \$22,250, to allow for air scouring of the pipes.
- (f) **Notes** that as the proposed budget changes above predominantly are renewal funded from existing renewals funds, or growth funded affecting development contributions, the rating impact as a result of these is minimal, with the most significant being the Mandeville water rate which is forecast to increase by approximately \$7 per unit of water per year.
- (g) **Notes** that it is expected that the Water Services Bill will be enacted this year, the new regulator (Taumata Arowai) will come into force, and new drinking water standards will be released, which may trigger a need for further expenditure and/or changes to budgets, however at this stage there is insufficient detail and certainty to recommend budget changes in anticipation of this.
- (h) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1 In preparation for delivery of the 2021/22 capital works programme, work has commenced on preliminary works for these capital projects. In doing this, designs have been developed further. This has improved the understanding of the likely costs for a number of projects, and in some cases identified the need to increase budget in order to achieve the required outcomes.

- 3.2 As some designs of some projects had not been progressed to the current stage at the time the Draft 2021-31 Long Term Plan was produced, the level of detail that is available now to inform budgets, was not available when the Draft document was prepared.

4. ISSUES AND OPTIONS

- 4.1. The projects where changes have been identified as being required are outlined below.

Cust Water Supply Upgrade Budgets - Decrease

- Reduce both District UV and Cust scheme funded budgets by \$100,000 each for 2021/22, to allow for part-funding of the project through the Stimulus funds (refer report 210211022639[v2], recommendation (g) for allocation of Stimulus funds)

Mandeville and Oxford Rural No.2 Renewals – Increase

- Increase both the Mandeville water renewals and Oxford Rural No.2 water renewals budgets in 2021/22 by \$20,000 each. This will mean that the Mandeville budget increases from \$70,000 to \$90,000, and the Oxford Rural No.2 budget increases from \$50,000 to \$70,000. Renewals have been designed on both schemes this year, but indications are that more budget will be required to complete construction in the 2021/22 financial year, now that the extent of works required is understood.

Mandeville Pump Upgrade - Increase

- A pump upgrade is required to keep up with growth in Mandeville. Currently \$50,000 is allowed for, with \$40,000 growth funded and \$10,000 renewals funded. It has since been identified that the full set of pumps will need to be replaced, to avoid new pumps being incompatible with old pumps. This has increased the required total budget to \$80,000, hence it is recommended that the budgets be increased to \$60,000 (growth) and \$20,000 (renewals).

Mandeville Storage Upgrade

- A new steel reservoir is required at Mandeville to address existing deficiencies in terms of resilience, and also allow for growth. Early concept design has indicated an increase to budget is required, with the recommendation to increase the budget from \$280,000 to \$500,000.

The reason for this level of increase is that this tank type has not been used before within this district, so there are not as readily available and applicable cost estimates, meaning some a greater range of values have been produced as estimates have been developed at different stages. The final actual costs will be subject to a competitive tender process, so while it is possible that final costs may come in closer to the original budget estimate, it is prudent to allow for the revised estimate.

Waikuku Beach Campground UV Installation - Increase

- Increase the 2021/22 construction budget for the Waikuku Beach Campground UV installation from \$220,000 to \$295,000, based on recommendations following the development of a concept design, and revision of the cost estimate.

Woodend Water Supply Air Scouring Budget – Bring Forward

- Increase the Pipeline Cleaning and Flushing budget for the Woodend water supply in 2021/22 from \$20,670 to \$60,670, and reduce the budget in 2022/23 from \$62,250 to \$22,250. This is to allow for air scouring of the pipework to remove biofilm that has built up over time to take place a year earlier than originally budgeted for.

The reason to recommend air-scouring of the Woodend pipes is due to the biofilm that has built up over recent decades from manganese and iron, and the potential aesthetic issues that this may cause if it is mixed with chlorine. Experience from other councils is that when chlorine mixing with biofilm, there are significant discolouration and taste issues, and that air scouring seems to be the most effective way to minimise these issues. While staff will be applying for an exemption for the requirement to chlorinate the Woodend water supply, there is still a possibility the exemption application will not be accepted, and regardless of this, an emergency chlorine system is part of the incident response plan to a potential contamination event in Woodend, and hence there needs to be confidence that this will be able to be done at short notice without causing excessive issues.

It is recommended that this air scouring be done in advance of a decision to chlorinate the supply, rather than in response to such a decision, hence the reason for recommending to bring the budget forward.

Potential Further Changes

- 4.2. As well as the recommended changes outlined above, there are a number of areas of risk of further changes to budgets due to new Drinking Water Standards which are expected to be released this year. The types of budget changes that might be required are:
- Installation of additional continuous monitoring equipment at sources, plants and within the reticulation network, to meet new monitoring requirements, and;
 - Changes to operational budgets for additional parameters to be manually sampled, and/or;
 - Raising below ground well heads above ground and/or;
 - Installation of UV treatment equipment and/or;
 - Construction of equipment to convert emergency chlorine treatment systems to permanent chlorine treatment systems, by construction of dedicated chemical storage rooms, and/or;
 - Additional sealing works on reservoirs.
 - Increasing resourcing to backflow prevention implementation programme.
- 4.3. The reasons that recommendations for adjustments to budgets have not been able to be made yet, despite a range of potential needs being identified, is outlined below:
- Some of the possibilities above have been identified based on exposure drafts of the next revision of the standards, which are still in draft format, and which have not yet been released for consultation let alone adopted.
 - The decisions around various possible combinations of raising well heads, installing UV disinfection equipment, installation of permanent chlorine storage

rooms, and additional sealing of reservoirs will be dependant not only what is specified in the next revision of the standards, but also on the outcome of chlorine exemption applications (i.e. some of these possible solutions may be either/or options, further complicating what combination of upgrade types may or may not meet requirements).

- There is insufficient detail in the Water Services Bill to outline transition arrangements to the next revision of the standards. This will help outline how quickly assessments will need to be made as to the best way to meet the new standards, and subsequently what the costs will be. This need for a transition period was highlighted in Council's submission to the Bill.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

No groups or organisations have been consulted directly regarding these proposed budget changes. The Cust Water Supply Advisory Group has been sent a memo in April 2021 to give an update on the project, and to inform them of the proposed allocation of Stimulus funds to the headworks upgrade project.

5.2. Wider Community

The wider community has not been engaged with specifically about the proposed budget changes.

The Woodend community will be engaged with regarding the need to undertake air-scouring of their pipes, prior to this commencing. Staff have been in contact with other councils who have done this to take learnings before commencing with this project.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The financial impacts of the proposed changes are summarised below:

Budget Name	Draft 2021-31 LTP (2021/22)	Proposed Revised Budget (2021/22)	Difference	Rating Impact
Cust UV Treatment Implementation	\$ 110,000	\$ 10,000	-\$100,000	Reduction in District Water rate of approx. \$0.36 per connection per year.
Cust Headworks Renewal	\$ 200,000	\$ 100,000	-\$100,000	Reduction in Cust water rate by approximately \$50 per connection per year.
Mandeville Water Renewals	\$ 70,000	\$ 90,000	\$20,000	No rating impact, renewals fund sufficient to cover change.
Oxford Rural No.2 Water Renewals	\$ 50,000	\$ 70,000	\$20,000	Rating impact of approximately \$1.8 per unit per year.
Mandeville Pump Upgrade – Renewal	\$ 10,000	\$ 20,000	\$10,000	No rating impact, renewals fund sufficient to cover change.
Mandeville Pump Upgrade – Growth	\$ 40,000	\$ 60,000	\$20,000	Increase to development contribution estimated to be \$76 per unit
Mandeville Storage Upgrade (Partially Growth)	\$ 280,000	\$ 500,000	\$220,000	Increase to development contribution by \$184 per unit, and to Mandeville water rate by \$7 per unit per year.
Waikuku Beach Campground UV	\$ 220,000	\$ 295,000	\$75,000	Increase to District UV rate by \$0.27 per connection per year.
Total	\$ 980,000	\$ 1,145,000	\$165,000	

The nett impact to the overall capital spend is an overall increase of \$165,000 to what was proposed in the Draft Long Term Plan. This represents an increase of about 4% of the capital budget that was originally proposed in the Draft Long Term Plan for water supply, with the original total capital budget approximately \$4,000,000 for 2021/22.

6.2. Community Implication

Each of the projects provides a positive benefit to the respective communities. The correction to the budgets is an important part of ensuring that the projects are able to be delivered as required.

6.3. Risk Management

The early closer assessment of the required level of budget will minimise the risk of delays to projects during the 2021/22 financial year due to insufficient budget being available.

6.4. Health and Safety

Each project individually will have health and safety managed through Council's normal systems.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Section 69 of the Health (Drinking Water) Amendment Act 2007 is relevant in this matter.

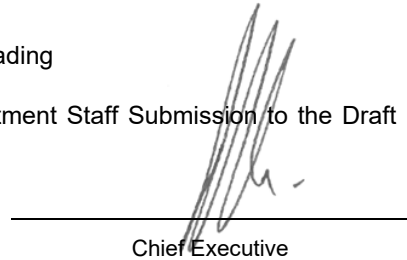
7.3. Community Outcomes

The following community outcomes are relevant in this matter:

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

7.4. Delegations

The Council has the delegated authority to amend budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** LTC-03-17/ 210506072970**REPORT TO:** Council**DATE OF MEETING:** 25-27 May 2021**FROM:** Kalley Simpson, 3 Waters Manager
Gerard Cleary, Manager Utilities & Roding**SUBJECT:** Drainage – Utilities & Roding Department Staff Submission to the Draft 2021-31 Long Term Plan**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to provide a request for changes to the Drainage budgets for the 2021-31 Long Term Plan.
- 1.2. The following items are addressed as outlined below:
- Pentecost SMA Planting.
 - Kowhai Ave Retaining Wall.
 - North Brook Janelle to White Culvert.
 - Norton Place.
 - Mill Road SMA.

Pentecost SMA Planting - Rangiora

- 1.3. A new budget of \$40,000 is proposed for planting the new Pentecost SMA currently being constructed. The current construction works includes grassing the SMA, but additional planting is proposed to integrate this area with the adjacent reserve. There is existing budget of \$60,000 under the Water account to plant out the new bund, which will be undertaken at the same time as this work.

Kowhai Ave Retaining Wall - Rangiora

- 1.4. As part of the Three Brooks Enhancements work it has been identified that the existing retaining wall on the banks of Railway Drain, between the railway line and Kowhai Avenue, needs to be replaced. The investigation work undertaken this year has identified that the current budget of \$420,000 for this work is not adequate. This increase is due to a longer length of drain requiring a retaining wall and also construction constraints that limit the type of retaining wall that can be used. An additional budget of \$120,000 is required to give a revised budget of \$540,000 in the 2021/22 financial year.

North Brook Janelle to White Culvert - Rangiora

- 1.5. Stage 1 of the North Brook Janelle to White upgrade was completed this year. It is proposed to upgrade the White Street culvert next financial year, which is Stage 2 of the North Brook Janelle to White upgrade. As the Stage 1 works went over budget there was

not adequate remaining budget to complete the hydroseeding of the drain works or design for the culvert. Additionally the need for an additional 10m section of retaining wall has been identified. An additional budget of \$80,000 is required to give a revised budget of \$350,000 in the 2021/22 financial year.

Norton Place - Woodend

- 1.6. During the June 2019 rainfall event a house was flooded at the end of the Norton Place cul-de-sac, in Woodend. Investigation work undertaken this year has identified a preferred option that is proposed to be constructed next financial year. The estimate has been updated as part of this work and an additional budget of \$40,000 is required to implement the preferred option. Given that this project still requires consultation with the Greenspace team, community board and the community it is recommended to defer the construction budget to the 2022/23 financial year.

Mill Road SMA - Ohoka Rural

- 1.7. The subdivision to create the land parcel for the SMA and purchase of the land for the SMA has been undertaken this year. Work is currently underway on the design and consenting for the SMA. There is currently \$365,000 of remaining budget expected to be available in the 2021/22 financial for the construction of the SMA. Current estimates indicate that this may not be adequate, predominantly due to offsite disposal costs of the surplus material and dewatering costs. These costs may not eventuate if tenderers have a market for the surplus material and groundwater levels remain as low as they currently are. It is therefore not proposed to increase the budgets as this would impact on the development contributions which are already high at \$30,800 per property, rather staff will work to refine the design to work within existing budgets.
- 1.8. The total additional \$240,000 for the budget changes to the three Rangiora projects increases the Rangiora drainage rate by \$1.80 or 0.7% from 2022/23 and the additional \$40,000 for the budget changes to the Woodend project increases the Coastal Urban drainage rate by \$1.12 or 0.6% from 2023/24.

Attachments:

- i. Nil.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210506072970.
- (b) **Approves** a new budget of \$40,000 under the Rangiora drainage account in 2021/22 for Pentecost SMA Planting.
- (c) **Approves** an additional budget of \$120,000 under the Rangiora drainage account in 2021/22 for Three Brooks Enhancement Work – Kowhai Ave, to give a revised budget of \$540,000 in 2021/22.
- (d) **Approves** an additional budget of \$80,000 under the Rangiora drainage account in 2021/22 for North Brook Janelle to White, to give a revised budget of \$350,000 in 2021/22.
- (e) **Notes** that the above budget changes, totalling an additional \$240,000, increase the Rangiora drainage rate by \$1.80 or 0.7% from 2022/23.

- (f) **Approves** the deferral of \$230,000 of the existing \$265,000 for the Norton Place Drainage Upgrade from 2021/22 to 2022/23 under the Coastal Urban drainage account, to give a revised budget of \$35,000 in 2021/22 for design works.
- (g) **Approves** an additional budget of \$40,000 for Norton Place Drainage Upgrade under the Coastal Urban drainage account in 2022/23, which combined with the \$230,000 of budget deferred from 2021/22 will give a revised budget of \$270,000 in 2022/23 for construction works.
- (h) **Notes** that the above budget change of \$40,000, will increase the Coastal Urban drainage rate by \$1.12 or 0.6% from 2023/24.
- (i) **Notes** that consultation on the Norton Place Drainage Upgrade project will be undertaken with the Greenspace team, community board and the community in 2021/22 as part of the design works.
- (j) **Notes** that staff will work to refine the Mill Road SMA design such that it can be constructed within the remaining budget of \$365,000 in 2021/22.
- (k) **Circulates** this report to the Community Boards, for their information.

3. **BACKGROUND**

- 3.1. As part of reviewing the 2021/22 capital works programme for drainage a number of projects have been identified that require budget changes. These changes were identified after the initial budgets for the draft LTP were set.
- 3.2. The changes required relate to the following projects as discuss in more detail in the following section:
 - Pentecost SMA Planting.
 - Kowhai Ave Retaining Wall.
 - North Brook Janelle to White Culvert.
 - Norton Place.
 - Mill Road SMA.

4. **ISSUES AND OPTIONS**

Pentecost SMA Planting

- 4.1. The Pentecost SMA is currently being constructed and is due for completion by the end of May 2021. The current construction works includes grassing the SMA, but additional planting is proposed to integrate this area with the new bund at the South Belt WTP to the south and the adjacent greenspace reserve to the west.
- 4.2. The greenspace team have developed a planting plan for the wider area covering the SMA, bund and the reserve, which will be undertaken at the same time as a single package of work.
- 4.3. A new budget of \$40,000 is proposed for planting the new Pentecost SMA. There is existing budget of \$60,000 under the Water account to plant out the new bund.

Kowhai Ave Retaining Wall

- 4.4. As part of the Three Brooks Enhancements work it has been identified that the existing retaining wall on the banks of Railway Drain, between the railway line and Kowhai Avenue, needs to be replaced. This is part of a wider package of work to implement improvement

works to address hydraulic constrictions and structural issues with retaining walls that are eroded and failing, over the next 10 years.

- 4.5. The investigation work undertaken this year for the Kowhai Ave site has identified that the current budget of \$420,000 for this work is not adequate. The estimate for this work has increased primarily due to a longer length of drain requiring a retaining wall and also due to construction constraints that limit the type of retaining wall that can be used.
- 4.6. The construction constraints include limited access into the drain corridor which is located on private property and difficult ground conditions including an iron pan layer which cannot be penetrated without cause groundwater issues. This has precluded the use of a timber retaining wall with driver piles. We have sought advice from a contractor to gain a better understanding on potential solutions that could be implemented within these constraints.
- 4.7. An additional budget of \$120,000 is required to give a revised budget of \$520,000 in the 2021/22 financial year.

North Brook Janelle to White Culvert.

- 4.8. Stage 1 of the North Brook Janelle to White upgrade was completed this year. This involved widening the section of the North Brook, between the Geddis Street drain and White Street, and replacing several sections of retaining walls.
- 4.9. It is proposed to upgrade the White Street culvert next financial year, which is Stage 2 of the North Brook Janelle to White upgrade. As the Stage 1 works went over budget there was not adequate remaining budget to complete the hydroseeding of the drain works or design for the culvert. It was signalled that additional budget may be required in the tender award report (refer TRIM 200723093036).
- 4.10. Additionally the need for an additional 10m section of retaining wall has been identified. An area adjacent 29 Geddis Street is close to the existing fence and needs a retaining wall to prevent damage to the neighbouring property.
- 4.11. The estimate for the additional works is \$30,000 for culvert design, \$30,000 for the retaining wall and \$20,000 for the hydroseeding. Therefore a total additional budget of \$80,000 is required, giving a revised budget of \$350,000 in the 2021/22 financial year.

Norton Place - Woodend

- 4.12. During the June 2019 rainfall event a house was flooded at the end of the Norton Place cul-de-sac, in Woodend. Investigation work undertaken this year has identified a preferred option that is proposed to be constructed next financial year.
- 4.13. The preferred solution involves the creation of a stormwater detention basin within Norton Reserve with a secondary overflow flow path out to Hewitts Road. This will prevent secondary flow flowing into the properties at the end of Norton Place and reduce the overall flood risk to these properties.
- 4.14. The estimate has been updated as part of this work and an additional budget of \$40,000 is required to implement the preferred option.
- 4.15. Given that this project still requires consultation with the Greenspace team, community board and the community is it recommended to move the construction budget to the 2022/23 financial year.

- 4.16. Consultation on the Norton Place Drainage Upgrade project will be undertaken with the Greenspace team, community board and the community in 2021/22 as part of the design works.

Mill Road SMA - Ohoka Rural

- 4.17. The subdivision to create the land parcel for the SMA and purchase of the land for the SMA has been undertaken this year. Work is currently underway on the design and consenting for the SMA.
- 4.18. There is currently \$365,000 of remaining budget expected to be available in the 2021/22 financial for the construction of the SMA. Current estimates indicate that this may not be adequate, predominantly due to offsite disposal costs of the surplus material and dewatering costs. These costs may not eventuate if tenderers have a market for the surplus material and groundwater levels remain as low as they currently are.
- 4.19. It is therefore not proposed to increase the budgets as this would impact on the development contributions which are already high at \$30,800 per property, rather staff will work to refine the design to work within existing budgets.
- 4.20. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.2. No groups or organisations have been consulted regarding the proposed budget changes.

5.3. Wider Community

- 5.4. The wider community has not been engaged with specifically about these proposed budget changes.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.2. The total additional \$240,000 for the budget changes to the three Rangiora projects increases the Rangiora drainage rate by \$1.80 or 0.7% from 2022/23.

- 6.3. The additional \$40,000 for the budget changes to the Woodend project increases the Coastal Urban drainage rate by \$1.12 or 0.6% from 2023/24.

- 6.4. No budget changes are proposed for the Mill Road SMA. The development contributions are already high at \$30,800 per property. Staff will work to refine the design to work within existing budgets.

6.5. Community Implications

- 6.6. The Pentecost SMA Planting will improve the appearance and amenity of the area and integrate with the adjacent reserve and a community area.

- 6.7. The Kowhai Ave, North Brook Janelle to White and Norton Place projects will reduce the risk of flooding occurring in these areas in the future.

6.8. The Mill Road SMA once constructed will assist with providing the ability for development to occur within the Mill Road ODP area.

6.9. **Risk Management**

6.10. Construction risks for the drainage upgrades and planting works will be managed through Council's standard systems.

6.11. **Health and Safety**

6.12. Each project individually will have health and safety managed through Council's normal systems.

7. CONTEXT

7.1. **Policy**

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

7.3. **Legislation**

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

7.5. **Community Outcomes**

7.6. The following community outcomes are relevant in this matter:

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

7.7. **Delegations**

7.8. The Council has the delegated authority to add or amend budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: LTC-03-17 / 210506072766

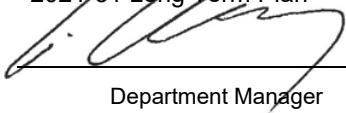
REPORT TO: Council

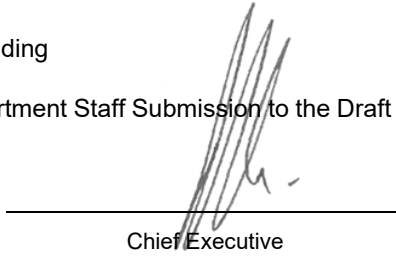
DATE OF MEETING: 25-27 May 2021

FROM: Kalley Simpson, 3 Waters Manager
Gerard Cleary, Manager Utilities & Roothing

SUBJECT: Wastewater – Utilities & Roothing Department Staff Submission to the Draft 2021-31 Long Term Plan

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

 Department Manager

 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide a request for changes to the Wastewater budgets for the 2021-31 Long Term Plan.
- 1.2. The following items are addressed as outlined below:
- Ocean Outfall Renewals.
 - Kaiapoi Renewals.
 - Kaiapoi WWTP Planting.

Ocean Outfall Renewals

- 1.3. The draft LTP includes a budget of \$40,000 for replacement of the Rangiora EDSS PLC. This budget was previously put into the long term plan based on a high level assessment of the electrical control equipment across the district. A specific assessment of the PLC at the Rangiora WWTP has confirmed that the existing equipment does not need to be replaced immediately and can be effectively serviced in the medium term. It is therefore recommended that the \$40,000 for Ocean Outfall Renewals is removed.

Kaiapoi Renewals

- 1.4. As part of the Kaiapoi Stormwater and Flooding Improvements project, which has received funding from the Government's Shovel Ready fund, it is proposed to undertake the renewal of the Chapman Place wastewater rising main at the same time as the works occur in the same location. The renewal of the rising main is currently planned to be designed in 2022/23 and constructed in 2023/24. In order to align with the Shovel Ready work programme this budget is required to be brought forward and additional budget is required in the 2021/22 financial year.

Kaiapoi WWTP Planting

- 1.5. The existing trees at the Kaiapoi WWTP are now mature and are proposed to be harvested as they are creating wind shading on the ponds and wetlands at the plant. Once the trees are removed it is proposed to replace them with native plantings. This needs to be undertaken in stages to ensure visual and amenity impacts, including midge control, are

well managed. A new budget of \$50,000 is proposed in 2022/23 for landscape planting at the Kaiapoi WWTP. It is noted that further budgets will be required for subsequent stages but these will be addressed as part of the next 2022/23 Annual Plan.

- 1.6. The changes to the renewals budget does not have a direct impact on the Eastern Districts sewer rate as there is adequate provisions within the Eastern Districts renewals fund to pay for these works. The new budget for the landscape planting at the Kaiapoi WWTP increases the Eastern Districts sewer rate by \$0.15 or 0.03% from 2023/24.

Attachments:

- i. Nil.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210506072766.
- (b) **Approves** the removal of the \$40,000 for Ocean Outfall Renewals in 2021/22 as this budget is no longer required.
- (c) **Approves** bringing forward \$50,000 from 2022/23 and \$500,000 from 2023/24, plus an additional new budget of \$300,000, to give a revised budget of \$850,000 in 2021/22 for the Chapman Place wastewater rising main replacement under the Kaiapoi wastewater account.
- (d) **Notes** that the above changes will leave \$200,000 in 2023/24 for the replacement of the Raven Quay rising main under the Kaiapoi wastewater account.
- (e) **Notes** that the changes to the renewals budget will not have a direct impact on the Eastern Districts sewer rate as there is adequate provisions within the Eastern Districts renewals fund to pay for these works.
- (f) **Approves** a new budget of \$50,000 in 2022/23 for landscape planting at the Kaiapoi WWTP under the Kaiapoi wastewater account.
- (g) **Notes** that the new budget for the landscape planting at the Kaiapoi WWTP increases the Eastern Districts sewer rate by \$0.15 or 0.03% from 2023/24.
- (h) **Notes** that further budgets will be required for subsequent planting stages but these will be addressed as part of the next 2022/23 Annual Plan.
- (i) **Circulates** this report to the Community Boards, for their information.

3. **BACKGROUND**

- 3.1. As part of reviewing the 2021/22 capital works programme for wastewater a number of projects have been identified that require budget changes. These changes were identified after the initial budgets for the draft LTP were set.
- 3.2. The changes required relate to the following projects as discuss in more detail in the following section:
 - Ocean Outfall Renewals.
 - Kaiapoi Renewals.
 - Kaiapoi WWTP Planting.

4. ISSUES AND OPTIONS

Ocean Outfall Renewals

- 4.1. The draft LTP includes a budget of \$40,000 for replacement of the Rangiora EDSS PLC. This budget was previously put into the long term plan based on a high level assessment of the electrical control equipment across the district.
- 4.2. A specific assessment of the PLC at the Rangiora WWTP has confirmed that the existing equipment does not need to be replaced immediately. While the existing PLCs are an older style further assessment has established that they still can be effectively serviced and modified if they did encounter a major fault.
- 4.3. It is therefore concluded that the \$40,000 for Ocean Outfall Renewals is no longer required and can be removed.

Kaiapoi Renewals

- 4.4. As part of the Kaiapoi Stormwater and Flooding Improvements project, which has received funding from the Government's Shovel Ready fund, it is proposed to undertake the renewal of the Chapman Place wastewater rising main. This rising main, between the Chapman Place pump station and Peraki Street pump station, is essentially along the same corridor as the proposed Otaki Inceptor Main that links the Sunday School Drain, Dudley Drain and Parnhams Drain to the proposed Otaki Street pump station. It is therefore proposed to undertake the wastewater rising main renewal at the same time and as part of the Shovel Ready works.
- 4.5. The renewal of the Chapman Place rising main was planned to be undertaken at the same time as the Raven Quay rising main, with design work in 2022/23 and construction work in 2023/24. A total of \$750,000 is included in the draft LTP for this work, comprising of \$550,000 for the Chapman Place work and \$200,000 for the Raven Quay rising main.
- 4.6. The current estimate for the Chapman Place rising main is \$850,000, based on work undertaken as part of the Shovel Ready work. This estimate is higher than the current budget provisions as the new alignment is longer than the existing alignment, which traverses through private property, and also includes additional risk contingencies of \$170,000.
- 4.7. In order to undertake the wastewater rising main renewal as part of the Shovel Ready work programme the existing \$550,000 budget for this work is required to be brought forward and an additional \$300,000 of new budget is required in the 2021/22 financial year.

