

Waimakariri District Council

Agenda

Tuesday 6 August 2024

1.00pm

Council Chambers
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

AGENDA CONTENTS – COUNCIL MEETING 6 August 2024		
<u>Item Number</u>	<u>Item Topic</u>	<u>Pages</u>
4.1	Confirmation of Minutes – Council meeting 25 June 2024	9 - 25
4.2	Confirmation of minutes – Council meeting 2 July 2024	26 - 39
Adjourned business		
6.1	Nil	
Staff Reports		
7.1	North Brook Trail Easement Acquisition and Trail Maintenance	40 - 49
7.2	Kaiapoi Car and Boat Trailer Parking and Charles St budget reassignment	50 - 60
Matters Referred		
8.1	Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels	61 - 84
8.2	Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace	85 - 108
Health, Safety and Wellbeing		
9.1	Health, Safety and Wellbeing Report July 2024	109 - 120
Minutes for Information		
10.1	Utilities and Roading Committee meeting 18 June 2024	121 – 129
10.2	Utilities and Roading Committee meeting 16 July 2024	130 – 140
10.3	District Planning and Regulation Committee meeting 16 July 2024	141 – 145
11.1	Kaiapoi-Tuahiwi Community Board meeting 17 June 2024	146 – 154
11.2	Oxford Ohoka Community Board meeting 3 July 2024	155 - 165
11.3	Woodend-Sefton Community Board meeting 8 July 2024	166 – 173
11.4	Rangiora-Ashley Community Board meeting 10 July 2024	174 – 185
11.5	Kaiapoi-Tuahiwi Community Board meeting 15 July 2024	186 – 194
Mayors Diary		
12	Mayors Diary – 24 June – 28 July 2024	195 - 197

The Mayor and Councillors
WAIMAKARIRI DISTRICT COUNCIL

An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 6 August 2024** commencing at 1pm.

Sarah Nichols
 GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 25 June 2024**

9 - 25

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday 25 June 2024.

4.2 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 2 July 2024**

26 - 39

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday 2 July 2024.

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

6. **ADJOURNED BUSINESS**

7. **REPORTS**

7.1 **North Brook Trail – Easement Acquisition and Trail Maintenance** – C Taylor-Claude (Parks Officer) and A Childs (Property Acquisitions and Disposals Officer)

40 - 49

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240718118313.
- (b) **Notes** the support and endorsement of the North Brook Trail from the Arohatia te Awa Working Group with the following motions:
 - 1. *Supports and approves funding for the Easement acquisition, noting it is for the purpose of a publicly accessible track as a recreational pathway.*
 - 2. *Recommends that Council consider funding for the ongoing maintenance and replacement of the trail to ensure it is suitable for ongoing public access.*
- (c) **Notes** that there will be no cost to Council for physical works creating the North Brook Trail and Erin Harvie from the Waimakariri Landcare Trust will be applying for funding through grant applications to establish the Trail and maintain it for the first three years of establishment.
- (d) **Approves** Council to take responsibility for the ongoing maintenance of Stage 1 of the North Brook Trail with an estimated maintenance cost of up to \$5,400 annually. This will start for the fourth year of the trail and will therefore be included within the programmed Greenspace Operational Budgets for the 2027-37 LTP.
- (e) **Notes** that the Spark Family has offered their land at no monetary value.
- (f) **Notes** the cost of the Easement acquisition is estimated to be \$15,000-\$30,000. This includes surveying the Easement and any legal costs.
- (g) **Approves** up to \$30,000 from Arohatia te Awa for the purpose of surveying and legal costs for an Easement next to the Northbrook Stream.
- (h) **Approves** the acquisition of the Right of Way Easement for payment of compensation to the owners, Richard Geoffrey Spark and Waterlea Trustee (2016) Ltd, of \$1.00 including GST (if any) and any associated costs involved in the survey and legalisation of the Easement.
- (i) **Delegates** to the Chief Executive Officer and/or the Property Manager authority to complete and execute any documentation required in conjunction with the acquisition and legalisation of the Easement including a Memorandum of Agreement in line with the above approvals.

7.2 **Kaiapoi Car and Boat Trailer Parking and Charles Street Caravan Dump Station Budget Reassignment** – D Roxborough (Implementation Project Manager – District Regeneration)

50 – 60

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 240723120608.
- (b) **Approves** staff undertaking design and construction of upgrades to the Charles Street caravan dump station in the current 2024/25 financial year.
- (c) **Approves** a new budget of up to \$125,000 in the 2024/25 year for the purposes of the urgent Charles Street caravan dump station upgrades, funded from the Recreation capital loan.
- (d) **Approves** deletion of the \$298,000 car and boat trailer parking project budget from the current 2024/25 year (currently funded from Earthquake Recovery Loan) and defer that project to at least 2028/29 year, noting that the car boat trailer parking project will be subject to a future budget re-application through the next Long Term Plan process.
- (e) **Notes** that staff will seek involvement of NZMCA in the design, planning and funding of the dump station upgrades, and this may reduce the overall planned WDC spend and budget requirements.
- (f) **Circulates** this report to Kaiapoi-Tuahiwi Community Board.

8. MATTERS REFERRED FROM COMMITTEES OR COMMUNITY BOARDS

8.1 **Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels** – A Wilhelm (Finished Floor Level Officer) and J McSloy (Development Manager)
(refer to attached copy of report no. 240625103292 to the Utilities and Roading Committee meeting of 16 July 2024 and unconfirmed minutes of that meeting, Item 10.2 in this agenda)

61 - 84

RECOMMENDATION

THAT the Council

- (a) **Approves** the updated Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (TRIM 240412057972).
- (b) **Notes** that the Practice Note will need to be updated in the future once the Proposed District Plan and Regional Policy Statement are operative, as both contain hazard chapters which will affect the document. If Council's flood models are updated, the Practice Note will also be reviewed and updated as required.

8.2 **Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace** – J Rae (Senior Advisor, Assets and Capital)
(refer to attached copy of report no. 240711113837 to the Community and Recreation Committee meeting of 23 July 2024 and unconfirmed minutes of that meeting, Item 10.4 in this agenda)

85 - 108

RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 240711113837.
- (b) **Approves** bringing forward the public toilet renewals budget scheduled for year three into year two.

9. **HEALTH, SAFETY AND WELLBEING**

9.1 **Health, Safety and Wellbeing Report July 2024** - J Millward (Chief Executive)

109 - 120

RECOMMENDATION

THAT the Council

- (a) **Receives** Report No 240717117493
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 Minutes of a meeting of the Utilities and Roading Committee of 18 June 2024

121 - 129

10.2 Minutes of a meeting of the Utilities and Roading Committee of 16 July 2024

130 - 140

10.3 Minutes of a meeting of the District Planning and Regulation Committee of 16 July 2024

141 - 145

RECOMMENDATION

- (a) **THAT** Items 10.1 to 10.3 be received for information.

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 June 2024

146 - 154

11.2 Minutes of the Oxford-Ohoka Community Board meeting of 3 July 2024

155 - 165

11.3 Minutes of the Woodend-Sefton Community Board meeting of 8 July 2024

166 - 173

11.4 Minutes of the Rangiora-Ashley Community Board meeting of 10 July 2024

174 - 185

11.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 15 July 2024

186 - 194

RECOMMENDATION

- (a) **THAT** Items 11.1 to 11.5 be received for information.

12. **MAYORS DIARY - MONDAY 24 JUNE 2024 – SUNDAY 28 JULY 2024**

195 - 197

RECOMMENDATION

- (a) **THAT** the Council receives report no. 240730125339.

13. **COUNCIL PORTFOLIO UPDATES**

- 13.1 **Iwi Relationships** – Mayor Dan Gordon
- 13.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 13.3 **Government Reforms** – Mayor Dan Gordon
- 13.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 13.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 13.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 13.7 **Property and Housing** – Deputy Mayor Neville Atkinson

14. **QUESTIONS**

(under Standing Orders)

15. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

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

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public is 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.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Public Excluded Minutes of Council meeting of 25 June 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).
16.2	Confirmation of Public Excluded Minutes of Council meeting of 2 July 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).
16.3	Minutes for information of Public Excluded portion of the Utilities and Rooding Committee meeting of 18 June 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.4	Minutes for information of the unconfirmed Public Excluded portion of the Utilities and Rooding Committee meeting of 16 July 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

REPORTS			
16.5	UV Disinfection Upgrades – Current Project Status and Budget Update	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remain public excluded for reasons of enabling any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities, and prevent the disclosure or use of official information for improper gain or improper advantage as per LGOIMA Section 7 (2)(h), and (j).
16.6	Funding Oxford-Ohoka Community Board to be a Party to the Appeal Lodged by Woodstock Quarries Limited Appeal in the Environment Court	Good reason to withhold exists under section 7	Recommendations (a), (b), (c), (f) and (g) are to become public at the conclusion of the meeting, however resolutions (d) and (e), the report, discussion, and minutes remain Public Excluded until the end of the Environment Court and consenting process for reasons pertaining to LGOIMA Section 7(2)(f)(ii) and (g).
16.7	Authorisation to begin negotiations with landowners – New Gravel Pit Location	Good reason to withhold exists under section 7	The report, attachments, discussion, and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), and (i).
16.8	Contract 17/22 Street, Reserves and Cemetery Tree Maintenance, Request for Approving One Year Extension of Contract	Good reason to withhold exists under section 7	The recommendations in this report be made publicly available but that the contents of the report and discussion remain public-excluded for reasons of commercial sensitivity as per LGOIMA Section 7(2)(h).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING

17. NEXT MEETING

The next ordinary meeting of the Council is scheduled for Tuesday 3 September 2024, commencing at 9am to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 25 JUNE 2024 WHICH COMMENCED AT 1PM

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors A Blackie, R Brine, B Cairns, T Fulton (virtual from 1.07pm to 2.40pm), J Goldsworthy, N Mealings, P Redmond, P Williams, and J Ward (virtual from 1.07pm to 2.40pm).

IN ATTENDANCE

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Rooding), K LaValley (General Manager, Planning, Regulation and Environment), G Bell (Acting General Manager Finance and Business Support), C Roxburgh (Project Delivery Manager), L Hurley (Project Planning and Quality Team Leader), M Harris (Customer Services Manager), L Palmer (Credit Controller), J McSloy (Development Manager) and A Smith (Governance Coordinator).

There were several members of the community present in the public gallery.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

ACKNOWLEDGEMENT

Mayor Gordon acknowledged the recent passing of Gareth James, who was a former staff member but in recent years was instrumental in a leadership role in Transwaste.

Councillor Brine advised it had been a privilege to work with Gareth for many years. He observed that when Gareth worked at this Council there were 52 landfills ("dumps") operating in the Canterbury region. The vision was for this to become one landfill for the region and out of this, Kate Valley was developed. Gareth was the engineer behind the Kate Valley landfill, and he won numerous awards for his work on Kate Valley. Mayor Gordon noted that in recognition of Gareth, it was planned to name a part of Kate Valley in recognition of his contribution.

Members stood to observe a moments silence.

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 21 May 2024

Moved Councillor Goldsworthy

Seconded Councillor Cairns

THAT the Council:

- (a) **Confirms** as a true and correct record the minutes of a meeting of the Waimakariri District Council held on Tuesday 21 May 2024.

CARRIED

3.2 Matters Arising from The Minutes

There were no matters arising.

4. **REPORTS**

4.1 **2024/25 Development Contribution Policy and Schedules for Adoption with Long Term Plan – L Hurley (Project Planning and Quality Team Leader) and C Roxburgh (Project Delivery Manager)**

This report sought the Council's approval of the 2024/25 Development Contribution Policy and Schedules, which sit alongside the adoption of the Long Term Plan 2024-34. L Hurley commented that this Policy was consulted on along with the LTP and there had been one submission received during the consultation period.

Staff pointed out that since the consultation period, a matter had been raised regarding 'granny flats', which required consideration. The report had presented two options on how to address this matter. Staff also noted that once the legislation was finalised, there may need to be a further update to the Development Contribution Policy as required.

There was discussion on the need to clarify the development contributions on granny flats and would this be at the time of development and subdivision, or at the time a granny flat was built. Staff suggested there may need to be further debate and following discussion by members, it was agreed to remove any reference to granny flats from the recommendations. The matter would be subject to a future Council briefing, followed by a further report to the Council.

Moved Mayor Gordon

Seconded Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No. 240416059808.
- (b) **Approves** the attached 2024/25 Development Contribution Policy and Maps to be effective from 1 July 2024, at the start of the new financial year (Attachments i & ii).
- (c) **Approves** the attached 2024/25 Development Contribution Schedules to be effective from 1 July 2024, at the start of the new financial year (Attachment iii).
- (d) **Notes** that there are five changes proposed to the Development Contribution Schedules following the 2024-34 Long Term Plan consultation period as listed below, with the remainder of the development contribution amounts proposed to be adopted in accordance with the figures that were included within the LTP consultation document. The proposed changes are:

	Adopted Annual Plan 2023/24	Draft Long Term Plan 2024/25	Final 2024/25 Long Term Plan	Change from Draft LTP
Sewer – Kaiapoi	2,189	2,216	2,220	4.00
Water – West Rangiora	1,793	1,900	1,960	60.00
District Rooding	12,062	10,110	10,121	11.00
Community Infrastructure	New 2024/25	1,495	1,451	- 44.00
Rangiora – West of Bellgrove	New 2024/25	23,144	28,224	5,080

- (e) **Notes** that any consent and/or any connection applications received prior to 1 July 2024 will be subject to the 2023/24 Development Contribution Schedule, in accordance with the 2023/24 Development Contribution Policy, while any consent and/or new connection applications received from 1 July 2024 onwards will be subject to the new Policy and Schedules.

CARRIED

Mayor Gordon agreed with the Development Contribution Policy and acknowledged that the staff were trying to get ahead of the government announcement last week on the change of rules for a second dwelling on a property. Mayor Gordon also supported this proposal as it makes it a much more straightforward for anyone who wishes to build a second dwelling to the definition that the government proposed. In the District Plan, the Council had previously agreed on the maximum size for a second dwelling of 90 square metres, which was based on the Ryman units being 86sq metres, plus the addition of a garage. The distance between the existing building and additional dwelling was also considered. Mayor Gordon believed that when the Council did submit on this matter, the Government should be asked how it arrived at the decision of a 60sq metre maximum size limit.

Deputy Mayor noted the status quo should remain until there was confirmation from the government on this matter.

Councillor Fulton and Councillor Ward both noted their support of the motion and also believed that the limit of 60square metres was too small for the size for a second residence on a property.

4.2 **Adoption of the Long Term Plan 2024 – 2034 – G Bell (Acting General Manager Finance and Business Support)**

G Bell presented this report, seeking the Council adoption of Long Term Plan 2024-34. It was noted that the adoption of the Long Term Plan (LTP) was one of the most important tasks within the electoral term, along with the District Plan. The LTP helps shape the future of the district and sets the direction for the Council on how it will manage its infrastructure over the next ten years, as well as setting and maintaining the Council's sound financial health. G Bell spoke of the challenges that have needed to be faced over the past few years, and now there was the current financial challenges being experienced by everyone, and not just those in this district - increasing costs and interest rates. This showed that it was difficult to plan for the future, but it was also good to do so and to be in a positive position with prudent management, if things go wrong economically or with natural disasters.

Long Term Plans always involve compromise and trade off with the Council needing to strike a balance. G Bell said this Plan provided a sound base for the district into the future. It had involved rate increases, but this was as a result of factors outside the Council control. The consultation on this Long Term Plan had been extensive, with stakeholders, Councillors, Community Board members and members of the public. This included significant media coverage and holding of six workshops throughout the community, where many members of the community were spoken to. There were over 3,600 visits to the Council's engagement page and 330 submissions were received. Councillors were reminded that this report sought the adoption of the ten year plan however the budget and rates were only being set for one year. Beyond that, there would potentially be changes and the Council would need to be able to adapt to any of those changes as it reviewed the following years Annual Plan. It was confirmed that the Auditors Opinion had now been received and the Long Term Plan could now be adopted including the Opinion, which was a requirement of the Local Government Act. The Opinion is an unmodified opinion, but it did include an emphasis on the uncertainty of NZTA funding relating to the Eastern Link Road and Skew Bridge projects.

Councillor Goldsworthy, highlighted page 6 of the Long Term Plan document and reference to changes following consultation and deliberations. He suggested there could also be inclusion of the pushing back of the provisional budget for Southbrook. G Bell agreed this could be included.

Moved Mayor Gordon

Seconded Councillor Redmond

THAT the Council:

- (a) **Receives** report N° 240605090378.
- (b) **Approves** the removal of the out-of-date information from the Revenue and Financing Policy that shows historic funding percentages for Council activities.
- (c) **Adopts** the Long-Term Plan 2024-2034 (*Trim document* 240501068892) including the Infrastructure Strategy (*Trim document* 240614096458) and Financial Strategy.
- (d) **Notes** the Audit Opinion provided by Audit New Zealand is an unmodified opinion and includes an emphasis of matter in relation to uncertainty over funding for some roading projects.
- (e) **Authorises** the Chief Executive and the Acting General Manager Finance and Business Support to make necessary minor edits and corrections to the Long-Term Plan 2024-2034 prior to publication.

CARRIED

Councillor Williams Against

A Division was called by Councillor Redmond

For: 10 Mayor Gordon, Deputy Mayor Atkinson, Councillors Blackie, Brine, Cairns, Fulton, Goldsworthy, Mealings, Redmond and Ward.

Against: 1 Councillor Williams.

Mayor Gordon acknowledged the extensive work that had been undertaken over the past year which had led to the adoption of this Long Term Plan. There had been hearings and deliberations on this Plan, and he believed this was a responsible position to present to the community. While he was not completely happy with the 9.39% increase in rates, Mayor Gordon acknowledged there had been a considerable amount of work undertaken by the Chief Executive and staff to keep this increase down as much as practical. This was a responsible position that had been presented, noting that the local government average rate increase this year around the country was 16%. Mayor Gordon noted, in his twenty years in local government, he considered this to be the most difficult Long Term Plan. The additional difficulty of the rapidly changed insurance market with brokers making the Council aware of the challenges, however there needed to be adequate cover for the Council assets. Regarding the Audit Opinion being unmodified, Mayor Gordon noted that this Council was one of the first Councils in the country to be audited. Thanks for extended to G Bell and the Finance team for their work with this.

Mayor Gordon said the Council acknowledged that it did not want to put an undue burden on the community and if there can be any savings made in 2025, and in outer years, these would all be considered during the Annual Plan process. Mayor Gordon recommended adoption of this Long Term Plan, acknowledging the work that had gone into it, the consultation and feedback from the community and had no hesitation in supporting this motion.

Councillor Williams expressed concern that the consultation highlighted five major consultation points, and of these, 60% of submitters did not want the Council to proceed with three of these. Community Boards submissions also did not support proceeding with some of these items. In this regard, Councillor Williams questioned why the Council engaged in the consultation process but did not appear to listen to the responses from the community. Other concerns raised by Councillor Williams included:

- Improvement in efficiencies in some areas of Council work with Councillor Williams previously requesting a Council workshop be arranged to discuss this, but this had not been supported by the Mayor or Chief Executive.
- The 9.3% rate increase was one of the lowest in the country, but Councillor Williams said it needed to be considered that the existing rates in Waimakariri were already higher than some other Councils.

- Reference was made to a petition from a local resident, in which more than half the responders believed that the Council did not listen to the public. *[It was noted by Deputy Mayor Atkinson that the petition had not been submitted to the Council].*
- The proposed increase of \$4.4m in staff costs was not addressed in the Long Term Plan, even though this amount represented more than 50% of the proposed rate increase. There appeared to be confusion on how many new staff were included in the 2024/25 budget. There was reference in the petition previously referred to, of an increase in staff salaries of 5.9%.

Deputy Mayor Atkinson sought clarification on this figure. Chief Executive J Millward confirmed that in the budget, there was an allowance in the 2024/25 year for 3.1% which was expected to be settled on 1 December which equated to an increase in staff salaries of 1.81%. J Millward advised that the 5.9% has been incorrectly reported in the petition.

Councillor Williams stated there were a lot of people in the community who were struggling to pay their rates and Councillor Williams questioned whether the Council had actually taken this into consideration. There was a difference between the needs and wants of the district. A lot of residents cannot afford the rate increase which includes some of the “wants”. In closing Councillor Williams said he would not be supporting the motion and believed that the Council had not listened to submitters.

Councillor Ward wished it to be recorded that the signature on the petition circulating in the community by a ‘Joan Ward’ was not her.

Councillor Ward reiterated the comments from Mayor Gordon in supporting the Long Term Plan and the significant amount of work that the staff had undertaken in producing this Plan. This had not been an easy LTP to put together and the Chief Executive and all staff involved had worked under extreme pressure to make sure that the level of service was continued to the community. It was pointed out that Waimakariri was a growth community, and it was important to invest in infrastructure and for this to be a safe place to live in. Keeping the rate increase at 9.39% was a result of significant work of the Chief Executive and staff.

Councillor Fulton said this LTP gives the Council options and opportunities for the next ten year period to move the district forward. The current Council debt was within the debt threshold of the Council Policy and the financial status of the Council reflected the economy. Councillor Fulton supported the adoption of this Long Term Plan.

Councillor Brine noted that the Council had to increase the rates, as this was a reality. During this LTP process there had been numerous briefings, workshops and a significant amount of information provided to Councillors, over many months, resulting a the draft LTP document being presented to the Council in January. As part of the public consultation process, people had shared thoughts at community drop-in sessions, had submitted their views on this draft LTP which Councillors had read all the submissions, and keenly listened to those submitters who chose to come to speak to the Council during the three days of hearings. To hear it said by Councillor Williams, that as a Councillor, he was not listening because he did not agree with a submission, Councillor Brine considered it to be an insult personally and potentially was also to other colleagues at the Council table. Councillor Brine did not want to increase the rates but for the reasons that had already been outlined, the Council had to do this. During the LTP submission process, there had been comments about the Councils level of debt, and responding to this, Councillor Brine took the opportunity to highlight some of the large infrastructure projects that the Council had undertaken over the 26 years that he had been part of the Council, which had included; two new swimming pools, Rangiora Town Hall, Eastern District Sewerage Ocean Outfall, and providing an improved water supply to Rangiora. These projects were all debt funded and were needed to keep the district as good as it was, which in turn, was attracting people to the district. The most recent major facility built by the Council had been Mainpower Stadium, which had proved to be a major success for the district. In conclusion, Councillor Brine reiterated that having read and listened to all submissions received, he supported the adoption of the Long Term Plan.

Deputy Mayor Atkinson agreed with the comments of Councillor Brine and also referred to the figures provided by G Bell on the number of people who had commented on the Long Term Plan, on the website, the 330 submissions received, which had generated over 1,000 submission points. He pointed out that 60% of these submission figures did not make a majority of the community. He noted that in their roles, Councillors also attend meetings with various groups that they were appointed to and listen to what people have to say at these meetings, acknowledging there was not always agreement with what people have to say; however as a Councillor he listened. Deputy Mayor Atkinson point out that he personally did not agree with increases in rates, but this was required to maintain the level of service provided to the community. Deputy Mayor Atkinson urged members to support the adoption of this LTP, emphasising that this was a ten year plan, and there would be an opportunity to consult with the ratepayers each year.

Councillor Blackie acknowledged the comments from colleagues and commented that there could be a zero rate rise, but this would only be achieved by significantly cutting levels of service to the community, thereby cutting services that people want and expect to have. Councillor Blackie referred to the 9.39% rate rise, comparing this with the average 16 – 17% rises in other Councils throughout the country. He believed the 9.39% rate rise would be mostly absorbed by inflation which had also added to the financial challenges to run the Council. There had been further increases in costs associated with construction, electricity, and the cost of insurance premiums which were well above the anticipated increase. Councillor Blackie acknowledged that the ratepayers were hurting out in the community, but the Council needed to balance a sustainable progress. The debt ratio of the Council was 10% of its assets which Councillor Blackie suggested was a good level and something to be applauded, not criticized. Many of the big projects had been pushed out in the ten year plan and the Council had been financially prudent. The only project that was to progress, was the Pegasus Community Centre which had been promised for 12 years. Councillor Blackie concluded that the district had to live with a 9.39% rate rise and he would be supporting the adoption of this Long Term Plan.

Councillor Redmond endorsed the comments of the previous speakers Atkinson, Brine and Blackie. He too, had read all the submissions and listened to those submitters who presented their submissions at hearings and just because Councillors may not agree with a submission, does not mean the submission had not been given due consideration. The government had asked Councils to exercise restraint in these challenging economic times being experienced as the country hovers around a technical recession. The Council understands and appreciates the challenges out in the community. The Council heard from 76 submitters during the hearings and Councillor Redmond suggested the theme from the submitters was that the state of the economy was important. Councillor Redmond believed that the Council was conscious of the proposed increase in rates and the impact on the community. All these changes affect everyone, particularly those on fixed incomes. Referring back to the submissions, Councillor Redmond said the Council needed to exercise restraint with the larger projects but noted that these projects were not going to go away and they needed to be signalled for the future. The Library/Civic Centre and Southbrook Park had been pushed out to Year Four which means that the next Council would have the opportunity to review this again as part of the next Long Term Plan. It would then be up to that Council to prioritise and determine when these works were going to occur. If the Council had adopted the options that Councillor Williams had referred to, this would not have made a significant difference to the rate increases over the first four years. In response to some of the submitters who were concerned with debt, Councillor Redmond advised that this Council was 25th in relation to the size of its debt, and by population, it was 16th in ranking from 76 Councils, which Councillor Redmond considered was doing well. This Council was also only one of 18 Councils in the country with a Standard and Poors AA rating or greater. Councillor Redmond supported this Long Term Plan with the pushing out of bigger projects to year four or later in the Plan. The Council had addressed earthquake prone buildings, water quality and other projects that Councillor Brine had referred to. The Council had a plan to repay the debt and a projected debt repayment plan was included in the Long Term Plan document. Councillor Redmond referred to a petition that had been circulating on social media and considered this had not been successful and it had not been presented to the Council, as it could have been. Though it had nearly 6,000 views, only 620 people chose to sign the petition. In supporting the recommendation and the adoption of the Long Term Plan, Councillor Redmond said there needed to be a balance of affordability with residents' ability to pay, the delivery of service of infrastructure and levels of service that are required for a growing district.

Councillor Cairns acknowledged the challenges with this Long Term Plan, noting that many comments in the submissions requested the rates be cut, however residents still want spending on library extension and community centres. This is a growth district, and the Council has needed to prioritise projects. Councillor Cairns congratulated staff on the significant work that had been undertaken to get the rates increase down to the 9.39% level. This was still high, but as had been pointed, everyone's cost of living had increased, and the services provided by Councils were not immune to these increases. This Council was visionary and needed to keep up with the fast growth of the district therefore Councillor Cairns supported the adoption of the Long Term Plan.

Councillor Mealings referred to the purpose of Local Government. She stressed that the services provided by the Council do not make money – roads, provision of water, sewerage, libraries, and swimming pools and parks do not make money. No private enterprise would take on providing these services, however they were for the public good. This was why local councils provided these services. Councillor Mealings suggested there was misunderstanding with some projects being moved to outer years in the Long Term Plan. These projects still needed to be included in Plans as this was how funding could be applied for in the future. Initially the projected rate rise was over 19% and the Council had got this down to 9.39%, which under the current economic environment, was considered to be a good job by the Council. Councillor Mealings noted her support for the adoption of this Long Term Plan.

Councillor Goldsworthy acknowledged the previous comments from colleagues, and reminded everyone that the Council was building a base for the future generation who do not currently have a voice.

Mayor Gordon noted his pride in the Council team he worked with and the passion colleagues had shown today. Mayor Gordon responded to Councillor Williams regarding his comments on efficiencies. There was an opportunity at every workshop or meeting to raise the matter of how the Council can make savings. This was what all the Councillors were focused on with many LTP related discussions held since mid-last year. Mayor Gordon also noted that he did read every submission received as part of the Long Term Plan process and had found it insulting to suggest that the Council did not listen or consider the submissions. In his role, Mayor Gordon noted he was always approached out in the community or through visits to his office with requests from members of the community. As in all cases, he listens to these requests or suggestions, though did not always agree with them or for the Council to be in a position to provide them. This was a growing district and zero rates were just not possible. There was cover required to pay for earthquake recovery, the Stadium and other substantial projects; debt funding was spread over a long period of time. The earthquakes cost the Council \$100m. The Council was a AA rated Council twice by the Local Government Excellence Programme and this was the only Council in the country to achieve that. This Council was more than fit for purpose, it was a leader. There was an independent assessment by Standard and Poors. Mayor Gordon acknowledged that he was not happy with the 9% rate increase, but made reference to the original increase suggested by staff of a 19% increase. At that time, the message to staff from the Councillors was to go back and look at all areas of savings. Mayor Gordon noted that he had not seen the petition that had been referred to previously, but did note there was always opportunities for items to be presented to the Council.

4.3 **Rates Resolution 2024/2025 – L Palmer (Credit Controller)**

L Palmer and M Harris were present for consideration of this report. This was a requirement of the Local Government Act to set the rates for the 2024/25 year. The report was taken as read.

There were no questions from members.

Moved Deputy Mayor Atkinson

Seconded Councillor Brine

THAT the Council:

- (a) **Receives** Report No. 240524084179.

- (b) **Resolves** to set and assess the following rates under the Local Government (Rating) Act 2002 and in accordance with the relevant provisions of the Long Term Annual Plan 2024-2034 and Funding Impact Statement for the 2024/2025 year, on rating units in the Waimakariri District for the financial year commencing on 1 July 2024 and ending on 30 June 2025.

Rates are inclusive of the Goods and Services Tax (GST).
All section references are to the Local Government (Rating) Act 2002.

Targeted rating area boundaries are available at waimakariri.govt.nz or at any Council Service Centre.

1. GENERAL RATES

- (a) a general rate set under Section 13 as a rate in the dollar on the rateable capital value for all rateable land; and
(b) a uniform annual general charge set under Section 15 as a fixed amount per rateable rating unit.

Uniform annual general charge per rateable rating unit	\$135.00
General rate in the dollar on rateable capital value	\$0.000435

2. EARTHQUAKE RECOVERY RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the District.

Fixed amount per rateable rating unit	\$141.87
---------------------------------------	----------

3. ROADING RATES

Targeted rates set under Section 16-18 comprising a fixed amount per rateable rating unit in the District; and a rate in the dollar on the rateable capital value for all rateable land in the District.

Fixed amount per rateable rating unit	\$130.14
Roading rate in the dollar on rateable capital value	\$0.000533

4. NORTH EYRE ROAD & BROWNS ROAD SEAL EXTENSION LOAN RATE

A targeted rate set under section 16-18 as a fixed amount per rateable rating unit in the North Eyre Road and Browns Road Seal Extension rating area where a lump sum contribution has not been previously been paid.

Fixed amount per rateable rating unit	\$1,206.91
---------------------------------------	------------

5. THONGCASTER ROAD & BROWNS ROCK ROAD SEAL EXTENSION LOAN RATE

A targeted rate set under sections 16-18 as a fixed amount per rateable rating unit in the Thongcaster Road & Browns Rock Road Seal Extension rating area where a lump sum contribution has not previously been paid.

Fixed amount per rateable rating unit	\$331.65
---------------------------------------	----------

6. BARKERS ROAD SEAL EXTENSION LOAN RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the Barkers Road Seal Extension rating area where a lump sum contribution has not previously been paid.

Fixed amount per rateable rating unit	\$232.19
---------------------------------------	----------

7. COMMUNITY PARKS AND RESERVES, BUILDINGS AND GRANTS RATES

Targeted rates set under Sections 16-18 on a differential basis according to where the land is situated and the use to which the land is put, and targeted to each rateable rating unit or separately used or inhabited part of a rateable rating unit as follows:

Fixed amount per separately used or inhabited part of a rateable rating unit in the Town Residential category	\$612.10
Fixed amount per rateable rating unit in the Town Commercial category	\$612.10
Fixed amount per rateable rating unit in the Town Vacant category	\$85.00
Fixed amount per separately used or inhabited part of a rateable rating unit in the Rural Residential category	\$527.10
Fixed amount per rateable rating unit in the Rural Commercial category	\$527.10

A full explanation of the differential categories is in the Funding Impact Statement contained in the Long Term Plan 2024-2034 available at waimakariri.govt.nz or at any Council Service Centre.

8. COMMUNITY LIBRARY AND MUSEUMS RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the District that is used for business purposes; and each separately used or inhabited part of a rateable rating unit in the District that is used for residential purposes.

Fixed charge per rateable rating unit used for business purposes	\$218.03
Fixed charge per separately used or inhabited part of a rateable rating unit used for residential purposes	\$218.03

9. COMMUNITY SWIMMING POOLS RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the District that is used for business purposes; and per separately used or inhabited part of a rateable rating unit in the District that is used for residential purposes.

Fixed charge per rateable rating unit used for business purposes	\$193.78
Fixed charge per separately used or inhabited part of a rateable rating unit used for residential purposes	\$193.78

10. CANTERBURY MUSEUM OPERATIONAL LEVY RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the District that is used for business purposes; and per separately used or inhabited part of a rateable rating unit in the District that is used for residential purposes.

Fixed charge per rateable rating unit used for business purposes	\$31.80
Fixed charge per separately used or inhabited part of a rateable rating unit used for residential purposes	\$31.80

11. CANTERBURY MUSEUM REDEVELOPMENT LEVY RATE

A targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit in the District that is used for business purposes; and per separately used or inhabited part of a rateable rating unit in the District that is used for residential purposes.

Fixed charge per rateable rating unit used for business purposes	\$7.90
Fixed charge per separately used or inhabited part of a rateable rating unit used for residential purposes	\$7.90

12. PEGASUS SERVICES RATE

Targeted rate set under Sections 16-18 as a fixed amount per rateable rating unit situated in the Pegasus Town boundary.

Fixed amount per rateable rating unit	\$73.30
---------------------------------------	---------

13. ANIMAL CONTROL (STOCK) RATE

A targeted rate set under Sections 16-18 as a rate in the dollar on the rateable capital value on rating units situated in the Residential 4A, Residential 4B and rural zones in the Waimakariri District Council District Plan.

Rate in the dollar on rateable capital value	\$0.000006
--	------------

14. COMMUNITY BOARD RATES

Targeted rates set Under Sections 16-18 as a fixed amount per rateable rating unit plus a rate in the dollar on the rateable capital value in each of the Community Board areas.

Rate in the dollar on rateable capital value on each rating unit situated in the Kaiapoi-Tuahiwi Community Board area	\$0.000007
Fixed amount per rateable rating unit situated in the Kaiapoi-Tuahiwi Community Board area	\$22.86
Rate in the dollar on rateable capital value on each rating unit situated in the Rangiora-Ashley Community Board area	\$0.000005
Fixed amount per rateable rating unit situated in the Rangiora-Ashley Community Board area	\$20.42
Rate in the dollar on rateable capital value on each rating unit situated in the Woodend-Sefton Community Board area	\$0.000008
Fixed amount on per rateable rating unit situated in the Woodend-Sefton Community Board area	\$25.60
Rate in the dollar on rateable capital value on each rating unit situated in the Oxford-Ohoka Community Board area	\$0.000006
Fixed amount per rateable rating unit situated in the Oxford-Ohoka Community Board area	\$30.78

15. PROMOTION AND ECONOMIC DEVELOPMENT RATE

A targeted rate set under Sections 16-18 as a rate in the dollar on rateable capital value on each rating unit that is used for business purposes.

Rate in the dollar on rateable capital value	\$0.00014
--	-----------

16. RANGIORA CBD AREA MAINTENANCE AND STREET WORKS RATE

A targeted rate set under Sections 16-18 as a rate in the dollar on rateable capital value on rating units situated in the Rangiora Central Business District rating area that are used for business purposes.

Rate in the dollar on rateable capital value	\$0.0001219
--	-------------

17. KAIAPOI CBD AREA MAINTENANCE AND STREET WORKS RATE

A targeted rate set under Sections 16-18 as a rate in the dollar on rateable capital value on rating units in the Kaiapoi Central Business District rating area that are used for business purposes.

Rate in the dollar on rateable capital value	\$0.0002505
--	-------------

18. KERBSIDE RUBBISH AND RECYCLING COLLECTION RATE

A targeted rate set under Sections 16-18 as a fixed amount per separately used or inhabited part of a rating unit within the Kerbside Collection Contract areas excluding the Ohoka Kerbside recycling area to which the rubbish and recycling service is available.

Fixed charge per separately used or inhabited part of a rating unit to which the Kerbside Rubbish and Recycling Collection service is available	\$118.00
---	----------

19. OHOKA KERBSIDE RECYCLING COLLECTION RATE

A targeted rate set under Sections 16-18 as a fixed amount on each separately used or inhabited part of a rating unit in the Ohoka Kerbside Recycling Area.

Fixed charge per separately used or inhabited part of a rating unit in the Ohoka Kerbside Recycling Area	\$108.00
--	----------

20. KERBSIDE BIN RUBBISH COLLECTION

A targeted rate set under Sections 16-18 as a fixed amount per rubbish wheelie bin provided to rating units within the Kerbside Collection Contract areas including the Ohoka Kerbside Recycling Area.

Fixed charge per 80 litre rubbish wheelie bin	\$112.60
Fixed charge per 140 litre rubbish wheelie bin	\$150.10

21. KERBSIDE ORGANICS BIN COLLECTION

A targeted rate set under Sections 16-18 as a fixed amount per organics wheelie bin provided to rating units within the Kerbside Collection Contract areas (excluding the Ohoka Kerbside Recycling Area).

Fixed charge per 80 litre organics wheelie bin	\$94.10
Fixed charge per 140 litre organics wheelie bin	\$127.60
Fixed charge per 240 litre organics wheelie bin	\$181.30

22. WATER RATES

Targeted rates for water supply set under Sections 16-19 as follows:

On a differential basis according to the provision or availability of the service, a fixed amount per separately used or inhabited part of a rating unit that is provided with an unrestricted connection to the Cust, Rangiora, Kaiapoi, Waikuku Beach, Woodend-Tuahiwi-Pegasus, Oxford Township water supplies. A fixed amount (40% of the rate for an unrestricted connection) for each unit of water supplied is set on rating units provided with a restricted connection to the above named water supplies.

A fixed amount per rating unit connected to the Summerhill, West Eyreton, Poyntz Road, Garrymere and Ohoka restricted water supplies together with a fixed amount for each unit of water supplied.

A fixed amount per unit of water supplied from Oxford Rural No. 1, Oxford Rural No. 2 and Mandeville (including the Fernside extension) water supplies.

(1 unit of water = 1,000 litres/day)

Targeted rate for Water UV Treatment set as a fixed amount per rating unit on all rating units connected to a Waimakariri District Council water supply.

Targeted loan rates set under Sections 16-18 on a differential basis according to the provision or availability of a service, on rating units in the Tuahiwi residential area that are serviced by the Woodend-Tuahiwi-Pegasus Water Supply, where a lump sum contribution has not been paid. Loan rates are set as a fixed amount on each rating unit that is connected to the Woodend-Tuahiwi-Pegasus Water Supply, with a reduced amount payable on rating units that are not connected (pipeline share). The lower differential reflects the cost of installing the main pipeline and does not include the cost of property connections.

Targeted loan rate set as a fixed amount per rating unit in the rural land adjacent to the Tuahiwi residential area that have a restricted connection to the Woodend-Tuahiwi-Pegasus Water supply, where a lump sum contribution has not been paid.

Targeted loan rate set as a fixed amount per unit of water in the Fernside Water Loan area.

Ashley Rural water rates are collected on behalf of the Hurunui District Council.

Cust	\$1,712.20
Cust – restricted supply per unit of water	\$684.88
Summerhill – per unit of water	\$127.40
Summerhill – per rating unit	\$1,059.10
Fernside Loan Rate per unit of water	\$87.30
Rangiora	\$451.90
Rangiora – restricted supply per unit of water	\$180.76
Kaiapoi	\$313.00
Kaiapoi – restricted supply per unit of water	\$125.20
Waikuku Beach	\$593.80
Waikuku Beach – restricted supply per unit of water	\$237.52
Woodend-Tuahiwi-Pegasus	\$441.80
Woodend-Tuahiwi– Pegasus restricted supply per unit of water	\$176.72
Tuahiwi rural water loan rate	\$778.30
Tuahiwi residential area water connection loan rate	\$667.11
Tuahiwi residential area water pipeline loan rate	\$489.22
West Eyreton—per unit of water	\$106.10
West Eyreton—per rating unit	\$1,097.90
Oxford Township	\$700.10
Oxford Township – restricted supply per unit of water	\$280.04
Oxford Rural Water No 1 per unit of water	\$527.50
Oxford Rural Water No 2 per unit of water	\$488.40
Water UV Treatment rate – per rating unit	\$70.57
Mandeville – per unit of water	\$333.80
Ohoka – per unit of water	\$25.38
Ohoka – per rating unit	\$1,305.12
Poyntzs Road – per unit of water	\$81.00
Poyntzs Road – per rating unit	\$949.00
Garrymere – per unit of water	\$45.70
Garrymere – per rating unit	\$1,696.33
Ashley Rural Water- per unit of water	\$1,181.39

23. WAIMAKARIRI WATER RACE RATES

Targeted rates set under Sections 16-18 as a fixed amount per rateable rating unit where the Waimakariri water race system is available assessed on a differential basis according to the area of land within each rating unit; together with a targeted rate per hectare of land area.

Small holdings for which special arrangements have been made to pipe water from this scheme are charged the special fixed charge only.

Area Rate (per Hectare)	\$8.59
Fixed amount per rateable rating unit (properties of over .4046 ha land area)	\$137.00
Fixed amount per rateable rating unit (properties less than or equal to .4046 ha)	\$132.00
Special fixed amount per rateable rating unit for piped supply	\$137.00

24. SEWER RATES

A targeted rate under Sections 16-18 per water closet or urinal within a rating unit connected to the Eastern Districts Sewer in Rangiora, Waikuku Beach, Woodend, Woodend Beach, Pines Kairaki, Tuahiwi, Kaiapoi, Pegasus, Swannanoa, Mandeville, Ohoka, Loburn Lea and Fernside.

A targeted rate set under Sections 16-18 as a fixed charge per rateable rating unit in the Oxford sewer rating area.

Targeted loan rates set under Sections 16-18 as a fixed amount per rateable rating unit located in the Ohoka Utilities Connection Loan area and the Fernside Sewer Loan rating area and the Loburn Lea Sewer loan rating area.

Eastern Districts (Rangiora, Waikuku Beach, Woodend, Woodend Beach, Pines Kairaki, Tuahiwi, Kaiapoi, Pegasus, Swannanoa, Mandeville, Ohoka, Fernside, Loburn Lea) per WC or urinal.	\$615.90
Ohoka Utilities Sewer Connection Loan Rate fixed amount per rateable rating unit	\$321.00
Loburn Lea Sewer Loan Rate fixed amount per rateable rating unit	\$1,160.56
Oxford Sewer Operating Rate fixed amount per rateable rating unit	\$1,212.50
Fernside Sewer Loan Rate fixed amount per rateable rating unit	\$1,077.74

25. URBAN STORMWATER DRAINAGE RATES

Targeted rates set under Sections 16-18 as a rate in the dollar on the rateable land value on each rating unit situated in the Rangiora, Oxford, Pegasus and Coastal Urban (Woodend, Waikuku and Pines/Kairaki) urban drainage rating areas.

Targeted rate set under Sections 16-18 as a rate in the dollar on the rateable land value on each rating unit situated in the Kaiapoi urban drainage rating area on a differential basis according to where the land is situated.

A targeted rate set under Sections 16-18 as a fixed amount per rating unit on the properties in Alexander Lane that benefit directly from the private stormwater pump, to be charged in addition to the Kaiapoi urban drainage rate.

Rate in the dollar on rateable land value in the Kaiapoi urban drainage rating area excluding the Island Road rural extension	\$0.001311
Fixed amount per rating unit in the Alexander Lane Drainage Rating area	\$120.00
Rate in the dollar on rateable land value in the Kaiapoi urban drainage rating area Island Road Extension	\$0.000656
Rate in the dollar on rateable land value in Rangiora urban drainage rating area	\$0.0008443
Rate in the dollar on rateable land value in Coastal Urban (Woodend, Waikuku and Pines/Kairaki) urban drainage rating areas	\$0.0005619
Rate in the dollar on rateable land value in the Oxford urban drainage rating area	\$0.0008824
Rate in the dollar on rateable land value in the Pegasus urban drainage rating area	\$0.0007863

26. RURAL LAND DRAINAGE RATES

Targeted rates for Rural drainage set under Sections 16-18 on all rating units situated within the separate rural drainage targeted rating areas:

Waimakariri Coastal Rural	20% collected as a fixed amount per rateable rating unit and 80% by a rate per hectare of land
Cust	Rate per hectare of land
Clarkville	50% collected as a fixed amount per rateable rating unit and 50% as a rate per hectare of land
Oxford, Ohoka & Waimakariri Central Rural	20% collected as a fixed amount per rateable rating unit and 80% as a rate in the dollar on the rateable land value
Loburn Lea	Rate in the dollar on rateable land value

Ohoka fixed amount per rateable rating unit	\$75.00
Ohoka rate in the dollar on rateable land value	\$0.0004374
Loburn Lea rate in the dollar on rateable land value	\$0.0017855
Oxford fixed amount per rateable rating unit	\$57.00
Oxford rate in the dollar on rateable land value	\$0.0002592
Clarkville fixed amount per rateable rating unit	\$210.00
Clarkville rate on land area (per hectare)	\$55.36
Waimakariri Coastal Rural fixed amount per rateable rating unit	\$71.00
Waimakariri Coastal Rural rate on land area (per hectare)	\$43.21
Waimakariri Central Rural fixed amount per rateable rating unit	\$63.00
Waimakariri Central Rural rate in the dollar on rateable land value	\$0.0002422
Cust rate on land area (per hectare)	\$68.64

- (c) **Resolves** that rates are due and payable by four equal instalments on the dates listed below and resolves pursuant to Sections 57 and 58 that a penalty amounting to 10% of the amount unpaid will be added to any amount of the current instalment remaining unpaid seven days after the due date of that instalment. No penalty will be applied where a ratepayer has entered into an arrangement by way of a direct debit authority and honours that arrangement so that all current years rates will be paid in full by 30th June in that rating year or such other date agreed to by the Council.

Instalment	Due Date	Penalty Charge Applies
1 20 August 2024	27 August 2024	
2 20 November 2024	27 November 2024	
3 20 February 2025	27 February 2025	
4 20 May 2025	27 May 2025	

- (d) **Resolves** pursuant to Sections 57 and 58 a penalty charge amounting to 10% of the amount of unpaid rates from previous financial years, remaining unpaid at 5 July 2024 will be added on 5 July 2024 and a further penalty charge of 10% will be added on 6 January 2025 to rates for previous years still remaining unpaid as at 6 January 2025.
- (e) **Resolves** pursuant to Section 55 and the Discount for the Early Payment of Rates Policy, a discount amounting to 4% of the General Rate, Uniform Annual General Charge, Rooding Rates, Community Parks and Reserves, Buildings and Grants rate, Community Library & Museums Rate, Community Swimming Pools Rate, Pegasus Services Rate, Canterbury Museum Operational Levy rate and Canterbury Museum Redevelopment Levy Rate, will be allowed if the total year's rates and charges assessed, including those rates collected on behalf of the Canterbury Regional Council and Hurunui District Council are paid in full by 27 August 2024.
- (f) **Resolves** that rates shall be payable by cash or eftpos (debit card) at any of the following places during office opening hours:

Rangiora Service Centre, 215 High Street, Rangiora
 Kaiapoi Service Centre, 176 Williams Street, Kaiapoi
 Oxford Service Centre, 34 Main Street, Oxford

Or online at waimakariri.govt.nz, by a direct debit facility established by the Council, internet banking or direct credit.

CARRIED

5. QUESTIONS (UNDER STANDING ORDERS)

There were no questions under Standing Orders.

6. URGENT GENERAL BUSINESS (UNDER STANDING ORDERS)

There was no urgent general business.

7. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved Mayor Gordon

Seconded Councillor Goldsworthy

That the public is 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.	Subject	Reason for excluding the public	Grounds for excluding the public-
7.1	Confirmation of Minutes of public excluded portion of Council meeting 21 May 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section7(2)(i).
7.2	Contract for Rating Valuation Services and Database Management	Good reason to withhold exists under section 7	The recommendations in this report are to be made publicly available but the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; "enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".
7.3	Land Purchase and payment of "extra-over" infrastructure costs for Bellgrove Stormwater Management Area	Good reason to withhold exists under section 7	This report is to remain public excluded under s7(2)(h and i), as it contains details of commercial negotiations (including Bellgrove's development costs). The budget and development contribution schedule will be published as part of the LTP process.

CARRIED

CLOSED MEETING**Resolution to Resume in Open meeting.**

Moved Deputy Mayor Atkinson

Seconded Councillor Cairns

THAT the open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

The public excluded portion of the meeting commenced at 2.22pm and concluded at 2.44pm.

OPEN MEETING**7.2 Contract for Rating Valuation Services and Database Management – M Harris (Customer Services Manager)**

Moved Councillor Cairns

Seconded Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 240611094381.
- (b) **Accepts** Option 2 of the proposal from Quotable Value to enter into a contract for the provision of rating valuation services and District Valuation Roll database management on an all inclusive fixed price basis, in the sum of \$395,000 (excluding GST) for the first year, for a period of 6 years from 1 July 2024, with an option to extend for a further 3-year term.
- (c) **Agrees** that the annual fee be subject to an annual CPI adjustment and annual percentage growth increase.
- (d) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; "enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".

CARRIED

8. **NEXT MEETING**

The next scheduled ordinary meeting of the Council is on Tuesday 2 July 2024 commencing at 9.30am, to be held in the Kaikanui Meeting Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

There being no further business, the meeting closed at 2.44pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON TUESDAY 2 JULY 2024 WHICH COMMENCED AT 9.34AM.

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson (virtual), Councillors A Blackie, B Cairns, T Fulton, J Goldsworthy, N Mealings, P Redmond, P Williams and J Ward.

IN ATTENDANCE

J Millward (Chief Executive), G Bell (Acting General Manager Finance and Business Support), S Hart (General Manager Strategy Engagement and Economic Development), D Young (Senior Engineering Advisor), S Nichols (Governance Manager), T Allinson (Senior Policy Analyst), V Spittal (Principal Policy Analyst – Climate Change and Sustainability), H Downie (Senior Advisor, Strategy and Programme), and A Smith (Governance Coordinator).

1. APOLOGIES

Moved: Councillor Goldsworthy

Seconded: Councillor Ward

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

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3. ACKNOWLEDGEMENTS

Mayor Gordon acknowledged the organisers (Blue Sky Events) for the successful Matariki event held in Kaiapoi over the weekend.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 4 June 2024

Moved: Councillor Cairns

Seconded: Councillor Williams

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Waimakariri District Council meeting held on Tuesday 4 June 2024.

CARRIED

MATTERS ARISING (from Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

There were no deputations and presentations.

6. ADJOURNED BUSINESS

There was no adjourned business.

7. **REPORTS**

7.1 **Submission: Fast Track Approvals Bill** – T Allinson (Senior Policy Analyst)

This report sought the endorsement of the Council submission to the Fast Track Approvals Bill, which, due to timeframes, had not been able to be received formally by the Council prior to the submission closing date. The draft submission had been circulated to the Mayor, Councillors and the Management Team to review prior to being finalised and submitted.

Mayor Gordon and the Chief Executive presented the Council's submission to the Select Committee in person on Friday 14 June 2024. In principle the Council had supported the Bill, however some safeguards had been included, as previously discussed. T Allinson had no further updates on the Bill.

There were no questions from members.

Moved: Councillor Redmond

Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** Report No. 240619099692.
- (b) **Endorses** the attached submission on the Fast Track Approvals Bill. (TRIM: 240411056658).
- (c) **Circulates** the report and attached submission to the community boards for their information.

CARRIED

7.2 **Submission: Local Government Water Services Preliminary Arrangements Bill** – T Allinson (Senior Policy Analyst)

This report sought the endorsement of the Council's submission to the Local Government Water Services Preliminary Arrangements Bill. Due to the truncated timeframe (eight days), there was no time for workshops to discuss this submission with the Council. The draft submission had been circulated to the Mayor, Councillors and Management Team to review prior to being finalised and submitted. There were no further updates from the Select Committee since the Mayor and Chief Executive had presented the submission on behalf of the Council.

There were no questions from members.

Moved: Mayor Gordon

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 240619099920.
- (b) **Endorses** the attached Local Government Water Services Preliminary Arrangements Bill. (TRIM: 240610093098).
- (c) **Circulates** the report and attached submission to the community boards for their information.

CARRIED

Mayor Gordon noted that the Chief Executive and himself had presented the Council submission in person, noting once again, this was a process that was moving at pace. The water services process was one that this Council had helped develop and was in line with the direction that the Government had signalled pre-election. There would be further legislation later in the year on this matter.

Councillor Cairns and Mayor Gordon acknowledged the work of the staff in producing the submissions, often under restricted timeframes and thanks were extended to the team. Mayor Gordon added that it was important for Waimakariri's voice to be heard.

7.3 Endorsement of the draft Canterbury Climate Partnership Plan – V Spittal (Principal Policy Analyst – Climate Change and Sustainability)

V Spittal and Dr B Dollery were present for consideration of this report which sought Council's endorsement of the draft Canterbury Climate Partnership Plan and to provide an opportunity for feedback on the plan's narrative and design. The content of the Plan had been discussed during several Council workshops which set out the key principals, objectives and key actions.

The draft Canterbury Climate Partnership Plan was to be finalised following the Council's LTP deliberations and then endorsed and approved by the Chief Executives' Forum and Mayoral Forum in July and August 2024.

There were no questions from members.

Moved: Councillor Mealings Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 240617097809.
- (b) **Endorses** the attached draft Canterbury Climate Partnership Plan Trim 240617097781.
- (c) **Notes** that the Canterbury Climate Partnership Plan will be finalised pending LTP deliberations at all councils for endorsement and approval by the Chief Executive Forum and Mayoral Forum in July and August respectively.
- (d) **Delegates** Mayor Gordon and Chief Executive Jeff Millward the authority to signoff the final Canterbury Climate Partnership Plan on the Waimakariri District Council's behalf during the processes outlined in recommendation (c) above.
- (e) **Notes** staff will bring the final plan back to Council for its information and formal endorsement in September 2024 following the Canterbury Mayoral Forum approval.

CARRIED

Councillor Mealings noted that this matter had been discussed by the Council on several occasions and the final document was now ready for Council endorsement, encouraging members to support the motion.

Mayor Gordon noted he was the Chair of the Canterbury Climate Change Working Group and was pleased that the document had received widespread endorsement of other Councils. This was a Plan for the whole of Canterbury, and an opportunity for Councils to work together in partnership. This model being developed was a benchmark for the rest of the country and it was hoped that the Plan would have an official launch in the near future.

In reply, Councillor Mealings noted that this Plan gave a regional voice to a global problem. In quoting from the report, "Climate action will be a cost, but the cost of inaction will be far greater."

7.4 Adoption of the Waimakariri Natural Environment Strategy - V Spittal, (Principal Policy Analyst: Climate Change & Sustainability)

V Spittal requested the Council adopt the suite of documents for the Natural Environment Strategy (NES). It was advised that the adoption would be the end of a long planning process however the beginning of the implementation phase. In 2021 the Council hosted all the environment groups in the district at a forum. The key matters identified during the forum, were the lack of an agreed vision, lack of resources and knowledge. Staff believe this Natural Environmental Strategy provides all those things. With the contribution from the environment groups, it was believed that the Strategy was truly a partnership document.

The Strategy was consulted on through the Long Term Plan process, and 156 submitters supported some level of implementation of the NES and 40 people did not. Of those in favour, Option A (full implementation), was the preferred response for the NES and this was also supported by several groups, including the Pegasus Residents Group, Forest and Bird, Silverstream Volunteer Group, Ashley Rakahuri Rivercare Group, Te Kohaka o Tuhaitara Trust, Waimakariri Youth Council, Spokes Canterbury, Waimakariri Biodiversity Trust, and the National Public Health Service. V Spittal observed that this Plan delivered an affordable opportunity to start making progress.

Councillor Williams observed that the maintenance of planting was not included in the Strategy and questioned why this had not been included, concerned that no provision had been made for Contractors to access drains for cleaning and maintenance. Dr B Dollery responded that the planting was maintained by Delta, the maintenance contractor and overseen by the Council Greenspace team. Staff were currently undertaking a stocktake of the maintenance work on plantings to determine if it met the required standards. It was agreed to provide an update on this work once it had been completed. Regarding the planting of drains, Dr B Dollery advised that the Greenspace team were working alongside the Utilities and Roading staff, to ensure there was a staff member present at any restoration planning meetings to ensure that any potential problems with restoration planting were picked up immediately.

Councillor Cairns enquired if there were any other Councils that had included having edibles allowed in reserves and enabled members of the public to forage in reserves. Dr Dollery was not aware of any other council having written into Strategies the promotion of having edibles in reserves.

Mayor Gordon referred to the previous query on maintenance budgets, and queried if there was a maintenance budget in place for planting around drains. There was always a natural dieback, which was factored into plans. In natural reserves the maintenance required decreased as planting grows and the canopy was connected. There needed to be a watch kept on the lower canopy, to remove any noxious plants. This maintenance was included in the maintenance contract.

Councillor Fulton suggested it may be beneficial for a workshop presentation of a case study (eg. Matawhai Park, or Silverstream), to the Council on the restoration planting and reserve planting in the district. Staff agreed they would arrange a workshop on this, including the maintenance aspect of the work. Mayor Gordon suggested a presentation to a Council workshop as well as an All Boards session would be beneficial.

Moved: Councillor Mealings

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 240610093474.
- (b) **Adopts** the Waimakariri Natural Environment Strategy Biodiversity State of Environment Report, Waimakariri Natural Environment Strategy Our Environment – Our Future, Waimakariri Natural Environment Strategy Our Environment – Our Future Summary document and Waimakariri Natural Environment Strategy Implementation Plan.
- (c) **Accepts** the recommendations of the Natural Environment Strategy Project Control Group regarding the feedback on the Implementation Plan from the 2024 -2034 Long Term Plan consultation process as summarised in sections 5.2.2, 5.2.3 and 5.3.3 of this report.

CARRIED

Councillor Mealings believed this Strategy would bring together the work on the natural environment and provide a more effective use of resources. Previously there had not been a coordinated approach. Councillor Mealings urged colleagues to support this motion.

Councillor Blackie noted this initiative represented a quantum leap, with this being the first time the natural environment had been brought into the Council's strategic thinking. Councillor Blackie quoted from staff member V Spittal "all aspects of life rely on a thriving natural environment" and thanked her for all the work in producing these documents.

Councillor Cairns thanked staff for the work on this Strategy and was impressed with the Implementation Strategy in which the Council asked for community groups to become involved, regarding planting. He also supported allowing for the inclusion of edible planting in reserves. Councillor Cairns referred to a reserve in Beach Grove, Kaiapoi, where a neighbouring community member was making a significant improvement to the reserve, working with the Greenspace team. This was now a real asset to the community and Councillor Cairns would like to see this happen throughout the district.

Councillor Fulton supported previous comments from colleagues and believed this Strategy could be used for positive interactions with communities in the district, for instance with the Water Zone Committee and how it engages with the community. This Strategy would also be valuable for people in the community who wanted to contribute to the environment and to bring people together in this realm.

Mayor Gordon expressed his pride in this Strategy and acknowledged the experience and expertise of staff who had worked on the project. This Strategy worked in partnership with the community, noting there were already several different areas that members of the community were working with the Council (e.g. Silverstream Reserve, Honda Forest partnership, Rangiora Airfield with cadets involved in planting, and Councillor Cairns involved with the Kaiapoi Food Forest).

Deputy Mayor Atkinson endorsed the motion, also noting the work of Te Koha o Tuhaitara Trust. There had been significant numbers of trees planted throughout the district. He pointed out that there was a natural attrition of planting, and also in some cases a variety of plants was planted, however in time it became apparent that this had not been the right choice of site for the plants chosen. This Strategy would provide direction and Deputy Mayor Atkinson thanked staff for their work.

In reply, Councillor Mealings commented that this Strategy provided a coordinated approach for the environment across the district. Thanks were extended to staff for the significant amount of work that had gone into this Strategy.

7.5 Programme for District Wide Parking Management Plans – H Downie (Senior Advisor, Strategy and Programme) and D Young (Senior Engineering Advisor)

This report was a result of workshops held with the Council, Rangiora-Ashley Community Board and Kaiapoi-Tuahiwi Community Board in June 2024 regarding the development of Parking Plans and now sought Council's endorsement of a staged programme for individual parking management plans. This would include completing the preparation of Parking Management Plans for both Rangiora and Kaiapoi in the next 12 to 18 months. Discussions with Woodend-Sefton and Oxford-Ohoka Community Boards would be arranged to discuss urgent parking needs in their areas. This would be on a programmed approach following those prepared for Rangiora and Kaiapoi town centres. There would also be investigative work on potential scope of a Southbrook Development Plan in the next six months.

Councillor Fulton referred to parking issues at sporting events, in particular at the Oxford Show Grounds. D Young responded that parking demands would be considered for areas where there may be issues. Community Boards may highlight particular areas of concern that would be discussed.

Councillor Williams noted that parking was important and sought assurance that any developments with roading changes would include input from staff who were working on these district wide Parking Management Plans.

Councillor Cairns suggested that there be direct consultation on the development of the plans with event organiser groups and also the Waimakariri Access Group. It was confirmed that staff would provide information during the proposed consultation process with all stakeholders being considered.

Following a question from Councillor Goldsworthy, D Young noted it was intended that these Plans would need to weigh up the choices of parking and there would need to be a balance for all the townships. The Council would need to make decisions to give direction for the staff.

Deputy Mayor Atkinson noted disappointment that there was no inclusion in the Strategy of charging for parking. D Young noted this report was focused on the timing of the district wide roll out of the Plans, however the consultant engaged, would be asking questions on any interventions, including restrictions, or parking charges. Reports would come back to the Council on these matters, with options for the Council to consider. Deputy Mayor Atkinson responded that he would like this matter to be considered in the beginning of the project, and suggested that if parking charges were introduced, the public would go to another area or town to shop. D Young said there needed to be a lot of considerations before the Council made the decision to introduce parking charges.

Councillor Williams asked if there would be any consultation with business owners and retail property owners, noting that if charging for parking was introduced, this could have an impact on peoples shopping habits and be detrimental to businesses. H Downie confirmed that it was intended that there would be consultation with business owners on this Plan.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 240612095033.
- (b) **Endorses** the following general programme for developing Parking Management Plans:
 - (i) Rangiora Town Centre Parking Management Plan – adopted within 12-18 months.
 - (ii) Kaiapoi Town Centre Parking Management Plan – adopted within 12-18 months.
 - (iii) Workshop with the Oxford Ohoka Community Board over the next few months to discuss the urgent parking issues in their ward, and to agree on a timeframe for developing an Oxford Town Centre Parking Management Plan.
 - (iv) Workshop with the Woodend Sefton Community Board over the next few months to discuss the urgent parking issues in their ward, and to agree on a timeframe for developing Parking Management Plans for the centres of Woodend, Pegasus and Ravenswood.
- (c) **Notes** that work to investigate the potential scope of a Southbrook Development Plan will progress over the next 6 months.
- (d) **Circulates** this report to all Community Boards.

CARRIED

Mayor Gordon noted that there would need to be further investigation undertaken on charging for parking, or there may be other strategies that could be introduced. These Plans would integrate with the Greater Christchurch Partnership work.

Councillor Ward supported this motion, noting that this was a changing environment, with the district continuing to grow and noting that technology was advancing,

Councillor Mealings noted that this district had a large area of rural land and for people living in the rural areas, there was no option but to use their cars to get into towns for shopping or other matters. She pointed out that work on these Plans was at no cost, as it was being funded by the Governments Better Off Funding scheme.

Deputy Mayor Atkinson noted that the Council could not afford to build high rise car parking structures in the district's towns. He supported the Strategy but believed that the position on charging needed to be an option included in everything that the Council did.

Councillor Redmond noted that parking was a contentious issue and that car parking issues did not just apply to retail, but also sporting and community events. He believed that the local voice was very relevant and emphasised that he would like to see the Community Boards heavily involved with these Plans.

Councillor Cairns suggested that there may need to be consideration given to parking for cycles, with the significant number of cyclists coming into Kaiapoi and Rangiora.

Councillor Fulton stressed that he would like to make sure there was engagement with the Promotions Groups and business owners. H Downie confirmed that there was planned engagement, however there may be a need to bring forward engagement with stakeholders.

The meeting adjourned at 10.55am and reconvened at 11.15am.

7.6 **Progressing Key Projects in advance of NZTA Funding Certainty** – J McBride (Roading and Transport Manager) and D Young (Senior Engineering Advisor)

D Young presented this report, which sought endorsement to progress design on three projects, though there was uncertainty of National Land Transport Programme (NLTP) funding being approved for the 2024/25 financial year, for these projects. The projects were Tram/Bradleys/McHughs Road Roundabout, Lees Valley Bypass Bridge, and Fernside/Todds Intersection improvements. A decision on the NZTA subsidy funding would be known in October 2024. The Council had previously signalled a desire to prioritise these three projects.

Councillor Fulton asked if there would be any approach made to the Lees Valley Station owners to contribute to the cost of the bridge replacement. D Young advised that this may be considered, if NZTA did not approve the funding.

D Young noted that a better understanding of the cost would be achieved once the design work was undertaken which would be beneficial when and if NZTA funding became available.

Following a question from Councillor Williams, D Young confirmed that the design work would be done inhouse. It was noted that there may be a small amount of assistance required from consultants, with structural work on the Lees Valley Bridge however the remainder of the work would be undertaken inhouse. The Project team had been balancing their current workloads including 3 Waters, Greenspace and Roading to include this design work.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 240618099228.
- (b) **Endorses** the staff proceeding with design on Tram/Bradleys/McHughs Rd Roundabout from early 2024/25 onwards at an estimated cost of \$50,000 to be funded from the local share of the budget PJ 102136.000.5135 in advance of knowing whether the project has subsidy funding.
- (c) **Endorses** the staff proceeding with design on Lees Valley Bypass Bridge replacement from early 2024/25 onwards at an estimated cost of \$25,000 to be funded from the local share of the budget PJ 101780.000.5133 in advance of knowing whether the project has subsidy funding.
- (d) **Endorses** the staff proceeding with design on Fernside/Todds Intersection improvements from early 2024/25 onwards at an estimated cost of \$25,000 to be funded from the local share of the budget PJ 102135.000.5135 in advance of knowing whether the project has subsidy funding.
- (e) **Notes** that certainty on NZTA subsidy funding will be known in October 2024.
- (f) **Notes** that if the design does not proceed within the recommended timeframe, that the projects will be delayed by at least a year, and that there will likely be additional costs associated with the delay.
- (g) **Notes** that if subsidy is provided, the design costs will also be subsidised, and the staff will continue on the tendering and construction of each project.

- (h) **Notes** that if subsidy is not provided, the design costs of approx. 50% (or \$50,000 in total) will not be subsidised, and in that case staff will provide a report to the Council to recommend a way forward.

CARRIED

Councillor Redmond noted the importance of having the design work undertaken and to be ready in October when the decision on NZTA funding would be known.

Councillor Ward also supported the \$100,000 budgeted for the design work to continue for these projects and to be prepared for the next stage. Councillor Ward suggested that there could be an approach made for funding from another Government source for the Lees Valley Bridge.

Councillor Fulton observed the variations between the three projects in the district and supported the Council being ready with design work on these three projects. He particularly supported the Lees Valley Bridge project, noting that this serviced a need for businesses and people in that isolated area.

Councillor Mealings supported the design work for these projects advancing. Even if the funding was not granted in October, having the design work completed now would be a saving for when these projects did progress.

Mayor Gordon noted his support of the design work progressing for these projects, which would put the Council in a good position in October when the decision was made on the NZTA funding. Mayor Gordon also supported the comment of Councillor Ward that there could be an alternative government fund available for the Lees Valley Bridge project.

In reply, Councillor Redmond said that the design costs would not be wasted, and believed this was the right way forward. The only issue was timing and funding.

7.7 **Elected Member Remuneration 2024/25** – S Nichols (Governance Manager)

This report provided an update on the Remuneration Authority Determination for the 1 July 2024 to June 2025 financial year relating to elected members remuneration and expenses. An increase of 3.7% had been determined for all elected members from the previous financial year, which would be reflected in the next pay round. There had been no increases to the allowances, including mileage since the beginning of the term. Endorsement of the Elected Members Expense Policy was also sought.

There were no questions from members.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Council:

- (a) **Receives** Report No. 240420062991.
- (b) **Notes** the remuneration is set by the Remuneration Authority for the Waimakariri Mayor, Councillors and Community Board members from 1 July 2024 to 30 June 2025 as follows:

	1 July 2024 to 30 June 2025
Mayor	\$152,271
Deputy Mayor	\$71,940
Councillor (with portfolio and chairing responsibilities)	\$55,983
Kaiapoi-Tuahiwi Community Board Chair	\$19,402
Kaiapoi-Tuahiwi Community Board	\$9,701
Oxford-Ohoka Community Board Chair	\$18,278
Oxford-Ohoka Community Board	\$9,139
Rangiora-Ashley Community Board Chair	\$25,027

Rangiora-Ashley Community Board	\$12,513
Woodend-Sefton Community Board Chair	\$16,030
Woodend-Sefton Community Board	\$8,015

- (c) **Notes** there is sufficient Governance budget to cover the 3.7% increase in remuneration cost.
- (d) **Approves** the Elected Member Expenses Policy to 30 June 2025 (Trim 210811131910-V4).
- (e) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

CARRIED

Councillor Ward commented that given the workload and responsibilities of Councillors, this was a welcome increase, which would go towards compensating for some of the increases in inflation over recent years. Councillor Ward also acknowledged the significant workload of elected members, noting it was far from being a part-time role.

Councillor Fulton was in support of the motion, commenting it was important that being a Councillor needed to be something made available for everyone and for provision to cover the costs. He noted the importance of being able to claim for expenses and mileage costs, however believed there should be provisions to enable people from all ages and circumstances to stand for Council. People should be enabled to take on the job as an elected member without impinging on their family and working circumstances.

Councillor Redmond endorsed the comments of Councillor Fulton and also noted that these rates were fixed by an independent Remuneration Authority and the Council had no say in the recommendation. To get greater diversity around the Council table, Councillor Redmond suggested the remuneration would need to be doubled, noting that the review into Local Government had contemplated this. Being a Councillor was almost a full-time position in Waimakariri.

In reply, Councillor Ward suggested it would be particularly helpful for younger Councillors, if the government could consider KiwiSaver superannuation. She also noted the exorbitant ACC payments, and suggested these could be considered, to encourage younger people to be able to afford to serve as Councillors.

7.8 **Representation Review Proposal** – S Nichols (Governance Manager) on behalf of the Representation Review Working Party

This report was presented on behalf of the Representation Review Working Party which had met recently. The Working Party consisted of a member from each Ward and one from each Community Board. As the data from the 2023 Census was not available, the Working Party made a unanimous decision not to undertake a Representation Review prior to the next election. In this case, there would need to be a review undertaken in 2026/27.

As a member of the Working Party, Councillor Redmond said it was unfortunate that the most recent Census figures were not available and that the next Review would need to be undertaken during the next term of Council. It was obvious to all that the population of the Ravenswood/Pegasus area had increased and the data available at the moment was well out of date.

Councillor Goldsworthy believed it was better to wait for a Review to be undertaken during the next term of Council when the most recent data would be available.

Mayor Gordon acknowledged the staff support in this process who had provided valuable information. Without the most recent Census available, it would have been fruitless to undertake a review. There had been good discussion by the Working Party and as mentioned previously, it was a unanimous decision of the working party members not to undertake a review at this time.

Councillor Fulton asked if staff felt there was a good understanding in the community on the Representation Review and the limits of the Representation Review Working Party. S Nichols advised that the idea of the Representation Review was to have balanced representation of elected members across the district and to have a similar number of people to Councillor ratio. A Special Consultative Process would be undertaken as part of any review, with significant publicity advising the community. Submitters had an opportunity to express their views to a hearing panel as part of the Review process. Ultimately the Council made a recommendation to the Local Government Commission who endorsed or amended the representation arrangements having reviewed all the material and community feedback to ensure balance. S Nichols believed that people were aware that this was an opportunity to have their say on topics including any changes to membership numbers, ward boundaries and names, as well as the future existence of community boards. It was a thorough process.

Moved Councillor Mealings

Seconded Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 240608092544.
- (b) **Approve** that a Representation Review does not occur during 2024, ahead of the 2025 Local Body Elections.
- (c) **Approve** a Representation Review be undertaken during 2026/27.
- (d) **Approve** that the Representation Review Working Party be disbanded.
- (e) **Note** the new Council will appoint a Representation Review Working Party in early 2026.
- (f) **Note** a copy of the Council report be circulated to all Community Boards for information.

CARRIED

Councillor Mealings said it made sense not to undertake a Review at this time, without the availability of the most recent Census information. It had been hoped to have this most up to date data. It made sense to pause a review, until the next term of Council and when better data was available.

Councillor Redmond noted that the Kaiapoi-Woodend ward was now the largest ward in the district by population. But this was based on estimate and calculation at the moment without the most recent Census data available.

Councillor Mealings extended thanks to S Nichols for all the work that had gone into providing the information to the Working Party.

8. CORRESPONDENCE

There was no correspondence.

9. HEALTH, SAFETY AND WELLBEING

9.1 Health, Safety and Wellbeing Report June 2024 - J Millward (Chief Executive)

J Millward presented this report, noting a comprehensive update on the airfield operations

Councillor Williams noted the 4x4 vehicle that had been off the road for two months because of the challenges with getting new parts and questioned if this was the right brand/model of vehicle to have considering it was an emergency response vehicle. J Millward advised that there had been an investigation of the vehicle that had been damaged and the training it had been used for in the riverbed had been suspended. It had yet to be determined what had caused the damage to the vehicle and there was a vehicle review currently being undertaken which would include consideration of the makes and models of vehicles best suited for the Council.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Council

- (a) **Receives** Report No 240618099222
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. COMMITTEE MINUTES FOR INFORMATION

- 10.1 Minutes of a meeting of the Utilities and Roading Committee of 28 May 2024
- 10.2 Minutes of a meeting of the District Planning and Regulation Committee of 28 May 2024
- 10.3 Minutes of a meeting of the Community and Recreation Committee of 28 May 2024
- 10.4 Minutes of a meeting of the Audit and Risk Committee of 11 June 2024

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT Items 10.1 – 10.4 be received for information.

CARRIED

11. COMMUNITY BOARD MINUTES FOR INFORMATION

- 11.1 Minutes of the Oxford-Ohoka Community Board meeting of 5 June 2024
- 11.2 Minutes of the Woodend-Sefton Community Board meeting of 10 June 2024
- 11.3 Minutes of the Rangiora-Ashley Community Board meeting of 12 June 2024

Moved: Councillor Fulton

Seconded: Councillor Cairns

THAT Items 11.1 to 11.3 be received for information.

CARRIED

12. COUNCIL PORTFOLIO UPDATES

12.1 Iwi Relationships – Mayor Dan Gordon

Nothing further to update since the last Council meeting.

12.2 Greater Christchurch Partnership Update – Mayor Dan Gordon

With the quarterly meeting schedule there had not been a meeting since the last update. There had been a number of visits by Government Ministers recently.

12.3 Government Reforms – Mayor Dan Gordon

Mayor Gordon endorsed the level of pace with matters that concerned this Council, particularly Three Waters and opportunity for influence in this space. Councillor Redmond requested that if the Mayor was meeting with Ministers, to relay the concerns of this Council, that two weeks was grossly inadequate time for a submission to be turned around and suggested a minimum of four to six weeks would be more appropriate.

12.4 Canterbury Water Management Strategy – Councillor Tim Fulton

Councillor Fulton was absent from yesterday's Zone Committee meeting however provided a summary of an update that staff member S Allen submitted on his behalf.

There was currently a Review being undertaken of regional zone committees. Themes mentioned included having small catchment groups in Waimakariri. The needs of Waimakariri may be different to some of the water catchment groups in other parts of the Canterbury region and Councillor Fulton also felt there could be room for interaction across the boundaries with Selwyn and Christchurch City.

Mayor Gordon noted that the Mayoral Forum were considering the future of Water Zone Committees and he had attended a meeting recently with the Chair at Ecan for discussions. The Mayoral Forum would be deciding on the future of the Zone Committees in due course.

12.5 **Climate Change and Sustainability** – Councillor Niki Mealings

Recently attended the Waste Minimisation Conference, as Councillor Brine was unable to attend. She found this a very worthwhile conference with relevant topics and speakers and sharing new ideas and learnings from around the country.

Biodiversity Champions group met the previous day – this comprises Canterbury Mayoral Forum representatives from Councils in the Canterbury area. The Group looked at what the councils had included in their Long Term Plans relating to biodiversity initiatives and funding included in the plans. The main discussion was the review of the Canterbury Biodiversity Strategy which would feed into the review of the Regional Policy Statement. This review was currently underway.

Arohatia te Awa had met recently, Councillor Mealings highlighted a project underway which showed layers of biodiversity projects on Waimap. In the first instance this would show just Council projects, but in future it was planned to include community biodiversity projects. Councillor Mealings said that relevant members of staff would be invited to Arohatia te Awa meetings, to be aware of where planting and projects were being undertaken.

There was a climate education course for elected members as part of the LGNZ training. This addressed the impact of climate change on our communities and some mitigation or adaption that can be done in different parts of the country.

12.6 **International Relationships** – Deputy Mayor Neville Atkinson

The Ambassador for Belgium, who was based in Canberra, would be visiting the district on Sunday 21 July 2024 for a dedication of four plaques at the Rangiora RSA Club. These plaques were previously located at the Christchurch RSA Club and now relocated at the Rangiora Club. They represented four New Zealand women who were awarded the Belgian Government's Queen Elisabeth Medal for their exceptional services to Belgium in the relief of the suffering of its citizens during the First World War. An invitation would be extended to members to attend this dedication.

12.7 **Property and Housing** – Deputy Mayor Neville Atkinson

The next meeting of the Property and Housing Working Group would be held this Thursday and Deputy Mayor Atkinson would report at the next Council meeting.

The Mayor took the opportunity to thank Councillors for the work they did to keep the Council informed of the work in their respective portfolio areas. It was noted that not all portfolios report to Council, and some are to the respective Committees, however he noted that all the updates were appreciated.

13. **QUESTIONS**

There were no questions under Standing Orders.

14 **URGENT GENERAL BUSINESS**

There was no urgent general business.

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

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

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: Mayor Gordon

Seconded: Councillor Blackie

1. That the public was 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.	Subject	Reason for excluding the public	Grounds for excluding the public.
15.1	Confirmation of Public Excluded Minutes of Council meeting of 4 June 2024	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).
REPORTS			
15.2	Twinning Relationship Visit to Belgium November 2024	Good reason to withhold exists under section 7	The report, contents and minutes remaining public excluded for the reasons of protecting privacy of elected members under LGOIMA Section 7(2)(a) and (f)(ii), however a media statement <i>may</i> be made at the appropriate time to advise of the Mayor and Council representatives attending key commemorative events in Belgium
15.3	Appointment of Trustees for the Te Kōhaka o Tūhaitara Trust	Good reason to withhold exists under section 7	The report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons.
15.4	Partial Purchase of property	Good reason to withhold exists under section 7	The report, attachments, discussion, and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), and (i).

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved Councillor Ward

Seconded Councillor Goldsworthy

THAT the open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING

15.3 Appointment of Trustees for the Te Kōhaka o Tūhaitara Trust – G Bell (Acting General Manager Finance and Business Support) and A Connor (Governance Support Officer)

Moved: Councillor Blackie

Seconded: Councillor Redmond

THAT the Council:

(a) **Receives** Report No. 240610092880.

- (b) **Acknowledges the** contribution of Catherine McMillan for her tenure as Council appointed Trustee on the Board of Trustees of Te Kōhaka o Tūhaitara Trust.
- (c) **Appoints** Deputy Mayor Atkinson as a Trustee of Te Kōhaka o Tūhaitara Trust from 1 October 2024 (or earlier subject to C McMillan's departure date) to 30 September 2027.
- (d) **Approves** the seeking of expressions of interest for one Council appointment on the Board of Trustees for the Te Kōhaka o Tūhaitara Trust for the position becoming vacant on 31 October 2024.
- (e) **Appoints** Mayor Gordon, Councillor Goldsworthy and Deputy Mayor Atkinson to be on the Selection Panel for the appointment of a Trustee for Te Kōhaka o Tūhaitara Trust.
- (f) **Resolves** that the report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons.

CARRIED

17. **NEXT MEETING**

The next ordinary monthly meeting of the Council is scheduled for **Tuesday 6 August 2024**, commencing at 1pm, to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

There being no further business, the meeting concluded at 12.57pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: CPR-05-139/ 240718118313

REPORT TO: COUNCIL

DATE OF MEETING: 6 August 2024

AUTHOR(S): Chrissy Taylor-Claude – Parks Officer
Anna Childs – Property Acquisitions & Disposals Officer

SUBJECT: North Brook Trail – Easement Acquisition & Trail Maintenance

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is seeking approval to acquire a right of way Easement in gross over part of the property at 197 Boys Road, Rangiora, (the "Property") to allow for Stage 1 of the proposed North Brook Trail as seen in attachment i.
- 1.2. This report is also seeking approval for Council to take on responsibility of the ongoing maintenance costs of Stage 1 of the North Brook Trail which will begin in 2-3 years' time.
- 1.3. The proposal is a 1.88km Trail that has been split into three stages. Stage 1 of the North Brook Trail is 1km long, Stage 2 is 800m long, and Stage 3 is 80m long. Stage 1 of the Trail is the only part being considered in this report. Stage 1 is located within the Property that runs from Boys Road to Marsh Road and is more specifically shown coloured yellow on the Location Map (*Attachment i*). The Property is owned by Richard Geoffrey Spark and Waterlea Trustee (2016) Ltd ("Spark Family").
- 1.4. The Trail is bordering the North Brook between Spark Lane and Marsh Road on the private land of the Spark Family. The Spark Family are proposing to grant a right of way Easement for public access along a 6m wide strip (subject to survey) on the Property. Native planting and interpretative signage regarding heritage, farming and cultural values is also proposed along the trail.
- 1.5. The majority of the project is being funded through applications and grants. These applications will be led by Erin Harvie from the Waimakariri Landcare Trust. Approval from Council of budget for the ongoing maintenance is required before Erin can start applying for funding applications.
- 1.6. In November 2021, Council staff presented a report to the Land and Water Committee to seek the endorsement of the North Brook Trail proposal, and to support staff by allocating resourcing for concept design. This included landscaping design, ecological advice, engineering, and road safety. This was approved by the Land and Water Committee, supporting the North Brook Trail.
- 1.7. As part of the trail proposal, Council will require an easement in gross for a pedestrian right of way in gross in perpetuity across that part of the Property, being approximately a 1000m x 6m strip, subject to survey, more specifically shown coloured yellow on the Location Map (the "Easement").
- 1.8. If approved, Council will enter into a Memorandum of Agreement with the Spark Family to record the agreement reached between the parties to the creation and registration of the

Easement and the rights of the Council to enter the Property to start any planning or construction works prior to the legalisation of the Easement (the "Works").

- 1.9. For the consideration of \$1.00 including GST (if any) the Spark Family has agreed to grant the Easement.
- 1.10. The Easement will be granted in line with Council's standard terms and conditions and following further discussion with the owner of the Property, they will include additional conditions including but not limited to specific maintenance and repair conditions relevant to this Easement, its use and the day to day interaction between the pathway and the owners Property.

Attachments:

- i. Location Map. Trim: 240724121910.
- ii. Proposed cross section. 240429066931.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 240718118313.
- (b) **Notes** the support and endorsement of the North Brook Trail from the Arohatia te Awa Working Group with the following motions:
 - i. *Supports and approves funding for the Easement acquisition, noting it is for the purpose of a publicly accessible track as a recreational pathway.*
 - ii. *Recommends that Council consider funding for the ongoing maintenance and replacement of the trail to ensure it is suitable for ongoing public access.*
- (c) **Notes** that there will be no cost to Council for physical works creating the North Brook Trail and Erin Harvie from the Waimakariri Landcare Trust will be applying for funding through grant applications to establish the Trail and maintain it for the first three years of establishment.
- (d) **Approves** Council to take responsibility for the ongoing maintenance of Stage 1 of the North Brook Trail with an estimated maintenance cost of up to \$5,400 annually. This will start for the fourth year of the trail and will therefore be included within the programmed Greenspace Operational Budgets for the 2027-37 LTP.
- (e) **Notes** that the Spark Family has offered their land at no monetary value.
- (f) **Notes** the cost of the Easement acquisition is estimated to be \$15,000-\$30,000. This includes surveying the Easement and any legal costs.
- (g) **Approves** up to \$30,000 from Arohatia te Awa for the purpose of surveying and legal costs for an Easement next to the Northbrook Stream.
- (h) **Approves** the acquisition of the Right of Way Easement for payment of compensation to the owners, Richard Geoffrey Spark and Waterlea Trustee (2016) Ltd, of \$1.00 including GST (if any) and any associated costs involved in the survey and legalisation of the Easement.
- (i) **Delegates** to the Chief Executive Officer and/or the Property Manager authority to complete and execute any documentation required in conjunction with the acquisition and legalisation of the Easement including a Memorandum of Agreement in line with the above approvals.

3. **BACKGROUND**

- 3.1. The proposal for the Trail was raised by the Spark Family as part of the Waimakariri Landcare Trust 'Next Generation Farming Project' funded by the Ministry for Primary Industries. The primary drivers of the Spark Family were for a connection between rural and urban communities to be created, and for heritage values to be highlighted with signage along the Trail, such as highlighting remnants of a previous flax mill. The scope of the proposal was defined as outside of the Next Generation Farming Project, and therefore has become its own project proposal.
- 3.2. Erin Harvie is from the Waimakariri Landcare Trust and is the Landcare Trust Project Coordinator. Her role is to oversee the project and lead the coordination between Council, the Spark Family and funding sources. Erin will apply for funding applications through the Landcare Trust. Council's role is to help provide expert advice and ongoing maintenance options.
- 3.3. In 2021, Council staff attended site visits with the Waimakariri Landcare Trust, Water Strategies Ltd staff, Spark Family members, the lessee of the land (Richard Stalker), and Environment Canterbury staff to scope the proposal, particularly regarding the types of works required, interpretation and restoration opportunities, and balancing public access and farm operations.
- 3.4. The Waimakariri Landcare Trust and Geoff Spark presented the North Brook Trail proposal to the Land and Water Committee on the 20 July 2021, with informal support confirmed by the Committee.
- 3.5. In November 2021, Council staff presented a report to the Land and Water Committee to seek the endorsement of the Council for the North Brook Trail proposal, and to support staff in the form of allocating resourcing for concept design support in the areas of landscape design, ecological advice, engineering, and road safety. This was approved by the Land and Water Committee, supporting the North Brook Trail.
- 3.6. The total trail length is 1.88km but the project is split into three stages with Stage 2 likely to become an esplanade reserve owned by Council given the Spark Family are intending to subdivide the land. Stage 3 was later added at the end of Stage 1 which is 80m long. Stage 1 of the trail is 1km long and Stage 2 is 800m long (as seen in attachment i). The Spark Family are not willing to sell the land along Stage 1 on the Property to Council, but instead are willing to grant Council an Easement.
- 3.7. Council staff met onsite in December 2023 at the Marsh Road end of the trail. It was planned that there would be a short section included in Stage 1 to the south of Marsh Road which includes a historical building that is on the Spark Family Property. This area would include a picnic table and signage with the building's history and would include a deviation from the 6 metres and extend to 15-20 metres in width to include the building and picnic table then continue back to 6 metres (subject to survey). Following discussion with the Spark Family and Council staff, this area will not be included in Stage 1 of the Trail at this point and instead will be an option for completion at a later date as a proposed Stage 3. Should Council and the Landowner choose to progress Stage 3 in the future, access to this area would be covered by an additional Easement with a report presented to Council at the time when this section is recommended to progress.
- 3.8. As part of the Stage 1 Trail proposal, Council will require a right of way Easement in gross across that part of the Property, being Part Rural Section 1645 contained in Certificate of Title CB384/284.
- 3.9. The Easement area required over the Property will be approximately a 1000m x 6m strip, subject to survey, and more specifically shown coloured yellow on the Location Map.
- 3.10. If approved, Council will enter into a Memorandum of Agreement with the Spark Family to record the agreement reached between the parties to the creation and registration of the Easement including the maintenance obligations of the Council. The Memorandum of Agreement will also record the rights of the Council to enter the Property for any planning or construction works of the Trail prior to the legalisation of the Easement.

- 3.11. For the consideration of \$1.00 including GST (if any) the owner of the Land has agreed as part of granting the Easement to allow the Council the ability and authority to:
 - 3.11.1. Complete the construction and installation of the Works;
 - 3.11.2. Complete all actions in order to complete registration of the Easement; and
 - 3.11.3. Have access to the Land in order to complete construction and installation of the Works on the terms and conditions provided for in this Agreement.
- 3.12. Given the Spark Family wish to grant the Easement to Council for no monetary value, no registered valuation has been sought at this stage. A valuation can be obtained going forward if Council require a value put on the Easement for finance purposes.
- 3.13. Council will reimburse the Spark Family's reasonable legal costs incurred in the negotiation and settlement of the Memorandum of Agreement on production of valid accounts or receipts.
- 3.14. On 26 June 2024, a project update was presented to the Arohatia te Awa Working Group by Council Staff and the following motions were approved:
 - i. *Supports and approves funding for the Easement acquisition, noting it is for the purpose of a publicly accessible track as a recreational pathway.*
 - ii. *Recommends that Council consider funding for the ongoing maintenance and replacement of the trail to ensure it is suitable for ongoing public access.*
- 3.15. It was originally discussed at the Arohatia te Awa Working Group meeting about taking a report the Community & Recreation Committee first but given that Council has the delegated authority to allocate budget, this has resulted in this report being presented to Council.

4. ISSUES AND OPTIONS

- 4.1. The current proposal from the Spark Family is to create a 6m wide (on average) Easement for public access along the Trail. There are two options for consideration.
- 4.2. Option 1: Approve the Easement acquisition and maintenance of Stage 1 of the North Brook Trail.

Council staff recommend this option because this will allow the Waimakariri Landcare Trust to apply for funding for the project. As noted above, the ongoing maintenance of Stage 1 of the North Brook Trail has an estimated annual maintenance cost of \$4,000- \$5,400. While the Waimakariri Landcare Trust will be applying for funding for the first three years of establishment, in order to seek funds, they need assurance that Council are willing to take on the longer-term responsibility for the ongoing maintenance of Stage 1 of the North Brook Trail. As this would start for the fourth year of the trail, it would therefore be included within the programmed Greenspace Operational Budgets for the 2027-37 LTP.

This project is an opportunity for a collaborative project between the Spark Family, Waimakariri Landcare Trust, Te Ngāi Tūāhuriri Rūnanga, and Council. Any risks arising from the establishment of the Trail will be addressed and mitigated in the Memorandum of Agreement. The benefits of the Trail include linkage opportunities with other walkways, better access, education opportunities, cultural heritage enhancement, recreational opportunities including exercise, biodiversity enhancement, and best farming practice education.

- 4.3. Option 2: Approve the Easement acquisition and decline the maintenance of Stage 1 of the North Brook Trail.

Council staff do not recommend this option because it means that while an Easement can progress, the Waimakariri Landcare Trust will be unable to apply for funding for the North Brook Trail. For the Waimakariri Landcare Trust to apply for funding applications they need assurance the Trail will be maintained. Without funding, the project cannot move forward and will be delayed further until another source of funding is found. The Spark Family has offered their land at no monetary value for public access to share something important to them. If alternate funding was not found for the maintenance, the opportunity for a collaborative project between the Spark Family, the Waimakariri Landcare Trust, and Council in the future may be lost.

- 4.4. Option 3: Decline the Easement acquisition and the maintenance of Stage 1 of the North Brook Trail.

Council staff do not recommend this option because it means the Trail and associated benefits cannot progress in collaboration with Council. The Spark Family has offered their land at no monetary value for public access to share something important to them. If Council were to decline this proposal, the opportunity for a collaborative project between the Spark Family, the Waimakariri Landcare Trust, and Council in the future would likely be lost.

- 4.5. The Council's Significance and Engagement Policy determines the appropriate level of engagement on decisions to acquire or dispose of Property. This Easement acquisition is not assessed as significant under that policy.
- 4.6. The assessment of the Easement against the Property Acquisition and Disposal Policy (QD-CPT001) has been undertaken as per clause A10 and is in accordance with the Council's Property Acquisition and Disposal Policy (QD-CPT001).

Implications for Community Wellbeing

- 4.7. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The North Brook Trail proposal would provide opportunities for recreation, and to connect users to farming practices, cultural heritage and the natural environment while promoting physical activity.
- 4.8. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report, particularly because the North Brook Trail is located near Māori Reserve 873. In addition, the proposal provides public access to a waterway that is currently private, with improved opportunities for mahinga kai. The Landcare Trust and Council staff are working together to seek feedback on the proposal through the Arohatia te Awa Working Group Iwi representative.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Waimakariri Landcare Trust are reliant on the easement and the associated maintenance budget approvals to progress with this project. The Waimakariri Biodiversity Trust has also indicated interest to support planting events of the riparian margin and Environment Canterbury have expressed an interest in the funding of native planting, but details have not yet been confirmed.

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. This Trail will have public access for the wider community to enjoy with their whānau and friends. There is potential for the Trail to connect to other rivers and pathways to provide better connectivity.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.1.1. Materials and construction costs.

The initial materials, plantings, and physical construction cost of the Trail will be covered by the Waimakariri Landcare Trust. There will be no cost to Council for the materials, plants, and physical construction of the Trail.

6.1.2. Easement acquisition costs.

Acquiring the Easement will cost an estimated \$15,000- \$30,000 which includes surveying the Easement and any legal costs. The Easement acquisition costs are proposed to be paid for by the Arohatia te Awa Budget (101554.000.5223). This proposal was presented to the Arohatia te Awa Working Group at their meeting on 26 June 2024 with a favourable response, endorsing the use of funding to acquire the Easement. There is currently \$508,121 available in this budget which allows sufficient budget for this project and is in line with the outcomes and objectives of Arohatia te Awa (see table below). If use of Arohatia te Awa funding is not approved, other options for external funding through the Waimakariri Landcare Trust would need to be investigated.

The costs associated with the Arohatia te Awa and how they relate to this project are shown in the below table.

Description	Total
Arohatia te Awa Budget 24/25 FY (including carryover)	\$512,621
Actual Spend YTD	\$0
Currently programmed to other projects: - Interpretive signage	\$4,500
Remaining Budget	\$508,121
Proposed Easement Costs	\$30,000
Final Remaining Budget	\$478,121

The budget for Easement acquisition is currently included in the Annual Plan/Long Term Plan.

6.1.3. Ongoing maintenance costs.

If approved, the first 2-3 years of maintenance costs for the plants, path, and associated works of the Trail would be covered by the Waimakariri Landcare Trust. Council would then take on maintenance and associated costs once this period ends.

The North Brook Trail has an estimated annual maintenance cost to Council per year of \$4,000- \$5,400. Once the plants are established, it is expected that this cost would reduce. While the Waimakariri Landcare Trust will be applying for funding for the first three years of establishment, in order to seek funds, they need assurance that Council are willing to take on the longer-term responsibility for the ongoing maintenance of Stage 1 of the North Brook Trail. As this would start for the fourth year of the trail, it would therefore be included within the programmed Greenspace Operational Budgets for the 2027-37 LTP.

The budget for maintenance is not currently included in the Annual Plan/Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have positive impacts for sustainability and/or climate change impacts through the protection and enhancement of indigenous flora and fauna. Native plantings will be planted along the pathway to enhance biodiversity and encourage people to enjoy the environment in our own backyard.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report as the Trail borders a working farm. Any risks arising from the establishment of the Trail will be addressed and mitigated in the Memorandum of Agreement. It is proposed to install signage to advise the users that the Trail borders a working farm, and the activities Trail users may see. The Spark Family want the Trail to be educational for the public regarding best farming practices and the environmental work they do. The Spark Family would keep Council informed of any activities that may require the need to notify the public, such as pest management to ensure any risk is mitigated.