Kaiapoi WWTP Planting

- 4.8. There is an existing area of mature trees at the north-west corner of the Kaiapoi WWTP, bordering Ferry Road and Beach Road, that are due to be harvested. It will be necessary to plant the area out with native plantings to assist with midge management.
- 4.9. It is also proposed to remove some trees from the north-east corner of the Kaiapoi WWTP as they are creating wind shading on the ponds and wetlands at the treatment plant. Once these trees are removed it is also proposed to replace them with native plantings
- 4.10. The existing trees along the full length of the western northern and eastern boundaries of the treatment plant will eventually need to be replanted. This will need undertaken in stages to ensure visual and amenity impacts, including midge control, are well managed.

- 4.11. A new budget of \$50,000 is proposed in 2022/23 for landscape planting at the Kaiapoi WWTP. It is noted that further budgets will be required for subsequent stages but these will be addressed as part of the next 2022/23 Annual Plan.
- 4.12. During the 2021/22 financial year a planting strategy will be developed for Kaiapoi WWTP that covers the staging of the tree harvesting and replacement native planting.
- 4.13. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.2. No groups or organisations have been consulted regarding the proposed budget changes.

5.3. Wider Community

- 5.4. The wider community has not been engaged with specifically about these proposed budget changes.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.2. The changes to the renewals budget does not have a direct impact on the Eastern Districts sewer rate as there is adequate provisions within the Eastern Districts renewals fund to pay for these works.

- 6.3. The new budget for the landscape planting at the Kaiapoi WWTP increases the Eastern Districts sewer rate by \$0.15 or 0.03% from 2023/24.

6.4. Community Implications

- 6.5. The removal of the Ocean Outfall Renewals budget has no community implications.
- 6.6. Bring forward the Kaiapoi Renewals budget to undertake the Chapman Place rising main works at the same time as the Shovel Ready works will reduce the overall disruption to residents in the area.
- 6.7. The tree removal and planting works at the Kaiapoi WWTP will need to be carefully managed to visual and amenity implications to the community.

6.8. Risk Management

- 6.9. Construction risks for the rising main and planting works will be managed through Council's standard systems.
- 6.10. Specialist advice will also be obtained to ensure that increase risk of the remaining trees toppling in high wind events is minimised.

6.11. Health and Safety

- 6.12. Each project individually will have health and safety managed through Council's normal systems.

7. CONTEXT

7.1. Policy

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

7.3. Legislation

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

7.5. Community Outcomes

7.6. The following community outcomes are relevant in this matter:

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

7.7. Delegations

7.8. The Council has the delegated authority to add or amend budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** WAT-10-27 / 210503069511**REPORT TO:** Council**DATE OF MEETING:** 25-26 May 2021**FROM:** Sophie Allen – Water Environment Advisor**SUBJECT:** Water and sanitary services assessment – proposed Water Services Act 202X amendment to Local Government Act 2002**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report recommends a process and budget allocation for Waimakariri District Council (WDC) to conduct a water and sanitary services assessment of drinking water supplies and wastewater schemes (excluding septic tanks) in the district, as per Sections 125 and 128 of the Local Government Act, which is forecasted to be amended by the Water Services Act 202X in mid-2021.
- 1.2 Budget for a water and sanitary services assessment was not included in the draft Long Term Plan. A late request for budget is due to more certainty around the requirements for the water and sanitary services assessment as the Water Services Bill has moved to select committee stage, and interest from Councillors to accelerate the timeframe for this assessment.
- 1.3 The scope of the recommended water and sanitary services assessment proposed by WDC staff is to identify private drinking water suppliers and wastewater schemes (excluding septic tanks) at this stage (Phase 1). WDC does hold some data, for example in property files, however this is proposed to be collated into a GIS-based database (Waimaps), that meets the reporting requirements for Taumata Arowai, the new drinking water regulator.
- 1.4 Three options were evaluated for this report, with Option 2 the recommended option of WDC staff. Option 2 is for a budget of \$50,000 to be allocated in the Long Term Plan for Phase 1 of the water and sanitary services assessment towards in-house temporary staff to review selected property files and contact property owners. Option 2 (\$50,000) adds 0.6% to water rates, which translates to an overall 7.0% increase for water rates including the increase already signalled in the draft Long Term Plan.
- 1.5 The temporary staff are proposed to sit within the 3 Waters Team and to also have a role to disseminate information, such as Taumata Arowai's 'acceptable solutions', to help property owners meet new duties proposed under the Water Services Act 202X. There will first be an initial cut of which properties to focus on by using GIS and Tech One records.
- 1.6 WDC-owned drinking water supplies and wastewater schemes are also required to undergo a water and sanitary services assessment under S.125 and 128. However these assets are proposed to be excluded from Phase 1, as WDC holds sufficient data on these already.

- 1.7 Further phases, and corresponding budgets, of the water and sanitary services assessment, such as a needs assessment and any public consultation will be scoped in future report(s).
- 1.8 Christchurch City Council has commenced a water and sanitary services assessment from Stimulus funding received from the Three Waters Reform process. This work has been contracted externally to complete, using a GIS-based approach to identify likely private drinking water suppliers and wastewater schemes.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210503069511.
- (b) **Notes** the requirement for assessment of drinking water services under Section 125, and for an assessment of wastewater services under Section 128 of the Local Government Act 2002, as proposed to be amended by the Water Services Bill 202X in mid-2021.
- (c) **Approves** Option 2 as the preferred approach to identify private drinking water suppliers and wastewater schemes (excluding septic tanks) in the district, and inform the Waimakariri community about Water Services Bill requirements and 'acceptable solutions' proposed by Taumata Arowai.
- (d) **Notes** that the cost of Option 2 (\$50,000) has been allowed for the in the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533) as set out in the 3 Waters staff submission refer TRIM 210506072276.
- (e) **Notes** the distribution and development of information by the Council to support private water suppliers, domestic self-suppliers and private wastewater scheme operators. This role will be carried out by temporary in-house contracted staff, as proposed by Option 2.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee and Community Boards for information.

3. **BACKGROUND**

- 3.1 The Water Services Bill 202X, expected to come into effect in mid-2021, includes a duty for drinking water suppliers to provide safe drinking water and meet drinking water standards, along with clear obligations, for example, to act when drinking water is not safe or fails to meet standards.
- 3.2 The Water Services Bill repeals part 2A of the *Health Act 1956* and replaces it with a stand-alone Act to regulate drinking water, and is part of a broader package of reforms that included the establishment of a Crown agent, Taumata Arowai in March 2020, which will be responsible for administering the regulatory regime in the Bill.
- 3.3 Approximately 80% of residents in the District are serviced by one of Council's public supplies. The remaining 20% of properties are privately supplied.
- 3.4 The Bill imposes duties on drinking water suppliers to be registered and to provide information about the water supply. Registration is not required of 'domestic self-suppliers', which are defined as water supply to a single residential dwelling. There are private water suppliers (i.e. who supply multiple dwellings) located in the Waimakariri District who will receive new duties under the Water Services Bill 202X, however WDC is not able to identify easily who these suppliers are.

- 3.5 Taumata Arowai has drafted 'acceptable solutions' where a drinking water supplier may be deemed to meet duties specified sections of the Water Services Bill if they apply the acceptable solution. Drafts have been prepared with an acceptable solutions for rural agricultural drinking water suppliers (i.e. farms), and for supplies servicing less than 50 people, for example.
- 3.6 The review of water and sanitary services is proposed by the Water Services Bill, to be carried out annually by Territorial Authorities for their own assets, and every three years for privately-owned assets.

4. **ISSUES AND OPTIONS**

Scope – Phase 1

- 4.1. The water and sanitary services assessment if proposed to be split into phases. The First phase is to;
- 4.1.1. identify private water suppliers, domestic self-suppliers, and private wastewater schemes (excluding septic tanks),
- 4.1.2. gather information in a usable and reportable format, such as a GIS-based database, and
- 4.1.3. disseminate information to property owners on duties and acceptable solutions, as defined by Taumata Arowai.
- 4.2. This work will be a building block for future phases of the assessment under Sections 125 and 128 of the Local Government Act, which will allow compliance within the required 3 year timeframe set by the Water Services Bill.

Options

- 4.3. Option 1: Status Quo: (not recommended) to wait to assess private drinking water suppliers, and to wait until Water Services Act is passed to confirm any legislative requirements before reviewing options.
- 4.4. Option 2: (recommended option): Conduct Phase 1 of a water and sanitary services assessment in 2021-22 'in-house', with GIS Team staff and temporary 3 Waters team staff, to identify and characterise private drinking water suppliers and wastewater schemes within the District. Provide support for private drinking water suppliers, such as updating the 'Managing a Private Water Supply Well' booklet when the Water Services Bill is passed, and providing information on acceptable solutions approved by Taumata Arowai.
Provide support
- 4.5. Option 3: (not recommended): To tender for an external consultant to identify and characterise private drinking water suppliers and wastewater schemes within the District, on behalf of WDC. Support and information for property owners would likely be cost-prohibitive to provide under the external contract, and would require privacy issues to be addressed if provide access to all property files to an external party.
- 4.6. The Options 1-3 are summarised in Table 1.

Table 1: Summary of Options 1-3

	Identify private drinking water services and	Information dissemination about the Water Services Bill	Reporting to Taumata Arowai	Predicted cost

	wastewater schemes	(including acceptable solutions)		
Option 1: Status quo	Yes – (but delayed to 2022-23 start if no budget is allocated)	Targeted resource delayed until 2022-23. BAU level of staff support	Delayed	Deferred costs
Option 2: In-house assessment	Yes	Yes – targeted staff resource	Yes GIS-based data (Waimap app)	\$50k (estimated) for temporary contracted staff.
Option 3: External tendering	Yes	Possible – but would likely be cost prohibitive, and required to provide access to property file data etc. (Privacy Act issues?)	Yes (Potentially GIS-based database, but possibly not Waimaps)	\$200k (estimated), cost excludes time for information dissemination to the community.

Three Waters Reform

- 4.7. The Three Water Reform is proposing the creation of new entities to manage water, wastewater and stormwater assets. The date for creation of these entities, currently set at 1 July 2024, is just outside of the 3 year timeframe given by the Water Services Bill to complete the water and sanitary services assessment, therefore it will be a requirement of Territorial Authorities to complete at least one water and sanitary services assessment, regardless of the Three Water Reform changes.

Data collection, storage and reporting to Taumata Arowai

- 4.8. Data collected in Phase 1 is proposed to be stored in a GIS-based database platform. The GIS Team has confirmed that this option is available, with GIS Team resourcing, by creating a Wai-map app. A GIS approach that is integrated with Tech 1 will allow for initial screening of properties, such as to exclude properties currently serviced by WDC for water and/or wastewater, and bare land properties with no dwellings. Collection of data with creations of new form fields with Tech 1 for each property has been confirmed with the BATS Team to not be an option. This is due to a limitation of Tech 1 to only be able to create a few additional fields for each property. This would not capture the breadth of data required about private drinking water suppliers or wastewater schemes.
- 4.9. A Waimap app will allow ease of reporting to Taumata Arowai, because they have been reported by Christchurch City Council to also be pursuing the use of a GIS-based database for drinking water suppliers.

Information Requirements

- 4.10. The proposed amendment to Section 125 requires specific information to be collected (see table 2). Section 125 requires identification of all privately owned and operated water

supplies in the Waimakariri district which supply drinking water to more than one household, which is proposed to be covered by Phase 1. Future phases will assess their suitability with regards to quantity, quality, safety and public health.

- 4.11. The previous water and sanitary services assessment for the Waimakariri District was completed for the 2006-2007 Long Term Community Consultation Plan (LTCCP). Information from the assessment was detailed in Activity Management Plans, which focused on Council-owned drinking supplies and wastewater schemes, with little information about privately-owned assets.

Table 2: Information requirements and scope of Phase 1 and later phases

Section of the Local Government Act (as amended by the Water Services Bill)	Phase 1	Later phases
S.125 (2) (a) Identify each community that receives a drinking water service	Yes	-
S.125 (2) (b) Describe the nature of existing drinking water services to the community	Yes	-
S. 125 (2) (c) Describe the characteristics of the community	Yes	-
S.125 (2) (d) assess the extent to which the community is currently receiving, and will continue to receive, a sufficient quantity of drinking water, including a consideration of— (i) the community's existing access to drinking water services; and (ii) any reasonably foreseeable risks to the community's access to drinking water services in the future; and (iii) the current and estimated future demands for drinking water services within the community.	-	Yes
S.125 (2) (e) Describe the safety and quality of drinking water currently being supplied to the community, using information collected and made	-	Yes

available by Taumata Arowai and any other organisations that the territorial authority considers relevant		
S. 125 (2) (f) identify and assess any other public health risks relating to the drinking water services supplied to the community	-	Yes
S. 128 (1) A territorial authority must, from time to time, assess the provision within its district of— (a) wastewater services; and (b) other sanitary services.	Yes	-
The purpose of an assessment under subsection (1) is to assess, from a public health perspective, the adequacy of wastewater services and other sanitary services available to communities within a territorial authority's district, in light of— (a) the health risks to communities arising from any absence of, or deficiency in, the services; and (b) the quality of the services currently available to communities within the district; and (c) the current and estimated future demands for any of those services; and (d) the actual or potential consequences of stormwater and sewage discharges within the district.	-	Yes

- 4.17. A private drinking water assessment under Section 125 was evaluated by WDC staff for potential funding from central government stimulus funding in 2020, as part of COVID-19 pandemic response. The assessment did not rank high enough to receive stimulus funding.
- 4.18. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. WDC staff believe that there is not much awareness within the rural community of the district that the legislation around drinking water suppliers is changing. The limited feedback received indicated that there is a need to disseminate information about the legislation changes and provide support.

5.2. Wider Community

- 5.2.1. Consultation on the Water Services Bill was carried out with the wider community nationwide by Central Government through the Health Select Committee in early 2021.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.1.1. The cost of the recommended option is \$50,000, which has been allowed for in the 3 Waters (Water & Wastewater) asset management GL (10.260.668.2533).
- 6.1.2. The rating impact of this change will be neutral as no additional budget is requested as set out in the 3 Waters staff submission refer TRIM 210506072276.

6.2. Community Implications

- 6.2.1. There are implications for subdivision applications. WDC could encourage those who undertake rural subdivisions, or potential property purchasers to be aware of duties under the proposed Water Service Bill, so that they can make an informed decision whether to be a domestic self-supplier, a private drinking-water supply, or whether there is an option to connect to a WDC supply.
- 6.2.2. There is a risk for owners or operators of private drinking water supplies and wastewater schemes to be fined, if duties are not met. These fines are set out in the proposed Water Services Bill.

6.3. Risk Management

- 6.3.1. Option 1 minimises risk that the changes to the Water Services Bill may alter requirements for Territorial Authorities. However, if WDC waits for the passing of the Water Service Bill before allocating budget in the Long Term Plan, there will be a delay in the commencement of the water and sanitary services assessment until budget can be allocated under the 2022-23 Annual Plan.
- 6.3.2. Option 2 minimises financial risk, by seeking a cost-effective option to use the WDC GIS Team under current staff resourcing, and temporarily contract staff based within the 3 Waters Team, such as summer students to complete the identification of private drinking water suppliers and wastewater schemes.
- 6.3.3. Options 2 and 3 minimise the risk that WDC will not be able to complete the water and sanitary services assessment required by S. 125 and S. 128 within the three year timeframe.

6.4. **Health and Safety**

6.4.1. There are no specific health and safety considerations from this report.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation** Local Government Act 2002 – Sections 125 and 128, as amended by the Water Services Bill 202X.

7.3. **Community Outcomes**

7.3.1. There is a healthy and sustainable environment for all.

7.4. **Delegations**

7.4.1. Council holds the financial delegation for allocation of budget under the Long Term Plan 2021-31.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: SHW-02-01 LTC-03-17-01 / 210427066352

REPORT TO: Council

DATE OF MEETING: 25 and 26 May 2021

FROM: Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: Staff Submission to 2021-31 LTP: Solid Waste Activity

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report is to request Council approval for a number of amendments to the Solid Waste Budgets and some Fees & Charges that relate to Solid Waste. The proposed amendments:
- a. Correct minor errors and omissions in the Fees & Charges schedule;
 - b. Update a number of Oxford transfer station gate charges for rubbish disposal in accordance with MfE conversion calculations which were gazetted after the draft LTP was prepared;
 - c. Update bin numbers in the Collection Account, which will impact on both revenue and operational expenditure in the Collection and Disposal Accounts. The number of bins comes from rating information available as at 30 April 2021, and updates the figures used in preparing the draft LTP;
 - d. Increase operational budgets in the Kerbside Collection account to fund additional expenditure for the extended recycling bin audits and ancillary works. This was approved by Council in March 2021, after the draft LTP was approved for consultation;
 - e. Alter recycling-related operational and income budgets in the Disposal Account and operational budgets in the Collection and Waste Minimisation Accounts, to reflect a decrease in recycling processing charges which was advised after the draft LTP was approved for consultation;
 - f. Update one operating budget in the Waste Minimisation Account to reflect the increase in usage of the Cust rural recycling facility, based on information compiled after the draft LTP was prepared;
 - g. Defers the closed landfill flood protection work until 23/24. This would be an ECan-led project and to staff have not been advised that this work has been scheduled in ECan's upcoming work plan;
 - h. Increase the capital works budget allowance in 21/22 in the Waste Minimisation Account for the design and consenting phase of planned upgrade work. The draft site development plan was not developed to a stage where the cost of the proposed works could be assessed when preparing the draft LTP budgets;
 - i. Increase the New Works capital budget in year 21/22 of the Disposal Account to fund a project to improve stormwater management from an identified contaminated area, in order to resolve current consent compliance issues; and

- j. Increase the budget allowance in 24/25 for planned land purchases in the Disposal Account to reflect recently advised land valuations for the Southbrook industrial area.

Landfill Levy

- 1.2 In early March 2021 the Ministry for the Environment (MfE) confirmed that Cabinet approved increasing the Landfill Levy from \$10/tonne to \$20/tonne (GST exclusive) as from 1 July 2021 (*Attachment ii*). The recently gazetted Waste Minimisation (Information Requirement) Regulations 2021 (appended in *Attachment iii*) include a conversion factor for volume to weight calculations, which will form the basis for reporting to the Ministry for the Environment on waste and diversion quantities from disposal facilities that do not have weighbridges.
- 1.3 The levy increase will not result in any changes to those proposed in the draft Solid Waste budgets or to Solid Waste Services Fees and Charges for disposal of rubbish except relation to the adjustment of Oxford transfer station (TS) gate charges for general waste (rubbish) which have been re-calculated using the new conversion factors.

Fees & Charges

- 1.4 The final schedule of Fees & Charges for Solid Waste Services is shown in *Attachment i* for Council's consideration. The recommended amendments and additions to the previously approved schedule are highlighted in yellow.

Recommended Amendments to Solid Waste Fees and Charges Schedule

- 1.5 **Table 1** shows the recommended amendments and additions to the Solid Waste Services Fees & Charges schedule, as discussed in the body of this report.

Description	Current 20/21	Draft LTP 21/22	Proposed 21/22	Change from 20/21
Oxford Transfer Station gate charges				
Min Load of Refuse	\$5.00/load	\$5.00/load	\$6.00/load	+\$1.00 +20%
Single Wheelie Bin of Refuse	\$11.00/load	\$11.00/load	\$9.00/load	-\$2.00 -18.1%
Car Boot/Rear Hatch of Refuse	\$27.00/load	\$27.00/load	\$22.00/load	-\$5.00 -18.5%
Small Trailer of Refuse	\$42.00/load or by volume	\$44.00/load or by volume	\$53.00/load or by volume	+\$11.00 +26.2%
1-Axle trailer of Refuse	\$75.00/load	\$78.00/load	\$95.00/load	+\$20.00 +26.7%
2-Axle Trailer / Large trailer of Refuse	\$44.00/m ³	\$46.00/m ³	\$56.00/m³	+\$12.00 +27.3%
Compactor Truck of Refuse	\$130.00/m ³	\$133.50/m ³	\$89.00/m³	-\$41.00 -31.5%
Southbrook resource recovery park gate charges				
Commercial Comingled Recycling by weight	\$195.50/tonne	\$195.50/tonne	\$172.50/tonne	-\$23.00 -11.8%

Commercial Comingled Recycling Minimum Charge by Weight	\$4.00	\$4.00	\$3.50	-\$0.50 -12.5%
Loader Tyre X-Large	-	\$105/tonne	\$105.00/tyre	New
Cleanfill by own cartage to pit	\$30.00/m ³	\$34.00/m ³	\$36.00/m³	+\$6.00 +20.0%
Hardfill by own cartage to pit	\$40.35/m ³	\$44.35/m ³	\$46.35/m³	+\$6.00 +14.9%
Other Fees and Charges				
Return of Confiscated Bin	-	-	\$132.25	New

Table 1: Recommended Amendments and Additions to the Solid Waste Services Fees & Charges Schedule

Revenue and Operations Expenditure Budgets

Cross-Account Impacts

- 1.6 Ecocentral Ltd advised staff in late January 2021 that their processing costs have reduced by \$20.00/tonne excluding GST, which will result in a reduction of processing costs. This information was not available at the time the draft LTP budgets were prepared.
- 1.7 Staff have updated the rated bin numbers for the Collection Account, based on future rates as at 30 April 2021. This has decreased the number of recycling bins and increased the number of rubbish and organics bins compared to the number of bins that were forecast would be in service at the time the budgets were prepared. This impacts on a number of revenue and operational budgets in both the Collection and Disposal Accounts, as shown below.

Collection Account

- 1.8 In March 2021 the Council approved continuation of kerbside recycling audits for a 24 week period. These audits commenced in mid-April and will be completed by the end of September 2021. Staff have also allowed for an increase in the costs for an ongoing maintenance level of kerbside recycling bin auditing as from 21/22, and for additional and ongoing higher disposal costs for contaminated recycling.
- 1.9 Budgets impacted by the amended recycling, rubbish and organics bin numbers, the additional costs in relation to recycling bin audits and the reduced recycling processing charges are shown in **Table 2**. Note that staff do not propose to change the *individual* targeted rates that were presented in the draft LTP budgets, in the 21/22 year.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Recycling Bin Rate	1,803.4	1,799.8	-3.6
Refuse Collection Rates	1,365.6	1,420.6	+55.0
Organics Collection Rates	1,037.3	1,115.1	+77.7
Refuse Bag Revenue	460.6	456.2	-4.4
Wheelie Bin Fees	81.1	80.0	-1.1

Operational Expenditure			
Kerbside Collection management & promotions	138.0	153.6	+15.6
Collection	684.9	686.2	+1.4
Disposal Charges Refuse	1,092.8	1,124.9	+32.1
Disposal Charges Organics	504.9	552.5	+47.6
Landfill Levy	98.6	101.5	+2.9
Contract Payments – Refuse Collection	449.1	452.5	+3.4
Contract Payments Recycling	558.4	593.7	+35.3
Contract Payment Organics	577.5	620.0	+42.5

Table 2: Proposed changes to Collection Account Revenue and Operational Budgets

Disposal Account

1.10 The revenue budget figures for Gate Sales, Hardfill disposal, and sale of Recyclables have been adjusted in accordance with the proposed changes to Fees and Charges. The operations expenditure budget for Recycling has been adjusted downwards to reflect the decrease in recycling processing charges. The revenue budget figures for Gate Sales and Refuse Collection Charges, and to the expenditure codes for Refuse to Landfill, Greenwaste and Transportation have been amended as a result of the increase in refuse and organics bin numbers as this will change the flow of waste into Council's waste handling facilities.

1.11 The budgets impacted by these changes are shown in **Table 3**

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Gate sales	2,892.5	2,828.8	-63.7
Hardfill Pit	59.3	59.9	+0.5
Refuse Collection Charges	1,092.8	1,124.9	+32.1
Recyclables	77.4	73.3	-4.2
Operational Expenditure			
Recycling	338.9	318.1	-20.8
Refuse to Landfill	1,793.3	1,783.9	-9.4
Greenwaste	237.9	226.5	-11.5
Transportation	588.9	583.5	-5.4

Table 3: Proposed changes to Disposal Account Revenue and Operational Budgets

Waste Minimisation Account

1.12 Staff recommend that the Waste Minimisation Implementation expenditure budget be increased from \$114,731 to \$120,053, an increase of \$5,322. This updates the LTP budgetary allowances for additional costs to transport and process recycling from the Cust rural recycling facility owing to the increased usage of this site and for the decrease in processing charges at EcoCentral, and includes a reduction in recycling processing costs

Capital Budgets

Disposal Account

- 1.13 Staff recommend that the \$150,000 funding allowance for flood protection at Rangiora Closed Landfill be deferred from 21/22 to 23/24. This project would be led by Environment Canterbury and to date we have not received any advice that this work has been scheduled to take place in the upcoming financial year.
- 1.14 As previously reported to Council in Report 210422065570, staff request an additional budget allowance of \$92,500 in the 21/22 year for design and construction of infrastructure to better manage drainage of contaminated stormwater at the refuse pit entrance. This work is to ensure compliance with the current resource consent conditions, and is to be undertaken in advance of the planned roading and pit upgrade scheduled for the 24/25 year. Staff project that the Disposal Account would have sufficient funding to fund the stormwater upgrade work out of the account balance, without having to call on loan-funding.
- 1.15 Staff are also requesting approval for a budget increase for Land Purchase in 24/25 from \$412,034 to \$741,000 as recent information has been received about land values in the Southbrook industrial area. This is a notional allowance, and staff will return to Council for approval once more information is available, prior to proceeding with this project.

Waste Minimisation Account

- 1.16 At the time the LTP budgets were prepared, the site development plans for Southbrook RRP were not at a stage to provide information about the costs of the upgrades. Subsequent work has identified that the site footprint will be more extensive than was initially identified which would increase construction costs, however an engineering estimate is not currently available.
- 1.17 Staff request that the budgetary allowance in the Waste Minimisation Account for design and consenting of the Recycling and Recovery Area be increased from \$138,000 to \$380,000, based on a rough-order-cost estimate of the project costs.
- 1.18 Note that staff do not recommend amending future capital works budgets in the Disposal and Waste Minimisation Accounts for the site upgrades in the LTP. We propose that the plans be finalised in consultation with the Solid & Hazardous Waste Working Party, and that further information about the extent and cost of the proposed upgrades be included in the 22/23 Annual Plan Budgets for consultation.

Attachments:

- i. Final 2021/22 Fees & Charges for Solid Waste Services (210427066528)
- ii. Confirmation of Timelines of Levy Changes (210430068768)
- iii. Waste Minimisation Calculation and Payment of Waste Disposal Levy Amendment Regulations 2021 (210430068756)
- iv. Waste Minimisation Information Requirements Regulations 2021 (210430068758)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210427066352.
- (b) **Approves** the Final Fees & Charges for Solid Waste Services in *Attachment i* (210427066528), which includes the following amendments and additions to the Fees & Charges that were approved for the draft Annual Plan:
 - i. Minimum Load of Refuse at Oxford transfer station increase from \$5.00 to \$6.00 per load
 - ii. Single Wheelie Bin of Refuse at Oxford transfer station reduce from \$11.00 to \$9.00 per load.
 - iii. Car Boot/Rear Hatch of Refuse at Oxford transfer station reduce from \$27.00 to \$22.00 per load.
 - iv. Small Utes/Small 1-axle Trailers with low sides of Refuse at Oxford transfer station increase from \$42.00 to \$53.00 per load
 - v. Vans/Utes/Std 1-axle Trailers with low sides of Refuse at Oxford transfer station increase from \$75.00 to \$95.00 per load or by volume
 - vi. Large Trailer: high-sided 1-axle, tandem axle, or extra large trailer of Refuse at Oxford transfer station increase from \$44.00 to \$56.00 per m³
 - vii. Compactor Truck of Refuse at Oxford transfer station decrease from \$130.00 to \$89.00 per m³
 - viii. Commercial Comingled Recycling by weight at Southbrook resource recovery park decrease from \$195.50 to \$172.50 per tonne.
 - ix. Minimum Charge by Weight for Commercial Comingled Recycling at Southbrook resource recovery park decrease from \$4.00 to \$3.50.
 - x. Loader Tyre X-Large amend from \$105.00/tonne to \$105.00/tyre.
 - xi. Cleanfill (natural materials) by own-cartage to Council cleanfill pit increase from \$30.00/m³ to \$36.00/m³
 - xii. Hardfill by own-cartage to Council cleanfill pit increase from \$40.35/m³ to \$46.35/m³
 - xiii. A new item to be added for "Return of Confiscated Bin", with a fee of \$132.25 per bin.
- (c) **Notes** that all Fees and Charges include GST.
- (d) **Notes** that the gate charges at Oxford transfer station are proportional to the gate charges at Southbrook resource recovery park to ensure equity for residents in disposing of waste materials at all Council facilities.
- (e) **Notes** that the gate charges for loads received at Oxford transfer station have been calculated using the conversion factors in Schedule 2 of the Waste Minimisation (Information Requirements) Regulations 2021.
- (f) **Approves** the following changes to Collection Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Recycling Bin Rate	1,803.4	1,799.8	-3.6
Refuse Collection Rates	1,365.6	1,420.6	+55.0
Organics Collection Rates	1,037.3	1,115.1	+77.7
Refuse Bag Revenue	460.6	456.2	-4.4
Wheelie Bin Fees	81.1	80.0	-1.1
Rates Penalties	11.7	12.3	+0.7
Operational Expenditure			
Kerbside Collection management & promotions	138.0	153.6	+15.6
Overhead recovery 3 Waters and roading	257.0	256.5	-0.5
Collection	684.9	686.2	+1.4
Disposal Charges Refuse	1,092.8	1,124.9	+32.1
Disposal Charges Organics	504.9	552.5	+47.6
Landfill Levy	98.6	101.5	+2.9
Contract Payments – Refuse Collection	449.1	452.5	+3.4
Contract Payments Recycling	558.4	593.7	+35.3
Contract Payment Organics	577.5	620.0	+42.5

- (g) **Notes** that staff do not propose to change the individual targeted rates for Recycling, Refuse and Organics collection services or the refuse bag charges from the figures presented in the draft Long Term Plan 2021-31.
- (h) **Notes** that the changes to income are as a result of updated bin numbers and the changes to expenditure result from the continuation of bin audits, and a decrease in recycling processing charges.
- (i) **Approves** the following changes to Disposal Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Gate sales	2,892.5	2,828.8	-63.7
Hardfill Pit	59.3	59.9	+0.5
Refuse Collection Charges	1,092.8	1,124.9	+32.1
Recyclables	77.4	73.3	-4.2
Operational Expenditure			
Overhead recovery 3 Waters and roading	141.9	141.6	-0.3
Recycling	338.9	318.1	-20.8
Refuse to Landfill	1,793.3	1,783.9	-9.4

Greenwaste	237.9	226.5	-11.5
Transportation	588.9	583.5	-5.4
Depreciation	127.6	128.6	+1.0

(j) **Notes** that the changes to income and expenditure are as a result of the impact of updated kerbside bin numbers which alter waste flows into the transfer station facilities, amended Fees & Charges, and a decrease in recycling processing charges.

(k) **Approves** the deferral of the budget for Rangiora Closed Landfill flood protection works until 23/24, and new budgets to design and install a stormwater management system to ensure ongoing consent compliance at Southbrook RRP as per 2(l).

(l) **Approves** the following changes to Disposal Account capital works budget for 21/22:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Capital Expenditure			
New Works	385.1	327.6	-57.5
• Southbrook – Disposal Pit Upgrade & Rd Realignment	146.1	154.6	+8.5
• Minor Upgrades	40.0	124.0	+84.0
• Closed Landfill flood protection	150.0	0.0	-150.0

(m) **Approves** continuing to provide the Cust rural recycling drop-off facility for the benefit of rural residents from the greater Cust area.

(n) **Approves** the following changes to Waste Minimisation Account budgets:

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Direct Expenditure			
Waste Minimisation Implementation	114.7	120.1	+5.4
Depreciation	23.7	25.3	+1.6
Capital Expenditure			
Southbrook – Resource & Recovery Area Upgrades	138.0	380.0	+242.0

(o) **Notes** that the increase in the Waste Minimisation Implementation budget is the result of updated tonnage figures owing to increased use of the Cust rural recycling drop-off facility, which is partially offset by reduced recycling processing charges.

(p) **Notes** that the design and consenting costs for the Southbrook Resource & Recovery Area Upgrades project has been increased owing an overall increase in the site footprint which will increase total project costs.

(q) **Notes** that staff propose to finalise the Southbrook RRP site development plans in consultation with the Solid & Hazardous Waste Working Party, and will provide further information to Council about the extent and cost of the proposed upgrades prior to their inclusion in the 22/23 Annual Plan Budgets for public consultation.

3. **BACKGROUND**

Landfill Levy

- 3.1 The Ministry for the Environment (MfE) have confirmed that Cabinet has approved increasing the Landfill Levy from \$10/tonne to \$20/tonne (GST exclusive) as from 1 July 2021. The regulations relating to information requirements around waste minimisation have recently been released. We will be required to report on the tonnages and type of materials received at our facilities as from 1 January 2022.
- 3.2 The draft LTP budgets were prepared on the assumption that the \$10/tonne increase would take place in July 2021, therefore this will not result in any changes to those proposed in the draft Solid Waste budgets or to Solid Waste Services Fees and Charges for disposal of rubbish except as noted in 3.7 and Section 4 below in relation to the adjustment of Oxford transfer station (TS) gate charges.
- 3.3 Staff note that the cleanfill pits that Council operates are classified as “controlled fills” under the new regulations. This will require the Council to charge a \$10/tonne + GST levy on the materials being disposed of at these sites which will be forwarded to the MfE, as from 1 July 2023. We will be required to begin reporting on the weight of materials accepted at our cleanfill sites as from 1 January 2023.

Fees & Charges

Oxford transfer station

- 3.4 The gate charges at Oxford transfer station are set to match the charges at Southbrook RRP, despite the additional costs for transporting materials from Oxford to Southbrook or another processing facility. This ensures equity for residents who dispose of waste materials at either of Council’s solid waste handling facilities. The additional costs for transport of refuse from Oxford are partially funded by general rates, and the costs for management of and removal of recycling and hazardous waste from Oxford TS will be funded by a mix of general rates and waste levy funds.
- 3.5 The Fees & Charges schedule prepared for the draft budgets did not allow for General Waste (Refuse) gate charge increases for minimum load, wheelie bin and car boot/rear hatch at Oxford transfer station that would have been in line with the increases proposed at Southbrook RRP.
- 3.6 The Waste Minimisation (Information Requirement) Regulations 2021 (appended in *Attachment iii*) were recently released by the Ministry for the Environment. These include a conversion factor for volume to weight calculations, which will form the basis for reporting to the Ministry on waste and diversion quantities from disposal facilities that do not have weighbridges.
- 3.7 In addition to amending the charge for a minimum load for rubbish to match the increase proposed at Southbrook RRP, staff have used these new conversion factors to adjust proposed general waste charges at Oxford TS, which has resulted in some increases and some decreases for individual charges.

Southbrook RRP

- 3.8 The gate charges for cleanfill and hardfill are currently set to cover all costs associated with operating the cleanfill pits. When preparing the previous Fees & Charges Schedule staff increased the per-tonne gate charge for cleanfill received at Southbrook RRP, but did

not allow for a proportional increase for cleanfill and hardfill that is self-delivered to the Council's cleanfill pits.

- 3.9 The schedule also did not include charges for Commercial Comingled Recycling disposed of at Southbrook resource recovery park (RRP), and incorrectly identified the new charge for an extra-large loader tyre as a weight-based charge, not a per-item charge.
- 3.10 Council has previously approved the on-charge of costs for processing recycling at Eco Central Ltd to commercial collection companies. The Fees & Charges schedule prepared for the Council's meeting in January 2021 to consider the draft LTP budgets unfortunately omitted the Commercial Comingled Recycling charge.
- 3.11 The Solid Waste budgets for the draft LTP had been prepared on the assumption that the processing charges would remain their current level. Staff were advised late in January 2021 that the recycling processing charge would reduce by \$20/tonne excluding GST. This advice was received too late to be included in the LTP budgets.
- 3.12 The proposed gate fee charge amendments discussed above are shown in **Table 4** and are highlighted in yellow in the final Fees & Charges Schedule (*Attachment i*).

Recycling Bin Audits

- 3.13 Since commencement of the recycling bin audits, a number of recycling bins have been removed owing to continued high levels of contamination. The number of confiscated bins is likely to increase as Council has approved the continuation of the audits over a 24 week period. Before these bins are returned, the property owner must sign an agreement form and pay for the return of the bins. The current delivery charge of \$17.50 does not act as a deterrent to 'losing' the bin, and is not consistent with Christchurch City Council's processes and charges.

Revenue and Operations Budgets

- 3.14 Ecocentral Ltd advised staff in late January 2021 that their processing charged were reducing by \$20/tonne excluding GST, as from 1 January 2021. There was insufficient time to include this reduction in the draft LTP budget sheets and Fees & Charges schedules.
- 3.15 The rated bin numbers used for the draft LTP were based on "future rates" as at the end of September 2020, plus an allowance for growth. Staff have subsequently received updates "future rates" figures for inclusion in the final LTP budgets which will impact on revenue and expenditure in both the Collection and Disposal Accounts.

Kerbside Collection

- 3.16 The Council has approved continuation of kerbside recycling audits for a 24 month period. These audits commenced in mid-April and will be completed by the end of September 2021. Staff have added an allowance for 13 weeks of kerbside recycling bin audits in 21/22, increased the cost for ongoing annual bin-checks as from 21/22, and an allowance for some ongoing contaminated recycling disposal costs. The latter costs are predominantly offset by the reduction in recycling processing costs discussed in 3.13.

Cust rural recycling facility

- 3.17 Report 210315043452, which was referred to the Council by the SHWWP, discussed the fact that the costs to remove the comingled recycling from Cust and transport to Southbrook RRP, to process this material, and to maintain the Cust site are somewhat higher than the costs for removal and processing of separated recyclables from Southbrook RRP.

- 3.18 However the report also stated that this model is providing a convenient recycling drop-off service for residents in the rural area around Cust, and that users of the Cust rural recycling drop-off facility are generally abiding with our acceptance criteria, and contamination levels are minimal.
- 3.19 There is an expectation in the wider Cust community that this service will be continued, particularly as there has been a reduction in 'nuisance' issues reported in relation to litter and noncompliance with our acceptance standards. At their meeting on 4 May 2021, the Council supported continuing this service to rural residents of the wider Cust area.
- 3.20 At their meeting on 4 May 2021, the Council approved the recommendations in report 210315043452, of which the main recommendations most pertinent to the LTP budgets were to:
- a. Approve continuing to provide a recycling drop-off facility at the Cust Hotel Carpark for rural residents in the greater Cust area until 30 June 2021, and
 - b. Note that staff would update the LTP budgetary allowances for costs to transport and process the recycling from this facility as there has been an increase in usage of this site since the LTP budgets were prepared.

Capital Budgets

- 3.21 Staff are aware that there is a need to ensure capital works are managed in a way to minimise impact on rates and ensure capital works can be managed in-house within staffing resources.
- 3.22 Where projects are being managed by other entities, these could be put further out in order to reduce the risks of the work not being completed and the budgets having to be carried over. The closed landfill flood protection works is a place-holder budget for an ECan-led project, and staff have not received any advice that this work has been scheduled to take place in the upcoming financial year, therefore it would be prudent to defer this budget.
- 3.23 A new project to improve drainage at the refuse pit has been identified as urgent in order to ensure long-term compliance with resource consent conditions. This will be project managed by the Council's project delivery unit, and are staff requesting additional budget for this work to be undertaken in the 21/22 year.
- 3.24 At the time the LTP budgets were prepared, the site development plans for Southbrook RRP were not at a stage to provide information about the costs of the upgrades. Subsequent work has identified that the site footprint will be more extensive than was initially identified which would increase construction costs, however an engineering estimate is not currently available. The plans address a number of shortcoming of the site around capacity and health & safety and allow for expansion for medium term growth.
- 3.25 Staff have received a rough-order-cost estimate of the project costs for the proposed upgrades to the rescore recovery & recycling area and the pit area, which are higher than the budget allowances included in the Disposal and Waste Minimisation Accounts in years 21/22, 22/23 and 24/25 of the Long Term Plan. Staff therefore request that the budgetary allowance in 21/22 in the Waste Minimisation Account for design and consenting of the Recycling and Recovery Area be increased from \$138,000 to \$380,000, based on the rough-order-cost estimate for the project.
- 3.26 It is proposed that Council purchase a strip of land along the southern boundary of the length of the Southbrook RRP site. This would ensure the RRP site can be adequately screened along the southern boundary, and planned landscaping would provide continued wind protection for the site from southerlies. The poplars could be felled in a controlled

manner to allow for establishment of replacement trees over several years. There is a budgetary allowance for this land purchase in 24/25.

- 3.27 Note that staff do not recommend further amending future capital works budgets in the Disposal and Waste Minimisation Accounts for the site upgrades in the LTP.

4. **ISSUES AND OPTIONS**

Fees & Charges

- 4.1. **Table 4** shows the proposed amendments and additions to the Solid Waste Services Fees & Charges schedule for the 21/22 year, as discussed in this report.

Description	Current 20/21	Draft LTP 21/22	Proposed 21/22	Change from 20/21
Oxford Transfer Station gate charges				
Min Load of Refuse	\$5.00/load	\$5.00/load	\$6.00/load	+\$1.00 +20%
Single Wheelie Bin of Refuse	\$11.00/load	\$11.00/load	\$9.00/load	-\$2.00 -18.1%
Car Boot/Rear Hatch of Refuse	\$27.00/load	\$27.00/load	\$22.00/load	-\$5.00 -18.5%
Small Trailer of Refuse	\$42.00/load or by volume	\$44.00/load or by volume	\$53.00/load or by volume	+\$11.00 +26.2%
1-Axle trailer of Refuse	\$75.00/load	\$78.00/load	\$95.00/load	+\$20.00 +26.7%
2-Axle Trailer / Large trailer of Refuse	\$44.00/m ³	\$46.00/m ³	\$56.00/m³	+\$12.00 +27.3%
Compactor Truck of Refuse	\$130.00/m ³	\$133.50/m ³	\$89.00/m³	-\$41.00 -31.5%
Southbrook resource recovery park gate charges				
Commercial Comingled Recycling by weight	\$195.50/tonne	\$195.50/tonne	\$172.50/tonne	-\$23.00 -11.8%
Commercial Comingled Recycling Minimum Charge by Weight	\$4.00	\$4.00	\$3.50	-\$0.50 -12.5%
Loader Tyre X-Large	-	\$105/tonne	\$105.00/tyre	New
Cleanfill by own cartage to pit	\$30.00/m ³	\$34.00/m ³	\$36.00/m³	+\$6.00 +20.0%
Hardfill by own cartage to pit	\$40.35/m ³	\$44.35/m ³	\$46.35/m³	+\$6.00 +14.9%
Other Fees and Charges				
Return of Confiscated Recycling Bin	-	-	\$132.25	New

Table 4: Proposed Amendments and Additions to the Solid Waste Services Fees & Charges Schedule

- 4.2. The final schedule of Fees & Charges for Solid Waste Services is shown in **Attachment i** for Council's consideration. The recommended amendments and additions to the schedule are highlighted in yellow.
- 4.3. Note that the alterations to the fees and charges have impacted on some of the Disposal Account income codes, which are shown in **Table 6**.

Oxford transfer station.

- 4.4. In addition to amending the charge for a minimum load for rubbish to \$6.00 to match the increase proposed at Southbrook RRP, staff have used the newly released conversion factors (refer to 3.7) to adjust proposed charges at Oxford TS. This has resulted in a decrease in the charges for smaller loads and for compactor trucks, and higher increases than signalled in the per-volume trailer charges which are consistent with the charges for "skip bins" that were initially proposed in the draft LTP.
- 4.5. The Council could choose to keep the Oxford TS gate at the 20/21 level. There is always a risk that increasing gate charges to cover cost increases will drive perverse behaviours such as fly tipping, therefore keeping these charges low will mitigate that risk. However there are additional costs associated with operating the Oxford TS site and transportation of rubbish from Oxford to Southbrook RRP for consolidation and transport to Kate Valley Landfill, which should ideally be recovered as much as possible through user-pays charges.
- 4.6. The landfill levy increases are being externally applied on a national basis, and the levy is charged at landfill. This is a "pay as you throw" user-pays fee, and any increases should be passed on to customers at the facility that receives the waste. The levy increase has been applied to Southbrook RRP gate charges in order to recover the increased landfill costs.
- 4.7. Utilising the updated conversion factors to calculate the volume-based charges for rubbish at Oxford TS will enable the Council to more accurately assess the total weight of rubbish brought in to the site, for reporting purposes. The proposed new charges are also more likely to be proportional to the weight-based charges at Southbrook RRP.
- 4.8. Staff therefore recommend that the disposal charges for refuse received at Oxford transfer station be amended as shown in **Table 4**, to ensure the charges are based on the most recent conversion factor, to match or generally be in proportion to the increases proposed for Southbrook RRP, and ensure the increases in the landfill levy are passed on to users.
- 4.9. Further work is planned for the 21/22 year to determine:
- 4.9.1. The levels of service the Council could provide for the western portion of the District in relation to disposal waste and recyclable materials at Oxford;
 - 4.9.2. The methods by which we would capture the necessary disposal information and reporting this to the Ministry for the Environment as from 1 January 2022, and the potential costs that would be incurred in gathering this information; and
 - 4.9.3. How best to fund the proposed services.
- 4.10. Staff will report on the outcomes of these investigations, recommend a pathway forward, and propose to update the 22/23 and 23/24 Annual Plan Budgets in accordance with the approved service levels.

Southbrook RRP

- 4.11. Commercial Comingled Recycling Disposal.
- 4.12. The Fees & Charges schedule prepared for the Council's meeting in January 2021 to consider the draft LTP budgets did not include the Commercial Comingled Recycling charge, although Council had previously approved that the recycling processing costs at Eco Central Ltd be directly on-charged to commercial collection companies.
- 4.13. The Council could choose to keep the Commercial Comingled Recycling charge at \$195/tonne, as advertised in the draft LTP. This would mean some of the operational costs to handle the recycling at Southbrook RRP and Council overheads costs would be recovered. However a lower recycling disposal charge would keep costs lower for the collectors and their customers, which will encourage more diversion. This will help the Council meet its targets to reduce landfill weights and increase diversion from landfill.
- 4.14. Staff recommend that charges for Commercial Comingled Recycling be added into the final Fees & Charges schedule, and that this gate charge be reduced from \$195.50/tonne to \$172.50/tonne including GST as shown in **Table 4**. Further, staff recommend that a "minimum charge by weight" of \$3.50 for Commercial Comingled Recycling also be added to the Fees & Charges schedule, to be consistent with all other weight-based gate charges.
- 4.15. Extra-Large Loader Tyre Charge. This is a minor alteration to how the charge is applied, correcting the charge from "per tonne" to "per tyre". A per tyre charge is in keeping with the other tyre charges. Retaining the charge at the initial "per tonne" charge would result in under-recovering the costs for the removal of extra-large loader tyres.
- 4.16. Cleanfill & Hardfill. In relation to gate charges for cleanfill and hardfill disposed of at Council-controlled cleanfill pits, the gate charges are currently set to cover all costs associated with operating the cleanfill pits. Applying the new conversion factor for high-density material from the new regulations would result in a substantial increase in the charges for self-delivered cleanfill and hardfill to the pits, which is not appropriate for the level of costs Council incurs in managing the unmanned sites.
- 4.17. If the Council were to substantially increase their charges for cleanfill and hardfill disposal in 21/22 it could result in an increase in fly-tipping. It would most likely impact on the costs for construction work, as contractors would either pass the increased disposal costs on to their customers, including the Council, or would send their materials to another site which would increase their cartage costs.
- 4.18. Staff recommend that a minor increase only be made to the gate charges for cleanfill and hardfill for 21/22, from \$30/m³ to \$36/m³ for cleanfill (natural materials such as soils & gravels) and from \$40.35/m³ to \$46.35/m³ for clean hardfill (materials such as concrete & cured asphalt). These are in proportion to the increase proposed for the per-weight cleanfill charge at Southbrook RRP.
- 4.19. Further work is planned for the 21/22 year to determine:
- 4.19.1. What level of service the Council should be providing in relation to disposal of cleanfill and hardfill;
 - 4.19.2. The methods by which we would capture the necessary disposal information and reporting this to the Ministry for the Environment as from 1 January 2023, and the potential costs that would be incurred in gathering this information; and
 - 4.19.3. The costs Council would incur from charging a "landfill levy" for these materials on behalf of the Ministry as from 1 July 2023.

- 4.20. Staff will report on the outcomes of these investigations, recommend a pathway forward, and propose to update the 22/23 and 23/24 Annual Plan Budgets in accordance with the approved service levels.

Kerbside Collection

- 4.21. Fee for Returning Confiscated Recycling Bins. Since commencement of the recycling bin audits, a number of recycling bins have been removed owing to continued high levels of contamination. The number of confiscated bins is likely to increase given that Council has approved the continuation of these audits over a 24 week period. Before the confiscated bins are returned the property owner must sign an agreement form and pay for the return of the bins.
- 4.22. Currently Council is limited to invoicing property owners a bin delivery fee of \$17.50, which is proposed to be increased to \$18.00 for the 21/22 year. This does not act as a barrier to return of the bin, but does not provide a financial incentive to ensure the recycling bin does not get contaminated on a regular basis.
- 4.23. The two options for Council's consideration are to continue to charge the lower "Bin Delivery" fee for return of a recycling bin that was removed owing to ongoing contamination; or to charge a higher fee that will provide a financial incentive to ensure the recycling bin does not get contaminated on a regular basis in future.
- 4.24. Staff recommend that a new fee for "Return of Confiscated Bin" be approved, rather than continue to charge the much lower "Bin Delivery Fee", in order to ensure that the bin-return-fee acts as a deterrent to losing the bin and to be more consistent with Christchurch City Council's processes. The fee for returning a confiscated bin is proposed to be \$132.25, which is the same as the fee for replacement for a missing or damaged bin.

Revenue and Operations Budgets

- 4.25. Ecocentral Ltd advised staff in late January 2021 that their processing charged were reducing by \$20/tonne excluding GST, as from 1 January 2021. Staff have amended the Kerbside Collection, Disposal and Waste Minimisation Account budgets to reflect these lower processing charges from 21/22 through to 26/27, at which date staff project that another drop in processing charges is likely to occur.
- 4.26. Staff have updated the rated bin numbers for the Collection Account, based on future rates as at 30 April 2021. This impacts on a number of revenue and operational budgets in both the Collection and Disposal Accounts.

Collection Account

- 4.27. Individual bin collection rates for recycling, refuse and organics have not been adjusted from the figures included in the draft LTP, however the total value of rates collected is dependent on bin numbers.
- 4.28. Growth does not appear to be as strong in new properties as was anticipated at the time of preparing the draft LTP budgets, and the latest "future rates" figures indicate there will be fewer recycling bins than anticipated at the start of the 21/22 year. Conversely there continues to be an increased demand for rubbish and organics bins, over the 'growth' figures, which has resulted in more of these bins being in service than was forecast.
- 4.29. The budgets that relate to rates income, and for collection of and disposal of materials have been amended in proportion to the changes in bin numbers.

- 4.30. Council have approved continuing intensive bin audits for a 24 week period, which will be completed by the end of September 2021. Staff recommend that the Kerbside Management and Promotions, Collection, and Contract Payments Recycling budgets be increased in 21/22 to fund these bin audits, ongoing lower-level audits of bins for the remainder of the year, provision of collateral, and additional costs for disposal of contaminated recycling.
- 4.31. Staff also recommend that, from 22/23 onward, the budget for lower-level “maintenance” bin checks be increased from \$50,000 to \$75,000 p.a. This would increase the Kerbside Management and Promotions budget in 22/23 from \$143,100 to \$174,320. This budget would be annually adjusted for CPI.
- 4.32. The reduction in recycling processing charges partially offsets the proposed budget increases from 21/22 through to 25/26. **Table 5** shows the overall budget movements which are a result of these changes, and for minor amendments to internal Council charges for U&R overheads recovery in the 21/22 year.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Recycling Bin Rate	1,803.4	1,799.8	-3.6
Refuse Collection Rates	1,365.6	1,420.6	+55.0
Organics Collection Rates	1,037.3	1,115.1	+77.7
Refuse Bag Revenue	460.6	456.2	-4.4
Wheelie Bin Fees	81.1	80.0	-1.1
Rates Penalties	11.7	12.3	+0.7
Operational Expenditure			
Kerbside Collection management & promotions	138.0	153.6	+15.6
Overhead recovery 3 Waters and roading	257.0	256.5	-0.5
Collection	684.9	686.2	+1.4
Disposal Charges Refuse	1,092.8	1,124.9	+32.1
Disposal Charges Organics	504.9	552.5	+47.6
Landfill Levy	98.6	101.5	+2.9
Contract Payments – Refuse Collection	449.1	452.5	+3.4
Contract Payments Recycling	558.4	593.7	+35.3
Contract Payment Organics	577.5	620.0	+42.5

Table 5: Proposed changes to Collection Account Revenue and Operational Budgets

- 4.33. There are sufficient funds available in the Kerbside Collection account balances to fund this increased expenditure in 21/22 without impacting on rates, and staff do not propose to amend the 21/22 rate charges that were presented in the draft LTP budgets.
- 4.34. However a \$2 increase to Recycling Bin Rates (increasing the rate from \$105 to \$107 p.a.) in 22/23 will be necessary to fund ongoing audits and CPI adjustments. A reduction in recycling rates has been identified as likely in 26/27 when a number of product stewardship schemes are anticipated to be operating, however this staff have been conservative in

forecasting this decrease so that the kerbside recycling rate is projected to be higher as from 22/23 than initially forecast in the draft LTP budgets.