6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. If the recommendations of this report are approved, there would be access points and areas where the Trail intercepts at a road or carparking area which poses a risk to the public walking across roads. Councils Roading Team will be providing a traffic safety plan for the points of the Trail that intercept roads and vehicle parking areas will be considered to ensure all health and safety requirements are fulfilled to the appropriate standard.

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.

Under the Councils Property Acquisition and Disposal Policy (QD-CPT001), all decisions relating to the acquisition, retention, or the disposal of Council-owned or administered Property will be made by Council resolution.

7.2. **Authorising Legislation**

The acquisition of this Easement may be considered a strategic acquisition and in addition the Spark Family are willingly granting the Easement to Council. As a result, the acquisition can occur on the basis of the Council's general powers to conduct business and does not have to be completed under the Public Works Act.

7.3. **Consistency with Community Outcomes**

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

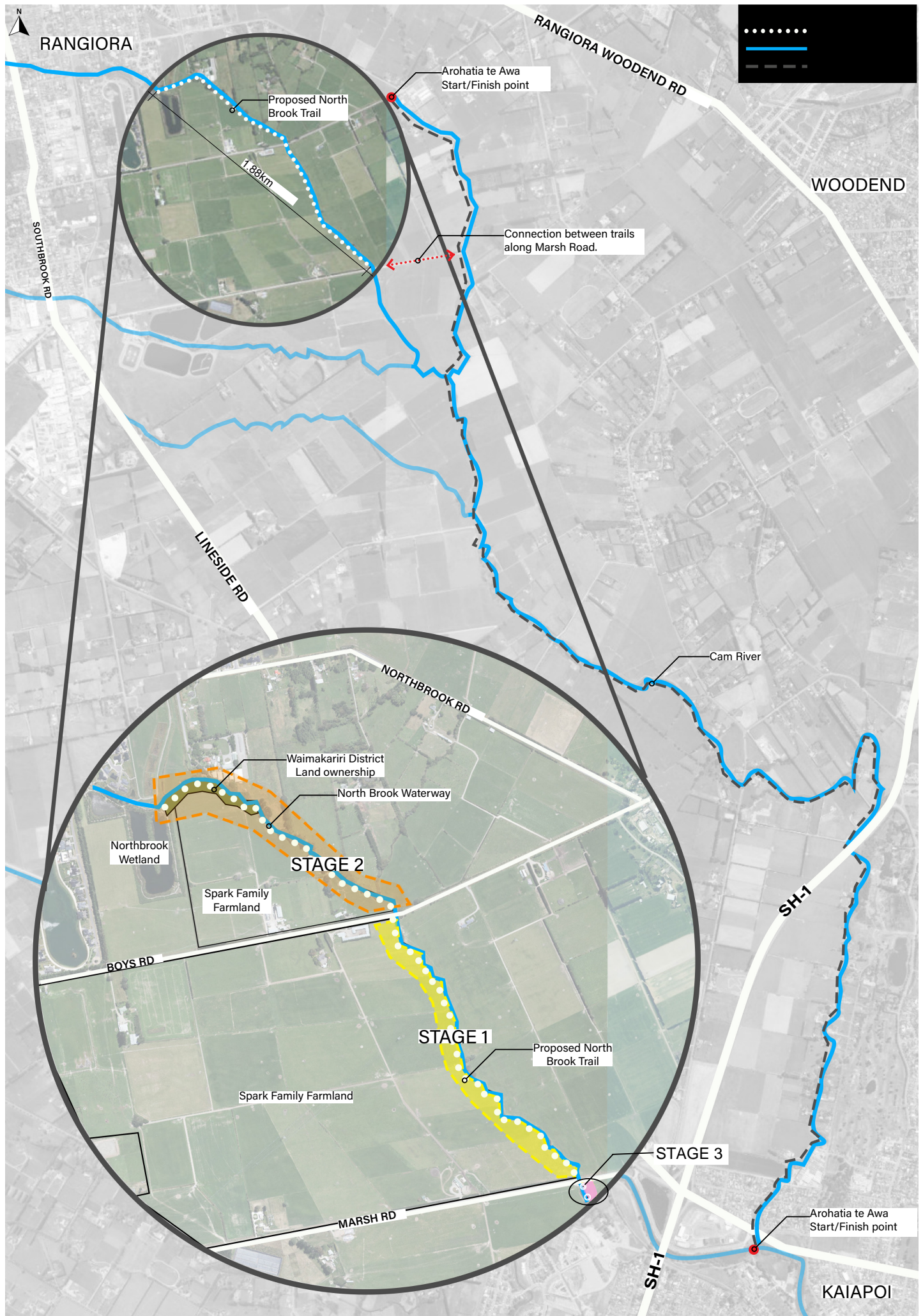
- Social
 - Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Cultural
 - The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced.

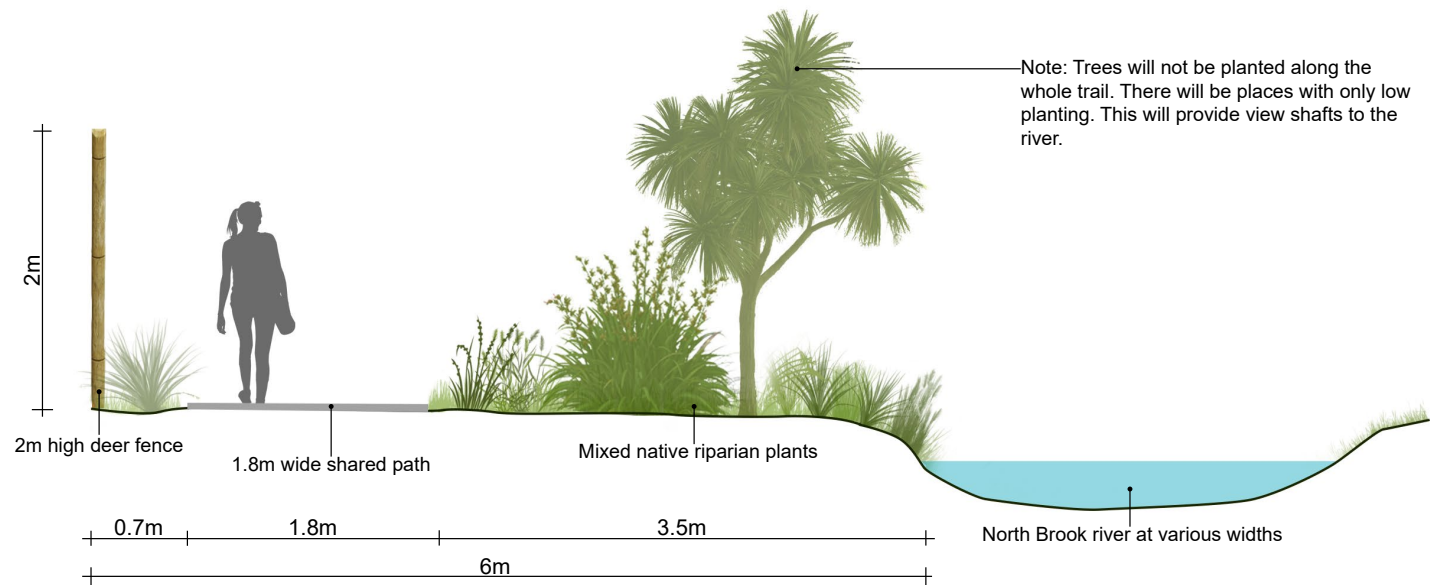
- Environmental

- People are supported to participate in improving the health and sustainability of our environment.
- Land use is sustainable; biodiversity is protected and restored.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

The Council have delegated authority to approve the recommendations in this report.





Standard 6m Cross Section 1:50 @ A4
 North Brook Trail

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RGN-05-31-08 / 240723120608**REPORT TO:** COUNCIL**DATE OF MEETING:** Tuesday, 6 August 2024**AUTHOR(S):** Duncan Roxborough, Implementation Project Manager – District Regeneration**SUBJECT:** Kaiapoi Car and Boat Trailer Parking and Charles Street Caravan Dump Station Budget reassignment**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval to defer the Kaiapoi Marine Precinct Car and Boat Trailer Parking project and delete the current budget.
- 1.2. The report also seeks approval of new budget for the purposes of urgent safety upgrades to the Charles Street caravan dump station, in the current financial year.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 240723120608.
- (b) **Approves** staff undertaking design and construction of upgrades to the Charles Street caravan dump station in the current 2024/25 financial year.
- (c) **Approves** a new budget of up to \$125,000 in the 2024/25 year for the purposes of the urgent Charles Street caravan dump station upgrades, funded from the Recreation capital loan.
- (d) **Approves** deletion of the \$298,000 car and boat trailer parking project budget from the current 2024/25 year (currently funded from Earthquake Recovery Loan) and defer that project to at least 2028/29 year, noting that the car boat trailer parking project will be subject to a future budget re-application through the next Long Term Plan process.
- (e) **Notes** that staff will seek involvement of NZMCA in the design, planning and funding of the dump station upgrades, and this may reduce the overall planned WDC spend and budget requirements.
- (f) **Circulates** this report to Kaiapoi-Tuahiwi Community Board.

3. BACKGROUND

- 3.1. Following the post-earthquake redevelopment of the Kaiapoi Wharf and Marine Precinct, and the Coastguard construction of their new boat ramp, Council and the Kaiapoi-Tuahiwi

Community Board identified a need for improved parking near the Kaiapoi marine precinct for vehicles towing boat trailers, whilst boating on the river.

- 3.2. A budget provision was made within the Regeneration Activity programme for the development of the boat trailer parking in proximity to the Kaiapoi Marine Precinct.
- 3.3. A previous report to Kaiapoi-Tuahiwi Community Board (KTCB) in December 2020 discussed the boat trailer parking project. An outline concept design was initially developed by consultants WSP Opus in January 2020. The purpose of the boat trailer parking project was to provide off-street parking for up to 15 car and boat trailer combinations, in close proximity to the Coastguard ramp. The concept also included some conceptual upgrades to the access and vehicle crossings associated with the Charles Street caravan dump station.
- 3.4. The budget was initially set in year one of the 2021/31 Long Term Plan (LTP), but the project has been deferred a number of times previously, for affordability reasons, and to coordinate timing with the Alwin G / Success project.
- 3.5. The initial proposed site for the parking was the area of Corcoran reserve immediately to the east of the Coastguard building. This is where the existing caravan dump station is located. The scope of the project would involve upgrades to the general access to the dump station, and (subject to additional dedicated Greenspace budget) an overall improvement to the dump station at the same time as the boat trailer parking was developed.
- 3.6. This area is now also being used temporarily to host the vessel 'Success' / 'Alwin G' in dry storage, whilst it undergoes restoration. The Community Board will shortly be seeking public views on the granting of further temporary licence to occupy to the group restoring the vessel. This is not covered further in this report.
- 3.7. The KTCB discussed potential locations for the boat trailer parking (and the vessel 'Success') at a workshop following the Board meeting of October 2023. The Board directed staff to consult with the community on the shortlisted site options, in conjunction with the consultation regarding the vessel 'Success'.
- 3.8. The Charles Street caravan dump station is very heavily used by members of the public. Anecdotally this is one of the most heavily used dump stations nationally. The recent development of the New Zealand Motor Caravan Association (NZMCA) park on the adjacent block has also increased the usage of the dump station.
- 3.9. Dump stations are small facilities specifically designed to collect and safely dispose of grey and black wastewater from recreational vehicles, e.g. motorhomes, caravans, and boats. Hundreds of dump stations are located throughout New Zealand in public areas and at commercial campgrounds. These facilities are typically built in accordance with NZ Standard 5465:2001.



Figure 1: Example of a recently upgrade dual lane dump station (Ashburton DC)

- 3.10. According to NZMCA; it is imperative that local authorities provide well-functioning public dump stations in their cities and districts. The Local Government Act 2002 and Section 23 of the Health Act 1956 require local authorities to improve, promote, and protect public health. Local authorities must assess the need for sanitary services to protect public health from indiscriminate waste disposal.
- 3.11. Many local authorities, during their assessments under Part 7 of the Local Government Act, determine there is a need to provide public toilets, which serve / benefit residents and visitors alike. Local Government New Zealand's guidance on assessing sanitary services notes:

For some territorial authorities, the need for and supply of effluent disposal facilities (i.e., facilities for the disposal of wastewater and sewage from trucks and campervans etc.) may be relevant in the assessment of public toilets (Local Government New Zealand (2000). The knowhow guide to assessing water and sanitary services under the Local Government Act 2002, p. 29.)

- 3.12. Dump stations protect the environment and public health by ensuring recreational vehicles have a proper place to dispose of their wastewater. A well-functioning public dump station will:
- Provide a safe and convenient facility for both visitors and local ratepayers to use when they return home from their motorhome and caravan holidays.
 - Support the local visitor economy which benefits financially from domestic and international motorhome tourism.
 - Protect communities and the environment by providing facilities that encourage visitors and ratepayers to safely dispose of their wastewater.

- 3.13. The dump station had some initial upgrades to expend wastewater storage capacity and then pumps installed in approximately June 2018, after the earthquake-damaged gravity sewer in the Charles Street area was decommissioned. The works included extension to the cess-pit / sump, and eventually addition of small wastewater pump and pressure main to pump the wastewater to the nearby WDC Charles St Sewer pumping station. The dump station wastewater pressure main combines with the adjacent Coastguard building wastewater pressure main.
- 3.14. There have been issues with the pumps at the dump station in recent years, and it is proposed to add second standby pump at some stage. The pump station was designed to easily allow for a second pump to be added in future. A second pump could share the duty with the existing pump, and also provide some (reduced) backup capacity.
- 3.15. The single submersible pump installed at Charles Street dump station was replaced just over one year ago (approx. July 2023), due to failure of the previous pump which was only 5 years old at the time.
- 3.16. There are a number of safety issues with the existing dump station, which are discussed later in this report. The inlet to the dump station is very close to the edge of the Charles St carriageway. Charles Street was rebuilt in the year 2020 (WDC Contract 19/41), which included changes to the configuration of the road. The live lane is immediately adjacent to the kerb line and the reserve where the dump station is situated. During the road upgrades, some new vehicle crossings beams were installed under the kerb line in anticipation of the upcoming dump station and boat trailer parking shared access upgrades new vehicle crossings. This adjacent section of Charles Street is a low speed environment within the former residential red zone and has a permanent posted 30 km/h speed limit.
- 3.17. No stopping lines are present along the south kerb line of Charles Street, however this does not stop users of the dump station from parking in the live lane whilst they use the dump station.



Figure 2: Charles Street dump station – showing proximity to road.

- 3.18. The current Roadworks programme for 2024/25 includes planned renewals to kerb and channel and footpath on the South side of Charles Street in the current financial year. These works will be delivered by WDC Project Delivery Unit (PDU). The works could potentially be coordinated.

4. ISSUES AND OPTIONS

- 4.1. At present, vehicles launching boats at the Coastguard ramp typically park on-street on Charles Street or the adjacent Jones Street, where there are presently no parking time limits/restrictions. At times there can be in excess of 10 car and boat trailer combinations parked on the street at any time.
- 4.2. On occasion, some users also park in the no-stopping area adjacent to the wharf/ramp, or on the grass on Tom Ayers Reserve, neither of which are authorised or appropriate for parking. There is no enforcement at present, although Coastguard staff may occasionally try to correct this parking behaviour. The Coastguard volunteer parking area is fenced off to prevent public parking, and is generally opened by Coastguard only during emergencies or training activities.
- 4.3. At the workshop following their meeting of June 2024, the Kaiapoi-Tuahiwi Community Board discussed the Boat Trailer Parking project and the vessel 'Success', and resolved that the boat trailer parking element of the project should be reduced in priority for Council and deferred to future years. It is proposed to push the project out to the 2028/29 year, and focus on the caravan dump station alone as the current priority.
- 4.4. There are a number of safety and amenity issues with the existing Charles Street caravan dump station. Current main issues with the dump station include:
- a) Users queuing during heavy use times, with some queuing in the live traffic lane.
 - b) Parking in live lane/'no-stopping' area whilst using the dump station
 - c) Users exiting their vehicle into live lanes/carriageway
 - d) Hygiene risks due to the design of the inlet and other features
 - e) Proximity to edge of carriageway
 - f) Layout only allows for one vehicle at a time to use the dump station inlet
 - g) Heavy lids etc
 - h) No standby capacity
- 4.5. The safety issues are of particular concern. The current configuration of the dump station, and its high volume of use (including poor/inappropriate usage), puts users at risk of harm. This includes potential risk of vehicle or vehicle vs pedestrian accident.
- 4.6. There is presently provision for vehicles to queue or wait in the parking lanes on the north side of Charles Street, while waiting for the dump station to become free. This is expected to remain until such time as the mixed-use business to the north of Charles Street develops and the parking usage and restrictions change. This is likely to be a number of years away – estimated at 10 years plus.
- 4.7. It is recommended to undertake upgrades to the dump station immediately, in the current financial year. There is no specific budget within the Greenspace Activity budgets to cover this work, so it is proposed to retain a portion of the existing car and boat trailer parking project budget in the current financial year and reassign it for this purpose instead.
- 4.8. The works would be designed and delivered by WDC Project Delivery Unit (PDU) in the current financial year. Designs would be reviewed and coordinated with the New Zealand Motor Caravan Association and take heed of national Codes of Practice.
- 4.9. The NZMCA offers financial assistance towards the installation of new public dump stations. Their assistance can include a one-off financial contribution towards budgeted

capital works, the provision of a pre-cast concrete unit, and the reimbursement of the cost of signage to assist the public in locating the facility. The value of the NZMCA's financial contribution depends on the budgeted cost of work and the necessity for a new dump station in the area.

4.10. The scope of upgrades would be confirmed through concept design but would potentially include:

- Move the inlet structure away from the edge of the road
- Rebuild and improve the inlet structure and lids, and reconnect to existing sewer drainage
- Improve the apron and hardstand around the inlet structure, and the general stormwater drainage
- Upgrade the access to/from the road and across the reserve, including providing two lanes so multiple vehicles can use the dump station at one time, and others can queue off the road.
- Add pedestrian barriers between kerb line and the dump station lanes
- General services upgrade/relocate – e.g. washdown hose, and possible potable water fill
- Relocate the pump station kiosk and control cabinet, and possibly add telemetry/remote monitoring via SCADA system
- Improved signage and instructions
- Add a second submersible pump.

4.11. The existing sewer wet-well is under the Charles Street carriageway. Ideally this would be located outside of the carriageway to improve safety during servicing. This requires significant civil works and expenditure and is not part of the planned upgrades.

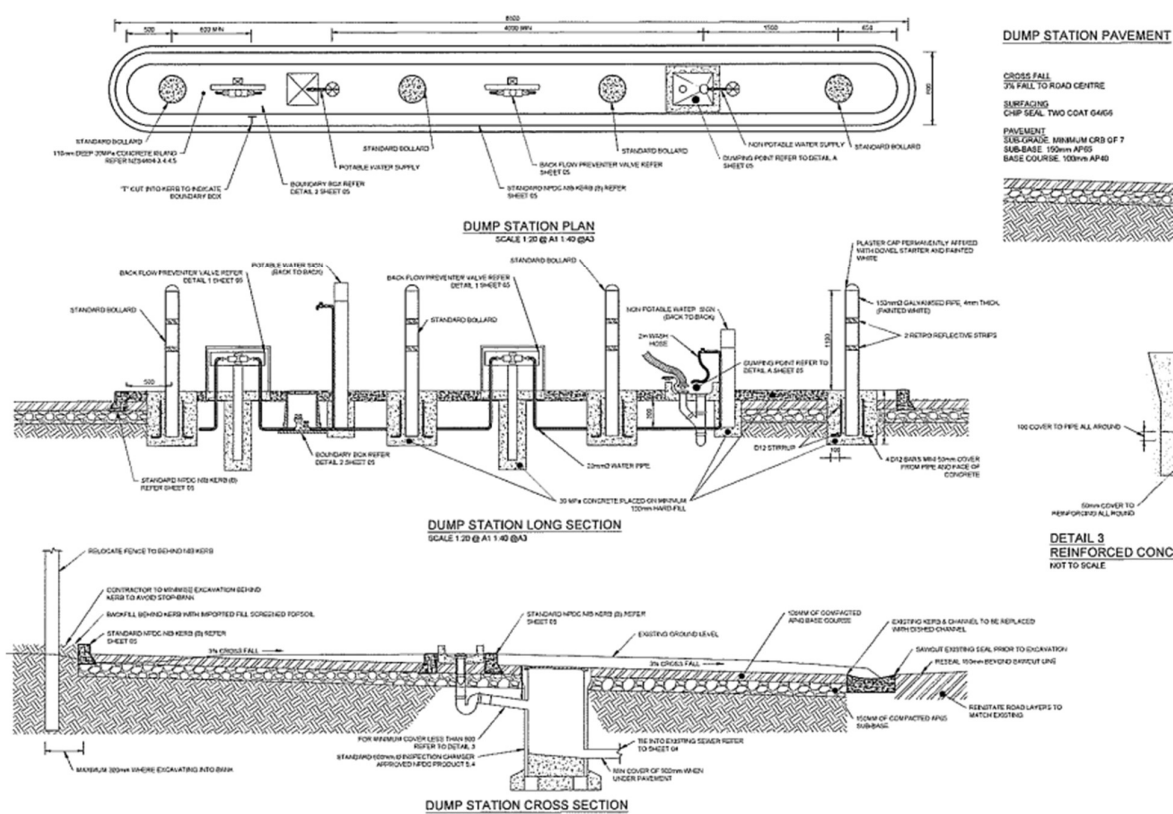


Figure 3: Example drawing of recent dump station upgrade (New Plymouth DC)

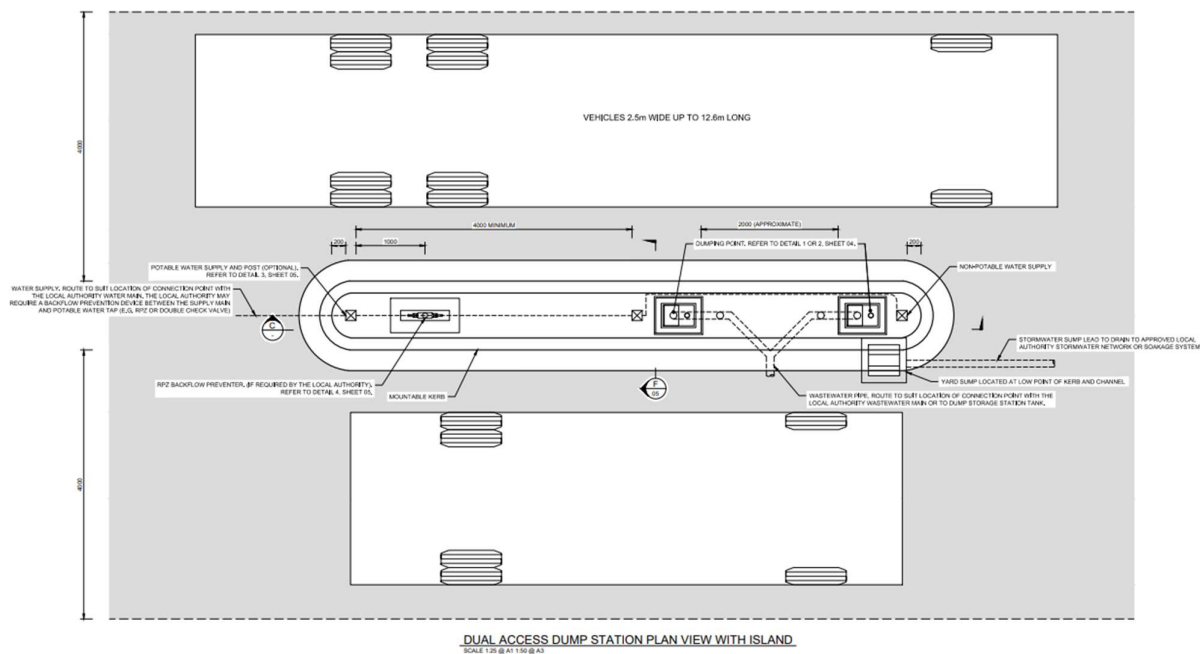


Figure 4: Diagrammatic of typical dual lane dump station layout

4.12. No detailed cost estimates have been developed yet. An initial high-level estimate of \$125,000 is made for the basic upgrade works noted above, including design works, consenting, and a 25% project contingency. This figure would need refinement after preliminary design works are complete.

4.13. Key options for consideration are:

- Option 1: Upgrade the dump station in its current location
- Option 2: Close the Charles Street dump station entirely, and not replace
- Option 3: Relocate the Charles Street dump station to an alternative site
- Option 4: Do nothing

4.14. The current recommendation is to upgrade the dump station in its current location, and to assign new budget to enable further work to be done on scoping and building this. During further investigation and design work, it may be found that one of the other options becomes more viable. The recommendation in this report, to allocate budget in the current financial year, allows for further works and decisions to be made on potential alternative approaches later. Decisions on those potential alternatives would be made by Kaiapoi-Tuahiwi Community Board, within the approved budgets. As part of this recommendation, the car and boat trailer parking project is proposed to be deferred to future years, per the KTCB request.

4.15. To do nothing will expose the Council to risk of harm of users, this is not the recommended option.

4.16. Relocation or closure of the dump station (options 2 or 3) could be a viable option but neither of those approaches is currently recommended; as the current Charles Street

dump station is very popular, is handy to the adjacent NZMCA Park, and also draws visitors into the town centre. Relocation of the dump station to within the nearby NZMCA Park is a sub-option, however this park is accessible to NZMCA members only, so this location would not serve the general public.

- 4.17. There are other caravan dump stations within the district, and in adjacent districts. Other dump stations within the district include (but not limited to):

- Woodend Beach (near camp / domain - relatively poor amenity)
- Ravenswood (BP petrol station)
- Oxford
- Smith Street Kaiapoi (McKeown petrol station)
- Railway Road, Southbrook Rangiora
- Southbrook Rangiora (NPD petrol station)

- 4.18. As discussed previously, the Charles Street dump station is a very popular location and is currently very heavily used, due to its proximity to the town centre and to the NZMCA overnight park.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

- 5.2.2. The key interest group is the New Zealand Motor Caravan Association, who have a large national membership who heavily use caravan dump stations, and who also operate the nearby members-only short-term motor caravan park on Jones Street. The NZMCA also maintain a publicly available register of the national network of caravan dump stations, and also provide advice and potential funding for dump stations.

- 5.2.3. Initial discussions with the national property team at NZMCA suggest that funding of up to \$25k to \$30k has been granted before to dump station projects lead by Councils or other organisations. The level of funding varies highly and will depend on the nature of the project, and there are no guarantees of the level of funding that will be provided. This would be worked through with NZMCA once concept design re-commences.

- 5.2.4. The Coastguard are affected by the subject matter of this report. The Coastguard have been keen to see Council develop boat trailer parking in order to improve parking behaviour adjacent to their operations. There have been instances in the past where public users have parked inappropriately and blocked part of the Coastguard launching ramp or parking. Generally the majority of public users are courteous and follow the rules in order to not impede Coastguard access, but there remains a risk.

5.3. Wider Community

- 5.3.1. The wider community is likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3.2. Our community have a number of caravan and motorhome owners who could also potentially utilise the dump station, irrespective of whether they are members of the NZMCA.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

- 6.1.1. There are financial implications of the decisions sought by this report.
- 6.1.2. The recommendations in this report to approve \$125,000 new budget in the current year for the specific dump station project has an effect on the level of borrowing and rates. The cost estimate is considered a high-end estimate, with no assumed external funding contributions at this stage. The \$125,000 would be added to the Recreation capital loan.
- 6.1.3. If the full report recommendations are adopted; the need for the existing Car & Boat Trailer Parking project budget will be deferred by approximately 5 years due to the re-prioritisation of works. It is proposed that the existing budget of \$298,000 for Car & Boat Trailer Parking project be removed in its entirety from the 2024/25 budgets (from the Earthquake Recovery Loan), and then re-applied for via future Long Term Plan process.
- 6.1.4. This would result in a net reduction of \$173,000 of capital budget and overall loan borrowing needed in the current financial year. The future Car and Boat Trailer parking would eventually be funded from the Recreation capital loan in future, when re-applied for.
- 6.1.5. Construction costs are expected to rise over the period between this report and the new proposed timing of the car and boat trailer parking project, so future cost estimates and budgeting for the boat trailer parking project will need to factor in that cost escalation and are expected to increase over the current provision.
- 6.1.6. As discussed elsewhere in this report – there are possible external funding sources that could contribute to the caravan dump station upgrade works (via NZMCA). It is likely that this project would receive some level of external funding, but the amount is currently uncertain. Depending on the final cost estimate, and the level of any grant received, it is possible that some of the suggested \$125,000 budget may not be required; if this were the case then the amount of borrowing would be reduced commensurate.
- 6.1.7. This budget is included in the Annual Plan/Long Term Plan, but may need revisiting in future years as noted via future LTP process.

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

- 6.3.1. There are risks arising from the adoption/implementation of the recommendations in this report. Some of these risks are:
 - a) Budget could disappear in future, if not utilised now
 - b) No detailed cost estimate yet, and uncertainty around available funding from NZMCA

- c) Relationship harm or loss of goodwill Coastguard goodwill – risk that if public park inappropriately then Coastguard could close ramp to public access.

6.3.2. Health and safety risks are discussed in later section

6.4. **Health and Safety**

- 6.4.1. There are health and safety risks arising from the adoption/implementation of the recommendations in this report.
- 6.4.2. As noted earlier in this report, safety of users is one of the key reasons for the proposed urgent upgrades to the dump station.
- 6.4.3. Deferment of the boat trailer parking does slightly increase risk of traffic accident on Charles Street – due to car and trailer combinations needing to parallel park, and also undertake U-turns. The future boat trailer parking would potentially alleviate some of this risk.
- 6.4.4. Deferment of the parking does also prolong the risk of ramp users parking inappropriately and thereby possibly affecting Coastguard operations including responding to emergencies. This could be partly mitigated through collaboration on public information campaigns, enforcement, and better signage. It is understood that most users utilise the ramp and driveway appropriately and instances of access being impeded are extremely rare, although this has not yet been quantified.
- 6.4.5. Ongoing access for servicing of the dump station pumps is a continued risk; this is undertaken in live lanes, unless the wet-well is relocated during the upgrades. Risks can be somewhat controlled and may need a further procedure developed and appropriate Temporary Traffic Management. Pump servicing has been undertaken before and works on a temporary basis. At present the scope would not include relocation of the wet-well.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

- Local Government Act 2002
- Building Act 2004

The WDC Engineering Code of Practice , and New Zealand Standard NZS 5465:2001 will also be relevant in the design works.

7.3. **Consistency with Community Outcomes**

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

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.
- Infrastructure and services are sustainable, resilient, and affordable

7.4. **Authorising Delegations**

The Council hold the delegation to be able to reassign or approved new budget, or delete or move existing budget between financial years.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: TSU-22 / 240625103292

REPORT TO: UTILITIES AND ROADING COMMITTEE

DATE OF MEETING: 16 July 2024

AUTHOR(S): Amy Wilhelm, Finished Floor Level Officer
Jennifer McSloy, Development Manager

SUBJECT: Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels

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



 General Manager



 Chief Executive

1. SUMMARY

- 1.1. This report seeks approval from the Utilities and Roding Committee to endorse the proposed updates to the Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (**Practice Note**) (provided as attachment i).
- 1.2. This report also requests that the Utilities and Roding Committee recommends the Council adopt the updated Practice Note.
- 1.3. The updates include:
 - 1.3.1. administrative updates to correct definitions and ensure consistent terminology is used throughout the Practice Note;
 - 1.3.2. Correction to a discrepancy between the freeboard requirements for Rural and Rural Residential properties, and brings the freeboard requirements between the two into alignment;
 - 1.3.3. Including the Minimum Finished Floor Level Maps using the 1 in 200 year flood hazard mapping as attachments to the Practice Note.
- 1.4. The amendments to the Practice Note have been collated by the Utilities and Roding Department through discussions with the Flood and Floor Level Working Group.
- 1.5. The Practice Note uses Council's most recent flood hazard models, which were developed using the best information available at the time. Staff are aware there are updates to government guidance (Coastal hazards and climate change guidance published in February 2024), and a new Canterbury Regional Council Regional Policy Statement currently out for Schedule 1 consultation. The updated Government guidance is being reviewed, and if Council's flood hazard models are updated the Practice Note will also be updated. Equally, when the Proposed District Plan and/or proposed Regional Policy Statement become operative, the Practice Note will require updates.

Attachments:

- i. Amended Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (Record No. 240412057972)

2. RECOMMENDATION

THAT the Utilities and Roding Committee

- (a) **Receives** Report No. 240625103292.

AND

THAT the Utilities and Roading Committee recommends:

THAT the Council:

- (b) **Approves** the updated Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (TRIM 240412057972).
- (c) **Notes** that the Practice Note will need to be updated in the future once the Proposed District Plan and Regional Policy Statement are operative, as both contain hazard chapters which will affect the document. If Council's flood models are updated, the Practice Note will also be reviewed and updated as required.

3. **BACKGROUND**

- 3.1. The current Practice Note was endorsed by the Council in 2023 (report 200108001550). Since then, as staff have used the document as a working document to complete FFL assessments, inconsistencies in terminology and minor errors have been identified. To improve the clarity and usability of the document, staff have produced an updated version which addresses the inconsistencies and minor errors.

- 3.2. The current Practice Note will need to be updated in the future once the Proposed District Plan is adopted to reflect the proposed changes to the natural hazards chapter. The proposed updates to the current Practice Note covered in this report are required in the interim to ensure consistency and clarity in setting minimum finished floor levels.

3.3. **Minor Changes**

- 3.3.1. Most of the proposed amendments to the Practice Note are minor and relate to correcting inconsistencies in terminology and definitions found within the document. The proposed amendments also ensure consistent terminology is used both within the document and between similar Council documentation e.g. resource consents, finished floor level assessments, engineering reports etc. The improvements in terminology include:

- 3.3.1.1. Adding "above undisturbed ground at any point intersecting the building footprint" to areas such as Rural Very Low flood hazard category to clarify the finished floor level needs to be above undisturbed ground, before any earthworks/landscaping etc. is undertaken.

- 3.3.1.2. Aligning the definition of "Finished Floor Level" to acknowledge the District Plan definition and construction/building industry interpretation/best practice.

- 3.3.1.3. Adding definitions for Dwelling and Construction tolerance.

- 3.3.1.4. Other changes such as "uncoloured area" to "clear area" (in relation to Very Low flood hazard areas), "floor levels" to "finished floor levels", "house" to "dwelling" and "Suitably Qualified Person" to "Suitably Qualified and Experienced Person".

- 3.3.1.5. Clarifying abbreviations within the document such as "Project Delivery Unit (PDU)", "Canterbury Regional Policy Statement (CRPS)", "Annual Exceedance Probability (AEP)" etc. Given that the intention is for the Practice Note to be an internal document with potential for various

sections being referenced in decisions and/or the whole document being made available to applicants, it is beneficial to clarify abbreviations.

3.4. Alignment of Freeboard Requirements for Rural and Rural Residential Properties

- 3.4.1. There are two proposed changes to the freeboard requirements which are not considered to be a minor change and therefore need to be endorsed by the Council. The table below summarises the proposed update (current requirements struck out with proposed changes underneath):

Hazard Category	Rural	Rural Residential	Urban
Very Low (Clear)	N/A – FFL to be minimum 400mm above surrounding ground*	Freeboard = 500mm N/A – FFL to be minimum 400mm above surrounding ground	N/A – Building Code requirements apply
Low (Green)	Freeboard = 400mm Freeboard = 500mm	Freeboard = 500mm	Freeboard = 500mm
Medium (Blue)	Freeboard = 500mm	Freeboard = 500mm	Freeboard = 500mm
High (Red)	No build advised	No build advised	No build advised

These changes are explained in more detail below:

- 3.4.2. Amending the Very Low Flood Hazard Category for Rural and Rural Residential (Res4A) areas to both have a minimum finished floor level of 400mm above surrounding ground. This will bring Rural Residential areas into alignment with what is required in Rural areas.

In the initial report to Council regarding the adoption of the Practice Note (TRIM 200108001550), it was stated for Rural and Rural Residential:

“In areas where flood water is predicted to be below 100mm (very low hazard) the Technical Practice Note requires a floor level to be 400mm above the surrounding ground. This allows for a 300mm freeboard.”

Rural Residential areas generally have more infrastructure in the way of stormwater and flood protection compared to Rural areas, yet the 500mm freeboard requirement currently included in the Practice Note for Rural Residential areas in the very low flood hazard area would mean the minimum finished floor level for a dwelling would be at least 600mm above ground (100mm flooding + 500mm freeboard). Compare this to a Rural dwelling where the finished floor level in the very low flood hazard area is 400mm above undisturbed ground.

- 3.4.3. Amending the Low Flood Hazard Category for Rural areas to have a freeboard of 500mm, an increase from 400mm. This will bring Rural into alignment with both Rural Residential and Urban areas, resulting in a consistent freeboard across all low and medium hazard areas.

Currently, the low flood hazard freeboard requirement for the Rural area is 400mm, which is a lower freeboard requirement compared to Rural Residential and Urban areas with the same flood hazard category. Rural Residential and Urban areas generally have more infrastructure in the way of stormwater and flood protection compared to Rural areas so it does not make sense that Rural areas would have a lower freeboard requirement.

- 3.4.4. Amending the Rural and Rural Residential areas to have the same freeboard requirements for all flood hazard area brings consistency to the Practice Note and helps to eliminate confusion between two areas which are similar in nature.

3.5. **Minimum Floor Level Maps**

- 3.5.1. The 2023 version of the “Kaiapoi Adopted Minimum Floor Level Requirements New Zealand Datum 2016” and “Coastal Settlements Adopted Minimum Floor Level Requirements New Zealand Datum 2016” maps which show the 1 in 200 year modelling have been added to the appendix. The 1 in 200 year finished floor level maps are used to assess the FFL where 4 or more dwellings are proposed on an existing residential lot, or where a developer for a larger scale subdivision consent within an area on the map that has not previously been developed (i.e. greenfield).

4. **ISSUES AND OPTIONS**

- 4.1. The Utilities & Roding Committee and Council have three options available. These are outlined below.
- 4.2. Option 1. Recommended Option
 - 4.2.1. Approve the amendments to the Practice Note. This will ensure consistency within the document, correct minor errors, and clarify freeboard requirements.
- 4.3. Option 2. Require reconsideration or amendment
 - 4.3.1. Request the General Manager Utilities and Roding revise the amendments to the Practice Note or provide more information if there are any outstanding issues to address. This would allow staff to consider any issues raised by Council and address them before bringing a revised Practice Note back to the Committee and Council for adoption. This is not recommended, as staff have worked through the proposed amendments with the Flood and Floor Level Working Group of which the General Manager Utilities and Roding is a member, and the proposed amendments are supported by that group.
- 4.4. Option 3. Decline.
 - 4.4.1. Decline to approve the amendments to the Practice Note and leave the current document as is. This is not recommended as the inconsistencies, minor errors and contradictory freeboard requirements need to be addressed in the current document.
- 4.5. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The amendments may be of particular interest to engineers working on behalf of Developers or building consent applicants within the District.

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. The Practice Note ensures new dwellings are built to a level which is protected from future flooding.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act is relevant to the information within this report.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Utilities and Roading Committee has the delegation to receive and approve the recommendations of this report.

WAIMAKARIRI DISTRICT COUNCIL**TECHNICAL PRACTICE NOTE****FILE NO AND TRIM NO:** TSU-22 / 240412057972**DATE:** 19 June 2024~~21 June 2022~~**TO:** Council staff involved in 3 Waters, Building, Policy, Planning and Land Development**FROM:** Gerard Cleary, Manager Utilities and Roading**SUBJECT:** Flood Mapping, Freeboard and Floor Levels**1. Purpose**

1.1. The purpose of this Technical Practice Note is to document standard practice and provide guidance to achieve a consistent framework for Council staff involved in flood risk assessment and setting out and approving building floor levels. It will be used to:

- 1.1.1. Provide technical advice on applications for Building Consent
- 1.1.2. Provide technical advice on Resource Consent applications under the Operative District Plan
- 1.1.3. Provide advice on enquiries received from external Customers

1.2. The Practice Note is intended to be reviewed when the Proposed District Plan becomes operative.

1.3. The General Manager Utilities and Roading, 3 Waters Manager, and Project Delivery Manager will use discretion in applying this Technical Practice Note on a case-by-case basis.

1.4. Flood Maps

1.4.1. This Technical Practice Note relies on flood maps which can be found on Waimap

1.4.2. These Maps have colour coded hazard areas as follows:

- Clear areas are considered to be Very Low~~very low~~ hazard
- Green mapped areas are considered Low~~low~~ hazard
- Blue coloured areas are considered Medium~~medium~~ hazard
- Red coloured areas are considered High~~high~~ hazard

2. Planning and Regulatory Context**2.1. General**

2.1.1. The setting of finished floor levels is governed by the requirements of the Canterbury Regional Policy Statement, Waimakariri District Plan, Building Act and Building Code. In

Formatted: Font color: Auto**Formatted:** Indent: Left: 0 cm, Hanging: 5.15 cm, Right: 0.96 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li, Tab stops: 0 cm, Centered + Not at 7.28 cm**Formatted:** Space After: 0 pt**Formatted:** Indent: Left: 0 cm, Hanging: 5.15 cm, Right: 0.96 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li, Tab stops: 0 cm, Centered + Not at 6.33 cm**Formatted:** Font color: Auto**Formatted:** Indent: Left: 0 cm, Hanging: 5.15 cm, Right: 0.96 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li**Formatted:** Space After: 0 pt**Formatted:** Font color: Auto**Formatted:** Font: (Default) +Body (Calibri), 14 pt**Formatted:** Justified, Indent: Left: 0 cm, Hanging: 5.15 cm, Right: 0.96 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li, Tab stops: Not at 9 cm**Formatted:** Space After: 0 pt**Formatted:** Indent: Left: 0 cm, Hanging: 5.15 cm, Right: 0.96 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li, Tab stops: 0 cm, Centered + Not at 8.93 cm**Formatted:** Space After: 5.8 pt**Formatted:** Space Before: 12 pt, After: 11 pt**Formatted:** Indent: Left: 0 cm, Hanging: 1.29 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li**Formatted:** Space After: 0 pt, Line spacing: 1.5 lines**Formatted:** Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 0 pt, Line spacing: 1.5 lines**Formatted:** Space After: 0 pt, Line spacing: 1.5 lines**Formatted:** Space Before: 12 pt, After: 11 pt**Formatted:** Space After: 11 pt**Formatted:** No underline**Formatted:** No underline**Formatted:** Space After: 0 pt, Line spacing: Multiple 1.15 li**Formatted:** Space After: 11 pt**Formatted:** Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt**Formatted:** Indent: Hanging: 1.5 cm

all cases, Building Act compliance still needs to be achieved and any necessary resource consents applied for. In many cases the guidance in this Technical Practice Note will exceed those of the Building Act and therefore the Building Act will be met by default. However, where they are not it is still a requirement that the Building Act requirements are met. There is also a requirement to meet any finished floor level requirements of consent notices on the property title, or any district plan rule.

2.2. Building Consents

2.2.1. The applicant for a Building Consent is required to demonstrate that the proposed development complies with the Building Act and Building Code as part of their building consent application. This includes achieving minimum finished floor levels in relation to surrounding ground levels and predicted flood levels.

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

2.3. Subdivision or Land Use Consents under the District Plan

2.3.1. The applicant for a subdivision consent, or land use consent is required to demonstrate that they comply with the District Plan, and any relevant regional plan such as the Land Water Regional Plan, in addition to having regard to the flood mitigation and avoidance policies of the Canterbury Regional Policy Statement (CRPS) in the consent assessment. Reference should also be made to Section 106 of the Resource Management Act (hazards relating to subdivision) and any consent notice in relation to finished floor levels and flood hazards.

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

2.4. Private District Plan Change

2.4.1. For private plan change proposals, any amendments proposed to the District Plan must 'give effect' to the policies of the CRPS and any relevant national policy statements. Expert evidence will need to be provided to demonstrate this.

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

2.4.2. In order to demonstrate compliance the applicant is required to provide a flood assessment report from a Suitably Qualified and Experienced Person (SQEP) for Council consideration, assessment and approval. This assessment will need to include consideration of the flood hazard and a freeboard requirement.

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 0 pt

3. General Requirements

Formatted: Space After: 11 pt

3.1. Flood assessment methodology

3.1.1. Where the development is changing the underlying ground level, or there are new roadways being constructed, then the applicant will need to provide evidence from a SQEP to demonstrate the effect of the development. The evidence shall consider both the effect on the potential occupants of the development, as well as neighbouring properties, and will apply freeboard requirements as per the District Plan, if available and as set out in this practice note. The applicant may request information pertaining to the site from the Council's flood hazard model to assist with providing the required assessment and evidence.

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

3.1.2. Where the development is being carried out in a manner that will not disrupt the existing overland flow-paths, then upon request the Council will provide a Minimum Finished Floor Level that will meet Council requirements. Examples of this include building consent applications and development or subdivisions of four lots or less. The Minimum Finished Floor Level will be based on the Council's flood hazard model and other relevant information held by Council, and will apply the general principles below, including freeboard requirements.

Formatted: Indent: Hanging: 1.5 cm

3.1.3. If the applicant disagrees with the Council's Minimum Finished Floor Level, then they can commission a flood assessment report signed by a SQEP and submit to the Council for consideration. If the Minimum Finished Floor Level is required under the District Plan, the Council consideration will be undertaken as part of a resource consent application assessment.

3.2. Existing (Post 2000) Large Scale Subdivisions and Land Use Consent Areas

3.2.1. Most large scale residential subdivisions that have been established since 2000 (for example Silverstream and Beach Grove) will have pre-approved minimum finished floor levels that were established for the specific subdivision at the time of the development. In these cases the minimum finished floor levels specified in the resource consent documentation will apply. Should a new development seek to build outside of the resource consent parameters then the District Plan (including the Minimum Finished Floor Level) might apply.

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

3.3. Extensions to existing dwellinghouses

3.3.1. Provided that the Building Act and Building Code requirements are met in relation to predicted flooding, extensions up to 30 percent of the existing floor area would likely be considered acceptable. The reasoning for this is that this does not create a substantial additional risk to an existing dwellinghouse and would allow, for example, the addition of a bedroom.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

3.4. Existing Developments and Existing Buildings

3.4.1. It is important to note that existing buildings that have been constructed to previously applicable standards are not impacted by this technical note. As with many development standards that change over time any previously constructed and consented activities will continue to enjoy any existing use rights. This technical note is forward looking only.

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

3.5. Benchmarks

3.5.1. The developer shall provide local benchmarks to be used to set out floor levels. A minimum of two benchmarks are required, visible by line of sight, to each lot frontage.

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Space After: 0 pt

4. Demonstrating Compliance with Required Finished Floor Level~~floor level~~ for Building Consent

4.1. Project Delivery Unit (PDU) staff will identify any formally received applications (for PIM or Compliance Check in conjunction with a Building Consent or as a PIM Only) that require a Finished Floor Level (FFL) Assessment. Following identification PDU will set up a new FFL application in Tech 1 and associate the Building Consent number as a related application.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

4.2. Set up and FFL assessment will be undertaken by the Finished Floor Levels Officer~~Project Planning & Quality~~ and Land Development Team~~Teams~~. Advice provided by PDU will depend on whether the FFL was tabulated through the subdivision process or not, in accordance with the process set out in TRIM record 210514077201.

4.3. Location of structures on site, and access

4.3.1. In all cases, care shall be taken to avoid siting buildings in flood hazard areas and where possible to site the building on the property clear of ponding or overland flow paths.

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Indent: Hanging: 1.5 cm

- 4.3.2. Where there is no clear area, then where possible the building should be located, ~~where possible~~, on the area with the lowest flood hazard. For example, locate the building site on green (low hazard) rather than blue (medium hazard) mapped areas.

4.4. Rural area – Very Low Hazard Areas (Clear/White/clear area on 1 in 200 year flood maps)

- 4.4.1. On generally flat areas the minimum finished floor level is to be set no lower than 400mm above undisturbed ground at any point intersecting the building footprint. This means that the floor level at every point around the house needs to be at least 400mm above undisturbed ground.