- 4.35. Staff have also made minor adjustments to forecast recycling bin numbers and to the annual rates for Refuse and Organics Bins from 22/23 through to 29/30 which will smooth rate increases over this period and fund increases to refuse and organics disposal charges, CPI adjustments, and projected increases in bin weights. The 30/31 refuse and organics bin rates are forecast to be of a similar order to the figures included in the draft LTP.

Disposal Account

- 4.36. Proposed changes to the gate charges for refuse and hardfill will have a minor impact on the revenue codes for Gate Sales and Hardfill Pit. The reduced gate charges for commercial recycling will reduce revenue for Recycling.
- 4.37. The lower recycling processing charge will result in a decrease in the costs for processing comingled recycling coming through Southbrook RRP, Oxford TS and Cust RRP. The costs for processing recycling from the Cust RRF have been removed from the Disposal Account, as these will be fully funded out of the Waste Minimisation Account.
- 4.38. The budget figures for Gate Sales and Refuse Collection Charges, and for the expenditure codes for Refuse to Landfill, Greenwaste and Transportation have been amended as a result of the increase in refuse and organics bin numbers, because this will change the flow of waste coming into Council's waste handling facilities.
- 4.39. **Table 6** shows the overall budget movements which are a result of these changes, and for minor amendments to internal Council charges for U&R overheads recovery and allowances for depreciation, in the 21/22 year.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Gate sales	2,892.5	2,828.8	-63.7
Hardfill Pit	59.3	59.9	+0.5
Refuse Collection Charges	1,092.8	1,124.9	+32.1
Recyclables	77.4	73.3	-4.2
Operational Expenditure			
Overhead recovery 3 Waters and roading	141.9	141.6	-0.3
Recycling	338.9	318.1	-20.8
Refuse to Landfill	1,793.3	1,783.9	-9.4
Greenwaste	237.9	226.5	-11.5
Transportation	588.9	583.5	-5.4
Depreciation	127.6	128.6	+1.0

Table 6: Proposed changes to Disposal Account Revenue and Operational Budgets

- 4.40. An operating surplus of approximately \$261,900 is forecast for the Disposal Account. The overall changes to revenue and expenditure therefore do not greatly impact on the forecast operating surplus in the Disposal Account.

Waste Minimisation Account

- 4.41. Staff have adjusted the figures for transportation and processing of recycling from the Cust rural recycling facility, increasing the tonnage estimates by 40% to reflect the increased usage. The costs from the projected increase in usage is partially offset by the decreased processing charges at EcoCentral. Overall, this would result in an estimated \$5,322 (24%) increase in transportation and processing costs, above the initial budgetary allowance of \$21,962.
- 4.42. Note that this would increase the Waste Minimisation Implementation budget from \$114,731 to \$120,053, or by 4.6%. There are sufficient funds in the Waste Minimisation account balance to fund the additional expenditure without calling on rates.
- 4.43. Staff recommend that Council approves continuing to provide recycling services in Cust at the rural recycling facility, and that the budgetary allowance for Waste Minimisation Implementation be increased from \$114,731 to \$120,053 in the 21/22 year. Staff will continue to monitor the use and costs for this service on an ongoing basis.

Capital Budgets

Disposal Account

- 4.44. Closed landfill flood protection. This project would be led by Environment Canterbury, as it would comprise protection works along their stop-bank downstream of the railway bridge. This work was to be informed by a report undertaken by Tonkin & Taylor, which has been circulated to Council staff by ECan.
- 4.45. We have not received any advice that this work has been scheduled to take place in the upcoming financial year. In order to reduce the risk that this work will not be carried out in the coming year and that this capital budget will not be called on, staff recommend that the \$150,000 funding allowance for flood protection at Rangiora Closed Landfill be deferred from 21/22 to 23/24. A figure of \$158,520 has been added to the 23/24 year to allow for CPI increases.
- 4.46. Drainage Improvements at Pit. As previously reported to Council in Report 210422065570, staff request additional budget allowances in the 21/22 year for drainage infrastructure to better manage drainage of contaminated stormwater at the refuse pit entrance. This work is to ensure compliance with the current resource consent conditions, and is to be undertaken in advance of the planned roading and pit upgrade scheduled for the 24/25 year.
- 4.47. The rough order cost estimate for the additional budgets are \$8,500 for the investigations and design, and \$84,000 for construction. Staff propose to report to the Utilities & Roading Committee on the final option and engineers' estimate for this project, once the design has been finalised, prior to commencing the construction work.
- 4.48. Staff project that the Disposal Account would have sufficient funds available for this work in the account balance, without having to loan-fund the work.
- 4.49. Refuse Pit and Roading Upgrades. At the time the LTP budgets were prepared, the site development plans for Southbrook RRP were not at a stage to provide information about the costs of the upgrades.
- 4.50. Subsequent work has identified that the site footprint will be more extensive than was initially identified which would increase construction costs, however an engineering

estimate is not currently available. The plans address a number of shortcomings of the site around capacity and health & safety and allow for expansion for medium term growth.

- 4.51. Staff have received a rough-order-cost estimate of the project costs for the proposed upgrades to the resource recovery & recycling area and the pit area, which are higher than the budget allowances included in years 21/22, 22/23 and 24/25 of the Long Term Plan.
- 4.52. Note that staff do not recommend amending the Disposal Account capital works budgets for the Southbrook Pit and Rooding Upgrades. Refer to 4.58 for the proposed pathway forward for the proposed upgrades.
- 4.53. Land Purchase.
- 4.54. Staff have reviewed the cost estimated for purchasing the strip of land along the southern boundary of the length of the Southbrook RRP site. The initial "square metre" price provided two years ago has been superseded by a price based on more recent land valuations and negotiations in the Southbrook area.
- 4.55. Staff therefore recommend that the funding allowance for this proposed land purchase in 24/25 be increased from \$412,034 to 741,000, and that this be loan-funded out of the Disposal Account.

Waste Minimisation Account

- 4.56. Resource Recovery & Recycling Area Upgrades. As outlined in 4.49 to 4.52, staff have received updated rough-order-cost estimates for design and construction of the recycling and recovery areas and proposed education centre at Southbrook RRP, which will be funded out of the Waste Minimisation Account.
- 4.57. Staff request that the budgetary allowance in 21/22 in the Waste Minimisation Account for design and consenting of the Recycling and Recovery Area be increased from \$138,000 to \$380,000. This increase is based on the rough-order-cost estimate for the project and allows for an increased level of design work, including design of stormwater management areas, and higher consent application and processing costs.
- 4.58. Staff propose that the plans be finalised in consultation with the Solid & Hazardous Waste Working Party, and that once further information about the extent and cost of the proposed upgrades is available, this will be brought to Council before the 22/23 Annual Plan Budgets are prepared for public consultation.
- 4.59. Staff propose to loan-fund the increased design and consenting costs. The Waste Minimisation Account is primarily funded through landfill levy funding, which will increase over the next four years, and the proposed loan is not expected to impact on rates.
- 4.60. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The amendments to the gate charges in the fees & charges schedule are relatively minor. Commercial collectors that use Southbrook RRP for disposal of waste have been advised of the likely price increases at Southbrook and the cleanfill pit.

5.2. Wider Community

The wider community has not been specifically consulted on proposed increases to gate charges, kerbside collection rates and bag charges, although these were included in the Council's Fees & Charges schedule. Lowering the costs for smaller loads of rubbish at Oxford transfer station will generally be supported, but the increase for trailer-loads will likely cause some complaint.

The community has not been specifically consulted on the levels of service that would be provided at Southbrook RRP in the proposed upgrades, and it will be necessary to provide that opportunity once the site development plan has been approved by the Council.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

Collection

The rates for recycling bins are set to recover collection and processing charges, plus other fixed Council operating costs. The refuse and organics bin rates are generally set to recover the costs associated with collection and disposal of refuse and organics, with some cross subsidy proposed for organics and recycling services from our waste levy funding as from 21/22 onwards.

Table 7 shows the changes proposed to the Collection Account budgets.

The additional costs associated with recycling bin audits will increase expenditure in the Collection Account. The reduced recycling processing charges partially offset the costs for the audits.

The decrease in recycling bin numbers to the initial projections will result in a lower total rate-take for recycling services. However there are sufficient funds projected in the account balance to fund the operational and overhead costs in the 21/22 year without increasing the targeted recycling bin rate.

Staff had included increases to both the refuse and organics rates in the 21/22 year in the draft LTP, which we do not propose to amend. The increase in bin numbers has increased the overall rate take for refuse and organics services over that projected in the draft LTP.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Recycling Bin Rate	1,803.4	1,799.8	-3.6
Refuse Collection Rates	1,365.6	1,420.6	+55.0
Organics Collection Rates	1,037.3	1,115.1	+77.7
Refuse Bag Revenue	460.6	456.2	-4.4
Wheelie Bin Fees	81.1	80.0	-1.1
Rates Penalties	11.7	12.3	+0.7
Operational Expenditure			
Kerbside Collection management & promotions	138.0	153.6	+15.6
Overhead recovery 3 Waters and roading	257.0	256.5	-0.5

Collection	684.9	686.2	+1.4
Disposal Charges Refuse	1,092.8	1,124.9	+32.1
Disposal Charges Organics	504.9	552.5	+47.6
Landfill Levy	98.6	101.5	+2.9
Contract Payments – Refuse Collection	449.1	452.5	+3.4
Contract Payments Recycling	558.4	593.7	+35.3
Contract Payment Organics	577.5	620.0	+42.5
Operating Surplus (Deficit)	(54.0)	(126.4)	-72.4
Total transfers	12.5	7.4	-5.2
Net Surplus (deficit)	(41.5)	(119.1)	-77.6
Account Closing Balance	603.8	526.2	-77.6

Table 7: Proposed changes to Collection Account Revenue and Operational Budgets

Staff recommend that an allowance to increase the recycling rate by \$2 in 22/23 be included in the LTP in order to fund the ongoing costs which have increased owing to the need to manage contamination in recycling bins. The refuse and organics rates have been adjusted from 22/23 to 30/31 to smooth the rate increases that were initially proposed in the draft LTP: the rate increases are generally of the same order as in the draft LTP. Recycling bin 'growth' forecasts have also been adjusted from 22/23 through to 29/30.

Disposal

Table 8 shows the overall budget movements which are a result of proposed changes, and for minor amendments to internal Council charges for the weighbridge computers and allowances for depreciation, in the 21/22 year.

Proposed changes to the gate charges for refuse and hardfill will have a minor impact on the revenue codes for Gate Sales and Hardfill Pit. The reduced gate charges for commercial recycling will reduce revenue for Recycling. The lower recycling processing charge will result in a decrease in the costs for processing comingled recycling coming through Southbrook RRP and Oxford TS.

The budget figures for Gate Sales and Refuse Collection Charges, and for the expenditure codes for Refuse to Landfill, Greenwaste and Transportation have been amended as a result of the increase in refuse and organics bin numbers, because this will change the flow of waste coming into Council's waste handling facilities.

An operating surplus of approximately \$260,900 is forecast for the Disposal Account. The overall changes to revenue and expenditure therefore do not greatly impact on the forecast operating surplus in the Disposal Account.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Revenue			
Gate sales	2,892.5	2,828.8	-63.7
Hardfill Pit	59.3	59.9	+0.5
Refuse Collection Charges	1,092.8	1,124.9	+32.1
Recyclables	77.4	73.3	-4.2

Operational Expenditure			
Overhead recovery 3 Waters and roading	141.9	141.6	-0.3
Recycling	338.9	318.1	-20.8
Refuse to Landfill	1,793.3	1,783.9	-9.4
Greenwaste	237.9	226.5	-11.5
Transportation	588.9	583.5	-5.4
Depreciation	127.6	128.6	+1.0
Operating Surplus (Deficit)	247.6	261.9	+14.6
Capital Surplus (Deficit)	(432.9)	(375.4)	+57.5
Total Transfers/loans etc.	414.7	260.5	(154.2)
Net Surplus (Deficit)	229.4	147.0	-82.3
Account Closing Balance	1,112.5	1,030.2	-82.3
Capital Expenditure Changes			
New Works	385.1	327.6	-57.5
• <i>Southbrook – Disposal Pit Upgrade & Rd Realignment</i>	146.1	154.6	+8.5
• <i>Minor Upgrades</i>	40.0	124.0	+84.0
• <i>Closed Landfill flood protection</i>	150.0	0.0	-150.0

Table 8: Proposed changes to Disposal Account Revenue, Operational and Capital Budgets

The changes to the timing of the closed landfill flood protection has also moved the loan-funding for this project out to 23/24, which accounts for the overall decrease in the net surplus for the Disposal Account in the 21/22 year.

The proposed increase to the land purchase budget in 24/25 will be loan-funded out of the Disposal Account, rather than with the surplus in the account balance. The closing balance of the Disposal Account is accumulating funds for the purpose of funding future renewals, and operating surpluses are generally used to offset depreciation costs.

Waste Minimisation

Staff have adjusted the figures for transportation and processing of recycling from the Cust rural recycling facility, increasing the tonnage estimates by 40% to reflect the increased usage. The costs from the projected increase in usage is partially offset by the decreased processing charges at EcoCentral. This can be accommodated within the forecast revenue budgets.

The proposed budget increase for design and consenting will be loan funded, in order to retain the account balance at a level that would be able to fund any unanticipated costs or offset lower-than-forecast levy funding. This has resulted in a reduction in the account's net deficit, and an increase to forecast account balances.

Description	Draft LTP 21/22 budget (\$,000)	Proposed LTP 21/22 budget (\$,000)	Difference (\$,000)
Direct Expenditure			
Waste Minimisation Implementation	114.7	120.1	+5.4

Depreciation	23.7	25.3	+1.6
Operating Surplus (Deficit)	159.3	151.8	-7.5
Capital Surplus (Deficit)	(205.5)	(447.5)	+57.5
Total Transfers/Loans etc.	(117.5)	274.5	(154.2)
Net Surplus (Deficit)	(163.7)	(21.2)	142.5
Account Closing Balance	278.3	420.8	142.5
Capital Expenditure			
Southbrook – Resource & Recovery Area Upgrades	138.0	380.0	+242.0

Table 9: Proposed changes to Waste Minimisation Account Operational Budgets

The closing balance of the Waste Minimisation Account is accumulating funds for the purpose of funding future renewals, and operating surpluses are generally used to offset depreciation costs.

6.2. Community Implication

The amendments to Fees and Charges are generally minor, however the higher charges for trailers at Oxford TS may result in some pushback by customers.

The proposed upgrades for Southbrook RRP will provide a better level of service for customers, will enable the Council to divert more household goods and also building materials which will in turn provide a lower-cost and more sustainable alternative for residents in financial need to purchase these items.

6.3. Risk Management

There is a risk that a higher charge for the return of bins confiscated because of ongoing contamination will act as a barrier to the return of the bins, rather than a deterrent to the loss of the bin. We will have the ability to consider the option to waive charges on a case by case basis.

There is a risk that residents who cannot use their own recycling bins to dispose of 'rubbish' will contaminate neighbours bins. There is also a risk that organics bins will be contaminated, and this will be monitored on an ongoing basis.

Residents may call for a larger rubbish bin, in reaction to greater limitations on what can be recycled. This can be considered by the Council, and would involve negotiating a variation to the collection contract. There would be a higher rate for a 240L rubbish bin, which is likely to be in excess of \$210 p.a.

There is a risk that higher gate charges will cause an increased level of fly tipping, particularly in relation to the charges at Oxford TS. The service level review will include the option of applying a pay-by-weight system that is comparable to the charges at Southbrook RRP. Council will also have to consider how best to fund solid waste management costs for Oxford TS as part of this assessment.

The Southbrook RRP site is operating at capacity, particularly the recycling and recovery area, and the upgrades necessary, however there is a risk that the costs of the upgrades are seen to be unacceptable. This issue will be addressed as part of the engagement and consultation processes proposed for the upcoming year.

6.4. **Health and Safety**

The auditors and Council are at risk from aggressive residents, although the risk is higher for the auditing team as they will be in the community. The contractors and Council have good processes in place to minimise the risk to the audit teams and to staff communicating with unhappy residents.

The upgrades propose to address some significant H&S risks in relation to conflicts between customers and operational vehicles, as well as looking to increase capacity and levels of service for customers. A Safety in Design process will be undertaken to further reduce these and additional H&S risks.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Local Government Act Part 6: Planning, decision-making, and accountability

Waste Minimisation Act Part 4 Responsibilities of territorial authorities in relation to waste management and minimisation

S42 Territorial authorities to encourage effective and efficient waste management and minimisation

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

S46 Funding of plans.

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.

S26(2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—

(a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and

(b) the plan provides for charges to be set in this manner.

S52 Waste management and minimisation services, facilities, and activities

(1) A territorial authority may undertake, or contract for, any waste management and minimisation service, facility, or activity (whether the service, facility, or activity is undertaken in its own district or otherwise).

(2) A territorial authority must exercise a power under subsection (1), and charge fees associated with the exercise of the power, in accordance with its waste management and minimisation plan.

S53 Proceeds from activities and services must be used in implementing waste management and minimisation plan

A territorial authority may sell any marketable product resulting from any activity or service of the territorial authority carried out under this Part, but any proceeds of sale must be used in implementing its waste management and minimisation plan.

7.3. **Community Outcomes**

Core utility services are provided in a timely and sustainable manner

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

7.4. **Delegations**

The Council has the delegated authority to annually approve budgets in the Long Term Plan and subsequent Annual Plans

FEES AND CHARGES INCOME INCLUDED IN STAFF SUBMISSION

Prices for refuse (rubbish) disposal includes ETS charges, \$20/t Landfill Levy, and 15% GST. Any changes to Landfill Levy or GST will be passed on to customers at the time these charges are imposed.

REFUSE GATE CHARGES (includes \$20/t + GST landfill levy) Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
“Official” WDC refuse bag	Free	Free	n/c (no change)
Minimum Load (up to 2 x 60 litre bags) (0.12m³; net load approx. 20kg)	\$5.00/load	\$6.00/load	+\$1.00 (+20%)
All Vehicles By Weight	\$266.30/tonne	\$277.80/tonne	+\$11.50 (+4.3%)
Private Collector Waste (\$/tonne)¹ ≥2,000 tonnes per year	¹⁾ \$231.90/tonne	¹⁾ \$243.40/tonne	+\$11.50 (+5.0%)
Minimum Charge By Weight Equivalent weight: 20kg	\$5.00/load	\$6.00/load	+\$1.00 (+20%)
Weigh Only	\$10.00/weigh	\$10.00/weigh	n/c

Note: ¹⁾ requires separate contract with the Council

REFUSE GATE CHARGES - Oxford Transfer Station	Current 20/21	Proposed 21/22	Change
“Official” WDC refuse bag	Free	Free	n/c
Minimum Load (approx. 0.12m³)	² \$5.00/load	\$6.00/load	+\$1.00 (+20%)
Single Wheelie Bin (approx. 0.24m³)	² \$11.00/load	\$9.00/load	-\$2.00 (-18.1%)
Car boot/rear hatch (approx. 0.6m³)	² \$27.00/load	\$22.00/load	-\$5.00 (-18.5%)
Small Utes/Small 1-axle Trailers with low sides (approx. 0.9m³) 1-axle trailers less than 1.8m x 1.2m	² \$42.00/load or by volume	\$53.00/load or by volume	+\$11.00 (+26.2%)
Vans/Utes/Std 1-axle Trailers with low sides (approx. 1.7m³) Std 1-axle trailer 1.8m x 1.2m to 2.5m x 1.2m charged by load or by volume	² \$75.00/load	\$95.00/load	+\$20.00 (+26.7%)
Large Trailer: high-sided 1-axle, tandem axle, or extra large trailer (\$ per cubic metre rate) Std tandem axle trailer 2.5m x 1.2m up to 3.0m x 1.2m	² \$44.00/m ³	\$56.00/m³	+\$12.00 (+27.3%)
Truck or Skip (\$ per cubic metre)	² \$55.00/m ³	\$56.00/m³	+\$1.00 (+1.8%)
Compactor Truck (\$ per cubic metre)	² \$130.00/m ³	\$89.00/m³	-\$41.00 (-31.5%)

GREENWASTE GATE CHARGES - Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
Minimum Load (up to 2 x 60 litre bags): <i>(0.12m³; net load approx. 20kg)</i>	\$3.00/load	\$3.00/load	n/c
All Vehicles By Weight	\$152.00/tonne	\$152.00/tonne	n/c
Minimum Charge By Weight: <i>Equivalent weight: 20 kg</i>	\$3.00	\$3.00	n/c

GREENWASTE GATE CHARGES - Oxford Transfer Station	Current 20/21	Proposed 21/22	Change
Minimum Load (up to 2 x 60 litre bags) <i>(approx. 0.12m³)</i>	\$3.00/load	\$3.00/load	n/c
Car boot/rear hatch <i>(approx. 0.6m³)</i>	\$14.00/load	\$14.00/load	n/c
Small Utes/Small 1-axle Trailers with low sides <i>(approx. 0.9m³)</i> <i>1-axle trailers less than 1.8m x 1.2m</i>	\$22.00/load	\$22.00/load	n/c
Vans/Utes/Std 1-axle Trailers with low sides <i>(approx. 1.7m³)</i> <i>Standard 1-axle trailer 1.8m x 1.2m up to 2.5m x 1.2m</i>	\$39.00/load	\$39.00/load	n/c
Large Trailer: high-sided 1-axle, tandem axle, or extra large trailer <i>(\$ per cubic metre rate) Std tandem axle trailer 2.5m x 1.2m up to 3.0m x 1.2m</i>	\$23.00/m ³	\$23.00/m ³	n/c

ADDITION TO SCHEDULE

COMMERCIAL COMINGLED RECYCLING GATE CHARGES - Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
All Vehicles By Weight	\$195.50/tonne	\$172.50/tonne	-\$23 (-11.8%)
Minimum Charge By Weight: <i>Equivalent weight: 20 kg</i>	\$4.00	\$3.50	-\$0.50 (-12.5%)

TYRES GATE CHARGES - Southbrook and Oxford Southbrook Transfer Station	Current 19/20	Proposed 20/21	Change
Car Tyre	\$5.00/tyre	\$5.00/tyre	n/c
Car Tyre on rim	\$7.00/tyre	\$7.00/tyre	n/c
4WD Tyre	\$7.00/tyre	\$7.00/tyre	n/c
4WD Tyre on rim	\$9.00/tyre	\$9.00/tyre	n/c

TYRES GATE CHARGES - Southbrook and Oxford Southbrook Transfer Station	Current 19/20	Proposed 20/21	Change
Light Truck Tyre	\$10.00/tyre	\$10.00/tyre	n/c
Ride On Mower/pneumatic forklift Tyre		\$10/tyre	new
ATV Tyre		\$15/tyre	new
Heavy Truck/Bus/solid forklift Tyre	\$20.00/tyre	\$20.00/tyre	n/c
Tractor Tyre Small	\$50.00/tyre	\$50.00/tyre	n/c
Tractor/loader Tyre Medium	\$65.00/tyre	\$65.00/tyre	n/c
Loader Tyre X-Large (this was shown as \$105/tonne in draft LTP budget commentary)	-	\$105.00/tyre	new
Tractor/Loader Tyre Large (> 1.5m diameter) by weight	\$250.00/tonne	\$250.00/tonne	n/c
Minimum Charge by Weight: <i>Equivalent weight: 80 kg</i>	\$20.00	\$20.00	n/c

ELECTRONIC WASTE GATE CHARGES* - Southbrook & Oxford	Current 20/21	Proposed 21/22	Change
Television Sets (CRT)	\$13.00/item	\$13.00/item	n/c
Television Sets (Very Large i.e. rear-projector)	\$25.00/item	\$25.00/item	n/c
Television Sets (Flat Screen)	\$10.00/item	\$10.00/item	n/c
Computer Monitors (CRT)	\$13.00/item	\$13.00/item	n/c
Computer Monitors (Flat Screen)	\$10.00/item	\$10.00/item	n/c
PC's (desktop, laptop, server)	\$3.00/item	\$3.00/item	n/c
Laptop Batteries (without a laptop)	Free	Free	n/c
UPS's	\$3.00/item	\$3.00/item	n/c
Misc. Network Equipment	Free	Free	n/c
Printers, Scanners, Fax Machines (Domestic)	\$5.00/item	\$5.00/item	n/c
Photocopiers (small to medium, domestic use)	\$20/item	\$20/item	n/c
Photocopiers, Printers (large, commercial use)	\$70/item	\$70/item	n/c

<u>ELECTRONIC WASTE GATE CHARGES*</u> - Southbrook & Oxford	Current 20/21	Proposed 21/22	Change
Stereo Systems & Gaming Consoles	\$3.00/item	\$3.00/item	n/c
DVD & VCR Players	\$3.00/item	\$3.00/item	n/c
Small household appliances e.g. toasters, kettles, alarm clocks, drills	\$3.00/item	\$3.00/item	n/c
Other household appliances e.g. vacuums, microwaves	\$3.00/item	\$3.00/item	n/c
Cell Phones	Free	Free	n/c

Note: The charges for domestic-sourced e-waste are subsidised 50% by Council (funded out of the General Rate), however we propose that commercial large printers or photocopiers continue to be charged at the full fee.

<u>WINDOW GLASS GATE CHARGES</u> Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
Flat Pane Glass By Weight	\$118.00/tonne	\$118.00/tonne	n/c
Minimum Charge Flat Pane By Weight <i>Equivalent weight: 40 kg</i>	\$5.00	\$5.00	n/c
Double Glazed Glass By Weight	\$166.00/tonne	\$166.00/tonne	n/c
Minimum Charge Double Glazed By Weight <i>Equivalent weight: 40 kg</i>	\$7.00	\$7.00	n/c
Laminated Glass By Weight	\$211.00/tonne	\$211.00/tonne	n/c
Minimum Charge Laminated Glass By Weight <i>Equivalent weight: 40 kg</i>	\$8.50	\$8.50	n/c

<u>CLEANFILL GATE CHARGES</u> Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
Minimum Load (bag)	\$4.00/load	\$4.00/load	n/c
Car boot/rear hatch (0.6m ³ ; net load approx 100kg)	\$9.50/load	n/a	Charged by weight
All Other Vehicles By Weight <i>Includes (but not limited to): trailer, van, ute, trailer with canopy, truck, skip</i>	\$94.00/tonne	\$100.00/tonne	+\$6.00 (+6.3%)
Minimum Charge By Weight <i>Equivalent weight: 40 kg</i>	\$4.00	\$4.00	n/c

CLEANFILL GATE CHARGES Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
Cleanfill (natural materials) (cleanfill by own cartage to Sutherlands or Garterys Pit)	\$30.00/m ³	\$36.00/m³	+\$6.00 (+\$20.0%)
Hardfill (non-natural materials) (hardfill by own cartage to Sutherlands or Garterys Pit)	\$40.35/m ³	\$46.35/m³	+\$6.00 (+14.9%)
EXPANDED POLYSTYRENE FOAM Southbrook Transfer Station	Current 20/21	Proposed 21/22	Change
Recyclable Expanded Polystyrene Foam (EPS) For Removal To Recyclers			
Minimum load (1 x 60 litre bag; Equivalent weight <1 kg)	\$0/load	\$0/load	n/c
Car boot/rear hatch (0.6m ³ ; Equivalent weight 7 kg)	\$0/load	\$0/load	n/c
Small Utes/Small 1-axle Trailers with low sides (1.0m ³ ; Equivalent weight 11kg): 1-axle trailers less than 1.8m x 1.2m	\$0/load	\$0/load	n/c
Vans/Utes/Std 1-Axle Trailers with low sides (1.7m ³ ; Equivalent weight 20 kg): Std 1-axle trailer 1.8m x 1.2m up to 2.5m x 1.2m	\$17.00/load	\$17.00/load	n/c
All Other Vehicles By Weight Includes (but not limited to): large vans, high-sided 1-axle trailers, extra large 1-axle trailers, 2-axle trailers, 1-axle and 2-axle trailers with canopies, trucks, skips	\$980/tonne	\$980/tonne	n/c
Minimum Charge By Weight (1.7m ³ ; Equivalent weight 20 kg)	\$17.00	\$17.00	n/c
Non-Recyclable Expanded Polystyrene Foam (EPS) For Landfill – for loads containing EPS only			
Minimum load (1 x 60 litre bag; Equivalent weight <1 kg)	\$5.00/load	\$5.00/load	n/c
Car boot/rear hatch (0.6m ³ ; Equivalent weight 7 kg)	\$48.00/load	\$48.00/load	n/c
Small Utes/Small 1-axle Trailers with low sides (1.0m ³ ; Equivalent weight 10 kg): 1-axle trailers less than 1.8m x 1.2m	\$67.50/load	\$67.50/load	n/c
Vans/Utes/Std 1-Axle Trailers with low sides (1.7m ³ ; Equivalent weight 20 kg): Standard 1-axle trailer 1.8m x 1.2m up to 2.5m x 1.2m	\$135.00/load or by weight	\$135.00/load or by weight	n/c
All Other Vehicles By Weight Includes (but not limited to): large vans, high-sided 1-axle trailers, extra large 1-axle trailers, 2-axle trailers, 1-axle and 2-axle trailers with canopies, trucks, skips	\$6,737.00/tonne	\$6,748.50/tonne	+\$11.50 (+0.2%)
Minimum Charge By Weight (1.7m ³ ; Equivalent weight 10 kg)	\$67.50	\$67.50	n/c

Note: only domestic quantities of non-recyclable EPS are accepted at Southbrook RRP (i.e. a maximum of 40kg in a load, or a double-axle trailer load piled to level of the sides of the trailer (excludes high-sided trailers and trailers with cages).

<u>Home Compost Units</u>	Current 20/21	Proposed 21/22	Change
Earthmaker Compost Bin (while stocks last)	\$177.00	\$177.00	n/c
Bokashi Compost-Zing			
10 litre system - bucket set only	\$35.00	\$35.00	n/c
10 litre system - starter kit (bucket set and 1 bag Compost-Zing)	\$41.00	\$41.00	n/c
15 litre system - bucket set only	\$37.50	\$37.50	n/c
15 litre system - starter kit (bucket set and 1 bag Compost-Zing)	\$43.50	\$43.50	n/c
1kg bags Compost-Zing	\$7.00	\$7.00	n/c
Ensopet - Pet Waste Composting Kit	\$50.00	\$50.00	n/c
Ensopet Starter Mix (1.2kg bag)	\$13.00	\$13.00	n/c

<u>Other Charges</u>	Current 20/21	Proposed 21/22	Change
Child Car Seats (Waimakariri District residents providing proof-of-address)	\$12.50	\$12.50	n/c
Child Car Seats (no proof-of-address)	\$25.00	\$25.00	n/c

Staff propose to continue subsidising Child car seat recycling costs by 50% to residents and charge the full amount to non-Waimakariri residents.

Rubbish bag prices

We propose that **the retail price of WDC refuse bags be increased to \$3.30**. Refuse bag prices sold at the Council Service Centres (GST inclusive) as follows:

- **Retail:** **\$3.20** per bag for bulk sales (**Bags sold for \$80.00 in pre-packed bags of 25**)
- **\$3.30** per bag, if purchased singly
- **\$16.50** if purchased in bundles of 5
- **\$33.00** if purchased in bundles of 10
- **Wholesale:** **\$3.10** per bag (*generally purchased by owners of retail outlets, in bulk packs*)

Other charges	Current Charge 20/21	Proposed Charge 21/22	Change
Bin Hitch	\$20.00	\$20.00	n/c

Kerbside Collection Rates

Rate Description	Current annual rate 20/21	Proposed Annual Rate 21/22	Change
Kerbside Collection Rate (for recycling)	\$105.00	\$105.00	n/c
Rural Kerbside Recycling Collection Rate (applies to the extended Ohoka Collection Area)	\$95.00	\$95.00	n/c
Refuse Collection 80 litre bin	\$97.00	\$99.62	+\$2.62 (+2.7%)
Refuse Collection 140 litre bin	\$127.00	\$131.37	+\$4.37 (+3.4%)
Organics Collection 80 litre bin	\$82.00	\$84.00	+\$2.00 (+2.4%)
Organics Collection 140 litre bin	\$112.00	\$114.00	+\$2.00 (+1.8%)
Organics Collection 240 litre bin	\$162.00	\$164.00	+\$2.00 (+1.2%)

Wheelie Bin Fees	Current Fees 20/21	Proposed Fees 21/22	Change
Delivery Charge (per bin delivered)	\$17.50	\$18.00	+\$0.50 (+2.9%)
Maximum delivery charge	\$35.00	\$36.00	+\$1.00 (+2.9%)
Replacement bin – 80 litre	\$109.25	\$109.25	n/c
Replacement bin – 140 litre	\$120.75	\$120.75	n/c
Replacement bin – 240 litre	\$132.25	\$132.25	n/c
Return of Confiscated Recycling Bin	-	\$132.25	New
Bin Swap – upsize 80 to 140L rubbish	\$30.00	\$31.75	+\$1.75 (+5.8%)
Bin Swap – upsize 80 to 140L organics	\$30.00	\$30.00	n/c
Bin Swap – upsize 80 to 240L organics	\$50.00	\$50.00	n/c
Bin Swap – upsize 140 to 240L organics	\$80.00	\$80.00	n/c
Bin Swap – downsize	\$0.00	\$0.00	n/c
Extra Recycling Bin (annual fee)	\$62.00	\$62.00	n/c
Extra 240L Organics Bin (annual rate)	\$162.00	\$164.00	+\$2 (+1.2%)
Extra 140L Rubbish Bin (annual rate) for Education Centres only	\$127.00	\$131.37	+\$4.37 (+3.4%)
240L Rubbish Bin	N/A	N/A	

Kitty Waghorn

From: Glenn Wigley <glenn.wigley@info.mfe.govt.nz> on behalf of Glenn Wigley <glenn.wigley@info.mfe.govt.nz>
Sent: Tuesday, 9 March 2021 3:10 PM
To: Kitty Waghorn
Subject: Government confirms timeline for changes to waste levy

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Government confirms timeline for changes to waste levy

Kia ora koutou,

On Monday, 2 March 2021, Cabinet confirmed decisions regarding the waste levy increase and expansion. These changes were originally announced in July 2020.

This means that from 1 July 2021, the waste levy will increase from \$10 per tonne to \$20 per tonne for municipal (Class 1) landfills. This rate will continue to progressively increase annually, reaching \$60 per tonne on 1 July 2024. This is outlined in Table 1 below.

This decision also reaffirms the timing of expansion of the waste levy to additional classes of landfill:

- Construction and demolition (Class 2) landfills will have the levy applied at a rate of \$20 per tonne from July 2022, increasing to \$30 per tonne on 1 July 2024.
- Managed fill (Class 3) and controlled fill (Class 4) will both have the levy applied at a rate of \$10 per tonne on 1 July 2023.

Table 1: Levy rates for phased implementation (per tonne of waste)

Landfill class	Waste types	1 July 2021	1 July 2022	1 July 2023	1 July 2024
Municipal landfill (class 1)	Mixed municipal wastes from residential, commercial and industrial sources	\$20	\$30	\$50	\$60
Construction and demolition fill (class 2)	Range of wastes from construction and demolition activities, including rubble, plasterboard, timber, and other materials	-	\$20	\$20	\$30
Managed fill (class 3)	Contaminated but non-hazardous soils and other inert materials (eg, rubble)	-	-	\$10	\$10
Controlled fill (class 4)	Soils and other inert materials (eg, rubble)	-	-	\$10	\$10

It is projected that the increased and expanded levy will bring in revenue of approximately \$276 million per annum by the end of the 2024/25 financial year, a significant increase on the current revenue of approximately \$36 million per annum.

The Government will invest this revenue into waste minimisation projects and initiatives to continue a transition towards a circular economy for Aotearoa New Zealand. Half of the levy revenue will continue to be distributed to territorial authorities for waste minimisation work.

The 1 July 2021 changes will mostly impact facilities already subject to the levy. However, some facilities may now meet the definition of a class 1 facility. We will work with territorial authorities and undertake monitoring and compliance activities to help identify any additional sites that should pay the levy.

The Ministry will continue to administer the collection of the waste disposal levy as it expands through the [Online Waste Levy System](#), as well as undertaking compliance, monitoring and enforcement activities in relation to compliance with the payment of the waste levy and record keeping requirements.

The detail of the legal requirements for operators will be outlined in the regulations when these are gazetted. We are anticipating that this will happen in the next month.

We are happy to provide further clarification and answer any questions. Please contact us at wastelevy@mfe.govt.nz.

Ngā mihi nui,
Glenn Wigley
Director Waste and Resource Efficiency – Regulatory and Policy



Ministry for the
Environment
Manatū Mō Te Taiao



Ministry for the Environment
Environment House
23 Kate Sheppard Place, Thorndon, Wellington.

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Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Amendment Regulations 2021

Patsy Reddy, Governor-General

Order in Council

At Wellington this 12th day of April 2021

Present:

Her Excellency the Governor-General in Council

These regulations are made under section 41 of the Waste Minimisation Act 2008—

- (a) on the advice and with the consent of the Executive Council; and
- (b) on the recommendation of the Minister for the Environment made in accordance with section 41(2) of that Act.

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Regulations

1 Title

These regulations are the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Amendment Regulations 2021.

2 Commencement

These regulations come into force on 13 May 2021.

3 Principal regulations

These regulations amend the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009.

4 Regulation 3 amended (Interpretation)

(1) In regulation 3(1), insert in their appropriate alphabetical order:

cleanfill facility: class 5 has the meaning given in regulation 3B(3)

construction and demolition fill disposal facility: class 2 has the meaning given in regulation 3B(2)

household waste means waste from a household that is not entirely from construction, renovation, or demolition of the house

industrial monofill facility has the meaning given in regulation 3B(3)

inert waste material means waste that—

- (a) is neither chemically nor biologically reactive; and
- (b) does not decompose or undergo any change in its chemical properties; and
- (c) does not alter the chemical properties of any other material

managed or controlled fill disposal facility: classes 3 and 4 has the meaning given in regulation 3B(2)

municipal disposal facility: class 1 has the meaning given in regulation 3B(2)

(2) In regulation 3(1), replace the definition of **disposal facility** with:

disposal facility has the meaning given in section 7 of the Act

5 New regulations 3A and 3B inserted

After regulation 3, insert:

3A Transitional, savings, and related provisions

The transitional, savings, and related provisions set out in Schedule 1AA have effect according to their terms.

3B Types of facilities

(1) The facilities defined in subclause (2) are prescribed as disposal facilities under section 7(b) of the Act.

Prescribed disposal facilities

(2) In these regulations,—

construction and demolition fill disposal facility: class 2 means a facility, including a landfill, that—

- (a) accepts for disposal waste that is or includes solid waste from construction and demolition activity; and
- (b) does not accept any of the following for disposal:
 - (i) household waste;
 - (ii) waste from commercial or industrial sources;
 - (iii) waste from institutional sources (for example, hospitals, educational facilities, and aged care facilities);
 - (iv) waste generated from a single industrial process (for example, steel or aluminium making, or pulp and paper making) carried out in 1 or more locations; and
- (c) is not also a managed or controlled fill disposal facility: classes 3 and 4

managed or controlled fill disposal facility: classes 3 and 4 means a facility that—

- (a) accepts any 1 or more of the following for disposal:
 - (i) inert waste material from construction and demolition activities;
 - (ii) inert waste material from earthworks or site remediation; and
- (b) does not accept any of the following for disposal:
 - (i) household waste;
 - (ii) waste from commercial or industrial sources;

- (iii) waste from institutional sources (for example, hospitals, educational facilities, and aged care facilities):
- (iv) waste generated from a single industrial process (for example, steel or aluminium making, or pulp and paper making) carried out in 1 or more locations:
- (v) waste material from construction and demolition activity (except for inert waste material)

municipal disposal facility: class 1 means a facility, including a landfill,—

- (a) at which waste is disposed of; and
- (b) that operates, at least in part, as a business to dispose of waste; and
- (c) that accepts for disposal waste that is or includes any 1 or more of the following:
 - (i) household waste:
 - (ii) waste from commercial or industrial sources:
 - (iii) waste from institutional sources (for example, hospitals, educational facilities, and aged care facilities):
 - (iv) green waste (for example, degradable plant materials such as tree branches, leaves, grass, and other vegetation matter):
 - (v) waste that is not accepted at a facility referred to in paragraph (d); and
- (d) that is not also a cleanfill facility: class 5, a construction and demolition fill disposal facility: class 2, an industrial monofill facility, or a managed or controlled fill disposal facility: classes 3 and 4.

Other facilities

- (3) In these regulations,—

cleanfill facility: class 5 means a facility that accepts only virgin excavated natural material (such as clay, soil, or rock) for disposal

industrial monofill facility means a facility that accepts for disposal waste that—

- (a) discharges or could discharge contaminants or emissions; and
- (b) is generated from a single industrial process (for example, steel or aluminium making, or pulp and paper making) carried out in 1 or more locations.

6 Regulation 5 replaced (Rate of levy)

Replace regulation 5 with:

5 Rate of levy

- (1) The levy payable on the amount of waste disposed of at a prescribed disposal facility is—
 - (a) the applicable prescribed rate per tonne; or
 - (b) the applicable prescribed rate per unit of volume, that, in accordance with these regulations, is considered equivalent to a tonne.
- (2) In this regulation, **applicable prescribed rate** means the rate of levy (exclusive of goods and services tax) prescribed in Schedule 2 that applies to the disposal facility.

7 Regulation 6 amended (Operator of disposal facility (other than approved facility) must provide monthly returns)

- (1) After regulation 6(2), insert:
- (2A) If an operator is operating more than 1 disposal facility on the same site, the operator must provide a monthly return for each disposal facility.
- (2) Replace regulation 6(4)(a) with:
 - (a) the name of the disposal facility and its type:
 - (aa) the site number (if applicable) and the physical address at which the facility is located:

8 Regulation 7 amended (Operator of approved facility must provide annual return)

- (1) After regulation 7(2), insert:
- (2A) If an operator is operating more than 1 approved facility on the same site, the operator must provide an annual return for each approved facility.
- (2) Replace regulation 7(3)(a) with:
 - (a) the name of the approved facility and its type:
 - (aa) the site number (if applicable) and the physical address at which the facility is located:

9 Regulation 11 amended (Gross tonnage and diverted tonnage must be measured)

- (1) In regulation 11(2), replace “subclauses (3) and (4)” with “subclause (4)”.
- (2) Revoke regulation 11(3).

10 Regulation 15 amended (Request for approval of average tonnage system)

In regulation 15(2)(b), replace “and NA (light goods vehicles)” with “NA (light goods vehicles), NB (medium goods vehicles), and NC (heavy goods vehicles)”.

11 New regulation 33A inserted (Net tonnage when levy rate changes or first applies)

After regulation 33, insert:

33A Net tonnage when levy rate changes or first applies

- (1) This regulation applies if—
 - (a) all or part of the gross tonnage that entered a disposal facility in one month (the **earlier month**) becomes diverted tonnage in a later month (the **later month**); and
 - (b) either—
 - (i) a levy applies in the later month to the facility for the first time; or
 - (ii) a different rate of levy applies in the later month to the facility.
- (2) The calculation of net tonnage for the facility for the later month must exclude any diverted tonnage that was measured as gross tonnage in the earlier month.
- (3) Instead, there must be deducted from the amount of levy payable by the facility for the later month, an amount that reflects the levy payable on that diverted tonnage at the earlier rate.
- (4) The operator of the facility must include in the return required by regulation 6 or 7 (as applicable) the amount of diverted tonnage that is subject to the earlier rate.
- (5) In this regulation, the **earlier rate** is the rate of levy that applied to the facility in the earlier month, or zero if no levy applied in the earlier month.

12 New Schedule 1AA inserted

Insert the Schedule 1AA set out in Schedule 1 of these regulations as the first schedule to appear after the last regulation of the principal regulations.

13 New Schedule 2 inserted

After the Schedule, insert as Schedule 2 the schedule set out in Schedule 2 of these regulations.

Schedule 1
New Schedule 1AA inserted

r 12

Schedule 1AA
Transitional, savings, and related provisions

r 3A

Part 1

Provisions relating to Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Amendment Regulations 2021

1 Current rate of levy continues until 1 July 2021

- (1) The rate of levy specified in regulation 5, before that regulation was amended by the amendment regulations, continues to apply to waste disposed of at a disposal facility until 1 July 2021 as if the amendment regulations had not been made.
- (2) In this clause, **amendment regulations** means the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Amendment Regulations 2021.

2 When new levy rates apply

The levy rates in Schedule 2 apply—

- (a) to a construction and demolition fill disposal facility: class 2 on and from 1 July 2022;
- (b) to a managed or controlled fill disposal facility: classes 3 and 4 on and from 1 July 2023;
- (c) to a municipal disposal facility: class 1 on and from 1 July 2021.

3 Municipal disposal facility: class 1

An operator of a municipal disposal facility: class 1 must comply with regulations 6, 8, 11 to 14, and 34 to 37 on and from 13 May 2021.

4 Construction and demolition fill disposal facility: class 2

An operator of a construction and demolition fill disposal facility: class 2 must comply with regulations 6, 8, 11 to 14, and 34 to 37 on and from 1 January 2022.

5 Managed or controlled fill disposal facility: classes 3 and 4

An operator of a managed or controlled fill disposal facility: classes 3 and 4 must—

- (a) provide the levy collector with the information described in regulation 6(4)(a) to (c) on and from 1 July 2022; and
- (b) comply with regulations 6, 8, 11 to 14, and 34 to 37 on and from 1 January 2023.

6 Certain facilities may seek approval to provide 6-monthly return for specified period

- (1) This clause applies to—
 - (a) a construction and demolition fill disposal facility: class 2, if its expected net tonnage for 1 January 2022 to 30 June 2022 (the **applicable period**) is 500 tonnes or less;
 - (b) a managed or controlled fill disposal facility: classes 3 and 4, if its expected net tonnage for 1 January 2023 to 30 June 2023 (the **applicable period**) is 500 tonnes or less.
- (2) The operator of a facility to which this clause applies—
 - (a) may, in writing, request from the levy collector approval to provide a return for the applicable period; and
 - (b) if approval is given, is not required to provide a monthly return (under regulation 6) for each month of that period.
- (3) The operator must—
 - (a) make the request on or before 20 January of the applicable period; and
 - (b) include in the request—
 - (i) the expected net tonnage of the facility for the applicable period; and
 - (ii) evidence of how the operator has determined the expected net tonnage.
- (4) The levy collector must consider the request on receiving it.
- (5) The levy collector may, if satisfied that the expected net tonnage of the facility for the applicable period is 500 tonnes or less,—
 - (a) approve the request; and
 - (b) determine the expected net tonnage of the facility for the applicable period.
- (6) The levy collector must, on or before 1 February of the applicable period,—
 - (a) give written notice of the levy collector’s decision to the operator; and
 - (b) if approval is given, specify the expected net tonnage of the facility as determined by the levy collector.
- (7) If approval is given, the return is due on or before 20 July after the end of the applicable period.
- (8) The return must specify the following information for the applicable period:

- (a) the name of the facility and its type; and
- (b) the physical address and site number (if applicable) of the facility; and
- (c) the full name, contact details, and client number (if applicable) of the operator; and
- (d) the full name and contact details of the person who prepared the return (unless it was the operator); and
- (e) the dates on which the applicable period started and ended; and
- (f) the gross tonnage for the applicable period (measured under regulations 11 and 12); and
- (g) the diverted tonnage for the applicable period (measured under regulations 11 and 13); and
- (h) the net tonnage for the applicable period (calculated under regulation 16).

Schedule 2 New Schedule 2 inserted

r 13

Schedule 2				
Levy rate				
Prescribed disposal facility	Levy rate for period of 1 July 2021 to 30 June 2022 (\$ per tonne)	Levy rate for period of 1 July 2022 to 30 June 2023 (\$ per tonne)	Levy rate for period of 1 July 2023 to 30 June 2024 (\$ per tonne)	Levy rate on and from 1 July 2024 (\$ per tonne)
Construction and demolition fill disposal facility: class 2		20	20	30
Managed or controlled fill disposal facility: classes 3 and 4			10	10
Municipal disposal facility: class 1	20	30	50	60

r 5

Michael Webster,
Clerk of the Executive Council.

Explanatory note

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations, which come into force on 13 May 2021, amend the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009.

These regulations prescribe new classes of disposal facilities and the rate of levy that is payable on the amount of waste disposed of at each class of disposal facility.

The new levy rates apply—

- to a construction and demolition fill disposal facility: class 2 on and from 1 July 2022;
- to a managed or controlled fill disposal facility: classes 3 and 4 on and from 1 July 2023;
- to a municipal disposal facility: class 1 on and from 1 July 2021.

However, the rate of levy that applies before these regulations come into force will continue to apply to applicable disposal facilities until 1 July 2021.

These regulations also require prescribed disposal facilities to comply with specified record-keeping and reporting requirements before their levy obligations take effect.

These regulations are a confirmable instrument under section 47B of the Legislation Act 2012. They are revoked at the close of 30 June 2022, unless earlier confirmed by an Act of Parliament. That stated time is the applicable deadline under section 47C(1)(a) of that Act.

Regulatory impact statement

The Ministry for the Environment produced a regulatory impact statement in May 2020 to help inform the decisions taken by the Government relating to the contents of this instrument.

A copy of this regulatory impact statement can be found at—

- <https://www.mfe.govt.nz/sites/default/files/media/Legislation/RIS/regulatory-impact-statement-waste-disposal-levy.pdf>
- <http://www.treasury.govt.nz/publications/informationreleases/ria>

Issued under the authority of the Legislation Act 2012.

Date of notification in *Gazette*: 15 April 2021.

These regulations are administered by the Ministry for the Environment.



Waste Minimisation (Information Requirements) Regulations 2021

Patsy Reddy, Governor-General

Order in Council

At Wellington this 12th day of April 2021

Present:

Her Excellency the Governor-General in Council

These regulations are made under section 86 of the Waste Minimisation Act 2008—

- (a) on the advice and with the consent of the Executive Council; and
- (b) on the recommendation of the Minister for the Environment made in accordance with section 86(2) and (3) of that Act.

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Regulations

1 Title

These regulations are the Waste Minimisation (Information Requirements) Regulations 2021.

2 Commencement

These regulations come into force on 13 May 2021.

3 Interpretation

- (1) In these regulations, unless the context otherwise requires,—

Act means the Waste Minimisation Act 2008

cleanfill facility: class 5 means a facility that accepts only virgin excavated natural material (such as clay, soil, or rock) for disposal

compliant, in relation to a weighing or measuring instrument, means the instrument complies with the requirements of the Weights and Measures Act 1987

diverted material means any thing that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded

diverted tonnage,—

- (a) in relation to a cleanfill facility: class 5 or an industrial monofill facility, has the meaning given in regulation 9:

(b) in relation to a transfer station, has the meaning given in regulation 10
financial year means a period starting on 1 July and ending on 30 June of the following year

gross tonnage,—

(a) in relation to a cleanfill facility: class 5 or an industrial monofill facility, has the meaning given in regulation 9:

(b) in relation to a transfer station, has the meaning given in regulation 10

industrial monofill facility means a facility that accepts for disposal waste that—

(a) discharges or could discharge contaminants or emissions; and

(b) is generated from a single industrial process (for example, steel or aluminium making, or pulp and paper making) carried out in 1 or more locations

operator means an operator of a cleanfill facility: class 5, an industrial monofill facility, or a transfer station

transfer station means a facility—

(a) that contains a designated receiving area where waste is received; and

(b) from which waste or any material derived from that waste is—

(i) transferred to a final disposal site; or

(ii) transferred elsewhere for further processing; and

(c) that does not itself provide long-term storage for waste or material derived from that waste.

(2) Any term or expression that is defined in the Act and used, but not defined, in these regulations has the same meaning as in the Act.

4 **Transitional, savings, and related provisions**

The transitional, savings, and related provisions set out in Schedule 1 have effect according to their terms.