The RL stated is the minimum finished floor level requirement and assumes 400mm clearance above undisturbed ground will be achieved across the building footprint. Ground level can vary across a site. During set out, it is the builder's responsibility to check constructing to the RL achieves a 400mm minimum clearance above undisturbed ground at any point intersecting the building footprint.

The proposed finished floor level on the plans is assessed using the site level information provided by the applicant. It is the responsibility of the applicant to ensure the accuracy of the site level information provided.

- 4.4.2. On a sloping area, or ridge, the finished floor level may not need to be elevated above the ground other than to simply comply with standard Building Code ~~building act~~ ground clearance requirements. Note that a topographical survey may be requested to confirm the building site is on a localised high point.

4.5. Rural - Low Hazard Areas (Green on 1 in 200 year flood maps)

- 4.5.1. The finished floor level shall be 500mm above the modelled 0.5% AEP (1 in 200 year) flood level based on the Council's district wide flood hazard mapping.

- 4.4.2. If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person to provide a flood assessment report to Council showing the proposed dwellinghouse site and finished floor level and demonstrate that the finished floor level will be at least 500mm above the 0.5% Annual Exceedance Probability (AEP) (1 in 200 year) flood level and that the building or site works will not impede overland follow or exacerbate or cause flooding on any other property.

4.6. Rural – Medium Hazard Areas (Blue on 1 in 200 year flood maps)

- 4.6.1. If building is approved, the finished floor level shall be 500mm above the modelled 0.5% AEP (1 in 200 year) flood level based on the Council's district wide flood hazard mapping.

- 4.6.2. If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person to provide a flood assessment report to Council showing the proposed dwellinghouse site and finished floor level and demonstrate that the finished floor level will be at least 500mm above the 0.5% AEP (1 in 200 year) flood level and that the building or site works will not impede overland follow or exacerbate or cause flooding on any other property.

- 4.6.3. In areas where there is a Medium Hazard it may not always be possible to build because of the requirements for a floor level and all weather access will have unacceptable impacts on neighbouring properties.

4.7. Rural – High Hazard Areas (Red on 1 in 200 year flood maps)

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt, Tab stops: 8.25 cm, Centered + Not at 8.86 cm

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Indent: Left: 1.21 cm, Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Indent: Hanging: 1.5 cm

4.7.1. It is not considered appropriate to build in these areas due to the high hazard unless a resource consent has been obtained. Any finished floor level requirements of the Resource Consent shall apply.

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

4.8. Rationale for flood events and freeboards

Formatted: Font: Bold

4.8.1. The Building Act requires new dwellings to be designed and built in such a way that surface water, resulting from an event having a 2% probability of occurring annually, shall not enter buildings. The Building Code methodology (E1/VM1 section 4.3.1) suggests a 150mm freeboard in normal circumstances, and 500mm where waves may occur.

Formatted: Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

4.8.2. However, the Council has applied different flood models and freeboards as the "Acceptable Solutions" due to a recognition of the greater risks of building on an active flood plain (which covers the majority of the District), and recent experiences over the past two decades of flood events.

4.8.3. It is recognised that this is a greater requirement than the Building Code minimum requirements.

4.8.4. Therefore, the applicant can choose to supply information supporting a level in keeping with the Building Code. This would need to be a flood model assessment of the specific site, certified by a SQEP.

4.8.5. The Council does not model a 1 in 50 year flood event throughout the District. The Council does have models for the 1 in 100 year (1% AEP), 1 in 200 (0.5% AEP) and 1 in 500 year (0.2% AEP) year-events.

4.8.6. The 1 in 200 year (0.5% AEP) is referenced in the Canterbury Regional Policy Statement (CRPS) RPS (Policy 11.3.2) such that development should be avoided unless (among other matters), new buildings have

an appropriate finished floor level above the 0.5% AEP design flood level. While it is acknowledged that this policy is only triggered by a Resource Consent application, nevertheless it is an indication of where the region sets its risk profile for new buildings.

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

4.8.7. For this reason, the Council has adopted the 1 in 200 year (0.5% AEP) flood level as an appropriate event to require protection from.

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted

Formatted

4.8.8. With regard to the freeboard, the Council rationale is as follows:

4.8.8.1. Rural Very Low Risk (i.e.: no flooding indicated)

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

4.8.8.1.1. 400mm total clearance above undisturbed ground at any point intersecting the building footprint

Formatted: Space After: 11 pt

4.8.8.1.2. 100mm possible flooding (due to margin of error in flood model)

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

4.8.8.1.3. 300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted

4.8.8.2. Rural Low Risk

4.8.8.2.1. 500mm total freeboard above modelled 1 in 200 year (0.5% AEP) Flood Depth

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

4.8.8.2.2. 100mm margin of error in flood model

Formatted: Space After: 11 pt

Formatted: Indent: Hanging: 1.5 cm

4.8.8.2.3. 300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

4.8.8.3.4. 100mm additional freeboard due to greater variation of flood depth at greater depths.

4.8.8.3. Rural Medium Risk

4.8.8.3.1. 500mm total freeboard above modelled 1 in 200 year (0.5% AEP) Flood Depth flood level

4.8.8.3.2. 100mm margin of error in flood model

4.8.8.3.3. 300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

4.8.8.3.4. 100mm additional freeboard due to greater variation of flood depth at greater depths.

4.8.8.4. Urban Very Low Risk (Building Consents only)

4.8.8.4. Building Code requirements apply

4.8.8.5. Urban Low Risk (Building Consents only)

4.8.8.5.1. 500mm 400mm total freeboard above modelled 1 in 100 year (1% AEP) Flood Depth 0.5% AEP flood level

4.8.8.5.2. 100mm margin of error in flood model

4.8.8.5.3. 300mm freeboard above flood level (due to wash from passing vehicles)

~~4.8.8.5~~ 4.8.8.5.4. 100mm additional freeboard to allow for other unaccounted for variables including survey error, lot level tolerance, infrastructure failure, and uncertainty in climate change allowances.

4.8.8.6. Urban Medium Risk (Building Consents only)

4.8.8.6. Urban (Subdivision)

4.8.8.6.1. 500mm total freeboard above modelled 1 in 100 year (1% AEP) Flood Depth

4.8.8.6.2. 100mm margin of error in flood model

4.8.8.6.3. 300mm freeboard above 0.5% AEP flood level (due to wash from passing vehicles)

4.8.8.6.4. 100mm additional freeboard to allow for other unaccounted for variables including survey error, lot level tolerance, infrastructure failure, and uncertainty in climate change allowances.

4.8.8.7. Urban Very Low Risk (Subdivision)

4.8.8.4. Building Code requirements apply

4.8.8.8. Urban Low Risk (Subdivision)

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted:

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Space After: 11 pt

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Space After: 11 pt

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Font: Bold

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Indent: Hanging: 1.5 cm

4.8.8.8.1. 500mm total freeboard above above modelled 1 in 200 year (0.5% AEP) Flood Depth

4.8.8.8.2. 4.8.8.5.2. 100mm margin of error in flood model

4.8.8.8.3. 300mm freeboard above flood level (due to wash from passing vehicles)

4.8.8.8.4. 100mm additional freeboard to allow for other unaccounted for variables including survey error, lot level tolerance, infrastructure failure, and uncertainty in climate change allowances.

4.8.8.9. Urban Medium Risk (Subdivision)

4.8.8.9.1. 500mm total freeboard above modelled 1 in 200 year (0.5% AEP) Flood Depth

4.8.8.9.2. 100mm margin of error in flood model

4.8.8.9.3. 300mm freeboard above flood level (due to wash from passing vehicles)

4.8.8.9.4. 4.8.8.5.4. 100mm additional freeboard to allow for other unaccounted for variables including survey error, lot level tolerance, infrastructure failure, and uncertainty in climate change allowances.

4.8.9. The 500mm freeboard requirement stems from the Building Code (E1/VM1 Section 4.3.1.) which requires a 500mm freeboard where “surface water has a depth of 100mm or more and extends from the building directly to a road or car park, other than a car park for a single dwelling”. The Building Code also makes the comment “the 500mm freeboard allows for waves generated by vehicles. Such waves will not be sustained unless there is at least 100mm depth of water and an unobstructed path from the point where the wave is generated to the building”.

5. Demonstrating Compliance with the Operative District Plan Provisions – Greenfield Development

Table 1: Summary of Freeboard Requirements, Greenfield Development

Hazard Category	Rural (Ru)	Rural Residential (Res 4A and 4B)	Urban (Res 1, 2, 3, 5, 6, 7 Bus 1 & Bus 2)
Very _____ Low (Clear)	N/A – FFL to be minimum 400mm above surrounding ground*	N/A – FFL to be minimum 400mm above surrounding ground* Freeboard = 500mm	N/A – Building Code requirements apply
Low (Green)	Freeboard = 500mm	Freeboard = 500mm	Freeboard = 500mm
Medium (Blue)	Freeboard = 500mm	Freeboard = 500mm	Freeboard = 500mm
High (Red)	No build advised	No build advised	No build advised

Formatted: Space After: 11 pt

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Indent: Left: 3.75 cm, Hanging: 1.7 cm, Right: 0.96 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Italic

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted Table

Formatted: Space After: 11 pt

Formatted: Indent: Left: 0.12 cm

Formatted: Left, Right: 0.17 cm, Space After: 11 pt

Formatted: Indent: Left: 0.14 cm, Right: 0.17 cm, Space After: 11 pt

Formatted: Left, Right: 0.17 cm, Space After: 11 pt

Formatted: Centered, Indent: Left: 0.2 cm, Right: 0.08 cm, Space After: 11 pt, Tab stops: 2.49 cm, Right

Formatted: Right: 0.08 cm, Space After: 11 pt

Formatted: Indent: Left: 0.14 cm, Right: 0.16 cm, Space After: 11 pt

Formatted: Left, Right: 0 cm, Space After: 11 pt

Formatted: Right: 0.08 cm, Space After: 11 pt

Formatted: Space After: 11 pt

Formatted: Indent: Left: 0.14 cm, Right: 0.15 cm, Space After: 11 pt

Formatted: Left, Right: 0.17 cm, Space After: 11 pt

Formatted: Space After: 11 pt

Formatted: Indent: Left: 0.24 cm, Right: 0.17 cm, Space After: 11 pt

Formatted: Right: 0.42 cm, Space After: 11 pt

Formatted: Indent: Hanging: 1.5 cm

Table 1: Summary of Freeboard Requirements, Greenfield Development

5.1. New Greenfield Subdivision of > = 4 lots (Res 1, 2, 3, 5, 6, 7, Bus 1 & 2)

- 5.1.1. In areas identified as low or medium flood hazard, the minimum requirements for floor levels are to provide a 500mm freeboard above the 0.5% ~~(200yr)~~ AEP (1 in 200 year) flood level.
- 5.1.2. New greenfield subdivision with a building platform located within a high flood hazard area (or where no building platform is specified) is non-complying and resource consent would be required. It is possible that land can be raised so that it no longer meets the Canterbury Regional Policy Statement (CRPS) high flood hazard definition (high flood hazard is: where depth x velocity of flood waters is >= 1 in a 0.2% AEP (1 in 500 year) flood event.
~~where depth x velocity of flood waters is >= 1 in a 0.2% (500yr) AEP flood event.~~
- 5.1.3. Site levels should be formed to allow 225mm between the finished site level and the required minimum floor level to allow reasonable building site platforms, as required by the Building Code.
- 5.1.4. Overall, new ~~Greenfield~~greenfield development is subject to the process and outcome of the Plan Change, Ecan consents, assessment of flood displacement and / or subdivision consent.

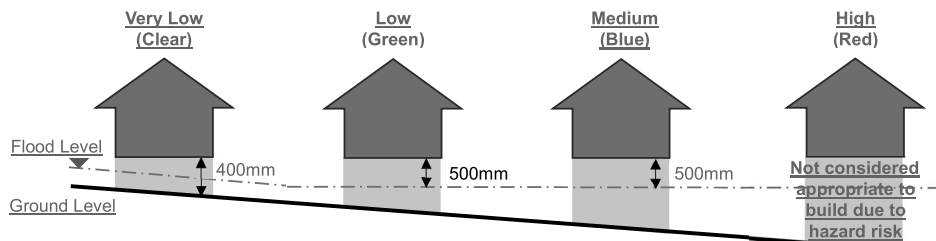
5.2. New Subdivision of (Residential 4A and 4B)

- 5.2.1. Minimum requirements are 500mm freeboard above the 0.5% AEP (1 in 200 year) flood level.
- 5.2.2. Regard must also be given to the 0.2% AEP (1 in 500 year) flood as required by the Canterbury Regional Policy Statement (CRPS).
- 5.2.3. This is subject to the process and outcome of the Plan Change or subdivision consent.

5.3. New subdivision in Rural Areas

5.3.1. General

The concepts in figure 1 apply.



Formatted: Font: Italic

Formatted: Font: Bold

Formatted: Indent: Left: 0.02 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li, Tab stops: Not at 7.74 cm

Formatted: Space Before: 12 pt, After: 11 pt

Formatted: Space After: 11 pt

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted: Indent: Left: 0.02 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li, Tab stops: Not at 5.28 cm

Formatted: Indent: Left: 1.27 cm, Hanging: 1.23 cm, Space After: 11 pt

Formatted: Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt

Formatted: Font: Bold

Formatted: Indent: Left: 0.02 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li, Tab stops: Not at 4.17 cm

Formatted: Space After: 11 pt

Formatted: Font: Italic, Font color: Custom Color(31,73,125))

Formatted: Indent: Hanging: 1.5 cm

Flood Hazard Classification	Very Low (Clear) <100mm Flood Depth	Low (Green) 100-300mm Flood Depth	Medium (Blue) 300-1000mm Flood Depth	High (Red) 1000+mm Flood Depth
Minimum Finished Floor Level Requirement	400mm above undisturbed ground at any point intersecting the building footprint or Floor Risk Assessment (FRA) by SQEP	If possible, avoid or 500mm above Flood Level or FRA by SQEP	Avoid unless not possible or 500mm above Flood Level or FRA by SQEP. Note: Council may require FRA by SQEP for Medium hazard sites	
Development Manager Advice on Floor Level	x	✓	✓	✓
Development Manager Approval of Floor Level	✓	✓	✓	✓

Figure 1: Minimum floor level requirements (Rural and Rural Residential) large lot residential)

5.3.2. Rural - Very Low Flood Hazard Areas. (Clear area on 0.5% AEP (1 in 200 year) Flood Hazard Maps)

On generally flat areas, the finished floor level shall be a minimum of 4500mm above undisturbed the highest point of the original ground level at any point intersecting the building footprint the house site.

Where the property is on the side of a hill and obviously clear of any flooding or overland flow path, the Building Code Act requirements in relation to floor levels above ground shall govern (i.e. a floor level above and the 2% AEP (50 year) flood level plus a freeboard). The 400mm above undisturbed the highest point of the existing ground at any point intersecting the building footprint provision may not necessarily be required. Note that a topographical survey may be requested to confirm that the building site is on a localised high point.

5.3.3. Rural - Low Hazard Areas. (Green on 0.5% AEP (1 in 200 year) Flood Hazard Maps)

The floor level shall be 500mm above the modelled 0.5% AEP (1 in 200 year) flood level based on the Council's district wide flood hazard mapping.

5.3.4. Rural - Medium Hazard Areas. (Blue on 0.5% (200 year) AEP (1 in 200 year) Flood Hazard Maps)

At the Council's discretion and where the building is only partially on or at the edge of an area shown as blue, the Council's flood hazard mapping may be used to determine the minimum floor level. In this case the floor level shall be 500mm above the modelled 0.5% AEP (1 in 200 year) flood level based on the Council's flood hazard mapping.

If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person (SQEP). They shall provide a flood assessment report to Council showing the proposed dwellinghouse site and floor level and demonstrate that

Formatted: Font: Italic

Formatted: Font: Italic, Font color: Custom Color(RGB(31,73,125))

Formatted: Indent: Left: 0.02 cm, First line: 0 cm, Space After: 11 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted

Formatted

Formatted

Formatted

Formatted: Left, Line spacing: Multiple 1.08 li

Formatted

Formatted

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Left, Indent: Left: 1.25 cm, Hanging: 1.25 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Bold

Formatted: Justified, Indent: Left: 2.52 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Indent: Hanging: 1.5 cm

the floor level will be at least 500mm above the 0.5% AEP (1 in 200 year) flood level and that the building or site works will not impede overland flow or exacerbate or cause flooding on any other property.

In areas where there is a Medium Hazard it may not always be possible to build because of the requirements for a floor level and all weather access will have unacceptable impacts on neighbouring properties.

5.3.5. Rural – High Hazard Areas. (Red on 0.5% AEP (1 in 200 year) Flood Hazard Maps)

It is not considered appropriate to build in these areas due to the high hazard.

Formatted: Left, Space After: 11 pt, Line spacing: Multiple 1.08 li

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Left, Indent: Left: 1.25 cm, Hanging: 1.25 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li

Formatted: Space After: 0 pt

Formatted: Justified, Indent: Left: 2.52 cm, Space After: 0 pt, Line spacing: Multiple 1.03 li

Formatted: Font: Bold

Formatted: Indent: Left: -0.01 cm, Hanging: 1.26 cm, Space After: 11 pt

Formatted: Space After: 11 pt

Formatted: Font: Bold

6. Demonstrating Compliance with the Operative District Plan Provisions – Intensification (3 or Fewer Lots)

6.1. Rural Areas and Residential 4 areas

6.1.1. Sections 5.2 and 5.3 above applies.

6.2. Residential Areas (Res 1, 2, 3, 5, 6, 7) - General

6.2.1. In existing zoned residential areas that trigger assessment under the Resource Management Act 1991 (RMA) via the District Plan, it is anticipated that all developable lots will have a finished ground level that avoids inundation in a 1% AEP (1 in 100 year) flood event.

6.2.2. The consent assessment, where required, is also required to consider the 0.5% AEP (1 in 200 year) flood, with regard to Policy 11.3.2 of the Canterbury Regional Policy Statement (CRPS) given in the engineering assessments and the matters covered in s106 of the RMA. Detail on 11.3.2 of the CRPS is included as [Appendix 1 of this report note](#).

6.2.3. Assessment of the matters covered in Policy 11.3.2 may require consideration of the specific site conditions both within and adjacent to the subject site, and may result in the setting of finished floor levels that give effect to Policy 11.3.2.

6.2.4. This practice note is the starting point for consideration of Policy 11.3.1. For infill development in urban areas the 1% AEP (1 in 100 year) flood level shall be allowed for with freeboard. The 0.5% AEP (1 in 200 year) flood level should be assessed and considered as part of the setting of floor levels. In practice this may mean a floor level for 1 to 3 dwellingshouseshouses that is at or even lower than the 0.5% AEP (1 in 200 year). This needs to be considered in the context of being compatible with existing surrounding dwellingshouseshouses without causing an adverse impact on neighbours.

6.2.5. This applies to the small scale (3 dwellingshouseshouses or fewer) infill development of existing urban areas where the surrounding area has already been built on. It applies to small scale subdivisions of existing residential lots or new dwellingshouseshouses on vacant lots, or rebuild of existing dwellingshouseshouses. For large scale development (4 dwellingshouseshouses or more) the Greenfield provisions shall apply. (Refer section 5.1)

6.2.6. The Council's urban flood hazard maps shall be used where they are available. These models include provision for the open drains, stormwater pipes and pump stations that make up the urban stormwater network. In the absence of urban flood hazard maps the district wide flood hazard maps shall apply.

Formatted: Indent: Hanging: 1.5 cm

6.2.7. In all cases, care shall be taken to avoid siting buildings in flood hazard areas and where possible to site the building on the property clear of ponding or overland flow paths.

Formatted: Left, Indent: Left: 1.26 cm, Hanging: 1.24 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li

6.2.8. Where there is no Clear area (Very Low Hazard ~~very low hazard~~), the building should be located, where possible, on the area with the lowest flood hazard. For example locate the building site on Green (Low Hazard ~~green (low hazard)~~) rather than Blue (Medium Hazard ~~blue (medium hazard)~~) mapped areas.

Formatted: Space After: 11 pt

6.2.9. Where a dwelling is being replaced, the floor level for the new dwelling shall be no lower than the original dwelling. And where flood modelling is available for such a site an assessment shall be made by Council to the home owner/applicant to set a minimum floor level.

6.3. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (excluding Kaiapoi and coastal urban areas) - Where very low flood hazard is mapped. ~~(Clear area on 1% AEP (1 in 100 year) Flood Hazard maps)~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

6.3.1. Floor levels should be required to meet Building Code ~~Act~~ requirements (i.e. a floor level above the 2% AEP (1 in 50 year) flood level plus a freeboard.

6.3.2. The freeboard will be as required by the Building Code.

6.3.3. Note - Isolated small pockets of flooding shown on the flood hazard maps may be treated as "Clear" at the sole discretion of the Council.

6.4. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (Excluding Kaiapoi and coastal urban areas) - Where a low or medium flood hazard is mapped. ~~(Green and Blue areas on the 1% AEP (1 in 100 year) Flood Hazard Maps)~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

6.4.1. The floor level of dwelling ~~houses~~ shall have a freeboard above the 1% AEP (1 in 100 year) flood level.

6.4.2. The freeboard requirements shall be 500mm ~~400mm~~ above 1% AEP (1 in 100 year) for the mapped Green areas (Low Hazard).

6.4.3. The freeboard requirements shall be 500mm above 1% AEP (1 in 100 year) for the mapped Blue areas (Medium Hazard).

6.4.4. Consideration shall also be given to the spill level of the secondary flow path based on known topographical levels.

6.5. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (Excluding Kaiapoi and coastal urban areas) - Where a high hazard area is mapped. ~~(Red on 0.5% AEP (1 in 200 year) Flood Hazard Maps)~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

6.5.1. It is not considered appropriate to build in these areas due to the high hazard flood risk.

6.5.2. If a building is approved, then the floor level of dwelling ~~houses~~ shall have a freeboard of 500mm above 1% AEP (1 in 100 year) flood level

6.6. Kaiapoi and coastal urban existing residential areas (Kaiapoi, The Pines Beach, Kairaki, Woodend Beach and Waikuku Beach)

Formatted: Font: Bold

Formatted: Font: Bold

6.6.1. The Council Flood Hazard Models assume that the underlying drainage infrastructure (including pipes and pumps) continues to operate. This is a satisfactory assumption for the majority of the District where there is little need to pump stormwater and good

Formatted: Indent: Hanging: 1.5 cm

secondary flow paths exist. However, Kaiapoi and the coastal urban areas are more dependent on pumps and pipelines continuing to operate to maintain the levels that the Flood Hazard model predicts. This is not considered to be an appropriate assumption for these areas, because it is possible that this protection would have an outage during a large rainfall event, at some time during the life of a new dwellinghouse.

6.6.2. Therefore, the basis for determining a minimum floor level in Kaiapoi and the existing coastal urban areas is based on the possible depth of flooding if the pumping system was not working and/or the piped system became blocked. This differs from the Flood Hazard model results where the proposed property is in a 'basin' – i.e. the property level is lower than the surrounding ground levels (including stop banks). In this situation, the 'ponding' level takes precedence over the level from the Flood Hazard model.

6.6.3. The minimum floor levels in the existing urban areas of Kaiapoi, The Pines Beach, Kairaki, Woodend Beach and Waikuku Beach, where there are no underlying floor level requirements from existing subdivision and land use consents, are shown on the maps attached as Appendix 2.

6.6.4. The diagram below explains the floor level requirements for existing urban areas of Kaiapoi and the coastal urban areas.

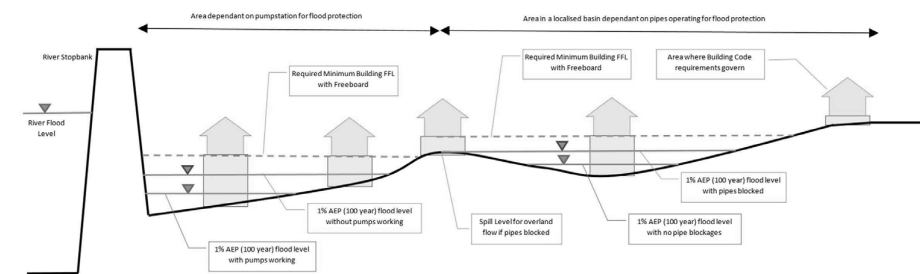


Figure 2: Urban Kaiapoi and Existing Coastal Developed Areas

7. Commercial Areas (Business 1, 2)

7.1. Advice will be given for these areas in relation to the flood level and freeboard as it would apply to residential. This information shall be advice only and the Building Act provisions shall apply.

8. Definitions

8.1. Annual Exceedance Probability (AEP) -is as defined in the Canterbury Regional Policy Statement: "the probability for a certain size of flood flow occurring in a single year."

8.2. Building Location Certificate – means a certificate prepared by a registered licensed professional surveyor.

8.3. Construction tolerance – approval needs to be obtained for any non-complying finished floor levels that do not meet the required level. Variations in construction tolerances of up to 40mm in have been accepted in the past, but any variation needs to be assessed on a case by case

Formatted: Left, Indent: Left: 1.25 cm, Hanging: 1.25 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li

Formatted: Left, Indent: Left: 0.02 cm, Space After: 11 pt

Formatted: Font: Italic

Formatted: Font: Italic, Font color: Custom Color(RGB(31,73,125))

Formatted: Space After: 0 pt

Formatted: Underline

Formatted: Left, Indent: Left: 0 cm, Hanging: 1.25 cm, Space After: 11 pt, Tab stops: 8.86 cm, Centered

Formatted: Underline

Formatted: Space After: 11 pt

Formatted: Indent: Hanging: 1.5 cm

basis, taking into consideration the nature of the flooding and overland flow paths in the building's vicinity.

- 8.4. Current WDC Flooding Map -- means the current available published localised flood hazard mapping generated by the Waimakariri District Council.

Formatted: Underline

Formatted: Space After: 11 pt

- 8.5. Dwelling -- in practice this refers to all floor areas that are a habitable space. In the District Plan, dwellinghouse means any habitable structure, occupied or intended to be occupied in part or in whole as a residence. Under the Proposed District Plan a habitable room means any room used for the purposes of teaching or used as a living room, dining room, sitting room, bedroom, office or other room specified in the Plan to be a similarly occupied room.

- 8.6. Finished Floor Level -- there are two definitions available for -- means the level of the finished floor levels. In accordance with the District Plan, Finished Floor Levels means for a concrete floor the top of the concrete slab, and for a wooden floor the bottom of the joists supporting the floor. The construction/building industry commonly interprets -- The finished floor level as meaning the top level of the finished floor of a building, measuring is measured from the top of the finished floor slab or top of flooring substrate not including floor finishes such as carpet, tiles etc. Under the Proposed District Plan there is the potential to address the discrepancy in the definition of the finished floor level for different floor types (concrete and timber) through the issuing of a Flood Assessment Certificate. The finished floor level slab or top of floor joists and does not include decorative features or tiles. For residential sites that have been filled to achieve minimum finished floor levels an attached garage may be exempt from compliance with a specified minimum finished floor level if the garage does not meet the Building Code requirements for a habitable space. If no formal finished floor level exists (for example pole sheds), the minimum finished floor level is deemed to be the height of undisturbed ground underneath the building.

Formatted: Underline

Formatted: Space After: 11 pt

- 8.7. Freeboard - Freeboard, for the purposes of this Technical Practice Note, refers to the height to a floor level above a mapped flood water level. The freeboard represents a margin of safety for effects of wind or wave action, vehicle wash, or other influences on the maximum height of floodwaters. It is important to note that this is not the same as height above ground level.

Formatted: Underline

- 8.8. Greenfield development -- means existing areas zoned residential (excluding rural residential) within the Canterbury Regional Policy Statement (CRPS) infrastructure boundary and that do not fall within the definition of infill development. Greenfield development includes applications for comprehensive residential allotments as defined in the Waimakariri District Plan (minimum of 4 dwellings). Note that Greenfield development areas may have specific floor level requirements imposed within the District Plan.

Formatted: Underline

- 8.9. Height above ground level - The height above ground level is the difference between the floor level and the surrounding existing ground level.

Formatted: Underline

- 8.10. Infill Development -- means existing areas zoned residential (excluding rural residential) that contained a dwelling on <<date of practice note 2019>> and/or have the ability to erect up to three dwellings in accordance with the delineated area provisions, or a complying subdivision under the Waimakariri District Plan. Note that infill development areas may have specific floor level requirements imposed within the District Plan.

Formatted: Underline

- 8.11. New Urban Areas - New development areas have all had specific flood risk assessments as part of the Plan Change or Subdivision Consent process. In most cases this has resulted in a predetermined floor level being required for specific sites, or a set procedure to be followed to determine the minimum floor level.

Formatted: Underline

Formatted: Underline

- 8.12. Suitably Qualified and Experienced Person (SQEP) -- means a Chartered Professional Engineer with expertise in flood hazard assessment, or equivalent.

Formatted: Underline

Formatted: Underline

Formatted: Indent: Hanging: 1.5 cm

8.13. 44. Surrounding Ground Level - means the highest undisturbed natural ground level at the proposed building location and should be determined by appropriate spot heights intersecting the building footprint. ~~dwelling location.~~ For all zones, 'Surrounding Ground Level' should be expressed as a pre or post development level if earthworks have, or are anticipated to occur. This ensures that any cut or fill of building platforms is accounted for. 'Finished Formation Level' has the same meaning as surrounding ground level.

Formatted: Underline

Formatted: Space After: 0 pt

9. **Review**

Formatted: Font: Bold

9.1. ___ This document is anticipated to be reviewed to incorporate the updated District Plan natural hazards provisions.

Formatted: Space After: 11 pt

Where a flood risk assessment is submitted by an external consultant reference shall be made to these standard definitions. Any alternative definition or meaning used shall be defined by the report author within the flood risk assessment.

Formatted: Font: Bold, Italic

Formatted: Indent: Hanging: 1.5 cm

Appendix 1 (Canterbury Regional Policy Statement 1133.3.2)

11.3.2 Avoid development in areas subject to inundation

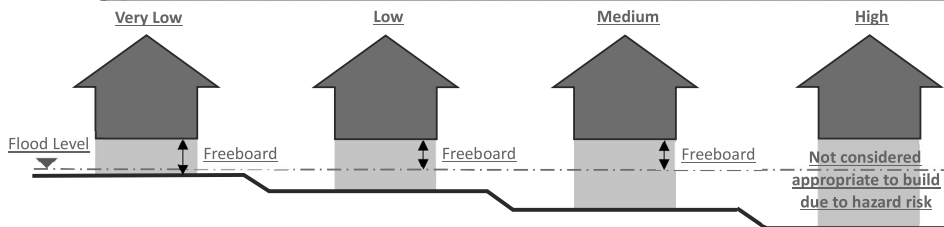
In areas not subject to Policy 11.3.1 that are subject to inundation by a 0.5% AEP flood event; any new subdivision, use and development (excluding critical infrastructure) shall be avoided unless there is no increased risk to life, and the subdivision, use or development:

1. is of a type that is not likely to suffer material damage in an inundation event; or 2. is ancillary or incidental to the main development; or 3. meets all of the following criteria:

- a. *new buildings have an appropriate floor level above the 0.5% AEP design flood level; and*
- b. *hazardous substances will not be inundated during a 0.5% AEP flood event;*

The table below summarises the flood level and freeboard requirements (Except for Kaiapoi and coastal urban areas, where there is a separate Flood Level Map).

Figure 3:



FREEBOARD			
Flood Hazard Zone	Urban Greenfield (4 or more dwellings)	Urban Brownfield (3 or fewer dwellings)	Rural
Very Low (Clear)	NZBC / RC	NZBC / RC	400mm (above GL)
Low (Green)	500mm (1 in 200 year)	500mm (1 in 100 year)	500mm
Medium (Blue)	500mm (1 in 200 year)	500mm (1 in 100 year)	500mm
High (Red)	No Build	No Build	No Build

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Space After: 11 pt

Formatted: Font: Bold, Italic

Formatted: Left, Indent: Left: 0.02 cm, First line: 0 cm, Space After: 11 pt, Line spacing: Multiple 1.08 li

Formatted: Font: Italic

Formatted: Indent: Left: 1.25 cm, Space After: 11 pt

Formatted: Indent: Left: 2 cm, Hanging: 0.5 cm, Space After: 11 pt

Formatted: Indent: Left: 1.97 cm, Space After: 0 pt

Formatted: Space After: 11 pt

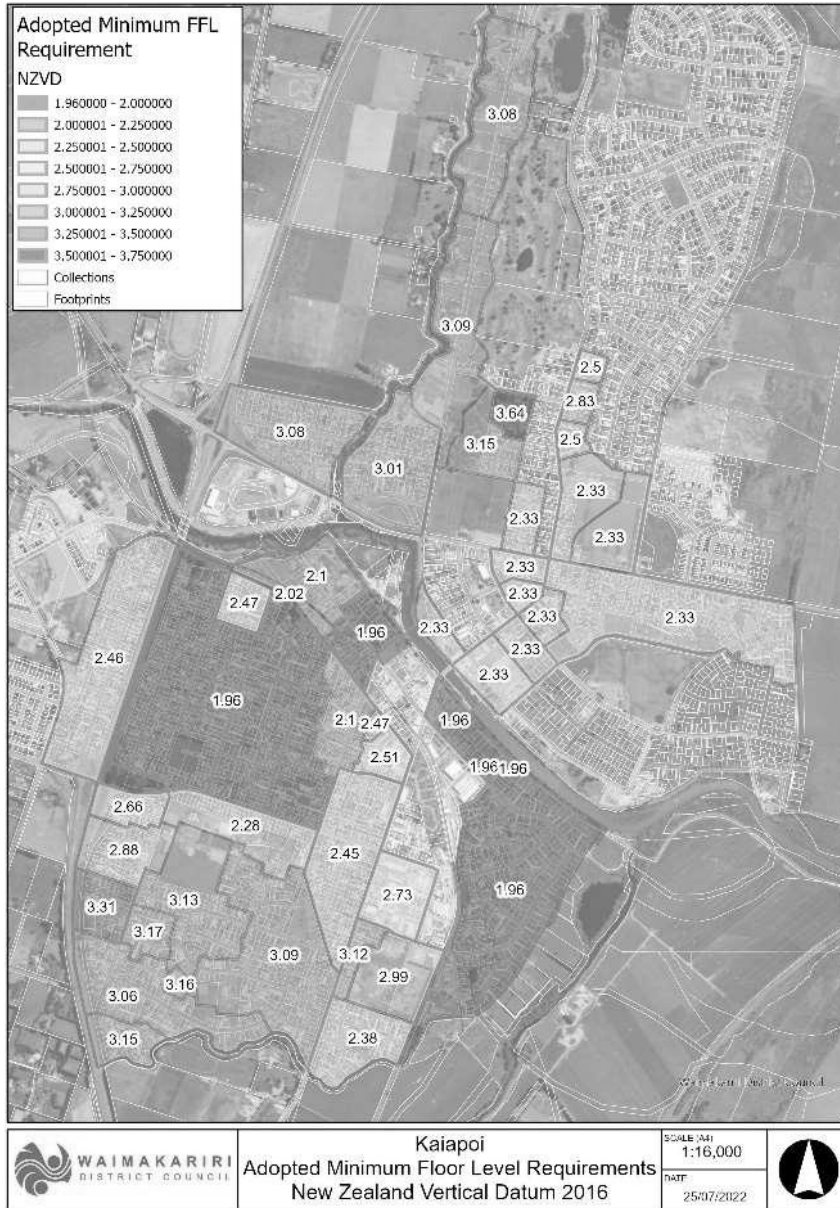
Formatted: Font: Italic

Formatted: Justified, Indent: Left: 0.21 cm, Hanging: 1.29 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li, Tab stops: Not at 1.96 cm

Formatted: Indent: Hanging: 1.5 cm

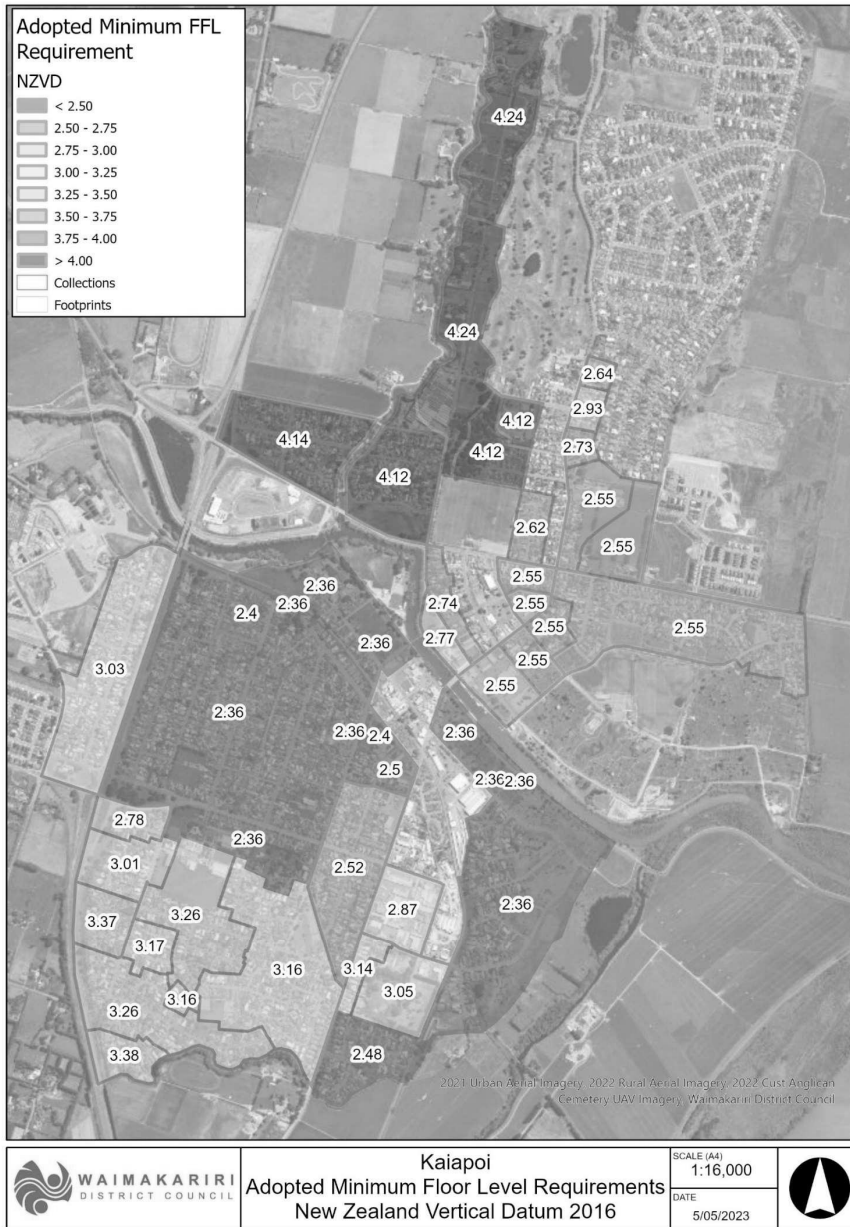
Appendix 2) Kaiapoi and Existing Developed Coastal Urban Areas Minimum Finished Floor Levels

Formatted: Font: Bold

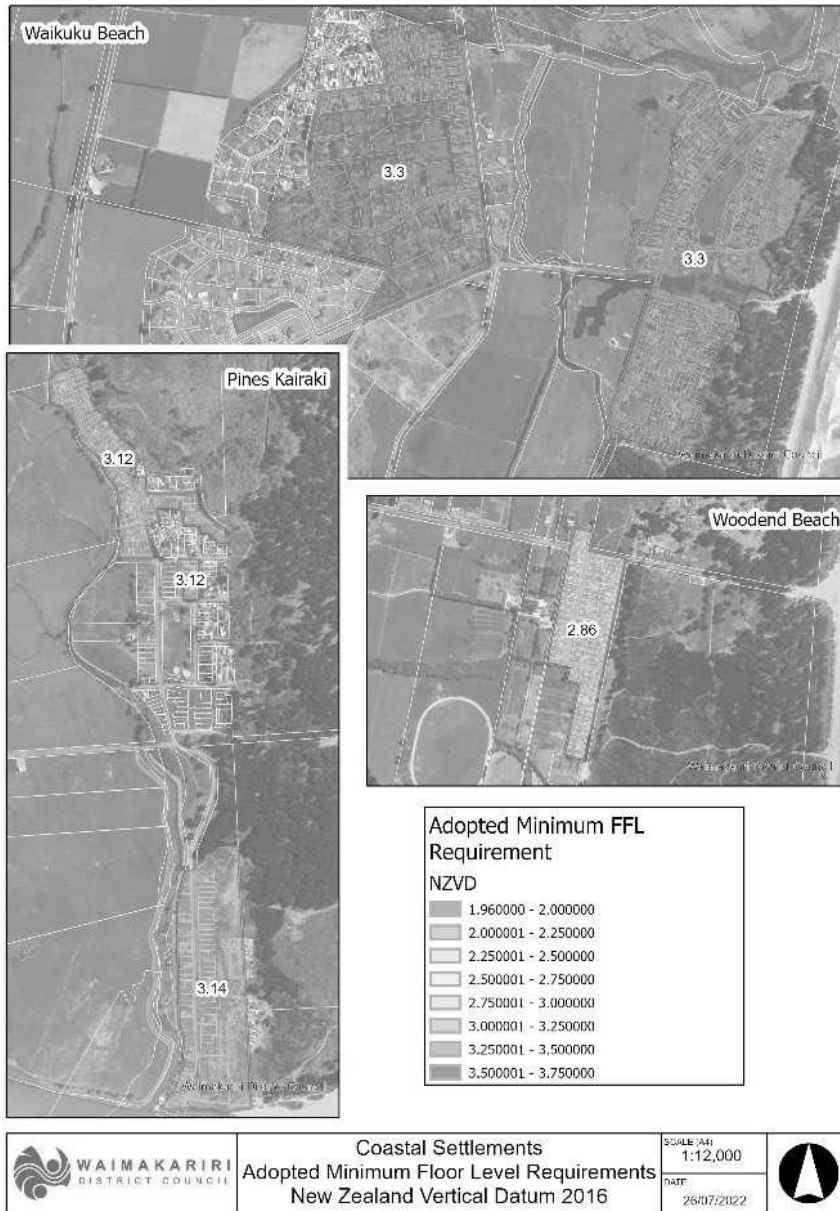


1 in 100 year (1% AEP) for small scale Urban Brownfield (infill) development (3 dwellings or less)

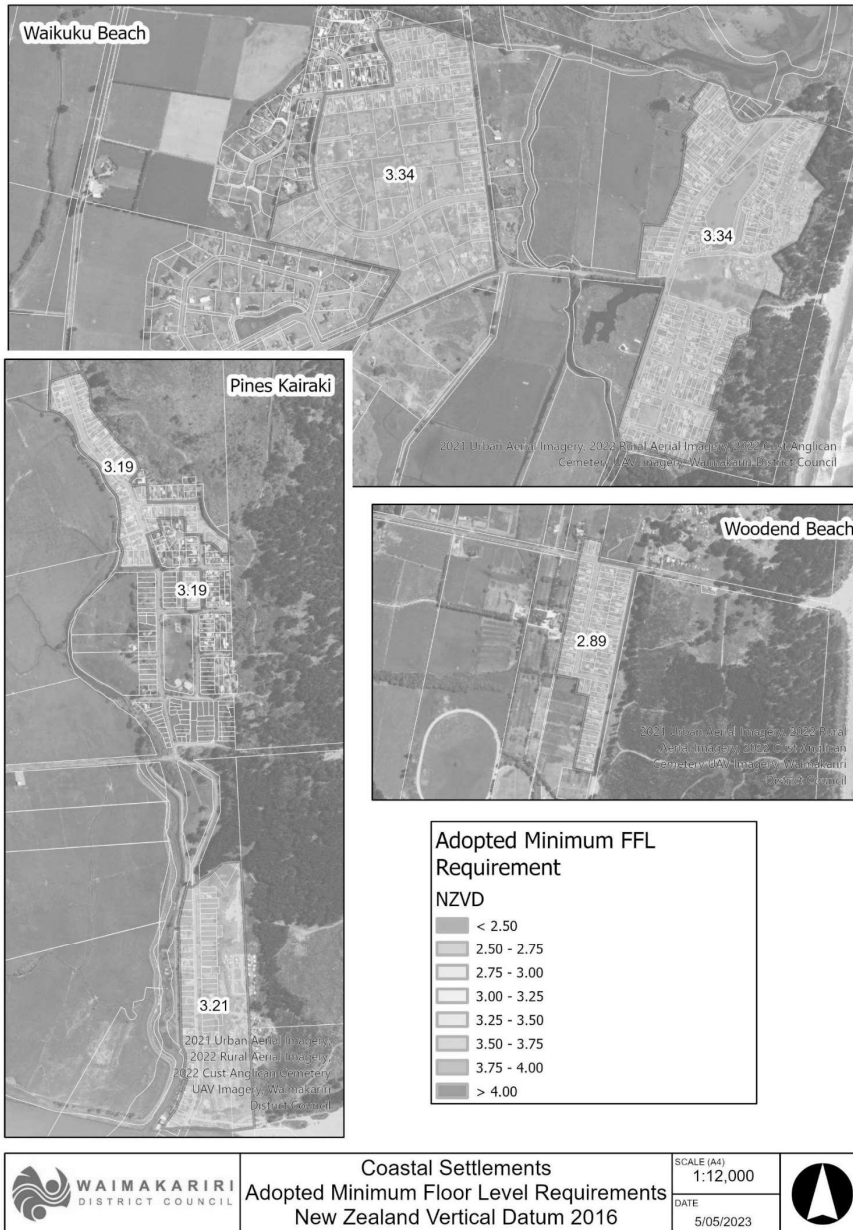
Formatted: Indent: Hanging: 1.5 cm



1 in 200 year (0.5% AEP) for larger scale Urban Greenfield development (4 dwellings or more)



1 in 100 year (1% AEP) for small scale Urban Brownfield (infill) development (3 dwellings or fewer)



1 in 200 year (0.5% AEP) for larger scale Urban Greenfield development (4 dwellings or more)

240412057972

19

Formatted: Justified, Indent: Left: 0.02 cm, Space After: 11 pt, Line spacing: Multiple 1.03 li

Formatted: Indent: Hanging: 1.5 cm

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-08/240711113837**REPORT TO:** COMMUNITY & RECREATION COMMITTEE**DATE OF MEETING:** 27th July 2024**AUTHOR(S):** Justine Rae (Senior Advisor, Assets & Capital)**SUBJECT:** Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval from the Community & Recreation Committee for the proposed Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being presented by Greenspace. This includes the work intended to be carried out under the programmes approved in the 2024 Long Term Plan, with proposed details on years one, two, and three to be confirmed by the Community & Recreation Committee (C&R) and an indicative seven years remaining of the Long Term Plan (LTP).
- 1.2. This process is to create a line of sight for elected members to have good visibility of the programme of work for each budget. This allows for any unknowns or up-front communication that decision-makers may be aware of to assist staff in the work being carried out.
- 1.3. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being considered are the categories where a general allocation is provided for in the Council's LTP.
- 1.4. The programmes that are being presented for approval include:
 - Play Safety/Surface Equipment Renewals
 - Non-Specific Reserve Enhancement
 - Roads and Carparks Renewals
 - Future Sports Ground Development
 - Hard Surface Renewals
 - Public Toilet Renewals
 - Community Facilities Renewal
- 1.5. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are managed as a total network across the entire District, and as such, decisions in the creation of the programmes within this report are at a District-wide level based on asset condition, age and anticipated future use.
- 1.6. There are several criteria that affect the generation of renewal programmes within Greenspace. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs while ensuring the Levels of Service identified in the LTP are met.
- 1.7. All renewal projects that are specifically listed in the LTP are not considered within this report, as these are consulted on through the LTP process.