Part 1

Records required from operators

Records that must be kept

5 **Operator must keep records**

(1) An operator must keep records of the following matters for each individual measurement of the tonnage of waste or diverted material that makes up gross tonnage or diverted tonnage for the facility:

(a) the tonnage of the waste or diverted material as measured; and

- (b) whether the tonnage was measured by—
 - (i) weighing it using a weighbridge at the facility; or
 - (ii) weighing it using a weighbridge not at the facility; or
 - (iii) using a conversion factor to convert volume into weight; or
 - (iv) ascribing an average tonnage under an average tonnage system approved under regulation 14; and
 - (c) the date the waste or diverted material entered the facility or, in the case of a facility to which an approval under regulation 7 applies, the date or the period during which the waste or diverted material entered the facility; and
 - (d) the date and time the tonnage of the waste or diverted material was measured; and
 - (e) if the tonnage of the waste or diverted material was weighed using a weighbridge not at the facility, the weighbridge ticket issued for that weighbridge and the registration plate details of the motor vehicle that carried the waste or diverted material to the facility; and
 - (f) if the tonnage of the waste or diverted material was measured using a conversion factor to convert volume into weight,—
 - (i) the volume of the waste or diverted material as assessed; and
 - (ii) whether the volume was assessed by measuring it (using a compliant measuring instrument) or by estimating it; and
 - (iii) the conversion factor applied to the waste or diverted material; and
 - (g) if the tonnage of the waste or diverted material was ascribed under an average tonnage system, the type of motor vehicle in which the waste or diverted material was carried.
- (2) The operator must keep those records for at least 7 years after they have been made.

Quarterly returns

6 Operator must provide quarterly returns

- (1) An operator must provide the Secretary with a return for each quarter of the financial year unless the Secretary has given approval for an annual return to be provided for the financial year (*see* regulation 7).
- (2) The return is due on or before the 20th day of the month after the last month of the quarter to which the return relates.
- (3) The return must specify the following information for the quarter:
 - (a) the name of the facility and its type; and
 - (b) the physical address and site number (if applicable) of the facility; and

- (c) the full name, contact details, and client number (if applicable) of the operator; and
 - (d) the full name and contact details of the person who prepared the return (unless it was the operator); and
 - (e) the gross tonnage for the quarter; and
 - (f) the diverted tonnage for the quarter.
- (4) The return must include a declaration that the operator, or the authorised representative of the operator, believes that the information in the return is correct.
- (5) A return must be provided—
- (a) electronically; or
 - (b) in writing, in which case the person giving the declaration must sign and date the declaration.
- (6) In this regulation, **quarter** means a 3-month period ending on the close of 31 March, 30 June, 30 September, or 31 December.

Annual returns

7 Operator may seek approval to provide annual return

- (1) If the expected net tonnage of a facility for a financial year is 1,000 tonnes or less, the operator may, in writing, request from the Secretary approval to provide an annual return for that financial year.
- (2) The operator must—
- (a) make the request on or before 20 July of the financial year for which approval is requested; and
 - (b) include in the request—
 - (i) the expected net tonnage of the facility for the financial year; and
 - (ii) evidence of how the operator has determined the expected net tonnage.
- (3) The Secretary must consider the request on receiving it.
- (4) The Secretary may, if satisfied that the expected net tonnage of the facility for the financial year is 1,000 tonnes or less,—
- (a) approve the request; and
 - (b) determine the expected net tonnage of the facility for the financial year.
- (5) The Secretary must, on or before 1 August of the financial year,—
- (a) give written notice of the Secretary's decision to the operator; and
 - (b) if approval is given, specify the expected net tonnage of the facility as determined by the Secretary.
- (6) If approval is given, the annual return is due on or before 20 July after the end of the financial year to which the return relates.

- (7) The annual return must specify the following information for the financial year to which it relates:
- (a) the name of the facility and its type; and
 - (b) the physical address and site number (if applicable) of the facility; and
 - (c) the full name, contact details, and client number (if applicable) of the operator; and
 - (d) the full name and contact details of the person who prepared the return (unless it was the operator); and
 - (e) the dates on which the financial year started and ended; and
 - (f) the gross tonnage for the financial year; and
 - (g) the diverted tonnage for the financial year.

Secretary may require records

8 Secretary may require certain records from operator

- (1) The Secretary may, in writing, request from an operator any records that these regulations require the operator to keep.
- (2) The operator must provide those records to the Secretary in writing, no later than 20 working days after receiving the request.

Part 2

How measurements are to be made

9 What must be measured by operator of cleanfill facility: class 5 or industrial monofill facility

- (1) This regulation applies, for the purpose of regulation 5, to an operator of a cleanfill facility: class 5 or an industrial monofill facility.
- (2) The operator must measure, in accordance with regulation 11 or 12,—
 - (a) the tonnage of waste or diverted material that enters the facility (**gross tonnage**); and
 - (b) the tonnage of waste or diverted material that is reused or recycled at the facility, or is removed from the facility (**diverted tonnage**).
- (3) The measurement of diverted tonnage must—
 - (a) include only waste or diverted material that was previously measured as gross tonnage, and not include anything else (such as anything that is not waste or diverted material or any waste or diverted material that entered the facility before the commencement of these regulations); and
 - (b) include waste or diverted material that is deliberately burnt at the facility to recover energy from it (subject to paragraph (a)); but

- (c) not include waste that is deliberately burnt at the facility to destroy it, but not to recover energy from it.

10 What must be measured by operator of transfer station

- (1) This regulation applies, for the purpose of regulation 5, to an operator of a transfer station.
- (2) The operator must measure,—
 - (a) in accordance with regulation 11, the tonnage of waste or diverted material that enters the facility (**gross tonnage**); and
 - (b) in accordance with regulation 12, the tonnage of waste or diverted material that is reused or recycled at the facility, or is removed from the facility (other than as described in paragraph (c)) (**diverted tonnage**); and
 - (c) the tonnage of waste (if any) that is sent from the facility to a disposal facility for disposal or elsewhere for further processing.

11 Gross tonnage measured by weight, volume conversion, or average tonnage

- (1) If there is a compliant and functioning weighbridge at a facility, the gross tonnage must be measured by using the weighbridge to weigh the waste or diverted material that enters the facility.
- (2) In any other case, the gross tonnage must be measured by—
 - (a) using any other compliant weighbridge to weigh the waste or diverted material that enters the facility; or
 - (b) using a conversion factor to convert the volume of that waste or diverted material into weight in accordance with regulation 13.
- (3) Despite subclauses (1) and (2), if the operator has approval for an average tonnage system under regulation 14, the gross tonnage of waste or diverted material that enters the facility in a type of motor vehicle to which the system applies may be ascribed under that system.

12 Diverted tonnage measured by weight or volume conversion

The diverted tonnage must be measured by—

- (a) using any compliant weighbridge to weigh the relevant waste or diverted material; or
- (b) using a conversion factor to convert the volume of the relevant waste or diverted material into weight in accordance with regulation 13.

13 Conversion of volume to weight

- (1) This regulation applies if an operator uses a conversion factor to convert the volume of waste or diverted material into weight.

- (2) The tonnage of the waste or diverted material is calculated in accordance with the following formula:

$$\text{tonnage} = \text{assessed volume} \times \text{conversion factor}$$

where—

assessed volume is the volume assessed under subclause (3)

conversion factor is the conversion factor applied under subclause (4).

- (3) The operator must assess the volume of the waste or diverted material by—
- (a) measuring the volume using a compliant measuring instrument; or
 - (b) estimating the volume as accurately as possible.
- (4) The operator must apply the conversion factor specified in Schedule 2 that best applies to the waste or diverted material.

14 Request for approval of average tonnage system

- (1) An operator may, in writing and at any time, request the Secretary to approve the use of an average tonnage system that ascribes a weight to waste or diverted material that enters the facility based on the type of motor vehicle it is carried in.
- (2) An average tonnage system may apply only to 1 or more of the following:
- (a) light motor vehicles, meaning motor vehicles that have a gross vehicle mass of 3,500 kg or less;
 - (b) motor vehicles of classes MA (passenger cars), MB (forward control passenger vehicles), MC (off-road passenger vehicles), MD 1 and MD 2 (certain light buses), NA (light goods vehicles), NB (medium goods vehicles), and NC (heavy goods vehicles) (as those classes are defined in table A of Part 2 of Land Transport Rule 33020: Fuel Consumption Information 2008);
 - (c) trailers towed by vehicles referred to in paragraph (a) or (b).
- (3) The operator's request must include the following:
- (a) a description of each type of vehicle to which the average tonnage system will apply; and
 - (b) the average tonnage of waste or diverted material that has been calculated as being carried in each type of vehicle (which will be ascribed to waste or diverted material that enters the facility in that type of vehicle); and
 - (c) the extent to which the average tonnage for each type of vehicle was calculated based on measurements using a compliant weighbridge or a conversion factor; and
 - (d) evidence that the calculation of the average tonnage for each type of vehicle is based on a reasonably representative sample of the vehicles

(including evidence of the number of vehicles in the sample and the period during which the sample was taken).

- (4) The Secretary must consider the request on receiving it.
- (5) The Secretary may, if satisfied that the calculation of the average tonnage for each type of vehicle is based on a reasonably representative sample of the vehicles,—
 - (a) approve the average tonnage system; and
 - (b) determine the period during which the approval applies, which must be a period of 3 years or less.
- (6) The Secretary must, as soon as practicable after making a decision on the request,—
 - (a) provide written notice of the decision to the operator; and
 - (b) if approval is given, specify the period during which the approval applies.
- (7) The Secretary may, at any time, revoke the approval of an average tonnage system by giving written notice to the operator.
- (8) To avoid doubt, the description of a type of vehicle included in an operator's request under subclause (3)(a) need not coincide with a class of motor vehicle referred to in subclause (2).

Schedule 1

Transitional, savings, and related provisions

r 4

Part 1

Provisions relating to these regulations as made

- 1 When operator of transfer station must comply**
An operator of a transfer station must comply with these regulations on and from 1 January 2022.
- 2 When operator of cleanfill facility: class 5 must comply**
An operator of a cleanfill facility: class 5—
 - (a) must comply with these regulations on and from 1 January 2023; but
 - (b) must provide the Secretary with the information described in regulation 6(3)(a) to (c) on and from 1 July 2022.
- 3 When operator of industrial monofill facility must comply**
An operator of an industrial monofill facility—
 - (a) must comply with these regulations on and from 1 January 2023; but

- (b) must provide the Secretary with the information described in regulation 6(3)(a) to (c) on and from 1 July 2022.

Schedule 2

Conversion factors for volume-to-weight calculations

r 13(4)

Type of waste or diverted material	Description of waste or diverted material	Conversion factor
Waste or material in rubbish bags or carried in cars	Small loads (0.5 cubic metres or less) of uncompacted general waste or material, including bags of domestic and commercial refuse	0.130 tonnes (130 kg)/cubic metre
	<i>or</i> Waste, or material, for diversion that is similar in density to loose and uncompacted recyclable containers, such as cans and plastic bottles	
Uncompacted general waste or material	Larger loads (more than 0.5 cubic metres) of uncompacted waste or material from residential, commercial, industrial, construction and demolition (excluding cleanfill), and landscaping activities	0.200 tonnes (200 kg)/cubic metre
	<i>or</i> Waste, or material, for diversion that is similar in density to timber or uncompacted cardboard and paper	
Compacted waste or material	Waste or material carried in a compacted state (including in kerbside collection compactors, stationary compactors, and front-end loaders) and compacted bulk waste or material from transfer stations	0.320 tonnes (320 kg)/cubic metre
	<i>or</i> Waste, or material, for diversion that is similar in density to whole glass bottles and loose light-gauge scrap metal	
High-density waste or material	Waste or material composed of materials with a specific gravity greater than 1.0 (for example, concrete and masonry rubble, clay, soil, slags, sludges (including biosolids), ash, foundry sand, pomace (fruit pulp), and abattoir waste)	1.500 tonnes (1,500 kg)/cubic metre
	<i>or</i> Waste, or material, for diversion that is similar in density to crushed glass	

Michael Webster,
Clerk of the Executive Council.

Explanatory note

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations come into force on 13 May 2021.

These regulations require the operator of a cleanfill facility: class 5, industrial monofill facility, or transfer facility to—

- measure and record the tonnage of waste and diverted material that makes up gross tonnage or diverted tonnage for the facility; and
- provide the Secretary for the Environment with quarterly returns containing information on the gross tonnage and diverted tonnage for the facility (the operator may, however, seek approval to provide an annual return instead); and
- provide, if requested by the Secretary, any records that these regulations require the operator to keep.

An operator of a transfer station must comply with these regulations on and from 1 January 2022.

An operator of a cleanfill facility: class 5 or an industrial monofill facility must—

- comply with these regulations on and from 1 January 2023; but
- provide the Secretary with the information described in *regulation 6(3)(a) to (c)* on and from 1 July 2022.

Regulatory impact statement

The Ministry for the Environment produced a regulatory impact statement in May 2020 to help inform the decisions taken by the Government relating to the contents of this instrument.

A copy of this regulatory impact statement can be found at—

- <https://www.mfe.govt.nz/sites/default/files/media/Legislation/RIS/regulatory-impact-statement-waste-disposal-levy.pdf>
- <http://www.treasury.govt.nz/publications/informationreleases/ria>

Issued under the authority of the Legislation Act 2012.

Date of notification in *Gazette*: 15 April 2021.

These regulations are administered by the Ministry for the Environment.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-32-77-08/210504070413

REPORT TO: Council

DATE OF MEETING: 25th May 2021

FROM: Joanne McBride, Roading and Transport Manager

SUBJECT: Staff Submission – Ravenswood Park and Ride Land Purchase

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is to request that the Council delays expenditure on the Ravenswood Park and Ride land purchase from 2021/22 to 2022/23.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210504070413.
- (b) **Approves** moving the Ravenswood Park and Ride budget of \$400,000 from 2021/22 to 2022/23.
- (c) **Notes** that this will decrease the rates in 2022/23 by 0.2%.
- (d) **Notes** that if the project progresses quicker than anticipated, staff may report separately to the Council requesting the budget be brought forward.
- (e) **Circulates** this report to the Utilities and Roading Committee and the Woodend-Sefton Community Board.

3. BACKGROUND

- 3.1 The Council has been proceeding with a park and ride strategy, which is providing dedicated facilities for direct bus services to Christchurch CBD. In the past year, the Council has established 5 facilities – three in Rangiora and two in Kaiapoi.
- 3.2 The Council intends to expand this network over time, and has budgeted funds in 2029/30 to construct a new facility in the Pegasus/Ravenswood/Woodend area. It has also budgeted \$400,000 in 2021/22 to purchase land for this facility so that the land is protected.

4. ISSUES AND OPTIONS

- 4.1. Council staff have been addressing this need in two ways:
- 4.2. Firstly, Council staff been considering the appropriate consent requirements for the proposed Ravenswood private plan change to rezone additional commercial land. After considering the effects of this activity, the Roading Transport Engineer has prepared a

report recommending that the applicant set aside a suitable site for a multi-modal transport hub (which would include Park and Ride). This recommendation will be presented to the Hearing Panel for consideration. If accepted, then this would result in a site for Park and Ride being provided through this process. There will be (a) an indicative location identified on the ODP, and (b) a performance-based outcome in the requirements (i.e., within 400-500m of the higher-density portions of the Plan Change area). The first part is an identified site while the second gives a lot of wiggle room for where it might still go.

- 4.3. Whether there was any financial implications would be determined as part of that consideration.
- 4.4. Secondly, Council staff have been making enquiries with regard to the availability of land for purchase. To date, these enquiries have centred on the Ravenswood area, due to the fact that it is centrally located for the three town areas, and the rapidly changing nature of land ownership. The options considered are as follows:
 - 4.4.1. Land owned by Infinity – a meeting has been held with the Ravenswood developers to discuss this option. While open to the idea in principle, the two impediments are that the majority of the land has already been sold, and the price per square metre is considerably higher than comparable land elsewhere (and the budget). For this reason, this option hasn't been taken any further.
 - 4.4.2. Land owned by neighbouring developers – there is land available behind service station and McDonalds which is available, and would be suitable. However the price is similar to the Ravenswood land. This option also hasn't been taken further.
 - 4.4.3. Rural land to the north of Ravenswood – there is land bordering on to Ravenswood, which would be accessible by a small cul-de-sac in Ravenswood. Staff have met with the owners, but there is a current reluctance to sell for family reasons. This option could be pursued further in the future, but at the moment is on hold.
 - 4.4.4. Excess land from Waka Kotahi realignments – there will be new roading layouts connecting Pegasus, Ravenswood and Woodend in the future, as part of the Woodend bypass and associated improvements. However it is not apparent that there would be any suitable sized or shaped areas that became available from that exercise, and in addition the timeframe for this is very uncertain. Therefore this option has not been pursued.
 - 4.4.5. Land within Woodend – while it would be preferable to have a site closer to Ravenswood, it may be that the best option is to purchase property within Woodend. This may be the most affordable and practical solution, and would be considered in more detail closer to the time.
- 4.5. Therefore there are no ready solutions to this issue, unless land becomes available through the private plan change. If this doesn't happen, then the two approaches will be to either re-engage with the rural property owners, or look at other potential locations (such as closer to Woodend).
- 4.6. In summary, it is considered unlikely that this funding will be required in 2021/22 while these matters resolve themselves, noting that if a solution is presented sooner, then the staff may request bringing the funding forward again.
- 4.7. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

No groups and organisations have been consulted on to date. Those affected by a particular option will be consulted on at the time decisions are made.

5.2. **Wider Community**

The wider community will not have an opportunity to comment on this late change to the LTP. However it is considered that shifting the budget by one year will not be something of concern.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Since this is loan funded we were budgeting to raise rates in 22/23. The loan costs of paying both principal and interest on \$400,000 are 23,746/ annum. This would decrease the 22/23 roading rates by 0.2%, and effectively make the end date of the loan one year later.

NOTE it is also 50% growth so 50% DC funded. Shifting the project out one year does not make any change to the DC.

6.2. **Community Implication**

The community implications are very minor, as the provision of the public service is still budgeted at the same time (i.e. 2029/30)

6.3. **Risk Management**

- Moving the budget by one year is reducing the risk of carry-overs (i.e. taking rates in one year but not delivering the outcome until a later year).
- It is also reducing the risk that a less-than-optimum decision will be made too rapidly in order to achieve expenditure in the funding year.

6.4. **Health and Safety**

This will considered as part of any commissioned works.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Currently the pertinent legislation is the Local Government Act.

7.3. **Community Outcomes**

Transport is accessible, convenient, reliable and sustainable.

7.4. **Delegations**

The matter of amending the proposed budget for 2021/22 needs to be considered by the Council.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-08-09-01 / 210504071101**REPORT TO:** Council**DATE OF MEETING:** 25 – 26 May 2021**FROM:** Kelly LaValley, Project Delivery Manager
Joanne McBride, Roding and Transport Manager**SUBJECT:** Bellgrove Development Outer East Rangiora Development Area –Special Consultative Procedure for Roding Capital Budgets**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report seeks approval to commence a Special Consultative Procedure for new Roding capital budgets relating to the Outer East Rangiora Development Area.
- 1.2 The new proposed budgets are a result of on-going discussions with the developers of the Bellgrove development on servicing the development area. These discussions were not well progressed at the time of the draft Long Term Plan and therefore provisions for these projects were not included as part of the Long Term Plan.
- 1.3 The combined budgets for these projects is \$9,470,000 and therefore triggers the Council's Significance and Engagement Policy. A Special Consultative Procedure will be completed prior to requesting approval of the budgets.
- 1.4 Budget of \$8,000,000 will be required for the north/south collector road project, however, this project. This project is to be funded 75% through ODP development contributions, 12.5% District Roding development contributions, and 12.5% District Roding rates.
- 1.5 Budget of \$1,250,000 is required in 2022/23 for land purchase and construction of the proposed roundabout at Kippenberger/MacPhail Ave. This project is to be funded 33.3% through ODP development contributions, 33.3% District Roding development contributions, and 33.3% District Roding rates.
- 1.6 Budget of \$220,000 in 2028/29 for land purchase and construction of a shared pathway along the east/west collector road within the development area. This project is to be funded 100% through ODP development contributions.

Attachments:

None

2. RECOMMENDATION**THAT** the Council:

- (a)
- Receives**
- report No. 210504071101.

- (b) **Approves** the commencement of a Special Consultative Procedure in relation to a proposed amendment to the LTP and Development Contribution schedules that would enable funding provision to be made and development contributions levied for the north/south collector road project, the roundabout at Kippenberger Avenue/MacPhail Avenue project, and the shared path project in the Outer East Rangiora Development area.
- (c) **Notes** that the Special Consultative Procedure will run in the second half of 2021 with a detailed timeline to be developed in consultation with the Policy and Strategy Unit and the Governance Manager.
- (d) **Notes** that the proposed budgets are primarily growth funded through development contributions (District Rooding and Outer East Rangiora Development Contributions).
- (e) **Circulates** this report to the Rangiora-Ashley Community Board.

3. BACKGROUND

- 3.1 The Northeast Rangiora Structure Plan is being prepared to guide development in the north-eastern portion of Rangiora. While the structure plan is still in draft form, it has been guiding discussions with a key developer on the desired roading layout within the development area.
- 3.2 The desired roading layout includes two key features that are of a strategic nature that require Council contribution. These two key features are the roundabout at Kippenberger Ave/MacPhail Ave intersection and the north/south collector road through development. Each of these key features are shown below.

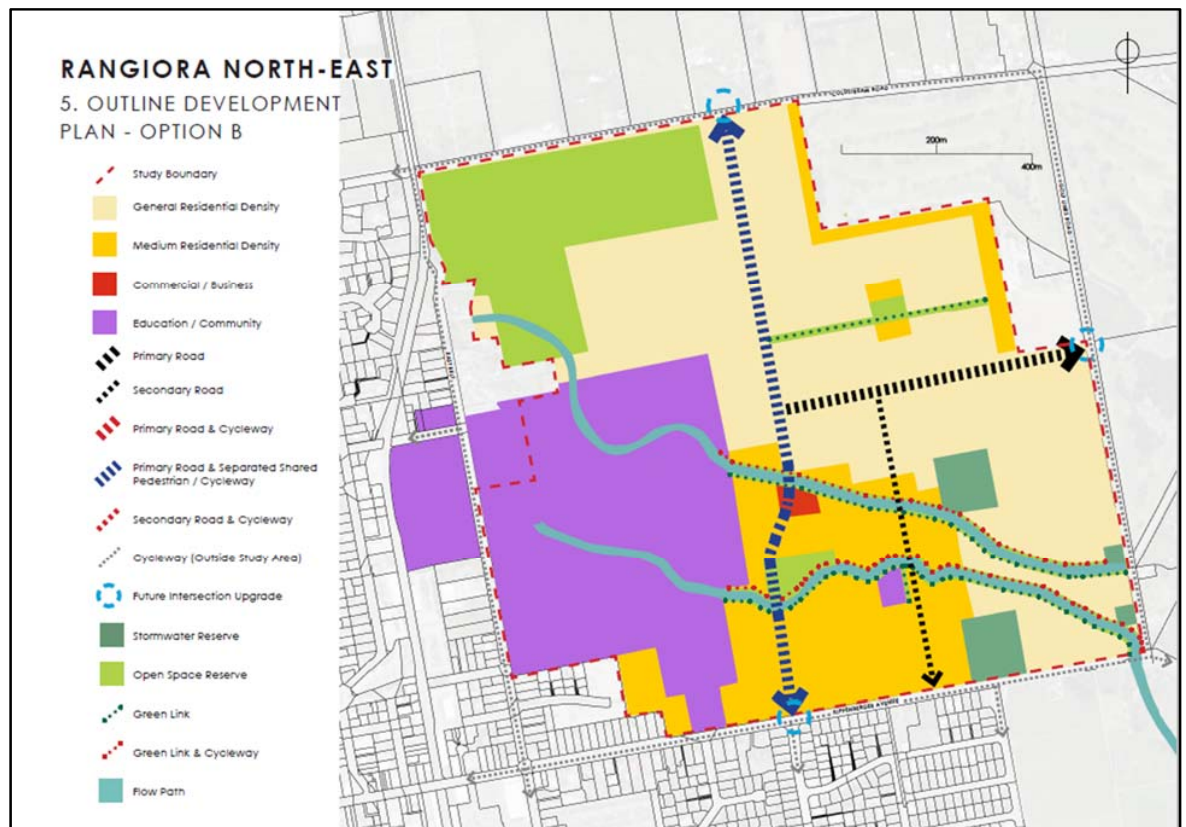


Figure 1 – Transport Network for Outer Rangiora Development Area in Draft East Rangiora Structure Plan

- 3.1. There is also need for an off-road shared cycleway on the east/west collector road, shown as a primary road on the above figure. Note that the above draft figure requires updating to reflect this requirement.
- 3.2. Discussions with the developer have been progressing over a number of months which has identified the need for Council budget that was not known about at the time of the LTP budget preparation.

4. **ISSUES AND OPTIONS**

- 4.1. The projects that have been identified and discussed with the developer are outlined below.
- 4.2. North/South Collector Road
- 4.3. The primary road shown in Figure 1 above is considered to be a Collector Road in the roading classification. This road will have a legal road width of 23m and will include an off-road shared path. There is a strategic nature to this road as it will be a key north/south connection that will link with the proposed Eastern Link Road. The benefit of this road will extend beyond the development area itself and will include benefit to both existing residents in Rangiora and future residents further to the north of the development area. It is therefore considered reasonable to split the costs among the beneficiaries.
- 4.4. It is proposed that the costs for the north/south collector road be apportioned as follows:
 - 75% funded through Outline Development Plan development contributions (area to the north of Kippenberger Avenue)
 - 12.5% funded through the District Roothing development contribution
 - 12.5% funded through rates
- 4.5. This approach is consistent with funding of other recent strategic roading projects completed in the District as part of development including the Townsend Road extension in Rangiora and the New Arterial Road in Kaiapoi.
- 4.6. The budget that will be sought for the north/south collector road will be \$8,000,000 with this budget spread over the following financial years.
 - \$4,000,000 in FY23/24
 - \$4,000,000 in FY28/29
- 4.7. The requested budget is based on costs to construct the New Arterial Road construction (\$3,811/m) and Townsend Road extension (\$2,530/m) including an allowance for two bridges over the Cam and Taranaki flow paths, land purchase at \$40/m², plus contingency (40%) and professional fees (15%) for approximately 1,300 metres of collector road. A 40% contingency is used at this stage as the project is coarsely scoped.
- 4.8. As the total budget for this project triggers Council's Significance and Engagement Policy, a Special Consultative Procedure will be required prior.
- 4.9. It should be noted that projecting development timing is challenging. Staff will be tracking development progress and will update budget timing through subsequent Annual Plans/Long Term Plans as appropriate.

- 4.10. Roundabout at Kippenberger Ave and MacPhail Ave
- 4.11. As shown in Figure 1 above, the proposed north/south collector road terminates at Kippenberger Avenue at the intersection with MacPhail Avenue. This intersection will therefore be an intersection of two collector roads requiring a roundabout in order to provide a safe intersection.
- 4.12. With the future Eastern Link road following MacPhail Avenue a key north/south link is created with improved access to the Town Centre area. For this reason there is a significant benefit to existing residents as well as future residents beyond the development area.
- 4.13. To align with the beneficiaries of the project, it is proposed to apportion the costs of the roundabout as follows:
- 33.3% funded through Outline Development Plan development contributions (area to the north of Kippenberger Avenue)
 - 33.3% funded through the District Roding development contribution
 - 33.3% funded through rates
- 4.14. The budget that will be sought for the intersection is \$1,250,000 for FY 2022/23 and is based on similar sized roundabout construction costs plus contingency (40%) and professional fees (\$15%). A 40% contingency is used at this stage as the project is coarsely scoped.
- 4.15. This project will be included in the Special Consultative Procedure with the collector road as the two projects are closely related.
- 4.16. It should be noted that projecting development timing is challenging. Staff will be tracking development progress and will update budget timing through subsequent Annual Plans/Long Term Plans as appropriate.
- 4.17. Shared Path on East/West Collector Road
- 4.18. To provide connectivity to the east and west, an off-road shared path is proposed for the east/west collector road shown on Figure 1 above. This path will have benefit to the whole of the development area as well as to the wider public.
- 4.19. It is proposed that 50% of the costs of this shared path are funded through the Outer East Rangiora development contribution as the benefit of this path extends beyond the developer who will construct it based on the location of the road.
- 4.20. The budget that will be sought for the shared path is \$220,000 for FY 2028/29 and is based on similar path costs.
- 4.21. The remaining 50% of the costs would be funded by the Roding Subdivision Contribution budget as there is also a benefit to existing ratepayers in having a well-connected cycling network.
- 4.22. Potential Changes to Other Budgets Related to Bellgrove
- 4.23. As discussions with the developer progress, there may be a requirement to adjust the sewer budget depending on which party will be leading construction of the pump station and rising main for the development.

- 4.24. Currently there is \$1,644,000 of solely growth budget in the Rangiora sewer budget in 25/26 for construction of a shared rising main for the development area. This budget does not include the pump station as it was assumed that this would be fully funded by the developer rather than development contribution funded. If this arrangement is changed through on-going discussions then additional budget may be required for the proposed sewer pump station. If this is the case a separate report will be brought to Council for decision.
- 4.25. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.2. No groups or organisations have been consulted directly regarding these budgets.
- 5.3. This funding approach and budgets have been discussed with the developer who is supportive of the funding approach proposed.

5.4. **Wider Community**

- 5.5. The wider community has not been engaged with specifically about the proposed budget requested.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.2. The financial impacts of the proposed changes should they be approved through the Special Consultative Procedure are summarised below.

Budget Name	Budget FY	Amount	Impact
Outer East Rangiora North/South Collector Road - LOS	2023/24	\$500,000	Increase in rates of approximately \$3.83 per year
Outer East Rangiora North/South Collector Road - LOS	2028/29	\$500,000	Increase in rates of approximately \$3.53 per year
Outer East Rangiora North/South Collector Road - District Growth	2023/24, 28/29	\$1,000,000	Increase in District Roding DC of \$208 per new lot
Outer East Rangiora North/South Collector Road - ODP Growth	2023/24, 28/39	\$6,000,000	Increase in ODP Roding DC of \$4,444 per new lot
Kippenberger/MacPhail Roundabout - LOS	2022/23	\$416,250	Increase in rates of approximately \$2.14 per year
Kippenberger/MacPhail Roundabout - District Growth	2022/23	\$416,250	Increase in District Roding DC of \$87 per new lot
Kippenberger/MacPhail Roundabout - ODP Growth	2022/23	\$416,250	Increase in ODP Roding DC of \$308 per new lot
Outer East Rangiora Shared Path (East/West Collector Road)	2028/29	\$220,000	Increase in ODP Roding DC of \$163 per new lot

6.3. **Community Implication**

- 6.4. The projects for which these budgets are being requested will have a positive effect on the community and will enable further development in Rangiora to progress.

6.5. **Risk Management**

- 6.6. There is a risk that the growth portions of these budgets and associated development contributions are challenged by the developer. However, staff have had several

discussions with the key developer in the North East Rangiora development area and they are supportive of the approach proposed for this infrastructure.

- 6.7. A risk with the proposed budgets is the timing of the works. It is difficult to project when the works will be required due to the uncertainty associated with development. This risk is managed through careful programming of work and collaboration with developers on the timing of developments.
- 6.8. **Health and Safety**
- 6.9. There will be individual project based Health and Safety Risks associated with the specific projects included in the budget. These risks will be assessed during the planning, design, and construction phases of each specific project.

7. CONTEXT

7.1. Policy

- 7.2. The proposed north/south collector road project is a matter of significance in terms of the Council's Significance and Engagement Policy.

7.3. Legislation

- 7.4. The Land Transport Management Act and the Local Government Act 2002 (LGA2002) Subpart 5 Sections 197 through 211 relating to development contributions are relevant.


7.5. Community Outcomes

- 7.6. The following community outcomes are relevant in this matter:

- *There is a safe environment for all*
- *Transport is accessible, convenient, reliable and sustainable*

7.7. Delegations

- 7.8. The Council has the delegated authority to set budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** 210506072217 / DDS-06-10-02-07-02**REPORT TO:** Council**DATE OF MEETING:** 5-7 May 2021**FROM:** Trevor Ellis, Development Planning Manager**SUBJECT:** Greater Christchurch Partnership - funding for Spatial Planning**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is for the Council to consider the recommendations of the Greater Christchurch Partnership (GCP) Chief Executives Advisory Group (CEAG) regarding the development of a Greater Christchurch (GC) Spatial Plan. The Spatial Plan is a GC 2050 project to be developed over the remaining period of this financial year and through to and including the 2022-2023 financial year.
- 1.2. In particular, this report seeks additional funding for the GC Spatial Planning project to fill an identified need for an additional staff member to contribute to the GC Spatial Planning project.

Attachments:

- i. Reasons for a Spatial Plan at this time.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** report No. 210506072217.
- (b) **Notes** the recommendations from the GCP CEAG meeting of 27 April 2021, as they relate to Spatial Planning, as follows:

CEAG recommend that the GCP Committee:

- a. Notes the alignment of the GC Spatial Plan with the priorities of the GCP, local councils and central government;
- b. Notes the centrality of spatial planning to the Greater Christchurch Partnership's reset of its relationship with central government, and the Partnership's ability to engage in discussions and advocate for Greater Christchurch in the future;
- c. Approves the proposed work programme for the Greater Christchurch Spatial Plan, noting that the proposed work programme is subject to final agreement by HUD and other central government agencies, and that it is anticipated that the final spatial plan will be adopted in mid-2023;

- d. Notes the overall external resourcing envelope is up to \$1.450m for the two-year work programme, which is additional to in-kind partner contributions;
 - e. Notes that a contribution to the funding of this project of \$400k can be met through funding from the existing GC 2050 budget of up to \$200k; and funding from the GCP project budget of up to \$100k per annum for 2021/22 and 2022/23 financial years;
 - f. Noting financial recommendation - either that the funds will be found from within existing budget or sets out the process for securing funds.
- (c) **Notes** that funding is available within existing budgets to contribute to the Spatial Planning project over the years 2021-2022 to 2022-2023, as set out from paragraph 4.12.
- (d) **Requests** staff to investigate potential future GCP related funding contributions and on-going staff need and consider funding options ahead of the 2022-2023 Annual Plan, taking into account legislative reform and actions/tasks stemming from GC 2050.
- (e) **Approves** budget for an additional full-time fixed term salaried staff member in order to enable Council to contribute to the GC Spatial Planning project and that additional funding will be required to provide for this resource over the period 2021-2022 to 2022-2023.

3. **BACKGROUND**

3.1. The GCP is a partnership that brings health, iwi, local, regional, and central government together. Specifically the role of the GCP Committee, as set out in the joint Memorandum of Agreement (summarised), is:

- Foster and facilitate a collaborative approach between the Partners to address strategic challenges and opportunities for Greater Christchurch.
- Establish an agreed strategic framework to manage growth and address urban development, regeneration, resilience and long-term economic, social, cultural and environmental wellbeing for Greater Christchurch.
- Show clear, decisive and visible collaborative strategic leadership to central government and communities across Greater Christchurch.
- Oversee implementation of strategies and plans endorsed by the Committee.
- Ensure the Partnership proactively engages with other related partnerships agencies and organisations critical to the achievement of its strategic goals.

3.2. A key component and focus to date has been sub-regional planning. Recently, the government has made moves to amend the relevant planning legislation. This includes the recent gazettal of the National Policy Statement on Urban Development (NPS-UD) and also the legislative reform package to replace the Resource Management Act 1991 (RMA). It has been signalled and it is anticipated that greater focus will be placed on 'one plan' thinking and the development a regional spatial strategy.

4. **ISSUES AND OPTIONS**

Work-streams – including Spatial Planning

4.1. The Greater Christchurch Partnership Committee and Council have confirmed that the GCPs focus for the next twelve months should be on the following five priorities:

- Develop GC 2050 – setting a vision and plan for Greater Christchurch to achieve intergenerational wellbeing that also responds to climate change, and moving towards a zero carbon economy, noting the opportunity to reset that responding to COVID-19 provides.
- Focusing on our partnership with Central Government, alignment with Central Government’s Urban Growth Agenda (UGA), key policies driving investment, and advocacy on behalf of Greater Christchurch.
- Strengthening the partnership with Mana Whenua and Iwi to ensure aspirations and outcomes for Maori are tangibly integrated into strategy and delivery.
- Progressing existing GCP commitments, including Our Space actions, maintaining our focus towards a sustainable urban form which aligns land-use and transport and enables an integrated and efficient public transport system, including mass rapid transit.
- Co-ordination of Greater Christchurch recovery actions, through forums where needed.

4.2. These five priorities are to be progressed through three interrelated work-streams as follows:

- Work-stream 1: Establish an agreed strategic framework – GC 2050.
- Work-stream 2: Strategic Leadership and Partnership with Central Government.
- Work-stream 3: Implementation of existing commitments, including Our Space actions.

4.3. GC 2050 will provide the foundation for the Partnership’s priorities and objectives. This includes the vision and plan for the sub-region, the basis for the UGP and broader Central Government engagement. It will provide the context for COVID-19 pandemic recovery actions and it will integrate the Partnerships objectives for a sustainable urban form which aligns land-use and transport, and enables an integrated and efficient public transport system, including mass rapid transit.

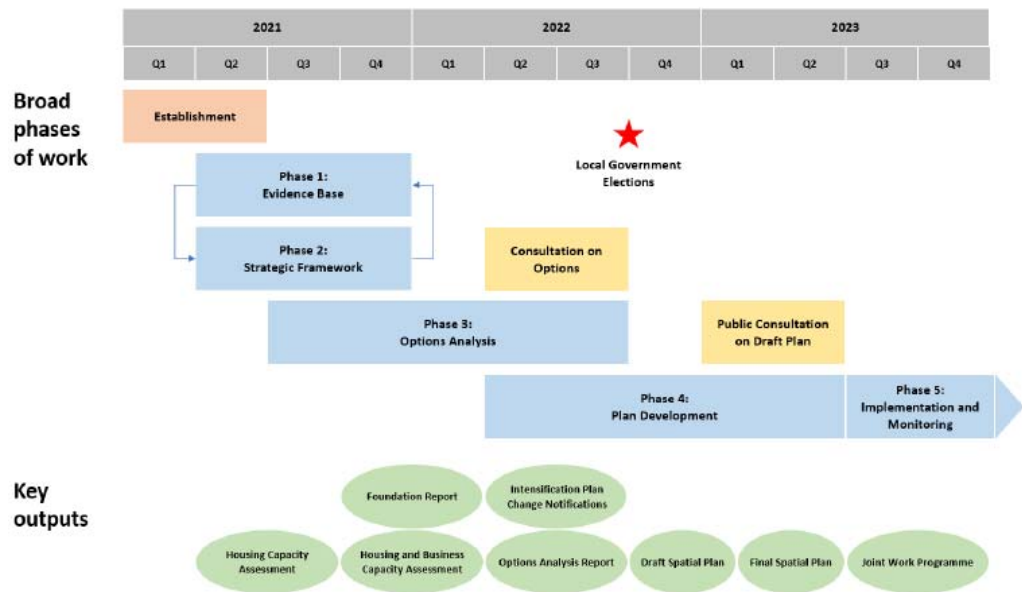
4.4. Council previously received a report of these work-streams in detail from Jim Palmer, former CEO, in August 2020. In that report, it was outlined that in pursuing an UGP, it is critical that GC 2050 is progressed to provide confidence that there is a clear vision for the Greater Christchurch that sets out the plan to achieve a sustainable urban form.

Spatial Planning – Project Plan

4.5. It has become more certain that an agreed future urban form is critical to the GCPs other key projects underway. These are the overall GC 2050 project (in terms of future urban affordability, accessibility and sustainability) and the Mass Rapid Transit Indicative Business Case (in terms of rationale and feasibility to support any future rapid transit options). Spatial Planning therefore has a key role in delivering on the GCP objectives. Late last year, CEAG confirmed the view of developing a single sub-regional spatial plan. This would leverage of existing and planned expenditure, in the first instance.

4.6. The GCP partners have been working with Ministry of Housing and Urban Development (HUD) over the last few months to develop a scope and project plan for the Spatial Planning project. The GCP Committee and CEAG have been kept abreast of these discussions, noting the significance of a GC Spatial Plan as a key part to develop the UGP with central government.

4.7. In summary, the Spatial Plan project plan is depicted below:



4.8. Attachment (i) provides additional details on the reasons why a Spatial Plan is important to develop at this time.

Spatial Planning – External Resourcing Contribution

4.9. Significant progress has been made to develop the GC Spatial Plan scope, project plan and resource plan. In regard to the later, the resource plan has been tested and sized by RCP (Resource Co-Ordination Partnership Ltd). The view of CEAG that a dedicated team is formed for the Spatial Plan has also been considered and the outcome is that a team of 10 multi-agency staff will be required to deliver the project over the project period. A project lead, independent of staff, will be sought to oversee the project over its duration.

4.10. There is strong consensus across GCP Planning and Transport Managers as to the importance of this work. Staff have been actively involved in helping to guide the development of the scope of the project, the project plan, and have identified and provided resources to help with this phase. Work has begun on Phase 1 (as shown above), which includes a revised housing capacity assessment to meet NPS-UD requirements.

4.11. HUD has also been actively involved in this work. Their input has been in regard to in developing detailed work-streams that sit within each phase. They have also shared various analytical techniques and models which have proved useful in other similar spatial plan projects. HUD are broadly comfortable with the project as proposed, and are likely to be involved going forward.

4.12. Given the recommendations of CEAG (to be recommended for endorsement by the GCP Committee), the funding formula considered by the Chief Executives is as follows, across each of the Councils:

		Total	2020/21 (2 months)	2021/22 (full year)	2022/23 (full year)
External Resource Requirement		\$1,450,000	\$195,000	\$985,000	\$270,000
Less:					
GC2050 underspend		-\$200,000	-\$200,000		
GCP project budget		-\$200,000		-\$100,000	-\$100,000
				-\$5,000	
Funding Gap		\$1,050,00	-\$5,000	\$880,000	\$170,000
Funding Allocation (based on existing GCP allocation formula)					
CCC	37.5%	\$393,750	\$0.00	\$330,000	\$63,750
ECAN	37.5%	\$393,750	\$0.00	\$330,000	\$63,750
SDC	12.5%	\$131,205	\$0.00	\$110,000	\$21,250
WDC	12.5%	\$131,250	\$0.00	\$110,000	\$21,250

- 4.13. This funding, totalling \$131,250, which is external funding and excluding staff time, is in addition to the funding agreed last year from the partners to progress the GC 2050 project itself. Council's contribution was \$166,250 based on the existing agreed GCP funding formula. Further information on this can be found in report 200707083816.
- 4.14. The additional external funding above, totalling \$131,250 (to be equally split over 2 years) is sought to support the various phases of the GC Spatial Plan across the following areas:
- Setting the direction.
 - Preparing a 'foundations report'.
 - Preparing the evidence base.
 - Preparing the Housing and Capacity Assessment.
 - Identifying, assessing and evaluation settlement growth options.
 - Preparing the Plan.
- 4.15. The funding for Councils contribution to the GCP Partnership sits within the Development Planning Unit cost centre. This figure is approximately \$231,000 for 2021-2022 and \$238,000 for 2022-2023. Of this, in order of \$80,000 per annum is staff time with the remainder funding Council's annual contribution to the GCP running costs of approximately \$75,000 (12.5% of \$600,000) per annum.
- 4.16. The balance of this budget is available for associated GCP projects, for example 'Our Space' and any external costs such as those associated with the capacity assessments. Confirmation has been provided to the GCP Strategic Framework Lead that Council can fund the contribution sought for Spatial Planning from this budget, but smoothed over the 2 financial years at approximately \$65,000 per year (as funding is not available in the split as outlined in the table above).

Spatial Planning – Internal Resourcing Contribution

- 4.17. The internal staff resource requirement for Waimakariri District Council for the GC Spatial Planning is as follows (derived from the resource plan):



- 4.18. This shows a steady demand for 2 FTE from Council through to early 2022. The reality is that this estimate is very much on the conservative side and that past experience on similar GCP projects has shown that such timeframes can be optimistic. It is the view of staff that given the objectives of the project and the level of consultation involved that the demand for staff time will average 2 FTE for 2 or more years, particularly as it enters phases related to finalisation and ultimately implementation.
- 4.19. The staffing resource for this project sits with the Development Planning Unit, of which is there is 1 FTE available (although as indicated above the funding is more approximate to 0.8 FTE) split between 2 senior staff. Each of these staff have other functions related to district development and the district plan review.
- 4.20. The development of the Spatial Planning scope and resource plan confirms that Councils current staffing will likely be insufficient to best represent the District's interest in this process. This comes at a time when District Plan Review activity will remain at a high level over the same time period. On this basis, recognising the staff need, this report recommends that a further staff resource is recruited, at the policy analyst level to contribute the Spatial Planning project and also to enable the District Plan Review to progress as anticipated.
- 4.21. The additional resource would be required with some urgency, given the resourcing profile and timeframes that have been agreed for the Spatial Planning project. This would in reality take effect from the 2021-2022 year and is unbudgeted. A full time staff member is considered the most cost effective option, when compared to costs associated with a consultant. This could be fixed term. Funding options could include rates, adding to the District Plan Review loan, reducing staff services elsewhere or redirecting existing funding.
- 4.22. While the new role is not a direct District Plan Review matter, it is recommended that the position be funded as an addition to the loan for the 2 year period indicated above. This is on the basis of minimising impacts on rates. Any further need for the role could be assessed in future years.

Other Resourcing Factors

- 4.23. In addition to the Spatial Planning staff demands, it is worth re-emphasising that Council will be faced with new and emerging national direction implementation proposed for the mid-2021 calendar year onwards, including new NPSs and RMA reform. Both are likely to move at pace over the period of the Spatial Planning project and also at the same time as the progression of the District Plan Review. This is expected to place additional demand on staff time of which there is no additional capacity or budget at this time.
- 4.24. Earlier in the year as part of the LTP budget round, it was outlined that these processes will likely have a reasonable cost, but at that time it was not possible to accurately

estimate. This remains the case, but the certainty as to the need to track and consider potential implications remains high. Further, there are requirements to contribute to the Regional Policy Statement Review and the Regional Coastal Environment Plan (should they progress as indicated by ECan) and contribute to the finalisation of the GC 2050 strategy itself.

- 4.25. In regards to the GC 2050 project, or indeed the UGP, and any actions and tasks that may emerge when adopted, there has been no forward indication as to the likely funding implications for Council. Should current budget settings remain, this will likely be insufficient and no clear future funding source has been considered at this time. It is recommended that this matter is further considered and that options are identified for potential consideration as part of the 2022-2023 Annual Plan.
- 4.26. Earlier in the year it was also noted that there is a need to scope and develop the next stage of spatial planning for Waimakariri District as indicated by the adopted District Development 2018-48 Strategy (for the forward planning of growth and development). The reality is that this exercise will likely occur as part of the GC Spatial Planning exercise, however it is fully expected that staff will need to work with Council on matters of growth and development as and when required ahead of any necessary inputs into the Spatial Planning project.
- 4.27. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. Views not been sought in the preparation of this advice. However, the processes discussed give rise to a substantial programme of stakeholder engagement.

5.2. Wider Community

- 5.2.1. Views not been sought in the preparation of this advice. However, the processes discussed give rise to a substantial programme of stakeholder engagement.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.1.1. When preparing Councils' Long Term Plan 2018-2028, the GCP budget for each of the three following financial years, including 2020-2021, was signalled as being \$600,000 per annum, with the funding apportioned as follows: Christchurch City Council (37.5%), Environment Canterbury (37.5%), Waimakariri District Council (12.5%), and Selwyn District Council (12.5%). This remains the funding formula going into the 2021-2031 Long Term Plan.
- 6.1.2. Last year, it was recommended that the Waimakariri District Council fund \$166,250 to deliver on the GCPs focus for the year ahead according to the current cost share arrangement. At that time, the GCP Committee requested that CEAG provide advice to the GCP Committee by the end of 2020 on the anticipated costs for GC 2050 implementation and other Partnership work programmes, for consideration as part of Long Term Plan 2021-2031 processes, with that advice to include consideration of the equity of the current funding cost-share arrangements. As discussed above, it is understood that this advice applies only to the Spatial Planning project, to date.
- 6.1.3. Existing funding (LTP 2021-2031) is outlined above in paragraph 4.15 and summarised below:

GCP Budget	2021-2022	2022-2023	Total
Staff time	\$80,000	\$80,000	\$160,000
Annual contribution	\$75,000	\$75,000	\$150,000
Available funds	\$76,000	\$83,000	\$159,000
Total budget	\$231,000	\$238,000	\$469,000

6.1.4. In regard to the recommendation for an additional staff member, the estimated budget requirement is \$100,000 per annum.

6.2. Community Implications

6.2.1. A key premise of what is being proposed is 'we are better together' as a Greater Christchurch Partnership in charting a direction for the sub-region and a strategic framework to work within that planning for the long term.

6.2.2. This will also be essential in engaging with Government to address the wellbeing deficits that exist with government assistance while also pointing to the government investment opportunities that exist in Greater Christchurch that provide national benefits.

Risk Management

6.2.3. String project management disciplines and engaged Chief Executive and GCP Committee oversight are the key risk management approaches to ensuring the initiatives discussed and to be furthered through this report stay within scope, budget and timeframes.

Health and Safety

6.2.4. There are no exceptional to ordinary organisational processes that give rise to specific health and safety implications of this set of initiatives.

7. CONTEXT

7.1. Policy

7.1.1. This matter is a matter of significance in terms of the Council's Significance and Engagement Policy and as such is being dealt with through the Long Term Plan.

Legislation

7.1.2. Local Government Act 2002.

7.2. Community Outcomes

7.2.1. To varying degrees the initiatives proposed in this report touch on most if not all of the Council's strategic objectives. Those particularly relevant to the expenditure discussed in this report include:

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

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

- Opportunities for collaboration and partnerships are actively pursued

Delegations

7.2.2. This is a matter for the Council to decide as it relates to the budget for the Long Term Plan.

Attachment (i):

The GC Spatial Plan is time critical for the following reasons:

- a. The Mass Rapid Transit Indicative Business Case is built around a preferred transport corridor. Given the city-shaping role of rapid transit, this preferred transport corridor needs be guided by a short-list of preferred urban forms developed through the Spatial Plan project. The role of rapid transit investment in supporting and enabling urban form is an expected to be core to the rationale for this investment.
- b. The GC 2050 Plan will include strategic direction for integrated spatial and urban planning – this is Stage 1 of the GC Spatial Plan scope.
- c. Progress on a spatial plan is an important indication of commitment and confidence with central government towards an urban growth partnership. The GC 2050 team and HUD are working towards a paper for a Greater Christchurch Urban Growth Partnership in August/September 2021 (to align with the launch of GC2050).
- d. A GC Spatial Plan is a necessary foundation for engaging credibly with central government on national policy reforms. Without it we lack the evidence base to support our discussions with central government about the implications and potential refinement of national policy direction.
- e. The NPS-UD has a clear timetable for implementation. We will meet these requirements most effectively if we incorporate them into a wider spatial planning work programme (rather than addressing them in isolation).

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 /210506072968**REPORT TO:** COUNCIL**DATE OF MEETING:** 26 May 2021**FROM:** Sarah Nichols, Governance Manager/Deputy Electoral Officer**SUBJECT:** Election Budgetary Effects related to District Health Board**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report advises the Council of the budgetary effect of the Government's reorganisation of the District Health Boards (DHB), which includes no future election of DHB Board members. The next such election for DHB's was due in October 2022.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** report No. 210506072968.
- (b) **Approves** the budgetary allocation to GL 10.135.719.2465 of an additional \$75,000 in the 2022/23, 2025/26 and 2028/29 financial years being a total of \$316,470, \$332,530 and \$355,290 respectively for the additional non-recovery costs associated with no longer managing the Canterbury District Health Board elections.
- (c) **Notes** the net effect is a rates impact of \$75,000.

3. BACKGROUND

- 3.1 On Wednesday 21 April 2021 the Government announced a restructure of District Health Boards (DHB's) nationally which would see all 20 DHB's abolished and a single health organisation being the Public Health Authority created.
- 3.2 The replacement of the country's health boards was not anticipated at the time of budget planning in late 2020 and early 2021. The Government intends to make appointments for positions in the new agency from the beginning of 2022, and if needed will legislate for the changes by April 2022. This means that there will no longer be DHB elections held in conjunction with the Local Authority Triennium elections held every three years in October. The next Local Authority Election will occur on Saturday 8 October 2022.
- 3.3 At this stage the Regional Council elections that are also held in conjunction with the Local Body (District Council) elections will continue.