- 1.8. Through our asset management system, Greenspace can programme work based on asset condition data. This is used to populate work programmes and plan for renewals. Asset deterioration is gradual; therefore, there is some flexibility to bring forward or delay specific projects where required depending on the level of deterioration. During the financial year, staff will continue conducting a process of updating condition assessment data to ensure that the proposed programme from the year prior remains the priority for work to be completed. This is part of a due diligence process to check that condition assessment data is accurate, and that no other work has increased in risk, need or priority. Often throughout the course of a year, we are made aware of work that needs some form of consideration. These will be considered alongside the current programme to ensure that the work we are carrying out is what is most required. This will then be checked back through the Community & Recreation Committee for a final decision before the commencement of the new financial year.
- 1.9. Each of the programmes has a definition of what the budget is expected to cover. This is included below:
- **Play Safety Surface/Equipment Renewals:** The renewal of playgrounds and other play equipment.
 - **Non-Specific Reserve Enhancement** - The gap between the renewal of existing playground assets and the expectations/needs of the community around play provision and reserve development when renewing existing assets.
 - **Roads & Carparks Renewals** - The renewal of roads, carparks and footpaths located within Parks and Reserves.
 - **Future Sports Ground Development** – This budget is used to increase capacity of our sports grounds and facilities to cater for increases in use due to population growth as per the Waimakariri Sport Facilities Plan Review. This provides both improved surfaces and increased access.
 - **Hard Surface Renewal** - The renewal of hard playing surfaces such as basketball and tennis courts located within Parks and Reserves.
 - **Public Toilets Renewal** - The renewal of public toilets as per the Public Toilet Strategy. As part of the Greenspace portfolio, Greenspace manages and maintains many of the public toilets available throughout the district (95%).
 - **Community Facilities Renewal** - The renewal of assets located within Community Facilities. This is a district-wide budget.
- 1.10. The Community and Recreation Committee have the delegation to reallocate money towards different projects within the current financial year. This means that the Committee may choose to change the programme within the first year or make recommendations to Council to change within future years to meet the needs of the community.
- 1.11. Future programme updates will come via the community boards to C&R prior to Annual and Long-Term Plans. This report is establishing the framework for reporting to elected members on replacement programmes and staff are happy to receive any feedback on this process.

Attachments:

- i. Proposed Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme LTP 2024-34 (TRIM 240711113857).

2. **RECOMMENDATION**

THAT the Community & Recreation Committee:

- (a) **Receives** Report No. 240711113837.
- (b) **Approves** the attached (i) Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programmes LTP 2024-34 for years one to three and indicative seven year programme (TRIM No. 240711113857).

Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programme - Proposed Programme 2024/25- 2026/27			
Play Safety/Surface Equipment Renewals			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Kaiapoi NCF Park /Community Hub Playground	\$ 235,000.00		
Currie Park/ Norman Kirk	\$ 191,816.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 136,136.00	
Allin Drive Reserve			\$ 60,000.00
Pegasus View Park			\$ 100,069.00
Non-Specified Reserve Enhancement			
Kaiapoi NCF Park /Community Hub Playground	\$ 165,000.00		
Currie Park/ Norman Kirk	\$ 108,184.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 263,864.00	
Allin Drive Reserve			\$ 90,000.00
Pegasus View Park			\$ 179,931.00
Pines Beach Relocation	\$ 35,000.00		
Roads & Carparks Renewals			
Baker Park - Footpath	\$ 45,000.00		
Waikuku Beach - Central Area: Path	\$ 5,000.00		
Woodend Beach Domain: Carpark Surface	\$ 100,000.00		
Woodend Beach Domain: Carpark	\$ 100,000.00		
Waikuku Beach - Central Area: Carpark	\$ 240,000.00		
Ashgrove Park: Driveway Surface	\$ 5,000.00		
Darnley Square- North: Carpark	\$ 100,000.00		
Rangiora Airfield - Driveway		\$ 255,000.00	
Kaiapoi Boat Club Reserve: Carpark		\$ 100,000.00	
Kaiapoi Riverbank S-East Side: Path			\$ 5,000.00
Matawai Park: Path - Pedestrian Only			\$ 2,500.00
Mainpower Oval: Carpark Surface			\$ 100,000.00
Sefton Domain: Carpark Surface			\$ 65,000.00
Askeaton Park: Carpark Surface			\$ 190,000.00
Hard Surface Renewals			
no programme of works within the first three years			
Public Toilets Renewals			
Ashley Picnic Grounds- Cones Rd	\$ 357,980.00	\$ -	\$ -
Woodend Beach Domain	\$ -	\$ 375,150.00	\$ -
Future Sports Ground Development			
Kaiapoi River Sport User Hub	\$ 250,000.00	-	-

Coldstream Road Sporting Precinct	\$ 50,000.00	-	-
Maria Andrews irrigation investigation and field upgrade	\$ 105,000.00	-	-
Southbrook Park Field Upgrade	\$ 100,000.00	-	\$ 160,000.00
Gladstone Drainage	\$ 120,000.00	-	-
A&P lighting Upgrade	\$ 120,000.00	-	-
Kendall Park Drainage	-	-	\$ 273,000.00

- (c) **Notes** staff will report back to the Community & Recreation Committee during the last quarter of the financial year to update on the status of each project.
- (d) **Notes** staff will provide regular reports throughout the year to the Audit & Risk Committee as part of the standard capital project reporting system.
- (e) **Notes** that any programme changes will be reported to the Community & Recreation Committee. For example, this might be due to factors such as project engagement results, tender pricing, or breakages to other assets during this period.
- (f) **Notes** that by assigning the budgets as recommended, there is no provision made for reactive works. Greenspace does not have the budget required to react to new requests. Any such requests will result in a report back to the Community & Recreation Committee to consider changes to the programme and will impact other programmed works.
- (g) **Notes** that the General Reserves Landscape Budgets that are delegated to the local Community Boards are not considered within this work programme.
- (h) **Notes** that all renewal projects which are specifically listed in the Long Term Plan are not considered within this report, as these are consulted on through the Long Term Plan process.
- (i) **Notes** that growth budgets for land development and land purchase have not been included in this report due to the changing nature of how and when the budgets are needed. These budgets need to be flexible to react to growth and ongoing negotiations with developers.
- (j) **Circulates** this report to all Boards for their information.

AND

THAT the Community and Recreation Committee recommends:

THAT the Council:

- a) **Receives** Report No. 240711113837.
- b) **Recommends** that Council approve bringing forward the public toilet renewals budget scheduled for year three into year two.

3. **BACKGROUND**

- 3.1. Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original or less required service capacity.
- 3.2. Renewal of Greenspace assets occurs when they are no longer able to meet the level of service requirements. The rate of asset renewal is intended to maintain the overall condition of the asset system at a standard which reflects its age profile and ensures the community's investment in the Greenspace asset is maintained.

- 3.3. Greenspace is responsible for several asset types that require ongoing work for renewal to maintain, rehabilitate, replace, or renew an existing asset to its original or less required service capacity. We also need to ensure that we keep accommodating growth in our new communities to meet our levels of service. As a result, Greenspace utilises several programme budgets to ensure the ongoing delivery of these essential resources to our community.
- 3.4. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being considered within this report are for those categories where a general allocation is provided for within the Council's LTP. Asset deterioration is gradual which means that there is a small level of flexibility within these budgets to bring forward or delay specific projects where required depending on the level of deterioration and community interest. As such, community input is beneficial to achieving the required outcomes.
- 3.5. All renewal projects which are specifically listed in the LTP are not considered within this report, as these are consulted on through the LTP process. These projects include: 154 East Belt cricket oval, Southbrook Park – WDC investment, artificial turf at Kendall Park, artificial turf at Coldstream and the BMX track renewal.
- 3.6. Programmes considered within this report for approval include:
- Play Safety/Surface Equipment Renewals
 - Non-Specific Reserve Enhancement
 - Roads and Carparks Renewals
 - Future Sports Ground Development
 - Hard Surface Renewals
 - Public Toilet Renewals
 - Community Facilities Renewal
- 3.7. The subsequent explanations outline the purpose of the programmes presented within this report:

Programme	Description
Play Safety Surface/Equipment Renewals	Renewal of playgrounds and other play equipment.
Non-Specific Reserve Enhancement	Gap between the renewal of existing playground assets and the expectations/needs of the community around play provision and reserve development when renewing existing assets.
Roads & Carparks Renewals	Renewal of roads, carparks and footpaths located within Parks and Reserves.
Future Sports Ground Development	This budget is used to increase capacity of our sports grounds and facilities to cater for increases in use due to population growth as per the Waimakariri Sport Facilities Plan Review. This provides both improved surfaces and increased access.
Hard Surface Renewal	Renewal of hard playing surfaces such as basketball and tennis courts located within Parks and Reserves.
Public Toilets Renewal	Renewal of public toilets as per the Public Toilet Strategy. As part of the Greenspace portfolio, Greenspace manage and maintain many of the public toilets available throughout the district (95%).
Community Facilities Renewal	Renewal of assets located within Community Facilities.

- 3.8. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are managed as a total network across the entire District and, as such,

decisions in the creation of the programmes within this report are at a District-wide level based on asset condition and age.

4. **ISSUES AND OPTIONS**

4.1. There are several criteria that affect the generation of renewal programmes within Greenspace. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs while ensuring the Levels of Service identified in the LTP are met. Renewal works are prioritised and programmed using the following criteria:

- Public safety risk
- Legislative requirements
- Condition profile and assessment of the assets, priority is given to assets recording a condition of 4 (Poor) to 5 (Very poor)
- The age profile and remaining life predictions of the assets
- Importance of the asset function
- Low customer satisfaction and community feedback
- Intensity of usage
- Environmental risk
- Financial risk of deferring work
- The cost of maintenance becomes uneconomical and the whole-of-life costs are less to renew the asset than to keep up maintenance.
- The risk of failure of critical assets is unacceptable.

4.2. **Play Safety/Surface Equipment Renewals**

The first three years of this programme are summarised in the table below;

Play Safety/Surface Equipment Renewals			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Kaiapoi NCF Park /Community Hub Playground	\$ 235,000.00		
Currie Park/ Norman Kirk	\$ 191,816.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 136,136.00	
Allin Drive Reserve			\$ 60,000.00
Pegasus View Park			\$ 100,069.00
Value of Work Programmed	\$ 526,816.00	\$ 136,136.00	\$ 160,069.00
Total Available Budget (including carry overs)	\$ 540,573.00	\$ 193,900.00	\$ 200,950.00
Difference	\$ 13,757.00	\$ 57,764.00	\$ 40,881.00

This budget is for the renewal of the existing playground features only and does not include any reflection of changing level of service, community expectation, meeting accessibility requirements or changes in play type. To adequately renew play spaces (many of which have not been renewed for decades) and bring them up to the current levels of service, an additional budget is required. For this reason, the Council has a specific budget within the LTP to cover this betterment. This is the Non-Specific Reserve Enhancement budget.

4.3. Non-Specific Reserve Enhancement

As noted above, This budget sits alongside the Play Safety/Surface Equipment renewal budget for reserves and is intended to provide the difference between the renewal of existing playground assets and the expectations/needs of the community to meet current levels of service. The first three years of this programme are summarised in the table below;

Non-Specified Reserve Enhancement			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Kaiapoi NCF Park /Community Hub Playground	\$ 165,000.00		
Currie Park/ Norman Kirk	\$ 108,184.00		
Canterbury Street Reserve	\$ 100,000.00		
Woodend Beach Domain		\$ 263,864.00	
Allin Drive Reserve			\$ 90,000.00
Pegasus View Park			\$ 179,931.00
Pines Beach Relocation	\$ 35,000.00		
Value of Work Programmed	\$ 408,184.00	\$ 263,864.00	\$ 269,931.00
Total Available Budget (including carry overs)	\$ 408,184.00	\$ 263,864.00	\$ 269,931.00
Difference	\$ -	\$ -	\$ -

The following projects within year one has a combined budget (non-specified reserve enhancement + play safety/surface equipment budgets) of:

- Kaiapoi NCF Park /Community Hub Playground \$400,000
- Currie Park/ Norman Kirk \$300,000
- Canterbury Street Reserve \$200,000

4.4. Roads and Carparks

While this programme is called Roads and Carparks, as noted within the table in section 3.7 above, it also includes the renewal of pedestrian pathways within reserves.

The first three years of this programme are summarised in the table below;

Roads & Carparks Renewals			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Baker Park - Footpath	\$ 45,000.00		
Waikuku Beach - Central Area: Path	\$ 5,000.00		
Woodend Beach Domain: Carpark Surface	\$ 100,000.00		
Woodend Beach Domain: Carpark	\$ 100,000.00		
Waikuku Beach - Central Area: Carpark	\$ 240,000.00		
Ashgrove Park: Driveway Surface	\$ 5,000.00		

Darnley Square- North: Carpark	\$ 100,000.00		
Rangiora Airfield - Driveway		\$ 255,000.00	
Kaiapoi Boat Club Reserve: Carpark		\$ 100,000.00	
Kaiapoi Riverbank S-East Side: Path			\$ 5,000.00
Matawai Park: Path - Pedestrian Only			\$ 2,500.00
Mainpower Oval: Carpark Surface			\$ 100,000.00
Sefton Domain: Carpark Surface			\$ 65,000.00
Askeaton Park: Carpark Surface			\$ 190,000.00
Value of Work Programmed	\$ 595,000.00	\$ 355,000.00	\$ 362,500.00
Total Available Budget (including carry overs)	\$ 604,270.00	\$ 354,910.00	\$ 363,420.00
Difference	\$ 9,270.00	-\$ 90.00	\$ 920.00

4.5. Hard Surface Renewals

The Hard Court Renewals general budget was removed by the Council in 2020 in a response to cost saving required because of COVID19 for a period of nine years between 2021/22 to 2029/30.

As part of COVID19 programmed renewal works were pushed out to year eight, some of these assets are deteriorating relatively quickly. Greenspace will be reviewing this renewal programme as part of the Annual Plan (AP) process and will bring back recommendations as part of future AP processes.

Hard Surface Renewals
no programme of works within the first three years

4.6. Public Toilet Renewals

The Public Toilets Renewal budget is a bi-annual budget smoothed over the 10 years of the LTP. The first three years of this programme are summarised in the table below;

Public Toilets Renewals			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Ashley Picnic Grounds-Cones Rd	\$ 357,980.00	\$ -	\$ -
Woodend Beach Domain	\$ -	\$ 375,150.00	\$ -
Value of Work Programmed	\$ 357,980.00	\$ 375,150.00	\$ -
Total Available Budget (including carry overs)	\$ 357,980.00	\$ -	\$ 375,150.00
Difference	\$ -	-\$ 375,150.00	\$ 375,150.00

It is proposed within the programme that C&R recommends the Council considers approval of bringing forward the public toilet renewals budget from year three into year two.

Moving this budget forward will enable the Woodend Beach master project to be completed at the same time. The master project includes renewals for the following assets: the play space, toilet and the roads and carpark renewal. This will allow savings within project setup costs and overall value within the tender process.

4.7. Future Sports Grounds Development

The Future Sports Grounds Development budget is a biannual budget over the 10 years of the LTP.

The first three years of this programme are summarised in the table below;

Future Sports Ground Development			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Kaiapoi River Sport User Hub	\$ 250,000.00	-	-
Coldstream Road Sporting Precinct	\$ 50,000.00	-	-
Maria Andrews irrigation investigation and field upgrade	\$ 105,000.00	-	-
Southbrook Park Field Upgrade	\$ 100,000.00	-	\$ 160,000.00
Gladstone Drainage	\$ 120,000.00	-	-
A&P lighting Upgrade	\$ 120,000.00	-	-
Kendall Park Drainage	-	-	\$ 273,000.00
Value of Work Programmed	\$ 745,000.00	\$ -	\$ 433,000.00
Total Available Budget (including carry overs)	\$ 746,032.00	\$ -	\$ 477,970.00
Difference	\$ 1,032.00	-	\$ 44,970.00

During the first four years, Greenspace will be engaged in the planning process and identifying projects that will require funding in years five to ten. Unallocated budgets within years five, seven and nine are intended for these project developments. On the completion of the planning process, a report will go to C&R proposing a programme around these works and timeframes.

The following items are situated outside of the Future Sports Grounds Development budget within the first three years and are listed individually as approved by the LTP process:

LTP Approved Individual Budgets			
Project Name	Year 1	Year 2	Year 3
	24/25	25/26	26/27
154 East Belt Cricket Oval	-	\$ 250,000	\$ 250,005
Southbrook Park – WDC invest	-	\$ -	\$ -
Artificial turf at Kendall Park	-	\$ -	\$ -
Artificial turf at Coldstream	-	\$ -	\$ -
BMX Track Renewal	-	\$ -	\$ -

4.8. Community Facilities Renewals

The community facilities programme has been proposed for the first three years based on Greenspace knowledge and the limited amount of age and condition data available. While there is data relating to these facilities, there is very limited data within our current asset management system around the specific components that make up a community facility. Therefore, Greenspace has engaged Aecom Services to complete a condition assessment on all community facilities, including septic tanks.

Once the condition assessment is completed a revised programme will be created and presented back to C&R for approval. Greenspace intend to bring back any recommendations which may have an impact on the year two and three programme before the end of the 2024/25 financial year for the following year.

The first three years of this programme are summarised in the table below;

Community Facilities Renewal			
Project Name	24/25	25/26	26/27
	Year 1	Year 2	Year 3
Cust Community Centre	\$ 6,100.00	\$ -	\$ 36,800.00
Darnley Square South building	\$ -	\$ 10,200.00	\$ -
Darnley Square- toy library	\$ -	\$ 40,000.00	\$ -
Dudley Park Pavilion	\$ 1,500.00	\$ -	\$ -
Fernside Reserve Hall	\$ 4,100.00	\$ 3,000.00	\$ -
Jaycee Hall/ Museum	\$ -	\$ 2,500.00	\$ 7,600.00
Kendall Park Pavilion	\$ 1,500.00	\$ 105,300.00	\$ -
Loburn Domain Pavilion	\$ 1,000.00	\$ -	\$ -
Mainpower Stadium	\$ 7,000.00	\$ -	\$ -
Ohoka Domain Pavilion	\$ 9,600.00	\$ 29,000.00	\$ -
Oxford Centennial	\$ 11,000.00	\$ -	\$ -
Oxford Town Hall	\$ -	\$ 7,200.00	\$ -
Pearson Park Pavilion	\$ 10,300.00	\$ 28,500.00	\$ -
Rangiora Town Hall	\$ 8,500.00	\$ -	\$ 210,000.00
Sefton Domain Pavilion	\$ 180,000.00	\$ -	\$ -
Waikuku Beach Hall	\$ 35,200.00	\$ 28,100.00	\$ -
Woodend Community Centre	\$ 62,070.00	\$ 65,000.00	\$ -
Wylie Park	\$ -	\$ 8,300.00	\$ -
Reactive Furniture/Equipment	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00
Reactive Renewals	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Value of Work Programmed	\$ 397,870.00	\$ 407,100.00	\$ 334,400.00
Total Available Budget	\$ 399,360.00	\$ 408,150.00	\$ 417,530.00
Difference	\$ 1,490.00	\$ 1,050.00	\$ 83,130.00

- 4.9. During the financial year, staff will be conducting updated condition assessment data to ensure that the proposed programme from the year prior, remains the priority for works to be completed. This is part of a due diligence process to check that condition assessment data is accurate, and that no other work has increased in risk, need or priority. Often, throughout the course of a year, works comes to our attention that needs some form of consideration. It is these that will be considered alongside the existing programme to make sure the works we are carrying out are what is most in need. This will then be checked

back through the Community & Recreation Committee for a final decision before the commencement of the new financial year.

- 4.10. Staff have identified that when assets reach the end of their allocated useful lives, the condition has often not deteriorated sufficiently to justify a complete replacement of that specific asset. Observations by Greenspace staff have seen assets performing/lasting for approximately 20% longer than the recorded financial life. This can be linked back to the work undertaken by the Operations Team to ensure that assets are continually maintained at an operational level and that this work may, in effect, increase the useful lifespan of these assets.
- 4.11. Greenspace will programme manage the agreed projects alongside the appropriate body that has delegation, such as a Community Board. This will include project and engagement plans. Following the approval of year one by C&R the annual programme plan will be circulated to the Community Boards. The annual programme presentation process includes a provision that enables community boards to request the advancement, postponement, or inclusion of items in the annual programme for the following year. These requests are then reported back to the Community & Recreation Committee for confirmation. Decisions regarding these requests are made based on the projects necessary to maintain the required level of service.
- 4.12. In many cases there is a small amount of budget remaining in each programme which has not been programmed. Staff are aware that often there may be minor changes or fluctuations in cost which may push a particular project slightly over that which has been budgeted within the programme. Where additional budget requirements would be higher than that which is remaining within the approved programme and the progression of one programmed project would impact the ability of another to progress, staff would bring a report to C&R seeking direction and approval. Greenspace staff will report to C&R during the last quarter of the financial year an update on the status of each programme.
- 4.13. Any proposed changes to the agreed programme or works would need to be reported back to the Community & Recreation Committee for approval and will provide visibility for Elected members and ensuring that there is a decision-making line of site for these programmes.
- 4.14. Staff will provide updates to the Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme regularly throughout the year to the Audit & Risk Committee.
- 4.15. While projects have been presented within the indicative programme for years four to ten Staff are aware that these are more flexible and, as the programmes are reviewed annually, this allows for consideration of programme delays and any emerging issues. It is therefore possible to make changes to this programme where required in the future.
- 4.16. The following options are available to the Committee:

4.16.1. Option One – Approve the proposed programme as recommended:

The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are prioritised and programmed using the following criteria:

- Public safety risk
- Legislative requirements
- Condition profile and assessment of the assets, priority is given to assets recording a condition of 4 (Poor) to 5 (Very poor)
- The age profile and remaining life predictions of the assets
- Importance of the asset function
- Low customer satisfaction and community feedback
- Intensity of usage

- Environmental risk
- Financial risk of deferring work
- The cost of maintenance becomes uneconomical and the whole-of-life costs are less to renew the asset than to keep up maintenance.
- The risk of failure of critical assets is unacceptable.

This is the recommended option as it allows for work to begin on planning/design for projects early in the new financial year.

4.16.2. Option Two – Decline the recommendation and request additional or different items to be considered:

This is not the recommended option as considerable time has been spent reviewing these programmes of works and comparing asset data of all assets to determine their location within the programme. Delayed confirmation of the programme will impact the deliverability of the first scheduled year. The impact of underinvestment in renewals if projects are shifted out significantly further than the programmed timeframes may lead to longer renewal cycles and increased maintenance costs.

4.16.3. Option Three – Decline the recommendation and retain the status quo:

This is not the recommended option as staff recognise the importance of elected representatives having line of sight over the programmes included within this report. This ensures that there is visibility and consideration of the projects included and gives staff clear direction regarding the prioritisation and delivery of these projects. This will also create a lack of clarity for the community around replacement schedules.

4.17. **Implications for Community Wellbeing**

There are implications for community well-being from the issues and options that are the subject of this report.

The programmes contribute directly to addressing safety and meeting levels of service, all of which have an impact on the Community.

The assets within the programmes are diverse and provide opportunities for recreation, sporting and health and wellbeing. The planning and management of a diverse and accessible range of open spaces and facilities is considered important by the community as they contribute to the social, cultural, and environmental well-being of Waimakariri. The network of open spaces supports and enhances the natural cultural values of the district, creating opportunities for the local community and visitors to experience a wide range of recreational activities.

Each project will have an engagement plan that will look to discuss projects with the community. The approval of this report does not override the delegations held by groups such as local Community Boards. Each project will have a plan in place.

4.18. The Management Team has reviewed this report and supports 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. If an individual project has an interest, it will be engaged directly through Mahaanui Kurataiao Limited (MKL).

Following the approval of the programmes, Greenspace intend to send a summary to MKL seeking feedback around which projects they would like to engage on and how they would like us to engage with them on any given project.

Staff will liaise with Te Ngāi Tūāhuriri regarding specific projects within the programme as required. Where individual projects are agreed upon, then the appropriate groups and residents will be consulted.

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. Each project identified will have an engagement plan and process that invites groups or interested parties to be involved or receive information, depending on where the project sits on the engagement spectrum.

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. Each project identified will have an engagement plan that invites or includes the wider community.

The wider community is likely to benefit from community space improvements as renewal of community spaces results in an increased level of service for the community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. This report is to approve a plan of work that shows priority. If projects receive tenders that are beyond the budget assigned and outside of the remaining budget within the approved programme, staff will report this back to the Community & Recreation Committee with a list of recommendations and options to be considered.

This budget is included in the Long-Term Plan. It is noted that the budgets included in the attached proposed programme include inflation.

Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. Each project will be mindful of this and look to ensure it aligns with Council's the expectations.

When creating the capital renewal programmes, consideration is made whether climate change will have an impact on assets' useful life. Such as will weather conditions reduce the useful life with increased temperature.

Climate change has already had an impact on Greenspace assets such as continuous flooding of playgrounds, car parks and reserve spaces. This can be seen within Pines Beach and Woodend Beach Domain where playground assets are under water each winter period, making them unusable for periods at a time. As a result, budget has been allocated to relocate these areas as capital projects. There needs to be consideration for the allocation of ongoing budget to combat requirements for maintaining a level of service.

6.3 **Risk Management**

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

There is a risk that the programme may not meet community expectations. Local community expectations change over time. Currently, the council has sufficient capacity regarding sports parks and facilities, however, there is increasing expectations that these facilities should provide better or improved levels of service, this can be difficult to manage as many of the assets have relatively long life cycles. This is mitigated by ensuring public feedback is taken into consideration when developing each project through a project plan.

The programme will also be circulated to the Community Boards and feedback is sought on an annual basis.

Not completing the programme creates an overall risk associated with asset failure, where a failure could result in facility closure or cause injury or harm to users.

6.4 **Health and Safety**

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

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

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. The works were identified to help create the budgets which have been approved by the Council through the 2024 Long Term Plan process.

7.2. **Authorising Legislation**

Local Government Act

7.3. **Consistency with Community Outcomes**

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

- **Social- A place where everyone can have a sense of belonging.**

Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Our community has reliable access to the essential infrastructure and services required to support community well-being.

- **Cultural- where our people are enabled to thrive and give creative expression to their identity and heritage.**

Public spaces express our cultural identities and help to foster an inclusive society.

- **Environmental-that values and restores our environment.**

Our communities are able to access and enjoy natural areas and public spaces.

- **Economic- is supported by a resilient and innovative economy.**

There are sufficient and appropriate locations where businesses can set up in our District.

7.4. **Authorising Delegations**

The Community & Recreation Committee has the delegated authority to approve the recommendations in this report.

Proposed Recreation Capital Works Programme - Proposed Programme 2024/25- 2026/27 and Seven Indicative Years												
Play Safety/Surface Equipment Renewals												
Project Name	Proposed Programme 24/25	Proposed Programme 25/26	Proposed Programme 26/27	Indicative Programme 27/28	Indicative Programme 28/29	Indicative Programme 29/30	Indicative Programme 30/31	Indicative Programme 31/32	Indicative Programme 32/33	Indicative Programme 33/34		
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
Kalapoi NCF Park /Community Hub Playground	\$ 235,000.00											
Currie Park/ Norman Kirk	\$ 191,816.00											
Canterbury Street Reserve	\$ 100,000.00											
Woodend Beach Domain		\$ 136,136.00										
Allin Drive Reserve			\$ 60,000.00									
Pegasus View Park			\$ 100,069.00									
Kalapoi Domain				\$ 60,000.00								
Swanmanoa Domain				\$ 143,873.00								
Jim Bryden Reserve					\$ 70,000.00							
Sefton Domain					\$ 60,000.00							
Skewington Park					\$ 82,805.00							
Gray Crescent Reserve						\$ 60,000.00						
Panckhurst Reserve						\$ 57,000.00						
View Hill Domain						\$ 100,000.00						
Bush Street Reserve							\$ 100,000.00					
Kowhai Avenue Reserve							\$ 70,000.00					
Waikuku Beach North Oval*							\$ 57,000.00					
Ashley Gorge Reserve								\$ 150,000.00				
Lees Valley School Reserve								\$ 81,000.00				
Warren Reserve									\$ 125,000.00			
Southbrook Park									\$ 115,000.00			
Waikuku Beach - Central Area										\$ 95,000.00		
Loburn Domain										\$ 95,000.00		
Fuller Street Reserve										\$ 50,000.00		
Value of Work Programmed	\$ 526,816.00	\$ 136,136.00	\$ 160,069.00	\$ 203,873.00	\$ 212,805.00	\$ 217,000.00	\$ 227,000.00	\$ 231,000.00	\$ 240,000.00	\$ 240,000.00		
Total Available Budget (including carry overs)	\$ 540,573.00	\$ 193,900.00	\$ 200,950.00	\$ 207,880.00	\$ 214,660.00	\$ 221,280.00	\$ 228,030.00	\$ 234,590.00	\$ 241,290.00	\$ 247,760.00		
Difference	\$ 13,757.00	\$ 57,764.00	\$ 40,881.00	\$ 4,007.00	\$ 1,855.00	\$ 4,280.00	\$ 1,030.00	\$ 3,590.00	\$ 1,290.00	\$ 7,760.00		

Non-Specified Reserve Enhancement											
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Kaiapoi NCF Park /Community Hub Playground	\$ 165,000.00										
Currie Park/ Norman Kirk	\$ 108,184.00										
Canterbury Street Reserve	\$ 100,000.00										
Woodend Beach Domain		\$ 263,864.00									
Allin Drive Reserve			\$ 90,000.00								
Pegasus View Park			\$ 179,931.00								
Kaiapoi Domain				\$ 100,000.00							
Swananoa Domain				\$ 176,127.00							
Jim Bryden Reserve					\$ 80,000.00						
Sefton Domain					\$ 140,000.00						
Skewington Park					\$ 62,195.00						
Gray Crescent Reserve						\$ 95,000.00					
Panckhurst Reserve						\$ 93,000.00					
View Hill Domain						\$ 100,000.00					
Bush Street Reserve							\$ 100,000.00				
Kowhai Avenue Reserve							\$ 100,000.00				
Waikuku Beach North Oval*							\$ 93,000.00				
Ashley Gorge Reserve								\$ 150,000.00			
Lees Valley School Reserve								\$ 149,000.00			
Warren Reserve									\$ 150,000.00		
Southbrook Park									\$ 155,000.00		
Waikuku Beach - Central Area										\$ 130,000.00	
Loburn Domain										\$ 130,000.00	
Fuller Street Reserve										\$ 50,000.00	
Pines Beach Relocation	\$ 35,000.00										
Value of Work Programmed	\$ 408,184.00	\$ 263,864.00	\$ 269,931.00	\$ 276,127.00	\$ 282,195.00	\$ 288,000.00	\$ 293,000.00	\$ 299,000.00	\$ 305,000.00	\$ 310,000.00	
Total Available Budget (including carry overs)	\$ 408,184.00	\$ 263,864.00	\$ 269,931.00	\$ 276,127.00	\$ 282,195.00	\$ 288,133.00	\$ 293,890.00	\$ 299,777.00	\$ 305,483.00	\$ 311,292.00	
Difference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133.00	\$ 890.00	\$ 777.00	\$ 483.00	\$ 1,292.00	

Public Toilets Renewal										
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Ashley Picnic Grounds- Cones Rd	\$ 357,980.00									
Woodend Beach Domain		\$ 375,150.00								
Ashgrove Park toilet block					\$ 350,000.00					
Waikuku Beach- Ashley Rakahuri Rivermouth							\$ 400,000.00		\$ 208,920.00	
View Hill Domain - Toilet									\$ 200,000.00	
Warren Community Reserve Public Toilet R										
Carleton Domain Toilets- Starvation Hill										
Loburn Domain Toilets										
Cust Domain Toilets Structure										
Oxford Toilets Renewal Main Street										
Value of Work Programmed	\$ 357,980.00	\$ 375,150.00	\$ -	\$ -	\$ 350,000.00	\$ -	\$ 400,000.00	\$ -	\$ 408,920.00	\$ -
Total Available Budget (including carry overs)	\$ 357,980.00	\$ -	\$ 375,150.00	\$ -	\$ 392,250.00	\$ -	\$ 408,920.00	\$ -	\$ 425,440.00	\$ -
Difference	\$ -	-\$ 375,150.00	\$ 375,150.00	\$ -	\$ 42,250.00	\$ -	\$ 8,920.00	\$ -	\$ 16,520.00	\$ -

Roads & Carparks Renewals										
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme	Proposed Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Baker Park - Footpath	\$ 45,000.00									
Waikuku Beach - Central Area: Path	\$ 5,000.00									
Woodend Beach Domain: Carpark Surface	\$ 100,000.00									
Woodend Beach Domain: Carpark	\$ 100,000.00									
Waikuku Beach - Central Area: Carpark	\$ 240,000.00									
Ashgrove Park: Driveway Surface	\$ 5,000.00									
Darriey Square- North: Carpark	\$ 100,000.00									
Rangiora Airfield - Driveway		\$ 255,000.00								
Kaiapoi Boat Club Reserve: Carpark		\$ 100,000.00								
Kaiapoi Riverbank S-East Side: Path			\$ 5,000.00							
Matawai Park: Path - Pedestrian Only			\$ 2,500.00							
Mainpower Oval: Carpark Surface			\$ 100,000.00							
Sefton Domain: Carpark Surface			\$ 65,000.00							
Askeaton Park: Carpark Surface			\$ 190,000.00							
Cust Cemetery: Path - Generic				\$ 67,000.00						
West Eyreton Domain: Path - Generic				\$ 5,000.00						
Matawai Park: Carpark Surface				\$ 15,000.00						
Kaiapoi Cemetery: Carpark Surface				\$ 190,000.00						
Lees Valley School Reserve: Carpark				\$ 30,000.00						
Silverstream Reserve: Carpark				\$ 45,000.00						
Gladstone Park: Path - Generic					\$ 50,000.00					
Parkhouse Drive Accessway: Path					\$ 10,000.00					
Northbrook Studios: Carpark Surface					\$ 150,000.00					
Tuahiwi Sport And Rec Centre: Carpark					\$ 150,000.00					

Rangiora Airfield: Carpark Surface								\$	50,000.00															
Kairaki Beach Carpark - Carpark								\$	70,000.00															
Dudley Park Carpark								\$	110,000.00															
Ashley Gorge Reserve: Path - Generic								\$	80,000.00															
Lees Valley School Reserve: Path								\$	5,000.00															
Bennetts Junction Reserve: Path								\$	20,000.00															
Carlton Domain: Path - Generic								\$	22,000.00															
Mainpower Oval: Path - Pedestrian Only								\$	5,000.00															
Dudley Park: Path - Pedestrian Only													\$	4,000.00										
Loburn Domain: Carpark Surface													\$	390,000.00										
Pines Beach: Carpark Surface																\$	100,000.00							
Pines Beach: Carpark Surface																\$	100,000.00							
Waikuku Beach Carpark																\$	200,000.00							
Kendall Park: Carpark Surface																		\$	410,000.00					
Sefton Domain: Path - Generic																								\$
Darnley Square South: Path - Generic																								\$
McKenzie Place Accessway: Path																								\$
Saltwater Creek Hall: Driveway																								\$
Whites Road Reserve: Carpark																								\$
Ashley Gorge Reserve: Carpark																								\$
Ashley Gorge Reserve: Carpark																								\$
Value of Work Programmed	\$	595,000.00	\$	355,000.00	\$	362,500.00	\$	352,000.00	\$	360,000.00	\$	362,000.00	\$	394,000.00	\$	400,000.00	\$	410,000.00	\$	405,000.00	\$	412,140.00	\$	419,950.00
Total Available Budget (including carry overs)	\$	604,270.00	\$	354,910.00	\$	363,420.00	\$	371,790.00	\$	379,980.00	\$	387,970.00	\$	396,130.00	\$	404,050.00	\$	412,140.00	\$	419,950.00	\$	428,190.00	\$	438,140.00
Difference	\$	9,270.00	- \$	90.00	\$	920.00	\$	19,790.00	\$	19,980.00	\$	25,970.00	\$	2,130.00	\$	4,050.00	\$	2,140.00	\$	14,950.00	\$	15,940.00	\$	16,990.00

Hard Surface Renewal											
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Gray-Greaseant Reserve Court				\$ 40,597							
Loburn Domain Court				\$ 6,235							
Parkhouse Reserve - Court				\$ 4,812							
Canterbury Street Reserve Court							\$ 2,355				
Carleton Domain Court--x2								\$ 66,028			
Eyreton Domain Court								\$ 40,400			
Lees Valley School Reserve Court								\$ 45,170			
View Hill Domain - Court								\$ 11,191			
Swannanoa Domain: Sport - Court								\$ 89,977			
Janelle Place Reserve: Sport - Court								\$ 5,000			
Ashley Gorge Reserve: Sport - Court								\$ 5,000			
Woodend Recreation Ground: Sport - Court								\$ 131,000			
Allin Drive Reserve Court									\$ 3,357		
Cust Community Centre - Tennis Practice									\$ 8,452		
Dudley Park - Old Netball Court									\$ 137,876		
Good Street Reserve Court									\$ 11,639		
Kairaki Reserve - Court									\$ 3,469		
Kowhai Avenue Reserve - Court									\$ 4,476		
Mandeville Domain Court									\$ 285,376		
Ohoka Domain Court									\$ 134,966		
Warren Community Reserve Court									\$ 70,942		
Value of Work Programmed	\$ -	\$ -	\$ -	\$ 11,047	\$ -	\$ -	\$ 2,355.49	\$ 287,339	\$ 660,554	\$ -	
Total Available Budget (including carry overs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,660	\$ -	\$ -	
Difference	\$ -	\$ -	\$ -	\$ 11,047.34	\$ -	\$ -	\$ 2,355.49	\$ 217,678.56	\$ 660,553.92	\$ -	

Future Sports Ground Development										
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Kendall Park Drainage	-	-	\$ 273,000.00	-	-	-	-	-	-	-
Kalapioi River Sport User Hub	\$ 250,000.00	-	-	-	-	-	-	-	-	-
Coldstream Road Sporting Precinct	\$ 50,000.00	-	-	-	-	-	-	-	-	-
Maria Andrews irrigation investigation and field upgrade	\$ 105,000.00	-	-	-	-	-	-	-	-	-
Pearson Park Drainage Upgrade	-	-	-	-	\$ 150,000.00	-	-	-	-	-
Dudley Park Drainage	-	-	-	-	\$ 150,000.00	-	-	-	-	-
Artificial turf at Kendall Park Investigation	-	-	-	-	\$ 20,000.00	-	-	-	-	-
Southbrook Park Field Upgrade	\$ 100,000.00	-	\$ 160,000.00	-	-	-	-	-	-	-
BMX Track Renewal top up	-	-	-	-	-	-	-	-	\$ 28,432.00	-
Gladstone Drainage	\$ 120,000.00	-	-	-	-	-	-	-	-	-
A&P lighting Upgrade	\$ 120,000.00	-	-	-	-	-	-	-	-	-
Value of Work Programmed	\$ 745,000.00	\$ -	\$ 433,000.00	\$ -	\$ 320,000.00	\$ -	\$ -	\$ -	\$ 28,432.00	\$ -
Total Available Budget (including carry overs)	\$ 746,032.00	\$ -	\$ 477,970.00	\$ -	\$ 437,290.00	\$ -	\$ 455,870.00	\$ -	\$ 474,290.00	\$ -
Difference	\$ 1,032.00	-	\$ 44,970.00	-	\$ 117,290.00	-	\$ 455,870.00	-	\$ 445,858.00	-

LTP approved individual budgets									
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
-	\$ 250,000.00	\$ 250,005.00	-	-	-	-	-	-	-
-	-	-	\$ 1,266,664.00	-	-	-	-	-	-
-	-	-	-	-	-	\$ 808,808.00	-	-	-
-	-	-	-	\$ 808,808.00	-	-	-	-	-
-	-	-	-	-	-	-	\$ 21,568.00	-	-

Community Facilities Renewal										
Project Name	Proposed Programme	Proposed Programme	Proposed Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme	Indicative Programme
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Cust Community Centre	\$ 6,100.00	\$ -	\$ 36,800.00							
Equipment	\$ 6,100.00	\$ -	\$ -							
Building Systems	\$ -	\$ -	\$ 2,400.00							
Furnishings	\$ -	\$ -	\$ 5,000.00							
Interior Finish	\$ -	\$ -	\$ 29,400.00							
Darnley Square South building	\$ -	\$ 10,200.00	\$ -							
Equipment	\$ -	\$ 10,200.00	\$ -							
Darnley Square- toy library	\$ -	\$ 40,000.00	\$ -							
Building Fixture	\$ -	\$ 5,000.00	\$ -							
Exterior Fabric	\$ -	\$ 35,000.00	\$ -							
Dudley Park Pavilion	\$ 1,500.00	\$ -	\$ -							
Equipment	\$ 1,500.00	\$ -	\$ -							
Fernside Reserve Hall	\$ 4,100.00	\$ 3,000.00	\$ -							
Equipment	\$ 4,100.00	\$ 3,000.00	\$ -							
Jaycee Hall/ Museum	\$ -	\$ 2,500.00	\$ 7,600.00							
Exterior Fabric	\$ -	\$ -	\$ 7,600.00							
Furnishings	\$ -	\$ 2,500.00	\$ -							
Kendall Park Pavilion	\$ 1,500.00	\$ 105,300.00	\$ -							
Building Systems	\$ 1,500.00	\$ 10,100.00	\$ -							
Building Fixture	\$ -	\$ 17,300.00	\$ -							
Equipment	\$ -	\$ 20,000.00	\$ -							
Exterior Fabric	\$ -	\$ 23,800.00	\$ -							
Interior Finish	\$ -	\$ 34,100.00	\$ -							
Loburn Domain Pavilion	\$ 1,000.00	\$ -	\$ -							
Building Systems	\$ 1,000.00	\$ -	\$ -							
Mainpower Stadium	\$ 7,000.00	\$ -	\$ -							
Equipment	\$ 7,000.00	\$ -	\$ -							

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: EXC-57 / 240717117493

REPORT TO: COUNCIL

DATE OF MEETING: 6 August 2024

AUTHOR(S): Jeff Millward – Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – July 2024

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

Department Manager


Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between June 2024 and July 2024. The dashboard reporting in the appendices cover trends between July 2023 and July 2024.
- 1.2. There were 13 incidents which occurred from mid-June 2024 and mid-July 2024 which resulted in 26 lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A. Flamingo Scooter and Rangiora Airfield incidents are included within this report.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Policy Update and Quality Document Review
 - 4.3 Audit Update
 - 4.4 Training Agreement

Attachments:

- i. Appendix A: Incidents, Accidents, Near-misses, Hazard reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No 240717117493
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-June 2024 to mid-July 2024 shows both injuries and adverse interactions as our top two incident types within this reporting period.
- 4.1.2. Adverse Interactions include customers at facilities, youth, members of the public sending disgruntled emails and voice messages. Police are aware of all interactions and we continue to manage all situations timely. Consistent messaging to staff to call 111 if they are feeling threatened or notice suspicious behavior.
- 4.1.3. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Policy Update & Quality Document Reviews

- 4.2.1. HS&W have made some small changes to the Health Hazards, Health Monitoring & Vaccinations Policy and pre-employment clause regarding the timeframes around vaccinations for Hepatitis A&B and the need for risk assessments prior to high and low risk work. This requirement is predominately in our Water Unit and occasionally for role within Three Waters.
- 4.2.2. The Policy has a section added to speed up the process of vaccinations to ensure new employees are vaccinated as soon as practicable after signing the employment agreement. Staff will be required to complete a small risk assessment for tasks. The Policy will include a risk assessment template.
- 4.2.3. The HS&W team have just completed a review of current Quality Documents to ensure compliance, consistent messaging and guidance. A total of 24 documents have been reviewed and updated by Quality.

4.3. Internal Audits

- 4.3.1. The internal audits have been completed and are in the finals stages of having the snapshot and graphs prepared. There has been a high rate of compliance throughout and a noticeable rise in the compliant management of contracts.
- 4.3.2. Full results will be distributed by end of July and a report submitted to the Audit and Risk Committee.

4.3.3. Audits conducted:

- Pre-Start & Safety Checks - Water Unit, Fleet, Roading
- Safety & Task Equip Maintenance – PDU, Roading
- Contractor Induction and H&S Documentation – Property, Water Unit

4.4. Training Agreement with 'Safety 'n Action'

- 4.4.1. HS&W have reviewed the bookings with Safety 'n Action' which is one of the key suppliers for WDC HS&W training and agreed to a schedule of consistent bookings. This provides certainty to the vendor on training and is more cost effective way for us to manage training.
- 4.4.2. A list of prices and training opportunities will be sent to Manages and Team Leaders for review.
- 4.4.3. The HS&W Coordinator is working on a project to share a training forecast, so departments are aware of up-and-coming training and the budget attached. We hope to forecast 12 months in advance.

5. Implications for Community Wellbeing

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

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

6. COMMUNITY VIEWS

6.1. **Mana whenua**

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

6.2. **Groups and Organisations**

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

6.3. **Wider Community**

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

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. **Financial Implications**

There are no financial implications of the decisions sought by this report.

7.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. **Authorising Legislation**

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

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

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

8.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

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

8.4. **Authorising Delegations**

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

Appendix A

WDC Incident Reports

Date	Person type	Occurrence	Event description	Response
14/06/2024	Employee/Volunteer	Injury	Aquatic staff member was walking on a path at home and sprained their ankle. When they got to work the ankle had swelled causing the staff member to be limping and in pain when standing. Ice pack and bandage provided by other staff and advised the staff member should seek further medical treatment if the swelling and pain does not go down.	Staff member did not seek further medical advice as was starting to feel better. No further action has been required.
18/06/2024	Employee/Volunteer	Injury	Water Unit staff member was lifting cones on a TMO course and lifted them wrong. This resulted in jarring their back. The staff member continued with work and whilst digging a hole, the shovel got stuck under a tree root and pulling it out with force jarred it again.	Investigation finding was the cause could have been lifting too many cones at once. The staff member took a day to rest but no further action has been required. Staff member has resumed full duties.
18/06/2024	Non-Employee	Property/Vehicle Damage	Member of the public's forklift trailer came uncoupled from vehicle and crashed into the fence at WDC Lineside Road / Revells Road property. The fence is damaged and was partially down, the trailer was tangled in the fence wires. The Licensee of the property was contacted to ensure stock were removed from the damaged fence area.	Currently under investigation and awaiting response.
19/06/2024	Contractor Incident	Near Miss	A contractors construction truck slid on a narrow berm between two oxidation ponds. They were lifting a repaired aerator to reinstall it in the pond. It rained while the work was carried out, making the surface of the bund slippery. The truck slid from the dirt vehicle path until it hit the concrete edge of the oxidation pond and stopping.	Three waters to investigate corrective action by way of track improvement repairs. Contractor concerned has provided their incident report and feedback on cause and mitigations moving forward

24/06/2024	Employee/Volunteer	Illness/Medical	An aquatics staff member became progressively unwell, passing out then taken away by ambulance. They hopped out of the pool feeling unwell and were moved to the staff room. The staff member fainted and was unconscious for a short period of time.	The staff member was put in the recovery position, covered with towels, and monitored while the ambulance was called. Staff member was off for the rest of the week and returned the following Monday. Since confirmed no further action required.
28/06/2024	Non-Employee	Adverse Interaction	Adverse email from a member of the public to WDC.	Information management received the adverse email and Health, Safety and Wellbeing were notified. Incident raised and police notified. No further action has been required.
29/06/2024	Employee/Volunteer	Adverse Interaction	A group of teenagers left a mess in an area of the library. When they were asked politely to clean up their mess, they responded by becoming verbally adverse and inappropriate towards staff. This behaviour escalated, becoming increasingly inappropriate and made the team member feel upset. The teenagers were asked to leave for the day. They returned the following day and carried out the same verbally inappropriate behaviour towards staff. The observed instigator was asked to leave, and no further issues occurred that day.	This was handled well by all members of the team. District Library Manager and Rangatahi Engagement Coordinator have supported the affected staff members and will continue to monitor and speak to youth for any future adverse behaviour where necessary.
29/06/2024	Non-Employee	Adverse Interaction	Threatening message left on Kaiapoi after hours phone.	Kaiapoi customer services contacted Health, Safety and Wellbeing regarding a threatening transcript received on the afterhours line. Health, Safety and Wellbeing advised this was reported to the police by calling 111 given the threat made was regarding a WDC member. This was actioned immediately.
05/07/2024	Injury	Employee/Volunteer	A staff member was picking up a knife from the dishwasher and it slipped, cutting the staff member.	Communications sent to staff regarding taking care when stacking the dishwasher. No medical treatment required.