4. **ISSUES AND OPTIONS**

- 4.1. The Council budget for the 2022 elections in the 2022/23 financial year has an allocation of \$241,470. This budget is the net cost of the elections and excludes the on-charge to both the Canterbury Regional Council and Canterbury District Health Board for costs associated with the running of the elections including postage, printing, advertising, vote papers and processing. These costs are apportioned to the Regional Council and DBH and are on-charged at approximately \$36,000 and \$76,000 respectively. The current budget allocation is the net cost to the Council for running the Triennium elections.
- 4.2. The budgetary effect is a reduction of on-charge (income) amount from \$112,000 (in 2019) to \$36,000 (based on 2019 costings). Therefore the Council budget for 2022/23 is required to increase \$75,000 from \$241,470 to \$316,470 for the 2022/23 financial year. Extrapolating out this apportioned on-charge cost to the 2025/26 budget would change from the current allocation of \$257,530 to \$332,530 and \$280,290 to \$355,290 for the 2028/29 financial year respectively.
- 4.3. It is anticipated that the savings associated with not processing a DBH election will be negligible and approximately \$5,000 primarily related to a small reduction in printing costs associated with advertising and the vote paper itself. The overall costs associated with election processing, printing and postage increase each election cycle, with a particularly high cost component being postage. These costs continue regardless of the DHB election.
- 4.4. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

No views of the community has been sought, as Local Body Triennium elections are a fundamental part of democracy and New Zealand society. The elections will continue to occur, involving the Canterbury Regional Council and the Waimakariri District Council.

5.2. **Wider Community**

As above.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The change in Government practice and policy restructuring how healthcare in New Zealand is delivered via a single agency impacts on the recoverable funds to the Council election budget. For the Canterbury District Health Board this was \$76,000 following the 2019 local body elections. With increasing costs associated with postage and printing this would have been anticipated to be in the region of \$80 - \$85,000 for the October 2022 elections. An overall saving of approximately \$5,000 is anticipated due to the reduction of printing and advertising costs associated with DHB elections. Therefore \$75,000 is sought to increase the elections budget for the 2022/23 financial year to off-set the lost revenue from the Canterbury District Health Board.

The increase of \$75,000 in election costs has a 0.02% impact on district rates.

6.2. **Community Implication**

The loss of the DHB elections may increase the number of potential candidates that put their name forward to the Local Body elections to be involved in local decision making.

6.3. **Risk Management**

There is limited risk to the Council as Local Body elections will continue.

6.4. **Health and Safety**

Not applicable.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Local Electoral Act 2001 and pending new Government legislation/amendment.

7.3. **Community Outcomes**

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

7.4. **Delegations**

The changes to electoral process is the discretion and legislation of the Government and the Council fulfils its legal obligations.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: FIN-01 / GOV-01-11 / 210429068462

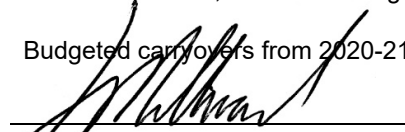
REPORT TO: Council

DATE OF MEETING: 25 - 26 May 2021

FROM: Paul Christensen, Finance Manager

SUBJECT: Budgeted carryovers from 2020-21 to 2021-22 financial year

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



Department Manager



Chief Executive

1. SUMMARY

This report contains a list of projects and capital works which have either not commenced or will not be completed this financial year. Approval is required to include these projects into the 2021-22 budget (first year of the 2021-31 Long Term Plan). The cost of completing the projects listed will be met either by credit balances carried forward, reserve fund transfers or by loan funding.

It is intended that the budget carryovers be approved as part of the 2021-31 Long Term Plan process, but the actual carryover will be made after the 30 June 2021 accounts have been completed and the actual expenditure situation for each project is known.

Attachments:

- i. Schedule of Proposed Carryovers from 2020-21 to 2021-22 (210429068435)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210429068462.
- (b) **Adopts** the carryovers as listed (210429068435) for inclusion in the 2021-22 budget.
- (c) **Notes** the rate effect of the carryovers is 0.10% between years. This is adjusted by effectively "smoothing" the rate effect between these years.

3. BACKGROUND

- 3.1 Not applicable

4. ISSUES AND OPTIONS

- 4.1. This report identifies the projects included in the 2020-21 budget which will not be completed by 30 June 2021.

Remarks have been provided for each project explaining the reason why the carryover has been requested.

- 4.2. Rates may be affected in outer years to a minor extent, due to the expenditure relating to loan repayments. The cost of completing the projects listed will be met either by credit balances carried forward, reserve fund transfers or by loan funding.

- 4.3. A project is normally capitalised when it is fully completed. Therefore in most cases the full budget needs to be carried over together with the actual amount that has been spent to 30 June. Projects that will be partially capitalised as at 30 June 2021 will only have unspent portion carried over. If a project is overspent but still continues into the next financial year, only the Council approved budget will be carried over. Capital projects that have already been included/re-budgeted in the 2021-31 Long Term Plan will not be included on the carry over list.
- 4.4. Operational expenditure will only be carried over if there is sufficient operational expenditure surplus in the account. If there is not, a separate report is required to be approved by Council. The carry over requirements for operational budgets this year are \$220,850 in total. \$28,000 relates to the IT training budget and the rest relates to unspent budget in the Stimulus Funding area. Stimulus Funding projects are largely funded by Government and will be completed by February 2022. The carryover will have no rating impact as Stimulus Funding projects are not funded by rates.
- 4.5. Council's projected expenditure on capital (excluding projects carried over from last year) as at 30 June 2021 is expected to be over \$53.0m.
- 4.6. Additional carryovers requested (capital projects) for the current year are summarised below (budget overspent in negative):

Category	Budget for Projects to carryover \$mill	Anticipated expenditure to 30 June 2021 \$mill	Anticipated capitalised /expensed portion \$mill	Unspent portion \$mill	Amount to be carried over \$mill	Number of Projects
Water	0.5	0.6	0.0	(0.1)	0.5	7
Wastewater	0.3	0.2	0.0	0.1	0.3	2
Drainage	3.4	2.1	0.5	1.3	2.9	12
Roading	0.1	0.0	0.0	0.1	0.1	1
Recreation	2.2	0.8	0.6	1.4	1.6	20
Solid Waste	0.1	0.1	0.0	0.0	0.1	3
Earthquake	0.3	0.1	0.1	0.2	0.2	7
Others	5.2	3.0	3.0	2.2	2.2	6
Totals	12.1	6.9	4.2	5.2	7.9	58

- 4.7. Some projects carried over are not funded by loans. They are funded by renewal fund, reserves, subsidies or external income. As a result the relevant carry overs will not have any impact on rates.
- 4.8. The \$0.3m wastewater new carryovers relate to two new stimulus projects established from existing projects budget adjustments.
- 4.9. The Draft Long Term Plan already contained \$14.0m worth of carryovers identified earlier when the draft 2021-31 Long Term Plan was prepared. Some carryovers were carried over

to 2021-22 from 2019-20 due to Covid-19. \$0.9m of these carryovers are now anticipated to be expensed or capitalised.

- Wastewater excluding Stimulus Funding Projects - \$0.2m
- Stimulus Funding Projects - \$3.7m (Please be aware due to anticipated assets capitalisation, total carryovers in the area have been reduced to \$3.3m which includes the \$0.3m discussed above).
- Drainage excluding Shovel Ready Projects - \$0.8m
- Shovel Ready Projects - \$2.0m
- Roading - \$0.3m
- Recreation - \$2.0m (i.e. \$1.5m - multi-use sports facilities)
- Earthquake - \$5.0m (i.e. \$1.6m - Rangiora Car Park Building project)

Total - \$14.0m

4.10. Therefore, the \$13.1m worth of carryovers (\$14.0m - \$0.9m) plus the additional \$7.9m provide a combined total of carryovers into 2021-22 worth \$21.0m.

4.11. The \$14.0m carryovers and the rating impact were discussed when the Draft Long Term Plan was prepared. Thus the existing carryovers are not discussed/covered again in this report.

4.12. Significant new carryovers of each category are summarised below:

Capital budget

4.12.1. Water

Cust Headworks Renewals - Budget \$0.2m Anticipated Expenditure \$0.3m

This is a multi-year project. Contract was awarded and construction has started in April 21 (project due to completion in July 21). There is an additional budget of \$100k in next year's budget.

4.12.2. Wastewater

Cust Headworks Upgrade (Stimulus Funding Project) - Budget \$0.2m Anticipated Expenditure \$0.1m

The project was delayed and would be completed by August 21.

4.12.3. Drainage

Rangiora Northbrook Enhancement Work - Budget \$0.1m Anticipated Expenditure \$0.1m

This is a multi-year project. Structural design, consenting and negotiations with property owners for the replacement of the Kowhai Avenue retaining wall underway.

Rangiora Wiltshire Green Pipework Upgrade stage 1 - Budget \$0.1m Anticipated Expenditure \$0.1m

This is a multi-year project with option development, landowner consultation, design of upgrades and tendering underway. The construction budget in 2021-22 is \$0.9m.

Shovel Ready (Land Acquisitions) - Budget \$2.4m Anticipated Expenditure \$1.4m

It is uncertain whether land purchase agreements will be finalised before 30 June 21. The full budget is carried over at this stage and budget revision will apply if land purchases are completed. The project has no rating impact.

4.12.4. Recreation

Waikuku Camping Ground Renewals & Refurbishments - Budget \$0.4m Anticipated Expenditure \$0.0m

Further negotiations required to resolve assets ownership. Work may proceed in off-season.

Toilet Renewals - Budget \$0.3m Anticipated Expenditure \$0.1m

Project delayed due to Covid-19. Delivery programme updated.

Non-specified Reserve Enhancement - Budget \$0.4m Anticipated Expenditure \$0.2m

The remaining budget is planned to be used at Currie Park and Maria Andrews Park.

Rangiora Town Hall Air Handling Unit 1 – Budget \$0.2m Anticipated Expenditure \$0.1m

Covid-19 led to supply issues of the main plant. This also resulted in staff resourcing being stretched following Covid-19 to deliver this project.

4.12.5. Computer Services

Various Business Improvement Projects - Budget \$1.6m Anticipated Expenditure \$0.3m

Projects (including GIS, Asset Management System etc.) delayed due to Covid-19. Staff helped with office re-allocation during Rangiora Service Centre upgrade.

4.12.6. Property

Upgrade of Rangiora Service Centre - Budget \$2.6m Anticipated Expenditure \$2.5m

The project has another budget of \$0.3m in 2021-22 and the whole project is expected to be completed by Sept 21.

Pensioner Housing Capital Works - Budget \$0.4m Anticipated Expenditure \$0.2m

Capital works to be defined on unused budget.

FENZ/Go Bus Improvement – Budget \$0.5m Anticipated Expenditure \$0.0m

Staff is working on project plan. Project costs will be recovered by rents over years.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Not applicable

5.2. **Wider Community**

Relevant projects were included in prior Annual Plans which were consulted with the community.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Total capital budget on infrastructural services for 2020-21 is \$80.5m including budgets carried over from previous year. Per the Capital Works Programme Quarterly Report March 2021 (210503069559), the expected capital expenditure to 30 June 21 is 75.5m (94% of total budget).

The budget for 2021-22 will be adjusted to include the approved carryovers.

The loan adjustments on the additional carryovers requested will have the effect of decreasing the rates by 0.10% in 2021-22.

Risks arise with the delay or non-completion of projects with the two main consequences being:

- Necessary work not being completed could result in not achieving the level of service.
- Escalation of prices due to the current economic environment.

6.1.1. For each project, the Council may approve that the project is carried over to the 2021-31 Long Term Plan.

OR

6.1.2. The Council may amend the work.

OR

6.1.3. The Council may decide not to proceed with the particular project.

Rates may be affected in outer years to a minor extent, due to the expenditure relating to loan repayments. The cost of completing the projects listed will be met either by credit balances carried forward, reserve fund transfers or by loan funding.

6.2. **Community Implications**

Not applicable

6.3. **Risk Management**

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

- Necessary work not being completed could result in not achieving levels of service.
- Price fluctuations due to the current economic environment.
- Availability and amount of government funding.

6.4. **Health and Safety**

For all projects with physical works, the Councils Health and Safety policies must be followed.

7. CONTEXT

7.1. Policy

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy as the cost of some projects, or in total, exceed \$1m, however the original approval was done in conjunction to a special consultative procedure and is requested for approval due to the timing of the projects. The expected completion dates (if known) are provided on the schedule attached.

7.2. Legislation

The Local Government Act 2002 section 95 requires that the Long Term Plan for 2021-31 must be completed and adopted by 30 June 2021. The Draft Long Term Plan must be subject to consultation using the Special Consultative Procedure outlined in s 83 of the Local Government Act 2002.

7.3. Community Outcomes

The Long Term Plan process contributes to the following community outcomes:

“There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.”

7.4. Delegations

The Council must adopt its Long Term Plan by 30 June 2021.

Carry-over schedule 2020/21

Capital work requested to be carried over from 2020/21 to 2021/2022

Negative amount in "unspent" column stands for project overspend comparing to its current year budget.

Description	Category (Single Year or Multi-Year or Developer Driven or Ongoing)	Full year revised budget	Anticipated Expenditure to 30 June 2021	Anticipated Capitalization/Capital expended	Projected Completion Date (mth/yr)	Unspent	Amount to be carried over	Comments
Capital Budgets								
ROADING								
Unsubsidised Roading								
Land purchase 19 Cones Road	Single	107,500	1,345	-	Jun-22	106,155	107,500	Land purchase being negotiated.
Roading Subtotal		107,500	1,345	-		106,155	107,500	
WATER								
Cust Water Scheme								
Cust Water Supply Storage Upgrade (Level of Service)	Multi-year	10,000	20,000	-	Jul-21	-10,000	10,000	This is a multi-year project, contract awarded, construction starting April 21 and expected completion in July 21. Budget next year is \$10k to cover overspend in 20/21.
Cust Headworks renewal	Multi-year	200,000	300,000	-	Jul-21	-100,000	200,000	This is a multi-year project, contract awarded, construction starting April 21 and expected completion in July 21. Budget next year is \$100k to cover overspend in 20/21.
Cust Water Supply Storage Upgrade (Renewal)	Multi-year	30,000	60,000	-	Jul-21	-30,000	30,000	This is a multi-year project, contract awarded, construction starting April 21 and expected completion in July 21. Budget next year is \$30k to cover overspend in 20/21.
Mandeville Water Scheme								
Storage Upgrade Mandeville	Multi-year	10,000	30,000	-	Jan-22	-20,000	10,000	This is a multi-year project, professional services this year, physical works next year. Budget next year \$280k.
Pipeline Replacement	Single	40,000	17,000	-	TBC	23,000	40,000	Project delayed and will be completed in next financial year.
Oxford No 2 Water Scheme								
Pipeline Replacement	Single	73,750	45,000	-	TBC	28,750	73,750	Project delayed and will be completed in next financial year.
District Water Scheme								
Cust UV Treatment Implementation	Multi-year	125,200	100,000	-	Jul-21	25,200	125,200	This is a multi-year project, contract awarded, construction starting April 21 and expected completion in July 21.
Water Subtotal		488,950	572,000	-		-83,050	488,950	
WASTEWATER								
Stimulus Funding Projects								
Cust Headworks Upgrade	Multi-year	220,900	165,675	-	Feb-22	55,225	220,900	Multi-year projects funded by Government. No rating impact.
Poyntz Road Water Upgrade	Multi-year	73,100	59,180	-	Feb-22	13,920	73,100	
Wastewater Subtotal		294,000	224,855	-		69,145	294,000	
DRAINAGE								
Rangiora Drainage Scheme								
Northbrook Enhancement Work	Multi-year	100,000	110,000	-	Jun-22	-10,000	100,000	Due to Covid, the project had \$134k carried over from prior years as per draft LTP. Now total budget in 21/22 after including this new carry over is \$234k. Structural design, consenting and negotiations with property owners for the replacement of the Kowhai Avenue retaining wall underway.
Wiltshire Green Pipework Upgrade stage 1	Multi-year	120,000	107,000	-	Jun-22	13,000	120,000	This is a multi-year project with option development, landowner consultation, design of upgrades and tendering underway. The construction budget in 21/22 is \$855k.
Ashley St Pipe Upgrades	Multi-year	20,000	25,000	-	Jun-22	-5,000	20,000	This is a multi-year project with construction (stage 1) expected in 21/22.
Eastbelt Rain Gardens & Soakpits	Multi-year	100,000	80,000	50,000	Jun-22	20,000	50,000	
Coastal Urban Drainage Scheme								
School Road Drainage Upgrade	Multi-year	10,000	10,000	-	Jun-23	-	10,000	Multi-year project. Design/investigation in 20/21.
Norton Place Drainage Upgrade	Multi-year	5,000	5,000	-	Jun-23	-	5,000	Multi-year project. Design/investigation in 20/21.
Kalapoi Drainage Scheme								
Kiln Place Upgrade	Multi-year	30,000	25,000	-	Jun-22	5,000	30,000	Multi-year project. Budget next financial year (\$120k) to be used for sump capacity improvements and replacement of the flapgate.
Ohoka Rural Drainage Scheme								
Mill Road SMAs	Multi-year	440,000	545,000	430,000	Jun-22	-105,000	10,000	Multi-year project. Land purchase completed and will be capitalised. Design and consenting works have commenced for construction work next year. Budget next year \$470k.
District Drainage Scheme								
Cones Road Drainage Upgrade	Multi-year	107,500	107,500	-	Jun-22	-	107,500	Land purchase partially paid for by Roading as well as Drainage. Design to commence once land purchase agreements are sufficiently progressed.
Wetherfield Lane Improvement Works	Multi-year	40,000	40,000	-	Jun-22	-	40,000	Multi-year project. Current year budget for design and tender preparation for Roscrea Place upgrades, McHugh's Road upgrades and Wetherfield Lane improvements.
Mandeville Resurgence Channel Diversion/Upgrade	Multi-year	20,000	20,000	-	Jun-24	-	20,000	Multi-year project. Investigation and options refinement for the Mandeville Resurgence Channel Diversion/Upgrade. Additional modelling work currently underway by DHL.
Shovel Ready Projects (Govt funded)								
Shovel Ready - Land Acquisition	Multi-year	2,419,000	1,068,658	-	Sep-21	1,350,342	2,419,000	In terms of the land acquisition project, it is uncertain whether land purchase agreements will be finalised before 30 June 21. The full budget is carried over at this stage and budget revision will apply if land purchases are completed. The project has no rating impact.
Drainage Subtotal		3,411,500	2,143,158	480,000		1,268,342	2,931,500	

Description	Category (Single Year or Multi-Year or Developer Driven or Ongoing)	Full year revised budget	Anticipated Expenditure to 30 June 2021	Anticipated Capitalization/Capital expensed	Projected Completion Date (mth/yr)	Unspent	Amount to be carried over	Comments
RECREATION								
Camping Grounds (Cost Centre funded by rental income, no rating impact)								
Waikuku Camp Renewals & Refurbishments	Single	189,070	11,567	-	Jun-22	177,503	189,070	Further negotiations required to resolve asset ownership. If above ground assets retained work will proceed in off-season.
Waikuku Camp Ablutions Block Replacement	Multi-year	230,000	3,165	-	Jun-22	226,835	230,000	\$82k was carried over to 21/22 when preparing the 20/21 Annual Plan due to Covid. The total budget in 21/22 will be \$312k including this new carry over of \$230k.
Camping Grounds Subtotal		419,070	14,732	-		404,338	419,070	
Public Conveniences								
Toilet renewals	Single	255,750	50,000	-	Jun-22	205,750	255,750	Budget to be carried over based on updated programme for delivery.
Public Conveniences Subtotal		255,750	50,000	-		205,750	255,750	
Reserves General								
District Reserves								
Play Safety Surface/Equipment	Different locations each year	447,783	350,000	350,000	Jun-22	97,783	97,783	Owen Stalker Park playground renewal completed this financial year. Remaining renewal budget to be carried over to next financial year.
Non-specified Reserve Enhancement	Single	443,553	200,000	200,000	Jun-22	243,553	243,553	The remaining budget is planned to be used at Currie Park and Maria Andrews Park.
Town Centres Feature Lighting and Decorations	Ongoing	36,890	6,000	6,000	Ongoing	30,890	30,890	Long term project with majority of funds being used for Lighting Designer engagement with new and existing businesses.
Arcoatea Te Awa (Cam River Walkway)	Single	100,000	20,000	20,000	Jun-22	80,000	80,000	Planning is underway for this project with a focus on the Cam River area.
Rangiora Ashley Reserves								
Milton Memorial Park	Single	31,760	-	-	TBC	31,760	31,760	Staff will work through the design of this space in 21/22.
Good Street Development	Single	65,000	50,000	-	Jun-22	15,000	65,000	Design underway.
Rangiora Ashley General Landscape Development	Ongoing	38,380	2,000	2,000	Jun-22	36,380	36,380	Covid-19 austerity measures have resulted in no additional spending for this financial year.
Loburn Domain Memorial	Single	10,600	1,750	-	Jun-22	8,850	10,600	An additional budget of \$30k was allowed in 21/22 to finish the work.
Kalapoi Tuahiwi Reserves								
Kalapoi Tuahiwi General Landscape Development	Ongoing	68,580	4,000	4,000	Jun-22	64,580	64,580	Covid-19 austerity measures have resulted in no additional spending for this financial year.
Town Entrance Development	Single	30,000	-	-	Jun-22	30,000	30,000	Project delayed.
Oxford Ohoka Reserves								
Oxford Ohoka General Landscape Development	Ongoing	5,490	2,600	2,600	Jun-22	2,890	2,890	Covid-19 austerity measures have resulted in no additional spending for this financial year.
Pearson Park	Single	45,103	1,883	1,883	Jun-22	43,220	43,220	The unused budget is carried over.
Woodend Sefton Reserves								
Woodend Sefton General Landscape Development	Ongoing	3,400	-	-	Jun-22	3,400	3,400	Covid-19 austerity measures have resulted in no additional spending for this financial year.
Woodend Beach Entrance Sign	Single	5,327	-	-	Jun-22	5,327	5,327	Staff will be working through this and undertaking consultation.
Reserves Subtotal		1,331,866	638,233	586,483		693,633	745,383	
Buildings								
Rangiora Town Hall Air Handling Unit 1	Single	150,700	40,000	-	Aug-21	110,700	150,700	Covid-19 led to supply issues of the main plant. This also resulted in staff resourcing being stretched following Covid-19 to deliver this project.
General Building Renewals	Ongoing	47,450	32,011	32,011	TBC	15,439	15,439	Unspent budget to be carried over.
Buildings Subtotal		198,150	72,011	32,011		126,139	166,139	
Cemeteries								
Oxford Cemetery Improvements	Ongoing	5,930	-	-	Jun-22	5,930	5,930	To be carried over following investigations into graves at Oxford Cemetery.
Cemeteries Subtotal		5,930	-	-		5,930	5,930	
Recreation Subtotal		2,210,766	774,976	618,494		1,435,790	1,592,272	
SOLID WASTE								
Southbrook Disposal Pit Upgrade & road realignment	Multi-year	47,100	42,387	-	Jun-25	4,713	47,100	Budget was for option assessment.
Land Purchase for future upgrades	Multi-year	20,000	-	-	Jun-25	20,000	20,000	Budget was for boundary adjustment and land purchase being negotiated.
Resource & Recovery Area Upgrades	Multi-year	27,000	27,000	-	Jun-22	-	27,000	Budget was for option assessment.
Solid Waste Subtotal		94,100	69,387	-		24,713	94,100	

Description	Category (Single Year or Multi-Year or Developer Driven or Ongoing)	Full year revised budget	Anticipated Expenditure to 30 June 2021	Anticipated Capitalization/Capital expensed	Projected Completion Date (mth/yr)	Unspent	Amount to be carried over	Comments
COMPUTER SERVICES								
High Speed Scanners	Single	25,000	18,500	18,500	TBC	6,500	6,500	One scanner still to be replaced.
Business Improvement Projects	Multi-year	1,648,609	297,814	297,814	TBC	1,350,795	1,346,282	Carry over unspent to 21/22. Various projects delayed due to Covid-19 including \$105k carried over to 22/23.
Computer Services Subtotal		1,673,609	316,314	316,314		1,357,295	1,352,782	
SERVICE CENTRES								
Rangiora Service Centre Building Works	Multi-year	2,600,000	2,463,724	2,463,724	Sep-21	136,276	136,276	Carry over unspent to 21/22.
Service Centres Subtotal		2,600,000	2,463,724	2,463,724		136,276	136,276	
PENSIONER HOUSING								
Capital - Asset Management Plan	Ongoing	393,920	196,960	196,960	TBC	196,960	196,960	Carry over unspent to 21/22.
Pensioner Housing Subtotal		393,920	196,960	196,960		196,960	196,960	
COMMERCIAL BUILDINGS								
FENZ/Go Bus Improvement	Multi-year	500,000	30,000	-	TBC	470,000	500,000	Project budget was approved in 20/21. The project and project related financing costs will be covered by rent.
Commercial Buildings Subtotal		500,000	30,000	-		470,000	500,000	
LIBRARIES								
Library Furniture & Fittings Replacements	Single	54,000	23,900	23,900	Jun-22	30,100	30,100	Carry over unspent to 21/22.
Libraries Subtotal		54,000	23,900	23,900		30,100	30,100	
Total Capital Budgets (None Earthquake)		11,828,345	6,816,619	4,099,392		5,011,726	7,724,440	
Earthquake Recovery Budgets								
RED ZONE REGENERATION EARTHQUAKE								
Food forest - contribution to Trust	Multi-year	12,671	2,000	-	TBC	10,671	12,671	Project expenditure controlled by Kaiapoi Food Forest Trust.
Rural & Private Lease Plan	Multi-year	10,000	5,000	5,000	TBC	5,000	5,000	\$5k to be expensed. Remaining budget to be carried over.
Honda Forest	Multi-year	64,130	45,000	45,000	TBC	19,130	19,130	Ongoing project with multi-year & multi-stage planting and development.
Rural & Private Lease Development	Multi-year	40,000	5,000	5,000	TBC	35,000	35,000	\$5k to be expensed.
Redzone Rec & Eco Linkages - Kaiapoi South Rural	Multi-year	78,000	2,000	-	TBC	76,000	78,000	Project yet to start. Project timing may be affected by Community Studios Hub projects
NZMCA Park Development & Enabling	Multi-year	49,950	19,950	19,950	TBC	30,000	30,000	\$20k to be expensed
Courtenay Esplanade	Multi-year	20,000	-	-	TBC	20,000	20,000	Project not yet started. Will also now tie in with Heritage & Mahinga project.
Red Zone Regeneration Earthquake Subtotal		274,751	78,950	74,950		195,801	199,801	
Total Earthquake Recovery Budgets		274,751	78,950	74,950		195,801	199,801	
TOTAL CAPITAL TO CARRY OVER		12,103,096	6,895,569	4,174,342		5,207,527	7,924,241	