06/07/2024	Near Miss	Employee/Volunteer	One of the library shelves collapsed while a volunteer was putting books on it. Volunteer is ok.	In future library and centre staff will ensure that all the shelving wheels are repositioned and take note of any damage to any wheels and advise Property accordingly. There did not appear to be any issues with other shelving in the library.
09/07/2024	Property/Vehicle Damage	Employee/Volunteer	Staff member drove into an automatic gate.	Investigation findings were that the drivers vision was impaired by the pillar and also the light was reflecting off the shed ahead. Corrective action required will be an integration of visual aids: Flashing beacon light. Adjustments to the judder bars and sensors placement to allow better space and time. (Actions are underway).
11/07/2024	Adverse Interaction	Employee/Volunteer	Adverse messages received via voice message and email.	Police have been notified. Currently under investigation.
12/07/2024	Near Miss	Airfield	WDC staff member arrived at the airfield and found contractors were on the runway with several vehicles and staff. The contractors were undertaking the task of filling and levelling. The contractor had been asked to complete the task via service request and email, which contained a specific notification to contact a WDC staff member prior to executing the work, as a plan was required to execute the task safely. This was not followed by the contractor accordingly.	Currently under investigation.

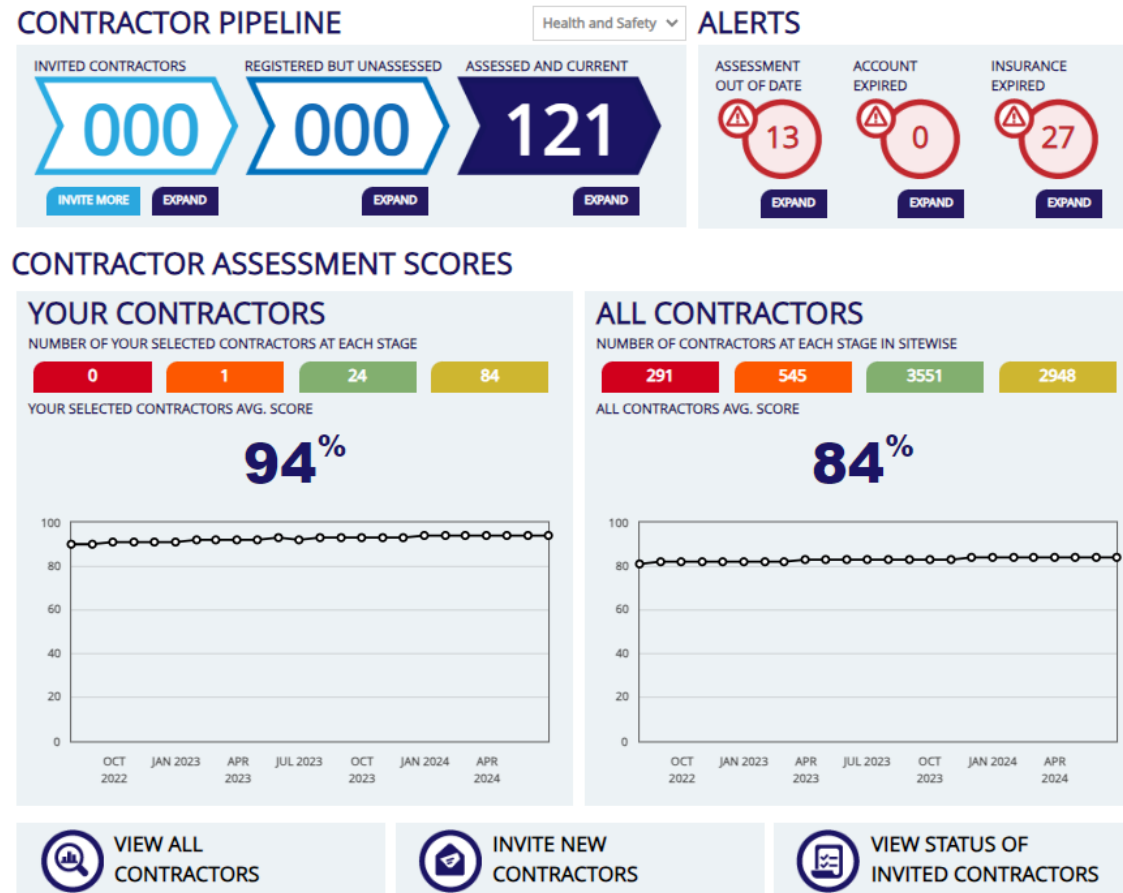
Airfield Incident Reports – In the table above. Further information has been submitted in report form to the Community and Recreation Committee via the Airfield Manager.
Aqualand Incident Reports - Nil reported this month
Flamingo Scooter Incident Reports - Nil reported this month

Lost Time Injuries - Aquatics:	<p>Injury One Currently working a RTW plan of 3hrs x 3 days + 5hrs x 1 day (14) Date of injury 30 July 2017 Weekly contracted hours = 30 6,490 hrs lost</p> <p>Injury Two: Returned to work Date of injury: 24 June 2024 Weekly contracted hours = 20.5 18 hrs lost</p>
Water Unit	<p>Injury One: Returned to work Date of injury: 18 June 2024 Weekly contracted hours = 40 8 hrs lost to date</p>

Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	<p>Workplace Walkarounds:</p> <ul style="list-style-type: none"> - 13 Returned 4 remaining.
Training Delivered	<p>People Trained:</p> <ul style="list-style-type: none"> - First Aid training planned. - Nil delivered for June.

Appendix B



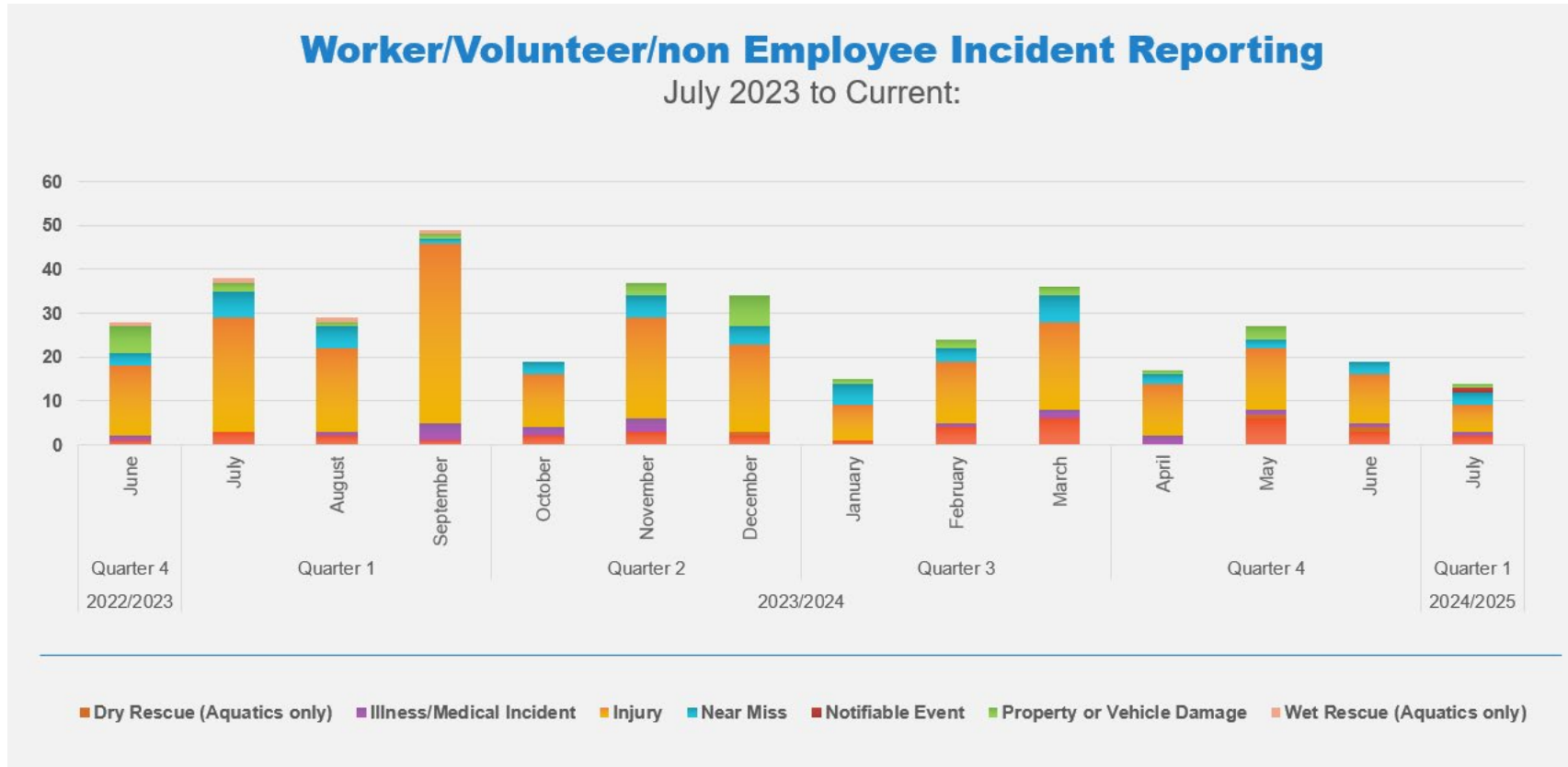
Above is the current status of our preferred contractor data base held within Sitewise.

Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

Sitewise issue reminders as well as the HS&W team once a month until they have updated them.

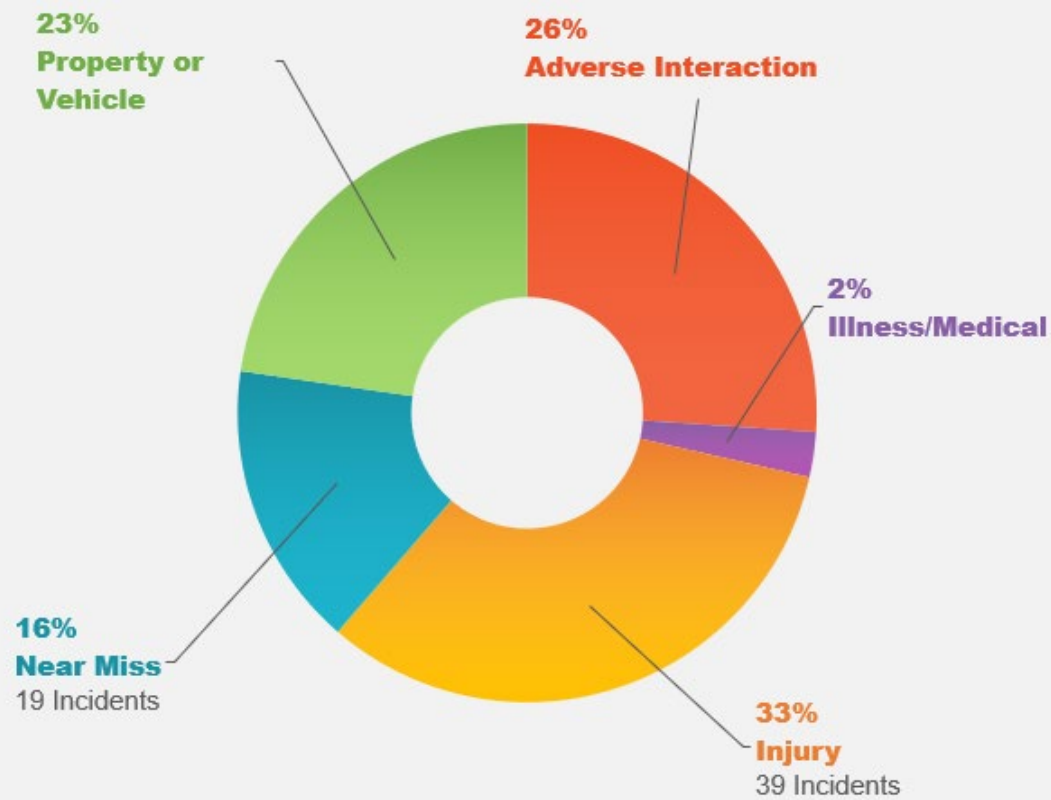
“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

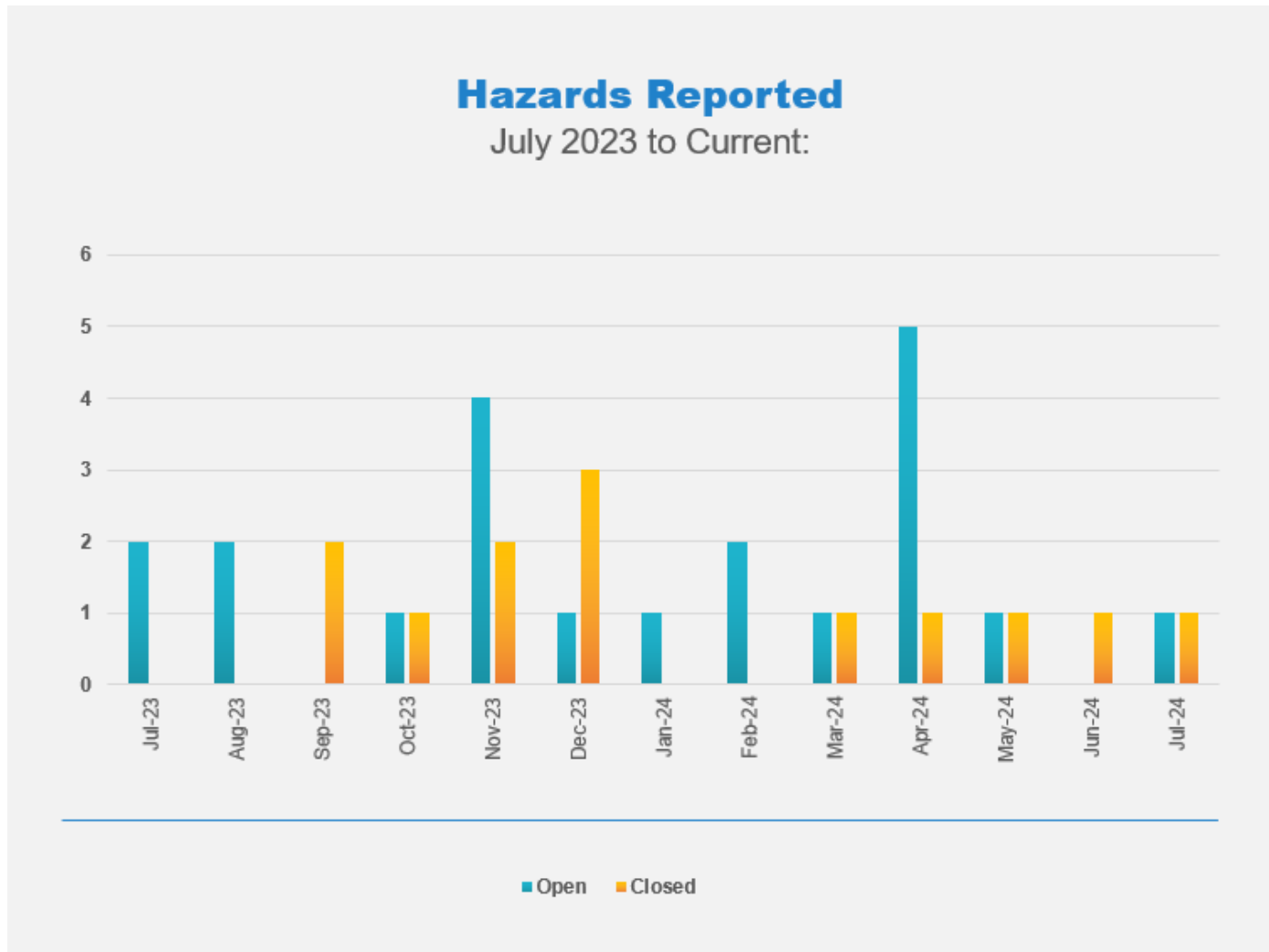
Appendix C



Worker/Volunteer Incident Reporting

July 2023 to Current:





WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY, 18 JUNE, AT 9AM.

PRESENT

Councillors P Williams (Chairperson), R Brine, N Mealings, P Redmond, J Ward, and Mayor D Gordon (from 9.12am).

IN ATTENDANCE

Councillors B Cairns, T Fulton

J Millward (Chief Executive), G Cleary (Utilities and Roading Manager), K Simpson (3 Waters Manager), J McBride (Roading and Transportation Manager), J Recker (Stormwater and Waterways Manager), J Fraser (Infrastructure Planner), S Allen (Water Environment Advisor) and A Smith (Governance Coordinator).

1 APOLOGIES

Moved: Councillor Williams

Seconded: Councillor Redmond

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

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roading Committee held on Tuesday 28 May 2024.

Councillor Williams referred to Item 5.1 in the minutes, relating to the Zone Implementation Programme Addendum (ZIPA) discussion on existing planting projects dying. It was agreed that the plants not surviving and the explanation for this provided by staff be included in the minutes.

Moved: Councillor Brine

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 28 May 2024, as a true and accurate record, with the addition of comments in Item 5.1, as referred to above.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

4 DEPUTATION/PRESENTATIONS

There were no deputations or presentations.

5 **REPORTS**

5.1 **Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – J Fraser (Infrastructure Planner) and J Recker (Stormwater and Waterways Manager)**

The approval of the Committee was sought to undertake public consultation on the amended Waimakariri District Council Stormwater Drainage and Watercourse Protection Bylaw 2024, using the Special Consultative Procedure. The Council was required to update this bylaw and the report also sought the appointment of two Councillors to the Hearing Panel. It was proposed that the Bylaw be open for public submission on Thursday 20 June 2024, with the Bylaw documents available on the Council website, in Service Centres and Libraries. The consultation period would close on 29 July 2024, with a tentative date for hearings set for 25 September 2024. The recommendation from the Hearings Panel would then go to the Council 4 November 2024 meeting.

Councillor Redmond queried the reference in the Bylaw document under Cultural to a Resource Consent for drain cleaning. It was advised that the Council had a drainage maintenance consent from ECan in place for several years. This was a global consent for all council drains in the district and there were quarterly meetings with ECan staff to monitor the consent. There was no change in the requirements for this consent which had been in place for some time.

Councillor Mealings referred to Item 13.1.3 in the Policy on where planting was allowed. For clarification J Recker advised that planting was allowed however there needed to be provision allowed for access for the Council contractors to carry out maintenance. J Recker advised that staff were working on making this information more available to the public (via LIMs) so that the public had a better understanding of the rules of the Stormwater Bylaw. Councillor Mealings said landowners need to be aware of what their responsibilities were and J Recker agreed there was a need for education on the importance of maintenance of the waterways.

Councillor Fulton queried where the responsibilities for enforcement sat, and if this was something that the Council could reinforce, or if issues needed to be referred to Ecan. J Fraser responded that ECan had the enforcement tools under Section 15 of the RMA. The Council was required under the Land and Water Regional Plan to manage the discharges from 1 January 2025 from site and activity. Initially, the Council had to follow procedures in the Bylaw and the network conditions prior to matters being handed over to ECan.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Utilities and Roding Committee:

- (a) **Receives** Report No. TRIM 240328049935.
- (b) **Approves** the attached proposed Stormwater Drainage and Watercourse Protection Bylaw 2024 and Statement of Proposal for public consultation using the Special Consultative Procedure outlined in the Local Government Act 2002.
- (c) **Appoints** Councillor Williams (portfolio holder), Councillor Redmond and Councillor Fulton to hear submissions on the proposal and to recommend decisions to the Council.
- (d) **Notes** the proposed hearing / submissions deliberations date is Wednesday 25 September 2024.
- (e) **Notes** that upon adoption, the Bylaw will be renamed the Stormwater Drainage and Watercourse Protection Bylaw 2024, to reflect the date of its last review.

- (f) **Notes** that, once adopted, the Stormwater Drainage and Watercourse Protection Bylaw 2024 will not be required to be formally reviewed for another 10 years, however it will be able to be reviewed in the intervening period, if required.
- (g) **Circulates** this report to the Community Boards for their information.

CARRIED

5.2 Private Well Study – Results from 2023 Study – S Allen (Water Environment Advisor)

S Allen spoke to this report which provided information on a study of private wells which was undertaken in 2023. The Council, alongside Environment Canterbury and Canterbury District Health Board had been recommended by the Zone Implementation Programme Addendum (ZIPA) to develop a programme for testing and reporting water quality and nitrate levels in private drinking water supply wells. The studies commenced in 2019 with samples from Eyreton, Cust, Carleton and Swannanoa. The results showed similar to the previous years, with one well having levels above the limit for drinking water.

In addition to information provided in the report, it was advised that ECan would be carrying out a study in the coming spring of deep wells in the Eyrewell area, of both public and private wells.

Councillor Fulton asked if the information booklet could be made more readily available. S Allen advised that there was an update currently being undertaken on information in the booklet, and once this had been included, there would be further push on promoting the information.

Councillor Mealings asked what happened to the data from the samples taken from these private well samples. It was advised that any information that the Council got was placed on the relevant property files.

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 240520080417.
- (b) **Notes** the findings of the 2023 study, with one well above the nitrate-nitrogen Maximum Acceptable Value (MAV) set in the Drinking Water Standards for New Zealand (2022). Of the wells sampled, 57% of the wells in Eyreton, 60% in Cust, 25% in Carleton and 20% in Swannanoa sampling areas were above half of the MAV (5.65 mg/L).
- (c) **Notes** that the median nitrate concentration for Eyreton and Cust sampling areas, as sampled in the 2023 study, exceed the limit of a median of 5.65 mg/L nitrate-nitrogen set in Plan Change 7 of the Land and Water Regional Plan for private water supply wells, while Swannanoa and Carleton sampling areas did meet this limit.
- (d) **Notes** that Waimakariri District Council and Environment Canterbury staff will continue to raise awareness of the health impacts of high nitrates, and to encourage private well owners to test water regularly, including updating and wider distribution of the publication of a 'managing a private well supply' pamphlet for the District.
- (e) **Notes** that Waimakariri District Council proposes to repeat this study in spring 2024 (with 10 wells in each of the four sampling areas (40 wells total). Well owners from the previous sample rounds will be approached for repeat annual sampling, to allow for assessment of trends over time.

- (f) **Notes** that statistically robust trends for nitrate concentration over time are not able to be concluded from data for only five years, or three years of data for Swannanoa and Carleton sampling areas.
- (g) **Circulates** this report to the Council, Community Boards and Waimakariri Water Zone Committee for information.

CARRIED

Councillor Williams emphasised that this study was of private well water supplies and that all the Council's public water supplies had nitrate levels which were well below the required levels for drinking water standards.

Councillor Mealings said the longer these studies could be carried out, the more beneficial the data would be from the samples taken. Councillor Mealings was thankful to the property owners who had allowed the water in their wells to be studied.

Mayor Gordon supported the sampling and testing of private wells, noting that the Council had spent considerable time in the last few weeks reassuring the community that the Council's drinking water was safe, and the Council undertook rigorous testing. Mayor Gordon noted this testing was unlike the recent water testing undertaken by Greenpeace and expressed his disapproval of Greenpeace's testing as its methodology was questionable. Mayor Gordon reiterated that if any residents had concerns, to contact the Council and they would be given the right advice on how to manage that. Thanks were extended to staff for providing the results of these studies and for the management of these important matters.

Councillor Redmond supported the motion. In reference to the new information brochure that was being produced, Councillor Redmond suggested that these could be distributed to North Canterbury lawyers and possibly wider afield. It would make legal advisers aware that when people were purchasing properties, the testing of water in private wells was the owners responsibility.

In reply, Councillor Williams reiterated the comments made by Mayor Gordon and refuted the scaremongering that had been occurring on the quality of local drinking water supplies. Councillor Williams believed the quality of Council water supplies were probably the best in New Zealand.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Roading – Councillor Philip Redmond

Focus areas for staff:

- Re-metalling was being carried out on unsealed roads and maintenance grading was continuing.
- High shoulder removal was currently underway on a number of unsealed roads (removed with a grader). Noted that there had also been a new machine in operation working on high shoulder removal.
- Ice gritting was continuing on an as required basis around the district.
- The Resealing Programme for 2024/25 had been developed and staff were currently inspecting and agreeing pre-reseal repairs with the maintenance contractor. These repairs would be carried out in the spring.
- The Pavement Rehabilitation Programme had also been developed and pre-testing of sites to help determine the design was beginning.
- Over the next month the focus would shift onto designing for the 2024/25 financial year.

Capital:

- The Waimakariri Gorge Bridge Deck Replacement was nearly complete. Guardrail had been completed on the southern approach and installation is continuing on the northern approach (WDC side of the bridge). The scaffolding was being removed and this would take approximately two weeks to complete. Additional works were undertaken to clean the beams under the bridge and repair a crack in the abutment which was non-structural. The deck would receive a further reseal in the summer to ensure it remained waterproof. There had been some issues with sealing around joints, and this was something that staff would be addressing in time, in warmer temperatures.
- The Island Rd / Ohoka Rd traffic signals had been commissioned and intersection works are complete. Councillor Redmond congratulated staff on this project and believed the traffic signals were working well.
- Kerb and Channel Renewal work in Geddis Street was now complete.
- Palmer Street Upgrade work was continuing. Berms and shoulder sealing were the last tasks to be completed and this was planned for the next week.
- Ashley Street kerb and channel and footpath works were also now complete.
- The last of the footpath renewal projects had been completed for this financial year. This was the footpath renewal on Douglas Street.

Other works:

- Doubledays Footbridge remained closed. Repairs to the pier cap were currently underway.
- South Belt pavement works adjacent to the new development were now complete.
- Work was continuing to underground the trunk watermain on Townsend Road at the culvert. The cut-in of the main was planned to occur overnight late June / early July with the road closed overnight to allow the connection to be completed.
- 16 new permanent flooding signs have been installed in known flooding areas. These fold down signs were quick and easy to open during a flood event.
- Work was undertaken to remove tree debris from previous floods which had become stuck against the bridge piers at the Mandeville and Mafeking Bridges.
- There was work coming up to install water, stormwater and sewer mains through the Blackett St / King St roundabout. This was continuation of the Rangiora Sewer Upgrade project. The roundabout would need to be closed to accommodate these works. Start date 1 July with the intersection closed for 6 weeks. There would be several contractors working on this site at the same time to get the project completed with minimum disruption.

Events:

- The Kaiapoi Lights from 26th to 28th June.
- Kaiapoi Matariki Event is coming up on 28th June.

Road Safety:

- The Waimakariri Road Safety Working Group meets this Wednesday. The purpose of the group is to provide a forum for collaboration on road safety functions and initiatives.

Councillor Fulton sought information on the joins in the new deck on the Waimakariri Gorge bridge and queried if this would need to be redone in spring/summer. In response, G Cleary advised that the bridge itself was a steel structure and was not entirely rigid, so there was some movement due to the decking being wooden. Each wooden plank was structurally sound, and there had been packing used to get the surface as level as possible. When vehicles, especially heavy trucks, travelled over the surface, the bridge would move. To

accommodate each wooden plank, the design had allowed for some movement. There was a sealant between each plank and then a chip seal surface. The movement had been constrained as much as it could be. There were no concerns about the structural integrity of the bridge, however it was not strong enough to hold concrete panels. It was agreed that there could be an information update provided to the public on the timeframe for the extra coating going on the bridge deck which was scheduled for summer. G Cleary noted that technology was advancing, and the planks were not available in the past and they are now, and had been used successfully on other bridges, including the Rakaia Gorge Bridge.

Regarding the speed humps, G Cleary said these had been installed to slow traffic during the construction period, however they may be removed later. G Cleary would follow up with the contractor and Selwyn District Council to get confirmation of this.

Mayor Gordon also endorsed the need for some communication to go out to the public, about the additional coating to go on the bridge deck in the summer. Mayor Gordon also suggested that there could be information included in a publication of the Oxford Observer to keep the community updated on this matter.

7.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

Water

- The UV treatment installation project was progressing relatively well. The new UV unit at the Pegasus Water Treatment Plant was installed and currently being commissioned. The works at the other sites of Darnley, Peraki, South Belt and Domain would not be completed until September 2024.
- Taumata Arowai were going to be visiting the Pegasus Water Treatment Plant in July as part of the Woodend Pegasus chlorine exemption application.

Wastewater

- Featherstone Ave, Kairaki sewer lateral and manhole repair works were complete and would be monitored in the next spring tide and heavy rainfall events.

Drainage

- Cones Road Drain Upgrade was almost complete, with the remaining reinstatement works to be completed by the end of June.
- Wolffs Road drainage improvements were almost complete. The culvert was successfully installed without the need for sheet piling or dewatering.
- Greens Road culvert in Tuahiwi has been installed and the downstream drain regrading and widening will be complete by the end of the month.
- Cam River heavy maintenance works were complete.

7.3 **Solid Waste– Councillor Robbie Brine**

Councillor Brine took the opportunity to advise of the passing last night of Gareth James. He had previously been an employee of the Council, as Manager Services (which at the time also included Community and Recreation). Gareth had in more recent years been involved with the regional landfill at Kate Valley and had won numerous awards for his engineering skills and expertise. Councillor Brine considered it a privilege to work with Gareth over a number of years, initially during construction of the Kate Valley facility and then as a Board Member of Transwaste.

1. Budget announcement – changes to waste disposal levy & Waste Minimisation Act
 - Revenue from the waste disposal levy going into the contestable fund would be spent on a wider range of projects in addition to minimising waste:
 - Projects that support the environment and climate change mitigation and adaptation, such as restoring freshwater catchments and freshwater improvements.
 - Help cover the costs associated with disposal of waste generated by an emergency such as a cyclone, and to clean up contaminated sites and landfills vulnerable to severe weather events.
 - The landfill disposal levy would continue to be increased by \$5/tonne from 2025 to 2027.
 - At this stage Councils would still receive 50% of the levy revenue, but that would be reviewed when the Act is reviewed.
 - There won't be any impacts on the 2024/25 budgets from this change, and staff would work through these as part of the Annual Plan process.
2. On Monday 17 June (which is “Global Garbage Man Day”) our comms team put out a media story and video about “a day in the life of a collection truck driver” which puts a face to the kerbside collection drivers. Leanne Winter has been driving the recycling truck for many years, and she has highlighted the challenges and good things about collecting bins in Waimakariri.

Solid Waste is busy as usual, but Councillor Brine had nothing of concern to report.

As Councillor Brine was unable to attend, Councillor Mealings had recently attended the Waste Minimization Conference in May 2024 and considered this an excellent conference and provided some feedback from the conference. Matters highlighted at the conference included construction demolition waste, composting, waste reduction, food waste, waste minimisation levy and best practices used in other districts. One of the main speakers was the Minister for the Environment.

7.4 **Transport – Mayor Dan Gordon**

Mayor Gordon noted there were still further announcements to come on the Woodend Bypass project. The status of the Woodend Safety Improvements was still to be provided, Mayor Gordon noting that these were needed regardless of what stage the Bypass project was at. The Council was advocating for walking and cycling to be included in the bypass design. This was an important project for the district and thanked the Council staff for their involvement in the design.

Currently there was discussion on road tolling at Government level, and this may be considered for the Woodend Bypass. This was yet to be defined. Councillor Mealings said by having a toll on this bypass, this may discourage people from using the bypass, and to still drive through Woodend.

Mayor Gordon noted the Council had been eligible for the Emergency works funding, and without this, it would have been a significant challenge for the Council, to deal with the regular adverse weather events. Mayor Gordon commented that without this emergency funding available, it would have put extreme hardship on the Council and many smaller councils across the country. He suggested that if this funding was to cease, there needed to be another mechanism to allow Central Government funding available for Councils in cases of weather emergency.

8 QUESTIONS UNDER STANDING ORDERS

There were no questions.

9 URGENT GENERAL BUSINESS

There was no urgent general business.

10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved Councillor Redmond

Seconded Councillor Mealings

That the public be excluded from the following parts of the proceedings of this meeting:

11.1 Confirmation of Public Excluded Minutes from 28 May 2024.

11.2 Report from Management Team Operations 27 May 2024.

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.	Subject	Reason for excluding the public	Grounds for excluding the public.
11.1	Confirmation of Public Excluded Minutes from 28 May 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage commercial activities” and For reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
11.2	Report from Management Team Operations 27 May 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage commercial activities”

CARRIED

CLOSED MEETING**Resolution to resume in open meeting.**

Moved: Mayor Gordon

Seconded: Councillor Mealings

THAT open meeting resumes and the business discussed with the public excluded remains public excluded unless otherwise resolved in the individual resolutions.

CARRIED

The public excluded meeting commenced at 10.05am and concluded at 10.21am.

OPEN MEETING**NEXT MEETING**

The next meeting of the Utilities and Roading Committee will be held on Tuesday 16 July 2024 at 9am.

There being no further business, the meeting closed at 10.22am.

CONFIRMED



Chairperson
Councillor Paul Williams

16 July 2024
Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY, 16 JULY 2024, AT 9AM.

PRESENT

Councillors P Williams (Chairperson), R Brine, N Mealings, P Redmond, J Ward,

IN ATTENDANCE

Deputy Mayor Atkinson, Councillors B Cairns, T Fulton

J Millward (Chief Executive), G Cleary (Utilities and Roading Manager), K Simpson (3 Waters Manager), J McBride (Roading and Transportation Manager), J Recker (Stormwater and Waterways Manager), J McSloy (Development Manager), A Smith (Governance Coordinator)

1 APOLOGIES

Moved Councillor Williams

Seconded Councillor Redmond

THAT an apology for absence be received and sustained from Mayor Gordon.

CARRIED

2 CONFLICTS OF INTEREST

Councillor Mealings declared a conflict with Item 5.1 *Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels*, due to her role on the panel considering the District Plan Review.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roading Committee held on Tuesday 18 June 2024.

Councillor Mealings noted a correction required in the spelling of Taumata Arowai.

Moved Councillor Mealings

Seconded Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 18 June 2024, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

3.3 Notes of the workshop of the Utilities and Roading Committee held on Tuesday 18 June 2024.

Moved Councillor Brine

Seconded Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** the circulated Notes of the meeting of the Utilities and Roading Committee held on 18 June 2024.

CARRIED

4 DEPUTATION/PRESENTATIONS

There were no deputations or presentations.

5 REPORTS

5.1 Proposed Amendments to Technical Practice Note on Flood Mapping, Freeboard and Floor Levels – Amy Wilhelm (Finished Floor Level Officer) and Jennifer McSloy (Development Manager)

Councillor Mealings left the room during consideration of this item.

J McSloy and K Simpson presented this report which was seeking approval of the recommendation to Council to endorse the proposed updates to the Technical Practice Note on Flood Mapping, Freeboard and Flood Levels. As in the recommendation, the Practice Note will need to be updated once the Proposed District Plan was adopted to reflect the proposed changes to the natural hazards chapter. Most of the changes are considered minor except for two more proposed changes which are more substantial, and therefore need to be endorsed by the Council. This related to proposed changes to align the freeboard requirements for rural and rural residential properties.

Councillor Redmond suggested that there would be a significant difference between rural and rural/residential zoning, yet the proposal was to align the freeboard levels for properties in the low hazard category, to 500mm. J McSloy said it was more consistent to have these the same for these areas. There wouldn't be any notation on the LIM that these heights had changed and there hadn't been many consent applications come through that would be impacted by this proposed change.

Following a question from Councillor Williams it was confirmed that these new levels were being taken into consideration in the new pump stations being constructed in Kaiapoi.

Councillor Fulton asked if these level requirements would only apply to residential dwellings or was it all buildings constructed. It was confirmed that the levels applied just to residential dwellings. Though even if a building was not a residential dwelling, for instance a shed, staff would always give the advice to recommend building at that level.

Deputy Mayor Atkinson queried the date that any change would come into effect and how this can impact on people who had already had their plans drawn up and approved, and then in six months' time the height was changed. There may also be further incremental changes and would a certificate carry over to accommodate changes. Deputy Mayor Atkinson also queried if a person had submitted plans and in the ensuing six months (for example) the required floor height was changed, who was responsible for any costs that may be incurred with the need to have updated plans drawn up. In terms of responsibility, G Cleary responded that with any consenting process, be it a building consent or a resource consent, any advice that people get from the Council prior to the issue of that consent, was on a best endeavours basis. Council staff use their best endeavours to provide consistent advice and G Cleary advised that it was his understanding that the legal position was that the floor level requirements are what was required on the day a building or resource consent was issued. This was when the council had thoroughly reviewed the application with all the information made available and made its decision. At that point, the people

have absolute certainty that they have a consent, including floor level. With the proposed District Plan change, it was proposed that there would be a Floor Level Certificate that the Council would issue that would give people certainty for that period. If rules do change on anything relating to a building or resource consent, in between the public making an enquiry and plans being submitted, as a regulatory authority, the Council needed to apply the rules.

Councillor Redmond referred to a specific area on a map on agenda page 38, a grey corridor beside number 2.62 on the map– and questioned why there was no orange colour attributed to this area. Staff did not have an explanation for this but would refer to the Flood Management team to answer this query and provide a response back to the committee members.

Councillor Fulton referred to 6.6.1 and floor levels being higher in coastal areas and did this infer a risk greater for the Kaiapoi and coastal areas compared to the remainder of the district. G Cleary responded that there had been pumps installed in Kaiapoi for flood mitigation purposes. K Simpson also advised that the Otaki pump station had the facility for a generator to be wired into the site plus further modifications being made to the Beach Road pump station. To provide resilience and mitigate the more extreme weather events, there were measures in place to make sure that the infrastructure was working, including during power outages. Deputy Mayor Atkinson enquired how the infrastructure would be put in place if there was a weather event of significant magnitude. As part of the event preparation plans, K Simpson advised that weather events would be tracked by staff and pumps and generators would be deployed well in advance.

Councillor Williams asked if the floor levels of the pump stations were above the mean floor average. K Simpson wasn't able to confirm this but did confirm that the electrical components would be well above the flood levels. It was agreed that information on the pump station floor levels would be provided to the committee members.

Moved Councillor Brine

Seconded Councillor Williams

THAT the Utilities and Roading Committee:

(a) **Receives** Report No. 240625103292.

AND

THAT the Utilities and Roading Committee recommends:

THAT the Council:

- (b) **Approves** the updated Technical Practice Note on Flood Mapping, Freeboard and Floor Levels (TRIM 240412057972).
- (c) **Notes** that the Practice Note will need to be updated in the future once the Proposed District Plan and Regional Policy Statement are operative, as both contain hazard chapters which will affect the document. If Council's flood models are updated, the Practice Note will also be reviewed and updated as required.

CARRIED

Councillor Brine referred to the risk factor and the need for the Council to ensure that any future developments are factored into. The Council had been proactive but noted that there was always going to be consequences and there needed to be mitigating factors put in place.

Deputy Mayor Atkinson said there needed to be a balance, and he had concerns that there may be people who go through the exercise of submitting plans to the Council for a building, and in time the rules for height change which would involve a total change in the plans. Deputy Mayor Atkinson did not believe the current legislation was operating right, and there needed to be

guarantees for the residents on what was being issued. He noted that this situation wasn't just affecting this Council, but all Councils throughout New Zealand.

Councillor Williams noted that this matter was referred to the Council and there were also some questions posed to staff today, with answers to be provided to members of the committee.

Councillor Redmond asked if this matter would have immediate effect once adopted by the Council, or if it could be deferred for six months, which would address the points made by Deputy Mayor Atkinson. He noted that there would always be an issue when rules were changed. This was an important decision for the Council and significant for development in the district.

5.2 July 2023 Flood Recovery Progress Update – Kalley Simpson (3 Waters Manager), Joanne McBride (Roading and Transport Manager), Pat Towse (Flood Team Lead)

K Simpson and J Recker were present for consideration of this report, which provided a progress update on the July 2023 Flood Recovery work programme, including investigation work and maintenance actions. There was also an overview of the physical works programme recommended by the investigations.

As at the 4 July of the 88 investigations, 72 had been completed and there were 16 still to be fully signed off, though the reviews had been completed. Many of these remaining investigations were complex and required additional work to confirm the recommended improvements. There were six non urgent maintenance actions to be completed over the coming months, with 120 maintenance actions already having been completed.

Work had commenced on three key focus areas that have experienced extensive flooding issues:

- Cam River – maintenance had all been completed and since the inspection, a fallen willow tree had been removed. There was also some minor works undertaken in the coming months. Ecan – undertaking survey work of the banks and beds downstream of Bramleys Road and were still to do the section upstream. This would identify any changes in bed levels or changes in stop bank levels that needed to be addressed. Results of this work were expected by the end of this calendar year.
- Tuahiwi Stream – significant heavy maintenance work had been undertaken in the Stream, including installation of a box culvert in the diversion drain, which would improve drainage in the Greens Road area. The work to be undertaken there is now going to be more substantial than first thought and was likely to take longer to complete.
- Waikuku Beach – work is continuing on the detailed assessment to determine the cause of flooding from the Taranaki Stream. This work was being coordinated with Environment Canterbury with modelling work due to be completed by the end of August.

Currently there had been \$3.6m spent of the total budget of just above \$4m and it was expected to complete the remaining work within the budget approved by the Council in October 2023.

Councillor Mealings question regarding the work on the banks of the Cam River, it was agreed that there would be referral to staff on any planting on the banks and coordinating planting.

Regarding the higher than expected flooding at Waikuku Beach, Councillor Mealings asked if it was possible that there was additional water resurfacing from the groundwater in the area. K Simpson responded that it hadn't been considered from this aspect, but the hydraulic modelling was done with conservative run off conditions. K Simpson noted that this question would be passed on to the team to consider.

Councillor Fulton referred to the "No Action" issues. K Simpson said there would have been several reasons for these, including that everything had operated as expected and there was no risk or health and safety issues. It would have also been that the problem was considered to be private, in which case, the Council staff would have provided some advice to the property owners on improvements they could make onsite on their property to improve the management of flood waters through their property. In some instances, the issue may spread over more than one property and who was responsible for addressing this issue was not easy to determine. In such cases, the Council may step in to make sure it was addressed. Most of the time though, the situations were clear cut and the information given from the Council was taken on as good advice.

Councillor Williams questioned the removal of trees along the Cam River, K Simpson advised that the contractor used for this was a contractor used by Environment Canterbury, who was a specialist contractor who solely work on vegetation works along stop banks and rivers. Staff had confidence on these contractors and if there were any concerns regarding trees that remained there, staff would follow up with this.

Moved Councillor Williams

Seconded Councillor Ward

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 240704109396.
- (b) **Notes** that all 88 investigations have been triaged, scoped, and investigated, 16 are being reviewed for approval and 72 are complete;
- (c) **Notes** that all 126 maintenance actions have been processed, 6 have works programmed, and 120 are complete;
- (d) **Notes** that the Flood Team has effectively been wrapped up and recruitment is currently underway for the Infrastructure Resilience Team, who will assist with progressing the remaining improvements works and implementing proposed future works.
- (e) **Notes** that the total cost estimate for the flood recovery work is \$4.055 million.
- (f) **Notes** that the expenditure to date is \$3,628,674 and the final forecast expenditure remains at \$4.055 million;
- (g) **Circulates** this report to all Community Boards for information.

CARRIED

5.3 **Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Gerard Cleary (General Manager Utilities and Roothing)**

G Cleary presented this report seeking the Councils approval to adopt the Activity Management Plans for Solid Waste, Stock Water Race, Rural Drainage, Water Supply, Wastewater, Urban Drainage and Transportation. These are critical documents that work alongside the Infrastructure Strategy and the Long Term Plan and are renewed on a three yearly cycle as these two documents

are. These Activity Management Plans were a good reference point which were available to view on the Council website and show how Council schemes were run, what services were provided, what growth forecasts were, what the renewals programme was, what the risk assessment was and how the Council manages resilience and criticality of assets, this was a good reference point. The Plans showed how the Council managed approximately \$2 billion worth of assets on behalf of the community and the work done with them, even with incremental changes, are of major consequence when considering 150 year lifecycle assets and how these were managed.

These documents were held in high regard by other Councils around New Zealand. These Plans were also a significant reason for this Council to be twice being recognised with an AA rating by Local Government New Zealand.

Councillor Williams posed a question on the site of the former landfill on Williams Street Kaiapoi, with lakes located on both sides of the road and possible impact from contamination. G Cleary said the Council was responsible for these areas when they were retired from use and climate change was taken into consideration with asset management. The Kaiapoi landfills were generally elevated sites but noted that the Kaiapoi site was subject in the long term to groundwater level rise and flooding. There was also coastal inundation. The Council monitored this site in Kaiapoi for groundwater rise and undertake testing for any potential contamination. Staff would continue to do this.

Following a question from Councillor Fulton on groundwater levels at Garterys Pit. G Cleary responded that groundwater level was critical throughout the entire lifecycle of a gravel pit, even when excavating. There needed to be consistency with consent requirements and to be conscious of groundwater levels in extraction. Previously sites such as this would have been a general tip, but this was now purely used for hardfill. Again, these sites were subject to groundwater monitoring and the Council had responsibility for these sites.

Moved Councillor Redmond

Seconded Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 240613096204.
- (b) **Adopts** the following final Activity Management Plans:
 - i. Solid Waste Activity Management Plan (TRIM 221219218511)
 - ii. Stock Water Race Activity Management Plan (TRIM 221219218512)
 - iii. Rural Drainage Activity Management Plan (TRIM 230503062547)
 - iv. Water Supply Activity Management Plan (TRIM 230516070466)
 - v. Wastewater Activity Management Plan (TRIM 230710103391)
 - vi. Urban Drainage Activity Management Plan (TRIM 230726112895)
 - vii. Transportation Activity Management Plan (TRIM 240709111417)
- (c) **Notes** that progress on the AMP Improvement Programmes will be reported to the U&R Committee.
- (d) **Circulates** a copy of Report No. 240613096204 to all Community Boards for their information.

CARRIED

Councillor Redmond acknowledged the significance of these Management Plans and the valuable information provided in them. He requested to have a hard copy of the Transportation Plans, in relation to his role as Roading Portfolio holder.

6 CORRESPONDENCE

There was no correspondence.

7 **PORTFOLIO UPDATES**

7.1 **Roading – Councillor Philip Redmond**

Focus areas for staff:

- Remetalling was continuing on unsealed roads. Maintenance grading was also continuing with a third grader currently on the network. Staff are continuing to inspect unsealed roads.
- Ice gritting was continuing on an as required basis.
- Drainage maintenance and culvert renewals was a current focus. Culvert renewals were being carried out on Barkers Rd and Woodside Rd.
- Digout repairs were also being carried out on South Eyre Rd.
- Pre-reseal repairs were being marked out on site ahead of the next reseal season.
- Replacement of damaged / missing edge marker posts was underway.
- Leaf fall sweeping was now largely complete for the season.

Capital:

- Capital projects including the Island Rd / Ohoka Rd Intersection and the Kerb and Channel renewal sites were all completed by the end of June.
- The focus had now moved to design for the 2024/25 financial year, however, works which had assumed co-funding through the NLTP will not proceed past design until such time as the outcome of the NLTP was known.

Other works:

- Doubledays Footbridge repair works had been completed and the bridge had reopened.
- Work was now complete on the undergrounding of the trunk watermain on Townsend Rd at the culvert. Pavement repairs at the culvert were being carried out this week.
- Work has begun to install water, stormwater and sewer mains through the Blackett St / King St roundabout. This was a continuation of the Rangiora Sewer Upgrade project. The roundabout would be closed for six weeks to allow this work to be undertaken. Minor changes to bus detour routes had been agreed with ECan and were being put in place.
- Pavement repairs were planned on Rangiora Woodend Road, east of Gressons Road. These would be carried out between 9am and 3pm.
- Island Road, Kaiapoi was closed between Audley Street and Greengrass Crescent for three weeks for service connections to The Sterling development.
- Chorus Fibre build was to be undertaken in Pines Beach starting in late July (approximately 20th). Chorus had indicated they will not be installing fibre in Kairaki at this time.
- SH1 night work to remove and repair a damaged overhead VMS sign was planned for this week. The VMS board was on a gantry over the state Highway on the northbound lane (south of the Waimakariri River Bridge). A detour would be in place via Main North Rd and the Old Waimakariri River Bridge while the closure was in place.

Road Safety:

- Planning was underway for the Kick Start Motorcycle Event, which was an annual collaboration between Christchurch City Council, Selwyn District Council and this Council. The event was planned to be held on 22nd September 2024.
- Councillor Redmond noted the recent change to Datascape and there was a new process for service requests.
- There was a new dashboard being created for Councillor Redmond's Portfolio meetings which would provide a snapshot of the current situation

and trends, in graph form. This would come to the committee either as a report, or in the Roding Portfolio update.

Councillor Williams mentioned the current untidy state of the Old Waimakariri River Bridge, acknowledging that this was administered by Christchurch City Council. Councillor Redmond agreed this bridge was in a very unsatisfactory condition at the present and agreed to follow up with Christchurch City Council for an update. He mentioned that several months ago it had been indicated by Christchurch City Council that the railings would be replaced on the bridge.

Councillor Williams also enquired about the new seal which was lifting from the deck on the Waimakariri Gorge Bridge, and asked for an update on this, noting that this was managed by Selwyn District Council. G Cleary acknowledged the volume of traffic that uses this bridge and the impact of heavy vehicles. The bridge was rated to take these heavy vehicles, but there would always be this movement under these loadings. Fitting this modern day design on a 150 year old bridge had been challenging, and there had been work done to limit the movement of the bridge as much as possible. The best products available on the market had been used. In summary, G Cleary advised that the bridge itself cannot take the weight of a concrete deck.. This had resulted in some limitation in the products that could be used and acknowledged that with the movement, there had been challenges with the joints and chip seal. At each joint the chip seal had come away, and G Cleary noting that with the repairs being undertaken in the colder season, was partly the reason for this issue. Advice was being sought from the designers and this was still a work in progress, with the summer weather there would be another level of chip seal applied. There may also be other options available. It was agreed that a memo be shared with the committee as an update on this matter.

7.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

Water

- The works to underground the trunk water supply main on Townsend Road at the South Brook had been successfully completed. This was enabling works for the culvert bridge to be upgraded this financial year.
- Information on nitrates was now available on Council's website for each of our water supply schemes. This would be updated monthly with the most recent test results. The website also provides links to Taumata Arowai, Ministry of Health and Environment Canterbury websites for other information on nitrates.

Wastewater

- A site visit to the Kaiapoi WWTP was undertaken last week to show Michael Bate around the plant. A report would be brought to the U&R Committee in September to provide an update on planned works for desludging, wetland investigations, avian botulism management and midge management.

Drainage

- Cones Road Drain Upgrade was complete, except for the upstream weir modifications which would be completed by the end of this month.
- Washington Place work was underway and the culvert under Earlys Road would be upgraded in August.
- Tram Road drainage improvements had been awarded and would start in August.
- Woodfields Road culvert upgrades was also due to start on site in August.

Councillor Ward spoke on the requirement of have chlorine in the districts water supplies and was there any discussion with the new government on this remaining a requirement and could there be exemptions available.

K Simpson provided an update on this and the applications for exemptions. Staff were currently going through steps with Taumata Awawhai. A report would come back to Council, and what the pathway would be for chlorine free water.

Council Fulton mentioned that he had submitted a service request recently regarding the significant amount of rubbish in the drain in the commercial area along Flaxton Road. G Cleary agreed to follow up with this and to have the drains cleaned.

7.3 **Solid Waste– Councillor Robbie Brine**

- Monese has been working with to expand the 'small lane' collection area into a newly developed area in Pegasus.
- Our staff have received feedback from a few businesses in the Rangiora CBD that the audit team visits have been useful, as they have explained what can and can't go in their bins and have put new stickers on the bins.
- EcoEducate had been active with programmes in the school holidays, both in the libraries and in the Dudley Park Pavilion, and these had been well received.
- A new flyer had been developed highlighting the minimum spacing between bins, letterboxes, trees and so on and were working on a bin-lid sticker with the same message.
- Staff plan to support the nation-wide Love Food Hate Waste programmes that are coming up in August (leftovers), November (storage) and early in 2025.
- The Canterbury Waste and Canterbury Regional Landfill Joint Committees would be meeting on 5 August. 15 applications had come in for the \$112,000 contestable fund. The applications total over \$335,300, and regional staff met to assess the applications and were preparing a report to make recommendations based on that assessment.

7.4 **Transport – Mayor Dan Gordon**

Mayor Gordon was an apology for meeting.

8 **QUESTIONS UNDER STANDING ORDERS**

There were no questions.

9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

10 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or

section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved Councillor Williams

Seconded Councillor Ward

That the public be excluded from the following parts of the proceedings of this meeting:

- 11.1 Confirmation of Public Excluded Minutes from 18 June 2024.
- 11.2 Report from Management Team Operations 17 June 2024.
- 11.3 Report from Management Team Operations 17 June 2024.

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.	Subject	Reason for excluding the public	Grounds for excluding the public.
11.1	Confirmation of Public Excluded Minutes from 18 June 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage commercial activities” and For reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
11.2	Report from Management Team Operations 17 June 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage commercial activities”
11.3	Report from Management Team Operations 17 June 2024	Good reason to withhold exists under Section 7	Resolves that the recommendations in this report be made publicly available but that the contents remain public excluded as per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.

CARRIED

The meeting adjourned at 10.17am and reconvened in public excluded 10.27am.

CLOSED MEETING

Resolution to Resume in open meeting

Moved Councillor Williams

Seconded Councillor Redmond

THAT open meeting resumes and the business discussed with the public excluded remains public excluded unless otherwise resolved in the individual resolutions.

CARRIED

OPEN MEETING

11.3 **Procurement Methodology Approval for Services to Process Commingled Recycling** – K Waghorn (Solid Waste Asset Manager)
(Report to Management Team meeting of 17 June 2024.)

- (a) **Receives** Report No. 240604089494.
- (b) **Approves** staff commencing a sole-source procurement negotiation for services to process commingled recycling with Eco Central, the current service provider, for a 5 year term.
- (c) **Notes** the budget allowance over the total 5 year term for processing of commingled kerbside and facility recycling is \$3,855,385.
- (d) **Notes** that staff have undertaken a Section 17A Review of this service, and the outcome of this review was that there are currently no alternative “local” service providers with the capability and capacity to process the type and volume of commingled recycling from Waimakariri District’s kerbside collections and solid waste facilities.
- (e) **Notes** that the Procurement PCG supports a Sole-Source approach for this procurement.
- (f) **Notes** that staff will bring a separate report to the Management Team and Council to seek approval for the new contract on the successful conclusion of the proposed negotiations, subject to staff determining the service is good value to the Council.
- (g) **Circulates** Public Excluded Report 240604089494 to the Utilities & Roading Committee for their information.
- (h) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.

NEXT MEETING

The next meeting of the Utilities and Roading Committee will be held on Tuesday 20 August 2024 at 9am.

There being no further business, the meeting closed at 11.32am.

Chairperson
Councillor Paul Williams

Date

MINUTES OF A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 16 JULY 2024 AT 1PM.

PRESENT

Deputy Mayor N Atkinson, Councillors T Fulton (Chairperson), A Blackie, B Cairns and J Goldsworthy.

IN ATTENDANCE

Councillors P Redmond and P Williams.

J Millward (Chief Executive), K LaValley (General Manager Planning, Regulation and Environment), M Bacon (Development Planning Manager), P Daley (Journey Planner/Road Safety Coordinator) and C Fowler-Jenkins.

1 APOLOGIES

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

THAT an apology for absence be received and sustained from Mayor D Gordon.

CARRIED

2 CONFLICTS OF INTEREST

Deputy Mayor Atkinson declared a conflict of interest for the briefing as he was a Commissioner on the Proposed District Plan Hearing Panel.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 28 May 2024

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 28 May 2024, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

Councillor Redmond noted that he had requested clarification regarding the designation of solar farms in the District Plan. K LaValley had explained that if the solar farms were small scale with a community scale of renewable energy generation of up to a maximum of 20 sites, or if the proposal was for assessing the suitability of a site and the infrastructure was not going to be on the site for more than 24 months, these were a permitted activity. Large scale solar farms would be restricted to certain areas.

4 DEPUTATIONS

Nil.

5 **REPORTS**

5.1 **District Licensing Committee Membership Options – Billy Charlton (Environmental Services Manager)**

Moved: Councillor Blackie

Seconded: Deputy Mayor Atkinson

THAT the District Planning and Regulation Committee:

- (a) **Lays** the report on the table pending a workshop.

CARRIED

6 **CORRESPONDENCE**

Nil.

7 **PORTFOLIO UPDATES**

7.1 **District Planning – Councillor Tim Fulton**

- District Plan process and where to access that information concern that this was difficult process and hard for people to follow.
- The links to the Council website are below. The first i page relates to the whole District Plan Review process, including submissions and further submissions, while the second was the link to the District Plan Hearings page. The second link had all of the recordings of the hearings, evidence, and minutes from the panel.

<https://www.waimakariri.govt.nz/council/district-development/district-plan-review>
<https://www.waimakariri.govt.nz/council/district-development/proposed-district-plan-hearings>

- Minute 1 (which could be found through the second link) outlined the process quite well and helped to explain the process and what happened after a hearing stream. Note that this document had been updated a number of times and those interested should visit the website to get the most up to date information.
- The current deadline for decisions is December 2024.

7.2 **Civil Defence and Regulation – Councillor Jason Goldsworthy**

- A Community Hub had been established at North Loburn School.
- The Civil Defence Team had been doing a lot of work on structuring future staff training with increased capacity in the EOC and working on processes to minimise the impact on business as usual operations.
- Regulation Team had been doing a good job keeping on top of applications – there was a team member helping Christchurch City Council catch up on their backlog.

7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

Rangiora

- Honeybell Lane, workers were currently getting things done in readiness for the opening of the stores.
- Parking signage had been changed, removing Monday to Friday from the parking restrictions to have seven day restrictions.

- Rangiora Promotions Association had rebranded and become more focused. Their new name was “Rangiora Promotions” “doing good in the Community” i.e. every event was financially viable.
- Next events – Winter Festival on 10th August 2024 would be run by BlueSky events, Harry Potter Quiz on the 21st September 2024, Christmas Fair on either 21/22nd November 2024, Santa parade on the 8th December 2024 and Sunday Funday would take place in March 2025.
- Attended Rangiora Inquiry by Design workshop which was attended by some business owners, staff and elected members. Really good outcomes which would guide town centre plans. As part of the review the likes of the Last Wednesday Club would not be hosted by Rangiora Promotions but by the likes of Bev Wright and Kimberley Tonkin.

Oxford

- Winter Lights – lighting of the very large tree by the library – lower key event this year.
- Dark Sky event at the school and observatory on the 2nd August 2024 from 6.30-9.30 events on Humantix. Tours, live music, food and drinks. \$5 per person and \$10 for family of up to six.
- Oxford Garage Sale event on the 4th August 2024 from 9am till 2pm.
- Water tower trail would be deferred until spring/summer.
- Oxford Promotions Action Committee had resignations of both its treasurer and secretary.

Kaiapoi

- Kaiapoi Promotions Association had their next event on the 17th July 2024 at 5.30pm at the Coast Guard, they would have Bianca Punt from Attraction Studio to talk marketing tips and the Committee would talk about the review of Christmas event location and how that event would expand into an evening music event.
- Fire and Ice – Blackwells reported a busy time in store.
- Kaiapoi Art Expo – 8000 visitors, slightly lower sales. Been testing time regarding funding of the event.
 - Matariki events – very large crowd 13,000/15,000, stall holders had long queues as did the toilets and the light show on Charles Street at one point the end of their queue was past Paris for the weekend, cars were parked over driveways and filled New World car park, lots of learnings to take through to next year's event, 30% of the audience were from Christchurch, where as 5% would attend Rangiora events.
 - Installing power at Norman Kirk park has been budgeted for, which will help run future events.

Other

- Local Kaiapoi business owners had presented to bus and tour companies with the view of targeting Cruise ship customers regarding visiting Kaiapoi. Early days yet, however thus far the response is very positive.
- Mayor Gordon, Vanessa Thompson and Niamh Donnellan had been part of a Urban95 course which looked at designing our towns to take into account those at 95cms at height.
- Further to last week's Council workshop as Portfolio holder, he had been appointed to the Enterprise North Canterbury funding application committee. The first being on the 29th August 2024. He hoped to communicate back to Governance any applications, so any groups that applied to Community Boards for funding, the Board could be told that ENC had also granted funds.

Councillor Redmond noted that parking restrictions was now for seven days a week. He asked what enforcement there would be over the weekends. K LaValley explained that first Council would like to get the word out and see how compliance went. They had done a bit during weekends in the past looking to see where the turnover was and

where there were potential issues. Staff could then look at where the issues were and start looking at resourcing.

8 MATTER REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

8.1 Proposed Changes to the Bus Stop Facility at North Loburn School – J McBride (Roading and Transport Manager) and P Daly (Road Safety Coordinator/Journey Planner)

(The Rangiora-Ashley Community Board considered report 240430068062 at its meeting on 10 July 2024. Staff will provide further update at the meeting).

P Daley spoke to the report noting that the Council was approached by the principal at North Loburn School to move the bus stop from its location outside the pedestrian gate, 40 metres north, in order to open up sightlines. The stop was being relocated to a second gate that had been used during covid. The move was supported by the Ministry of Education who had conducted a site visit.

Councillor Redmond asked if the Ministry of Education considered any funding towards the relocation. P Daley noted that they did not have any funding and the cost would be covered by the Road Marking budget.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Goldsworthy

THAT the District Planning and Regulation Committee:

- (a) **Approves** relocation of the existing school bus stop approximately 40 metres north, along the school boundary.
- (b) **Approves** the remarking and signage of the new bus stop location.
- (c) **Notes** the cost estimate of \$1000 - \$1200.
- (d) **Notes** the support of the principal of North Loburn School, and of the Ministry of Education.

CARRIED

9 QUESTIONS UNDER STANDING ORDERS

Nil.

10 URGENT GENERAL BUSINESS

Nil.

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on 20 August 2024.

Briefing (1:17pm to 1:33pm)

- *District Plan Update – M Bacon (Development Planning Manager)*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1:33PM.

CONFIRMED

Councillor T Fulton

Date

DRAFT

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 17 JUNE 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), B Dollery (Ecologist – Biodiversity), Heike Downie (Senior Advisor – Strategy and Programme), S Binder (Senior Transportation Engineer), M Kwant (Greenspace Community Projects Officer), J McBride (Roading and Transport Manager), G Cleary (General Manager Utilities and Roading), S Docherty (Senior Policy Analyst), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were five members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT an apology for absence be received and sustained from T Blair.

CARRIED

2 CONFLICTS OF INTEREST

R Keetley declared a conflict of interest for item 4.2 – *Leigh Griffiths and Chuck Dowell – Environment Canterbury* as he was employed by Environment Canterbury.

R Keetley also declared a conflict of interest for item 7.1 – *Letter from the Kaiapoi District Historical Society* as he was the Board's representative for this group.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 May 2024

S Stewart noted that the information in her information exchange was not accurate and undertook to work with the minute taker to amend this portion of the minutes.

Moved: S Stewart

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 May 2024, as a true and accurate record, subject to the changes made by S Stewart in relation item 10 'Members Exchange – S Stewart'.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 20 May 2024**

Moved: J Watson Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 20 May 2024.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Jason Miles and Greg Thompson – Kaiapoi North School (Trim Ref: 240624101792)**

G Thompson informed the Board that the School had a directive from the Ministry of Education to install a 1.8m high fence along its boundary. Currently students used the Morcroft Reserve during break times and the school was proud of its interconnectedness with the community. There was little space between the school boundary and the classrooms. Fencing along the boundary of the school would significantly change the feel of the area and would constrict the amount of space available for students to play. The school was not in favour of fencing along the boundary line between the school and the reserve and requested the Board to support a second option which was to install a fence along the Allison Crescent boundary of the reserve with a gate to allow public access to the reserve. G Thompson made it clear that the School was not trying to include the reserve as part of the school and that public access would still be encouraged. The School encouraged the use of school grounds outside of school hours by the neighbourhood. The Ministry of Education would pay for the installation and maintenance of the fence and any signage required. The school did not have a choice regarding the installation of the fence for the safety of the children, however the location of the fence was negotiable.

T Bartle queried how members of the public would retain easy access while keeping children secure. J Miles explained the access gate would be at a certain height to ensure younger children couldn't reach the release mechanism.

A Blackie asked if children generally ran from the school through the reserve. A fence would also be required at front of the school. J Miles stated the fence would be installed around the entire school. Although some children may still be able to get through or over the fence it gave staff more time to stop them. Children who were absconding currently had a teacher aid full time however the Ministry of Education did not fully fund these staff members and therefore funds that would generally be put towards learning was currently used to fund the teacher aids.

P Redmond questioned how the risk of children absconding was dealt with when they were older and taller. J Miles noted in the past children had learned better behaviours and the risk lessened as they became older. Currently with the 1.6m gate, five year old children were able to climb or open the gate whereas a 1.8m fence would be more challenging for small children to access.

P Redmond then sought clarity on how access would be preserved for children wanting to access the reserve outside of school hours if they could not open the gate. J Miles clarified older children would be able to use the gate however he did not think five and six year old children should be encouraged to go to the school or reserve alone.

P Redmond asked how many children were currently enrolled that a taller fence would benefit. J Miles answered they had previously had one or two children enrolled however this years roll had three children.

Following a question from P Redmond, J Miles noted Ashgrove, Woodend and Kaiapoi Brough schools all had 1.8m fencing installed and children who were around eight to nine years old were able to easily access the gates.

N Atkinson noted Woodend and Ashgrove School shared a boundary with a reserve however their fences did not go around the community reserve. He asked if there was a better option for both parties. J Miles informed the Board that they had investigated many solutions, however they believed this was the best solution especially as the school's current evacuation point was on Moorcroft Reserve as this was identified as the safest area by the fire service.

N Atkinson then questioned if the School had spoken to the neighbours of the reserve. J Miles responded they had not as they wished to speak to the Board first.

J Watson wondered if the gates could be left open after school hours. J Miles answered they could be left open.

The Chair thanked J Miles and G Thompson for their presentation.

4.2 Leigh Griffiths and Chuck Dowdell – Environment Canterbury (Trim Ref: 240624101795)

L Griffiths informed the Board that Environment Canterbury were proposing to close a portion of Hays Road. The original communication regarding the closure received a large amount of both positive and negative feedback which had not been expected. C Dowdell noted that although Hays Road was called a road it was not a legal road and was Environment Canterbury owned land. They were proposing to close 1.4km of the road removing the connection between Wrights Road and Taylors Road. The closure of the section would reduce friction between motorised vehicles and pedestrians, remove the throughfare of motor vehicles, and reduce accidental and wilful damage caused by the use of motor vehicles. This would reduce the risk to vulnerable road users and allow continued access for all recreational interests. The closure of this section was not expected to add pressure to the Waimakariri roading network. The project was on hold while consultation was undertaken.

N Atkinson asked if Environment Canterbury (ECan) were aware of the petitions that occurred when the park was established. L Griffiths noted they were more aware now that they had received the feedback. Staff believed those opposing the closure were using the park as a throughfare rather than as a recreational park. No commitment was made when the park was established that the road would not close.

N Atkinson sought clarification on why people were using the park as a throughfare. C Dowdell explained people entered at Taylors Road and drove through to Wrights Road to avoid using Tram Road.

P Redmond asked what degree of the community and Council would be consulted. L Griffiths responded that they generally only posted on social media and placed signs in the park. After the amount of feedback received, ECan had put the closure on hold. ECan had originally not consulted with Waimakariri District Council however had since made contact to discuss a way forward.

A Blackie noted Taylors Road was in poor condition as the berm was higher than road and if it was going to be used as an access by more people the road would require work which the Council had not have budget for. C Dowdell stated they expected less people would use Taylors Road as an access point as the only point of the park they would be able to access was the bike park.

T Bartle noted Hay Road was not an easy to use throughfare and questioned what harm was being caused by people using it as so. C Dowdell noted some users speed through the park which caused damage and they had limited park budget which they did not want to use to fix damage caused by those using the park not for recreation.

N Atkinson noted there was a large elderly population who used Hays Road when fishing as due to mobility issues. C Dowdell responded he had spoken to several elderly people who thought the entire road would be closed however when explained would be closed from the car park area they were more accepting.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

K Rabe spoke to the report and highlighted the softball club were seeking funding to start a new competition to be held in Kaiapoi.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240604089138.
- (b) **Approves** a grant of \$750 to the Kaiapoi Softball Club towards hosting the Kaiapoi Klassic Softball Tournament.

CARRIED

A Blackie stated they were a good Club and the event would be good for the town.

N Atkinson noted they were a proactive Club who had done amazing things since moving to Norman Kirk Park.

7 **CORRESPONDENCE**

7.1 **Letter from the Kaiapoi District Historical Society**

7.2 **Memo regarding The Oaks and Courtenay Esplanade Linkage Project**

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the letter from the Kaiapoi Historical Society (Trim: 240523083615).
- (b) **Receives** the memo regarding the Oaks and Courtenay Esplanade Linkage Project. (Trim: 240607092534).

CARRIED

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for May 2024**

Attended working bee at Honda Forest.

Jedd Peirce was wanting to install planters outside the Chorus building.

All Together Kaiapoi was given money at its closure from the Groups who had taken over the community events. The money would be used for an art project on the riverbank.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Rangiora-Ashley Community Board Meeting Minutes 8 May 2024.
- 9.2 Oxford-Ohoka Community Board Meeting Minutes 8 May 2024.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 13 May 2024.
- 9.4 Northern Pegasus Bay Bylaw 2024 – Draft for Consultation – Report to Council Meeting 7 May 2024 – Circulates to all Boards.
- 9.5 Health, Safety and Wellbeing Report April 2024 – Report to Council Meeting 7 May 2024 – Circulates to all Boards.
- 9.6 Roading Staff Submission May 2024 – Request for Changes to the Roothing Capital Works Budget – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.7 Roading Staff Submission May 2024 – Proposed Adjustments to Walking and Cycling Budgets – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.8 Solid Waste – Utilities and Roothing Department Staff Submission to the Draft 2024-34 Long Term Plan – Circulates to all Boards.
- 9.9 Water Supply – Utilities and Roothing Department Staff Submission to the Draft 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.10 Drainage Staff Submission to Long Term Plan 2024-2034 – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.11 Wastewater – Utilities and Roothing Department Staff Submission to the Draft 2024/34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.12 Housing for the Elderly – Proposed new Housing Development – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.13 Zone Implementation Programme Addendum (ZIPA) Capital Works Programme 2024/25 – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 9.14 Decision for Unused Water Take Consents – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 9.15 July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 9.16 Kaiapoi Community Hub – Reallocation of Budget – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 9.17 Aquatics May Report – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 9.18 Libraries Update to 16 May 2024 – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.

Moved: A Blackie

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board

(a) Receives the information in Items.9.1 to 9.18.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Kaiapoi District Historical Society Annual General Meeting – was good representation from the Board. Discussed the organisation being in good health and future opportunities. Increasing patronage was putting a strain on opening hours.

S Stewart

- Kaiapoi District Historical Society Annual General Meeting
- Kaiapoi Promotions Association – focusing on what events they would promote.
- Greypower – asked for an update on the Rangiora Health Hub.
- Ohoka-Mandeville Drainage Advisory Group meeting – Doug Nicholl had stepped down as Chair and Tom McBrearty was the new Chair.
- Northern Pegasus Bay Bylaw Review drop-in session. Disappointed in the treatment of Council staff and Ashley/Rakahuri River Care Group.

Brent Cairns

- Attended Kaiapoi Promotions monthly meeting. Had plans to run a number of new smaller events in Kaiapoi, some involving local businesses. They were considering alternate locations for the Christmas Carnival due to issues with the land.
- Met with Nigel Cook who ran music event in and around Kaiapoi each month most of which sold out.
- “Cactus” Kaiapoi High School Leadership program had started after several years in hiatus.
- Two Matariki Events would be held on 28 June 2024.

Kaiapoi Food Forest would run an event from 11am to 3pm with hangi at 2pm.

Kaiapoi Events would run an event from 26 to 28 June with a light walk on Corcoran Reserve culminating with fireworks and event at Norman Kirk Park. Parking restrictions in the area and parking in Regeneration areas would be monitored by NZRT12.

- Attended local event to watch the My Kitchen Rules programme. The show featured Kaiapoi and the district in a positive light.
- Reviewing town centre flags as they would need to be replaced in approximately one year. Were reviewing the locations and investigating how local designers could be involved and if there were flags for different holidays.
- Local restaurant Armadillos had closed and Suburban 412 opened. They would be doing the catering for the local golf club along with a several other locations throughout the South Island.
- Virtual Work and Income New Zealand (WINZ) trial had been set up in Hurunui, allowing clients from Culverden and Cheviot to have meetings with WINZ via Teams. The trial could be extended and could be of value to those clients that were unable to visit the Rangiora office.

WINZ staff had been told to be tougher with sanctioning clients i.e. for sabotaging interviews which could result in 50% reduction in benefits and on third strike could result in 13 week cancellation of benefit. When children were involved that was considered.

WINZ had been told when fixed contracts ended they would not be renewed and people leaving would not be replaced.

Government had told WINZ to get people out of emergency housing in Canterbury. There were currently 266 people/families in emergency housing.

- Some immigrant families were having issues with lack of support for those looking after family at home, additional costs they had to pay i.e. education, rentals being substandard, and some were having to crowd people into one rental and language issues.

Citizens Advice Bureau had 314 visits in March and 319 in April. Their recent op Shop fashion show raised \$4,600 for the group.

Their English language classes were in demand with many people attending with nil English.

- Met with Lions group who were wanting to provide a considerable amount of land in Woodend to grow food for the community. Connected with Food Secure North Canterbury and they in turn were looking at raising funds for seeds.
- Met with the Community Development Team to discuss their presentation to the June All Boards Session that would involve North Canterbury neighbourhood Support.
- A number of complaints regarding the community funded cameras were received and may require Council Communications Team to send out a consistent message as to the cameras purpose and who could view the footage. Pegasus had 36 donations totalling over \$11,000. Sovereign Palms had completed fund raising and were winding up its activity.
- Attended the Waimakariri Access Group meeting. Issues raised included mobility parking time limits, issues for some at Dudley Pools regarding changing, Bocca Court markings at Mainpower Stadium. Most issues had been dealt by staff.
- Attended Food Secure North Canterbury meeting. The group are looking at funding for edible trees and plants to help communities create pocket forests. A number of groups were willing to help in Rangiora and Oxford especially.
- Kaiapoi Farmers Market were sharing their surplus funds with the Kaiapoi Food Forest and Kaiapoi MenzShed to go towards building both groups' buildings.
- NZMCA Kaiapoi park was doing well with strong visitor numbers. Selwyn Council had taken advantage of the NZCMA Show at Wolfbrook Arena in Christchurch by giving away carry bags with promotional material.
- A national company were visiting the Kaiapoi Food Forest to plant and volunteer with the group donating a large number of plants.
- The Kaiapoi Food Forest Annual General Meeting – had education shelter priced and could now start applying for funding.
- Attended the Kaiapoi and Rangiora Museum Annual General Meetings. Both were well attended with wide community support shown for both museums. Kaiapoi were still having challenges with access to the mezzanine and staff were reviewing how storage could be expanded at ground level.
- Around 33 people were living in their cars in Kaiapoi. One person was helped into Waimakariri District Council housing as they fit the criteria and was given furniture and amenities.
- Kaiapoi Promotions Association – hosting an event on 30 June at the Kaiapoi RSA, 'Welcome to Kaiapoi'.

- Waimakariri Access Group –Local residents were being sent home from the emergency room at 2am, Rangiora residents received a taxi whereas Kaiapoi residents did not. An access lift at Dudley Aquatic Centre.
- Attended Honda Forest and Silverstream planting events.

Philip Redmond

- Property Portfolio working Group visit to Otautahi Community Housing trust.
- Art on the Quay – Ruataniwha exhibition opening.
- Long Term Plan Hearings in Kaiapoi, Oxford and Rangiora.
- Coastguard North Canterbury – dedication Blackwell fast water rescue boat and four-wheel drive command unit. First in New Zealand.
- Long Term plan Deliberations. Minor changes to reflect submissions. Theme was affordability.
- Waimakariri Health Advisory Group were looking for an Independent Chair.
- Representation Review Working Party – there had been a problem with the census data. Recommend that nothing proceed as the data provided was no accurate.

T Bartle

- Representation Review Working Party – if were to continue would have to use 2018 Census data.
- Waimakariri Health Advisory Group meeting. Was many alcohol related issues in the district.
- North Canterbury Neighbourhood Support meeting – Held in Hurunui District Council office.
- Local Government round table on sovereign citizens.

A Blackie

- Silverstream planting – around 30 people in attendance.
- Honda Forest planting – Manager attended from Auckland. Had provided 750,000 trees for the entire project.

N Atkinson

- District Plan Review – rural subdivisions.

11 CONSULTATION PROJECTS

11.1 Northern Pegasus Bay Bylaw 2024

<https://letstalk.waimakariri.govt.nz/northern-pegasus-bay-bylaw-2024>

Consultation closes Sunday 23 June 2024.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 May 2024: \$726.73.

12.2 General Landscaping Budget

Balance as at 31 May 2024: \$26,790.

13 MEDIA ITEMS**14 QUESTIONS UNDER STANDING ORDERS****15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS****NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 July 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.12PM.

CONFIRMED


Chairperson

15 July 2024

Date

Workshop (5.12pm to 6.10pm)

- *Restoration of 46 Main North Road – Bex Dollery (Ecologist – Biodiversity) – 20 minutes.*
- *Waimakariri Parking Plan Project – Heike Downie (Senior Advisor – Strategy and Programme) and Shane Binder (Senior Transportation Engineer) – 20 minutes.*
- *Boat Trailer Parking – Chris Brown (General Manager Community and Recreation) – 10 minutes.*
- *Northern Pegasus Bay Bylaw Review – Sylvia Docherty (Senior Policy Analyst) and Mike Kwant (Greenspace Community Projects Officer) – 10 minutes*
- *Members Forum*
 - *Nominations for Community Service Awards – 10 minutes.*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 3 JULY 2024 AT 7PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were two members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

2.1. Dorothy Scott and Lauren Scott

D Scott noted that she had spoken to the Board at their 6 July 2022 meeting regarding the level of wastewater and other water that was being poured onto her property. She did not believe that the Council was going to resolve the issue and therefore she would be taking the next step in resolving the matter herself. She noted that A Childs (Property Acquisitions and Disposals Officer) had worked really hard on a right of way that ran between hers and a neighbouring property. She noticed that when the Council engaged her, her neighbour increased the water discharge that spilled onto the property. She had engaged with Environment Canterbury which had not achieved a positive result.

L Scott noted that they had dealt with the Investigations Team at Environment Canterbury (ECan). They were unclear if the investigation had been completed based on the complaints that they made. She had requested, through the Official Information Act, the information on the investigation which she believed was incomplete. The onus had been heavily on D Scott to provide evidence of wrong doing rather than have ECan carryout a fully investigate the issue.

D Scott noted that they had just had a prolonged dry period which made it very obvious where and to the extent that the neighbours were able to discharge water over her property. She had sent the neighbour a letter alluding to the problem, and they had turned the water off however had turned it back on a month later on a drip feed system. She had now dug a moat around her house.

N Mealings noted that she had been to the property and seen what D Scott was dealing with.

T Robson asked if there was any way that the Board could force ECan to being more proactive. G Cleary did not think that Council could force them, however he would speak with K Simpson (3 Waters Manager) regarding his engagement with ECan had been. He was confident that if the Council asked ECan they would respond.

3. **CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 5 June 2024**

Moved: R Harpur Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 5 June 2024, as a true and accurate record.

CARRIED

4.2. **Matters Arising (From Minutes)**

There were no matters arising.

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 5 June 2024**

Moved: P Merrifield Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the circulated Notes of the Oxford-Ohoka Community Board workshop, held on 5 June 2024.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – K Rabe (Governance Advisor)**

K Rabe requested that the report be withdrawn as Management had requested that the Boards reconsider the criteria for the fund prior to it being presented to the August 2024 meeting.

Moved: S Barkle Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) Lay the report on the table

CARRIED

7.2. **Application to the Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund - K Rabe (Governance Advisor)**

K Rabe spoke to the report noting there were a number of applications. The Ohoka Rugby Club had requested a large amount towards attending the New Zealand Junior Rugby Festival. The Oxford Museum Historical Society were requesting funding for a new flag. She noted that the Ohoka School Aims Basketball Team was an application that would need to be carefully assessed as that although the team members belonged to the School it was their coach that had completed the application. View Hill School were requesting funding towards hosting a dark sky event and although this was a school application, the funding would not be used for the school syllabus. This event would be to raise funds to replace pupils' digital equipment.

N Mealings noted that her son had attended the New Zealand Junior Rugby Festival three times, and it was an awesome experience for the kids, assisted with how they played rugby. She believed that fundraising could be carried out by parents to cover more of the costs. She noted that the Club was doing quite a lot of fundraising. She was concerned that \$1,000 was the maximum amount allowable for the entire rugby club for the year. Whilst she supported the application, she did not think that \$1,000 was appropriate. N Mealings would be supportive of a smaller amount being allocated.

T Fulton noted that his sons had been to the tournament. He noted that the event had been running for a number of years. This was quite a programmed event for the Club where they could see three or four years out what teams would get the opportunity to attend the event. He agreed that this was large amount being requested and agreed with N Mealings that a smaller amount should be considered.

Moved: T Robson Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240604089340.
- (b) **Approves** a grant of \$500 to the Ohoka Rugby Club Under 11 towards attending the New Zealand Junior Rugby Festival in August/September 2024.

CARRIED

Moved: S Barkle Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (c) **Approves** a grant of \$398 to the Oxford Museum/Oxford Historical Records Society for a new double-sided teardrop flag.

CARRIED

N Mealings asked if they had done any other fundraising. K Rabe noted they had not made any other applications for community funding; however, the Coach was confident that they would raise the required funds.

M Wilson noted that this funding was for nine students whereas other applications the Board had received had been of benefit to a greater number of people in the Boards area. She believed that this could set a precedent around Aims Games, which was an expensive undertaking.

N Mealings noted that the application stated that attending this event would promote Ohoka Senior School and would help retain students. Ohoka School had suffered from students leaving after year six to go to town schools. One of the reasons the School started attending the Aims Games was to have an action packed senior school schedule to encourage that kids and their families to complete their classes at the school.

Moved: P Merrifield Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$300 to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.

LAPSED

P Merrifield believed that \$300 was in proportion to the other applications. He commented that there was a cost of living crisis going on and he felt that there were 'nice to haves' and 'must haves' and he believed sporting events and he wondered how long groups would be able to fundraise to go to tournaments all over the country.

T Fulton thought that based on the number of children, a limited amount seemed fair. The Board needed to ration its funds as this was only the first round of applications for the financial year.

M Brown queried where the funding was being paid to as the financials in the application was the Coach's personal account. K Rabe would encourage the funds to go through the school.

Moved: T Robson

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (e) **Lays** the application from the Ohoka School Aims Games Basketball team on the table to seek clarification on where the funds would be deposited.

CARRIED

T Fulton noted that the Board had received a few applications for various dark sky projects And queried how many dark sky events the Board would be funding. K Rabe noted that it was not a Dark Sky event per se but rather a fair to raise funds.

M Wilson asked what it would look like for the Board to fund the school to run a fundraising event.

N Mealings asked if the School had a PTA as the application had been completed from the Board of Trustees which went against the Boards funding criteria. However, the Board acknowledged that this was the first time that the School had applied for funding and may have misunderstood the process. She asked that staff contact the School to let them know the correct process for any applications in the future.

M Brown noted that the School were looking to cater for 200 people at \$5 each was \$1,000. The application stated that the estimated costs of running the event was \$1,200. He wondered whether this was a potential loss making venture for them and was unsure if the financials had been thought out. He questioned whether the School would be better off applying to the Board for the devices rather than the event.

P Merrifield asked how many students attended the school. T Fulton believed that the School had a role of approximately 74 pupils.

T Robson asked if the Board granted the School \$700, and the event was achieved on the lower end of their budget if the School would not be able to provide accountability for the full amount granted or would the School need to return the unspent money. K Rabe noted that generally unspent money would be returned.

Moved: S Barkle

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (f) **Approves** a grant of \$500 to View Hill School towards hosting a Dark Sky even, noting that any funds remaining from the hosting of the event be utilised on funding the required digital devices.

CARRIED

P Merrifield against

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for June 2024

- Local Government New Zealand Roundtable – Joined the Zoom meeting on the topic of Sovereign Citizens. Seemed to be a worldwide movement. Historically these groups seemed to pop up and become more prevalent after a significant event such as Covid. There had been a lot of investment by various Government organisations to deal with these groups, to understand what was required of them and how best to deal with them. There had been a huge number of information requests which had cost councils a lot of time and money. Some elected members had been harassed and some had been misrepresented. Also noted that Sovereign Citizens were one group who did not believe they needed to follow the law and would challenge legalities and fees and generally want anonymity. Then there are other groups who have lost trust in officials and have alternative views. All groups have every right to request information and do as they would with that information.
- Mandeville/Ohoka Drainage Board meeting.
 - Budgets had slightly increased for maintenance work based on the amount that had been needed over the past few years.
 - Some areas of the Ohoka Stream that had recently works completed and another two areas that needed looking at.
 - Looking at creating a map that showed the maintenance schedules of the drains/streams and perhaps adding photos of the most recent works.
 - Doug Nicholl, the Chairperson had stood down due to deteriorating health. Doug had been part of the Board for 20 years and had brought a wealth of local knowledge with him. His work on the Board had been commendable. Doug had always had the community's interest at heart and had ensured they received a good level of service in the area of drainage. The new Chairperson Tom McBrearty, another local and who also had a lot to bring to the table, had been elected.
- Chairperson/Deputy Chairperson meeting – General update on how each ward was going. All seem to have specific projects going on such as the Woodend Bypass, solar farm applications and landfill applications.
- All Boards Workshop.
 - Great attendance and a number of interesting presentations.
 - Great to see a passionate and driven group from the home school organisation. Some good information in relation to resource management and district plan process. Now need to find ways to communicate this to our residence. Work in this space of simplifying and making the process easier to follow still needs to happen.
 - Excellent presentation by B Wiremu (Emergency Management Advisor).
- Woodstock Landfill decision released – declined. The Board submitted on behalf of the residence of our ward to the hearing of Woodstock Quarry landfill application. After a very long and drawn out process the commissioners had

decided to decline the application. Stating that the applicant provided insufficient information which together with the unacceptable risk posed by the proposal to nationally and regionally significant biodiversity and cultural values led them to decline the application. These were both key concerns the Board had throughout the process. The lack of detail and information made the community particularly uncomfortable with how such a complex system would be managed if allowed. The applicant could now either accept the decision and not pursue it any further or appeal the decision to the Environment Court. They had 15 working days to do this – 19th July 2024.

- Swannanoa School Oral Language Festival – Attended the oral language festival where representatives from each hapu presented their poem or speech. Such a lovely night with a talented bunch of kids.
- District Plan submission against Ohoka development. Had been working on submission for this the over this month and had submitted last week. You could see the exerts evidence that formed our submission online on the Council's web page. She would have been grateful for more time to present their case.

Moved: T Robson

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal update from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 10.3. Kaipoi-Tuahivi Community Board Meeting Minutes 17 June 2024.
- 10.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 10.5. Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 10.6. Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 10.7. Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.
- 10.8. Private Well Study – Results from 2023 Study – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: S Barkle

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.8.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

T Robson

- Pearson Park Advisory Group Meeting – there was a new representative from the Oxford Soccer Club, a discussion around upgrade works that were required and upcoming

maintenance. The residents at the West Oxford Reserve seemed to be lingering and K Howat (Parks and Facilities Team Leader) was currently dealing with the matter.

- Ashley Gorge Reserve Advisory Group were holding a working bee on 6 July 2024 to do the final tidy-up work on the new walking track through the reserve.
- Woodstock Quarries outcome how could the Board ensure that the compliance issues were followed up by the Council.
- District Plan Hearings – thanked S Barkle for presenting. He thought that they used their time well.
- Attended All Boards Briefing.

T Fulton

- Showgate Drive in Oxford was a muddy mess with broken edges and no curb or drain remedy and the Oxford A&P Chair, Jason Skurr, wanted action. It was muddy for sports, school, A&P and community groups.
- Parking Oxford supermarket - recently asked Council staff for this to be considered in public consultation for the Oxford town center parking management plan.
- Wolff's Road Bridge - plan for Community Board workshop at its August 2024 meeting. There had been a verbal offer of support in-kind from a local earthmoving contracting family who had been keen for action on the bridge for some years. More information may be available in August about possible next steps.
- Attended Rolleston Industrial Ltd District Plan submission hearing in Rangiora.
- Requested copy of Council information on hearing process, stream timelines and expected decision timeframe.
- Ohoka Residents Association members had asked for a residents meeting to express their feeling about the proposal plan change 31 and communicate with elected members and staff. One resident felt the Board needed to meet at Ohoka more often.
- Good to see the Gorge Bridge works completed and then publicized, including an explanation of the joins issue.

M Brown

- Oxford Rural Drainage Advisory Group – there was a focus on the works for 2024/25 financial year. The current account was currently in deficit in the equity as most of it had been spent on flood protection and repairs.
- Judged the Oxford Promotions Action Committee Mid-Winter Lights competition in Oxford with the Deputy Mayor and an Oxford resident.
- Washington Place drainage works – work had begun.
- Oxford Promotions Action Committee – both the treasurer and secretary had now resigned.
- Waimakariri Gorge Bridge.
- There was a consent to break up Verkirks Farm on Bradleys Road.

R Harpur

- Mandeville Bowling Club Annual General Meeting.
- Mandeville Sports Club looking for a new caterer.

- Unable to attend Ohoka Drainage Meeting as it was difficult to get to the meeting at 3pm.
- District Plan Hearing – thanked S Barkle for representing the Board.

M Wilson

- Rangiora Fire Brigade 150th Static Display – Good community turnout to celebrate 150 years of our local Fire Service. Demonstrations included putting out a fire, cutting someone out of a vehicle. Great family event. Thank you to the workers and volunteers who sacrifice their time to look after us in an emergency situation.
- Waimakariri Health Advisory Group Meeting – Interesting data set shared by Kathy O'Neill from Health New Zealand/Te Whatu Ora regarding alcohol related admissions. Discussion around how we collect data and share stories across the District to get an accurate picture of what was happening with Drug and Alcohol harm.
- Local Government New Zealand Roundtable – Discussion regarding Sovereign Citizens. Sharing of processes to follow, what to be aware of and experiences from across New Zealand. This was having a significant impact on individuals and the time, and resources needed to deal with situations as they arise.
- Alcohol and Drug Harm Prevention Steering Group – Discussion with Nikki Rogers from Hospitality New Zealand around where the harm was occurring. They provided training in host responsibilities. Sales were climbing in low/no alcohol drinks. Look at using locals to share stories. Venues don't tend to be a problem. Highlighted issues with preloading, drinking in carparks, drinking at home. Would connect with local hospitality owners.
- Food Security Forum – Speakers: Kelly - Made North Canterbury, Sonia - Urban Self-Sufficiency, Gordyn - Kaiapoi Food Forest. Kelly shared information regarding the special nature of what Waimakariri has to offer in terms of Food. So much could be done that enabled people to provide for their own food needs and save money by either planting vegetables themselves or having Food Forests available.
- All Boards Meeting – Presentation from Home Schooling group Mahi Mātātoa hearing about ways to help children and families connect. Heard from B Wiremu (Emergency Management Advisor) and his team shared about the hub idea for local communities and ways Community Boards can help.
- Council Meeting – Adoption of Long Term Plan.
- Women's Institute Meeting – 93rd birthday of Ohoka Women's Institute would be on August 8th, 2024. Concern about lack of people willing to take on leadership roles and some Women's Institute groups closing. Women's Institute was an important part of the community helping connect women, providing care and friendship, that we don't want to lose.
- Rangiora Promotions Relaunch – helpful to see where they were heading was much more community centric.
- District Plan Hearings – discussion around the Board being visible.

P Merrifield

- All Boards Briefing.
- Oxford Museum Meeting – visited the old railway embankment.
- Posted about the Waimakariri Gorge Bridge on the Boards Facebook page.
- District Plan Hearings – Thanked S Barkle and A Schulte for their work.

N Mealings

- Council met with MP Andy Foster, Chair of Transport and Infrastructure – Discussed water reforms, roading challenges, health, housing and growth challenges.
- Planting at Honda Forest, Kaiapoi – A fantastic morning, good turnout and great weather, The Honda Forest project in Kaiapoi on Regeneration Zoned land was looking great. Thanked Honda for their contribution over several years.
- Proposed District Plan Hearings – Hearing Stream 12B.
- Council Briefing/Workshop.
- Local Government New Zealand Webinar – Sovereign citizens and vexatious requests.
- Ohoka Rural Drainage Advisory Group Meeting – Mandeville groundwater level currently at -12m, (-10m or less usually indicates undercurrent/groundwater resurgence.) Update on Mandeville Resurgence Channel Upgrade project given two stages to design, consult, consent and construct. Communication with the community would be key. Longstanding chair Doug Nichol had stood down and the mantle had been passed to Tom McBrearty as new chair. Thank you, Doug, for your many years of dedicated service and best wishes to Tom as he takes up the role.
- Christchurch City Council Coastal Hazards Working Group – Observer/non-voting member of this group through the Greater Christchurch Partnership to learn about their Coastal Hazards Adaption Planning Program and methodology.
- Social Services Waimakariri meeting (bi-monthly forum bringing together service providers in the district to share information and synergies with other providers) – Youth and fifty plus housing work was ongoing; PHO Health – focused on sustainability within practices – remote services, online and phone used to fill gaps with staff shortages. Still difficult for people to enroll in practices; Police – trend for thieves to target copper in new builds. Boy racers active on Tram Road, probably not locals. Mental health distress rising. Rural lookout app had been a success and was planned to be rolled out nationwide. Ministry of Social Development reported that construction and small businesses were seeing the highest volatility in job losses, with people having to travel to stay in the industry or exit. Rural Assistance payments administered through Rural Support Trust (in conjunction with the Ministry of Social Development and Ministry for primary Industries) were now available until November 2024 for farmers and growers affected by drought in the district. Youth Employment Expo to be held at Mainpower Stadium in August 2024; Citizens Advice Bureau Youth Kete website www.youth.cab.org.nz.
- Utilities and Roding Committee Meeting – Public consultation approved for Amended Stormwater Drainage and Watercourse Protection Bylaw 2024. Hearings in September 2024. Hearing panel appointed: Councillors Williams, Redmond, and Fulton.
- Council Briefing.
- Mandeville Sports Club Board Meeting – Working on constitution update as required by Incorporated Societies Act changes. Main gate now locked at night and unlocked in the mornings as a result of recent thefts to preclude easy vehicle access. Changing room

project design ongoing. Bike track around domain progressing. Current clubrooms caterer was moving on, so the Club were looking for a new catering company for the contract.

- Alcohol and Drug Harm Prevention Steering Group Meeting – Nicky Rogers from Hospitality New Zealand spoke to the group regarding alcohol and other drug harm prevention projects.
- All Boards Meeting – Guests Mahi Matatoa presented. Civil Defence spoke about community emergency hubs.
- Community Wellbeing North Canterbury Board Meeting – New Trustees Alison Hood and Louisa Sullivan, and new Manager of Finance and Business Administration, Mark Beswick had been appointed.
- Council Briefing.
- Council Meeting – Long Term Plan adopted. Consultation sent to 5,000 people, 3,000 visited the website, 336 chose to make submissions. Difficult year but started at 19.2% and reduced to 9.39% average rise. Waimakariri District Council was one of the lowest in the country and lowest in Canterbury.
- Waimakariri Youth Council Meeting – Aimee Claasens spoke to the group about Welcoming Communities initiative. Waimakariri Youth Council projects ongoing.
- Alcohol and Other Drugs 101 Workshop – Workshop organised for those working in the social service sector. Covered common substances in New Zealand and risk, general approaches to problematic use to reduce harm and referral pathways.
- Arohatia te Awa Working Group Meeting.
- Portfolio Catchup.
- Monthly Mandeville Sports Club Catchup with Board and Council staff.
- Teams meeting with Waimakariri District Council, Hurunui District Council and Kaikoura District Council to discuss issues of mutual interest.
- Canterbury Biodiversity Champions Meeting – Group was convened under the Canterbury Mayoral Forum, with Councillors from each of the 10 Canterbury Councils. Talked about the various funding approaches and initiatives of the different Councils for biodiversity in their Long Term Plans. A big piece of work at present was to work with Environment Canterbury on the revitalisation of the Canterbury Biodiversity Strategy which would then inform part of the review of the Canterbury Regional Policy Statement. The group was asked to nominate contacts for ongoing participation in the Canterbury Biodiversity Strategy revitalisation.
- Council Meeting – Council to begin looking into strategic parking management plans due to the National Policy Statement-Urban Development's (Policy 11) forced removal of Council's ability to require developers to provide parking, thus putting pressure on Council-provided parking and on-street management strategies. Strategy was starting with Rangiora and Kaiapoi but would also address issues about concerns expressed by Ravenswood/Pegasus and Oxford communities. Not strictly about charging, but overall management strategy. Staff also committed to undertaking a review of the original Oxford Town Centre Strategy adopted in 2014 in the second half of 2024. This work would consider and provide strategic direction on a wide range of matters, including the business and built environment, facilities and open space, and access and parking matters, and will involve elected member, stakeholder, and community engagement.

12. **CONSULTATION PROJECTS**

Nil.

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

Balance as at 1 July 2024: \$6,330.

13.2. General Landscaping Fund

Balance as at 1 July 2024: \$13,990. Plus carryover to be confirmed.

The Board noted the funding update.

14. MEDIA ITEMS

Nil.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 7 August 2024 at the Ohoka Community Hall.

Workshop (9:07pm to 9:46pm)

- *Discretionary Grant Fund – Kay Rabe (Governance Advisor)*
- *Members Forum*
 - *Members Query Spreadsheet*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:46PM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 JULY 2024 AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, R Mather, and P Redmond.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), I Clark (Project Manager Community and Recreation), J McBride (Roading and Transport Manager), G Stephens (Design and Planning Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: S Powell Seconded: B Cairns

THAT an apology for absence be received and sustained from I Fong and A Thompson.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 10 June 2024

Moved: R Mather Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Confirms** the Minutes of the Woodend-Sefton Community Board Meeting held on 10 June 2024.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **Sefton Domain and Pavilion – I Clark (Project Manager Community and Recreation)**

I Clark spoke to the report noting it was to update the Board on the Sefton Public Hall Society progress of the community facility rebuild. The report also provided details regarding the failed wastewater system at the Sefton pavilion. The report had a recommendation to the Council's Community and Recreation Committee for the procurement of the full replacement of the wastewater system. She noted that the full replacement would allow for futureproofing the new facility which was yet to be built.

R Mather asked if the Sefton Public Hall Society could still apply for a building consent fee waiver. I Clark noted that Council was covering the cost of the Resource Consent, however the Sefton Hall Committee could still apply to the Council for a waiver for its building consent.

B Cairns asked what land did the Sefton Public Hall Society own. I Clark replied that they owned the current Sefton Hall and the old Sefton Library.

S Powell asked if there was a maintenance schedule for septic tanks in Council owned facilities. I Clark replied that this had been included as part of the Community Facilities Network Plan which assessed the condition of all Council owned buildings.

Moved: S Powell

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 240607092285.
- (b) **Notes** that the replacement of the full wastewater system is required given the failure of the existing system, and to allow future proofing for the Sefton Public Hall Society who have a lease for the Sefton Domain from the Community Board.
- (c) **Notes** staff have been liaising with the Sefton Public Hall Society who have indicated they plan to begin building by 2025 on Sefton Domain, and that the timing of the upgraded septic system will need to be coordinated with this project.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Community and Recreation Committee:

- (d) **Approves** option one for staff to replace the wastewater system at Sefton Domain.
- (e) **Approves** staff utilising up to \$180,000 from the General Building Renewals budget (PJ code 101179.000.5014) for the replacement of the septic system within the 2024/25 financial year.
- (f) **Notes** that the General Building Renewals programme will have an impact due to the use of allocation of this budget.
- (g) **Notes** the Community Facilities Network plan supports the Sefton Public Hall Society replacing the facility it owns that was damaged in the earthquake and requires renewal.
- (h) **Notes** that staff will be bringing a programme for Greenspace budgets to the Community and Recreation Committee in its July meeting. This report will propose the Greenspace program of works for the next three years, including the General Building Renewals Budget.

CARRIED

S Powell commented that the Board had asked for the septic tank replacement in its Long Term Plan submission. She thanked Council staff for their work to enable this to happen.

R Mather thanked Council staff for the update.

P Redmond supported the motion. He believed that it was clear that the Council needed to do something to repair or replace the septic tank system at the domain.

6.2 **Proposed Roothing Capital Works Programme for 2024/25 and Indicative Three Year Programme – J McBride (Roothing and Transport Manager) and K Straw (Civil Projects Team Leader)**

J McBride spoke to the report which sought the endorsement of the Roothing Capital Works Programme for 2024/25 and indicative three years 2025-28. The minor safety programme was developed largely from known deficiencies, roadside hazards, safety issues and gaps in the network. The bus shelter programme was largely agreed through the Public Transport Futures business case; however, the Roothing Capital Works Programme did not include large projects which had separate budget allocations through the Long Term Plan.

R Mather enquired which bus stop had a higher usage rate, the one on State Highway One or the one on Infinity Drive. J McBride thought that the State Highway One stop had the higher usage. The reason Council staff had not prioritised the State Highway One stop was due to the unknowns regarding the Woodend Bypass. R Mather suggested the need for seating at the stop on SH1 by the roundabout as an interim measure given the uncertainty over how the Bypass would affect this stop. The Board agreed that seating at the SH1 stop should be prioritised over the Infinity Drive stop.

P Redmond enquired what the roadside hazard removal on Upper Sefton Road related to and J McBride replied that it was the concrete culvert upstand 9.5km from the start of Sefton Road.

S Powell asked if Council staff had any idea when Environment Canterbury were going to review its public transport services as this could impact on the need for bus shelters in Ravenswood for example. J McBride replied that staff had queried this however Environment Canterbury were unsure when the review would be carried out.

Moved: R Mather

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 240419062981.
- (b) **Endorses** the attached 2024/25 DRAFT Proposed Roothing Capital Works Programme (Trim No. 240624102120)
- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2025/26, 2026/27 and 2027/28 years, subject to the inclusion of a seat being installed in Pegasus Boulevard (near SH1) in the 2024/25 financial year.
- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from this report, and reports to the other Community Boards, will be taken by staff and will be incorporated into the final report which is proposed to be taken to the Utilities and Roothing Committee in August 2024 for approval.

CARRIED

R Mather commented that it was a good report and easily understood.

P Redmond commented that it was a good opportunity to see the programme and provide feedback. The unknown was the availability of funding.

6.3 **Application to the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that the Woodend Spring Flower Show were seeking funding towards hall hire, insurance and printing and costs had increased significantly since the previous year. The North Canterbury Pony Club were seeking funding towards the cost of St John Ambulance services at the Springston Trophy event to be held in Rangiora. The cost of having the ambulance available for the event was significant. The Club had received funding from the Kaiapoi-Tuahiwi Community Board for ambulance service, however it was insufficient to cover the cost involved. The Hope Community Trust was seeking funding towards the cost of a projector and screen for its new premises in Woodend.

B Cairns asked in relation to the Woodend Flower Show's venue hire, the daily rate for the facility was \$272 however their venue hire costs were shown as \$477. S Powell stated that time to set up and breakdown times had to be included in the hire costs.

Moved: B Cairns

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 240417060688.
- (b) **Approves** a grant of \$750 to the Woodend Spring Flower Show towards the hall hire, insurance and printing.

B Cairns commented that it was a popular show. He had attended and helped in previous years. It was well attended and well organised.

Amendment:

Moved: P Redmond

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (c) **Receives** report No. 240417060688.
- (d) **Approves** a grant of \$500 to the Woodend Spring Flower Show towards the hall hire, insurance and printing.

CARRIED

P Redmond commented that it was a good event and acknowledged that the costs to hold the event seemed to be increasing, however he had some reservations in allocating \$1,000 towards this initiative. He noted that the organisers had increased their marketing and advertising costs substantially from previous years. He reminded the Board that it only had a limited amount of funding to grant for the year.

R Mather supported P Redmond's comments. She requested staff to inform the applicant of the Fee Waiver option. She was also conscious that the Board had a limited budget for the year.

Moved: R Mather

THAT the Woodend-Sefton Community Board:

- (e) **Declines** the application from the North Canterbury Pony Club.

The motion lapsed for want of a seconder.

P Redmond believed the Springston Trophy was a good event, and the St John ambulance services would assist the competitors as well as members of the public attending the event and therefore the funds would benefit many people.

R Mather noted that the event would not be held in the Board's area, and that the member clubs listed in the application were not in the Boards area. The event had already received \$2,250 from other Boards.

Moved: M Paterson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (f) **Approves** a grant of \$200 to the North Canterbury Pony Club towards the cost of St John Ambulance services.

CARRIED

R Mather and P Redmond against.

M Paterson commented that it was a good community event which he believed that the Board should support. Two hundred dollars was a small amount which would go towards safety on the day.

P Redmond commented that the event may not be in the Board's area and there did not appear to include any pony clubs in the area and therefore he could not support the motion.

R Mather noted that the Club had already received \$2,250 from the other boards in the district and therefore did not support the motion.

B Cairns noted that whilst the event was not in the Board's area it would generate economic benefit to the whole of the district. While there may not be any pony clubs in the area there could potentially be riders who lived in the area who would be participating and would be attending the event.

S Powell supported the motion based on the fact that there was a lot of horse riders in the Boards area, who would be interested in attending even if they were not participating in the event itself.

Moved: P Redmond

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (g) **Approves** a grant of \$705 to the Hope Community Trust towards the cost of a projector and screen for their new premises.

CARRIED

P Redmond commented that the Trust was a well-known community organisation, with a history of exemplary work, expanding into the Boards area. He believed this was a suitable contribution.

R Mather was pleased to see the Hope Community Trust working in the Boards area and hoped that they would have a bigger presence in the area.

B Cairns commented that he had worked with the Trust in Rangiora, and it did a superb amount of work, which if they could duplicate in Woodend would be beneficial to the community.

S Powell supported the motion noting it was good to see the Trust moving into Woodend as there was a real need in the area.

7 **CORRESPONDENCE**

Council Long Term Plan Submission Response Letter Trim ref: 240216022707

Moved: S Powell

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).

CARRIED

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for June 2024**

S Powell noted that the viewing platforms were receiving a lot of positive feedback. There was still some planting to be completed. She noted that the replacement planting of the removed hedge at Waikuku Beach, carried out at the end of September 2023 was doing very well.

Moved: S Powell

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 240701105806).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 5 June 2024.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 June 2024.
- 9.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 9.5. Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 9.6. Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 9.7. Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.
- 9.8. Private Well Study – Results from 2023 Study – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: R Mather

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.8.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

B Cairns

- Still reviewing the promotion associations event funding throughout the district. A Terms of Reference had been developed by Council staff which would be considered once a Committee was formed which would then make a recommendation to the Council on how to fund events in the future.

P Redmond

- The Local Government New Zealand Sovereign Citizens Zoom session was very interesting.
- Road Safety Working Group – Cycle sense funding was yet to be approved by NZTA. In the meantime, the Council was funding the programme until December 2024.
- Council had adopted its Long Term Plan –. The impact of the 'do nothing' options savings were very minimal.

M Paterson

- Attended Mayor's Chairperson and Deputy Chairpersons meeting.
- Attended all Boards session. Interesting to hear about the community hub initiative.
- Installation of lights at Gladstone park had started construction.

11 **CONSULTATION PROJECTS**

11.1 **Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

11.2 **Oxford Football Club Using Cust Domain**

<https://letstalk.waimakariri.govt.nz/oxford-football-club-using-cust-domain>

Consultation closes Friday 26 July 2024.

The Board noted the consultation projects.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 1 July 2024: \$6,830.

The Board noted the funding update.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 12 August 2024 at the Woodend Community Centre, School Road, Woodend.

Workshop (6:39pm to 7:02pm)

- *Discretionary Grant Fund – Kay Rabe (Governance Advisor)*
- *Members Forum*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:02PM.

CONFIRMED

Chairperson

Date

MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 10 JULY 2024, AT 7 PM.

PRESENT

J Gerard (Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, S Wilkinson, and P Williams.

IN ATTENDANCE

S Hart (General Manager Strategy, Engagement and Economic Development), J McBride (Roading and Transport Manager), K Straw (Civil Projects Team Leader), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

There were seventeen members of the public present.

1. APOLOGIES

Moved: B McLaren

Seconded: J Goldsworthy

An apology for absence was received and sustained from K Barnett.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 12 June 2024

Moved: B McLaren

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 12 June 2024.

CARRIED

3.2. Matters Arising (From Minutes)

P Williams enquired whether there was any feedback from the public consultation about Environment Canterbury's proposed Air Quality Monitoring Station in Rangiora. T Kunkel confirmed that there is no feedback at this time; however, the Board will be kept updated.

3.3. Notes of the Rangiora-Ashley Community Board Workshop – 12 June 2024

Moved: B McLaren

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the circulated notes of the Rangiora-Ashley Community Board Workshop, held on 12 June 2024.

CARRIED

4. **DEPUTATIONS AND PRESENTATIONS**

4.1. **Solar Farm at 87 Upper Sefton Road – David Fordyce**

D Fordyce addressed the Board on behalf of residents neighbouring the proposed solar farm development at 87 Upper Sefton Road. He advised that residents had become aware of the proposed application for consent to develop a solar farm in 2023. Following this, 30 residents met to discuss their concerns, which included, among others:

- Solar farms were an unregulated industry lacking oversight. Any current information on solar farms focused on the 'warm and fuzzy' without substance.
- 87 Upper Sefton Road was LUC (Land Use Capability) Class 2 land. This classification was the second most productive land in New Zealand and represented less than 15% of national farmland. The National Policy Statement for Highly Productive Land 2022 required territorial authorities to avoid the inappropriate use or development of highly productive land.
- The solar farm should be located on a less intrusive site, and the application should be declined based on its unsuitable location. The residents were not opposed to solar farms in general; they were opposed to this location. In comparison, they believed the proposed solar farm location at Eyrewell Forest was suitable because it was on low-grade land and had large buffer zones.
- The motors moving the solar panels to follow the sun would provide continuous noise.
- Electromagnetic radiation and electromagnetic fields presented health concerns as raised in the tabled paper.
- The glare and glint from solar panels would create a hazard for traffic on Upper Sefton Road. In addition, the adjacent Fibre Mill was a reference point for small aircraft and the glare could affect aircraft.
- Solar installations created heat islands, resulting in a local increase in temperature up to three to five degrees. In the height of summer, neighbouring properties would receive reflected heat for approximately eight hours per day.
- In the event of a severe storm damaging the panels, there was potential for contamination. There were several small creeks crossing the site, which were Saltwater Creek tributaries, the Hurunui Aquifer was on Lower Sefton Road, and the Hurunui Water Scheme was only 800m from the proposed solar farm. Solar panels represent a source of potential contamination as they contain several toxic heavy metals and compounds. Eco-toxic cleaning products for cleaning panels were also a source of contamination.
- The company proposing the solar farm was based in Sydney, Australia. It had only one New Zealand shareholder who held one share. They believed that the Council had a responsibility to protect residents before profiting from foreign investors.
- Residents currently enjoyed a rural outlook; it would be a completely different outlook if 30-40 thousand 4.8m high solar panels were installed on neighbouring property.

I Campbell questioned the panels' life expectancy, and D Fordyce advised that research had shown that it would be between ten and 15 years. However, these panels would be in a high-wind zone, which may lessen their life expectancy.

I Cambell further enquired if there were any benefits to the community. D Fordyce noted that the power generated was not for local consumption and would provide little job opportunities once established. Hence, there were no benefits to the Waimakariri District.

S Wilkinson asked about the decline in property values located near solar farms. D Fordyce commented there was no report in New Zealand of that yet. However, there was evidence from overseas that this was the case.

P Williams noted that if residents were not opposed to solar energy, what was their main concern. D Fordyce reiterated that they were concerned about the location of the proposed solar farm due to its proximity to the water supply and residents' homes.

R Brine sought clarity on what the residents would like to happen regarding the application. D Fordyce advised that they wanted the application to be publicly notified and that, ideally, another, more appropriate site be found. He highlighted that there were 30 to 40 homes within 800 meters of the site.

R Brine suggested the group also present their concerns to the Woodend-Sefton Community Board, as while the proposed solar farm was in the Rangiora-Ashley Ward area, many residents would be travelling past the site from Sefton and the Hurunui area.

J Gerard thanked D Fordyce for his presentation and noted the support in the gallery. The Board would receive an update from staff on the matter.

5. **ADJOURNED BUSINESS**

Nil.

6. **REPORTS**

6.1. **Proposed Changes to the Bus Stop Facility at North Loburn School – J McBride (Roading and Transport Manager) and P Daly (Road Safety Coordinator / Journey Planner)**

J McBride introduced the report, which sought approval to relocate the bus stop at North Loburn School approximately 40 meters further north to mitigate safety concerns. The request was from the principal of the North Loburn School and was endorsed by the Ministry of Education.

P Williams sought and was provided clarification on the layout of the school entrances.

Moved: P Williams

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 240430068062.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

(b) **Approves** relocation of the existing school bus stop approximately 40 metres North, along the school boundary.

(c) **Approves** the remarking and signage of the new bus stop location.

(d) **Notes** the cost estimate of \$1000 - \$1200.

(e) **Notes** the support of the principal of North Loburn School and of the Ministry of Education.

CARRIED

P Williams commented that the request came from North Loburn School, which would have a good understanding of the requirements to ensure child safety.

6.2. **Proposed Capital Works Programme for 2024/25 and Indicative Three-Year Programme – K Straw (Civil Projects Team Leader) and J McBride (Roding and Transport Manager)**

J McBride and K Straw presented the report, which sought endorsement for the proposed 2024/25 Roding Capital Works Programme and noted the indicative three-year programme from 2025/26 to 2027/28. J McBride noted that the footpath renewal was condition-driven. The bus shelter programme was based on an agreed-upon approach to improving public transport and examining boarding numbers. The Roding Capital Works Programme did not include large infrastructure projects.

J McBride noted the number of questions raised by the Board prior to the meeting and the responses that had been circulated.

P Williams questioned if the cycleways would only be completed if the 51% Central Government subsidy was received. J McBride advised that the Council did not receive co-funding for the Minor Safety Programme. The outcome of the Council's funding application to the New Zealand Transport Agency was not yet known. Staff would provide the Council with an update if funding was not successful.

In response to a question from J Goldsworthy, J McBride confirmed that Environment Canterbury co-funded bus shelters.

M Fleming enquired about the two bus shelters on Ashley Street that seemed to be located quite close together. J McBride explained that the programme was based on boarding numbers. The bus stops with the highest boarding numbers were first targeted for higher levels of service.

B McLaren asked whether the Roding Capital Works Programme included the whole Waimakariri District, as footpath renewals appeared to be concentrated in Rangiora and Kaiapoi. J McBride explained that the footpath renewal programme was condition-driven, and as Kaiapoi and Rangiora had the oldest townships, replacements there were triggered before other areas.

J Goldsworthy referred to the poor condition of the area on Coldstream Road, near Ashley Street, and enquired if that had been considered as part of the footpath renewals programme. J McBride confirmed that the Council had allocated budget in its 2024-34 Long Term Plan for the development of a footpath outside the Rangiora Showgrounds.

Responding to a question from S Wilkinson, J McBride confirmed that the funding for the renewal of the footpath along Holcroft Court could be brought forward to the 2024/25 financial year. However, that would require pushing equivalent projects out to the 2025/26 financial year. She suggested that the renewal of the footpaths along Grove Place and Fraser Place, which were in similar condition, be deferred.

Moved: J Ward

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 240419062918.
- (b) **Endorses** the 2024/25 Draft Proposed Roding Capital Works Programme (Trim No. 240624102120) with the addition of bringing the footpath renewal of Holcroft Road forward to 2024/25 and pushing out the renewal of Grove Place and Fraser Place to 2025/26.
- (c) **Endorses** the indicative Roding Capital Works Programme for the 2025/26, 2026/27 and 2027/28 financial years with the addition of bringing the footpath renewal of Holcroft Road forward to 2024/25 and pushing out the renewal of Grove

Place and Fraser Place to 2025/26.

- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such, it will not be known whether co-funding is available until that time.
- (e) **Notes** that feedback from the Community Boards will be incorporated into the final report, which is proposed to be submitted to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

J Ward commented that the upgrading of footpaths, kerbs, and channels was an ongoing process to ensure that infrastructure did not deteriorate all at once, thus requiring significant funding.

J Gerard was pleased to see the inclusion of the footpath to Coldstream Road.

S Wilkinson supported bringing the funding for the renewal of the footpath along Holcroft Court forward to the 2024/25 financial year as it was a safety issue. He suggested that the renewal of the footpaths along Grove Place and Fraser Place, also be prioritised if they were in similar condition.

6.3. **Submission to the proposed quarrying activities and the construction and operation of a Class 3 Managed Landfill at 150, 154, 174 and 176 Quarry Road Loburn (RC245076) – T Kunkel (Governance Team Leader)**

S Hart highlighted the options available to the Board if they wished to make a submission to both Waimakariri District Council and Environment Canterbury on the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn.

J Gerard nominated I Campbell and K Barnett as representatives from the ward's rural area to assist with the Board's submission.

M Fleming asked if the Board would collaborate with other opponents of the landfill. J Gerard noted that he had discussed about the resource consent process with the Whiterock Community Opposition Group. However, while the Board could make its own submission, it could share any information with the community. He noted that staff would remain independent from the process.

Moved: J Gerard

Seconded: S Wilkinson

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240423064120.
- (b) **Agrees** to make a submission on the Resource Consent (RC245076 and CRC243700 and associated) applications to undertake quarrying activities and construct and operate a Class 3 Managed Fill Landfill at 150, 154, 174, and 176 Quarry Road, Loburn.
- (c) **Delegates** authority to Board members J Gerard (Chair), I Campbell and K Barnett to formulate and submit the Board's submission on the Resource Consent (RC245076, CRC243700 and associated) applications to undertake quarrying activities and construct and operate a Class 3 Managed Fill Landfill at 150, 154, 174, and 176 Quarry Road, Loburn.

- (d) **Notes** that the Protranz International Limited consent applications with Waimakariri District Council and Environment Canterbury are currently on hold, and no public notification has been made.
- (e) **Note** that the Community Board is an unincorporated body and is not a local authority or a committee of the Council. The Community Board has a specific delegation to submit on Resource Consent applications within the Board area where appropriate.
- (f) **Notes** that the Community Board does not have any decision-making authority on Resource Management Act 1991 matters and that decision-making is objective and impartial by delegated officers or commissioners.
- (g) **Notes** that submissions relating to the Community Board's local knowledge and information can be effectively presented without professional advice.
- (h) **Agrees** that the Community Board should seek professional advice, such as an independent planner, legal advisor, or other technical expert. The Community Board will, therefore, seek funding and other resourcing from the Council to engage professional experts.

CARRIED

J Gerard believed that the Board would need professional advice to assist in preparing a submission. The Board was representing the community and whatever information they received should be presented as well as possible. From the Board's experience with the Rangiora Racecourse resource consent process, the expert they had engaged had strengthened their argument. He believed that \$5,000 to 10,000 should be sufficient to engage an expert to assist the Board.

S Wilkinson endorsed J Gerard's comments and also supported the motion.

P Williams also supported the motion and he believed that learnings from the Oxford Landfill proposal could be applied.

I Campbell thanked the Board for the nomination to assist with the submission.

The Board held a workshop from 8.20pm to 8.47pm to discuss Discretionary Grant Funding Criteria.

6.4. Application to the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

T Kunkel introduced the Waimakariri United Football Club application, noting that it was the largest football club in the Waimakariri District, with 904 registered players.

Moved: S Wilkinson

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240523082939.
- (b) **Approves** a grant of \$600 to the Waimakariri United Football Club towards the cost of purchasing bibs.

CARRIED

S Wilkinson noted that the Waimakariri United Football Club was an important organisation in the community with strong community support. However, only 33% of the Club's membership was from the Rangiora-Ashley Ward. The Club was in a comfortable financial position, and the purchase would go ahead regardless of the outcome of the application. He, therefore, believed \$600 was a reasonable amount to approve as it reflected the proportion of the number of people from the Rangiora-Ashley Ward who would benefit.

P Williams enquired if the Women's Institute had previously applied for Board funding, and T Kunkel advised that they received funding for hall hire and craft supplies for their Craft Day in 2021, 2022, and 2023.

L McClure asked whether the Women's Institute's application could be perceived as retrospective. T Kunkel explained that Craft Day was scheduled for the same day as the Board meeting, and the application was received prior to the event; thus, the approval would not be considered retrospective.

Moved: B McLaren

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$110 to the North Canterbury Federation of Women's Institute towards hosting a Craft Day.

CARRIED

B McLaren noted the budget contradictions and recommended that the Women's Institute be granted \$110 to make up the shortfall needed to host the event.

J Gerard noted that the wage component of \$270 could not be funded. Other considerations were that only 30% of the people who benefited from the craft day were from the Rangiora-Ashley Ward, and the number of people who would benefit from the event was around 35 people.

Moved: R Brine

Seconded: J Ward

THAT the Rangiora-Ashley Community Board:

- (d) **Declines** a grant to the Southbrook Netball Club.

CARRIED

R Brine noted that the Southbrook Netball Club was affiliated with the Southbrook Sports Club and that facilities for meetings and storage were available at that sports club. He also questioned the Club's assertion that 100% of its members were from the Rangiora-Ashley Ward.

J Gerard commented that the Club played a valuable role in the community and had a strong community presence. However, the Board have granted the Club funding for the hall, storage hire, and prize giving in 2020, 2022, and 2023, and the Board should not be funding annual operation costs. He recommended that the Club be advised to request funding for the Council via the 2025/26 Annual Plan process.

T Kunkel noted that the Board's Discretionary Grant Application criteria did not consider schools to be non-profit community-based organisations. The application was from the St Joseph's School principal and, therefore, did not comply with the criteria. Also, no evidence had been provided that the Ministry of Education should not subsidise the cultural event.

Moved: J Gerard

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (e) **Declines** a grant to St Joseph's School.

CARRIED

L McClure commented that hosting a cultural festival was a great idea; however, the application did not qualify based on the Board's Discretionary Grant Application criteria.

Moved: J Goldsworthy

Seconded: P Williams

- (f) **Approves** a grant of \$500 to the Salvation Army Just Brass to continue and grow its music lessons for underprivileged children.

CARRIED

J Goldsworthy believed the programme would be of tremendous benefit to participants by providing support to children and their families. Therefore, he supported the motion.

P Williams believed the programme would benefit the community by providing opportunities for disadvantaged children and opening doors for other services should the children or their families need further welfare or social support. He, therefore, also supported the motion.

J Gerard agreed that the Salvation Army Just Brass was a worthwhile organisation and that the music lessons for children in low-decile schools were a valuable programme. However, the \$20,200 for wages could not be funded, and there was a high cost per recipient as only 15 students were from the Rangiora-Ashley Ward.

L McClure likewise supported the motion and requested that recipients be advised in communications that the grant could not be applied to a wage component.

7. **CORRESPONDENCE**

7.1. **Council Long Term Plan Submission Response Letter (Trim: 240216022707)**

7.2. **Letter regarding Queen Street Trees (Trim: 240703108088)**

Moved: J Goldsworthy

Seconded: J Ward

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).
- (b) **Receives** the letter regarding Queen Street Trees (Trim: 240703108088).

CARRIED

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for June 2024**

Moved: J Gerard

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240703108091.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 5 June 2024.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 June 2024.
- 9.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 9.5. 46 Main North Road, Kaiapoi – Public and Iwi Feedback – Reserve Classification – Report to Council Meeting 4 June 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.6. Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 9.7. Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 9.8. Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roding Committee meeting 18 June 2024 – Circulates to all Boards.
- 9.9. Private Well Study – Results from 2023 Study – Report to Utilities and Roding Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: L McClure

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) Receives the information in Items 9.1 to 9.9.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

R Brine

- Advised that N Mealing had attended the Solid Waste conference and was talking to staff about introducing an app to create awareness of recycling and second-hand facilities in the district.
- Attended Southbrook Sports Club meeting. The Committee was pleased with the LTP decisions regarding the Club. They were currently looking at potential partners for the development of the facility.

•

P Williams

- Attended:
 - Four drainage advisory group meetings.
 - Kaiapoi Waste Water Treatment Plant walkaround. It needed funding for improvements.
 - Site meeting at Cones Road drainage diversion.
 - Kaiapoi Arts Expo.
 - District Licencing Commission hearing
 - Utilities and Roding Committee meeting
 - Council meeting
 - All Boards' meeting
 - Upper Sefton Road site meeting with residents looking at issues.
- Noted that as a resident of River Road, he had spoken to several residents and truck drivers who had expressed concern about the practicalities, including narrowness, of the new road layout.

It was requested that an update on the road layout be sought from the Roding and Transport Manager.

I Campbell

- Attended:
 - Meeting with K Barnett and a representative from the Whiterock Community Group opposing the Quarry Road landfill proposal.
 - Site meeting with residents regarding flooding on Upper Sefton Road.
 - Loburn Emergency Hub meeting, which was not well attended. Rural members of the community had many useful resources in an emergency.
 - Kaiapoi Art Expo.

M Clake

- Viewed leaves and pavement issues on Church Street. Sent a request to Greenspace regarding tree pruning.
- Requested no-stopping lines be painted alongside the new South Belt pedestrian refuge and had been pleased with the prompt response from the roading team.
- Commented on the lack of visuals on glass doors and breakages as a result.
- Viewed bus stop at North Loburn School.
- Noted the new pedestrian refuge on Ivory Street was being well utilised.
- Attended Drainage Committee meeting.

S Wilkinson

- Acknowledged prompt response to Snap, Send, and Solve requests.
- Attended:
 - Drainage meeting.
 - Southbrook Sports Club meeting.
 - Loburn Emergency Hub meeting, and while he believed it was a fantastic concept, he was disappointed by the community's lack of turnout. He suggested a rethink around communications, such as a signed letter from the Mayor.
- Raised concerns regarding the River Road layout.
- Noted there were differing opinions coming out of the consultation regarding the installation of football fields at Cust, particularly from the equestrian community, which had facilities established at the domain.

J Goldsworthy

- Acknowledged Robin Brown's handover of New World, Rangiora.
- The Civil Defence team was reviewing feedback regarding communications. The team was also harmonising the Emergency Operations Centre with Business as Usual operations.
- Rangiora Promotions Association was rebranding as Rangiora Promotions and was taking a more community focus on delivering events.
- Attended a presentation from Christchurch International Airport (CIA), which outlined their general direction.

J Ward

- Commented Council was now more Business as Usual following the finalisation of LTP.
- Attended:
 - Utilities and Roding Committee meeting: It was noted that the Central Government speed limit consultation had a very short turnaround time for the Council to respond.
 - North Canterbury Sport and Recreation Trust meeting.
 - Presentation from CIA who wanted to expand noise contours. Had questioned them regarding runway 29 (northwest runway). A lot of freight was being delivered at night.

They had confirmed that General Aviation would be out of Christchurch by 2035, and Rangiora Airfield was well placed for that change.

- Commented on 3 Waters, the Chief Executive had advised that the Council would need to decide and have their voice heard quickly before options were removed.
- Commented there was a lot of indecision from the new government. The Council would not know about roading funding until October.

B McLaren

- Commented it had been a great month locally for art and theatre.
- Attended Rangiora Museum monthly meeting.

L McClure

- Attended:
 - Matariki celebrations – the Kaiapoi light display was incredible.
 - Rangiora Promotions relaunch
 - Kaiapoi Art Expo
- Community Gardens were looking at a potential site on Good Street and there would be an update to the Board in the future.

M Fleming

- Attended Waimakariri Access Group meeting. The Health and Disability Commission were reviewing processes around making complaints. The Rangiora High School Lighthouse Programme, which had 39 students, were looking to make further connections with the businesses to increase student employment placements.

11. CONSULTATION PROJECTS

11.1. Oxford Football Club using Cust Domain

<https://letstalk.waimakariri.govt.nz/oxford-football-club-using-cust-domain>

Consultation closed on Friday, 26 July 2024.

11.2. Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

Consultation closed in mid-August 2024.

The Board noted the consultation projects.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as at 30 June 2024: \$14,200.

12.2. General Landscaping Fund

Balance as of 30 June 2024: \$42,970, plus carryover is to be confirmed.

The Board noted the Board Funding updates.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 14 August 2024.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9PM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 15 JULY 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley (arrived at 4.17pm).

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), I Clark (Project Manager Community and Recreation) and K Rabe (Governance Advisor).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from N Atkinson and for late arrival for R Keetley who arrived at 4.17pm.

CARRIED

1.1 Matters Arising (From Minutes)

There were no matters arising.

1.2 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 June 2024

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 17 June 2024.

CARRIED

2 DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations.

3 ADJOURNED BUSINESS

There was no adjourned business.

4 **REPORTS**

4.1 **Ground Lease Kaiapoi Menz Shed – I Clark (Project Manager Community and Recreation)**

I Clark presented the report which sought two decisions in relation to the use of the Kaiapoi Community Hub site located in the Kaiapoi South Regeneration area. The decisions sought the approval for the ground lease for Kaiapoi Menz Shed and approval for the temporary storage of three containers on their site.

T Bartle sought clarity on the wording of recommendation (h) in relation to the 'slight differences' between the leases and I Clark replied this was a difference in wording only.

P Redmond asked when the storage agreement came into effect and was told the timing would start once the containers arrived on site, which could be several months away.

B Cairns sought clarity on the term storage and queried if any work would be occurring within the containers. I Clark explained that the first step was to complete the first building, which would then be used for work while the containers would be used to store materials and tools etc.

P Redmond asked if insurance cover would be the same for both the Menz Shed and YDot, given that the Menz Shed would be using volatile materials. I Clark replied that liability insurance would be for one million dollars for both groups. P Redmond queried what YDot did and was told it was basically a trade school which was why the liability cover was the same as the Menz Shed.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 240513076330.
- (b) **Approves** the awarding of a ground lease to Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street for a term of 30 years.
- (c) **Approves** delegated~~ing~~ authority to the General Manager of Community and Recreation to finalise lease negotiations with the Kaiapoi Menz Shed.
- (d) **Notes** the storage containers must comply with the design guidelines and are temporary for a maximum period of 24 months.
- (e) **Notes** staff will issue the Menz Shed with an advisory reminder that the containers must be removed or replaced with a permanent solution after 18 months of being on site.
- (f) **Approves** two 20-foot containers and one 40-foot container to be placed temporarily at the Kaiapoi Community Hub for storage purposes for a period of up to two years. Staff will notify the board when this period begins as will only start once building commences.
- (g) **Notes** the lease fee will only be paid if requested (\$1.00 per annum) to fall in line with other community lease agreements, as determined by Council.

- (h) **Notes** that there are slight differences between the lease agreement between the Kaiapoi Menz Shed and the other confirmed leases on the site. This is due to the feedback received from groups as well as the different activities they carry out. However, general conditions are the same.
- (i) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation.
- (j) **Notes** that costs associated with the development of the leased area will lie with individual group and the Lessee must ensure that works comply with the site Design Guidelines attached to this report.
- (k) **Notes that any lease would be subject to a two-year period to start their build to enable the Group to raise the funds it needs for the project.**

CARRIED

4.2 Proposed Roothing Capital Works Programme for 2024/25 and Indicative Three Year Programme – K Straw (Civil Projects Team Leader) and J McBride (Roothing and Transport Manager)

J McBride and K Straw presented the report which sought the Borad's endorsement to the proposed 2024/25 Roothing Capital Works Programme.

J Watson noted that recently a footpath had been constructed on Fuller Street between Silverstream and the Kaiapoi Borough School. However, this highlighted the untidy nature of the opposite berm and queried if it was possible to construct a kerb for that side of the street. J McBride replied that there was no budget for new kerbs and channels only for renewals. If the Board wished it could submit for new kerbing through the Annual Plan.

B Cairns sought clarity regarding the renewal of the footpath on Charles Street (outside Paris for the Weekend) and was told that only the current footpath would be replaced and any extension to the Coastguard could be considered under the Minor Improvement Project budget if required.

T Bartle queried the School Safety Project for Kaiapoi North School and its carryover from 2023/24 financial year. J McBride replied that staff had been working with the school to improve crossing safety and reconfigure street parking to improve line of sight and safety for children crossing Williams Street. A report would be coming to the Board on this matter later in the year. T Bartle also queried the speed treatment for Cosgrove Street. J McBride replied that this would be for traffic calming measures at the intersection of Cosgrove Street and Island Road.

Moved: J Waston

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240419062979.
- (b) **Endorses** the 2024/25 DRAFT Proposed Roothing Capital Works Programme (Trim No. 240624102120).
- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2025/26, 2026/27 and 2027/28 financial years.

- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from the Community Boards, will be incorporated into the final report which is proposed to be submitted to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

J Watson noted that this was necessary work to be carried out throughout the district therefore supported the motion.

A Blackie concurred.

4.3 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe introduced the applications and took the report as read.

T Bartle queried if the Board had any guidelines or criteria on the amounts it allocated to groups. K Rabe replied that currently there were no guidelines however a workshop on the criteria for the Discretionary Grant Fund would be held after the meeting to discuss this and other concerns raised regarding the Discretionary Grant Fund criteria.

The Board agreed to consider each application individually.

P Redmond queried the policy on funding sports clubs and was told that historically Boards had funded sports clubs acknowledging the general aim of clubs was not to make profit and most clubs who held money did so for maintenance works.

Moved: A Blackie

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Approves** a grant of \$500 to the Waimakariri United Football Club

CARRIED

A Blackie supported this motion as the Waimakariri United Football Club was a strong club which continued to grow. He acknowledged the club had \$67,000 in the bank and as the Board's funds were limited, he believed that \$500 was a reasonable contribution towards this initiative.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$600 to the R13 Youth Development Trust for art supplies for Art Therapy sessions.

CARRIED

J Watson supported this application noting that the R13 Youth Development Trust had been active in Kaiapoi for some time and did not appear to have much in the way of funding. She believed that this was a strong group which did good work with youth in the area.

J Watson noted that this application had been sent on behalf Karanga Mai Early Learning Centre. She noted she had some connection with the Learning Centre when she taught at Kaiapoi High School and acknowledged that some members may have reservations as this application could be considered coming from a school however, she would move the recommendation.

Moved: J Watson

- (d) **Approves** a grant of \$600 to the Community Wellbeing North Canterbury Trust towards the purchase of a digital media screen.

The motion lapsed for want of a seconder.

T Bartle suggested that this report be left to lie on the table until further information regarding the application was received, namely why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

Moved: T Bartle

Seconded: J Watson

THAT the application lie on the table until further information has been received regarding why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

CARRIED

5 CORRESPONDENCE

5.1 Council Long Term Plan Submission Response Letter (Trim: 240216022707)

5.2 Letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909)

The Chair requested that the letter from J Pearce be acknowledged in the first instance and that this matter be discussed after the meeting in workshop to find a way forward.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).
- (b) **Receives** the letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909).

CARRIED

6 CHAIRPERSON'S REPORT

6.1 Chairperson's Report for June 2024

The Chairperson gave an update on the Kaiapoi Art Expo which had claimed all her time during June and July. She requested that the Board acknowledge the Trustees who run the art expo and who had gone above and beyond given that there had been a new co-ordinator to manage the Expo this year, who had required mentoring resulting in the Trustees putting more time than usual on the organisation of the Expo. The Board

acknowledged Joan Whillans, Clare Giffard, Julia Hassall and Christine Eastgate and the work they had done to produce a successful and positive event for the district. J Watson noted that sales were down however that was understandable given the economic situation however attendance had been both positive and astonishingly high. She also acknowledged the major sponsors which included Corcoran French, Jed Pearce, Rangiora Pak n Save for the School Expo, John Rhind for 'People's Choice'. The people's choice winner was all over social media which would benefit the artist and the Expo.

A Backie also offered a vote of thanks to J Watson for her untiring work and effort to ensure a successful event which benefited not only Kaiapoi but the district.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

7 MATTERS REFERRED FOR INFORMATION

- 7.1 Oxford-Ohoka Community Board Meeting Minutes 5 June 2024.
- 7.2 Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 7.3 Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 7.4 Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 7.5 46 Main North Road, Kaiapoi – Public and Iwi Feedback – Reserve Classification – Report to Council Meeting 4 June 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 7.6 Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 7.7 Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 7.8 Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.
- 7.9 Private Well Study – Results from 2023 Study – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.9.

CARRIED

8 **MEMBERS' INFORMATION EXCHANGE**

8.1 **Al Blackie**

- Te Kohaka Trust recovering after a difficult month with resignations from staff.
- Public planting days a success.
- Kainga Ora briefing to Council – currently 33 properties in Rangiora and Kaiapoi. Concern that 'pepper potting' was not occurring as originally promised.
- Northern Pegasus Bay Bylaw hearing later in the week with 33 people wishing to be heard.

8.2 **Tim Bartle**

- Attended All Boards session and disappointed at the lack information shared regarding the District Plan.
- Attended Drainage Advisory Groups – dry winter so no issues at present.
- Matariki event a success and lighting show impressive however highlighted the need for a power supply at Norman Kirk Park.
- North Canterbury Neighbourhood Support ticking along.
- Successful Expo – great for Kaiapoi.

8.3 **Tracey Blair**

- Darnley Club meeting and garage building project starting.
- Low attendance numbers due to winter illnesses.
- AGM to be held on 10 September 2024.

8.4 **Brent Cairns**

- Superb Arts Expo.
- Unexpected numbers at Matariki event. Changes to be made to next years event to improve some aspects e.g. traffic management.
- Accessibility platforms at Pegasus and Waikuku which would allow more people to enjoy the beach.
- Springston Trophy event – Enterprise North Canterbury also funded the event so there was concern regarding overlaps with funding. As Portfolio holder he had been included on the ENC funding committee to see how overlaps could be mitigated in the future.
- Kaiapoi Promotions Association had their next event on the 17th July 2024 at 5,30pm at the Coast Guard, they would have Bianca Punt from Attraction Studio to talk marketing tips and the Committee would talk about the review of Christmas event location and how that event would expand into an evening music event.

8.5 **Philip Redmond**

- Local Government New Zealand Sovereign Citizens zoom session really interesting and could circulate articles on this to members.
- Otautahi Community Housing Trust opening.
- Kaiapoi Community Networking forum.
- Canterbury Property Investors Association forum.
- Road Safety Working Group meeting.
- Adopted the Council's Long Term Plan with rate increase of 9.39%.
- Water done Well teams meeting.
- North Canterbury Sports and Recreation meeting.
- Various Council briefings, workshops, meetings including drainage advisory groups, District Licencing Committee hearing and several roading related meetings with residents and staff.

8.6 **Sandra Stewart**

- Waimakariri Biodiversity Trust looking for Trustees.
- Wonderful Art Expo
- Concern raised regarding the saltwater incursion in the Kaiapoi River.
- Attended the Central Rural Advisory Group meeting and requests that the Board invite Environment Canterbury to come and discuss the Cam River stop banks upgrade as well as the Kaiapoi River monitoring.

8.7 **Russell Keetly**

- Attended Kaiapoi Art Expo and Fire and Ice events.
- Attended All Boards session.
- Attended Museum meeting.
- Concern that more traffic management was needed for big events.

9 **CONSULTATION PROJECTS**

9.1 **Oxford Football Club Using Cust Domain**

<https://letstalk.waimakariri.govt.nz/oxford-football-club-using-cust-domain>

Consultation closes Friday 2 August 2024.

9.2 **Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

Consultation closes mid-August 2024.

The Board noted the consultation projects.

10 **BOARD FUNDING UPDATE**

10.1 **Board Discretionary Grant**

Balance as at 30 June 2024: \$8,600.

The Board noted the funding update.

11 **MEDIA ITEMS**

Nil.

12 **QUESTIONS UNDER STANDING ORDERS**

Nil.

13 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 August 2024 at 4pm.

There being no further business the meeting concluded at 4.48pm

CONFIRMED

Chairperson

Date

Workshop

(4.49pm to 4.48pm)

- *Discretionary Grant Funding – Kay Rabe (Governance Advisor) – 15 minutes*
- *Lease for Historic Railway Building*
(See Trim Ref 240716116525)
- *Members Forum*
Nil.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18/240730125339

REPORT TO: Council

DATE OF MEETING: 6 August 2024

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Monday 24 June 2024 – Sunday 28 July 2024

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team, and staff.

Monday 24 June	Meeting: Present to Finance and Expenditure committee re Water Services Preliminary Arrangements Bill (online); Ian Brown (resident) Attended: Kaiapoi North School Arts Expo
Tuesday 25 June	Meeting: Ecan CWMS (online): Youth Council Attended: Ashgrove School Matariki Breakfast
Wednesday 26 June	Meeting: FRisk (online) Attended: Christian Homeschool Science Fair; Swannanoa School Poetry competition (judge)
Thursday 27 June	Meeting: North Canterbury Councils Local Water Done Well with Hurunui and Kaikoura Mayors and CEs (online)
Friday 28 June	<i>Matariki public holiday</i>
Tuesday 2 July	Meeting: Canterbury Mayoral Forum with Hon Chris Bishop Attended: Rangiora Promotions relaunch event
Wednesday 3 July	Meeting: Waitaha Primary Health Board Meeting Attended: Leadership (youth) breakfast
Thursday 4 July	Meeting: David Hill, North Canterbury News; Tony McClelland (resident) Attended: Kaiapoi Borough School Matariki Celebration; North Canterbury Primary Schools debating competition (judge)
Friday 5 July	Meeting: Minister Simeon Brown with Hurunui and Kaikoura Mayors Attended: Kaiapoi High School CACTUS programme prizegiving; Kaiapoi Art Expo opening

Monday 8 July	Meeting: Les Cherry at Eyreton Hall with Clr Niki Mealings; Kaiapoi Waste Water Treatment plant with Michael Bate
Tuesday 9 July	Interview: Compass FM
Wednesday 10 July	Attended: Photo call for MTFJ article; Citizenship Ceremony; Passchendaele Group Dinner
Thursday 11 July	Meeting: Rient Rypma (resident); North Canterbury Councils Local Water Done Well with Hurunui and Kaikoura Mayors and CEs (online) Attended: Compass FM Board Meeting
Friday 12 July	Attended: Minister Simeon Brown visit to meet with Canterbury Mayoral Forum
Tuesday 16 July	Meeting: Rangiora Health Hub (online) Attended: Wellington Mayors Lunch, Wellington
Wednesday 17 July	Attended: ENC Board Meeting; Kaiapoi Promotions Association Networking Event
Thursday 18 July	Meeting: Zone 5 & 6 Conference October 2024 Planning (online) with Zone 6 Chair; Canterbury Climate Partnership Programme (online); Rebecca Drury (resident); John and Anne Macphail (residents); Warwick Hodder (resident) Attended: Friends of the Kaiapoi Town Hall AGM
Friday 19 July	Meeting: Kaiapoi/Tuahiwi/Rangiora/Woodend Road 5 Crossroads
Saturday 20 July	Attended: RSA commemoration service and medal presentation; Belgian National Day Reception
Sunday 21 July	Attended: Accompanied Belgian Ambassador on visit programme including visiting Cemeteries, unveiling of plaque and reception at Rangiora RSA
Monday 22 July	Attended: Accompanied Belgian Ambassador on visit programme, Christchurch city
Tuesday 23 July	Meeting: Meetings with Central and Local Government while in Auckland Attended: Community Welcoming Hui, Auckland
Wednesday 24 July	Attended: Pegasus Residents Group AGM
Thursday 25 July	Interview: Compass FM Meeting: Local Water Done Well workshop with Ngai Tahu and Mayors and CEs; Emma Martini re promotion of Nth Canterbury; LGNZ 2025 conference Discussion (online) Attended: ENC Networking Function; Abbeyfield AGM (Chair)
Friday 26 July	Meeting: GCP Mayors and Chairs; Aquatic Centre Accessibility Meeting at Dudley Park; Terence Davis (resident)

	Attended: Canterbury Registered Master Builder 2024 Award Dinner
--	--

THAT the Council:

- a) **Receives** report N°. 240730125339.



Dan Gordon
MAYOR

Key:

LTP – Long Term Plan
DIA – Department of Internal Affairs
PHO – Primary Health Organisation
GCP – Greater Christchurch Partnership
WPH – Waitaha Primary Health
NCN – North Canterbury News